

**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

April 23, 2008

OPENING PROCEDURES

1. Board President Easton, called the meeting to order at 5:49 p.m. Director of Pupil Services, Sheila Weinberg, led the audience in the Pledge of Allegiance.

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

Members Absent: None.

Staff:

Janet Bernard, Interim Superintendent
Sherry Forte, Exec. Asst. to the Supt.
Rodger Smith, Director of HR/Facilities
Sheila Weinberg, Director of Pupil Services
Dena Whittington, Asst. Supt., Business Serv.
Todd Boteler, District Webmaster
Randy Wheaton, Maintenance Supervisor
David Skinner, 4th gr. teacher, Carmel Del Mar, DMCTA President
Jenny Luce, ESC/Art teacher, Sycamore Ridge
Linda Dugger, ESC teacher, Carmel Del Mar
Tanya Lubomudrov, Science teacher, Ocean Air
Nancy Swanberg, ESC/Science teacher, Del Mar Hills
Peg LaRose, Principal, Sage Canyon
Ryan Stanley, Assistant Principal, Sage Canyon
Sarah Raskin, 3rd gr. teacher, Sage Canyon
Mary Ann Loes, 6th gr. teacher, Ashley Falls
Jodi Neilson, Music teacher, Ocean Air
Minnie DeVico, 2nd gr. teacher, Ocean Air
Sandi Jackson, Kdg/1st grade teacher, Ocean Air
Bill Porter, 2nd gr. teacher, Carmel Del Mar

Others In Attendance:

Jim Kerr, Del Mar Times; Ian Port, Union Tribune, Kriss Kissner, Mary Farrell, Bob Gans, Doug Perkins, Janet Pecsar, KerryTraylor, Jennifer McCroskey, Sue Tumay, Denise Galluzzi

REPORT OF ACTION TAKEN IN CLOSED SESSION:

Due to the District and City reaching an agreement, in principle, on the material terms of the Amendment to the Purchase Agreement, the Board voted 3-1-0 to extend escrow until May 15, 2008.

The approval was contingent upon the City delivering an executed copy of the Settlement Agreement, between the City of Del Mar and the Del Mar Union School District – Case No. GIN052325, to the District Office by 3:00 p.m. on Tuesday, April 29, 2008.

In the event the executed Settlement Agreement is not provided to the District by April 29, 2008, the District's extension of the escrow shall be revoked, effective April 30, 2008.

2.0 **Student Recognition – Sage Canyon**

Ryan Stanley, Assistant Principal of Sage Canyon School, introduced student team members responsible for the operation of Coyote Corner, a student-run school supply store. Team members train new members, research inventory, discuss cost and profit, accounting, advertising and teamwork. Students take turns performing the various jobs, which include store manager, sales, cashiers, inventory, backpack valets and more. A student produced commercial advertising Coyote Corner was presented to the Board.

3.0 **Approval of the Agenda**

On motion by Member White, seconded by Member Lamborghini the Board voted unanimously to approve the 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.

4.2 **Public Input**

- None.

5. **REPORTS, RECOGNITIONS and HEARINGS**

5.1 **Recognition**

Board President Easton thanked Jake's Del Mar for its continued support of the DMUSD Employee of the Month Program, by donating gift certificates for the honorees. Employees of the Month for April 2008:

*Ashley Falls – Terri Alper, School Administrative Assistant
Carmel Del Mar – Anne Yarnell, Special Education Aide II*

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Del Mar Heights – Linda Tucker, Library Media Specialist
Del Mar Hills – Trudi Smith, Health Technician
Ocean Air – Dave Macias, School Plant Manager
Sage Canyon – Trish Portella, Special Education Aide II
Sycamore Ridge – Carolyn Liuchan, Preschool Special Education Aide II
Torrey Hills – Tranquilino Mentado, Night Custodian

5.2 School Recognition

2008 California Distinguished School - Ashley Falls School

(Presented for information only.)

Ashley Falls School was one of twenty-four schools in San Diego County recently named as a 2008 California Distinguished School by the California Department of Education

5.3 Report, DMCTA Report:

On behalf of the DMCTA, David Skinner, DMCTA President, thanked Director of Personnel/Facilities, Rodger Smith, for meeting with the temporary teachers. Anything the Board can do to expedite the decision making relative to temporary teachers would be very much appreciated by those employees and the DMCTA.

5.4 Report DMSEF Report:

Bob Gans, DMSEF President reported a check was presented to the DMUSD in the amount of \$517,920.20 on behalf of the DMSEF. DMSEF hopes to deliver two more checks, one on May 1 and a second check that will reflect any surplus after the budgeting process is complete for 2008-2009. The DMSEF has an item on their next Board Meeting Agenda regarding the feasibility of suspending their fundraising activities.

5.5 Report

Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

The Board will consider approval of a conference exceeding \$1,000 at the April 30, 2008 Special Board Meeting.

5.6 Report, Board Report/ Comments:

- Annette Easton expressed appreciation to David Jones, Principal, Carmel Del Mar, and Emily Disney, Principal, Sycamore Ridge, for the Board visitations, which gave the Board an opportunity to view PLC goals.
- Janet Lamborghini recognized Uma Krishnan, Science teacher, Torrey Hills, for being selected DMUSD Teacher of the Year. She acknowledged the science teachers in attendance and looks forward to the presentation on the Science adoption.
- Steven McDowell attended the Ground Breaking of Ocean Air Park where

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Councilman Scott Peters spoke. He was pleased to hear the fields are expected to be in place by Fall 2008.

- Katherine White thanked David Jones, Principal, Carmel Del Mar, and Emily Disney, Principal, Sycamore Ridge for hosting the Board visitations. She visited with staff at both schools and hopes to do the same at all sites. Additionally, she met with the Maintenance Department staff. Along with other Board members, she attended the City of Del Mar Council meeting. She also congratulated Nicole Ortega as the DMUSD Reading Teacher of the Year.

5.7 Report, Interim Superintendent's Report:

Interim Superintendent, Janet Bernard, congratulated Uma Krishnan, the DMUSD Teacher of the Year. Uma was selected from a distinguished list of the first time Site Teachers of the Year. The Board will recognize all honorees at the May Board meeting. She thanked the schools for providing special activities for Cesar Chavez Day and Paula Intravia, Art teacher at Carmel Del Mar for taking a group of students from her Service Learning Club to south San Diego to participate in a commemorative activity with the King Charter School.

Earth Day was celebrated at several of the school sites. Teachers are doing a wonderful job of teaching students the importance of a clean environment and saving the planet.

Interim Superintendent, Bernard had an opportunity to give a "State of the District" address to the joint PTAs of the North Coast at a PTA Superintendents Forum.

Negotiations on the sale of the Shores property to the City of Del Mar are nearing completion. A team from the City toured the District facility to address structural concerns, in particular the childcare facility. All state requirements and compliance issues have been met. A full report on the facility will be given to the Board at the May Board Meeting.

The Board received a thorough analysis of writing across the curriculum when the Board visited the Professional Learning activities at Carmel Del Mar and Sycamore Ridge.

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.1 Approval of the Minutes

On motion by Member White, seconded by Member McDowell, the Board voted unanimously to approve Minutes as follows:

Minutes of Special Board/Visitation Meeting of March 5, 2008

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Minutes of Special Board Meeting of March 5, 2008, 6:00 p.m.

Minutes of Special Board Meeting of March 28, 2008

Minutes of Special Board Meeting of April 2, 2008

The Minutes of Regular Board Meeting of March 26, 2008, were pulled and will be presented to the Board for approval at the Special Board Meeting on April 30, 2008.

5.2 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.

Member White requested that Item 10.1 be pulled from Consent.

On motion by Member McDowell, seconded by Member White, the Board voted unanimously to approve Consent Items, as amended.

Consent Items:

- *8.1 Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for January 1 – March 31, 2008.
- *10.1 Pulled from Consent.
~~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 Site Performance Agreements
- *10.4 Board Approval of Agreement Between Shake, Shingle & Roll Roofing, Inc. and the Del Mar Union School District for Tile and Flat Roof Repairs and Maintenance at Carmel Del Mar School in the Amount of \$9,675.00
- *10.5 Board Approval to Advertise for Bids for Summer Maintenance Work
- *10.6 Board Approval to Contract with Tandus Specialized Markets using Bid Processed and Documents Approved by the Chula Vista Elementary School Unified School District
- *10.7 Board Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)
- *10.8 Board Approval of Agreement Between the Del Mar Union School District and School Wise Press for Producing and Publishing 2007-2008, 2008-2009, and 2009-2010 Site Accountability Report Cards in the Amount of \$22,140.00.
- *11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

7. CURRICULUM AND INSTRUCTION

7.1 Recommendation for New Approval of Science Program, K-6

The DMUSD team of Science teachers presented for approval the K-6 Science program materials including Houghton Mifflin (K-5), Prentice-Hall (6) and Foss Science (K-6) together with a hands-on experiment. New Science materials

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must be in place for the 2008-2009 school year according to State requirements. The benefits of the new program include better alignment with State Standards, leveled readers, test preparation, and assessments.

On motion by Member Lamborghini, seconded by Member White, the Board voted unanimously to approve New Science Programs, Grades K-6, Houghton Mifflin and Prentice Hall.

8. ADMINISTRATION AND POLICY

8.2 Update on Process to Fill Board Vacancy

(Presented for information only.)

Interim Superintendent, Janet Bernard, reported that currently three applications had been received at the District Office. The application deadline is Friday, April 25, 2008 at 3:00 p.m. All applicants will be interviewed in Open Session at the Special Board Meeting to be held on May 7, 2008.

8.3 Board Approval, Consulting Firm to Conduct the Search for a New Superintendent

Director of Personnel/Facilities, Rodger Smith, presented background information on search firms for consideration, which include: Hazard, Young & Attea, The Cosca Group, Leadership Associates and the California School Board Association. (Not included is the SDCOE, as they are currently unable to conduct searches.) The Board directed staff to schedule interviews with each of the firms.

8.4 Board Approval, Donation from the Del Mar Schools Education Foundation

Interim Superintendent, Janet Bernard, reported the Del Mar Schools Education Foundation presented a check in the amount of \$517,920.20 to the DMUSD. The principals met and came to consensus that the monies should be used for extra enrichment staffing at the sites and not for the District base enrichment program.

On motion by Member White, seconded by Member Lamborghini, the Board unanimously voted to approve accepting the donation from the Del Mar Schools Education Foundation in the amount of \$517,920.20.

8.5 1st Reading, 2007/2008 School Accountability Report Cards

(Presented for information only.)

The report cards contain data from the 2006/2007 school year and are published in 2007/2008.

8.6 Update, PTA Letter Writing Campaign

(Presented for information only.)

Interim Superintendent, Janet Bernard, acknowledged the PTA Presidents for

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their leadership in organizing the letter writing campaign regarding the educational budget cuts being proposed by the state.

8.7 Update, 2008/2009 Student Registration

(Presented for information only.)

Director of Pupil Services, Sheila Weinberg, reported that as of April 16, 2008 the District had received 465 Kindergarten registrations with 76 registration packets still outstanding.

8.8 Projected Allocation of Enrichment Teaching Positions for 2008-2009

(Presented for information only.)

Director of Personnel/Facilities, Rodger Smith, reported the current enrichment staffing projection is based on the formula approved by the Board in March 2007 being applied to allocate the staffing for 2008/2009. Currently the projection includes an increase in one position to be divided .5 at Del Mar Heights related to an anticipated increase in enrollment due the 1st grade Spanish program and .5 at Sycamore Ridge due to the increase in 4th grade sections. The projection will be watched carefully due to the program possibly not materializing.

8.9 Public Letters and Written Statements to the Board

(Presented for information only.)

Interim Superintendent, Janet Bernard, reported that counsel has advised that public letters and statements presented to the Board are not to be part of the official Minutes, however, should be retained in the Board Agenda/Packet of the Regular Board Meeting maintained in the District Office. Once submitted, the letters and statements are part of the public record.

8.10 Discussion and Possible Appointment of Board Representative to the Legislative Action Network (LAN)

Interim Superintendent, Janet Bernard, reported that with the resignation of former Board Member Linda Crawford the Board no longer has representation at the Legislative Action Network meetings. Board consensus was that no replacement would be appointed at this time. Board member attendance at LAN meetings is always welcomed.

8.11 Reminder of Upcoming Events

(Presented for information only.)

9. OPERATIONS AND FACILITIES

9.1 Facilities Report

(Presented for information only.)

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Director of Personnel/Facilities, Rodger Smith, reported that a Settlement check in the amount of approximately \$23,000 was received from Tower Glass for the repairs at Torrey Hills.

9.2 Clarification, CFD Governance

(Presented for information only.)

Director of Personnel/Facilities, Rodger Smith, clarified for the Board that actions that are strictly related to a particular Community Facility District (CFD) should be acted upon by the legislative body for that specific CFD to keep the lines of responsibility clear.

9.3 First Reading, Board Policy 3511, Storm Water Management

(Presented for information only.)

Director of Personnel/Facilities, Rodger Smith, reported that the County has formed a consortium for compliance with the new State Storm Water Management requirements. Among the conditions for compliance with State regulations is that a policy be created relative to the DMUSD's posture on storm water management.

10. BUSINESS AND FINANCE

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

Member White requested Item 10.1 be pulled from consent for clarification regarding the reimbursement from the Sycamore Ridge PTA. Assistant Superintendent, Dena Whittington, explained that the funds received from the Sycamore PTA are for reimbursement of copier supplies used by the PTA.

On motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to approve the acceptance of donations to the Del Mar Union School District.

10.9 2008-2009 Updated Budget Assumptions for the General Fund

(Presented for information only.)

Assistant Superintendent, Dena Whittington, presented a review and update of the 2008/2009 General Fund Budget to reflect the most current information available regarding funding levels for next year. Property taxes remain at a 5% increase over the 07-08 Tax Assessor's estimates. State revenues have been reduced by a total of \$763,000. Local revenues have been reduced by donations. The final State budget will not be adopted until October or November 2008.

10.10 Infinite Campus - Student Information System Update

(Presented for information only.)

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Assistant Superintendent, Dena Whittington, stated the County is currently considering Edupoint Educational Systems (GeneSIS) for their data management program. Two piloting districts will use the system for a year to determine if it will work for the consortium. It appears that the Del Mar Union School District will be one of the two piloting districts.

10.11 **Board Approval, 2008 Tax and Revenue Anticipation Note Program, Resolution No. 2008-10**

Assistant Superintendent, Dena Whittington, introduced a representative from KNN Public Finance who presented a short program on the TRAN process.

On motion by Member Lamborghini, seconded by Member White, the Board voted unanimously to approve the 2008 Tax and Revenue Anticipation Note Program, Resolution No. 2008-10.

10.12 **2007/2008 Monthly Budget, Update**

(Presented for information only.)

11. PERSONNEL

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

(Presented for information only.)

Member White reported that the Personnel Committee will meet Thursday, April 24, 2008. Director of Maintenance Operations, Randy Wheaton, will be present to discuss the Maintenance and Operations Department and the Facility Department. Also being reviewed is the paperwork associated with those departments.

11.3 **Preliminary Look at 2008/2009 Staffing Projections**

(Presented for information only.)

Director of Personnel/Facilities, Rodger Smith, reviewed projected staffing for classroom positions at each of the district's sites for 2008-2009. This projection will be subject to change until all kindergarten registration is known for the fall. However, at the present time, this projection represents an increase of three positions as compared to 2007-2008.

11.4 **Study of Annual Attrition of Teaching Positions in the Del Mar Union School District**

(Presented for information only.)

Director of Personnel/Facilities, Rodger Smith, reviewed information reflecting actual attrition of teachers due to retirement or resignation during the last four years.

11.5 **Update, Hiring Coordinator of State & Federal Projects**

(Presented for information only.)

Director of Personnel/Facilities, Rodger Smith, stated that staff hopes to have a

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candidate to fill the position of Coordinator of State & Federal Projects for Board approval at the May Board Meeting.

12. ITEMS FOR MAY 2008 BOARD MEETING:

- DMUSD 6th Grade Promotion Assignments, (Promotion: 8:30 a.m.)
- Staff Recognition
2008 DMUSD Classified Employee of the Year, Julian Martinez, Lead Night Custodian
- Staff Recognition
2008 Site Teachers of the Year
Ashley Falls – Julie Geisbauer, Technology
Carmel Del Mar – Pam Barger, 6th grade
Del Mar Heights – Andy Smith, 1st grade
Del Mar Hills – Nancy Swanberg, Science, Math, Music
Ocean Air – Tanya Lubomudrov, Science
Sage Canyon – Tina Johnson, Resource Specialist
Sycamore Ridge – Jennifer Howard, 4th grade
Torrey Hills – Uma Krishnan, Science
- Staff Recognition
2008 DMUSD Teacher of the Year, Uma Krishnan, Science Teacher, Torrey Hills
- Staff Recognition
2008 DMUSD Reading Teacher of the Year, Nicole Ortega, Sage Canyon, 3rd grade teacher
- 1st Reading, Board of Trustees School Site Visitation Schedule, 2008/2009
- Spanish Discovery Program, Del Mar Heights School, 2008-2009, Enrollment Update
- Possible New Board Policy 7132 Regarding Site-Based Capital Facility Projects
- 2008-2009 Special Education Service Contracts (May or June mtg.)
- 2007/2008 National Lunch Program Report
- Update, EISS Grant
- 2nd read approval SARCs
- 2nd read of Storm Water Management policy
- D.O and Child Care Facilities Feport from Westberg + White
- Staffing Report Requested by Steven McDowell
- Update: May Revise, 2008/2009 State Budget
- 2nd Reading and Approval of School Accountability Report Cards

RECONVENE TO CLOSED SESSION AT 9:45 P.M. TO DISCUSS CLOSED SESSION AGENDA ITEMS 1.2, 1.3 AND 1.4

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RECONVENE TO OPEN SESSION AT 11:00 P.M.

REPORT OF ACTION TAKEN IN CLOSED SESSION: There was no action taken.

13. ADJOURNMENT

On motion by Member White, seconded by Member McDowell, the Board voted unanimously to adjourn the April 23, 2008 Regular Board meeting at 11:02 p.m.

Katherine White, Clerk

Janet Bernard, Interim Superintendent

Date

Date

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