

**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**

**June 25, 2008**

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**OPENING PROCEDURES**

1. Board President Easton, called the meeting to order at 5:45 p.m., David Skinner, 4<sup>th</sup> grade teacher and DMCTA President, 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,  
Doug Perkins (Member Perkins excused himself from the meeting at  
6:33 p.m.)

**Members Absent:** None.

**Staff:**

Janet Bernard, Interim Superintendent  
Sherry Forte, Executive Assistant to the Superintendent  
Rodger Smith, Director of Human Resources/Facility Planning  
Sheila Weinberg, Director of Pupil Services  
Dena Whittington, Assistant Superintendent, Business Service  
Todd Boteler, District Webmaster  
Randy Wheaton, Director of Maintenance & Operations  
David Skinner, 4<sup>th</sup> grade teacher, Carmel Del Mar, DMCTA President  
Mary Ann Loes, 6<sup>th</sup> grade teacher, Ashley Falls

**Others In Attendance:**

Mary Farrell, John Logan, Comischell Rodriguez, Marybeth Norgren

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

During Closed Session the Board approved the release of two temporary certificated employees: Employee #413-280 and Employee # 354-432.

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2.0 **Student Recognition – None.**

3.0 **Approval of the Agenda**

Board Member McDowell requested that Item 10.26 follow Item 5.2

*On motion by Member White, seconded by Member McDowell, the Board voted unanimously to approve the Agenda, as amended. (Member Perkins was not present for the vote.)*

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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**

- None.

**5. REPORTS, RECOGNITIONS and HEARINGS**

5.1 **Public Hearing**

**Public Hearing Regarding Sunshine Notification, 2008/2009 Collective Bargaining Negotiation Between DMUSD and DMCTA Regarding Wages, Benefits and Selected Other Articles of the DMUSD-DMCTA Contract**

Rodger Smith, Director of Human Resources & Facility Planning, announced Collective Bargaining is scheduled for August 14 & 15, 2008.

Board President Easton opened the Public Hearing at 5:49 p.m. There being no public input, the Public Hearing was closed at 5:50 p.m. by Board President Easton.

5.2 **Public Hearing**

**5.2.a Public Hearing Regarding the 2008/2009 DMUSD Budget**

Board President Easton opened the Public Hearing at 5:51 p.m. There being no public input, the Public Hearing was closed at 5:52 p.m. by Board President Easton.

5.2.b Board Adoption of the 2008/2009 District Budget (See Agenda Item 10.24)

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5.3 **Report**  
**DMCTA Report: David Skinner, DMCTA President, Carmel Del Mar Teacher**

On behalf of the temporary teachers and the DMCTA, Mr. Skinner expressed appreciation to Rodger Smith for his effort and support in placing teachers who have a temporary status. DMCTA looks forward to working collaboratively in Collective Bargaining to find fair solutions to the District's concerns and he appreciates the sharing of the budget documents provided by Dena Whittington.

5.4 **Report**  
**DMSEF Report: Bob Gans, DMSEF President**

Mr. Gans was not able to attend the Board meeting, but looks forward to providing a DMSEF report at the July 30, 2008 Regular Board Meeting.

5.5 **Monthly Staff Development**

Monthly Staff Development, Travel & Conference Update  
*(Presented for information only.)*

5.6 **Report**  
**Board Report/Comments**

- Member McDowell express his appreciation to the students and staff at Torrey Hills for welcoming him to the 6<sup>th</sup> grade promotion ceremony. Additionally, he attended a LAN meeting which focused on student data, State reporting and Categorical funding; a Board meeting of the Poway Unified School District Board and an area LAN meeting at Rancho Santa Fe to hear Scott Plotkin, Executive Director of the California Schools Boards Association, speak on the State budget.
- Member Easton expressed her appreciation to the students and staff at Sycamore Ridge for a wonderful promotion ceremony and she thanked all school sites for a great 2007/2008 school year. Additionally, she expressed appreciation to the community and staff for participating in the process to search for a new permanent superintendent.
- Member White thanked all DMUSD staff and teachers for an excellent school year and expressed how impressed she is with the quality of students promoting out of the DMUSD. She attended 6<sup>th</sup> grade promotion at Del Mar Heights and expressed appreciation to all sites for the Board's participation.

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## 5.7 **Board** **Interim Superintendent's Report**

Interim Superintendent, Janet Bernard, thanked the DMCTA for extending the deadline for the District's initial proposal for Collective Bargaining. Mrs. Bernard expressed her appreciation to the Board Members for attending the District's End-of-the-Year Staff Recognition/Ice Cream Social. Additionally, Mrs. Bernard thanked the Board Members and the District's leadership team for attending and speaking at the 6<sup>th</sup> grade promotion ceremonies, which were all outstanding due in part to the team-work of principals and PTAs. The closing of the school year went very well at all sites and staff is preparing for 08/09 school year. Mrs. Bernard closed by sharing a story exemplifying teamwork.

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

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

On motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to approve the following Minutes: *(Member Perkins was not present for the vote.)*

- Minutes of Special Board Meeting of April 15, 2008
- Minutes of Special Board/Visitation Meeting of April 16, 2008
- Minutes of Special Board Meeting of April 18, 2008
- Minutes of Regular Board Meeting of April 23, 2008
- Minutes of Special Board Meeting of April 30, 2008
- Minutes of Special Board Meeting of May 7, 2008
- Minutes of Special Board Meeting of May 14, 2008
- Minutes of Special Board Meeting of May 19, 2008
- Minutes of Special Board Meeting of May 20, 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.

The following Items were pulled from Consent: 10.1, 10.6, 10.9 and 11.1

On motion by Member White, seconded by Member Lamborghini, the Board unanimously approved Consent Items, as amended. *(Member Perkins was not present for the vote.)*

#### **Consent Items:**

\*10.1 Pulled from Consent.

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

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- \*10.2 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements
- \*10.3 Approval of Association Memberships and Dues for 2008-2009
- \*10.4 Board Approval of an Agreement Between the Del Mar Union School District and NvLS Professional Services, LLC. for Filing and Reviewing E-rate Program Applications and Claims
- \*10.5 Board Approval of the 2008/2009 Contracts for the Fiscal Year Annual Inspections, Maintenance and Service
- \*10.6 Pulled from Consent.  
~~Board Approval of an Agreement Between Frontier Fence and the Del Mar Union School District for Fence Repairs at Various Schools~~
- \*10.7 Board Approval of an Agreement Between TP Acoustics, Inc. and the Del Mar Union School District for Ceiling Repair Work at Carmel Del Mar School
- \*10.8 Board Approval of Agreement Between Zasueta Contracting Inc. and the Del Mar Union School District for New Benches at Del Mar Hills Academy
- \*10.9 Pulled from Consent.  
~~Board Approval of an Agreement Between J.D.L. Development Inc. and the Del Mar Union School District for Tile Work on Concrete Benches at Ocean Air School~~
- \*10.10 Board Approval of an Agreement Between Care-A-Van Transportation and the Del Mar Union School District for 2008/2009 Special Education Transportation
- \*10.11 Board Approval of an Agreement Between the Superintendent of Schools, San Diego County Office of Education and the Del Mar Union School District for Participation in the Outdoor Education Program and Marine Science Floating Lab for the 2008-2009 School Year
- \*10.12 Board Approval to Declare District Personal Property Obsolete and/or Surplus per Education Code Article 14: Sale of Personal Property; 17546(a)(b)(c)
- \*10.13 Board Award and Approval of an Agreement Between Ramona Paving & Construction and the Del Mar Union School District for Asphalt Slurry and Repair, Summer 2008  
Board Award and Approval of an Agreement Between Windsor Contracting and the Del Mar Union School District for Roofing and Mechanical Screen Repair at Del Mar Hills Academy
- \*10.14
- \*10.15 Board Award and Approval of an Agreement Between Walters Painting and the Del Mar Union School District for Exterior and Interior Painting, Summer 2008
- \*10.16 Board Award and Approval of an Agreement Between Environmental Builders and the Del Mar Union School District for Cabinetry Door Repair and Replacement at Del Mar Hills Academy
- \*10.17 Board Award and Approval of an Agreement Between JDL Development Inc. and the Del Mar Union School District for Domestic Water Line Replacement at Carmel Del Mar School
- \*10.18 Board Award and Approval of an Agreement Between Acme Awning & Canvas Co. and the Del Mar Union School District for Sunshade Structure Repair

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- \*10.19 Board Approval of an Agreement with Janus Corporation for Mold Removal in Rooms P7 and P8 at Torrey Hills School and J.D.L. Development Inc. for Rebuild After Mold Removal in Rooms P7 and P8 at Torrey Hills School
- \*10.20 Board Approval of District Performance Agreement with Marston + Marston, Inc.
- \*10.21 Board Approval of an Agreement Between Goodall's Charter Bus/dba Coach USA and the Del Mar Union School District for Field Trip Transportation
- \*10.22 Board Approval of an Agreement Between TP Acoustics, Inc. and the Del Mar Union School District for Ceiling Repair Work at Torrey Hills School in the Amount of \$3,960.00.
- \*10.23 Board Approval of the Five-Year Deferred Maintenance Plan
- \*11.1 Pulled from Consent.  
~~Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status~~

## **7. CURRICULUM AND INSTRUCTION**

### **7.1 Board Approval, Waiver of Article 13 (Hours of Employment) from DMCTA Members at Sycamore Ridge School**

Interim Superintendent, Janet Bernard, informed the Board that the waiver of Article 13 (Hours of Employment) in the teacher contract has been reviewed by the Sycamore Ridge DMCTA and more than 75% of the bargaining unit members continue to support the waiver. Emily Disney, Principal, Sycamore Ridge is seeking Board approval to once again waive Article 13 (Hours of Employment) for the 2008/2009 school year.

*On motion by Member Lamborghini, seconded by Member White, the Board voted unanimously to approve the Waiver of Article 13 (Hours of Employment) from DMCTA Members at Sycamore Ridge School. (Member Perkins was not present for the vote.)*

### **7.2 Report, District Special Education Preschool Program** (Presented for information only.)

Director of Pupil Services, Sheila Weinberg, presented a complete overview of the DMUSD Preschool program, including the services provided. Once data is collected, a determination of possible recommended changes to the program will be presented at a future Board meeting.

### **7.3 Board Approval, Proposed Expenditures for Physical Education Programs from the One-Time State Grant for Art, Music and Physical Education**

During the 2006/2007 school year the District received a one-time State grant to improve the art, music and physical education programs across the District.

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The administration is seeking approval to expend monies from the grant to purchase equipment and other supplies to improve physical education across the District. Physical education teachers have worked with their principal to determine site program needs.

*On motion by Member McDowell, seconded by Member White, the Board voted unanimously to approve the proposed expenditures for physical education programs from the one-time State Grant for Art, Music and Physical Education. (Member Perkins was not present for the vote.)*

**7.4 Board Approval, Agreement Renewal for Lynn Carlson, Coordinator for the DMUSD Preschool Assessment Team**

Due to an increase in preschool referrals of approximately 45% the Director of Pupil Services, Sheila Weinberg, requested Board approval for an increase in hours for the Coordinator of the Preschool Assessment Team in order to conduct the required assessments.

*On motion by Member Lamborghini, seconded by Member White, the Board voted unanimously to approve a renewal agreement for Lynn Carlson, Coordinator for the DMUSD Preschool Assessment Team. (Member Perkins was not present for the vote.)*

**8. ADMINISTRATION AND POLICY**

**8.1 Update, 2008/2009 K-6 Enrollment and Staffing Projections**

*(Presented for information only.)*

Rodger Smith, Director of Human Resources/Facility Planning, presented an update on the 2008/2009 enrollment and staffing projections, which included a few modifications from the previous projection.

**8.2 2nd Reading and Approval, Board of Trustees School Site Visitation Schedule, 2008/2009**

Board members requested to have an opportunity to visit Special Education classrooms and programs, as well as the preschool programs. Staff will bring a proposal to the Board with the dates and times for an effective visitation.

*On motion by Member White, seconded by Member McDowell, the Board voted unanimously to approve the Board of Trustees School Site Visitation Schedule. (Member Perkins was not present for the vote.)*

### **8.3 Board Approval, Revised DMUSD 2008-2009 School Calendar**

To be compliant with State Education Code and federal law, Interim Superintendent, Janet Bernard, requested the Veteran's Day Holiday be revised from Monday, November 10, 2008 to November 11, 2008.

*On motion by Member McDowell, seconded by Member Lamborghini, the Board voted unanimously to approve the revision of the DMUSD 2008/2009 Calendar. (Member Perkins was not present for the vote.)*

### **8.4 Update, Summer District Office Schedule**

*(Presented for information only.)*

Effective Monday July 7, the classified non-management staff at the District Office will be working four ten-hour days per week, which means that the District Office will be closed on Fridays. The last week for the ten-hour per day work schedule will be the week of August 4<sup>th</sup>.

The regular District Office hours (7:30 a.m. to 4:00 p.m., Monday through Friday) will resume on Monday, August 11.

### **8.5 Update, Intradistrict Transfers**

*(Presented for information only.)*

Director of Pupil Services, Sheila Weinberg, presented an update on the 2007/2008 and 2008/2009 Intradistrict transfers and requests.

### **8.6 Board Approval, Attendance at the Singapore Math Intensive Institute**

Interim Superintendent, Janet Bernard, requested Board approval for staff attendance at the Singapore Math Intensive Institute, which will provide staff with new insights into building a solid number sense foundation using place value computation and mental math strategies. The participating staff will share new strategies with their colleagues.

*On motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to approve attendance at the Singapore Math Intensive Institute. (Member Perkins was not present for the vote.)*

### **8.7 Update, Superintendent Search Process**

*(Presented for information only.)*

Board President Easton presented an update as follows:

- The Cosca Group conducted meetings with the all stakeholders.

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- On June 11, 2008, the Board met with The Cosca Group to review all of the community input.
- Based on that input, The Cosca Group developed a draft brochure
- On June 18, 2008, the Board met with The Cosca Group to review and finalize the content and format of the recruitment brochure.
- Board approved a closing date of August 4, 2008 for all applications.
- Board will review applications during the week of August 4<sup>th</sup>.
- The Board is planning to meet on August 8 with The Cosca Group to determine the candidates who will be interviewed.
- Ideally interview will be conducted the following week.

**8.8 Update, After School Chinese Immersion Program, Del Mar Hills Academy**

*(Presented for information only.)*

The After School Chinese Immersion Program scheduled to start next year at the Del Mar Hills Academy, will most likely be cancelled due to lack of enrollment.

**8.9 Reminder of Upcoming Events**

*(Presented for information only.)*

**9. OPERATIONS AND FACILITIES**

**9.1 Facilities Report**

*(Presented for information only.)*

Rodger Smith, Director of Human Resources/Facility Planning, presented an update on preliminary planning for a new District Office facility.

**10. BUSINESS AND FINANCE**

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

Board President Easton requested Item 10.1 be pulled from Consent due to a donation from the Del Mar Schools Education Foundation (DMSEF) of \$25,033 having been previously approved.

*On motion by Member Easton to remove the \$25,033 from the list of donations and to approve the remaining donations, seconded by Member Lamborghini, the Board voted unanimously to approve the acceptance of donations to the Del Mar Union School District. (Member Perkins was not present for the vote.)*

Interim Superintendent, Janet Bernard, interjected that in reviewing the Minutes of prior Board meetings there is no record of the Board approving the acceptance of a \$25,033 donation from the DMSEF.

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*On motion by Member Easton, seconded by Member White, the Board voted unanimously to approve the acceptance of a \$25,033 donation from the DMSEF. (Member Perkins was not present for the vote.)*

**10.6 Board Approval of an Agreement Between Frontier Fence and the Del Mar Union School District for Fence Repairs at Various Schools**

Board President Easton requested to have Item 10.6 pulled from Consent in order to request the expense of a new fence at Torrey Hills School be funded by the CFD, which is possible, thereby keeping money in the Restricted Maintenance Account.

*On motion by Member Easton to approve the expenditure with the stipulation that the Torrey Hills cost is charged to the CFD, seconded by Member White, the Board voted unanimously to approve an Agreement between Frontier Fence and the Del Mar Union School District for Fence Repairs at Various Schools. (Member Perkins was not present for the vote.)*

The Board further directed staff to charge to the CFD any summer expenditures that are appropriate. Director of Human Resources/Facility Planning, Rodger Smith, will provide the Board with a list of the expenditures that are being charged to the CFD.

**10.9 Board Approval of an Agreement Between J.D.L. Development Inc. and the Del Mar Union School District for Tile Work on Concrete Benches at Ocean Air School**

Member McDowell requested Item 10.9 be pulled from Consent due to his understanding that the work had already been performed. Director of Maintenance & Operations, Randy Wheaton, confirmed that the work has not been performed at Ocean Air.

*On motion by Member McDowell, seconded by Member White, the Board voted unanimously to approve the Agreement between J.D.L. Development Inc. and the Del Mar Union School District for Tile Work on Concrete Benches at Ocean Air School. (Member Perkins was not present for the vote.)*

**10.24 Board Approval, 2008/2009 District Budget**

Assistant Superintendent, Business Services, Dena Whittington, presented the 2008/2009 DMUSD Budget for Board approval. Board Members viewed a powerpoint presentation outlining the financial data contained in the budget and asked clarifying questions. The adoption of the budget and the filing with the San Diego County Superintendent of Schools by July 1, 2008 will comply with the state mandated deadline.

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*On motion by Member McDowell, seconded by Member Lamborghini, the Board voted unanimously to approve the 2008/2009 District Budget. (Member Perkins was not present for the vote.)*

**10.25 Update, GeneSIS (Student Information System)**

*(Presented for information only.)*

Assistant Superintendent, Dena Whittington, informed the Board that the software conversion is moving right along with the district's student data being about 90% converted. Collaboration will continue with the County Office of Education and Edupoint Educational Systems to ensure that a few unresolved reporting issues are corrected. Data conversion will continue to take place from now until the end of June with the final conversion projected for the first week of July.

**10.26 Possible Reduction to the 2008/2009 Budget**

*(Presented for information only.)*

Assistant Superintendent, Dena Whittington, presented a listing of various areas where possible reductions could be made in the 2008/2009 Budget. If the savings were realized, the Projected Ending Balance will increase by \$157,600.

**10.27 2007/2008 Monthly Budget, Update**

*(Presented for information only.)*

**11. PERSONNEL**

**11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status**

Member White requested Item 11.1 be pulled from Consent to ask for clarification.

*On motion by Member White, seconded by Member McDowell, the Board voted unanimously to approve the Recommended Personnel Actions. (Member Perkins was not present for the vote.)*

**11.2 Update, Director of Technology Position**

*(Presented for information only.)*

Director of Human Resources/Facility Planning, Rodger Smith, confirmed that interviews for the Director of Technology position will be held on July 15, 2008 with the anticipation of a new Director being in place August 15, 2008.

**11.3 Status of Temporary Teachers**

*(Presented for information only.)*

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Director of Human Resources/Facility Planning, reported that all but two of the temporary teachers have been assigned to positions for the 2008-2009 school year and all but two of those teachers have been assigned to positions at the same school where they were assigned during the 2007-2008 school year.

**11.4 Board Approval of a Variable Term Waiver Request for Adapted Physical Education Teacher**

For the 2008-2009 school year, the DMUSD requires the services of a part-time Adapted Physical Education teacher to meet program requirements for special education students. The District has a permanent multiple subject teacher, who will be completing her Adapted Physical Education certification in the fall of 2008. Director of Human Resources/Facility Planning, Rodger Smith, requested Board approval of the request for a variable term waiver from the credential requirements so students will receive services starting in August.

*On motion by Member Lamborghini, seconded by Member McDowell, the Board voted unanimously to approve the Variable Term Waiver Request for Adapted Physical Education Teacher. (Member Perkins was not present for the vote.)*

**11.5 Board Approval, Job Description, After-School Programs Office Assistant**

The After School Programs Office Assistant has operated under the job description for the School Office Assistant. Due to the fact that the After School Programs Office Assistant and the School Office Assistant perform slightly different responsibilities, each position should have its own description.

*On motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to approve the Job Description, After-School Programs Office Assistant. (Member Perkins was not present for the vote.)*

**12. ARTICLES OF INTEREST**

12.1 “*Ocean Air finishes its first year with major success*” – Del Mar Times, June 13, 2008

12.2 “*Clock ticking on open space*” – Union Tribune, June 14, 2008

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

- Board Approval of the 2007-08 Consolidated Application for Funding Categorical Aid Programs, Part I
- Report, Wellness Committee – Year-End Update
- Report, Maintenance & Operations 2008 Review

**Public Hearing**

- Public Hearing To Review Resolution No. 2008-\_\_\_ Regarding the Sufficiency of Instructional Materials for the 2008/2009 School Year, as Required by Education Code Section 60119

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- Update, Enrollment Report
- Update, Superintendent Search Process
- Update, Director of Technology
- Future Agenda – Guidelines for a school desiring to start a new innovative program.

### 13. ADJOURNMENT

*On motion by Member White, seconded by Member McDowell, the Board voted unanimously to adjourn the May 28, 2008 Regular Board meeting at 9:08 p.m. (Member Perkins was not present for the vote.)*

\_\_\_\_\_  
Katherine White, Clerk

\_\_\_\_\_  
Janet Bernard, Interim Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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