

**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

September 24, 2008

OPENING PROCEDURES

1. Board President Easton, called the meeting to order at 5:59 p.m. Randy Wheaton, Director of Maintenance & Operations, 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

Members Absent: None.

Staff:

Sharon McClain, Superintendent
Sherry Forte, Executive Assistant to the Superintendent
Rodger Smith, Director of Human Resources and Facilities Planning
Sheila Weinberg, Director of Pupil Services
Dena Whittington, Assistant Superintendent of Business Services
Mike Casey, Director of Technology
Randy Wheaton, Director of Maintenance & Operations
Todd Boteler, District Webmaster
David Skinner, 4th gr. teacher, Carmel Del Mar, DMCTA President
Sarah Raskin, 4th gr. teacher, Sage Canyon
Tori Hemerick, 4th gr. teacher, Del Mar Hills Academy
Sophia De Santis, 1st gr. teacher, Del Mar Hills Academy
Stephanie Sullins, 5th gr. teacher, Del Mar Hills Academy
Abby Farricker, 5th gr. teacher, Del Mar Hills Academy
Carol Faulkner, 3rd gr. teacher, Del Mar Heights
Tiffany Kinney, 3rd gr. teacher, Del Mar Heights
David Skinner, 4th gr. teacher, Carmel Del Mar, DMCTA President
Shelley Petersen, Principal, Ashley Falls
Jodi Neilson, Music teacher, Ocean Air
Erik Bienke, 2nd gr. teacher, Del Mar Hills
Bill Porter, BTSA Full Time Release Support Provider
Nancy Payne, Administrative Assistant, Torrey Hills
Susan Paul, Principal, Torrey Hills
Jen Kamka, 1st gr. teacher, Ashley Falls
Amy Graham, 1st gr. teacher, Ashley Falls
Emily Disney, Principal, Sycamore Ridge

Mary Ann Loes, 5th gr. teacher, Ashley Falls
Tanya Lubomudrov, Science teacher, Ocean Air
Sandy Johnson, 5th gr. teacher, Ashley Falls
Melissa Davis, 6th gr. teacher, Ashley Falls
Nan Aposhian, Kindergarten teacher, Ashley Falls

Others In Attendance: Ellen Burkhart, Liz Shopes, Matt Zevin, Lisa Magnison, Beth Westburg, Becky Deller, Vanessa Black, Marybeth Norgren, Karen Stangland, Laurie Watkins, Bruce Watkins, Karey Garcia, Lee Parnell, Fernanda Aguiar, Andrea Holland, Comischell Bradley-Rodriguez

REPORT OF ACTION TAKEN IN CLOSED SESSION:

2.0 **Student Recognition** – None.

3.0 **Approval of the Agenda**

On motion by Member Lamborghini, seconded by Member McDowell, 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**

- Marybeth Norgren, 13964 Boquita Drive, Del Mar, addressed the Board on behalf of the Del Mar Hills Community, in support of searching for a fulltime permanent principal for the Del Mar Hills Academy.
- Erik Bienke, 12590 Carmel Creek Road, San Diego 92130, address the Board on behalf of the Del Mar Hills Academy's staff, in support of hiring a new full time permanent principal for Del Mar Hills Academy.

5. REPORTS, RECOGNITIONS and HEARINGS

5.1 **Recognition**

Employees of the Month for September 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, as follows:

Ashley Falls – Ed Cruz, School Plant Manager

Carmel Del Mar – Marianne Devasirvathan, Health Technician

Del Mar Heights – Debby Meister, SDC Instructional Assistant

Del Mar Hills – Dana Avanzino, Office Assistant
Ocean Air – Marina Russo, Office Assistant
Sage Canyon – Teri Lyn Pearce, RSP Instructional Assistant
Sycamore Ridge – Cathy Brizes, Health Technician
Torrey Hills – Jennifer Foley-Shipitalo, Health Technician

5.2 **Recognition**
Resolution in Appreciation of Janet Bernard Serving as Interim Superintendent

In appreciation of Janet Bernard, Assistant Superintendent, Curriculum and Instruction, serving as the DMUSD Interim Superintendent from March to September 2008, the Board of Trustees proclaimed September 26, 2008 as “Janet Bernard Day”. The Proclamation will be presented to Mrs. Bernard at the October Regular Board Meeting.

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

David Skinner thanked Superintendent McClain for continuing the monthly Professional Relations Committee meetings. Mr. Skinner commented on the content of a column in a local paper, which implied that teachers at Del Mar Heights are being ostracized by other DMUSD teachers. Mr. Skinner stated that he met with representatives at all of the school sites, and confirmed for the Board that what was reported in the paper is definitely “not the case.” It is the teachers’ desire to be part of the problem solving process by working with administration on the issues facing the DMUSD.

5.4 **Report**
DMSEF Report: Matt Zevin, DMSEF President

The Del Mar Schools Education Foundation anticipates having two representatives from each school site on the DMSEF Board, and hopes to have a complete Board in the very near future. The DMSEF Strategic Planning continues to focus on raising funds to help support the enrichment programs in the DMUSD. The DMSEF looks forward to working with the District in the Strategic Planning process, specifically issues regarding funding the enrichment programs. Mr. Zevin expressed appreciation to principals, PTA Presidents, and administrators for their time in meeting with him and other DMSEF Board members. The DMSEF’s fundraising is currently surpassing last year with donations totaling more than \$220,000.

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

5.6 **Report**
Opening of School, Site Reports 2008

The principals' reports indicating a smooth start to the school year were presented for information only.

5.7 **Report**
Accountability Progress Report: Preliminary Academic Performance Index (API) Report • Adequate Yearly Progress (AYP) Report: Janet Bernard, Asst. Supt. of Curriculum & Instruction

Superintendent McClain requested the Board defer Item 5.7 to the October Regular Board Meeting, when a more in depth report will be available. Member White expressed the benefits of a multi-year report and suggested the October report contain a two-year comparison.

5.8 **Report**
Board Report/Comments

- Member Easton welcomed Dr. McClain to the District and expressed appreciation for "listening and learning" to become familiar with the DMUSD.
- Member Lamborghini thanked Matt Zevin for assembling a wonderful group of parents to work on the DMSEF. She also expressed her appreciation to Mr. Zevin for the time and energy he has put into understanding the relationship of the DMSEF and DMUSD.
- Member McDowell thanked Jay Lichter and Bob Gans for their time and energy transitioning with Matt Zevin over the summer. Member McDowell attended the Schools for Sound Finance meeting with neighboring districts sharing thoughts and ideas relative to Basic Aid.
- Member Perkins also welcomed Dr. McClain. He also is looking forward to meeting with Matt Zevin. He participated in a statewide conference call with Governor Schwarzenegger discussing the direness of the budget situation. He encouraged everyone to pay attention to the budget issues and special elections in the Spring relating to one-time fixes.
- Member White shared the same feelings and appreciation expressed by Member Easton and Member Lamborghini. In addition, she thanked all the members of the Board Personnel Committee for their time served.

5.9 **Board**
Superintendent's Report

Superintendent McClain reported she had a very good first week in the District and feels honored to be the Superintendent of such a wonderful district. She has met with the DMSEF, DMCTA President and DMCTA members, Principals and Directors, Del Mar Hills parents and Del Mar Heights parents and is looking forward to another wonderful week.

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.1 Approval of the Minutes

On motion by Member Perkins, seconded by Member White, the Board voted unanimously to approve the Minutes of Regular Board Meeting of September 3, 2008.

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.

Board Members requested that Items 10.4, 10.5 and 11.1 be pulled from Consent.

On motion by Member Perkins, seconded by Member White, the Board unanimously approved Consent Items, as amended.

Consent Items:

- *8.1 Board Approval, Resolution 2008-26 of the Board of Trustees of the Del Mar Union School District Proclamation Endorsing Red Ribbon Week, October 13-17, 2008
- *8.2 Board Approval, Resolution 2008-27 of the Board of Trustees of the Del Mar Union School District Proclamation Supporting International Walk to School Day on October 8, 2008
- *10.1 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements
- *10.2 Board Adoption of Resolution No. 2008-20, Resolution No. 2008-21, and Resolution No. 2008-22 Authorizing Designated Signatures for September 17, 2008 through June 30, 2009
- *10.3 Board Approval of Site Performance Agreement
- *10.4 *Pulled from Consent*
~~Board Adoption of Resolution No. 2008-23 for Emergency Waiver Request – Public Project at Del Mar Hills Academy for Removal of Portable, P2.~~
- *10.5 *Pulled from Consent*
~~Board Award and Approval of Agreement Between Shasta Landscaping and the Del Mar Union School District for Landscape Maintenance~~
- *11.1 *Pulled from Consent*
~~Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status~~
- *11.2 Board Approval, Agreement for Certificated Substitute Services between Joan Wilson and the Del Mar Union School District

7. CURRICULUM AND INSTRUCTION

8. ADMINISTRATION AND POLICY

8.3 2008/2009 Intradistrict Transfers Follow-Up Report

Director of Pupil Services, Sheila Weinberg, presented a detailed report showing the number of Intradistrict transfers to and from the DMUSD schools. The majority of approved transfers are for students who were previously attending the school as opposed to new Intradistrict transfer requests. Involuntary transfers occur when space is not available at a student's school of residence. District staff recommends that Intradistrict transfers and involuntary transfers continue to be monitored throughout the school year.

8.4 Update on 2008-09 Strategic Planning and Approval of Performance Agreement with Leadership DNA, Professional Consultants

The District will continue to build on the Strategic Planning process from the 2007-08 school year with two planning sessions scheduled for October 24 and October 27, from 7:30 a.m. – 2:00 p.m. In an effort to determine the issues that are important to staff, parents and community at this time, the District is creating a short survey that will be made available through the District website. Input has been received from certificated and classified staff, principals, directors, parents and Board Members. The survey will be available through October 7.

Member McDowell stated that, relative to the estimated time frame of 17-21 days in the Contract with LeadershipDNA, if more time is required after 17 days the additional days are to be brought to the Board for approval.

On motion by Member McDowell, seconded by Member Lamborghini, the Board voted unanimously to approve the Performance Agreement with Leadership DNA, Professional Consultants. This approved Contract is capped at 17 days instead of 21 days as stated in the proposed contract. If more time is needed beyond the 17-day cap, it must be brought to the Board for approval.

8.5 Discussion and Board Action on the Board Personnel Committee

In Spring 2007 the Board of Trustees approved and created the Board's Personnel Committee chaired by Board Member Katherine White. The primary focus of the committee was to provide a global, strategic look at staffing throughout the district in light of the district's size stabilization after a decade of significant student growth. At year-end, the committee had four areas they had not explored: school sites, business organization, teacher/student ratio and the childcare/after school/ preschool areas. The committee's recommendation is to continue the committee with the caveat that it is not duplicating other activities or meetings and after debriefing with Superintendent McClain.

The Board of Trustees tabled action on Item 8.5 until the Committee has an opportunity to meet with Supt. McClain.

8.6 Board Approval, Resolution No. 2008-25 of the Board of Trustees of the Del Mar Union School District Adopting an Amended Appendix of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974.

Government Code Section 87306.5 requires every County department and local government agency to review its Conflict of Interest Code every even-numbered year to determine if it is accurate or if the code must be amended.

A review of the DMUSD Conflict of Interest Code was conducted and it was determined that an amendment is necessary due to the addition of the new position of Coordinator of State and Federal Projects, a revision of the title Maintenance Supervisor to Director of Maintenance & Operations and a vacancy in the position of Facilities Construction Coordinator.

On motion by Member Lamborghini, seconded by Member McDowell, the Board voted unanimously to approve Resolution No. 2008-25 of the Board of Trustees of the Del Mar Union School District Adopting an Amended Appendix of the Conflict of Interest Code Pursuant to the Political Reform Act of 1974.

8.7 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 and Facilities Planning, reported that the revised allocations for a District Office as well information gathered from Solana Beach, Encinitas and Carlsbad will be presented at the October Board Meeting. The work on architectural plans for installing three relocatable buildings for Child Care at Ocean Air continues. It has been determined that a classroom does not exist at Del Mar Hills to house some functions of the Technology Department, therefore, the acquisition of a new relocatable building is currently under investigation.

9.2 Board Approval, Contract between the Del Mar Union School District and Davis Demographics & Planning, Inc. for Updating Enrollment Projections

Rodger Smith, Director of Human Resources and Facilities Planning, recommended going out for *Request for Proposals* to explore more competitive pricing for a demographic study for the District.

The Board of Trustees tabled action on Item 9.2 to a future meeting.

10. BUSINESS AND FINANCE

10.4 Board Adoption of Resolution No. 2008-23 for Emergency Waiver Request – Public Project at Del Mar Hills Academy for Removal of Portable, P2.

Dena Whittington, Assistant Superintendent, Business Services, clarified for Member White that the funds for the work to be performed would come from the General Fund's Restricted Maintenance Budget.

On motion by Member White, seconded by Member McDowell, the Board voted unanimously to approve Resolution No. 2008-23 for Emergency Waiver Request – Public Project at Del Mar Hills Academy for Removal of Portable, P2.

10.5 Board Award and Approval of Agreement Between Shasta Landscaping and the Del Mar Union School District for Landscape Maintenance

Dena Whittington, Assistant Superintendent, Business Services, clarified for Member White that the firm currently performing this work is Namvar Landscape, and that they were non-responsive to the bid.

On motion by Member White, seconded by Member Perkins, the Board voted unanimously to approve the Agreement between Shasta Landscaping and the Del Mar Union School District for landscape maintenance.

10.6 Board Discussion and Possible Approval, Contract between the Del Mar Union School District and Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants & Consultants, Caroline Larson, Auditor & Partner

Caroline Larson, a partner in Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants and Consultants discussed conducting an independent review of the District's Budget to assist in the Strategic Planning process. The review would provide a professional opinion to the District about dealing with the Basic Aid uncertain revenue stream.

The goal of the independent review is to develop a model specifically for Del Mar that can be used to give the Board and District options for the organization of the District budget that will help in future decision-making processes.

The Board has concerns about the dollars being spent in the classrooms, which is increasing at a rate that exceeds the revenue to support the programs. The Board is seeking a complete understanding of the exact costs being incurred for each of the items to better assist in determining the priorities.

The Board of Trustees tabled action on Item 10.6 to a future meeting, pending receipt of a new proposal.

10.7 Board Approval, Revised Unaudited Actuals for Fund 40, Special Reserve for Capital Outlay

On motion by Member Lamborghini, seconded by Motion by McDowell, the Board voted unanimously to approve the Revised Unaudited Actuals for Fund 40, Special Reserve for Capital Outlay.

10.8 **2008/2009 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**

Rodger Smith, Director of Human Resources and Facilities Planning Member clarified for Member White that the certificated .5 position increase to 1.0 is funded by site-specific funds.

Member McDowell requested that the Agenda item indicate which increases are already included in the budget and which are increases that will be proposed to the Budget.

On motion by Member White, seconded by Member McDowell, the Board voted unanimously to approve Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status.

12. ARTICLES OF INTEREST

13. ITEMS FOR OCTOBER 22, 2008 BOARD MEETING:

- Report on Results of Spring 2008 Standardized Testing
- Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for July 1 – September 30, 2008.
- First Reading of the 2009/2010 DMUSD Master School Calendars
- Board Approval, 2008/2009 SIP Budgets
- Discussion and Board Action on the Board Personnel Committee
- Board Approval, Contract between the Del Mar Union School District and Davis Demographics & Planning, Inc. for Updating Enrollment Projections
- Board Discussion and Possible Approval, Contract between the Del Mar Union School District and Varinek, Trine, Day & Co., LLP, Certified Public Accountants & Consultants, Caroline Larson, Auditor & Partner

13. ADJOURNMENT

On motion by Member McDowell, seconded by Member Lamborghini, the Board voted unanimously to adjourn the September 24, 2008 Regular Board meeting at 7:40 p.m.

Katherine White, Clerk

Sharon L. McClain Superintendent

Date

Date