

**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**

**October 22, 2008**

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**OPENING PROCEDURES**

1. Board President Easton, called the meeting to order at 5:53 p.m., Peg LaRose, Principal, Sage Canyon, 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  
Mike Casey, Director of Technology  
Randy Wheaton, Director of Maintenance & Operations  
Todd Boteler, District Webmaster  
David Skinner, 4<sup>th</sup> grade teacher, Carmel Del Mar, DMCTA President  
Peg LaRose, Principal, Sage Canyon  
Ryan Stanley, Assistant Principal, Sage Canyon  
Susan Paul, Principal, Torrey Hills  
Karyn Conner, 4<sup>th</sup> grade teacher, Sage Canyon  
Robin Gordon, 4<sup>th</sup> grade teacher, Sage Canyon  
Parrisa Esmaili, Extended Studies Teacher, Sage Canyon  
Bill Porter, BTSA Fulltime Release Support Provider  
Tiffany Kinney, 3<sup>rd</sup> grade teacher, Del Mar Heights  
Nancy Swanberg, Science teacher, Del Mar Hills Academy  
Tori Hemerick, 4<sup>th</sup> grade teacher, Del Mar Hills Academy  
Erik Bienke, 2<sup>nd</sup> grade teacher, Del Mar Hills Academy  
Cassie Brunner, Kindergarten teacher, Carmel Del Mar  
Joan Wilson, Retired DMUSD teacher  
Emily Disney, Principal, Sycamore Ridge  
Jodi Neilson, Music teacher, Ocean Air  
Mary Ann Loes, 5<sup>th</sup> grade teacher, Ashley Falls  
Tanya Lubomudrov, Science teacher, Ocean Air  
Don Birkett, SDC teacher, Del Mar Heights

## **Others In Attendance:**

Mary Farrell, Comischell Rodriguez, Jenn Weady, Kerry Traylor, Becky Biller, Mr. & Mrs. Enrique Wurst, Mr. & Mrs. Steven Rudolph, Mr. & Mrs. Rick Travis, Cindy Hoffman, Matt Zevin, Karey Garcia, Amy Cruz, Karen Stangland

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

Board unanimously voted to appoint Susan Fitzpatrick as the new Principal of Del Mar Hills Academy of Arts and Sciences. The start date is to be determined.

### **2.0 Student Recognition – Sage Canyon.**

Sage Canyon fourth grade teachers, Robin Gordon and Karyn Conner; ESC teacher, Parissa Esmaili and fourth grade students shared student work. The students' products demonstrate what is possible when teachers collaborate and utilize technology as a tool to support teaching and learning.

### **3.0 Approval of the Agenda**

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

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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 Recognition Employees of the Month for October 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 – Caitlin Williams, Kindergarten/First Grade Teacher  
Carmel Del Mar – Leovardo Delgado, Night Custodian*

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*Del Mar Heights – Eileen Graddy, 5<sup>th</sup> Grade Teacher*  
*Del Mar Hills – Linda Wheeler, 2<sup>nd</sup> Grade Teacher*  
*Ocean Air – Susan Brubaker, 1st Grade Teacher*  
*Sage Canyon – Christopher Delehanty, 5<sup>th</sup> Grade Teacher*  
*Sycamore Ridge – Kristin Stanton, 5<sup>th</sup> Grade Teacher*  
*Torrey Hills – Deena Engler, 3<sup>rd</sup> Grade Teacher*

## 5.2 **Recognition**

### **Presentation of Proclamation, “Janet Bernard Day”, September 26, 2008**

The Proclamation by the County Board of Supervisors was read and presented to Janet Bernard, Assistant Superintendent, Curriculum & Instruction, as an expression of the Board’s appreciation for her service as the Interim Superintendent to the DMUSD.

## 5.3 **Report**

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

Mr. Skinner reported that the teachers look forward to Parent/Teacher Conference Week for the opportunity to meet with parents and set goals for their students. Mr. Skinner expressed appreciation to Dena Whittington, Assistant Superintendent, Business Services, and Rodger Smith, Director of Human Resources/Facilities Planning, for attending the DMCTA Executive Board Meeting to field questions from teachers and site representatives regarding the budget and other concerns. He felt it was very enlightening for them to gain a better understanding of how the budget process works. Teachers look forward to participating in Strategic Planning and working with the Board and community to make the process successful.

## 5.4 **Report**

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

Mr. Zevin reported that new candidates are coming forward to serve as representatives and it is anticipated that within a week or two the DMSEF will have at least one representative from each school. Mr. Zevin expressed his appreciation to Dena Whittington, Annette Easton and Sharon McClain for their attendance at the DMSEF Board Meeting, which was informative and beneficial. The DMSEF will also participate in the District Strategic Planning. DMSEF fundraising is strong and has generated approximately \$260,000, to date. The DMSEF is finalizing the date and location of the Spring fundraising event, which will be announced soon. The next regular meeting of the DMSEF is November 5 at Sycamore Ridge.

## 5.5 **Monthly Staff Development**

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

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5.6 **Report**  
**2007-2008 and 2008-2009 Enrichment Program**

Superintendent McClain requested the item be tabled to the November meeting, due to the absence of the Assistant Superintendent, Business Services, Dena Whittington.

5.7 **Report**  
Board Report/Comments

- Member Easton thanked the DMSEF for their invitation to attend the DMSEF Board Meeting. She appreciates all the efforts of the DMSEF and look forward to strengthening relationships with the DMUSD and DMSEF. She is looking forward to a successful Strategic Planning meeting.
- Member McDowell thanked Ashley Falls for the Board Visitation and the opportunity to view their PLCs. He also attended the Ashley Falls Haunted House and a League of Women Voters forum with the candidates running for election to the San Dieguito High School District Board.
- Member Perkins had an opportunity to meet with Matt Zevin to discuss the DMSEF goals and progress. Additionally, he met with the Del Mar Hills Academy PTA and parents. He looks forward to having a similar meeting with the other schools' PTAs and parents.
- Member White thanked Mike Casey for his time to meet with her and allowing her to debrief on the Board Personnel Committee's review of the Technology Department. She also thanked Vince Jewell for his time to meet with her.

5.8 **Board**  
**Superintendent's Report**

Superintendent McClain visited a number of schools' staff meetings, a parent meeting and the Ashley Falls' PLCs. Additionally, she enjoyed lunch and a tour at Del Mar Hills Academy. She had the opportunity to walk with students at Carmel Del Mar during lunch for their mile walk and she attended the DMSEF meeting. The DMUSD is piloting a new student information program, GeneSIS. She shared letters from teachers expressing appreciation to Jonathon Guertin and the technology staff for the many hours devoted to the rollout of the new report cards. The Encinitas Union School District Board of Trustees invited Board Members to a reception for Shannon Kuder, retiring trustee after 16 years of service. San Marcos Unified School District invited trustees to the opening of their new facility. The District received a thank you note from the Sycamore Ridge staff for the "great pumpkin" gift. Sheila Weinberg and she visited a preschool in Manhattan Beach.

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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 McDowell, seconded by Member Perkins, the Board voted unanimously to approve the following Minutes, as corrected.*

- *Minutes of Regular Board Meeting of September 24, 2008*
- *Minutes of Special Board Meeting of September 26, 2008*
- *Minutes of Special Board Visitation of October 1, 2008*
- *Minutes of Special Board Meeting of October 1, 2008*
- *Minutes of Special Board Meeting of October 8, 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.

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

#### **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
- \*10.1 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements
- \*10.2 Board Approval and Acceptance of Donations to the Del Mar Union School District
- \*10.3 Board Approval, Site Performance Agreement
- \*10.4 Board Approval of Agreement Between Xerox and the Del Mar Union School District for Copier Upgrades at Del Mar Heights School and Carmel Del Mar School
- \*10.5 Board Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)
- \*10.6 Board Ratification of Agreement Between Jeffrey S. Owen, Ph.D. and the Del Mar Union School District for Neuropsychological Assessment for Special Needs Student
- \*10.7 Board Approval of Agreement Between the Del Mar Union School District and A Plus Surplus for Management of Surplus Equipment Auctions
- \*10.8 Board Approval of Renewal Agreement Between the Del Mar Union School District and San Diego Project Heart Beat
- \*10.9 Board Approval of Agreement Between the Del Mar Union School District and Advanced Chemical Transport
- \*10.10 Board Approval of Agreement Between Environmental Builders and the Del Mar Union School District for Rolling Library Shelving at Sage Canyon School

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- \*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 Report, Results of Spring 2008 Standardized Testing**

Assistant Superintendent, Janet Bernard, provided an analysis of the STAR data for the Board bringing special attention to the areas of strength and the focus areas needing improvement. The District will provide Staff Development to assist principals and teachers as the skill areas needing improvement are addressed. The District is performing at a very high level. The DMUSD district is performing at the 6<sup>th</sup> highest ranking in the State.

### **7.2 Board Approval, Community Advisory Committee (CAC)**

*On motion by Member White, seconded by Member Perkins, the Board voted unanimously to appoint Christine Johnson as the Del Mar Special Education teacher to serve on the Community Advisory Committee.*

### **7.3 2006-2007 Special Education Self Review-Closure Notice**

The District received notice from the California Department of Education (CDE) that the Special Education Self Review for the 2006-2007 has been reviewed and accepted.

## **8. ADMINISTRATION AND POLICY**

### **8.2 Discussion, California School Boards Association Annual Conference, December 3-6, 2008, San Diego Convention Center**

Superintendent McClain expressed appreciation to the Board for their willingness to attend the CSBA Conference. Members McDowell, Perkins and White, as well as Incoming Board Member Rodriguez, will attend *Orientation for new trustees* with Supt. McClain on December 3.

### **8.3 Board Approval, Proposal from Atkinson, Andelson, Loya, Ruud & Romo to Provide Legal Services**

Superintendent McClain recommended the addition of this law firm to the District's list of potential legal resources based on her prior experiences with the firm.

*On motion by Member McDowell, seconded by Member Lamborghini, the Board voted unanimously to contract with Atkinson, Andelson, Loya, Ruud & Romo to provide legal services.*

#### **8.4 Board Approval, Proposal from Sansom Willis LaFoe LLP to Provide Legal Services**

Superintendent McClain recommended the addition of this law firm to the District's list of potential legal resources based on her prior experiences with the firm.

*On motion by Member Lamborghini, seconded by Member McDowell, the Board voted unanimously to contract with Sansom Willis LaFoe LLP to provide legal services.*

#### **8.5 Reminder of Upcoming Events**

*(Presented for information only.)*

### **9. OPERATIONS AND FACILITIES**

#### **9.1 Facilities Report**

*(Presented for information only.)*

Director of Human Resources/Facilities Planning, Rodger Smith and Superintendent Sharon McClain met with a real estate agent to discuss the options available for the relocation of the District Office. Staff intends to bring a full report to the November 19, 2008 Board Meeting. The goal of the staff is to offer the Board every option available for the Board's consideration. Board Members asked that the estimated timelines for each option be included in the report.

Due to new requirements for fire safety in areas that are in close proximity to open space and green belts, the advisability of constructing permanent childcare facilities at Ocean Air School is under consideration. The array of issues associated with the use of relocatable buildings versus permanent facilities are being researched at this time; a recommendation on the preferred option for providing facilities for child care at Ocean Air will be provided for the November Board meeting.

Director Smith announced Director Casey has found temporary space at Del Mar Hills to replace the removed portable instead of building or purchasing a new facility.

### **10. BUSINESS AND FINANCE**

#### **10.11 2008/2009 Monthly Budget, Update**

*(Presented for information only.)*

## **11. PERSONNEL**

### **11.2 Board Approval, Resolution 2008-28 to Utilize Temporary Assignment Options for Departmentalized Classes.**

*On motion by Member Perkins, seconded by Member White, the Board voted unanimously to approve Resolution 2008-28 to Utilize Temporary Assignment Options for Departmentalized Classes.*

### **11.3 Board Approval, .5 Full Time Equivalent Expansion Position for Spanish Instruction at Del Mar Heights School**

*On motion by Member Perkins, seconded by Member McDowell, the Board voted unanimously to approve a .5 Full Time Equivalent Expansion Position for Spanish Instruction at Del Mar Heights School.*

### **11.4 First Reading, 2009-2010 School Year Calendar**

The Board reviewed the 2009-2010 School Year Calendar and requested that it be discussed with the PTA Presidents at the next PTA Presidents' Meeting with Supt. McClain.

### **11.5 Board Approval, Proposal from New Media Learning, LLC to Provide Required On-line Training for Supervisory Personnel in the Prevention of Sexual Harassment**

*On motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to approve the Proposal from New Media Learning, LLC to provide required on-line training for supervisory personnel in the Prevention of Sexual Harassment.*

## **12. ARTICLES OF INTEREST**

None.

## **13. ITEMS FOR NOVEMBER 19, 2008 BOARD MEETING:**

- Board Approval, 2008/2009 School Sites Plans
- Staff recommendation and report on SIP Budget restrictions including staff hiring
- Board Approval to Hold the Regular Board Meeting and 2008 Organizational Meeting on December 10, 2008
- 1<sup>st</sup> Reading of Proposed Board Meeting Dates and Locations for 2009
- Contract for Updating Enrollment Projections
- 2007-2008 and 2008-2009 Enrichment Program
- Status Report on Shores Property
- Update on Strategic Planning
- Option for Facility to Merge Pre-school and Child Care
- Recognition of Janet Lamborghini
- Report on M & O and Disaster Preparedness

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**Reconvened to Closed Session at 7:25 p.m. to discuss:**

1.6 Public Employee Performance Evaluation: Title: Superintendent (G.C. 54957)

**Reconvene to Open Session at 9:40 p.m.**

**REPORT OF ACTION TAKEN IN RECONVENED CLOSED SESSION:** No action was taken during continuation of the Closed Session meeting.

**14. ADJOURNMENT**

*On motion by Member White, seconded by Member Lamborghini, the Board voted unanimously to adjourn the October 22, 2008 Regular Board meeting at 9:41 p.m.*

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Katherine White, Clerk

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Sharon McClain, Superintendent

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Date

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Date