

**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

November 19, 2008

OPENING PROCEDURES

1. Board President Easton, called the meeting to order at 5:46 p.m., Board Member Lamborghini, 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, Business Services
Randy Wheaton, Director of Maintenance & Operations
Todd Boteler, District Webmaster
David Skinner, 4th Grade Teacher, Carmel Del Mar, DMCTA President
Wendy Wardlow, Principal, Del Mar Heights
Gary Wilson, Principal, Ocean Air
AJ Pearce, Plant Manager, Del Mar Hills Academy
Katie Shanahan, Coordinator State and Federal Projects
Cassandra Hauseur, 5th Grade Teacher, Del Mar Heights
Danielle Roche, 3rd Grade Teacher, Ocean Air
Kelly Johnson, 5th Grade Teacher, Del Mar Heights
Tiffany Kinney, 3rd Grade Teacher, Del Mar Heights
MaryAnn Loes, 5th Grade Teacher, Ashley Falls
Linda Newquist, Kindergarten Teacher, Sage Canyon
Amy Graham, 1st Grade Teacher, Ashley Falls
Jen Kamka, 1st Grade Teacher, Ashley Falls
Lauren Markarian, 1st Grade Teacher, Ashley Falls

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A detailed description of all agenda items is available in the board packet at www.dmusd.org, - Board of Trustees - Board Meetings - Board Packet.

Jodi Neilson, Music Teacher, Ocean Air
Bill Porter, BTSA Full Time Release Support Provider
Shannon Parson, 2nd Grade Teacher, Carmel Del Mar

Others In Attendance: Jim Kerr, *Del Mar Times*, Comischell Rodriguez, Mary Farrell, Jeanne Waite, Martha Cox, Kerry Traylor, Patricia Garcia, Corey Hu, Kevin Hu, Matt Zevin, Lee Parnell

REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board of Trustees approved a Settlement Agreement with a former employee to resolve a dispute regarding employment. The Board of Trustees will reconvene to Closed Session following the open meeting to discuss the following Closed Session Items:

- 1.4 Conference with Labor Negotiator (G.C. 54957.6) Agency Designated Representatives: Sharon McClain, Superintendent, and Rodger Smith, Director of Human Resources & Facilities Planning; Employee Organization: Del Mar California Teachers Association
- 1.5 Public Employee Performance Evaluation: Title: Superintendent (G.C. 54957)
- 2.0 **Student Recognition – Ocean Air**

The Ocean Air School third grade students demonstrated the effectiveness of the third grade team of teachers and the music teacher collaborating together to create a unit of study to address California curricular standards. As part of the third grade social studies curriculum, the students learned about American symbols. The third grade students performed songs written about the American Flag.

3.0 Approval of the Agenda

On motion by Member Lamborghini, seconded by Member White, 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.

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5. REPORTS, RECOGNITIONS and HEARINGS

5.1 Recognition

Employees of the Month for November/December 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 – Alane Bignami, Resource Specialist

Carmel Del Mar – Cinda Peck, Music Teacher, Carmel Del Mar

Del Mar Heights – Gail Moran, Technology Teacher

Del Mar Hills – Cristin Ebright, 1st Grade Teacher

Ocean Air – Erica Bell, 2nd Grade Teacher

Sage Canyon – Jessica Jackson, 1st Grade Teacher

Sycamore Ridge – Jennifer Oliveira, Technology Teacher

Torrey Hills – Jessica Kraus, K-2nd SDC Teacher

5.2 Recognition

Resolution in Appreciation of Janet Lamborghini's Service on the DMUSD Board of Trustees

Board President Easton read and presented a Resolution by the City Council of the City of San Diego to Board Member Janet Lamborghini as an expression of appreciation from the students, staff and community of the Del Mar Union School District for her service and dedication during her 16-year tenure as School Board Trustee of the Del Mar Union School District. The City Council proclaimed Friday, November 21, 2008 *Janet Lamborghini Day*.

5.3 Report

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

On behalf of the teachers of the DMUSD, David Skinner, expressed appreciation to Member Lamborghini for her years of service, dedication and support of the teachers and students in the DMUSD. Mr. Skinner also welcomed Doug Perkins and incoming Board Member Comischell Rodriguez and expressed that the DMCTA is looking forward to working with them. -The DMCTA is pleased to be participating in Strategic Planning and looks forward to working collaboratively during this pivotal year.

5.4 Report

DMSEF Report: Matt Zevin, DMSEF President

On behalf of the DMSEF, Matt Zevin expressed appreciation to Member Lamborghini for being a long-time supporter of the DMSEF. Mr. Zevin reported

that all the DMUSD schools have at least one representative on the DMSEF Board. Currently the DMSEF has raised \$295,000, which is ahead of last year at the same time. The Annual Appeal letters have been distributed at all school sites and the DMSEF is looking forward to a high rate of return. Currently the DMSEF has not set a dollar goal for each school site. With a current 19% district-wide participation rate, the DMSEF is focused on achieving a 100% participation rate in the DMUSD. The next DMESF Board Meeting will be held on December 2, 2008.

5.5 Monthly Staff Development

Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

5.6 2007-2008 and 2008-2009 Enrichment Program

Using the PowerPoint slides included in the Board Packet, titled DMUD Enrichment Programs, Assistant Superintendent, Business Services, Dena Whittington, compared staffing and costs of the 2007/2008 and the 2008/2009 DMUSD Enrichment Program. Caroline Larson, Auditor and Partner of the firm of Vavrinek, Trine, Day & Co., LLP, Certified Public Accountants & Consultants, will present a detailed analysis of the Enrichment Program, including staffing at a Special Board Workshop to be scheduled in December.

5.7 Report

Board Report/Comments

- Member Easton reported that the DMUSD conducted its Strategic Planning process and she thanked parents and staff members for taking the time to participate in the process. The Strategic Planning process gives the District an opportunity to refocus and move forward with the challenges facing the District. Member Easton expressed appreciation to Member Lamborghini for her 16 years of service to the District and community. She has been an invaluable Member on the Board and she will be missed.
- Member Lamborghini expressed what a privilege it has been for her to work with so many talented people during her 16-year tenure on the Board. She will miss everyone very much and looks forward to volunteering in the District after a one-year sabbatical. She expressed her appreciation to parents, staff, community and fellow Board Members for the wonderful tribute given her at this evening's Board Meeting.
- Member McDowell attended the Achievement Gap Task Force News Conference at the San Diego County Office of Education. Member McDowell expressed what an honor it has been working with Janet Lamborghini on the Board of Trustees. Member McDowell has volunteered to participate on the County-wide Strategic Planning Team and also

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attended San Dieguito Union High School District Board meetings to hear discussion on Basic Aid and other issues similar to the DMUSD's challenges. In addition, he attended a fundraising event at Sycamore Ridge.

- Member White thanked parents and staff members for taking the time to participate in the Strategic Planning process. She also attended the Achievement Gap Task Force News Conference. County Superintendent, Dr. Randy Ward, shared that PLCs are also going on at the County level. Member White expressed her gratitude to Janet Lamborghini and for all of her support.

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

Superintendent McClain expressed appreciation to Janet Lamborghini for her many years of service to the DMUSD and for offering to return to the DMUSD as a volunteer. The DMUSD participated in a Statewide earthquake drill, which was very successful. Dr. McClain thanked Director of Maintenance & Operations, Randy Wheaton, for his leadership in preparing and planning the drill. Another more in-depth drill will be conducted in January or February 2009. She also thanked those schools that held Veterans' Day assemblies. Susan Fitzpatrick, Incoming Principal at Del Mar Hills Academy will start December 8. Supt. McClain thanked Vince Jewell for accepting the position of Acting Principal at Del Mar Hills Academy until a permanent principal was hired. She felt honored to be in the company of many dedicated participants in the Strategic Planning process and feels that together we can face the challenges ahead. She is looking forward to the CSBA Conference and thanked Board Members for finding the time to attend. Supt. McClain expressed her appreciation to Assistant Superintendent, Curriculum & Instruction, Janet Bernard, for all of her work filling in while she was away. Supt. McClain wished everyone a Happy Thanksgiving break!

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.1 Approval of the Minutes

On motion by Member White, seconded by Member McDowell, the Board unanimously approved the Minutes of the Regular Board Meeting of October 22, 2008.

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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.

Member White requested to have 10.5 pulled from the Consent Items.

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

Consent Items:

- *10.1 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, Site Performance Agreement
- *10.4 Board Approval of Revised Scope of Work on Agreement Between Environmental Builders and the Del Mar Union School District for Revised Scope of Work for Rolling Library Shelving at Sage Canyon School
- *10.5 Pulled from Consent.
~~Board Approval of the 2008-2009 K-3 Class Size Reduction Operations Application and Resolution 2008-29, Resolution of the Board of Trustees of the Del Mar Union School District Relative to Conditions For and Receiving Class Size Reduction Program Funds~~
- *10.6 Approval of Resolution No. 2008-30 Authorizing Temporary Interfund Transfers of Special or Restricted Fund Moneys
- *10.7 Board Award and Approval of Agreement Between SunMaster Products, Inc. and the Del Mar Union School District for Sunshade Structure Repair at Del Mar Heights School
- *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 Board Approval, 2008/2009 School Site Plans

Katie Shanahan, Coordinator of State and Federal Projects, summarized the content of School Site Plans and thanked the principals and Site Councils for working so diligently with the new Site Plan template. All schools that receive categorical funding are required to write a Single Plan for Student Achievement. The purpose of the Site Plan is to outline specific goals and strategies for increasing student achievement in the mastering of the state content standards. Also included in the plan is categorical budget information. Current Board

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policy states that a maximum of one-third of allocated funding may be designated for staffing. Based on a request by Member White, Supt. McClain will report back to the Board at a future date if staff feels a revision to the policy would be beneficial.

On motion by Member Lamborghini, seconded by Member McDowell, the Board unanimously voted to approve the 2008/2009 School Site Plans.

8. ADMINISTRATION AND POLICY

8.1 Board Ratification, Settlement Agreement and Release of Existing Claims, Apuzzo v. Del Mar Union School District

On motion by Member McDowell, seconded by Member Perkins, the Board unanimously voted to approve ratification of the Settlement Agreement and Release of Existing Claims, Apuzzo v. Del Mar Union School District.

8.2 Board Approval to Hold the Regular Board Meeting and 2008 Organizational Meeting on December 10, 2008

On motion by Member White, seconded by Member Lamborghini, the Board unanimously voted to approve holding the Regular Board Meeting and 2008 Organizational Meeting on December 10, 2008.

8.3 1st Reading of Proposed Board Meeting Dates and Locations for 2009

The Administration presented a proposed calendar of Board Meeting dates for the year 2009. Adoption of the 2009 Board Meeting dates is scheduled for the Board's Annual Organizational Meeting, which is proposed for December 10, 2008. Member White requested that the April meeting be held on April 29, 2009, the September meeting be held on September 30, 2009 and the December meeting be held on December 9, 2009.

8.4 Informational Report on Intradistrict Transfer Requests Denied for 2008-2009

Sheila Weinberg, Director of Pupil Services, provided a detailed report on Intradistrict requests that were denied and/or withdrawn for the 2008-2009 school year. Board members thanked Director Weinberg for her analysis and Member White requested information be brought to a future Board meeting on the flexibility of the cut-off date for approving and/or denying Intradistrict requests and whether students could be grandfathered.

8.5 Board Discussion/Approval, 2008/2009 Strategic Planning: Formation of Strategic Planning Action Teams and Task Forces

Superintendent Sharon McClain reported on the identification of the Action Teams and Task Force Teams that are a result of the Strategic Planning. The 2008 Strategic Planning Team identified the following areas to be of the highest priority for improvement: Creating a Culture of Collaboration; Communication Across all Levels of the District; Budget and Funding of District Programs; Options for Funding the Extended Studies Curriculum.

Staff recommended that the following Action Teams and Task Forces be deployed for the 2008-09 school year:

- Action Teams: 1) Collaboration, 2) Communication, and 3) Finance
- Task Force Teams: 1) Financial Analysis, and 2) Extended Studies Curriculum

On motion by Member Lamborghini, seconded by Member Perkins, the Board unanimously voted to approve the 2008/2009 Strategic Planning Formation of Strategic Planning Action Teams and Task Forces with the understanding that the superintendent is directed to arrange for the Task Force Teams to begin working on the Strategic Planning goals.

8.6 Board Discussion/Approval, Date For Special Board Workshop to Review Draft Report by Financial Analyst

Supt. McClain will pursue scheduling a workshop on December 10, 2008 prior to the Regular Board Meeting and at a time conducive for staff to attend.

8.7 2nd Reading and Approval, 2009/2010 DMUSD School Year Calendar

The calendar presented was based on staff recommendations, including staff consultation with the DMCTA. With one exception in October, the calendar is aligned with the San Dieguito Union High School District calendar.

On motion by Member White, seconded by Member Perkins, the Board unanimously voted to approve the 2009/2010 DMUSD School Year Calendar.

8.8 Reminder of Upcoming Events

(Presented for information only.)

Superintendent McClain confirmed Collective Bargaining is scheduled for December 1, 2008.

9. OPERATIONS AND FACILITIES

9.1 Facilities Report

(Presented for information only.)

Rodger Smith, Director of Human Resources & Facilities Planning, reported on the preliminary planning for a new District Office, the Childcare facilities at Ocean Air, and the housing of a portion of the Technology Department in P-5 due to the demolition of P-2 at Del Mar Hills Academy.

The Board asked clarifying questions and discussed the options of installing relocatable rooms versus building permanent facilities including the cost and funding of each option for childcare facilities at Ocean Air School.

Board President Easton requested staff make a recommendation to the Board relating to the funding of the Ocean Air childcare facilities as well as the relocation of childcare facilities away from the Shores site. Board Members asked staff to make any other recommendations regarding the District Office, District Preschool, maintenance and childcare facilities. Board Member McDowell requested that the recommendation include justification for the expenditure on childcare facilities.

9.2 Board Discussion, Draft of “Request for Qualifications” for Real Estate Brokerage Services

Director of Human Resources & Facilities Planning, Rodger Smith, presented a draft of a *Request for Qualifications* that is intended to assist the District in the selection of a commercial real estate professional to work with the District for the purpose of acquiring or developing new district office facilities.

Board Members offered suggestions and additional input relative to the Request for Qualifications. Director Smith will solicit further corrections and issue the Request for Qualifications in the next week.

9.3 Board Discussion Regarding Options for Relocations of the District Office

Director of Human Resources & Facilities Planning, Rodger Smith, provided basic information regarding timeframes and implications for various options that are available to the district for relocation of district office facilities. Staff recommendations including the pros and cons of each recommendation will be brought to the Board at a future Board meeting.

10. BUSINESS AND FINANCE

10.5 Board Approval of the 2008-2009 K-3 Class Size Reduction Operations Application and Resolution 2008-29, Resolution of the Board of Trustees of the Del Mar Union School District Relative to Conditions For and Receiving Class Size Reduction Program Funds

Board Member White asked for clarification on the impact Class Size Reduction has on the DMUSD budget. Dena Whittington, Assistant Superintendent, Business Services, clarified that the impact of class size reduction on the General Fund is part of the analysis being conducted by Caroline Larson of Varinek, Trine, Day & Co., LLP, Certified Public Accountants & Consultants. Caroline Larson will report on the analysis at a Special Board Workshop to be scheduled in December.

On motion by Member McDowell, seconded by Member White, the Board unanimously voted to approve 2008-2009 K-3 Class Size Reduction Operations Application and Resolution 2008-29, Resolution of the Board of Trustees of the Del Mar Union School District Relative to Conditions For and Receiving Class Size Reduction Program Funds

10.8 Final Installment Payment – Sale of Shores Property

The DMUSD received the final payment on the Promissory Note between the Del Mar Union School District and the City of Del Mar on the sale of the Shores property. DMUSD staff is confirming the payment has been calculated accurately.

10.9 2008/2009 Monthly Budget, Update *(Presented for information only.)*

11. PERSONNEL

12. ARTICLES OF INTEREST

12. ITEMS FOR December 10, 2008 BOARD MEETING:

- 2nd Reading of Proposed Board Meeting Dates and Locations for 2009
- 1st Reading, 2008/2009 School Accountability Report Cards
- Possible CSBA Delegate Assembly Nomination
- Childcare Facilities Recommendation and Funding at Ocean Air
- Power availability at Del Mar Hills due to P2 demolition
- Financial Analysis, Caroline Larson
- Recommendation, Pros and Cons of Options to Relocate District Office

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- Action Team Reports from Strategic Planning - PE and ESC Funding
- Contract for Updating Enrollment Projections
- Requests for County to Reassess Property – How Will it Affect DMUSD
- Report Out from Task Forces (or status report)

Reconvened to Closed Session at 8:28 p.m. to discuss:

1.4 **Conference with Labor Negotiator** (G.C. 54957.6) Agency Designated Representatives: Sharon McClain, Superintendent, and Rodger Smith, Director of Human Resources & Facilities Planning; Employee Organization: Del Mar California Teachers Association

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

Reconvened to Open Session at 9:22 p.m.

REPORT OF ACTION TAKEN IN RECONVENED CLOSED SESSION:

No action was taken on Item 1.4 and Item 1.5 was tabled to a future meeting.

14. ADJOURNMENT

On motion by Member Lamborghini, seconded by Member White, the Board voted unanimously to adjourn the November 19, 2008 Regular Board meeting at 9:23 p.m.

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date