

**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

December 10, 2008

OPENING PROCEDURES

1. Board President Easton, called the meeting to order at 5:49 p.m. David Jones, Principal, Carmel Del Mar, led the audience in the Pledge of Allegiance.

Members Present: Annette Easton, President of the Board
 Katherine White, Clerk of the Board
 Steven McDowell,
 Doug Perkins
 Comischell Rodriguez

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, Asst. Supt., Business Services
Mike Casey, Director of Technology
Randy Wheaton, Director of Maintenance & Operations
Charlene Komosinski, Director of After School Programs
Todd Boteler, District Webmaster
David Skinner, 4th gr. teacher, Carmel Del Mar, DMCTA President
A.J. Pearce, Plant Manager, Del Mar Hills Academy
Bill Porter, BTSA Full Time Release Support Provider
MaryAnn Loes, 5th Grade Teacher, Ashley Falls
Riann Ballenger, 5th Grade Teacher, Ashley Falls
Jenny Luce, Extended Studies/Art Teacher, Sycamore Ridge
Tiffany Kinney, 3rd Grade Teacher, Del Mar Heights
Wendy Wardlow, Principal, Del Mar Heights
Jacquelin Folgner, Art Teacher, Del Mar Heights
Tanya Lubomudrov, Science Teacher, Ocean Air
Jason Bethurum, P. E. Teacher, Carmel Del Mar
Sandy Johnson, 5th Grade Teacher, Ashley Falls
Erik Bienke, 2nd Grade Teacher, Del Mar Hills Academy
Jen Kamka, 1st Grade Teacher, Ashley Falls

Amy Graham, 1st Grade Teacher, Ashley Falls
Nicole Nelson, Art Teacher, Del Mar Hills Academy

Others In Attendance:

Halie Johnson, *Del Mar Times*, Elizabeth & Roberto Rodriguez, Mary & Bill Farrell, Jennifer McDowell, Tracy McDowell, Chris Duncan, Zuliya Khawaja, John Logan, Fernanda Aguiar, Kerry Traylor

REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board of Trustees approved the release of employee #1635 from employment with the Del Mar Union School District. The Board of Trustees will reconvene to Closed Session following the Regular Open Meeting to discuss Item 1.3.

2.0 Student Recognition – Carmel Del Mar

Principal, David Jones, introduced the Carmel Del Mar third grade students and teachers who presented songs and excerpts from their play, "Straight From the Heart." The play relates to the district-wide Character Education program and the Pillars of Character, as well as Carmel Del Mar's anti-bullying initiatives. The silk-screen t-shirts worn by students were designed and created in Art, and invitations for the play were designed in the Technology Lab. Principal Jones concluded by thanking Third Grade teachers Caroline Draper, Jason Bethurum, and Cathie Hays; Art teacher, Paula Intravaia; Music teacher, Cinda Peck; and Technology teacher, Janet Wolfertz.

3.0 CALL TO ORDER, ORGANIZATIONAL MEETING

3.0.1 Oath of Office Administered to Board Members Doug Perkins and Comischell Rodriguez

Superintendent McClain administered the Oath of Office to returning Board Member Doug Perkins and newly elected Board Member Comischell Rodriguez. At the conclusion of the swearing in, Members Rodriguez and Perkins, took their seat on the School Board.

3.0.2 Election of President of the Board of Trustees

Board Member Easton nominated Member White, to be President of the Board for 2009. Seconded by Member McDowell. Member White was unanimously approved as President of the Board for 2009.

3.0.3 Election of Clerk of the Board of Trustees

Board Member Perkins nominated Member McDowell, to be Clerk of the Board for 2009. Seconded by Member Easton, Member McDowell was unanimously approved as Clerk of the Board for 2009.

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3.0.4 **Appointments of Board Members**

- **Secretary to the Board of Trustees - District Superintendent**
Nomination: Sharon McClain
- **Member as Representative to the North Coastal Consortium for Special Education (NCCSE)**
Nomination: Doug Perkins
- **Member as Representative to the North City West School Facilities Finance Authority / CFD No. 1**
Nomination: Comischell Rodriguez
- **Member as ex officio Representative to the Del Mar Schools Education Foundation**
Nomination: Annette Easton
- **Members as Representative to the Legislative Action Network (LAN)**
Nomination: Steven McDowell
Nomination: Comischell Rodriguez

On Motion by Member Easton, seconded by Member Perkins, the Board unanimously voted to approve the above Board Member appointments for 2009.

3.0.5 **Adoption of Dates, Time and Place of Regular Board of Trustees Meetings for the period of January 1, 2009 through November 30, 2009** 7

On Motion by Member Perkins, seconded by Member McDowell, the Board unanimously approved the Dates, Time and Place of Regular Board of Trustee Meetings for the period of January 1, 2009, through November 30, 2009.

3.0.6 **ADJOURNMENT, ORGANIZATIONAL MEETING**

On Motion by Member Rodriguez, seconded by Member White, the Board voted unanimously to adjourn the 2008 Organizational Meeting at 6:09 p.m.

Member Perkins and Member Rodriguez individually expressed their appreciation to family and friends for their patience, support and encouragement.

The Board of Trustees took a five-minute recess to allow for Board members to take their newly elected positions on the Board, as follows: President, Member White; Clerk, Member McDowell.

Board President White welcomed everyone to the Regular Meeting of the Board of Trustees and thanked out-going President Easton for her leadership during the last two years.

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Approval of the Agenda

Member Easton expressed the Board's disappointment that the financial analysis was not ready for the December meeting's Agenda, but that the Board is looking forward to discussing it in early January.

On motion by Member Easton, 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

- Walter Bays, 4657 Calle Mar de Armonia, San Diego, 92130, addressed the Board in support of additional offerings in the After School Enrichment Program at Ocean Air and re-visiting the boundary issue to allow all students to attend their neighborhood school.

5. REPORTS, RECOGNITIONS and HEARINGS

5.1 Report

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

On behalf of the DMCTA Mr. Skinner presented poinsettias to all of the Board Members and Directors. He thanked the Board, Supt. McClain and Directors for keeping the teachers informed in an honest and straightforward manner. He expressed appreciation to the Collective Bargaining District representatives for the fair and, sometimes, firm way they dealt with the DMCTA during negotiations. The DMCTA is willing to work with all parties to look for solutions to the challenges the District is facing.

5.2 Report

DMSEF Report: Beth Westburg, DMSEF Vice President

Ms. Westburg reported that the Foundation's Annual Appeal letter went out before Thanksgiving and that checks are still being processed. Donations totaling \$350,000 have been processed year-to-date. The DMSEF is working with several PTA's who are considering donating to the DMSEF. The Casino

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Night, Texas Hold 'em Tournament, is scheduled for April 18, at either the Marriott or Grand Del Mar. With the help of all schools, the DMSEF is looking forward to a successful event. The DMSEF is excited to meet with the Manhattan Beach Education Foundation and/or the Hermosa Beach Education Foundation to learn how they operate and their successes. The DMSEF is encouraged by the ESC Core Action Team and looks forward to its report.

5.3 **Monthly Staff Development**

Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

Member Easton asked for clarification on whether the cost of a substitute is included in the total cost of the conference. It was requested that it be included.

5.6 **Report**

Board Report/Comments

- Member Easton re-welcomed Doug Perkins and welcomed Comischell Rodriguez to the Board. She attended the CSBA Conference. She attended two valuable sessions, which she is anxious to share with the Board. One dealt with the Board setting different protocols to maximize its effectiveness and the other was on fraud prevention. She asked that sometime during the year “fraud prevention” be placed on a future Board meeting agenda for further discussion.
- Member McDowell thanked Annette Easton for her leadership as Board President. He attended the CSBA Conference where he focused on gathering data and establishing contacts throughout the County, for a better understanding of the data. He had the opportunity to gather and share information with other school districts. He said the NSBA Conference will be held in San Diego and is in favor of the Board to attend. He thanked members of the staff and community for attending Board meetings.
- Member Perkins attended CSBA Conference at the San Diego Convention Center. He attended sessions on budgeting and heard the only way to deal with the budget challenge is direct, honestly and with transparency. He also gathered helpful information on the working relationship of foundations and schools. Lastly, he thanked Member Easton for her stewardship and support during his first few months as a Board member.
- Member Rodriguez attended the CSBA Conference. She attended the *Orientation for new trustees* workshop, a session on the Brown Act and a session on foundations and how School Boards have developed policies for an open working relationship with not only foundations, PTAs, etc. She welcomes all opportunities to attend sessions, workshops, etc. to learn to be an effective Board member.

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- Member White welcomed Doug Perkins and Comischell Rodriguez to the Board. She expressed her appreciation to the DMCTA for working openly and constructively as a group during Collective Bargaining and looks forward to continuing that relationship. She expressed that the CSBA Conference was valuable because the Board picked up information and intends to use it in many different areas now and in the future. She wished everyone Happy Holidays.

5.7 **Board** **Superintendent's Report**

Superintendent McClain attended the CSBA Conference. She commended the Board for taking time out of their busy schedules to attend the conference. She and the Board Members attended many of the same sessions. She reported that the principals had their second meeting that is structured as a PLC (Professional Learning Community.) She reported that the financial analyst met with some obstacles in producing the financial analysis for the December Board meeting, but she is looking forward to the report in early January. The tentative date for completion of the report is January 14, 2009. The data will be useful when making some very important decisions in the District. She wished everyone Happy Holidays and thanked everyone for making her feel like a part of the DMUSD family.

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.1 Approval of the Minutes

On motion by Member Easton, seconded by Member Perkins, the Board unanimously approved the Minutes of Regular Board Meeting of November 19, 2008.

6.2 Approval of Consent Items

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

Consent Items:

- *10.1 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements
- *10.2 Board Approval, Site Performance Agreement
- *10.3 Board Approval of Agreement Between Lloyd Pest Control and the Del Mar Union School District to Perform Pest Control Inspection and Execute Required Service

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- *10.4 Board Consideration of Standard Business Mileage Rate of 55 Cents Per Mile, Effective January 1, 2009
- *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: District Support Provider, Beginning Teacher Support and Assessment (BTSA) Program

Assistant Superintendent of Curriculum & Instruction, Janet Bernard, presented background on the BTSA program in the DMUSD and introduced Mr. Bill Porter, who was selected as the Full-Time Release Support Provider for the California Beginning Teacher Support and Assessment (BTSA) Program, which provides support and advanced professional content for beginning teachers. Mr. Porter gave a brief history of BTSA and reported on his work in the District to date.

8. ADMINISTRATION AND POLICY

8.1 Recommendation to Consider Nominations for the California School Boards Association (CSBA) Delegate Assembly

The California School Board Association Delegate Assembly is composed of approximately 270 delegates who are elected by local school board members in 21 geographic regions throughout California. Each board may nominate as many individuals as it chooses. Nominations are accepted until January 7, 2009.

On motion by Member Easton, seconded by Member Perkins, the Board unanimously voted to nominate Member McDowell to the CSBA Delegate Assembly. Member McDowell accepted the nomination.

8.2 Action Team Reports from Strategic Planning - Physical Education and Wellness; Extended Studies Curriculum Funding

For information only.

The inclusion of the Action Team presentations on the December Board Agenda were for public information and required no further discussion or action.

8.3 Study of Children's Reasoning About People as Sources of Information

For information only.

The Board was informed of Del Mar Heights participating in a study conducted by Dr. Gail Heyman, a member of the Human Development Program's

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Executive Committee, Professor of Psychology at UCSD, including students 7-12 years of age. Dr. Heyman is working on a research project investigating the reasoning of children at different ages. A copy of the report will be provided to the District.

8.4 Status Report on Task Forces

A Status Report developed by the Leadership team was a result of the Strategic Planning communications. The three Action Teams and two Task Forces recommended are as follows: Action Teams, which are a in-depth study, in the areas of Communication, Collaboration, and Finance; and Task Forces, which have a shorter timeline, in the areas of Financial Analysis and Extended Studies Curriculum. Staff, parents and community members will have the opportunity to participate on an Action Team. Board members interested in serving on an Action Teams or Task Force should contact Superintendent McClain. The public will have an opportunity to address the Board regarding the recommendations of an Action Team and/or Task Force at meetings open to the public.

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

School Accountability Report Cards (SARC) for the 2007/2008 school year were submitted for a 1st reading. Review and approval of School Accountability Report Cards is an annual requirement, which stems from the passage of Proposition 98 in 1988. The accountability report cards provide the public with a way of comparing school programs and achievement within a format of standard topics. The report cards are in draft form and will undergo additional staff review and will be amended slightly by individual sites and various District administration departments. The SARCs will be presented for Board approval at the January Regular Board Meeting.

8.6 Reminder of Upcoming Events

(Presented for information only.)

9. OPERATIONS AND FACILITIES

9.1 Facilities Report

(Presented for information only.)

Requests for Qualifications (RFQ) were distributed on Tuesday, Nov. 25, to seven prospective vendors to provide commercial real estate services for the District regarding the planning for a new District Office.

9.2 Childcare Facilities Report/Discussion

Rodger Smith, Director of Human Resources & Facilities Planning, presented this report to provide an opportunity for further discussion on the use of the

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approximately \$1.2 million in reserves in the After School Programs Enterprise Fund to support the construction or acquisition of facilities for the after school child care program at Ocean Air. Relocatable facilities would cost approximately \$500,000 to house the program at Ocean Air. The life expectancy of relocatable buildings is approximately 20 years. Permanent facilities for the After School Childcare Program at Ocean Air would cost approximately \$1,000,000. The life expectancy of permanent facilities is fifty or more years. The accumulation of \$1.2 in reserves in the After School Programs Enterprise Fund was originally intended to support the cost of additional childcare facilities as growth in the district occurred. District staff asked for direction from the Board regarding the preferred option to pursue for facilities to house the After School Child Care Program at Ocean Air School.

The Board asked clarifying questions and had further discussion on the District and childcare funds available for construction or purchasing relocatables, the available funds for the relocation of employee childcare and DMUSD preschool, the number of children participating in afterschool childcare and enrichment, and facilities, etc. The Board requested staff to bring options back to the Board taking into consideration the suggestions and concerns expressed by the Board.

9.3 Power Availability at Del Mar Hills Due to P2 Demolition

Rodger Smith, Director of Human Resources & Facilities Planning, reported that Randy Wheaton, Director of Maintenance and Operations, has investigated the cost of reestablishing power to the baseball field area. His investigation resulted in estimated costs of \$4800 for installation of new wiring, conduit, and a weatherproof electrical panel. He also received a cost estimate of approximately \$1500 for trenching for replacement of the power supply.

Based upon the estimated cost of \$6300 to restore the power to the baseball field area, district staff recommended that the district refund the \$1200 initially paid by Little League for the cost of the extension of electrical power to the vicinity of the baseball field. The \$1200 could then be used by Little League to purchase a generator to provide power at any location they desire.

9.4 Discussion, Pros and Cons of Options to Relocate District Office

Rodger Smith, Director of Human Resources & Facilities Planning, reported on the pros and cons of the following options relative to the relocation of the District Office: 1) purchase and develop raw land, 2) purchase and remove an existing commercial structure, 3) modify use of an existing district facility or 4) lease and remodel an existing commercial structure.

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The Board directed staff to compile all components, i.e. timeframe, availability of real estate, relocation of employee childcare, and the pros and cons into one presentation for the January Board meeting.

9.5 Contract for Updating Enrollment Projections

Rodger Smith, Director of Human Resources & Facilities Planning, presented proposals from four prospective vendors for the purpose of updating enrollment projections for the Del Mar Union School District. Staff recommended approval of one of the following two options: 1) If the contract is for one year only, the recommended vendor is Dolinka/Decision Insite in the amount of \$13,971; or 2) if the contract is for three years, the recommended vendor is Davis Demographics in the amount of \$11,808 per year.

10. BUSINESS AND FINANCE

10.5 Board Approval, 2008-2009 First Interim Report, Cash Flow Report, and Multiyear Projection Report

Dena Whittington, Assistant Superintendent of Business Services, presented the 2008-2009 First Interim Financial Report, Cash Flow Report, and Multiyear Projection Report for Board approval.

On motion by Member McDowell, seconded by Member Easton, the Board voted unanimously to approve the 2008-2009 First Interim Financial Report, Cash Flow Report, and Multiyear Projection Report.

10.6 Potential Loss of Property Tax Revenues Due to Homeowners Having Property Tax Assessed Values Re-Assessed

(For information only.)

10.7 2008/2009 Monthly Budget, Update

(For information only.)

11. PERSONNEL

12. ARTICLES OF INTEREST

13. ITEMS FOR JANUARY 28, 2009 BOARD MEETING:

- Facilities Report
- Monthly Budget Update
- Negotiations
- Report back on the Ocean Air After School Programs
- Policy on conference cost – does it include cost of sub.
- 2nd reading and approval, SARCs

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- Approval of a Contract for Updating Enrollment Projections
- PTA report from a PTA President
- Update on Shores payoff – was it accurate – do we need Board action
- Financial Analysis – Caroline (Board)
- Clarity on budget
- Demographics

Reconvened to Closed Session at 9:37 p.m. to discuss:

1.3 **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

Reconvened to Open Session at 10:21 p.m.

REPORT OF ACTION TAKEN IN RECONVENED CLOSED SESSION: There was no report out of Closed Session.

14. ADJOURNMENT

On motion by Member Rodriguez, seconded by Member Easton, the Board voted unanimously to adjourn the December 10, 2008 Regular Board meeting at 10:22 p.m.

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date