



DEL MAR

UNION SCHOOL DISTRICT

Mission Statement

Supported by an involved community, an outstanding staff, and a shared vision for academic excellence, the Del Mar Union School District is committed to providing a rigorous, inspiring, and nurturing education program that is continually evolving to develop well-round individuals who embrace learning for life and who are prepared to meet the challenges of the future.

We believe that...

- Every individual has worth
- Individuals deserve the opportunity to reach their potential
- Learning is a life-long process
- Everyone has the right to be safe
- Everyone can make a difference
- Individuals and communities have responsibilities to each other
- The uniqueness of individuals enriches the community

We believe in...

- Honesty and integrity
- Treating others with respect
- The principles of Democracy

www.dmusd.org

Board of Trustees

Dr. Annette Easton

Steven McDowell

Doug Perkins

Comischell Rodriguez

Katherine White



Superintendent

Dr. Sharon McClain

DEL MAR UNION SCHOOL DISTRICT

Board of Trustees Regular Board Meeting

May 27, 2009

Closed Session: 3:00 p.m.

Open Session: 5:45 p.m.

Del Mar Hills Academy

14085 Mango Drive, Del Mar, CA 92014

*Welcome to the monthly meeting of the
Del Mar Union School District Board of Trustees. . .*

Public Inspection of Documents

In compliance with Government Code 54957.5, agenda-related documents that have been distributed to the Board less than 72 hours prior to the board meeting are available for inspection at the Del Mar Union School District, 225 9th St. Del Mar, CA 92014.

Hearing of the Public

Persons wishing to address the Board on any item except personnel are invited to do so at this time. In the interest of time and order, presentations from the public are limited to 3 minutes per person, per topic. If you wish to speak, complete a card (located at the sign-in desk) and present it to the Secretary of the Board prior to the start of the meeting. When the Board President invites you to the podium, please state your name, address, and organization before making your presentation.

In accordance with the Brown Act, unless an item has been placed on the published agenda, there shall be no action taken. The Board may (1) acknowledge receipt of the information, (2) refer to staff for further study; or (3) refer the matter to the next agenda.

Consent Calendar

All matters listed under Consent are those on which the Board has previously deliberated or which can be classified as routine items of business. An administrative recommendation on each item is contained in the agenda supplements. There will be no separate discussion of these items prior to the time the Board of Education votes on the motion unless members of the Board, staff, or public request specific items to be discussed or pulled from the consent items.

To address an item on the Consent Calendar, please follow the procedure described under Hearing of the Public.

Closed Session

The Board will meet in Closed Session to consider qualified matters of litigation, employee negotiations, student discipline, employee grievances, personnel qualifications, or real estate negotiations.

Cell Phones/Pagers

As a courtesy to all meeting attendees, please set cellular phones and pagers to silent mode and engage in conversations outside the meeting room.

Assistance With Meeting

In compliance with the Americans With Disabilities Act and AB-3035, if you require special assistance to participate in this meeting, please contact the Superintendent at (858) 755-9301 at least 24 hours prior to the start of the meeting to enable the District to make reasonable arrangements.

ORGANIZATIONAL BUSINESS

CALL TO ORDER 3:00 P.M.

PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

Adjournment into Closed Session

Motion ____ Second ____ Ayes ____ Nays ____
Time

CLOSED SESSION

- 1.1 **Conference with Legal Counsel – Existing Litigation** (Government Code section 54956.9(a);
Name of Case: DMUSD v. Challenger Sheet Metal, Inc.
- 1.2 **Conference with Real Property Negotiator** (G.C. 54956.8)-Property: 11250 El Camino Real,
San Diego, CA 92130 —Agency Negotiators: Sharon McClain, Superintendent/Rodger Smith,
Director of Human Resources/Facility Planning
- 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
- 1.4 **Public Employee Discipline/Dismissal/Release** pursuant to (Government Code 54957)

Adjournment of Closed Session

Motion ____ Second ____ Ayes ____ Nays ____
Time

RECONVENE OPEN SESSION (5:45 P.M.)

REPORT OF ACTION TAKEN IN CLOSED SESSION

1.0 FLAG SALUTE

2.0 STUDENT RECOGNITION – SYCAMORE RIDGE

1

3.0 APPROVAL OF THE AGENDA

Motion ____ Second ____ Ayes ____ Nays ____

4.0 CORRESPONDENCE/COMMUNICATIONS

- 4.1 Correspondence:
- 4.2 Public Input:

5.0 REPORTS, RECOGNITIONS AND HEARINGS

5.1 **Staff Recognition**

2

Employees of the Month for May 2009:

Ashley Falls – Sandy Johnson, Fifth Grade Teacher
Carmel Del Mar – David Skinner, Fourth Grade Teacher
Del Mar Heights – Melissa Brame, Third Grade Teacher
Del Mar Hills – Tori Hemerick, Fourth Grade Teacher
Ocean Air – Natasha Rosario, Fourth Grade Teacher
Sage Canyon – Shayne Singleton, Art Teacher
Sycamore Ridge – Kris Stocker, Preschool Teacher
Torrey Hills – Amilia Tan-Zamora, First Grade Teacher

5.2	<u>Staff Recognition</u> 2009 School Site Teacher of the Year Ashley Falls – Mary Ann Loes Carmel Del Mar – Rebecca Jones Del Mar Heights – Eileen Graddy Del Mar Hills – Nicole Nelson Ocean Air – Jim Gianola Sage Canyon – Robin Gordon Sycamore Ridge – Donna Chung Torrey Hills – Lisa Wilken	3
5.3	<u>Staff Recognition</u> 2009 DMUSD Teacher of the Year Jim Gianola, Technology Teacher, Ocean Air	4-5
5.4	<u>Staff Recognition</u> 2009 DMUSD Reading Teacher of the Year Erica Bell, Ocean Air, 2 nd grade teacher	6
5.5	<u>Staff Recognition</u> 2009 San Diego County Music Educator of the Year Jodi Neilson, Music teacher, Ocean Air School	7
5.6	<u>Staff Recognition</u> 2009 School Site Classified Employees of the Year Ashley Falls – Ed Cruz Carmel Del Mar – Candace Chun Del Mar Hills – Linda Mettling Del Mar Heights – Kay Muller Ocean Air – Pam Baldwin Sage Canyon – John Graciano Sycamore Ridge – Lesa House Torrey Hills – Carlos Vasquez District Office – Margaret Mendenhall	8
5.7	<u>Staff Recognition</u> 2009 DMUSD Classified Employee of the Year Linda Mettling, Administrative Assistant, Del Mar Hills Academy	9
5.8	<u>Recognition</u> 2008-2009 PTA Presidents Ashley Falls – Janette Shelton Carmel Del Mar – Zuliya Khawaja Del Mar Heights – Debbie Negulescu Del Mar Hills – Kerry Traylor Ocean Air – Terri Harbison Sage Canyon – Kim Dort Sycamore Ridge – Shannon Cary Torrey Hills – Alex & Fernanda Aguiar	10
5.9	<u>Recognition</u> 2008-2009 Site Volunteers of the Year Ashley Falls – Francine Corgan Carmel Del Mar – Casey Canuso Del Mar Heights – Leslie Chang Del Mar Hills – Elizabeth Lasker	11

Ocean Air – Mario Manzano
 Sage Canyon – Jeb Spencer
 Sycamore Ridge – Victoria Shoustari
 Torrey Hills – Fernanda Aguiar

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|------|--|-----------|
| 5.10 | <u>Report</u>
DMCTA Report: David Skinner, DMCTA President, Carmel Del Mar Teacher | 12 |
| 5.11 | <u>Report</u>
DMSEF Report: Beth Westburg, DMSEF Vice-President | 13 |
| 5.12 | <u>Report</u>
Monthly Staff Development, Travel & Conference Update | 14 |
| 5.13 | <u>Report</u>
PTA Report: Janette Shelton, Ashley Falls PTA President | 15 |
| 5.14 | <u>Report</u>
Board Report/Comments | |
| 5.15 | <u>Report</u>
Superintendent's Report
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BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.0 APPROVAL OF THE MINUTES

Minutes of Special Board Meeting, February 11, 2009
 Minutes of Regular Board Meeting, February 25, 2009
 Minutes of Special Board Meeting, March 11, 2009
 Minutes of Special Board Meeting/Visitation, March 18, 2009
 Minutes of Regular Board Meeting, March 25, 2009
 Minutes of Special Board Meeting/Visitation, April 1, 2009
 Minutes of Special Board Meeting, April 15, 2009
 Minutes of Regular Board Meeting, April 29, 2009
 Minutes of Special Board Meeting, May 11, 2009

Motion ____ *Second* ____ *Ayes* ____ *Nays* ____

6.1 CONSENT ITEMS

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

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|-------|--|----------------|
| *9.2 | Board Approval of Revised Job Description, Assistant Superintendent, Business Services | 120-123 |
| *10.1 | Board Approval and Acceptance of Donations to the Del Mar Union School District | 124-127 |
| *10.2 | Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements | 128-136 |
| *10.3 | Board Approval of Site Performance Agreements | 137 |
| *10.4 | Board Approval of Contracts For 2009/2010 Fiscal Year Annual Inspections, | 138 |

	Maintenance and Service	
*10.5	Board Award and Approval of Agreement Between Anemos Enterprises, Inc. and the Del Mar Union School District for Exterior and Interior Painting, Summer 2009	139-140
*10.6	Board Approval of Agreement Between the Del Mar Union School District and Tandus Specialized Markets for Carpet Replacement at Sage Canyon School	141
*10.7	Board Approval of Agreement Between Networld Solutions, Inc. and the Del Mar Union School District for Support in Hardware, Software and License Procurement	142
*10.8	Board Approval of Resolution No. 2009-08, Resolution No. 2009-09, Resolution No. 2009-10 and Resolution No. 2009-11 Authorizing Designated Signatures and Release of Credential Held Warrants for July 1, 2009 through June 30, 2010	143-147
*10.9	Board Approval of Resolution No. 2009-12 Authorizing Temporary Interfund Transfers of Special or Restricted Fund Moneys	148-149
*10.10	Board Approval of Memorandum of Understanding Between Rancho Santa Fe School District and the Del Mar Union School District for Student Physical Therapy	150
*10.11	Board Approval of Memorandum of Understanding Between Cardiff Elementary School District and the Del Mar Union School District for Student Physical Therapy	151
*10.12	Board Approval of Memorandum of Understanding Between Solana Beach School District and the Del Mar Union School District for Student Physical Therapy	152
*10.13	Board Approval of Petition for Issuance of New Warrant in Lieu of Void Warrant Payable to Gail Brinkerhoff	153-154
*10.14	Board Approval of Petition for Issuance of New Warrant in Lieu of Void Warrant Payable to Erik Bienen	155-156
*10.15	Board Approval, Memo of Understanding with Coronado Unified School District to form a Consortium for Title III – Immigrant Student Funds	157-158
*10.16	Declare 2001 and 2002 Math Textbooks and Resource Materials Obsolete	159
*10.17	Board Approval of Agreement Between J.D.L. Development Inc. and the Del Mar Union School District for Tile Work on Concrete Benches and Concrete Masonry Wall at Sage Canyon, Sycamore Ridge and Torrey Hills Schools	160
*11.1	Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status	210-212
*11.2	Board Approval of “Declaration of Need for Fully Qualified Educators” 2009/2010 School Year”	213-216

7.0 CURRICULUM AND INSTRUCTION

7.1	Approval, Del Mar Union School District Local Education Agency Plan (LEAP)	16
	<i>Motion</i> ____ <i>Second</i> ____ <i>Ayes</i> ____ <i>Nays</i> ____	

8.0 ADMINISTRATION AND POLICY

8.1	Proposed School Site Classified Staffing Allocation	17-19
8.2	Board Approval/Adoption, District Communication Plan	20-51
	<i>Motion</i> ____ <i>Second</i> ____ <i>Ayes</i> ____ <i>Nays</i> ____	
8.3	Second Reading/Approval, New Administrative Regulations, 4261.4: Catastrophic Leave Program for Classified Employees	52-56
	<i>Motion</i> ____ <i>Second</i> ____ <i>Ayes</i> ____ <i>Nays</i> ____	

8.4	First Reading/Approval, Revision to Board Policy 1330: Use of Facilities	57-69
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
8.5	Board Approval, Reschedule July 22, 2009 Regular Board Meeting	70
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
8.6	First Reading, Revision to Board Policy 1312.3, Uniform Complaint Procedures	71-86
8.7	Discussion, Board Members Attendance at 6 th Grade Promotions	87
8.8	1 st Reading, Board of Trustees School Site Visitation Schedule, 2009/2010	88
8.9	Reminder of Upcoming Events	89

9.0 OPERATIONS AND FACILITIES

9.1	2009/2010 Enrollment and Staffing Projections	90-119
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10.0 BUSINESS AND FINANCE

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10.19	Update, Budget Reduction Areas Under Consideration for the Fiscal Year 2009-2010	163-169
10.20	Board Approval, Revised Fiscal Impact Format for Board Agenda Items	170-174
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
10.21	San Diego County Office of Education Letters of Review	175-177
10.22	Update, Federal Stimulus and State Budget	178-181
10.23	First Reading, 2009-2010 Proposed Budget	182-197
10.24	2008/2009 Monthly Budget, Update	198-209

11.0 PERSONNEL

11.3	Board Approval, Revision of Certificated Management Salary Schedule	217-218
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	

12.0 ARTICLES OF INTEREST

None.

13.0 ITEMS FOR JUNE 24, 2009 BOARD MEETING

- Summer District Office Schedule
- 2nd Reading and Approval, Board of Trustees School Site Visitation Schedule, 2009/2010

ADJOURNMENT OF MEETING..... *Motion ____ Second ____ Ayes ____ Nays ____*
_____ Time

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Special Board Meeting

February 11, 2009
6:00 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

CALL TO ORDER

The meeting of the Del Mar Union School District, Board of Trustees was called to order by Board President White at 6:10 p.m. in memory of Mr. Chris Casey, brother of Director of Technology, Mike Casey.

ROLL CALL

Members Present (5): Katherine White, President of the Board
 Steven McDowell, Clerk of the Board
 Annette Easton
 Doug Perkins
 Comischell Rodriguez

Members Absent: (0)

1. APPROVAL OF AGENDA

Motion to Approve the Agenda

Motion Easton

Second McDowell

Unanimous

2. PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)

There were no comments from the public.

3. BOARD DISCUSSION, PROGRESS ON RECOMMENDATIONS FROM THE TOOLS FOR STRATEGIC ANALYSIS

Supt. McClain presented a brief overview on the process of establishing the 2008/2009 DMUSD budget, the status of the 2008/2009 budget, and proposals of budget balancing proposals.

The District budget, based on assumptions, must be adopted by June 30 of each year and must balance for three years out. Until the State budget has been adopted, the District budget cannot be finalized. Supt. McClain presented, "Options to Reduce the 2009/2010 Budget", however, the only area currently being studied is the Extended Studies Curriculum Program.

Official Minutes, Special Board Meeting • February 11, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

Supt. McClain presented an overview of the DMUSD Extended Studies Curriculum (ESC) Program including how it has been funded in recent years, how the current budget challenges will effect the funding of the program and the recommendations from the District Leadership Team for the reorganization of the ESC Program and its funding.

Public Comment on Item #3:

- *Bree Belchem*, student at Del Mar Hills Academy, spoke to the Board to share information on how the students benefit from the ESC activities.
- *Jennifer McDowell*, parent, spoke with concern that the district not reduce programs to the lowest common denominator.
- *Natalie Chiles*, DMUSD teacher, spoke concerning the parents possible misinterpretation of the questions on the survey and the validity of the responses due to a misinterpretation. She also spoke of the benefits of music/art and how it enhances students learning in all the curricular areas.
- *Beth Westburg*, parent and DMSEF Vice President, spoke in favor of creating equity and parity in the 2009/2010 school year and not allowing inequity to continue. She also spoke in favor of the DMSEF being the sole source of fundraising for ESC programs.
- *Ian Phillip*, DMUSD teacher, spoke with the concern that the proposal being recommended is serving the “wants” of the community and the “needs” of the students and to the benefits of Physical Education on the social, physical and emotional development of students. He asked the Board to reconsider the placement of PE in the tier level of funding the ESC programs.
- *Dorothy Waite*, DMUSD teacher, spoke in favor of Option 2 of the ESC proposal allowing schools to have a choice of a music or art program.
- *Jackie Faulkner*, DMUSD teacher, spoke in favor of maintaining a portion of the art program at all schools and to the opportunities art offers students.
- *Amy Doyle*, DMUSD teacher, expressed her feelings of envy, jealousy, frustration, anger, confusion, cowardice, blues, emptiness and hope for solutions to the ESC challenges facing the DMUSD.
- *Joe Mares* of FAME (Foundation for Advancement of Music Education) reminded the Board of the investments FAME has made in the DMUSD. Mr. Mares offered to be a part of the solution by working with the DMUSD and DMSEF (Del Mar Schools Education Foundation).
- *Matt Zevin*, parent and DMSEF President, spoke to the Board regarding the need for a clear direction in order to push the DMSEF forward as the primary fundraising source.

Official Minutes, Special Board Meeting • February 11, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

Board Discussion:

The Board asked clarifying questions concerning the district's management of less than a Full Teacher Equivalent (FTE) and how staff will determine the number of layoff notices to be issued.

Board Requests:

- Consider maintaining the current level of site funding to 2 FTE; bring back an option of how sites can fundraise for not more than the current level, which is two FTE.
- Find out from DMSEF the funds allocated per site that the DMSEF is holding.
- Does the PTA have funds they are holding?
- What happens to balance remaining in schools funds for the 2010/2011 school year?
- What happens to funds set aside at sites that are not spent for specific "things"? What happens to those funds? Will they go to the "good of the whole"? May want to consider "naming rights".
- How many teachers giving instruction in an ESC program came from the classroom?
- Maybe offer an option that all sites offer Science and then select two other programs; or everyone has Science & Technology and sites can pick Music, Art or PE.
- Was there any consideration on doing a semester of certain areas, i.e. Music, Art, PE? The Leadership Team expressed concern that the quality of the programs would be too diluted if offered for only one semester. Will technology teachers serve as the "technician" at the school sites?
- What if we were to combine school sites? What could be saved? What is the process?
- Reduce BTSA staff. What costs are associated with it?
- Eliminate San Marcos Distinguished Teacher in Residence. What costs are associated with it?
- Costs associated with finding an outside source for technology support versus technology teachers giving support.
- School psychologist. Can we change the allocation?
- What would be saved if we used Resource Specialists at State mandated levels?
- What if we increased class sizes? What would be saved?
- How many interdistrict students are in the district and would there be a savings if they returned to their district of residence?
- Is there consideration for an early retirement incentive?
- Blended classes - Should they be staffed at a different level? What would happen if blended classrooms were eliminated? Could they be reconfigured differently?
- What would the savings be if there were NO shared contracts?

Official Minutes, Special Board Meeting • February 11, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

4. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 10:15 p.m.

Motion Rodriguez

Second Easton

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

Official Minutes, Special Board Meeting • February 11, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Regular Board Meeting

February 25, 2009

Closed Session: 4:00 p.m.

Open Session: 5:45 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

Board President White called the Regular Board Meeting to order at 4:05 p.m.

PUBLIC INPUT ON CLOSED SESSION ITEMS:

There was no public comment on Closed Session items.

Motion to Adjourn to Closed Session at 4:06 p.m.

Motion Easton

Second McDowell

Unanimous

(Board Member Rodriguez arrived at 4:15 p.m.)

ADJOURNMENT OF CLOSED SESSION

Motion to Adjourn Closed Session at 5:38 p.m.

Motion McDowell

Second Perkins

Unanimous

RETURN TO OPEN SESSION

Board President White welcomed staff, parents and community members to the Regular Board Meeting of the Board of Trustees.

The Board met in Closed Session from 4:05 p.m. to 5:38 p.m. to discuss the following:

- 1.1 Conference with Legal Counsel – Anticipated Litigation (Government Code section 54956.9(b); Name of Case: Significant Exposure to Litigation: Two cases
- 1.2 Public Employee Discipline/Dismissal/Release pursuant to (Government Code 54957)
- 1.3 Public Employee Performance Evaluation: Title: Superintendent (G.C. 54957)

Official Minutes, Regular Board Meeting • February 25, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

- 1.4 Conference with Real Property Negotiator (G.C. 54956.8)- Property: 225 9th Street, Del Mar, California 92014—Agency Negotiators: Sharon McClain, Superintendent/Rodger Smith, Director of Facilities/Personnel Negotiating Parties: DMUSD and the City of Del Mar—Under Negotiation: Sale/Lease Terms Between the City of Del Mar and the DMUSD.

REPORT OF ACTION TAKEN IN CLOSED SESSION:

In Closed Session the Board took the following action:

Item 1.2: The Board voted to non-reelect the following temporary certificated employees: 472964, 102818, 426799, 358253, 353510, 331073, 413280, 472078, 324425, 103342, 484388, 263428, 478762, 445899, 404968, 115486, 405382, 483599, 484195, 101972, 483433, 375142, 484039, and 474876.

Item 1.4 The Board has received requests for documents relating to the use of proceeds and interest from the sale of the Shores property. The Board has requested legal counsel to review the opinions that have been provided to the District and to work with the superintendent to release those documents.

1. CALL TO ORDER

Board President White called to order the Open Session of the Regular Board Meeting of the Del Mar Union School District, Board of Trustees, at 5:59 p.m. in memory of Nancy Payne, Administrative Assistant at Torrey Hills School.

Mrs. Susan Paul, Principal of Torrey Hills School, acknowledged Nancy Payne for her many accomplishments and contributions to the students, staff and parents of Torrey Hills School and the Del Mar Union School District.

ATTENDANCE

Members Present (5): Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins
Comischell Rodriguez

Members Absent: (0)

2. STUDENT RECOGNITION – DEL MAR HILLS ACADEMY

The Del Mar Hills Academy of Arts and Sciences third grade students presented one example of integrated curriculum at its best. The students showed Science, Music, Art, Technology, and P.E. work together to enhance and expand student classroom learning. Students wore T-shirts designed in the technology lab and performed three short selections from their musical, "Star Search". The presentation included photographs from artwork, P.E. instruction, and an Astronomy Night.

Official Minutes, Regular Board Meeting • February 25, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

3. APPROVAL OF AGENDA

Amendments to the Agenda:

Item 8.3 to follow Item 11.2

Item 9.2 to follow Item 5.8

Items 11.3, 11.4 & 11.5 to follow Item 9.1

Motion to Approve Agenda as Amended

Motion Easton

Second Perkins

Unanimous

4. PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)

- *Karla Milmo*, parent, urged the Board to decrease funding of the ESC Programs gradually over the next several years as the DMSEF prepares to raise funds to cover the cost of the ESC Programs.

TIMED ITEM - 6:30 P.M.

5.8 Report – Dan McAllister, County of San Diego Treasurer – Tax Collector

Mr. McAllister presented an overview of property tax bills issued in San Diego County and what might be expected in the coming years. He stated that more tax bills for more parcels in San Diego County were issued in September 2008 than anytime in the history of the County. The projections indicate an all-time record yield from taxes in the County this year of \$4.559 billion. Sixty-six percent of properties in the County were purchased more than five years ago and, therefore, do not qualify for reassessment, leaving thirty-four percent that are eligible for reassessment. Property owners may request a reassessment each year at the end of November and the end of May. Currently only 12% of properties in San Diego County have requested a reassessment. Property that is reassessed through the request process and is assessed at a higher value will not incur higher taxes, only lower.

9.2 Update, Relocation of District Office

Director of Human Resources & Facilities, Rodger Smith, introduced Mark Kagan and Chuck Wasker, real estate agents assisting the DMUSD in the relocation of the District Office. They are currently soliciting buildings and/or land meet the DMUSD requirements from real estate brokers throughout the County. Approximately six properties have been identified as possible building sites and 50+ buildings within which to locate. Member Rodriguez toured properties with Mr. Kagan and Mr. Wasker and stated that she feels "we are in good hands."

5. REPORTS, RECOGNITIONS AND HEARINGS

5.1 Recognition – Employees of the Month for February 2008

Board President White thanked Jakes Del Mar for its continued support of the DMUSD Employees of the Month program by donating gift certificates for the honorees, as follows:

Ashley Falls Child Care – Christiana O’Conner

Carmel Del Mar Child Care – Justin Deignan

Del Mar Heights Child Care – Katherine Nieves

Del Mar Hills Child Care – Allie True

Ocean Air Child Care – Ashley Manning

Sage Canyon Child Care – Angelica Bahena

Sycamore Ridge Child Care – Adolfo Galdamez

Torrey Hills Child Care – Kelly Templeton

Employee Child Care – Kristen Morrison

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

Mr. Skinner shared that there were a number of teachers in the audience and asked them to stand. He stated their presence was due to the issues they feel passionate about, i.e. changes in programs, which they helped to make successful, and the potential layoff of colleagues and friends. He reminded the Board that this is Parent/Teacher Conference Week and the teachers have worked a very long hours preparing for and meeting parents. He stated that this week reminds teachers of how fortunate they are to work with and for the students and parents of the DMUSD. On behalf of the teachers, Mr. Skinner thanked Matt Zevin, President of the DMSEF, and all PTA Presidents for their hard work and support for the teachers and students of Del Mar.

5.3 Report – DMSEF, Matt Zevin, President

The DMSEF has raised over \$498,000 to date, which is approximately 12% above last year at this time. He thanked all the parents and community for their donations. There is currently a great disparity of funds raised at each of the school sites, ranging from \$20,000 to \$111,000. The participation rate districtwide is at 27%. The DMSEF has been working diligently to improve the basic structure of the DMSEF and to maximize the potential to raise funds. The DMSEF has approved the hiring of an outside marketing coordinator with the goal of having a more professional marketing campaign in the future. The DMSEF is discussing moving to districtwide fundraising in order to avoid the disparity of fundraising at the school sites. The DMSEF is considering a change in structure wherein deductions will be made from donations to cover some portion for DMSEF overhead. The DMSEF cannot continue to operate without paying for overhead. The DMSEF generally supports the revisions to Administrative Regulation 3290: Gifts, Grants and

Bequests. Mr. Zevin shared some concern regarding the deadline for raising site-specific funds. He stated that he feels if all parents are involved by donating whatever amount they can, the DMUSD “will be able to have it all.”

5.4 PTA Report: Kerry Traylor, Del Mar Hills PTA President

Mrs. Traylor reported that the PTA Presidents have been all consumed with discussion on ESC Programs and fundraising. PTA Presidents have been anxiously waiting to learn what the District funded ESC allocation will be in order to identify their site’s fundraising goals. PTA Presidents are hopeful for a restructuring of fundraising, which will allow the PTAs to return to fundraising for “things” not “people.”

The Del Mar Hills Academy PTA’s funds a variety of “things”, i.e. Math, Music, Spatial Reasoning, Computer Program; teacher mini-grants; ice cream socials; yearbooks; artist in residence; 6th grade promotion, assemblies and more. Their fundraising event “Fiesta Night”, which includes an art auction, will be held on March 7. Approximately \$40,000 of last year’s art auction proceeds was donated toward ESC Programs.

She encouraged the Board to approve a districtwide fundraising policy for the common purpose of parents, staff and community members coming together to support ESC Programs at all eight schools, which would be in the best interest of the students.

5.5 Report – Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

The Board asked Superintendent McClain to bring a recommendation back to the Board as to whether or not this might be an area in which spending could be reduced.

5.6 Report – Board Reports/Comments

- *Member Perkins:* He and Supt. McClain had a very positive meeting with Councilmember Sherry Lightner regarding the relocation of the District Office and the need for a relocatable at Ocean Air. He attended the City of San Diego new Park and Rec Board Meeting in charge of the new facility at Ocean Air that the City built but may not be able to open. He began a preliminary dialogue of the DMUSD utilizing the building for the benefit of both the City and the DMUSD.
- *Member Rodriguez:* She reiterated that she toured prospective properties and buildings for a new District Office with real estate agents. She expressed her appreciation for all the email input from parents, staff and community regarding the issues before the Board. She also thanked Del Mar Hills Academy for the student presentation, which is a good reminder that the children are our #1 priority. Additionally, she expressed her appreciation for the monthly PTA report and appreciates their feedback.

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- *Member Easton:* She also expressed her appreciation for the emails she is receiving from parents, staff and community. She explained that one reason for possibly not receiving a response is due to a possible violation of the Brown Act if email responses are shared with other Board members. As the Board liaison to the DMSEF she has been attending the DMSEF Board meetings and acknowledged that they are working very hard to make improvements and distribute marketing literature.
- *Member McDowell:* He expressed appreciation, as a parent, for the opportunity to meet during Parent/Teacher Conference Week to receive input from his child's teachers regarding his child's education.
- *Member White:* She thanked the teachers for attending the Board meeting and for the time and energy they spend in preparing for the Parent/Teacher Conferences. She also expressed appreciation for the teachers' insight and care expressed in the conferences. She thanked Principal Susan Fitzpatrick for hosting her at Del Mar Hills Academy and for the opportunity to see students' artwork and for spending time with her to become acquainted.

5.7 Report – Superintendent's Report

- *CSBA Masters in Governance:* Supt. McClain confirmed with Board Members their participation in the nine-session series of the Masters in Governance program being offered at the San Diego County Office of Education by the California School Boards Association. Members White, Rodriguez and McDowell confirmed that they would attend all sessions with Supt. McClain. The program is offered for new and returning Board Members.
- *Ocean Air, After School Child Care Program:* Supt. McClain thanked Member Perkins for scheduling the meeting with Councilmember Sherry Lightner and for working with City of San Diego in an effort to use the facility in the park at Ocean Air to house After School Childcare at Ocean Air.
- *Superintendent's Symposium, Monterey CA:* Supt. McClain attended the Superintendents' Symposium of 1,000 districts. Approximately 800 superintendents were in attendance. She is a member of the Planning Committee and also worked with new superintendents. Budgets were a large part of the discussions with everyone concerned about what districts were going to do.
- *Cost Savings From Not Holding November Election:* The DMUSD budgeted \$12,000 for a November 2008 election. As a result of not having to hold the election, the DMUSD was charged \$178.40 by the Registrar of Voters for a savings of \$11,821.60.

10. **BUSINESS & FINANCE**

10.8 San Diego County Office of Education Letters of Review

Assistant Superintendent, Business Services, Dena Whittington, informed the Board that the District had submitted all financial reports to the San Diego County Office of Education for review. To date, the District has received a review letter for three of the reports. The letters received are for the original DMUSD Budget, the Collective Bargaining Agreement and the First Interim Report. Each letter cautioned the District that continued deficit spending would have negative effects on the long-term financial stability of the Del Mar Union School District.

At the request of the Board, Ms. Whittington addressed a comment regarding increasing the reserves and the reason why the District cannot continue to deficit spend. Ms. Whittington explained that a goal of 32% for reserves was a statement from the financial analysis prepared by Vavrinek, Trine, Day & Co. and not a directive from the Superintendent or Board. Ms. Whittington quoted the following from one of the review letters received, "deficit spending is not projected to have an impact on the District's ability to meet its required reserve levels in fiscal years 2009 and 2010, however, deficit spending erodes balances and needs to be carefully monitored to prevent any financial difficulties in future years." It was also mentioned that the minimum reserve requirement might not be sufficient for Basic Aid districts.

10.9 Update: Federal Stimulus Package

Assistant Superintendent, Business Services, Dena Whittington, shared new information that the DMUSD may be eligible for additional Special Education funds, which would be considered one-time funds. The funds may not be received for 6-12 months and would be available for the 2009/2010 school year.

10.10 Update: 2008-2009 State Budget as of February 19, 2009

Assistant Superintendent, Business Services, Dena Whittington, shared that she hopes to receive more accurate information at a conference she is attending on March 6, 2009. At this point, Categorical Programs are to be reduced on an average of 15%, some less, some more. Ms. Whittington clarified that the cuts are for both 2008/2009 and 2009/2010.

10.11 2008/2009 Monthly Budget, Update
(Presented for information only.)

Assistant Superintendent, Business Services, Dena Whittington, reported that the funding in question, "Other State Revenue", indicates that 55% of the revenue has been received. The State is holding the remaining 45% and, to date, has not apportioned it out. At Board request, a Cash Balance Statement has been included in

the Monthly Budget report. In the following funds, the current deficit at first interim is as follows: Unrestricted General Fund: \$1,855,216; Restricted General Fund: \$1,026,192. With a carry-over of \$1.1 million the combined General Fund is a net decrease of \$2.8 million prior to the Collective Bargaining Agreement. The Collective Bargaining Agreement will impact the budget by approximately \$600,000.

Motion to waive the 20-minute maximum time period for public input on Item 11.2

Motion Easton

Second Rodriguez

Unanimous

11.2 Board Approval, Recommendation for Reduction in Extended Studies Curriculum (ESC) Program

Board Member White recognized the parents for participating in the survey and staff for the time and energy they have devoted to restructuring a new and different ESC Program that is a benefit to students. Supt. McClain presented three options of a newly structured ESC Program for the Board to review and consider.

PUBLIC COMMENT

- *Jodi Neilson*, DMUSD Teacher, asked questions of the Board regarding 1) music and/or art being offered at the sites and the possibility of watered-down instruction; 3) preservation of band equipment donated by FAME; 4) support of ESC Programs voiced in Strategic Planning.
- *Jennifer Oliviera*, DMUSD Teacher, spoke in support of a three core programs and the three-tier proposal presented at February 11, 2009 meeting, and a unified DMSEF to support all schools.
- *Fred Bettig*, DMUSD Teacher, spoke in support of the three-tier program.
- *Paige Metz*, parent and Exercise & Nutritional Science Teacher in Poway Unified School District, spoke in support of maintaining a physical education program.
- *Abby Farricker*, DMUSD Teacher, spoke in support of the three-tier program.
- *Stephanie Sullins*, DMUSD Teacher, spoke in support of the three-tier program.
- *Jeff Bales*, DMUSD Teacher, spoke in favor of the three-tier proposal and asked for clear and immediate direction.
- *Michelle Beeson*, DMUSD Teacher, spoke about the music programs that will be lost if the District retains only three music teachers for the entire DMUSD and asked the Board to consider these losses when making its decision.
- *Erin Mitchell*, DMUSD Teacher, described for the Board what instruction, as a music specialist, she has provided for the students and what will be sacrificed if the music specialists are released and/or reduced.
- *Mary Johnson*, Rep to DMSEF, spoke of the fear of losing the heart and soul of the ESC Programs and the possible reduction of donations due to the release of teachers.

- *Sandy Johnson*, DMUSD Teacher, spoke to the quality of ESC Programs being sacrificed by the loss of specialists and the importance of maintaining high test scores.
- *Emery, Noa, Mares & Eaton*, 5th grade students, expressed what they have learned and the advantages they have had from the music programs offered by the DMUSD.
- *Shayne Singleton*, DMUSD Teacher, spoke regarding the quality of staff, education and students in the DMUSD and what will be sacrificed with the loss of ESC programs and teachers.
- *Katharin Roth*, parent and PE teacher at Carmel Del Mar, spoke to the lack of quality in the three proposals being offered and in support of the three-core ESC subject proposal and districtwide fundraising for the DMSEF. She also spoke in favor of initiating the process of closing a school.
- *Karen Holty*, DMUSD Administrative Assistant, spoke in favor of the three-core program and asked the Board to trust the recommendations of the professional educators and administrators of the DMUSD.
- *Lee McCracken*, President of FAME and parent of former students of the DMUSD, spoke to the issue of providing quality education regardless of the subject and asked the Board to give the community an opportunity to raise the needed funds.
- *Sandra Logan*, parent, spoke in favor of the clear and concise three-tier program previously proposed.

BOARD DISCUSSION

Board President White thanked the staff and parents for addressing the Board on the ESC proposals. The Board Members discussed parity, the positives and negatives of the proposals presented by the administration and what will be funded as a District.

Motion to approve the former DMUSD Specialist Program Proposal offering three ESC Programs of Science, Technology and Music

Motion Rodriquez
Second There was no second.
The Motion was lost.

PUBLIC COMMENT

- *Beth Westburg*, parent and DMSEF Vice-President, spoke to request that the Board not approve Proposals 1 or 3 for fear they will be detrimental to Del Mar Hills Academy.
- *Beth Folketh*, parent, spoke in favor of the three-core ESC Program.

Motion to approve DMUSD Specialist Program Proposal #2 offering Science, Technology, Physical Education, Visual Art and/or General Music.

Motion Perkins

Second Easton

Ayes 4 (Easton, McDowell, Perkins, White)

Noes 1 (Rodriguez)

Motion passed.

Board Member Easton addressed a point of order due to time constraints. Supt. McClain and Board Members identified the following Items as requiring discussion and/or action Item 6.2, 8.2, 8.3, 11.3, 11.4 and 11.5. The remaining Items on the Agenda will be carried over to the Special Board Meeting Agenda scheduled for March 11, 2000.

6.2 Approval of Consent Items

Motion to approve Consent Items *10.1 – *10.7 and *11.1

Motion McDowell

Second Perkins

Unanimous

8.2 Board Approval, 2009 CSBA Delegate Assembly Nominees

Motion to approve the election of Katie Dexter, Penny Halgren, Steven McDowell, Kelli Moors, Barbara Ryan, Priscilla Schreiber and Carol Skiljan to the 2009 CSBA Delegate Assembly

Motion Easton

Second Perkins

Unanimous

Motion to extend the meeting ending time for an additional 30 minutes from 10:30 p.m. to 11:00 p.m.

Motion Easton

Second White

Unanimous

8.3 1st Reading, Administrative Regulations 3290: Gifts, Grants and Bequests

The Board and audience were provided with a new draft of Administrative Regulations 3290, which had been revised since the posting of the Board Packet.

PUBLIC COMMENT

- *Matthew Zevin*, DMSEF President, addressed the Board to seek clarification on the proposed Administrative Regulations and to express the need for the AR to be clear and concise regarding 1) what the funds are being raised for, 2) how the district accepts donated funds, 3) the caps on site specific fundraising, 4) the deadlines for

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donations, and 5) the need for clear and concise communication to parents, staff and community.

- *Polly Murphy*, parent and DMSEF Rep., expressed her appreciation for Supt. McClain's responsiveness to her emails that addressed all her issues, and supports openness and honesty and a clear vision.
- *Stephanie Shiff*, parent, spoke to the Board to request that sites be allowed to fundraise to their current ESC levels.

The Board tabled discussion on Item 8.3 until after addressing 11.3, 11.4 and 11.5 of the Agenda.

11.3 Notice to the Governing Board of Recommendation to Reduce and/or Eliminate Particular Kinds of Services for the 2009-2010 School Year

Director of Human Resources & Facilities, Rodger Smith, presented the recommended services that are to be reduced and/or eliminated, as follows:

Art Teaching:	8.0 FTE
Music Teaching:	8.0 FTE
Science Teaching:	3.0 FTE
Physical Education Teaching:	4.0 FTE
Technology Teaching:	3.0 FTE
Drama Teaching:	0.5 FTE
Math/Technology Teaching:	1.0 FTE
Spanish Teaching:	0.5 FTE
BTSA Support Provider:	1.0 FTE
Certificated Teaching in Gr. K-6:	15.0 FTE

11.4 Resolution Reducing and/or Eliminating Certain Certificated Services for the 2009-2010 School Year.

Motion to approve Resolution Reducing and/or Eliminating Certain Certificated Services for the 2009-2010 School Year.

Motion Rodriguez

Second Perkins

Unanimous

11.5 Board Approval, Resolution No. 2009-02, Determination of Seniority Among Certificated Employees with the Same Seniority Date ("Tie- Breaker Resolution")

Motion to approve Resolution No. 2009-02, Determination of Seniority Among Certificated Employees with the Same Seniority Date ("Tie- Breaker Resolution")

Motion McDowell

Second Easton

Unanimous

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The Board directed Supt. McClain to review the Agenda items remaining to be discussed and advise the Board if a Special Board Meeting is needed, or if the items can be added to the Agenda for the March 25, 2009 Regular Board meeting.

8.3 Continued... 1st Reading, Administrative Regulations 3290: Gifts, Grants and Bequests
BOARD DISCUSSION ON ITEM 8.3

Staff will bring AR 3290: Gifts, Grants and Bequests, back to the Board for a second reading and approval including a revisions to 7(a) stating that positions may be rounded up to the nearest .5 or whole position. The Board also directed staff to designate a final date for accepting donated funds for specific school site programs that will be consistent with the DMSEF and that the same be offered to the PTAs.

13. **ADJOURNMENT**

There being no more time to discuss items on the Agenda, there was a Motion to Adjourn at 11:00 p.m.

Motion McDowell

Second Easton

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Special Board Meeting

March 11, 2009
6:00 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

Board President White welcomed staff, parents and community members to the Special Board Meeting of the Board of Trustees.

The Board met in Closed Session from 4:00 – 6:10 p.m. to discuss the following:

- 1.1 **PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE** pursuant to (Government Code 54957)
- 1.2 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**: Title: Superintendent (G.C. 54957)
- 1.3 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR** (G.C. 54956.8)- Property: 225 9th Street, Del Mar, California 92014—Conference with Real Property Negotiator: Dr. Sharon McClain; Negotiating Parties: DMUSD and the City of Del Mar—Under Negotiation: Potential Modification of Purchase Agreement Terms
- 1.4 **CONFERENCE WITH LABOR NEGOTIATOR (G.C. 54957.6)**
Agency Designated Representatives: Sharon McClain, Superintendent and Rodger Smith, Director of Human Resources and Facilities Planning; Employee Organization: Del Mar California Teachers Association
- 1.5 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR** (G.C. 54956.8)- (G.C. 54956.8) - Property: 2002 Jimmy Durante Blvd., Del Mar, CA 92014; 2010 Jimmy Durante Blvd., Del Mar, CA 92014; 4108-4122 Sorrento Valley Blvd., San Diego, CA 92121—Agency Negotiators: Rodger Smith, Director of Human Resources/Facility Planning; Mark Kagan and Chuck Wasker, Commercial Real Estate Agents—Negotiating Parties: Board of Trustees, Del Mar Union School District—Under Negotiation: Instructions to negotiators regarding price, terms of the sale and/or lease

2. REPORT OF ACTION TAKEN IN CLOSED SESSION:

In Closed Session the Board took the following action:

The Board voted unanimously to non-re-elect Employee #9091.

Board President White stated the Board will reconvene to Closed Session following Open Session to discuss:

- 1.2 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**: Title: Superintendent (G.C. 54957).

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CALL TO ORDER

Board President White called to order the Open Session of the Special Board Meeting of the Del Mar Union School District, Board of Trustees, at 6:20 p.m.

PLEDGE OF ALLEGIANCE

Director of Maintenance & Operations, Randy Wheaton, led Board members and guests in the Pledge of Allegiance.

ATTENDANCE

Members Present (5): Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins
Comischell Rodriguez

Members Absent: (0)

3. APPROVAL OF AGENDA

Amendments to the Agenda:

Item 12 to follow Item 4

Item 13 to follow Item 12

Motion to Approve Agenda as Amended

Motion McDowell

Second Perkins

Unanimous

4. PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)

- *Adrienne Crabtree*, DMUSD teacher, spoke as a recipient of a layoff notice, and asked the Board to consider the effects it has on the teachers.
- *David Skinner*, DMUSD Teacher and President of the DMCTA, described the atmosphere in the District since layoff notices have been received and expressed his appreciation for the professional manner in which the notices were delivered. He invited the Board, administrators and all employees to participate in statewide "Pink Friday", March 13, 2009, by wearing pink to bring attention to the effects of State budget cuts on public education and in support of DMUSD teachers that received layoff notices.
- *Mindy Thomas*, parent, addressed the Board in an effort to gain a better understanding of how and who makes decisions for the District, as she feels there is a lack of transparency in the process of how the tough decisions are made.

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12. DISCUSSION, SHARED CONTRACTS

Supt. McClain reported on the extra cost of certificated shared contracts, which must be approved by March 15, 2009 with approval by April 15 of a part-time leave of absence for anyone participating in a job share. The cost of shared contracts was reported as \$170,140.

PUBLIC COMMENT

- *Stephanie Cluxton*, DMUSD Teacher, shares a contract and feel the benefits are vast and that "job shares just make cents."
- *Leandra Kalt*, DMUSD Teacher, addressed the Board on the cost of two fulltime classroom teachers and the cost of two part-time teachers in a shared contract, as well as other benefits and that "job shares just make cents."
- *Catherine Gilbert*, DMUSD Teacher, shared with the Board the costs of job shares and the savings to the District and that "job shares just make cents."
- *Marnie White*, DMUSD Teacher, spoke in support of job shares and the benefits to the District one of which is that it allows the District to retain teachers of outstanding capabilities (BP 4128) and that "job shares just make cents."
- *Laurel Zitko*, DMUSD Teacher, shared how proud she is to be a teacher in a progressive, forward thinking District, that in addition to all the outstanding programs for students, also offers job shares for staff and that "job shares just make cents."
- *Dianna Holmes and Kristin Soderberg*, DMUSD Teachers, spoke in support of shared contracts and the benefits of job shares to the District one of which is continuity and stability for students due to fewer (or no) substitutes and a savings to the District and that "job shares just make cents."
- *Amy Doyle*, DMUSD Teacher, shared a quote that referred to "job shares as a positive outcome" and "they provide more bang for your buck" and that "job shares just make cents."
- *Susan Brubaker*, DMUSD Teacher, spoke in support of the benefits of jobs shares due two highly qualified teachers working with students, performing assessments, designing programs, sharing with the team and administrators and that "job shares just make cents."
- *Jeri Sipe*, DMUSD Teacher, spoke in support of maintaining the wonderful reputation and programs of the DMUSD, in addition to attracting outstanding teachers that develop the whole child which job shares offer and that "job shares just make cents."

BOARD DISCUSSION

The Board discussion on the benefits and detriments of Shared Contracts in the DMUSD included the following:

- Shared contracts are beneficial to students and staff
- Paying for common days is an added expense to the District

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- o Common days are a benefit to students and support consistency and good communication for teachers

The Board directed staff to approve job share proposals for 2009/2010 and begin a conversation with the DMCTA regarding the ten common days in a shared contract with a goal of eliminating the added cost of a shared contract for the District in 2010/2011 and beyond.

Supt. McClain announced that job share approvals for 2009/2010 would be sent tomorrow, Thursday, March 12, 2009.

13. CLARIFICATION OF BOARD VOTE, OPTION 2 – EXTENDED STUDIES CURRICULUM PROGRAM

Board members discussed their understanding of “Music/Art” contained in Option 2 of the Extended Studies Curriculum Program approved at the February 25, 2009 Regular Board Meeting. Board Member Perkins stated Music/Art meant the site option of Music and or Art. Board Members Easton and McDowell stated they voted Music and Art but were comfortable with Music or Art. Board Member White stated she voted Music and Art. Board Member Rodriguez stated she voted for only Music.

After Board discussion it was clarified for staff that “Music/Art” in Option 2 is meant to give principals a choice of offering music AND/OR art at their school site. To clarify, the school sites may offer music, they may offer art or they may offer music and art.

Supt. McClain thanked the Board for allowing staff the opportunity to provide as many subject areas as possible in their daily schedule. Principals will address preliminary staffing and produce schedules after the April 15th deadline for site-specific fundraising.

5. ACTUAL COST OF 2008/2009 COLLECTIVE BARGAINING AGREEMENT

Assistant Superintendent, Business Services, Dena Whittington, informed the Board that the actual cost of the 3% salary increase effective December 1, 2008 and the retroactive pay to December 1, 2008 was \$775,702.00.

6. UPDATE, STATE BUDGET

Assistant Superintendent, Business Services, Dena Whittington, informed the Board that updates on the State Budget are still being received. Due to the uncertainty of the State Budget, Ms. Whittington recommended freezing the categorical programs that may be available for flexibility transfers or ending balance sweeps.

Ms. Whittington stated that there is not enough information available to know if the DMUSD will be able to use current or prior year balances in categorical funds to offset the

deficit spending in the Unrestricted General Fund and that a hold on spending in the categorical programs would increase the DMUSD's level of flexibility DMUSD.

7. UPDATE, FEDERAL STIMULUS PACKAGE

Assistant Superintendent, Business Services, Dena Whittington, shared that the current concern is whether our Special Ed funding (\$400,000 est.) will be funded at one time or if it will be funded over a period of five years. Due to the possibility that one-half of the funds may be distributed in late April, and, because the funds may have a spending window, she recommended that a plan be in place to spend the funds within that window. She also informed the Board that these are "one-time funds" and, therefore, cannot be spent on salaries, but must be used to purchase things i.e. desk, chairs, etc.

8. BOARD APPROVAL, 2008/2009 2ND INTERIM FINANCIAL REPORT, CASH FLOW REPORT, AND MULTIYEAR PROJECTION REPORT

Assistant Superintendent, Business Services, Dena Whittington, presented the interim reports of DMUSD annual budget as of October 31 and January 31, respectively. Ms. Whittington reviewed the reports with the Board and answered clarifying questions.

Motion to approve the 2008/2009 2nd Interim Financial Report, Cash Flow Report, and Multiyear Projection Report

Motion McDowell

Second Easton

Unanimous

9. 2ND READING AND APPROVAL, ADMINISTRATIVE REGULATIONS 3290: GIFTS, GRANTS AND BEQUESTS

Supt. McClain presented the revised Administrative Regulations 3290: Gifts, Grants and Bequests, which offer further clarification on the acceptance of funds in Board Policy 3290. At the direction of the Board, Supt. McClain met with the DMSEF to discuss how the District's Administrative Regulations could be structured to support the DMSEF in their fundraising efforts and eventual donations to the DMUSD. The revisions in AR 3290 presented were a reflection of those discussions.

PUBLIC COMMENT

- *Beth Westburg*, parent and DMSEF Vice-President, suggested to the Board that the definition of "parity" be left as vague as possible and trust that common sense will prevail.

Motion to approve Administrative Regulations 3290: Gifts, Grants and Bequests.

Motion Easton

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Second Perkins
 Unanimous
.

**10. WITHDRAWAL FROM THE DISTINGUISHED TEACHER IN RESIDENCE (DTiR) PROGRAM
CALIFORNIA STATE UNIVERSITY, SAN MARCOS, FOR THE 2009-2010 SCHOOL YEAR**

Supt. McClain was saddened to recommend that the DMUSD withdraw from the DTiR program for 2009/2010 school year, but in light of the District's current budget deficit she suggested it be taken under consideration. The program is voluntary and the District is reimbursed for a portion of the expense of hiring a temporary teacher to replace the distinguished teacher on loan, however, there is still some expense to the District.

Motion to withdraw from the Distinguished Teacher in Residence (DTiR) Program
California State University, San Marcos, for the 2009-2010 School Year

Motion Easton
Second Perkins
 Unanimous
.

11. DISCUSSION/ACTION, ELIMINATION OF PROGRAMS IN 2008/2009

Supt. McClain outlined the savings that may be generated by the elimination of identified programs as follows: Combination Classroom Aides, Extended Studies Curriculum Aides, a hold on spending for workshops/conferences for staff and freezing spending on Categorical Programs.

Board members expressed concern over eliminating these programs in 2008/2009 school and requested information on the financial impact of Combination Classroom Aides and Curriculum Aides on the 2009/2010 budget.

Motion to place a freeze on spending for workshops/conferences and Categorical Programs, with the Superintendent given the authority to review and approve requests for these expenditures, as the Superintendent deems appropriate.

Motion Easton
Second Perkins
 Unanimous
.

14. DATES FOR BOARD WORKSHOP – DEVELOPMENT OF BOARD WORKING NORM

Supt. McClain asked the Board to identify some dates and times for a Board/Superintendent Workshop on building working norms, which will be facilitated by The Cosca Group as no expense to the District. The Board directed Supt. McClain to work with The Cosca Group to determine dates at a time that allows staff to attend.

15. UPDATE, BROADCASTING/PODCASTING REGULAR MONTHLY BOARD MEETINGS

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Director of Technology, Mike Casey, reported that the current district environment will allow for podcasting on a limited basis and that broadcasting will require a minimum of three cameras. He reported that the San Diego County Office of Education broadcast meetings for the District for a charge approximately \$3,200-\$3,500 per Board meeting. An outlay of approximately \$20,000 would be required for the District to broadcast in-house.

16. NATIONAL SCHOOLS BOARDS ASSOCIATION 2009 ANNUAL CONFERENCE

Supt. McClain informed the Board that the National School Boards Association Annual Conference is being held in San Diego and that it offers a good opportunity for Board members. Board was encouraged to review the information on line to determine if they are interested in attending.

17. DISCUSSION/ACTION, BOARD POLICY 9323, MEETING CONDUCT

Supt. McClain presented a revision to Board Policy 9323, Meeting Conduct, which would allow Board meetings to be extended twice for a maximum of 60 minutes. Board members suggested that this topic could be discussed further at the working norms workshop.

18. APPROVAL OF MINUTES

Amendment to Minutes

Include President of the Board ~~It was requested that the title of President be added after Katherine White's name in the Minutes of the Regular Board Meeting of January 21, 2009.~~

Motion to approve Minutes of:

- o Special Board Meeting/Board Workshop of January 14, 2009
- o Regular Board Meeting of January 21, 2009, as amended
- o Special School Visitation Board Meeting of January 21, 2009
- o Special School Visitation Board Meeting of February 4, 2009
- o Special Board Meeting of February 4, 2009

Motion Easton

Second McDowell

Unanimous

RETURN TO CLOSED SESSION @ 9:30 P.M.

The Board returned to Closed Session to discuss

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: Superintendent (G.C. 54957)

ADJOURNMENT OF CLOSED SESSION/RETURN TO OPEN SESSION

Motion to Adjourn Closed Session at 10:21 p.m.

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Motion Rodriguez
Second Perkins
Unanimous

REPORT OF ACTION TAKEN IN CLOSED SESSION:

There was no action in Closed Session

13. ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 10:22 p.m.

Motion Rodriguez
Second Perkins
Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Special Board Meeting/School Visitation

March 18, 2009
12:45 p.m.

Sycamore Ridge School
5333 Old Carmel Valley Road, San Diego, CA 92130

Members Present: Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins (*arrived at 1:01 p.m.*)
Comischell Rodriguez (*arrived at 1:01 p.m.*)

DMUSD Staff: Sharon McClain, Superintendent
Emily Disney, Principal

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White called the meeting to order at 12:51 p.m.

Motion to Approve the Agenda

Motion McDowell

Second Easton

Unanimous (3-0) (*Perkins & Rodriguez absent*)

2. **PUBLIC COMMENT:** There was no public comment.

3. **VISITATION TO SYCAMORE RIDGE SCHOOL AND OBSERVATION OF PROFESSIONAL LEARNING COMMUNITY PRACTICES**

Principal, Emily Disney, introduced the Board and Superintendent McClain, then provided an overview of Sycamore Ridge's integration of some of Stiggins' Seven Strategies of Assessment for Learning. Ms. Disney lead grade level discussions on the progress of the staff's Stair goals. Board members were given the opportunity to participate in a grade level team and an on-going Districtwide Professional Learning Community meeting specifically focusing on Special Education.

ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 2:30p.m.

Motion Easton

Second Rodriguez

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Regular Board Meeting

March 25, 2009

Closed Session: 4:00 p.m.

Open Session: 5:45 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

Board President White called the Regular Board Meeting to order at 4:00 p.m.

PUBLIC INPUT ON CLOSED SESSION ITEMS:

There was no public comment on Closed Session items.

Motion to Adjourn to Closed Session at 4:01 p.m.

Motion Easton

Second McDowell

Unanimous

ADJOURNMENT OF CLOSED SESSION

Motion to Adjourn Closed Session at 5:52 p.m.

Motion McDowell

Second Perkins

Unanimous

RETURN TO OPEN SESSION

Board President White welcomed staff, parents and community members to the Regular Board Meeting of the Board of Trustees.

The Board met in Closed Session to discuss:

- 1.1 Public Employee Performance Evaluation: Title: Superintendent/Board of Trustees (G.C. 54957)
- 1.2 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
- 1.3 Conference with Legal Counsel – Anticipated Litigation (Government Code section 54956.9(b); Name of Case: Significant Exposure to Litigation: Two cases

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REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board took no action in Closed Session.

1. CALL TO ORDER

Board President White called to order the Open Session of the Regular Board Meeting of the Del Mar Union School District, Board of Trustees, at 6:03 p.m.

PLEDGE OF ALLEGIANCE

Michelle Beeson, Music teacher, Del Mar Heights, led Board members and guests in the Pledge of Allegiance.

ROLL CALL

Members Present (5): Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins
Comischell Rodriguez

Members Absent: (0)

Administrators Present: Sharon McClain, Superintendent
Janet Bernard, Assistant Superintendent, Curriculum & Instruction
Dena Whittington, Assistant Superintendent, Business Services
Rodger Smith, Director of Human Resources & Facilities Planning
Sheila Weinberg, Director of Pupil Services
Randy Wheaton, Director of Maintenance & Operations
Mike Casey, Director of Technology
Charlene Komosinski, Director of Child Care/After School Programs
Katie Shanahan, Coordinator State & Federal Projects

Principals Present: Wendy Wardlow, Principal, Del Mar Heights
Susan Paul, Principal, Torrey Hills

2. STUDENT RECOGNITION – DEL MAR HEIGHTS

The Del Mar Heights Chorus performed "Agents of Change" from their Earth Day show. Several of the Dolphin Leadership students shared the actions that have taken place at Del Mar Heights to become more green. Finally, the Chorus sang about how, "It's Easy Bein' Green," in taking simple steps to make a difference.

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3. APPROVAL OF AGENDA

Motion to Approve Agenda

Motion Easton

Second Perkins

Unanimous

4. PUBLIC COMMENT (FOR ITEMS NOT ON THE AGENDA)

- *Keri London*, who previously sent an email to the Board in support of Instructional Aides in blended classrooms read a letter written by Karen Aiken in support of the same.
- *Katherine Weidmann*, teacher in a blended classroom, spoke to the uniqueness of the blended classroom and of the benefits of having Instructional Aides in the classroom.
- *Cheryl Dennish*, Instructional Aide in blended classroom, spoke of the advantages for students in blended classrooms with Instructional Aides.

5. REPORTS, RECOGNITIONS AND HEARINGS

5.1 Recognition – Employees of the Month for March 2009

Board President White thanked Jakes Del Mar for its continued support of the DMUSD Employees of the Month program by donating gift certificates for the honorees, as follows:

Ashley Falls – Jackie Tiffany, Kindergarten Teacher

Carmel Del Mar – Candace Chun, ELL Teacher

Del Mar Heights – Jacque Folgner, ESC Art Teacher

Del Mar Hills – Nicole Nelson, ESC Art Teacher

Ocean Air – Karen Westbrook, 1st/2nd Combo Teacher

Sage Canyon – Chris Rappa, 2nd Grade Teacher

Sycamore Ridge – Kathy Pechtimaldjian, Library Media Specialist

Torrey Hills – Bina Anjaria, Instructional Aide

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

Mr. Skinner shared that the mood of teachers is one of anxiety and uncertainty with 25% of the teachers having received Preliminary Layoff Notices or a Non-re-election Notice. He thanked the Board members and administrators for joining the staff on "Pink Friday" to show support of public education. He thanked Matt Zevin, President and Beth Westburg, Vice-President of the DMSEF for the hard work and overtime hours devoted to raising funds to preserve programs and positions in the DMUSD. He stated that In spite of the anxiety, the teachers are still teaching and putting students first. He predicts that the DMUSD API scores will once again

be among the top in the state next year due to the outstanding DMUSD teachers. He expressed his hope that the Board continues to look at areas outside the classroom to bridge the budget gap.

5.3 Report – DMSEF, Matt Zevin, President

Mr. Zevin reported that the community responded to the “call for support” put out by the PTAs, parents, administrators and staff. In last three weeks the DMSEF received over \$260,000 and the overall participation rate grew from 27% to 38%, districtwide. In total DMSEF received \$779,472 compared to \$492,000 at this time last year. Including the carryover from last year there is currently \$983,000 available for ESC funding. Several schools have either held or are planning fundraising events to meet the April 15 deadline for site-specific fundraising. The DMSEF anticipates receiving additional funds prior to the April 15 deadline. Some PTAs have raised or are holding funds from \$100,000 to \$200,000. Mr. Zevin thanked the DMSEF representatives, parent volunteers, principals, teachers, PTAs and the community for the hard work and support.

5.4 Report – Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

There was no discussion.

5.5 PTA Report: Debbie Negulescu, Del Mar Heights PTA President

Ms. Negulescu reported the PTA Presidents meet once per month for an information meeting with Supt. McClain to discuss District and school issues. At the March meeting Dena Whittington, Assistant Superintendent, Business Services, presented a financial report on the District. PTA Presidents also discussed the fundraising efforts taking place at each site. At Del Mar Heights the staff and parents came together to raise funds by offering fun grade level activities for students at seven different homes. The event, which was centered on “having fun with your friends” and “give what you can give,” raised \$16,000. PTAs provided decorations, food, raffle and silent auction items. The event had a 68% participation rate.

5.6 Report – Board Reports/Comments

- *Member Perkins:* He attended his first meeting of the North Coastal Consortium for Special Education (NCCCSE) meeting. He found it interesting and he gained a better understanding of how the consortium functions. It also offered him an opportunity to meet and talk with school board members from other districts.
- *Member Rodriguez:* She attended a preliminary performance of the beginning band at Sage Canyon. Dressed in bright pink, she stood with teachers and parents on “Pink Friday” to raise awareness of budget cuts to public education.

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She looks forward to bringing back as many teachers as possible for the 2009/2010 school year.

- *Member Easton:* As Board representative, she attended the DMSEF Board Meeting. She was encouraged to see the spirit of collaboration between the DMSEF Board, PTAs and all of the sites to find ways to rally the entire community in a fundraising effort. She acknowledged there are a lot of people working very hard behind the scenes to support the programs in the DMUSD.
- *Member McDowell:* He attended "Pink Friday" with staff, parents and community members. He participated in the blood drive and attended the Sycamore Ridge performance of *Willy Wonka and the Chocolate Factory*. He continues to work on the County Strategic Planning Committee and is looking forward to presenting the results.
- *Member White:* She thanked Carmel Del Mar and Sycamore Ridge for the Board's visits. Along with Members, McDowell & Rodriguez, and Supt. McClain, she attended the first session of the Masters in Governance program at the SDCOE. She thanked David Jones, Principal of Carmel Del Mar for the opportunity to participate in "Pink Friday." She was impressed by the solidarity of teachers, staff and parents in the DMUSD. She expressed her excitement in the level of fundraising in the District.

5.7 Report – Superintendent's Report

Supt. McClain reported on the following:

- She attended "Pink Friday" and fundraisers at Del Mar Hills and Del Mar Heights. She is looking forward to the Sycamore Ridge performance of *Willy Wonka and the Chocolate Factory* and she attended a Hermosa Beach School District fundraiser and performance of *Wipe Out*.
- The District will soon be launching *School News* a District newsletter featuring the DMUSD programs. Each school will submit a monthly article that will focus on a designated program. The first issue will focus on the PeaceBuilders program with future issues focusing on the ESC programs.
- She and Director of Human Resources & Facilities Planning, Rodger Smith, will meet after the April 15 deadline for site-specific fundraising to determine the number of layoff notices that may be rescinded prior to the final layoff notice deadline of May 15.
- The Board members and staff will work together to determine a common and effective manner to report the financial impact on the Board Agenda items. Board members were asked to share their expectations with Assistant Superintendent, Business Services, Dena Whittington, so that samples may be created and presented to the Board at a future meeting.

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- Total School Solutions presented a workshop in the Performing Arts Center at Del Mar Hills Academy for administrators from throughout the state. The District received a thank you letter from Total School Solutions which included the following: "We would be remiss if we didn't thank you for the assistance we received from Eve Vance who provided us with a great deal of help with the planning and logistics necessary to organize this workshop. She is indeed an asset to your District."
- She was invited to participate in the announcement of the District/Site Teacher of the Year and Classified Employee of the Year at Ocean Air and to listen to the DMCTA Board Member's presentation. The DMCTA is working to achieve a 100% participate rate to the DMSEF from DMCTA in support of all schools.

6.

6.1 APPROVAL OF MINUTES

Motion to approve Minutes of the Special Board Meeting/Visitation of March 4, 2009

Motion Rodriguez

Second Easton

Unanimous

6.2 APPROVAL OF CONSENT ITEMS

Motion to approve Consent Items *10.1 – *10.10 and *11.1

Motion Easton

Second McDowell

Unanimous

7. CURRICULUM & INSTRUCTION

7.1 Report, 2008 Fifth Grade Physical Fitness Test Results

Janet Bernard, Assistant Superintendent, Curriculum & Instruction reported on the DMUSD 5th graders' Physical Fitness Test Results. Supported by DMUSD PE Teachers, the students performed very well on the Fitness Gram, which is the statewide test used to test students' cardio, muscle strength, flexibility and body composition. Eighty-five percent of students are scoring in the "healthy fitness zone". Ian Phillips, Del Mar Heights PE Teacher, briefly explained each one of the tests. Performance levels in the DMUSD have risen in the last four years.

7.2 Report, District Staff Development Days, January 26 and 27, 2009

Janet Bernard, Assistant Superintendent, Curriculum & Instruction reported on the Staff Development Days. Approximately 75% of staff participated in both days of

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staff development. The first day focused on site initiatives and plans. The second day offered many training sessions and workshops and also provided teachers with the opportunity to meet in district grade level meetings. Assist. Supt. Bernard thanked all teacher leaders and administrators for scheduling these two days.

8. ADMINISTRATION AND POLICY

8.1 Summer Programs

Charlene Komosinski, Director of Child Care/After School Programs reported the following programs are being offered in the DMUSD during the summer months:

- *Summer Camp* at Del Mar Hills Academy (for 1st-6th grade students registered in the DMUSD), June 15-August 21
- *Preschool Summer Camp* at Del Mar Shores, June 15-August 21
- *Children's Creative Workshops* at Torrey Hills, July 6-31
- *Extended School Year* at Sycamore Ridge, June 29-July 24
- *STAR Program* at Sycamore Ridge, June 15-August 14
- *Young Writers Camp* at Sycamore Ridge, June 22-July 3

8.2 Discussion/Board Approval, Revision to Board Policy and Administrative Regulations 5116: SCHOOL ATTENDANCE BOUNDARIES; BOARD POLICY AND ADMINISTRATIVE REGULATIONS 5116.1: INTRADISTRICT OPEN ENROLLMENT, 2009/2010

Director of Pupil Services, Sheila Weinberg, presented revisions to BP/AR 5116 and 5116.1. The specific dates in the policies and regulations were eliminated and time frames inserted to avoid the need to bring revised dates before the Board for approval each year. The Board received confirmation that the policy must be reviewed and approved annually, and that it is not required to have specific dates in the policy.

Board and staff discussion resulted in additional revisions needing to be made prior to presentation to the Board for a second reading and approval at a Special Board Meeting to be held on April 15, 2009.

8.3 Discussion/Board Approval, Appointment of 7/11 District Advisory Committee"

Supt. McClain discussed the formation of a 7/11 DAC to secure community involvement and to assist in making the best possible judgment regarding every situation involving property or space in the District. The 7/11 DAC will meet to review pertinent information about the possible closure or reorganization of a school site or sites. The committee will consist of not less than 7 or more than 11

members represented by business community, teachers, community members, and parents.

PUBLIC COMMENT:

- *David Skinner*, DMUSD teacher and DMCTA President, spoke in support of the formation of the 7/11 DAC but was in disagreement with the suggested timeline.
- *Tracy Garber*, DMUSD teacher and Carmel Del Mar parent, spoke in favor of pushing the timeline up on the 7/11 DAC.
- *Kerry T aylor*, parent and PTA President, spoke regarding a concern for site-specific *donations* made prior to April 15 and how those funds would be handled should there be a closure or reorganization of schools for the 2009/2010 school year.

The Board agreed that an application process will be used to select the members for the committee, the timeline should be shortened but still give sufficient time for community input and applicants may indicate their categories of representation on the application. The application will be posted on the District's website Monday, March 30 for volunteers who would like to participate on the Committee. The deadline for submitting the application will be April 10, 2009 at 4:00 p.m.

The Board directed staff to shorten the timeline for the "Recommended Meetings and Hearings" in order to receive a recommendation from the Committee no later than July 30, 2009.

Motion to approve the appointment of a 7/11 District Advisory Committee with an application process and a deadline for submission prior to the April 15, 2009 Special Board Meeting.

Motion Perkins
Second Rodriguez
Unanimous

8.4 Board Approval, Increase in 2009/2010 Child Care Fees

Director of Child Care/After School Programs, Charlene Komosinski, reported on the quality childcare the DMUSD has offered without a rate increase since 06/07. Tuition rates for School Age Child Care would be increased by 5% and tuition rates for Employee Child Care/Preschool would be increased by 10%. A rate increase should prevent childcare from operating in a deficit next year.

Motion to approve increase in 2009/2010 Child Care Fees

Motion Rodriguez
Second Easton
Unanimous

8.5 Board Approval, Attendance at CSBA Masters in Governance Training

Supt. McClain requested approval for Members McDowell, Perkins and Rodriguez and herself to attend the Masters in Governance program, which is offered by the California School Boards Association to equip board members and superintendents with the necessary knowledge and skills to support an effective governance structure. The program consists of nine sessions to be held in 2009 and 2010 at the San Diego County Office of Education. The MIG training is budgeted over a two-year period.

Motion to approve attendance to CSBA Masters in Governance Training

Motion Easton

Second Perkins

Ayes 4 (Easton, McDowell, Perkins, Rodriguez)

Noes 1 (White)

Board member White requested a record of her reason for voting no. Her reason was lack of funding.

8.6 Update, 6th Annual DMUSD Blood Drive – January 15, 2009

(Presented for information only.)

8.7 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, report the District is continuing to work with real estate agents to locate properties for the relocation of the District Office.

9.2 Discussion/Board Approval, 2009/2010 Site and Grade Level Enrollment Caps

Director of Human Resources & Facilities Planning, Rodger Smith, provided the Board with information on the 2009/2010 proposed site and grade level caps at all grades for Ocean Air, Sage Canyon and at Kindergarten for Del Mar Heights. This item will be presented to the Board for a second reading and approval at the April Board meeting. Mr. Smith recommended site and grade levels caps at Ocean Air and Sage Canyon and a cap on Kindergarten at Del Mar Heights.

10. BUSINESS AND FINANCE

10.11 2008/2009 Monthly Budget, Update

(Presented for information only.)

10.12 State and Federal Stimulus Budget, Update

Assistant Superintendent, Business Services, Dena Whittington, presented the following updates:

Federal Stimulus: Districts are advised NOT to budget any federal stimulus package funding until official notification of an allocation has been received.

State Budget: Districts are advised to include the 2008-2009 and 2009-2010 fiscal years' information as it was adopted on February 19, 2009. As events unfold, the State may be required to amend the budget. Once a change is enacted, Districts should follow suit. Projected revenues are coming in lower than estimated. In June further cuts in State Funding are expected. Districts are being advised to budget for 09/10 based on the assumptions given in February.

10.13 Salary Savings When Combining Two Schools

Assistant Superintendent, Business Services, Dena Whittington, presented a scenario for combining two small schools, as requested by the Board. The scenario analyzes the possible outcome if Del Mar Hills and Del Mar Heights were combined. The new combined enrollment and staffing were then compared to Sage Canyon's. In the scenario, there was potential for a savings of \$681,279. The Board directed staff to prepare a second scenario using two different schools that also represent a viable combination option with the expected savings.

PUBLIC COMMENT

- *Nancy Swanberg*, DMUSD teacher, spoke regarding the assumptions made for combining two schools and that the savings may be less than stated.

Board directed staff to study a viable option for combining two different school sites by analyzing the "real" savings and reporting the findings at a future Board meeting.

10.14 Report on Potential Cost Savings for 2008/2009 School Year

Supt. McClain presented information regarding the bumping rights of ESC instructional assistants and blended classroom instructional assistants as well as a recommendation on proceeding with reductions in these positions, which would amount to a savings of \$5,000 and \$7,000 per month, respectively. Supt.

McClain recommended not moving forward with cuts in these areas for the 2008/2009 school year.

Supt. McClain will present a proposal to the Board for the 2009/2010 school year after gathering additional information from the DMCTA, principals and staff.

(Public Comment on this item is stated under No. 4, Public Comments, above.)

11. PERSONNEL

12. ARTICLES OF INTEREST

There were no articles of interest.

13. ITEMS FOR THE APRIL 29, 2009 BOARD MEETING

- Site Cafeteria Staffing for 09-10
- Site Classified Standardization 09-10
- Update, Special Ed Demographics
- Mathematics program Adoption Recommendation
- Layoff Notices – Final Decisions
- Extended School Year Salary Schedule
- Child Nutrition Price Increase
- New Fiscal Impact Footnote for Board Agenda Items
- Board and Superintendent Norms Workshop
- Possible 2009/2010 Budget Reductions
- Approval Site and Grade Level Caps
- Timeline and Application, 7/11 committee
- Demographics

ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 10:17 p.m.

Motion	<u>Easton</u>
Second	<u>Perkins</u>
	Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

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Date

Date

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**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Special Board Meeting/School Visitation

April 1, 2009
10:00 a.m.

Sage Canyon School
5240 Harvest Run Drive, San Diego, CA 92130

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

DMUSD Staff: Sharon McClain, Superintendent
Peg LaRose, Principal

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White, called the meeting to order at 10:15 a.m.

Motion to Approve the Agenda

Motion Easton

Second Perkins

Unanimous

2. **PUBLIC COMMENT:** There was no public comment.

The Board adjourned to Closed Session to discuss the following:

3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Title: Superintendent/Board of Trustees (G.C. 54957)

Motion to Reconvene to Open Session at 12:45 p.m.

Motion Easton

Second Perkins

Unanimous

4. **REPORT OUT OF CLOSED SESSION**

There was no action taken in Closed Session

5. **VISITATION TO SAGE CANYON SCHOOL**

The meeting, led by the Principal, Dr. Peg LaRose, focused on an update of the school's SMART goals.

6. ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 2:18 p.m.

Motion Easton

Second White

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Special Board Meeting

April 15, 2009
7:00 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

Board President White welcomed staff, parents and community members to the Special Board Meeting of the Board of Trustees.

The Board met in Closed Session from 6:15-7:14 p.m. to discuss the following:

1.1 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE pursuant to (Government Code 54957)

2. REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board took no action in Closed Session.

CALL TO ORDER

Board President White called to order the Open Session of the Special Board Meeting of the Del Mar Union School District, Board of Trustees, at 7:25 p.m.

ATTENDANCE

Members Present (4): Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins

Members Absent: (1) Comischell Rodriguez

Board President White requested the following items be added to the Agenda:

2.5 APPROVAL OF THE AGENDA

2.6 PUBLIC COMMENT

2.5 APPROVAL OF THE AGENDA

Amendments to the Agenda:

Add Item 2.5 Approval of the Agenda

Add Item 2.6 Public Comment

Item 12 to follow Item 6

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Motion to Approve Agenda as Amended

Motion Perkins
Second McDowell
 Unanimous

2.6 PUBLIC COMMENT

There was no public comment

3. BOARD APPROVAL OF AMENDMENTS TO BOARD RESOLUTION 2009-03, "REDUCING AND/OR ELIMINATING CERTAIN CERTIFICATED SERVICES FOR THE 2009-2010 SCHOOL YEAR" REGARDING THE REINSTATEMENT OF CERTAIN PARTICULAR KINDS OF SERVICES TO BE PERFORMED BY CERTIFICATED PERSONNEL.

Superintendent McClain presented amendments to Resolution 2009-03 to the Board for approval. Supt. McClain stated that several pertinent developments have occurred since the approval of Resolution 2009-03, which have created an opportunity for the district to modify some of the proposed reductions included in Resolution 2009-03. Supt. McClain thanked DMSEF President, Matt Zevin, PTAs, parents and the community for their hard work and support in raising funds, which has resulted in the proposed amendments.

Director of Human Resources and Facility Planning, Rodger Smith, commented on Exhibit A – Resolution 2009-04, Reducing and Eliminating Certain Certificated Services for the 2009-2010. Mr. Smith recommended the following amendments:

Music Teaching:	Amended from 8.0 FTE to 2.0 FTE
Art Teaching:	Amended from 8.0 FTE to 3.0 FTE
Science Teaching:	Amended from 3.0 FTE to 2.0 FTE
Physical Education Teaching:	No change; remains as 4.0 FTE
Technology Teaching:	Amended from 3.0 FTE to 2.0 FTE
Drama Teaching:	No change; remains at .5 FTE
Math/Technology Teaching:	No change; remains at 1.0 FTE
Spanish Teaching:	No change; remains at .5 FTE
BTSA Support Provider:	No change; remains at 1.0 FTE
Grades K-6 th :	Amended from 15.0 FTE to 11.0 FTE

Motion to Approve Amendments to Board Resolution 2009-03, "Reducing and/or Eliminating Certain Certificated Services for the 2009-2010 School Year"

Motion Easton
Second McDowell
 Unanimous

4. **BOARD APPROVAL OF AN AMENDMENT TO THE "SUPERVISED FIELD SERVICES AGREEMENT" BETWEEN THE DMUSD AND CHAPMAN UNIVERSITY TO ADD "EDUCATION ADMINISTRATION" TO THE AGREEMENT**

Director of Human Resources and Facility Planning, Rodger Smith, presented an Amendment to the "Supervised Field Services Agreement", which provides supervised field services for student teachers. The amendment will allow the district to provide field services for a current certificated employee enrolled in the Education Administration program at Chapman University.

Motion to Approve Amendment to the "Supervised Field Services Agreement" between the DMUSD and Chapman University to add "Education Administration" to the agreement

Motion Perkins
Second Easton
Unanimous

5. **BOARD APPROVAL, REVISIONS TO BOARD POLICY 1250.1: LEARNING ENVIRONMENT DISRUPTIONS**

Superintendent McClain presented revisions to Board Policy 1250.1, which protects teachers, other staff, parents and community from anyone (another staff member, community member, or parent) in the District who becomes overly rude or violent. The revisions will provide for the inclusion of communication such as "phone conversations, letters, memoranda, and emails" for the purposes of requiring civil behavior.

The Board requested the revision to #3 read as follows:

If violence is directed against an employee, or ***there is theft or vandalism against of property, or the employee feels threatened by the use of profanity or obscene, threatening or demeaning language or loud and inflammatory language which may reasonably cause disruption or violent reaction,*** the employee shall promptly report the occurrence to the principal or supervisor and complete an Incident Report ***which will be sent to the Superintendent.*** Employees and supervisors should notify law enforcement officials and report any attack, assault or threat made against them on school/district premises or at school/district sponsored activities.

The Board requested a revision to Exhibit A, as follows:

(A copy of this Incident Report ~~should~~ **shall** be sent to the Superintendent or designee.

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Motion to Approve Revisions to Board Policy 1250.1: Learning Environment Disruptions, as amended.

Motion McDowell
Second Easton
 Unanimous

6. 1ST READING, REVISIONS TO 2009/2010 DMUSD CALENDAR

Superintendent McClain presented the 2009/2010 DMUSD calendar for revision, as follows:

- One optional inservice day to be scheduled on August 25 giving teachers and principals an opportunity to work with the new math adoption materials. The revision will be cost effective and beneficial to staff and principals.
- The originally scheduled inservice days of Feb. 1 and Feb. 2, 2010 will remain on the calendar as local release days (no school). This will keep the DMUSD calendar in alignment with the SDUHSD calendar.
- The last day of the Extended School Year was corrected from July 31, 2009 to July 24, 2009.

The Board directed staff to report on the fiscal impact of the inservice day. Supt. McClain clarified that three inservice days are a contractual agreement with the DMCTA and she will consult with David Skinner, President of the DMCTA to discuss the possibility of a side letter between the DMUSD and DMCTA to waive two inservice days.

12. REPORT/DISCUSSION, DMSEF FUNDRAISING AND GIFTS

Mr. Matt Zevin, DMSEF President, updated the Board on the fundraising efforts of the DMSEF, PTAs, parents, staff and community. Mr. Zevin expressed his appreciation for the dramatic effort put forth to raise funds. Mr. Zevin reported that to date the DMSEF has \$1,256,130 with an additional a \$70-80,000 being tabulated. The total, including outstanding corporate matches of approximately \$50,000 and a carryover from 2008/2009 of \$205,000, is approximately \$1,590,000 for ESC Programs.

Mr. Zevin's raised questions and concerns of the DMSEF for the Board to consider and give guidance, as follows:

- Districtwide fundraising
- A plan being in place for funds raised for specific purpose for the 2009-2010 by a school and the school is closed.

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7. BOARD APPROVAL, APPOINTMENT OF 7/11 DISTRICT ADVISORY COMMITTEE

Superintendent McClain presented the Applications of staff and community members interested in serving on the 7/11 District Advisory Committee. Supt. McClain recommended approval of the applications received from the Director of Maintenance & Operations, Randy Wheaton, and Principal of Torrey Hills, Susan Paul, to serve on the committee representing "Administration."

The Board discussed and asked clarifying questions concerning the selection of committee members.

Board Member Easton motioned to table Item 7, Appointment of 7/11 District Advisory Committee and move to Item 9, Timeline for 7/11 District Advisory Committee Meetings and based on the discussion of Item 9 return to Item 7.

The Board agreed to listen to the Public Comment before taking a vote on the motion.

PUBLIC COMMENT

- *Deborah Muns-Park*, parent, addressed the Board on the lack of applicants from Sycamore Ridge.

Board President White asked for a vote on the following Motion on the floor.

Motion to table Item 7, Appointment of 7/11 District Advisory Committee and move to Item 9, Timeline for 7/11 District Advisory Committee Meetings and based on the discussion of Item 9 return to Item 7.

Motion Easton
Second Perkins
 Unanimous

9. BOARD DISCUSSION/APPROVAL, TIMELINE FOR 7/11 DISTRICT ADVISORY COMMITTEE MEETINGS

Superintendent McClain presented two timelines for the 7/11 District Advisory Committee to work through the process.

The Board discussed and asked clarifying questions regarding the timelines. The Board requested a revision to Timeline #1 with a recommendation being presented to the Board in December 2009.

The Board discussed and asked clarifying questions regarding the usage of a 7/11 District Advisory Committee for the purpose of closing or reconfiguring a school, when the District has not discussed selling a property.

Supt. McClain articulated that if the Board declares a school site as surplus property, the Board might then decide to use the facility for other District needs. The formation of a 7/11 DAC will involve parents, staff and community, and provide for further public input in Public Hearings.

Motion to adopt a 7-month schedule with a recommendation from the 7/11 District Advisory Committee being presented to the Board at the December 2009 Regular Board Meeting. The Board encourages the 7/11 DAC to hold two public hearings, and present regular progress reports to the Board.

Motion Perkins
Second Easton
 Unanimous

CONTINUATION OF ITEM 7 BOARD DISCUSSION/APPROVAL, TIMELINE FOR 7/11 DISTRICT ADVISORY COMMITTEE MEETINGS

The Board discussed the process for selecting the members of the 7/11 DAC and directed Supt. McClain to develop a process for the April 29, 2009 Regular Board Meeting.

8. BOARD APPROVAL, CONTRACT WITH MRS. GAYLE WAYNE, FACILITATOR, 7/11 DISTRICT ADVISORY COMMITTEE

Superintendent McClain recommended the Board approve Gayle Wayne as the facilitator for the 7/11 District Advisory Committee. Mrs. Wayne comes highly recommended by other Districts with whom she has worked in the past.

Motion to approve the Contract with Mrs. Gayle Wayne, Facilitator, 7/11 District Advisory Committee.

Motion Perkins
Second McDowell
 Unanimous

10. BOARD DISCUSSION/APPROVAL: ROLE OF THE 7/11 DISTRICT ADVISORY COMMITTEE

Superintendent McClain shared the role /11 District Advisory Committee as mandated by Education Code 17388DP.

The Board agreed to table Item 10 to the Regular Board Meeting of April 29, 2009.

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

11. BOARD APPROVAL OF AGREEMENT BETWEEN K.I.D.S. THERAPY ASSOCIATES, INC. AND THE DEL MAR UNION SCHOOL DISTRICT FOR OCCUPATIONAL THERAPY SERVICES AS REQUIRED FOR SPECIAL NEEDS STUDENTS

Director of Pupil Services, Sheila Weinberg, requested Board approval of the Agreement between K.I.D.S. Therapy Associates, Inc. and the Del Mar Union School District for Occupational Therapy Services to satisfy the requests for an outside agency to perform assessments.

Motion to approve the Agreement between K.I.D.S. Therapy Associates, Inc. and the Del Mar Union School District for Occupational Therapy Services as Required for Special Needs Students

Motion Easton
Second McDowell
 Unanimous

13. BOARD DISCUSSION/APPROVAL, BOARD POLICY AND ADMINISTRATIVE REGULATIONS 3290: GIFTS, GRANTS AND BEQUESTS

Superintendent McClain recommended one change in Administrative Regulations 3290: Gifts, Grants and Bequests in order to comply with the Education Code in rescinding layoff notices. With this change, teachers would be allowed to return to their previous positions as probationary and permanent employees, not temporary employees. Temporary teachers would be hired following guidelines in the Education Code.

The Board requested the following revision to #3 in AR 3290:

Full or part time positions created through donated funding ~~must will remain temporary, will not provide coverage for teacher preparatory time requirements, and will~~ meet the District's funding threshold for full or part time employees. ~~before employees can be hired.~~

Motion to approve Board Policy and Administrative Regulations 3290: Gifts, Grants and Bequests, as amended.

Motion Easton
Second McDowell
 Unanimous

14. DISCUSSION/BOARD APPROVAL, REVISION TO BOARD POLICY AND ADMINISTRATIVE REGULATIONS 5116: SCHOOL ATTENDANCE BOUNDARIES; BOARD POLICY AND ADMINISTRATIVE REGULATIONS 5116.1: INTRADISTRICT OPEN ENROLLMENT, 2009/2010

Director of Pupil Services, Sheila Weinberg, reviewed the revisions in Board Policy and Administrative Regulations 5116: School Attendance Boundaries; Board Policy and Administrative Regulations 5116.1: Intradistrict Open Enrollment, 2009/2010, which were to offer clarity regarding Intradistrict Transfers.

The Board requested the following revisions:

In BP 5116.1, Second Priority, #2:

2. Priority may be given to students ~~continuing in their 3rd year who have had at least two continuous years of enrollment. and/or siblings of students already in attendance in that school.~~

In AR 5116.1, Selection Procedures, #3:

Intradistrict transfers will be approved in accordance with ~~the following priorities and in order of the following three four priorities:~~

In AR 5116.1, Special Considerations, paragraph following #1 (b).

If a student satisfies the conditions stated in paragraphs ~~2- 1.a., 2- or 1.b, or 2- 1.c.~~ above, that student may continue to attend their current school of attendance.

Motion to approve Revision to Board Policy and Administrative Regulations 5116: School Attendance Boundaries; Board Policy and Administrative Regulations 5116.1: Intradistrict Open Enrollment, 2009/2010, as amended.

Motion Perkins

Second Easton

Unanimous

15. BOARD APPROVAL, ATTENDANCE AT THE SOLUTION TREE ANNUAL CONFERENCE ON STANDARDS AND ASSESSMENT

Superintendent McClain recommended approval of The Solution Tree Annual Conference on Standards and Assessment Information. Supt. McClain informed the Board that Sycamore Ridge Principal, Emily Disney, would gain standards aligned strategies to assist all DMUSD teachers in designing formative classroom assessments for achievement gains.

Motion to approve Attendance at The Solution Tree Annual Conference on Standards and Assessment

Motion McDowell
Second Perkins
Unanimous

Superintendent McClain asked the Board to review their calendars and notify staff of the dates they are available for Interest Based Bargaining training and to continue the Closed Session for Superintendent/Board evaluation.

16. ADJOURNMENT OF SPECIAL BOARD MEETING OF APRIL 15, 2009

There being no further business to come before the Board, there was a
Motion to Adjourn at 10:22 p.m.

Motion Easton
Second White
Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Regular Board Meeting

April 29, 2009

Closed Session: 3:00 p.m.

Open Session: 7:00 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

Board President White called the Regular Board Meeting to order at 3:00 p.m.

PUBLIC INPUT ON CLOSED SESSION ITEMS:

There was no input from the public.

Adjourned to Closed Session at 3:01 p.m.

RETURN TO OPEN SESSION

Board President White welcomed staff, parents and community members to the Regular Board Meeting of the Board of Trustees.

The Board met in Closed Session from 3:01 p.m. - 6:55 p.m. to discuss:

- 1.1 **Conference with Real Property Negotiator** (G.C. 54956.8)-Property: 11250 El Camino Real, San Diego, CA 92130 —Agency Negotiators: Sharon McClain, Superintendent/Rodger Smith, Director of Human Resources/Facility Planning
- 1.2 **Public Employee Performance Evaluation:** Title: Superintendent/Board of Trustees (G.C. 54957)

REPORT OF ACTION TAKEN IN CLOSED SESSION:

There was no action taken in Closed Session.

1. CALL TO ORDER

Board President White called to order the Open Session of the Regular Board Meeting of the Del Mar Union School District, Board of Trustees, at 7:15 p.m.

PLEDGE OF ALLEGIANCE

Shelley Petersen, Principal, Ashley Falls School, led Board members and guests in the Pledge of Allegiance.

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

ATTENDEES:

Members Present (5): Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins
Comischell Rodriguez

Members Absent: (0)

Administrators Present: Sharon McClain, Superintendent
Janet Bernard, Assistant Superintendent, Curriculum & Instruction
Dena Whittington, Assistant Superintendent, Business Services
Rodger Smith, Director of Human Resources & Facilities Planning
Sheila Weinberg, Director of Pupil Services
Randy Wheaton, Director of Maintenance & Operations
Mike Casey, Director of Technology
Charlene Komosinski, Director of Child Care/After School Programs
Katie Shanahan, Coordinator State & Federal Projects

Principals Present: Shelley Petersen, Ashley Falls

2. STUDENT RECOGNITION – ASHLEY FALLS

Principal, Shelley Petersen, presented an iMovie featuring students involved in the various lunch club offerings at Ashley Falls. The presentation ended with the Ashley Falls Cheerleading Club performing the Ashley Falls Eagles cheer for the Board and audience.

3. APPROVAL OF AGENDA

Amendments to the Agenda:

Item 10.14 to follow Item 5.3

Item 6.1 to follow Item 12.0

Motion to Approve Agenda as Amended

Motion	<u>Perkins</u>
Second	<u>McDowell</u>
	Unanimous

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

4. CORRESPONDENCE/COMMUNICATION

4.1 Correspondence

- The Board of Trustees received a letter in support of a permanent childcare facility at Ocean Air School from the childcare staff working at Ocean Air School.

4.2 Public Comment (for items not on the Agenda)

- There was no public input.

5. REPORTS, RECOGNITIONS AND HEARINGS

5.1 Recognition – Employees of the Month for April 2009

Board President White thanked Jakes Del Mar for its continued support of the DMUSD Employees of the Month program by donating gift certificates for the honorees, as follows:

Ashley Falls – Amy Langevin

Carmel Del Mar – Ann Hoffman

Del Mar Heights – Pam Reynolds

Del Mar Hills – Tamara Radford

Ocean Air – Nania Dey

Sage Canyon - Jennifer Winkelman

Sycamore Ridge – Eileen Randall

Torrey Hills – Ramona Jones

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

Mr. Skinner thanked the Board of Trustees for rescinding layoff notices at the March 25, 2009 Board meeting. He also thanked Rodger Smith, Director of Human Resources and Facility Planning, for the efficient and speedy delivery of the “notice to rescind” to the teachers. Mr. Skinner expressed appreciation to the DMSEF and

PTAs for the outstanding successful efforts in raising funds in support of the Extended Studies Curriculum Programs. He also reminded the Board that there are eight teachers in the DMUSD whose layoff notices have not yet been rescinded.

5.3 Report – DMSEF, Matt Zevin, President

Mr. Zevin expressed appreciation to the PTAs, staff and community for raising the funds necessary to support the Extended Studies Curriculum (ESC) Programs. He also thanked the PTAs for their generous donations to the DMSEF. He thanked his wife & children, the DMSEF officers (both past and present), Supt. McClain and the

Board of Trustees, the principals and teachers, the PTAs and thousands of members of the community for their time and effort, leadership and support, and for the many donations ranging from \$1 to \$10,000. He reported that the districtwide participation rate is approximately 65%.

10.14 Acceptance of DMSEF donation

Mr. Zevin, DMSEF President, presented a check to the Board of Trustees in the amount of \$1,349,543 for the purpose of funding the DMUSD ESC programs for 2009/2010 school year. He reported that corporate matches and additional fund from future PTA events are pending and it is expected that an additional \$55,000 will be donated prior to the June 15, 2009 deadline.

Motion to Approve acceptance of the donation from the DMSEF in the amount of \$1,349,543 to support Extended Studies Curriculum programs for the 2009/2010 school year.

Motion Easton

Second McDowell

Unanimous

5.4 Report – Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

There were no questions or discussion by the Board of Trustees.

5.5 PTA Report: Sandra Logan, Vice President, Carmel Del Mar PTA

Ms. Logan reported on the “little hands can do a lot” program at Carmel Del Mar that offered students the opportunity to be involved in raising funds to support ESC programs. She reported that the PTA raised over \$12,000. She also reported that Carmel Del Mar’s Jog-a-thon, whose proceeds are earmarked for the DMSEF to support ESC programs, was a huge success. She reported that the pledges and donations were in excess of \$32,000.

Ms. Logan also reported that on April 14 the PTA Presidents met with Supt. McClain and discussed the 7/11 District Advisory Committee and the School News Roll Call, a new publication featuring the DMUSD.

5.6 Report – Board Reports/Comments

- *Member Perkins:* He reported that he attended a Collaboration Action Team meeting and that he continues to work with City of San Diego regarding a childcare facility at Ocean Air School. He stated he received the *School News Roll Call* publication and he thanked staff for their work.

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- *Member Rodriguez:* She reported that she attended the Legislative Action Network (LAN) meeting and met with realtors to identify a potential site for a new District office. She thanked the DMSEF for all of their efforts and was pleased with all of the information in the *School News Roll Call* publication.
- *Member Easton:* She thanked Sage Canyon School for the Board's visitation on April 1.
- *Member McDowell:* He reported that he attended the Legislative Action Network (LAN) meeting and the National School Boards Association conference.
- *Member White:* She expressed her appreciation to Sage Canyon School for the Board's visit on April 1 and that she was pleased to receive the *School News Roll Call* publication.

5.7 Report – Superintendent's Report

Superintendent McClain reported on the following:

- She shared a copy of the CSBA election results with the Board of Trustees.
- She reported on a letter received from Hollandia Dairy requesting the District review its long term policy regarding the use of eco-friendly products.
- She shared a thank you note from Mark Payne, husband of Nancy Payne, thanking the District for its sensitivity and support with the passing of Nancy.
- She attended the California Music Educators Association Awards Ceremony for Jodi Neilson, music teacher at Ocean Air and the recipient of the County Music Educator of the Year Award.
- The Registrar of Voters has designated Sycamore Ridge as a polling place for the special election to be held in May 2009.

6.

6.1 APPROVAL OF MINUTES

The Board tabled the approval of the Minutes.

6.2 APPROVAL OF CONSENT ITEMS

Motion to approve Consent Items *8.1, *10.1 – *10.8 and *11.1

Motion Easton
Second Perkins
Unanimous

7. CURRICULUM & INSTRUCTION

7.1 Recommendation To Adopt New Mathematics Programs, K-7: Macmillan/McGraw-Hill and Glencoe/McGraw Hill

Superintendent McClain thanked and introduced Assistant Superintendent, Curriculum & Instruction, Janet Bernard, for her leadership of the District Math Leadership Committee whose purpose was to coordinate the piloting of state-approved mathematics programs for adoption by the DMUSD.

Members of the Committee presented information on the adoption timeline, selection of piloting materials and the process for final recommendation.

Motion to approve the adoption of New Mathematics Programs, K-7: Macmillan/McGraw-Hill and Glencoe/McGraw Hill

Motion Easton

Second Perkins

Unanimous

8. ADMINISTRATION AND POLICY

8.2 Discussion/Approval: Role of the 7/11 District Advisory Committee

Superintendent McClain presented the proposed role and parameters of the 7/11 District Advisory Committee.

The Board discussed the expectations and guidelines of the committee and requested the following revisions to the Role of the 7/11 Advisory Committee.

- In #3 insert a period after real property and strike remainder of sentence
- In #6 under Other Assignments of the Committee: list all areas.
- 2nd page – add “including but not limited to” after Criteria for Decision of School Closure.
- All referrals to school closure should include “or reconfiguration”.

Motion to approve the Role of the 7/11 District Advisory Committee as amended.

Motion Easton

Second Perkins

Unanimous

The Board discussed the attendance of Board Members at the 7/11 Committee meetings and reached consensus that Board members will not attend meetings of the 7/11 Committee but as Public Hearings are scheduled the Board will decide which members of the Board will attend the Public Hearing.

8.3 Discussion/ Approval, Appointment of 7/11 District Advisory Committee"

The Board reviewed the applications submitted to serve on the 7/11 Committee. Supt. McClain reminded the Board that members on the committee should come from the categories outlined on the application.

Superintendent McClain recommended Susan Paul, Principal, Torrey Hills School, and Randy Wheaton, Director of Maintenance & Operations be considered as the administrative representatives on the committee.

Motion to approve the selection of applicants to serve on 7/11 District Advisory Committee

Motion Rodriguez

Second Perkins

Unanimous

The Board selected the following volunteers to serve on the 7/11 DAC:

Volunteer # 29, Randy Wheaton – Administrator, District Office

Volunteer # 20, Susan Paul – Principal, Torrey Hills

Volunteer # 6, Janet Handzell – Parent/owner renter – Sage Canyon

Volunteer # 21, Cinda Peck – Teacher – Carmel Del Mar

Volunteer # 8, Wayne Harris – Parent/former president of an HOA - Ashley Falls

Volunteer # 4, Jennifer Emberger – Environmental law/military base closure – Del Mar Heights

Volunteer # 26, Bob Shopes –Parent/financial experience - Del Mar Hills Academy

The following alternates were also selected:

Volunteer # 17, Amy NeFouse – Ashley Falls

Volunteer # 2, Steven Brumer – Sage Canyon

Volunteer # 14, Lisa Lutz – Del Mar Heights

Volunteer # 30, Scott Williams – Del Mar Hills Academy

8.4 2nd Reading and Approval, Revisions to 2009/2010 DMUSD Calendar

Superintendent McClain presented a revised 2009/2010 DMUSD calendar for approval.

Motion to approve the 2009/2010 DMUSD Calendar with revisions.

Motion Easton

Second Rodriguez

Unanimous

8.5 Approval, Interdistrict Attendance Agreement Between the Del Mar Union School District and the Districts Listed

District administration asked the Board to approve the routine countywide procedure of considering interdistrict agreements to and from the following districts: Cardiff School District, Carlsbad Unified School District, Encinitas Union School District, Escondido School District, Jamul-Dulzura School District, La Mesa-Spring Valley School District, Oceanside Unified School District, Poway Unified

School District, San Diego Unified School District, San Marcos Unified School District, Santee School District, Solana Beach School District, Vista Unified School District.

Motion to approve Interdistrict Attendance Agreement, on a space available basis, between the Del Mar Union School District and the Districts listed.

Motion Easton

Second Perkins

Unanimous

8.6 Approval, Agreement for Professional Services between the Del Mar Union School District and Miller, Brown & Dannis

Superintendent McClain requested to contract with the law firm of Miller, Brown & Dannis for consultation in general areas of law.

Motion to approve agreement for professional services between the Del Mar Union School District and Miller, Brown & Dannis.

Motion Perkins

Second Rodriguez

Unanimous

8.7 First Reading, New Administrative Regulations, 4261.4: Catastrophic Leave Program for Classified Employees

The Board asked clarifying questions and directed staff to report on the fiscal impact of banking sick hours for the second reading at the May Regular Board Meeting.

8.8 Reminder of Upcoming Events

(Presented for information only.)

Superintendent McClain requested that Board members identify dates when they are available for Interest Based Bargaining.

9. OPERATIONS AND FACILITIES

9.1 Second Reading and Board approval of School Enrollment Caps for 2009-2010

Director of Human Resources and Facility Planning, Rodger Smith, presented the enrollment caps with no revisions from the first reading for approval.

Motion to approve school enrollment caps for 2009/2010.

Motion Rodriguez

Second Easton

Unanimous

Time: 10:29 p.m.

Motion to approve one 30-minute extension of the meeting to end no later than 11:00 p.m.

Motion Rodriguez

Second Perkins

Unanimous

9.2 Approval, Design Completion of Child Care Facilities at Ocean Air School

Director of Human Resources and Facility Planning, Rodger Smith, recommended the development of permanent childcare facilities at Ocean Air School and requested approval to move forward with the completion and updating of the original plans for Childcare Facilities at Ocean Air.

Motion to approve completion of the design of childcare facilities at Ocean Air School not to exceed \$50,000

Motion Easton

Second Perkins

Unanimous

10. BUSINESS AND FINANCE

10.9 Supplemental Early Retirement Plan

Assistant Superintendent, Business Services, Dena Whittington, reported there would be no cost savings to the District in offering an early retirement plan.

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

10.10 Approval, 2009 Tax and Revenue Anticipation Note Program, Resolution No. 2009-05

Assistant Superintendent, Business Services, Dena Whittington, presented Resolution No. 2009-05, which authorizes the borrowing of funds for Fiscal Year

2009-2010 and the issuance and sale of a 2009 Tax and Revenue Anticipation Note ("TRANS") in an amount not to exceed \$5,000,000.

Motion to approve 2009 Tax and Revenue Anticipation Note Program, Resolution No. 2009-05

Motion Easton
Second McDowell
Unanimous

10.11 Discussion/Action, Revised Fiscal Impact Format for Board Agenda Items

The Board tabled item 10.11.

10.12 Budget Reduction Areas Under Consideration for the Fiscal Year 2009-2010

The Board tabled item 10.12.

10.13 Approval, Child Nutrition Price Increase

Assistant Superintendent, Business Services, Dena Whittington, recommended a meal price increase of seventy-five cents due to a \$10,915 increase in staffing costs of the Child Nutrition Department caused by the step and column movement of existing staff and additional clerical support at the district office. Ms. Whittington stated that the increase will also assist the Child Nutrition Fund in establishing a reserve to replace equipment and vehicles as needed in the near future.

Motion to approve a seventy-five cent increase in the child nutrition price.

Motion Rodriguez
Second Easton
Unanimous

10.15 Approval, Estimated Cost of Step and Column for the 2009-2010 Fiscal Year

Assistant Superintendent, Business Services, Dena Whittington, recommended approval of the step and column increase for the 2009/2010 school year due to

the fact that freezing the step and column increase is considered to be a temporary loan and that eventually the district must bring the employee up to the appropriate step & column rate and repay the amount that was frozen.

Motion to approve the estimated cost of step and column for the 2009/2010 fiscal year.

Motion White
Second Rodriguez
 Unanimous

10.16 2008/2009 Monthly Budget, Update
 (Presented for information only.)

Assistant Superintendent, Business Services, Dena Whittington, reported there is no new information on the budget.

11. PERSONNEL

11.2 Approval, Agreement with Azusa Pacific University to Provide Student Teaching Opportunities for Students of Azusa Pacific University

Motion to approve Agreement with Azusa Pacific University to provide student teaching opportunities for students of Azusa Pacific University

Motion Easton
Second White
 Unanimous

11.3 Approval, Agreement for the Collection of Developer Fees with the San Dieguito Union High School District

Motion to approve the Agreement for the Collection of Developer Fees with the San Dieguito Union High School District

Motion Perkins
Second Rodriguez
 Unanimous

11.4 Approval, Resolution No. 2009-06, Reducing and Eliminating Certain Classified Services for the 2009/2010 School Year

Superintendent McClain presented a recommendation for the reduction and elimination of classified services in the following areas:

- Child Care Instructional Aide, Preschool

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- Child Care Worker I
- Instructional Aide 1
- Instructional Aide 1 (combo class)
- Instructional Aide II (music)
- Instructional Aide II (esc)

PUBLIC COMMENT

- *Katherine Weidmann*, DMUSD Teacher and parent, addressed the Board on the current high quality of instruction in the blended classroom and the importance of having an instructional aide in the classroom.

The Board asked clarifying questions and directed the staff to work with the DMCTA to determine how the blended classroom can be best served, i.e. lower class size versus having an instructional aide in the classroom.

Motion Easton
Second McDowell
 Unanimous

11.5 Approval, Extended School Year Salary Schedule

Superintendent McClain reported that in order to recruit highly qualified teachers to serve in the Extended School Year program, district staff proposes to modify the current salary schedule for teachers in this program so that the revised level of compensation for teachers is based on an hourly rate derived from the actual placement of the teacher on the regular teachers' salary schedule. Supt. McClain also explained that implementing a revision to the teachers' compensation would cause it to exceed the Principal's compensation by a significant margin and, therefore, it was also recommended that the salary schedule for the position of ESY Principal should be an hourly rate derived from Step 1 of the Principals' Salary schedule.

Motion to approve the modification of the Extended School Year Salary Schedule

Motion White
Second McDowell
 Unanimous

11.6 First Reading, New Job Description for a Senior Systems Analyst/programmer

Director of Technology, Mike Casey, summarized the purpose for reconfiguring the position of Student Information Data Management Coordinator to more appropriately address the current needs of the district.

12. ARTICLES OF INTEREST

There were no articles of interest.

13. ITEMS FOR THE MAY 27, 2009 BOARD MEETING

- Second Reading/Approval, New Job Description for a Senior Systems Analyst/programmer
- Second Reading/Approval, New Administrative Regulations, 4261.4: Catastrophic Leave Program for Classified Employees
- Second Interim Report
- Declare 2001 and 2002 Math Textbooks and Resource Materials Obsolete
- Fall 2009 Demographic Study
- First Reading, Revision to BP 1330: Use of Facilities
- Discussion/Action, Revised Fiscal Impact Format for Board Agenda Items
- Budget Reduction Areas Under Consideration for the Fiscal Year 2009-2010
- Recognition of Employees
- Approval to reschedule July 22, 2009 Regular Board Meeting to July 29, 2009

ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 10:55 p.m.

Motion Easton

Second Rodriguez

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Special Board Meeting

May 11, 2009
12:00 p.m.

Del Mar Union School District
225 9th Street, Del Mar, CA 92014

CALL TO ORDER

Board President White called to order the Special Board Meeting of the Del Mar Union School District, Board of Trustees, at 12:04 p.m.

ATTENDANCE

Members Present (5): Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins
Comischell Rodriguez

Members Absent: (0)

Board President White requested to have Public Input on the Agenda for future Special Board Meetings.

1.0 APPROVAL OF AGENDA

Motion to Approve Agenda

Motion Easton

Second McDowell

Unanimous

2.0 BOARD APPROVAL OF RESOLUTION 2009-07, "RESOLUTION AND DECISION NOT TO REEMPLOY CERTAIN CERTIFICATED EMPLOYEES FOR THE 2009-2010 SCHOOL YEAR"

Rodger Smith, Director of Human Resources and Facility Planning, submitted for Board approval Resolution 2009-07 which completed the layoff process. The Board asked clarifying questions regarding the Teacher Layoff Hearing of the Del Mar Union School District held on April 24, 2009. The Administrative Law Judge upheld the District's layoff procedure.

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

Motion to Approve Resolution 2009-07, "Resolution and Decision Not to Reemploy Certain Certificated Employees for the 2009-2010 School Year"

Motion Perkins

Second Rodriguez

Unanimous

3.0 BOARD APPROVAL OF REVISED JOB DESCRIPTION FOR DIRECTOR, CURRICULUM AND INSTRUCTION

Superintendent McClain presented the revised Job Description for the Director of Curriculum and Instruction for Board approval. The Board discussed and asked clarifying questions regarding the job description, as well as how job descriptions for other administrative positions may be impacted. The Board discussed the various District departments and to whom they report.

The Board requested staff provide an Organizational Chart showing the structure of the District Office administrative staff and the relationship of the departments, positions and job, at the next Board meeting.

The Board requested staff revise and update all job descriptions for the administrative positions for consistency in formatting and content. The Board discussed salary schedules, titles of current positions and the opportunities provided for career paths within the District.

4.0 BOARD APPROVAL OF REVISED JOB DESCRIPTION FOR DIRECTOR, HUMAN RESOURCES

Superintendent McClain presented the revised Job Description for the Director of Human Resource/Facility Planning for approval. The Board asked clarifying questions regarding the elimination of the Facility Planning responsibilities from the Job Description and to whom the responsibilities are transferring. Superintendent McClain will present a revised Job Description at the next Board Meeting.

The Board requested that job descriptions be kept up to date and consistent. The use of an outside consultant for a classification and job description study was also discussed.

The Board requested the following revisions to the Job Description:

- Ensures that Board and District policies, State and federal laws and collective bargaining agreements are ~~correctly~~ **legally** and fairly administered; develops

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- policies and administrative regulations.
- Supervise and evaluate the performance of assigned staff; interview and select employees; ***provide post-interview employee feedback***; make decisions or recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- ***Maintain up-to-date job descriptions***
- ***Chair the District Personnel Committee***

5.0 FIRST READING OF REVISED JOB DESCRIPTION FOR COMPUTER REPAIR TECHNICIAN

Mike Casey, Director of Technology, presented the Job Description for Computer Repair Technician for a first reading. The position will be a 12-month position with benefits. The cost of the position is a savings over outsourcing the work. The applicants who will qualify for this new position must have the ability to provide the technical assistance services that are currently provided by the Technology Teachers. The District anticipates hiring two technicians who will work on a districtwide basis, rotating from school to school during the week.

6.0 SECOND READING/APPROVAL OF NEW POSITION JOB DESCRIPTION FOR SENIOR SYSTEMS ANALYST/PROGRAMMER

Mike Casey, Director of Technology, presented the job description for Senior Systems Analyst/Programmer to the Board for approval. Mr. Casey summarized the responsibilities of the position and the qualifications needed to increase the District's ability to move to higher levels of technology use. The cost of the position will be absorbed in the current budget of the Technology Department. No extra cost to the District will be incurred.

Motion to Approve Job Description for Senior Systems Analyst/Programmer

Motion Easton

Second Perkins

Unanimous

7.0 BOARD APPROVAL OF RECOMMENDED PERSONNEL ACTIONS: EMPLOYMENT, RESIGNATIONS, RETIREMENTS, DISMISSALS, LEAVES OF ABSENCE, AND CHANGE OF STATUS

Rodger Smith, Director of Human Resources and Facility Planning, requested to have Wendy McCarley, School Psychologist, removed from the Certificated Recommended Personnel Actions for reconsideration of her Leave of Absence request.

Official Minutes, Special Board Meeting • May 11, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

Motion to Approve Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status, as amended.

Motion Perkins

Second Rodriguez

Unanimous

8.0 ADJOURNMENT OF SPECIAL BOARD MEETING OF MAY 11, 2009

There being no further business to come before the Board, there was a
Motion to Adjourn at 1:30 p.m.

Motion Easton

Second McDowell

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

Official Minutes, Special Board Meeting • May 11, 2009

An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

May 21, 2009

To: Board Members
From: Emily Disney, Principal, Sycamore Ridge
Through: Sharon McClain, Superintendent
Subject: Student Recognition – Sycamore Ridge

Enrichment teachers and classroom teachers at Sycamore Ridge School collaborate throughout the school year to plan meaningful activities that augment, enrich and deepen student understanding of the California content standards. It is through the dedication, creativity and talent of our ESC teachers and classroom teachers that our students are able to experience learning activities that truly compliment the core curriculum while promoting creativity and right brain thinking.

At the May 27th Board meeting, Sycamore Ridge School is pleased to highlight a few of the projects that integrated language arts, social studies, music and technology standards.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

2.0

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Staff Recognition – Employees of the Month

Jake's Del Mar is continuing its support of our educational program by honoring staff members each month who are recognized by their site or department as "Employees of the Month." Jake's provides honorees with a \$40.00 gift certificate.

Employees of the Month for May are:

Ashley Falls	Sandy Johnson, Fifth Grade Teacher
Carmel Del Mar	David Skinner, Fourth Grade Teacher
Del Mar Heights	Melissa Brame, Third Grade Teacher
Del Mar Hills	Tori Hemerick, Fourth Grade Teacher
Ocean Air	Natasha Rosario, Fourth Grade Teacher
Sage Canyon	Shayne Singleton, Art Teacher
Sycamore Ridge	Kris Stocker, Preschool Teacher
Torrey Hills	Amilia Tan-Zamora, First Grade Teacher

RECOMMENDED: For Information Only; No Action is Required.

5.1

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Staff Recognition – 2009 School Site's Teachers of the Year

The Board of Trustees and the District are pleased to applaud and honor the following 2009 School Site Teachers of the Year. All of the honorees have been invited to attend the May 27, 2009 Board meeting to be recognized by the Board.

Ashley Falls	Mary Ann Loes, 5th Grade Teacher
Carmel Del Mar	Rebecca Jones, 6 th Grade Teacher
Del Mar Hills Academy	Nicole Nelson, Art Teacher
Del Mar Heights	Eileen Graddy, 5 th Grade Teacher
Ocean Air	Jim Gianola, Technology Teacher
Sage Canyon	Robin Gordon, 4 th Grade Teacher
Sycamore Ridge:	Donna Chung, 4 th Grade Teacher
Torrey Hills:	Lisa Wilken, 5 th Grade Teacher

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.2

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Staff Recognition – 2008 DMUSD Teacher of the Year

The Board of Trustees and the District are pleased to applaud and honor Mr. Jim Gianola, Technology Teacher at Ocean Air, as the DMUSD 2009 Teacher of the Year. Jim has been invited to attend the May 27, 2009 Board meeting to be recognized by the Board.

Currently, Jim Gianola teaches technology at Del Mar's newest school, Ocean Air Elementary. He works with 700+ Kindergarten through 6th grade students who speak 20 different languages and take part in many programs in addition to their regular curriculum.

Mr. Gianola has earned the unconditional respect and admiration of the entire district community. The K-6 students at Ocean Air admire Mr. Gianola for his innovative, hands-on approach to teaching California Standards through the creative use of technology. Jim inspires students to do their best. His students can't wait until his technology enrichment classes begin each day, and students of all ages often stay after class, working on special projects and seeking deeper direction and insight from Mr. Gianola. Jim has extremely high expectations for his K-6 students, and they have continually produced high quality projects and products under his dynamic leadership. His mentoring and teaching also encompass the application and use of technology by all 86 full-time and part-time certificated and classified employees, student teachers, and substitute teachers at his school.

Del Mar's students succeed due in large part to the selfless work and commitment of staff, such as Mr. Gianola. As the District grew from 3 to 8 schools, Mr. Gianola was asked to plan the computer labs and open two of the five new schools working with the parents and students of the surrounding neighborhoods to instill a sense of tradition and community. All eight of Del Mar's exemplary schools have recognized their Teachers of the Year and all San Diego County school districts have had the opportunity to nominate their strongest teacher candidate.

Jim will proudly represent the DMUSD with distinction for the 2009 San Diego County Teachers of the Year Program. He, along with nominees from school districts across the county, will be participating in the *Salute to Teachers* cable televised awards program on October 10, 2009.

Congratulations, Jim!

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.3

May 21, 2008

To: Board Members

From: Sharon McClain, Superintendent

Subject: Staff Recognition – 2009 DMUSD Reading Teacher of the Year

The Board of Trustees and the District are pleased to celebrate Miss Erica Bell as the 2009 DMUSD Reading Teacher of the Year. Miss Bell has been invited to attend the May 27, 2009 Board meeting to be recognized by the Board.

Currently a 2nd grade teacher at Ocean Air School, Erica started teaching in the Del Mar Union School District in August 2000 as a 5th grade teacher at Del Mar Hills Academy. She is without a doubt a quality educator, child-centered advocate, and a consummate team player in her 2nd grade team and in the DMUSD. As a member of the District Language Arts Advisory Committee, Erica has consistently demonstrated outstanding leadership at both the school and District levels. She has been instrumental in leading the effort to improve the District's K-6 writing assessments and in the development of the District's reading and writing resource binders. As a team player, she is always willing to share ideas and seek successful resolution to various issues. Her proactive approach to problem solving together with her knowledge and commitment to student improvement in reading, literacy, and writing, has earned her the utmost respect of her colleagues.

The DMUSD is proud to honor Erica Bell as an outstanding teacher in our District, and for her achievements in creating successful reading, writing, and literacy programs for our schools.

Congratulations, Erica, on being named the 2009 DMUSD Reading Teacher of the Year!

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.4

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Staff Recognition – 2009 San Diego County Music Educator of the Year

The Board of Trustees and the District are pleased to celebrate Ms. Jodi Neilson as the 2009 San Diego County Music Educator of the Year. Ms. Neilson has been invited to attend the May 27, 2009 Board meeting to be recognized by the Board.

Jodi has served the students of the Del Mar Union School District with distinction for the past 10 years as a General Music Instructor, beginning/advanced band director, vocal coach for our choirs, and instructor/director of our Elementary string programs. She also was selected as the Teacher of the Year, representing our district in the San Diego County Teachers of the Year Program in 2004.

Ms. Neilson is a master at incorporating the State Music Standards, while teaching over 640 students in Music Education, performance, and collaborating with all of her K-6 colleagues. She integrates Music through the State Curriculum Standards including Language Arts, Math, Science, Social Studies, Art and Technology. Through our Professional Learning Communities model, Jodi exposes all students to rigorous standards of musicianship, pedagogy, music theory, performance, and how to be a true lover of music. Her innovative lessons, child-oriented teaching methods, and collaboration with teachers (district and school-wide), create a life-long appreciation for Music.

Jodi Neilson is a “master at her trade” and is loved and respected by her students, parents, fellow teachers, and administrators throughout our district.

Congratulations, Jodi, on being named the 2009 San Diego County Music Educator of the Year

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Staff Recognition – 2009 School Site Classified Employee of the Year

The Board of Trustees and the District are pleased to applaud and honor the following 2009 Site Classified Employee of the Year. All of the honorees have been invited to attend the May 27, 2009 Board meeting to be recognized by the Board.

Ashley Falls	Ed Cruz, School Plant Manager
Carmel Del Mar	Candace Chun, ELL Aid
Del Mar Hills Academy	Linda Mettling, School Administrative Assistant
Del Mar Heights	Kay Muller, Instructional Assistant/Music
Ocean Air	Pam Baldwin, Instructional Aid II - ESC
Torrey Hills	Carlos Vasquez, School Plant Manager
Sage Canyon	John Graciano, School Plant Manager
Sycamore Ridge	Lesa House, School Administrative Assistant
District Office	Margaret Mendenhall, Payroll/Benefits Supervisor

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Staff Recognition – 2009 DMUSD Classified Employee of the Year

The Board of Trustees and the District are pleased to applaud and honor Miss Linda Mettling, Administrative Assistant at Del Mar Hills Academy, as the 2009 DMUSD Classified Employee of the Year. Miss Mettling has been invited to attend the May 27, 2009 Board meeting to be recognized by the Board.

Linda is currently the Administrative Assistant at Del Mar Hills Academy but started working for the district in August 1990 as a Childcare Worker. In 1993 Linda promoted to Assistant Childcare Director and then Childcare Program Director in 1996. In 2000, Linda moved to the school site, first working as the Office Assistant at Del Mar Heights School and then as the Administrative Assistant at Del Mar Hills in 2002. In each of these positions, throughout her 19-year tenure, Linda has demonstrated outstanding performance and loyalty to the Del Mar Union School District.

Linda has touched many lives over the course of the last 19 years in the school district and she has earned the respect of supervisors, parents, colleagues and students.

Congratulations, Linda, on being named 2009 Classified Employee of the Year!

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.7

May 21, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Recognition – 2008/2009 PTA Presidents

The Board of Trustees and the District Administration understand the vast amount of time and energy that it takes to be a site PTA President. Therefore, the DMUSD greatly appreciates the efforts of each site's PTA membership, led by the seven individuals being honored this evening.

Whether it is volunteering in a classroom, assisting in the library, coordinating a special schoolwide event, or rallying parents for a letter writing campaign, these dedicated volunteers have proven to be strong school leaders and wonderful advocates for their site membership and school programs. It is a pleasure to recognize the following site PTA Presidents for 2008/2009 and to thank them for their dedicated service to the DMUSD schools.

Ashley Falls	Janette Shelton
Carmel Del Mar	Zuliya Khawaja
Del Mar Hills Academy	Kerry Traylor
Del Mar Heights	DebbieNegulescu
Ocean Air	Terri Harbison
Torrey Hills	Fernanda Aquiar
Sage Canyon	Kim Dort
Sycamore Ridge	Shannon Cary

The Board of Trustees also wishes to welcome the new incoming presidents for 2009/2010 at the following schools:

Ashley Falls	Jeanette Nichols
Carmel Del Mar	Zuliya Khawaja (2 nd Term)
Del Mar Hills Academy	Vanessa Black & Melanie Carmosino
Del Mar Heights	Kathy Nahum
Ocean Air	Britton Bliss
Torrey Hills	Fernanda Aquiar (2 nd Term)
Sage Canyon	Stephanie Jansen
Sycamore Ridge	Shannon Cary (2 nd Term)

FISCAL IMPACT: None.
RECOMMENDED: For information only. No action required.

5.8

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Recognition – 2008/2009 Site Volunteers of the Year

The Board of Trustees and the District Administration recognizes the time and energy of the hundreds of parents volunteering in classrooms, assisting in the library, coordinating special events, or supervising on the playground, these dedicated volunteers are school leaders and wonderful advocates for students and the District.

It is a pleasure to recognize the following 2008/2009 Site Volunteers of the Year and to thank them and all of the dedicated volunteers for their service and support to the DMUSD schools.

Ashley Falls	Francine Corgan
Carmel Del Mar	Casey Canuso
Del Mar Hills Academy	Elizabeth Lasker
Del Mar Heights	Leslie Chang
Ocean Air	Mario Manzano
Sage Canyon	Jeb Spencer
Sycamore Ridge	Victoria Shoustari
Torrey Hills	Fernanda Aguiar

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

May 21, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Report: DMCTA President, David Skinner

DMCTA President, David Skinner, will be present to give a brief report to the Board.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.10

May 21, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Report: Del Mar Schools Education Foundation

DMSEF Vice-President, Beth Westburg, will provide a brief report on DMSEF activities during the past month.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.11

May 21, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Report: Monthly Staff Development, Travel/Conference Update

This routine agenda item provides a monthly update of Staff Development and Travel Conference Requests. The spreadsheet indicates the employee who has requested to attend professional training out of the District, the activity or conference title, the estimated expenditure and the funding source for the activity.

An updated report will be available on or before the May 27, 2009 Board meeting.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

5.12

May 21, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Report: PTA

Janette Shelton, Ashley Falls PTA President, will provide a brief report on the activities of the Ashley Falls PTA.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

May 27, 2009

To: Board Members

From: Katie Shanahan, Coordinator of State and Federal Projects

Through: Sharon McClain, Superintendent

Subject: Approval, Del Mar Union School District Local Education Agency Plan (LEAP)

Section 1112 of No Child Left Behind requires each district to submit a 5-year plan which describes district-wide efforts to meet the five goals set forth by the California Department of Education.

In keeping with the requirements of No Child Left Behind, a plan has been written that outlines Del Mar Union School District's student achievement goals and the staff development required to reach those goals. Included in the plan is the district's response to the goals set forth by the California Department of Education. The goals are:

1. All students will reach standards by 2013-2014.
2. All students will become proficient in English.
3. All students will be taught by highly qualified teachers.
4. All students will be educated in a safe and drug free environment.
5. All students will graduate from high school.

The plan will be forwarded to the State Board of Education for final approval. An approved plan is required to continue receiving funding for federal programs under the No Child Left Behind Act.

FISCAL IMPACT:	Revenue:	This report is a compliance requirement in order to be eligible for approximately \$102,249 of restricted revenue in the 2009-2010 fiscal year, which is included in the Consolidated Application.
	Expenditure:	2009-2010 ongoing expenditures of approximately \$102,249.
	Fund Balance:	No change to the ending fund balance of the Restricted General Fund.

RECOMMENDED: Approve the Del Mar Union School District Local Education Agency Plan (LEAP)

7.1

May 27, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: Proposed School Site Classified Staffing Allocation

As directed by the Board of Trustees, Cabinet has derived a staffing allocation for site classified administrative staff. Staffing is a function of enrollment at each site. In addition to cost savings, this model will provide standardization of staffing across the district.

Neighboring districts do not allocate office staff based on site enrollment. We did find a model at a Los Angeles district that does meet the request of the Board of Trustees. Attached you will find their model adapted to Del Mar Union School District.

In addition a spreadsheet is attached that lists the current staffing at each site and compares it to the proposed staffing for 09-10. In order to ensure sufficient staffing for the lunch program, the Office Assistant and Child Nutrition Worker I, will be combined in to one position. The Cafeteria Fund will continue financial support of the serving portion of the position with an increase financial cost of \$4,901 due to the Office Assistants higher rate of pay.

The comparison does not include 21% labor costs or health benefits. It is estimated that four positions will no longer be eligible for benefits saving an additional \$32,192.

FISCAL IMPACT: This item has the potential to reduce classified salary expenses by an estimated \$102,633.

RECOMMENDED: For information only. No action required.

8.1

**Del Mar Union School District
2009-2010 Classified Administrative Staff by Site
Salaries Expensed in the Unrestricted General Fund**

	Site: Enrollment:	Del Mar Hills 308	Carmel Del Mar 426	Del Mar Heights 429	Ashley Falls 451	Sycamore Ridge 464	Torrey Hills 645	Ocean Air 655	Sage Canyon 733	Total Salaries
<u>Current Budget:</u>										
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Assistant	88%	88%	88%	88%	88%	88%	88%	88%	88%	\$ 279,639.58
Health Aide Technician	63%	63%	50%	60%	50%	75%	63%	75%	75%	\$ 157,605.41
Library Media Specialist	78.12%	67.5%	66.25%	68.75%	71.25%	75%	68.75%	81.25%	81.25%	\$ 215,664.51
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
										<u>\$ 1,432,272.93</u>
<u>Proposed Budget:</u>										
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Assistant	62.5%	62.5%	62.5%	81.3%	81.3%	100%	100%	100%	100%	\$ 258,152.00
Health Aide Technician	50%	50%	50%	62.5%	62.5%	75%	75%	75%	75%	\$ 158,427.00
Library Media Specialist	50%	50%	50%	62.5%	62.5%	75%	75%	75%	75%	\$ 186,941.00
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
								Support for Child Nutrition		<u>\$ (53,243.97)</u>
										<u>\$ 1,329,639.46</u>
									<i>Difference</i>	<u><u>102,633.47</u></u>

Notes:

- * Comparison is on base salary only and does not include labor cost of approximately 21% and District Contribution of \$8048 for Health Care Benefit
- * Proposed School Office Asst. Position will include Child Nutrition and will be paid at the Office Asst rate (Increase of \$4,901 to Cafeteria Fund)
- * Meals served per day will be factored in final staffing calculation for combination Office Asst / Child Nutrition
- * Four Office Assistant Positions will not be eligible for health care benenfit. This will be a savings of \$32,192 (4 @ \$8048)
- * In order to reduce the cost of textbook replacement, the Library Media Specialist may be responsible for the inventory of textbooks.
To accommodate the additional days the Instructional Materials Realignment Program may be utilized as a source of funding.

Del Mar Union School District

Site Classified Staffing

Enrollment	Plant Manager	School Administrative Assistant	School Office Assistant/Child Nutrition Worker I	Health Aide Tech	Library Media Specialist
450 and less	8 100%	8 100%	5 62.5%	4 50%	4 50%
451 to 600	8 100%	8 100%	6.5 81.3%	5 62.5%	5 62.5%
601 and greater	8 100%	8 100%	8 100%	6 75%	6 75%

May 13, 2009

To: Board Members

From: Michael Casey, Director of Technology
Jennifer Oliveira, Technology Teacher, Co-Chair Communications Taskforce

Through: Sharon McClain, Superintendent

Subject: Board Approval/Adoption, District Communication Plan

The Del Mar Union School District engaged in Strategic Planning for the 2008-2009 school year. An outcome of Strategic Planning was to establish a Communications Action Team whose responsibility was to develop the District Communication Plan.

The Communications Action Team was formed in February 2009. The Action Team worked throughout the year to develop the District Communication Plan. Attached are copies of the Communication Plan as well as the Board presentation.

FISCAL IMPACT: None

RECOMMENDATION: The Superintendent recommends adoption of the District Communication Plan



Del Mar Union School District Communication Plan

May 2009

Del Mar Union School District Communication Plan

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1. PROGRAM OVERVIEW

1.1 Purpose

The Del Mar Union School District (District) engaged in strategic planning for the 2008-2009 school year. An outcome of strategic planning was to establish a Communications Taskforce whose responsibility is to develop the District Communication Plan.

1.2 Communication Plan Objectives

The Communications Plan will be used as a standard for the Del Mar Union School District.

The Plan will define the specific task assignments and schedules for communicating information. This includes identifying the stakeholders involved, the kind of information needed, and the most effective method of communicating relevant information.

This Plan will provide a specific and practical approach for sharing information.

The following are specific objectives of the Communication Plan:

- ☐ Inform Internal Stakeholders about District activities
 - Provide stakeholders with timely and factual information
 - Formalize a process that will allow stakeholders to share information
 - Communicate the outcome of Board meetings
 - Provide a mechanism for stakeholders to collaborate effectively
- ☐ Inform External Stakeholders about District activities
 - Communicate accurately, effectively, and in a timely manner with stakeholders
 - Educate stakeholders about District functions
 - Strengthen community and Parent partnerships
 - Provide Emergency communication
 - Improve public relations
- ☐ Address Unchanneled Communication and Rumors
 - “One Truth”
 - Reduce fears, uncertainty, and rumors

- ☐ Obtain Feedback from Stakeholders
 - Develop a process allowing the District and stakeholders to provide feedback, communicate concerns, and discuss issues related to the District
 - Provide a forum for two-way communication
 - Identify and direct issues to the appropriate source for resolution
- ☐ Generate Support for the District
 - Acknowledge/celebrate progress and the success of the District
 - Support the change leadership process

1.3 Potential Barriers to an Effective Communication Plan

The following are potential barriers to the successful execution of the communication plan:

- ☐ Lack of demonstrated stakeholder support
- ☐ Insufficient staffing for tasks
- ☐ Potential change in District administration and policy
- ☐ General resistance to change

1.4 Expected Benefits of an Effective Communication Plan

- ☐ Acceptance of open, honest communication about the District
- ☐ Communications that respond directly to stakeholder information needs, roles, and responsibilities
- ☐ Recognition of the successes as well as an enhanced understanding of the District
- ☐ Increased internal team building and team effectiveness

1.5 Success Factors of an Effective Communication Plan

- ☐ **Awareness** - Communication about the District. If stakeholders are not informed of the workings of the District, they will not be prepared to support the District in its effort to improve practices
- ☐ **Content** - Communication must be relevant, meaningful, and at an appropriate level of detail for the targeted audience. Communication strategies should also be based on stakeholders' needs and feedback.
- ☐ **Timeliness** - Information must be shared in a timely manner to allow stakeholders the opportunity to understand messages and provide input if necessary.
- ☐ **Context** - All communications should demonstrate and reinforce support and commitment by all stakeholders and those individuals responsible for providing the 'one truth'.
- ☐ **Format and Media** - All communications must be developed and delivered in a format that is efficient, understandable, and easily accessible. As much as possible, existing communication methods should be used.

- ☐ **Effectiveness** - To ensure effective communications, regular assessment of the Communication Plan and process must be conducted on an annual basis.

1.6 Assumptions

The successful execution of the Communication Plan is dependent upon the following assumptions:

- ☐ Participation from resources across the District including school administrators, the Board of Trustees, superintendent's office, and other key District stakeholders.
- ☐ Adequate administrative support for the development, production, and distribution of communications

2. STAKEHOLDERS

Involving the stakeholders is a first critical step in developing effective communication. Numerous District stakeholders have been identified. Some of these groups will only need periodic communication of key milestones, findings, and decisions. Other groups will require more detailed and frequent communications.

Stakeholders that have been identified for the project are included below:

Board of Trustees

The Board of Trustees, an elected public body, approves all budget and policy items for the District. They are responsible to the residents of Del Mar and San Diego for the operations of the District. The Board of Trustees, in public session, brings the support of the community to the District.

Superintendent

The Superintendent is appointed by the Board of Trustees to administer policy. The Superintendent is the highest level administrator in the organization, supports the Communications Plan, and has made it a priority for the organization.

Cabinet

The District Administration recommends to the Superintendent decisions on the day-to-day operations of the District. Their support brings credibility to the Communications Plan and prioritizes the work of staff.

Leadership Team

The Leadership Team (Principals + Cabinet) is the highest level of advisors to the Superintendent. They bring management credibility to the Communication Plan and support the deployment and process of the Communication Plan

Technology Department

The role of the Technology Department is to support the Communication Plan by providing infrastructure and technical support to accomplish the goals of the Plan. The Department is responsible for the ongoing maintenance, upgrades of the applications and hardware in support of the Plan.

Principals / Site Administrators

The Principals and other Site Administrators are responsible for assuring that site staff are informed about the Plan and its use as it pertains to their sites.

District Communications Liaison

A District Liaison has yet to be identified. The liaison would be responsible for the District Communication Plan as well as the District website

District Staff

All staff within Del Mar Union School District will be responsible for using communication systems according to policies and procedures to carry out their daily work and the work of the Plan.

District Students and Families

Students and families will have appropriate, secure access to communication features within the District that will enhance the learning experience and provide a vehicle for communication.

3. COMMUNICATION MEDIUMS

Communication Media	Description
email	Any method of creating, transmitting, or storing primarily text-based communications with digital communications systems.
email Blast	A method of creating and transmitting primarily text-based communications to a large number of subscribers. Subscribers have the ability to 'opt-in' or to 'opt-out' of the subscription list as they desire. Subscribers email addresses are masked to prevent others on the subscription list from viewing.
Website: District	A website is a collection of related web pages, images, videos or other digital assets that are hosted on a web server, accessible via the Internet. The District website will be updated on a regular basis and updates will be made through the assigned District resource to ensure version control. The website is a practical approach to meeting stakeholder's needs, providing district information, and obtaining feedback, providing efficiency and using technology to improve communication about DMUSD.
Website: Department	Department websites will be updated on a regular basis by a designee within each department. Websites will provide information and resources specific to their department.
Website: School	School websites will be updated on a regular basis by a designee within each school site. Websites will provide information and resources specific to their school.
All Call: Voice	A method of recording and transmitting voice a communication to a large audience. The District's All Call systems allows for the superintendent or a district designee to call all parents, teachers and staff about issues that are time sensitive or of such importance that require such a method of communication.
Weekly Folders	Weekly Folders are given to students to take home and/or are located on each school website. The folder contains information, in print and electronic format, about school and community events that may be of interest to parents.

Communication Media	Description
Blogs	A blog is a type of website, usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. Many blogs provide commentary or news on a particular subject; others function as more personal online diaries.
RSS	RSS (an abbreviation for Really Simple Syndication) is a family of Web feed formats used to publish frequently updated works—such as blog entries, news headlines, audio, and video—in a standardized format. An RSS document (which is called a "feed", "web feed", or "channel") includes full or summarized text. Web feeds benefit publishers by letting them syndicate content automatically. They benefit readers who want to subscribe to timely updates from favored channels. RSS feeds can be read using software called an "RSS reader", "feed reader", or mobile-device-based.
Marquees	A marquee is a form of signage, electronic or manually manipulated, that displays information. Most of the DMUSD schools have a marquee that constantly displays information about the school and school events. The marquees are updated frequently by school site staff.
Wiki's	A wiki is a collection of web pages designed to enable anyone with access to contribute or modify content. Wikis are often used to create collaborative websites. The collaborative encyclopedia <u>Wikipedia</u> is one of the best-known wikis. A wiki invites all users to edit any page or to create new pages within the wiki Web site. A wiki is not a carefully crafted site for casual visitors. Instead, it seeks to involve the visitor in an ongoing process of creation and collaboration that constantly changes the Web site landscape. A wiki enables documents to be written collaboratively, in a simple markup language using a Web browser.

Communication Media	Description
Podcast	A podcast is usually a digital audio and video file that is made available for download via the internet. Podcasts can be downloaded to a variety of devices including: iPods, desktop and laptop computers and other mobile devices.
Video Conferencing	Videoconferencing uses telecommunications of audio and video to bring people at different sites together for a collaborative meeting. This can be as simple as a conversation between two people in private offices (point-to-point) or involve several sites (multi-point) with more than one person in large rooms at different sites. Besides the audio and visual transmission of meeting activities, videoconferencing can be used to share documents, computer-displayed information, and whiteboards.
Traditional Communication	Traditional forms of communication (e.g. U.S. mail, memorandums, signs, Lunch 'n learn, flyers, etc.) are a low-tech approach to delivering information.

4. COMMUNICATION MEDIUMS MATRIX

The following chart describes the audience, format, frequency, responsibility, purpose, and approval method for each media that will be used regularly by DMUSD.

Communication Medium	User	Audience	Frequency	Responsibility	Approval Method	Comments
Web Sites	District Office	Community, Staff	Weekly Updates	Communication Liaison	Communication Liaison	The District Communication Liaison 'owns' the district web site. Others may contribute, but the ultimate responsibility for content on the District Web Site is the Communication Liaison.
	Departments	Community, Staff	Weekly Updates	Department Director	Department Director	
	School Site	Community	Weekly Updates	Site Principal	Site Principal	
	Teacher	Parents, Students	Weekly Updates	Teacher	Site Principal	The Site Principal is responsible for all communication and related content for all communication/publications originated by school site staff.
All Call	District Office	Community and/or Staff	As needed	Superintendent	Superintendent	
Weekly Folders	School Site	Parents	Weekly	Principal	Principal	The District office may also use the Weekly Folders to communicate to all school site parents. It has been recommended that a site specific email blast be sent to parents reminding them of the Weekly Folders with a link to the folder on the school's web site.

Communication Medium	User	Audience	Frequency	Responsibility	Approval Method	Comments
email	District Office	Staff, Community	As needed	Individual User	None	
	Departments	Staff, Community	As needed	Individual User	None	
	School Site	Staff, Community	As needed	Individual User	None	
	Teacher	Staff, Parents	As needed	Teacher	None	
eBlasts	District Office	Community, Staff	As needed	Department Director	Department Director	Monthly eBlasts will be sent to staff with highlights of Board actions at regular Board meetings.
	School Sites	Community	Weekly	Principal	Principal	School Sites use the eBlast system to send out notices on a weekly basis reminding parents about the Weekly Folders and other upcoming events at their school.
District Memo	District Office	Staff	As needed	Cabinet Member	Superintendent	
Marquee	Site Staff	Community	Updated weekly (minimum)	Principal	Principal	
Strategic Planning	District Office	Community, Staff	Yearly	Superintendent	Superintendent	
Staff Meetings	Principal	Site Staff	Bi-monthly	Principal	Principal	
PLC	Principal, District Staff	Staff	Monthly	Principal	Principal	

Communication Medium	User	Audience	Frequency	Responsibility	Approval Method	Comments
Leadership Meetings	Superintendent	As needed	Monthly	Superintendent	Superintendent	The Leadership Team is comprised of Cabinet and Site Administrators.
Cabinet Meetings	Superintendent	Cabinet	Weekly	Superintendent	Superintendent	Cabinet Members include: Superintendent; Asst. Supt. Curriculum and Instruction; Asst. Supt. Business Services; Director Human Resources/Facilities; Director of Technology; Director of Pupil Services; Director of Maintenance and Operations; Director of Child Care Services; Coordinator of State and Federal Programs.

5. COMMUNICATION STRATEGIC ACTION PLAN

As a result of the development of the Del Mar Union School District Communication Plan, a number of actions items have been identified by the Communications Action Committee.

1. Working group to evaluate and give input on a redesign of the district web site to better facilitate communications
2. Develop standards for District Communications i.e. Web Publishing Guidelines for school and district web sites, eBlasts, Wikis, Podcasts, Blogs, Memos, all Calls, Friday folders
3. Appoint a District Communications Liaison – owner of Communication Plan and Plan annual review and update, owner of District Webpage, Coordinates Del Mar District News – quarterly on-line news, Coordinate SchoolNews
4. Working group to ensure that ‘access’ issues are resolved at school sites and DO for employees at work, or parents that do not have internet access at home are not excluded from receiving electronic information
5. Investigate the implementation of the Parent Portal which is a module in Genesis. The Parent Portal allows parents to access relevant information about their child.
6. Investigate the implementation (pilot) of on-line collection of information to include: emergency contact information, email addresses, phone numbers, Acceptable Use Policy, permission to publish student work, permission to give info (phone and email) to PTA and/or Foundation
7. Implement MailChimp to manage eBlasts
 - a. Weekly from Principals to Parents
 - b. Board Meeting Actions
 - c. Emergency Notification
8. Develop PTA awareness of District Communication Plan and desire for a community calendar
9. Develop Communication FAQs
10. Investigate stakeholder 2nd language challenges and solutions

Following are details outlining each Strategic Action and Timeline for Completion.

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #1

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Develop a working group to evaluate and give input on a redesign of the district web site to better facilitate two-way communications.

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Establish work group (3-5 people: DO, Site, Admin, Staff, Webmaster)	May '09	None		Group formed, meeting established	
2.	Scope effort and timeline	May '09	None		Scope and timeline published in group minutes	
3.	Redesign of website	June '09	None		Design Docs	
4.	Coding of website	Aug '09	None	Webmaster	Website Complete	
5.	Publish new website	Aug '09	None	Webmaster	Production Site	

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #2

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Develop standards for District Communication i.e. Web Publishing Guidelines for school and district web sites, eBlasts, Wikis, Podcasts, Blogs, Memos, All Calls, Friday folders.

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Establish working group	May '09			Group formed, meeting established	
2.	Research other school districts standards, look for best practices in education	June '09				
3.	Develop publishing guidelines	July '09		Funds to pay working group for non-workdays	Draft of guidelines	
4.	Finalize publishing guidelines	Aug '09		Funds to pay working group for non-workdays	Publication of guidelines	
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #3

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Appoint a District Communications Liaison – owner of Communication Plan and Plan annual review and update, owner of District Webpage, Coordinates Del Mar District News – quarterly on-line news, Coordinate SchoolNews

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Superintendent identifies District Communications Liaison	June '09			Superintendent notification to staff	
2.						
3.						
4.						
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #4

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Develop a working group to ensure that 'access' issues are resolved at school sites and DO for employees at work, or parents that do not have internet access at home are not excluded from receiving electronic information

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Establish working group	Oct '09			Group formed, meeting established	
2.	Investigate access for all concerned groups	Nov '09			Meeting minutes	
3.	Report/Recommendations to Leadership regarding access issues	Dec '09			Report at Leadership	
4.	Leadership to address access issues within constraints of resources	Feb '10			Report at Leadership	
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #5

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Investigate the implementation of the Parent Portal which is a module in Genesis

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Technology Team to investigate implementation of Parent Portal	Nov '09			Team meeting minutes	
2.	Scope and Proposed Timeline developed	Dec '09			Scope Document	
3.	Presentation to Leadership/Cabinet	Dec '09			Presentation	
4.	Go / No Go Decision	Jan '10				
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #6

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Investigate the implementation (pilot) of on-line collection of information to include: emergency contact information, email addresses, phone numbers, AUP, permission to publish student work, permission to give info (phone and email) to PTA and/or Foundation

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Technology Team to investigate possible pilot	May '09			Meeting minutes	
2.	Scope and Timeline established	May '09			Scope Document	
3.	Go / No Go for Pilot	June '09				
4.						
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #7

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

1. Action Plan Objective: Implement MailChimp to manage eBlasts

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Director of Technology to establish account(s)	April '09			Account accessible	
2.	Technology Director to work with school sites on use of MailChimp	May '09			Successful use of MailChimp by school sites	
3.						
4.						
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #8

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Work with the PTA's to develop an awareness of the District Communication Plan and a desire for a community calendar

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Director of Technology and Team members meet with PTAs	June '09			Meeting minutes	
2.						
3.						
4.						
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #9

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Develop Communication FAQs and publish on the District website

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Communication Action Team to develop FAQ's re: Communication and publish on district website	June '09			Published FAQ's	
2.						
3.						
4.						
5.						

Del Mar Union School District
Communication Action Team
Strategic Actions

Revised: May 2009

District Strategic Plan Linkage: Communication Action Plan Objective: #10

Strategy: Implement effective communication that fosters and supports the Del Mar Union School District Mission Statement

Action Plan Objective: Investigate stakeholder 2nd language challenges and solutions

Step No.	Action Steps	Timeline	Staff Development	Resources	Evidence of Completion	Evaluation/ Results
1.	Establish working group	May '09			Meeting minutes	
2.	Find 2 nd language resources either online or at the San Diego County Office of Education	May '09			2 nd language Documents	
3.	Investigation of 2 nd Language Challenges	Nov '09			Meeting minutes	
4.	Recommendations for possible solutions to Leadership	Jan '10		Unknown	Leadership Meeting minutes	
5.						

6. ATTACHMENTS

A – Executive Sponsor Contact List

<i>Title</i>	<i>Member</i>
1. Superintendent	Name: Dr. Sharon McClain Address: 225 Ninth Street Phone: 858-822-8927 Fax: E-mail: smcclain@dmusd.org
2. Director of Technology	Name: Mr. Michael Casey Address: 225 Ninth Street Phone: 858-523-6040 Fax: 858-755-4361 E-mail: mcasey@dmusd.org

B – Communication Team Contact List

<i>Title</i>	<i>Member</i>
1. Co-Chair Person	Name: Jennifer Oliveira - Technology Teacher Address: Sycamore Ridge School Phone: 858-755-1060 Fax: 858-755-1258 E-mail: joliveira@dmusd.org
2. Co-Chair Person	Name: Michael Casey – Director of Technology Address: District Office Phone: 858-523-6040 Fax: 858-523-6043 E-mail: mcasey@dmusd.org
3. Board Member	Name: Comischell Rodriguez Address: District Office Phone: 858-755-9301 Fax: E-mail: comischell@aol.com
4. Principal	Name: Wendy Wardlow – Principal Del Mar Heights Address: Del Mar Heights School Phone: 858-755-9367 Fax: 858-755-6107 E-mail: wwardlow@dmusd.org
5. Teacher	Name: Chris Delehanty Address: Sage Canyon School Phone: 858-481-7844 Fax: 858-481-7949 E-mail: cdelehanty@dmusd.org
6. Teacher	Name: Gail Moran Address: Del Mar Heights School Phone: 858-755-9367 Fax: 858-755-6107 E-mail: gmoran@dmusd.org

7. Teacher	Name: Sandy Johnson Address: Ashley Falls School Phone: 858-259-7812 Fax: 858-259-1828 E-mail: fbettig@dmusd.org
8. Teacher	Name: Jodi Neilson Address: Ocean Air School Phone: 858-481-4040 Fax: 858-481-6657 E-mail: jneilson@dmusd.org
9. Assistant to the Superintendent	Name: Sherry Forte Address: District Office Phone: 858-523-3698 Fax: 858-755-4361 E-mail: sforte@dmusd.org
10. Parent	Name: Lee Parnell Address: Torrey Hills School Phone: 858-481-4266 Fax: 858-481-0344 E-mail: leeandrob@yahoo.com
11. Parent	Name: Kerry Traylor Address: Del Mar Hills Phone: 858-755-9763 Fax: 858-755-6107 E-mail: ktraylordm@gmail.com

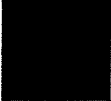


C – Board Policies

0440 District Technology Plan

1100 Communication with the Public

1113 District and School Web Sites



D – Plan Review

The District Communications Plan will be reviewed and updated as necessary on an annual basis. The Superintendent's designee for Communications Liaison is responsible for the Communication Plan the annual review of the Plan.

The review committee should represent the following stakeholders: District Communications Liaison; District Office Staff; Teacher(s); Parent(s); Principal(s); Site Admin Staff.



E – Acknowledgements

Communications Task Force Team:

Michael Casey
Chris Delehanty
Sherry Forte
Sandy Johnson
Gail Moran
Jodi Neilson
Jennifer Oliveira
Lee Parnell
Comischell Rodriguez
Kerry Traylor
Wendy Wardlow

District/Site Staff:

Linda Mettling
Randy Wheaton

Regular Board Meeting of May 27, 2009

May 19, 2009

To: Board Members
From: Rodger Smith, Director of Human Resources and Facilities Planning
Through: Sharon McClain, Superintendent
Subject: Second Reading and Board Approval, New Administrative Regulation 4261.4, "Catastrophic Leave Program" for Classified Personnel

As reported to the Board during the regular April Board meeting, an unfortunate terminal illness that took the life of one of the district's classified employees earlier this year raised the question of the lack of availability of a catastrophic leave program for classified employees. Certificated employees have access to such a leave program through the collective bargaining contract between the District and DMCTA. Based on several requests from classified employees for the District to develop a catastrophic leave program, the proposed new administrative regulation that addresses this topic was created.

The catastrophic leave program that is contained in proposed Administrative Regulation 4261.4 is based upon the program that is available to certificated staff members. The program would make up to sixty days of donated leave available to a classified employee who is incapacitated for an extended period of time by illness or injury or a member of the employee's family is incapacitated by illness or injury and the employee must miss work in order to care for the family member. Under the provisions of Administrative Regulation 4261.4, leave is donated, with certain limitations, by other classified employees on a voluntary basis to the affected classified staff member. This leave program is intended to limit the financial losses of the affected employee by providing additional leave that would not otherwise have been available to the employee.

The proposed catastrophic leave program has been reviewed by a representative group of classified employees and is supported by these employees.

Presented for a 2nd Reading and Approval by the Board of Trustees: May 27, 2009

Fiscal Impact: Due to the fact that the proposed Administrative Regulation is supported by leave that has already been earned and accumulated by classified employees in the district, this new regulation does not represent an additional cost to the district.

Recommended: The Superintendent recommends Board approval of new Administrative Regulation 4261.4, "Catastrophic Leave Program" for Classified Personnel.

8.3

Regular Board Meeting of May 27, 2009

Presented for a 2nd Reading and Approval by the Board of Trustees: May 27, 2009

DEL MAR UNION SCHOOL DISTRICT
CLASSIFIED PERSONNEL

ADMINISTRATIVE REGULATION 4261.4: CATASTROPHIC LEAVE PROGRAM

The District shall provide a catastrophic leave program for classified employees.

Definition

The term “catastrophic illness” or “injury” is defined as: an illness or injury that is expected to incapacitate the receiving classified employee for an extended period of time or an illness or injury that incapacitates a member of the employee’s immediate family for an extended period of time. This incapacity requires the employee to take time off from work for an extended period of time to care for that family member thereby creating a financial hardship for the employee because the employee has exhausted all sick and other paid time off.

Catastrophic Leave Bank

1. The District shall establish a Catastrophic Leave Bank to which any classified employee may donate earned and unused sick leave days and/or earned and unused vacation days.
2. The donation referenced in #1 above shall be irrevocable and shall be accomplished by the employee filing an “Employee Catastrophic Leave Deposit Form.” The form shall clearly state that the sick leave days and/or vacation days donated are irrevocably given and cannot be rescinded for any reason whatsoever including credit toward retirement.

Contributions to the Catastrophic Leave Bank

Classified employees may make contributions to the “Bank” under the following conditions:

1. Earned sick leave and/or vacation time may be donated to the “Bank” in increments of a minimum of eight hours. A classified employee may donate a maximum of forty hours of sick leave and forty hours of vacation leave may be donated in any fiscal year.

Presented for a 2nd Reading and Approval by the Board of Trustees: May 27, 2009

2. No employee may donate sick leave days unless the employee has accrued and maintains for his/her own use a minimum of the amount of sick leave he/she is eligible to receive in one year.
3. No employee may donate vacation days if doing so would reduce his/her accrued vacation days to less than five.

Withdrawal from the Catastrophic Leave Bank

Provided that the illness or injury is not due to an industrial illness or accident, employees who suffer a catastrophic long-term illness/injury and who have exhausted all available paid leave to which they are entitled may apply for additional paid sick leave from the "Bank." Withdrawal from "The Bank" will be made in accordance with the following:

1. The employee must submit a written request via the "Withdrawal from the Catastrophic Leave Bank" form for benefits to be derived from "The Bank." The information on the form must indicate the nature of the illness/injury, probable duration of absence from work, and must include a written certification from the employee's physician that the illness/injury is of a serious nature with prolonged treatment required.
2. The employee shall have exhausted all other paid leave to which they are entitled.
3. The initial allocation of leave from "The Bank" will be determined by the Superintendent or designee. The initial allocation shall be based upon the assessment of the attending licensed health care provider. The maximum amount an employee may withdraw is 90 (ninety) days. An extension may be requested by the employee for up to an additional 90 (ninety) days. The request for an extension shall be made to the Superintendent or designee in writing and must be accompanied by written certification by the attending licensed health care provider that the additional leave from work is required.
4. An employee who is allocated days of sick leave from "The Bank" shall receive compensation in the same manner as if they were utilizing regular paid sick leave. The employee shall be considered to be in regular paid status during the use of leave from "The Bank." Any sick and vacation leave earned by the employee when the employee is utilizing leave from "The Bank" shall be used as it is earned.
5. The total number of hours allocated to and used by employees from "The Bank" shall be deducted from "The Bank" as they are utilized. The number of days allocated from "The Bank" may not exceed the number of days donated at any time.
6. Decisions by the Superintendent or designee concerning eligibility or participation in the Catastrophic Leave Bank program are final and are not subject to any form of dispute resolution.

Annual Statement Regarding the Catastrophic Leave Bank

During September of each year, the Assistant Superintendent, Business Services, shall issue a statement to all classified employees outlining the number of days available in "The Bank" as of September 1. The annual statement shall also report the number of days of leave that were used in the previous year.

May 27, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: First Reading/Approval, Revision to Board Policy 1330: Use of Facilities

The Superintendent recommends a change in Board Policy/Administrative Regulations 1330 in order that the District not be required to provide and pay for additional services beyond the normal working activities of District maintenance and operations workers for "Fee Exempt" groups who wish to use District facilities. The change in Administrative Regulations is in Exhibit 5, item 1. b. (5).

FISCAL IMPACT: This item has the potential to reduce classified salary expenses by an estimated \$102,633.

RECOMMENDED: The Superintendent recommends approval of revised Board Policy 1330: Use of Facilities

8.4

DEL MAR UNION SCHOOL DISTRICT
COMMUNITY RELATIONS

BOARD POLICY 1330: USE OF SCHOOL FACILITIES

It is the policy of the district to grant the use of its school facilities and grounds as a civic center only by written agreement upon the terms and conditions set forth in this Board Policy and only for the following purposes.

Types of Activities Permitted

1. Public, literary, scientific, recreational, educational, or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization. The Board will charge the church or religious organization a fee for its use of school facilities and grounds at least equal to the district's direct costs.
4. Child care or day care programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities.
7. Additionally, the district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The district policy is to cooperate with these agencies in furnishing and maintaining such services as may be deemed necessary by the Governing Board to meet the needs of the community.
8. Other purposes deemed appropriate by the Board.

Types of Activities Prohibited

1. Any use of school facilities and grounds by an individual, group, club or organization for commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States or of the state by force, violence, or other unlawful means.

Board Policy/Admin. Reg./Exhibits 1330 (replaces B.P./A.R./E. 1000 approved Nov. 20, 2002)

1st Reading of B.P./A.R./E. 1330: November 16, 2005

2nd Reading and Approval by the Board of Trustees: December 14, 2005

2. Any use of school facilities or grounds that is inconsistent with the use of a school's facilities or grounds for school purposes or which interferes with the regular conduct of schoolwork.
3. Commercial advertising.
4. Activities which involve the possession, consumption and/or sale of alcoholic beverages or any substance restricted by law.
5. Fund-raising activities which are not beneficial to youth or the public school activities of the district as determined by Board policy or action of the Board.
6. Activities that do not comply with the laws of the United States, the State of California, this Board Policy, related regulations, or any other policy or regulation of the district.

The district may require the furnishing of additional information as it deems necessary in order to make the determination that school buildings and grounds will not be used for a prohibited activity. The determination of whether the use of school buildings and grounds is for a prohibited activity is within the sole discretion of the Board.

Rules and Procedures for the Use of School Facilities and Grounds

The Board has exclusive right to manage, direct and control the use of its school facilities and grounds. The use of district facilities and grounds are subject to and conditioned upon the following rules:

1. General Rules
 - a. Any group, club or organization which includes minors shall have an adult present to supervise its use of school facilities or grounds.
 - b. Any use of school facilities and grounds for civic center activities shall not be inconsistent with the use of the school facilities and grounds for school purposes and shall not interfere with the regular conduct of schoolwork.
 - c. Priority of use will be given to nonprofit groups, clubs and organizations organized to promote youth and school activities.
 - d. No school furniture, equipment or apparatus may be removed or displaced by any person, persons, or organizations without permission from the principal. School property may not be removed from the school premises at any time.

- e. School property must be protected from any loss, damage or destruction. Each user is responsible for the condition in which school property is left. If school property is lost, damaged or destroyed, the user will be charged an amount necessary to replace or repair the property, and further use of school facilities may be denied.
- f. There will be no smoking in any school building. Alcoholic beverages, illegal drugs or firearms are not permitted on school premises.
- g. The district does not assume responsibility for claims for personal injury, bodily injury or property damages, liability cost or expense which does or may arise out of the use of school facilities or grounds.

2. Application Procedures

Every applicant group, club or organization desiring to use district school facilities or grounds must comply with the following procedures:

- a. Any individual applying for the use of school property on behalf of any group, club or organization shall be a member of the applicant group and, unless he or she is an officer of the group, must present written authorization from the applicant group to make the application and execute the required documents. All documents required before use may be granted may be obtained from, and must be submitted to, the Administrative designee of the Facilities Department at the District Administration Center.
- b. Complete "REQUEST FOR USE OF SCHOOL FACILITIES AND/OR GROUNDS" (*Exhibit 1*) no later than 10 days prior to the date that the group, club or organization has requested to use the district's facilities or grounds. The hours of requested use specified in the application shall determine the period during which the school property may be used. Special permission must be obtained from the Facilities Department at the District Administration Center, who will work in conjunction with the local school site Principal before any extension of time will be permitted.
- c. Pursuant to California Education Code 38130-38138, complete and sign under penalty of perjury, "STATEMENT OF INFORMATION" (*Exhibit 2*). The Board, in its sole discretion, may consider any Statement of Information as continuing in effect for the period of one year from the date of the signature thereon. The Board also may require additional information as it deems necessary to determine that the use of school property for which application is made does not violate Education Code section 40044.
- d. Complete and sign, "HOLD HARMLESS AGREEMENT" (*Exhibit 3*).

Board Policy/Admin. Reg./Exhibits 1330 (replaces B.P./A.R./E. 1000 approved Nov. 20, 2002)

1st Reading of B.P./A.R./E. 1330: November 16, 2005

2nd Reading and Approval by the Board of Trustees: December 14, 2005

- e. Each applicant, except those that are fee exempt, shall provide no later than five school days prior to the use of district facilities and/or grounds, a certificate of insurance and policy endorsement in accordance with, "LIABILITY INSURANCE REQUIRED FOR USE OF SCHOOL FACILITIES AND GROUNDS FOR NONSCHOOL PURPOSES" (*Exhibit 4*). Failure to timely submit these documents will result in denial of the requested use of school facilities and grounds.
- f. Each applicant shall submit the payment of fees for the use of the school facilities and grounds in accordance with, "CHARGES FOR THE USE OF FACILITIES AND GROUNDS" and "FEE SCHEDULE" (*Exhibit 5*) attached thereto. The appropriate fee shall be submitted no later than five working days prior to the date of use of the school facilities and grounds. If advance payment of the appropriate fee is not submitted in a timely manner, use of school facilities and grounds will not be granted.

Legal Reference:

EDUCATION CODE*10900-10914.5 Community recreation programs**32282 School safety plan**38130-38138 Civic Center Act: use of school property for public purposes*BUSINESS AND PROFESSIONS CODE*25608 Alcoholic beverage on school premises*UNITED STATES CODE, TITLE 20*7905 Equal access to public school facilities*COURT DECISIONS*Good News Club v. Milford Central School, (2001) 533 U.S. 98**Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384**Cole v. Richardson, (1972) 405 U.S. 676**Connell v. Higgenbotham, (1971) 403 U.S. 207**ACLU of So. Calif. v. Board of Education of Los Angeles, (1961) 55 Cal.2d 167**Ellis v. Board of Education, (1945) 27 Cal.2d 322*ATTORNEY GENERAL OPINIONS*82 Ops. Cal. Atty. Gen. 90 (1999)**79 Ops. Cal. Atty. Gen. 248 (1996)***Management Resources:**CDE LEGAL ADVISORIES*1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89*

DEL MAR UNION SCHOOL DISTRICT
COMMUNITY RELATIONS

ADMINISTRATIVE REGULATION TO BOARD POLICY 1330:
USE OF SCHOOL FACILITIES

Field Scarcity

The Governing Board recognizes that the Del Mar/Carmel Valley area lacks an adequate number of youth ball fields to accommodate all requesting youth sports in the area. As a result, the district will not be able to approve all applications submitted for field use from youth athletic leagues/independent teams.

Need to Apply to CVRC/Collaboration with CVRC

As a result of this scarcity of available DMUSD ball fields, the Board encourages all Del Mar/Carmel Valley youth athletic leagues/independent teams to apply to the Carmel Valley Recreation Council for use of Carmel Valley ball fields. The Del Mar/Carmel Valley youth athletic leagues/independent teams that do NOT APPLY for Carmel Valley ball fields will NOT be eligible for DMUSD ball fields.

The Board encourages DMUSD staff to cooperate with the Carmel Valley Recreation Council as the District and CVRC consider field allocation applications. The Board encourages DMUSD staff to make final field allocation decisions (1) that align with the intent of this regulation, and (2) that benefit the overall youth of the community.

Application Priority

The DMUSD staff is instructed to provide TOP field allocation priority to those youth athletic leagues that have continuously used the DMUSD ball fields since 1992. This top priority extends from Monday through Saturdays, and excludes Sundays.

The second priority for field allocation will be youth athletic leagues that are affiliated with state/national youth organizations that have NOT been continuously using DMUSD ball fields since 1992. A majority of athletes in any youth athletic league must reside in the 92014 and 92130 zip codes. The second priority approval also extends from Monday through Saturdays.

The third priority for field allocation will be independent teams or leagues that are not affiliated with state/national youth organizations. A majority of athletes on the roster of the independent team or league must reside in the 92014 and 92130 zip codes.

Application Form/Insurance

To apply for field use, a team must demonstrate tentative proof of insurance for the upcoming season at the time of application. The team must also show a realistic number of proposed participants, including numbers from the previous season. The actual insurance policy for the season must be provided to the district by the sports league 14 days prior to the actual start of practice activity.

Safety Plan

To apply for field use, an applicant team/organization must submit a written safety plan which clearly identifies the maximum number of players that will be allowed on the field at one time, and a description of the supervision plan that the team/organization will use to insure the safety of the players/spectators. The safety plan will clearly identify a plan to promote the safety and well-being of players who are injured during practice/games. Failure to observe the agreed upon safety plan during the season is cause for the District to cancel the team/organization's use permit.

Invoicing

The district will invoice leagues/teams on a proportional basis for porta-potty service charges at school sites that are being used by youth sports leagues. Youth sports leagues agree to pay the porta-potty invoice within 30 days of receipt.

Inclement Weather Cancellation

In the event that inclement weather makes it necessary for the DMUSD to cancel use of the fields, the youth sports leagues agree to immediately cancel scheduled activity upon notification by authorized DMUSD personnel.

DEL MAR UNION SCHOOL DISTRICT
USE OF SCHOOL FACILITIES

STATEMENT OF INFORMATION

The undersigned, as duly authorized representative for _____, states that, to the best of his/her knowledge, the school property for use of which application is hereby made will not be used for the commission of any crime or any act which is prohibited by law.

The undersigned further declares that _____, the organization on whose behalf he/she is applying for the use of school property, upholds and defends the Constitutions of the United States and the State of California.

(Signed)

(Date)

(organization if applicable)

DEL MAR UNION SCHOOL DISTRICT
USE OF SCHOOL FACILITIES

HOLD HARMLESS AGREEMENT

In consideration for the use of school district facilities and/or grounds, the undersigned authorized officer, on behalf of the applicant group, club or organization, its members and participants in its activities on district property hereby agrees to indemnify and hold harmless the district, its officers, agents and employees from any and all liabilities, claims, obligations, judgments, suits, costs, damages, expenses, attorneys' fees, incurred or paid, arising out of, or on account of, any property loss, damage or destruction, personal injury or death, or any other damages of whatever kind or nature, arising out of or related to its use of school district facilities and grounds to the full extent provided by law.

The terms of this HOLD HARMLESS AGREEMENT shall be binding upon the heirs, executors, administrators, successors and family members of the group, club or organization, its members and participants in its activities on district property.

The unenforceability, invalidity, or illegality of any provision of this agreement shall not render any other provision unenforceable, invalid or illegal.

I HEREBY CERTIFY THAT I HAVE READ THIS DOCUMENT FULLY, UNDERSTAND EACH AND EVERY TERM AND PROVISION, AND THAT I EXECUTE THIS DOCUMENT VOLUNTARILY.

I further certify that I have been provided full opportunity to consult with an attorney or any other individual at my own expense as to the meaning and legal affect of this document.

Applicant: _____, also certifies that I am the duly qualified and authorized officer of:

(name of group)

Dated: _____ Applicant Signature _____

DEL MAR UNION SCHOOL DISTRICT
USE OF SCHOOL FACILITIES
LIABILITY INSURANCE REQUIRED FOR USE OF SCHOOL FACILITIES
AND GROUND FOR NONSCHOOL PURPOSES

The school district does not assume responsibility for claims for personal injury, bodily injury, or property damage arising from the granting of the use of its school facilities and grounds. Accordingly, the district requires that all applicants, except those that are fee exempt, sign and comply with the following provisions.

Personal Injury, Bodily Injury, and Property Damage Insurance

Prior to the approval of the Request for Use of School Facilities and/or Grounds, the applicant shall submit to the Superintendent or designee, a certificate of insurance along with the insurance company's policy endorsement of comprehensive general liability in the amount of \$ 1,000,000.00.

1. Such document shall name the Del Mar Union School District as an additional insured and shall be signed by an authorized officer of the insurance company.
2. The insurance carrier's policy coverage shall also contain provisions which include:
 - a. Primary coverage before the district's policy.
 - b. Any aggregate limits shall apply separately to each insured.
 - c. Carrier agrees not to call on the district for any contribution in the settlement of a claim.
 - d. No other contribution by the district is required.

The following shall apply when the loss, damage, or destruction of school property is not covered under the provisions of the certificate of insurance and the policy endorsement:

1. Applicant, individually and/or jointly with the group, agrees to be responsible for all liabilities arising out of the activity and agrees that the applicant's liability for injuries and property loss, damage, or destruction shall be primary to any applicable coverage owned or held by the district, its successors, assigns or nominees.
2. Applicant shall be provided with an invoice for an amount necessary to repay the loss, damage, or destruction.
3. Applicant's failure to pay said damages shall constitute sufficient cause for the district to take whatever legal action the district considers appropriate against the applicant.
4. Such action may include, but is not limited to, immediate cancellation of the application, disapproval of future applications to use school facilities and grounds, and legal action to recover damages.

Board Policy/Admin. Reg./Exhibits 1330 (replaces B.P./A.R./E. 1000 approved Nov. 20, 2002)

1st Reading of B.P./A.R./E. 1330: November 16, 2005

2nd Reading and Approval by the Board of Trustees: December 14, 2005

DEL MAR UNION SCHOOL DISTRICT
USE OF SCHOOL FACILITIES
CHARGES FOR USE OF FACILITIES AND GROUNDS

Charges for the use of facilities and grounds shall be made in accordance with the following structure:

1. Fee Exempt
 - a. Definition: No fee will be charged
 - b. A fee shall not be charged when an alternative location is not available to those applicants who qualify as nonprofit organizations and/or clubs organized to promote youth and school activities, including, but not limited to:
 - (1) Girl Scouts, Boy Scouts, Camp Fire, Inc. etc.
 - (2) Parent-teachers' associations
 - (3) School-community advisory councils
 - (4) This section shall not apply to any group, which uses school facilities or grounds for fund raising activities, which are not beneficial to youth or public school activities of the district, as determined by the Board.
 - (5) *This section shall not apply to any group, which uses school facilities or grounds during non-school hours or on a non-school day, or groups that require additional services beyond the normal working activities of school maintenance and operations workers. In these cases, groups will be charged direct costs.*
2. Direct Costs
 - a. Definition: Those costs incurred for supplies, utilities, janitorial services, maintenance of sports fields for practice and games by youth sports teams, services of any other district employees, and salaries paid to school district employees necessitated by the organization's use of the school facilities and grounds of the district (see attached Fee Schedule).
 - b. Activities which will be charged direct costs shall include activities which do not fall within the fee exempt or fair rental value classifications.
3. Fair Rental Value
 - a. Definition: The direct costs to the district, plus the amortized costs of the school facilities or grounds used for the duration of the activity authorized (see attached Fee Schedule).
 - b. Activities which will be charged fair rental value shall include:

Board Policy/Admin. Reg./Exhibits 1330 (replaces B.P./A.R./E. 1000 approved Nov. 20, 2002)

1st Reading of B.P./A.R./E. 1330: November 16, 2005

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- (1) Fund-raising entertainment/meetings and activities where admission fees are charged, or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the district or for charitable purposes.
- (2) Commercial use.

Exhibit 6

DEL MAR UNION SCHOOL DISTRICT
USE OF SCHOOL FACILITIES

**PROPOSED MODIFICATIONS TO
FACILITIES USE FEE SCHEDULE**

	Direct Costs	Fair Rental Value
<u>1. Multipurpose Room</u>	\$50 / hour	\$100 / hour
<u>2. Classroom</u>	\$20 / hour	\$60.00 / hour
<u>3. Sport Fields</u> for Practice and Games by Youth Sports Teams	\$5.00 / hour	\$35.00 / hour (\$280 /day)

DAYS AND HOURS OF OPERATION

Monday through Friday: 4:30 p.m. until dusk unless otherwise specifically arranged.
Saturday: 8:00 a.m. until dusk unless otherwise specifically arranged.
Sunday: not open unless otherwise specifically arranged.

~~EQUIPMENT AND CUSTODIAL SURCHARGES~~ ~~COST PER MEETING~~

~~Overhead/Opaque Projector and Screen\$25.00~~
~~LCD Projector and Screen\$25.00~~
~~Sound System\$100.00~~
~~Piano\$25.00~~
~~Portable Sound System\$50.00~~
~~Custodial Surcharge for Additional Time (per hour).....\$50.00~~
~~(Current rate = \$34.52)~~

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Board Approval, Change of Date for the July 22, 2009 Regular Board Meeting

The 2009 DMUSD regular meeting schedule for the Board of Trustees has July 22, 2009 as the date for the July Board meeting. Due to a conflict that has arisen on this date for a member of the Board, a change in the date would allow all Board members to be present at the July meeting. If it is the Board's desire not to reschedule the July meeting, the Board could proceed with the July 22, 2009 meeting with four Board members present.

An alternative date, for the Board to meet could possibly be on Wednesday, July 29, 2009.

FISCAL IMPACT: None.

RECOMMENDED: Superintendent recommends rescheduling the July 22, 2009 Regular Board Meeting to July 29, 2009.

8.5

May 27, 2009

To: Board Members

From: Katie Shanahan, Coordinator, State and Federal Projects

Through: Sharon McClain, Superintendent

Subject: First Reading, Revision to Board Policy 1312.3, Uniform Complaint Procedures

The state legislature enacted revised requirements for a school district's Uniform Complaint Procedures. In keeping with these new regulations, which reflect the *Williams* legislation, several additions need to be made to our current policy. Also, the actual complaint form requires updating, as well as the *Williams* notice posted in all classrooms.

The additions are in **bold**, and the complaint form and the classroom notice have been replaced with updated versions.

FISCAL IMPACT:	Revenue:	Not applicable
	Expenditure:	Not applicable
	Fund Balance:	Not applicable

RECOMMENDED: No action required. This is a first reading.

DEL MAR UNION SCHOOL DISTRICT
COMMUNITY RELATIONS

BOARD POLICY 1312.3: UNIFORM COMPLAINT PROCEDURE

Purpose and Scope:

The Board of Trustees ("Board") recognizes that the District is responsible for complying with applicable state and federal laws and regulations governing educational programs. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance. The District shall also use uniform complaint procedures when addressing complaints alleging failure to comply with state and/or federal laws, consolidated categorical aid programs, child nutrition programs and special education programs.

The Board clarifies that these same uniform complaint procedures may be used to file complaints with the District or to appeal District decisions which concern unlawful discrimination under the following federal/state laws: Section 504 or the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 (ADA) for the charges of discrimination based on mental or physical disability; Title IX of the Education Amendments of 1972 charges of discrimination/harassment based on sex including charges of sexual harassment; and Title VI of the Education Amendments of 1964 for charges of discrimination based on race, color, or national origin. Title 5, California Code of Regulations, Section 4900, et, seq. includes sexual identification, gender identity, ethnic identification, and ancestry.

Additionally, the District shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, including:

1. The following issues related to insufficiency of instructional materials:
 - a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state adopted or district adopted textbooks of other required instructional materials to use in class.
 - b. A pupil does not have access to instructional materials to use at home or after school in order to complete the required homework assignments.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
2. Facility conditions that pose an emergency or urgent threat to the health or safety of pupils or staff such as:

Board Policy 1312.3 (was B.P. 6006 last revised by the Board: December 15, 2004)

Date B.P. 1312.3 reviewed by the Board of Trustees: November 16, 2005

2nd Reading and Approval by the Board of Trustees: December 14, 2005

- a. Gas leaks
 - b. Nonfunctioning heating, ventilation, fire sprinklers, or air conditioning systems
 - c. Electrical power failure
 - d. Major sewer line stoppage
 - e. Major pest or vermin infestation
 - f. Broken windows or exterior doors or gates that will not lock and that pose a security risk
 - g. Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff
 - h. Structural damage creating a hazardous or uninhabitable condition
 - i. Any other emergency conditions that the school district determines appropriate
 - j. Emergency facilities needs do not include any cosmetic or nonessential repairs
3. The following teacher vacancy and misassignment issues:
- a. A semester begins and a credentialed teacher is not assigned to teach the class.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects student and employee rights to privacy under the law. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts as required by law. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis, or as required by law.

The Board prohibits unlawful retaliation in any form for participation in the uniform complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Designation of Person to Receive Complaints

The Governing Board designated the following compliance officer(s) to receive and investigate complaints and to ensure District compliance with the law:

Superintendent of Schools
225 Ninth Street
Del Mar, CA 92014

The compliance officer shall ensure that employees designated to investigate such complaints are knowledgeable about the laws and programs for which they are responsible.

For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or his or her designee at the school site where the complaint arises.

Notifications

The compliance officer shall meet the notification requirements of California Code of Regulations, Title 5, Section 4622, and all other applicable law, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the State Department of Education.

Additionally, the school principal is responsible for ensuring that each classroom has the required standardized notice posted to notify parents and guardians of the opportunity to complain about instructional materials and facility issues. The notice shall be conspicuously posted in each classroom (*Exhibit 2*).

California Administrative Code, Title 5, Section 4611 mandates that the complaints listed below shall be referred to the specified agencies for appropriate resolution and are not subject to the local Board of Education and/or to the State Department of Education's complaint procedures, as set forth in this policy unless these procedures are made applicable by separate interagency agreements or by other applicable law:

1. Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.

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3. Discrimination issues involving Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR). Title IX complainants will only be referred to the OCR if there is not a state discrimination law or regulation at issue. Unless otherwise negotiated through a memorandum of understanding/agreement, a preliminary inquiry and/or investigation concerning these complaints will be conducted by OCR. The complainant shall be notified by certified mail if his/her complaint is transferred to OCR by the State Superintendent of Public Instruction.
4. Civil rights complaints involving Child Nutrition Programs will be investigated and the complaint and results of the investigation will be sent to the USDA Food and Consumer Service. A courtesy copy of this complaint will be sent to the Complaint Coordinator with the Department of Education, Child Nutrition and Food Distribution Division. Program complaints involving Child Nutrition Programs that are non-discriminatory issues such as program service or violation of Federal or State laws or regulations that cannot be resolved shall be directed to the Complaint Coordinator with the Department of Education, Child Nutrition and Food Distribution Division.
5. Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410. The complainant shall be notified by certified mail of any DFEH transferal.
6. Allegations of fraud shall be referred to the responsible Department Division Director and Department's Legal Office.

Definition of Terms

As used in these procedures, the definitions of terms are:

- a) **Appeal** shall mean a request made in writing to the State Superintendent of Public Instruction by a complainant requesting reconsideration or a reinvestigation of the District's decision.
- b) **Complainant** shall mean any individual including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination in programs and activities funded by the state or receiving any financial assistance from the state.
- c) **Complaint** shall mean a written and signed statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.

- d) **Complaint Investigation** shall mean an administrative process used by the District for the purpose of gathering data regarding the complaint.
- e) **Complaint Procedure** shall mean an internal process used by the District to process and resolve complaints.
- f) **Compliance Agreement** shall mean an agreement between the Department of Education and the District, following a finding of non-compliance by the Department, developed by the District, and approved by the Department to resolve the non-compliance.
- g) **Days** shall mean calendar days unless designated otherwise.
- h) **Department** shall mean the California Department of Education.
- i) **Direct State Intervention** shall mean the steps taken by the Department of Education to initially investigate complaints or effect compliance.
- j) **Mediation** shall mean a problem-solving activity whereby a third party assists the complainant and District to a dispute in resolving the problem.
- k) *Misassignment shall mean the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential, or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by the statute to hold.*
- l) **State Mediation Agreement** shall mean a written voluntary agreement, approved by the Department of Education, which is developed by the local agency and complainant with assistance from the Department to resolve an allegation of non-compliance.
- m) *Teacher vacancy shall mean a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year, or if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.*

Procedures

The following procedures shall be used to address all written complaints by any individual, public agency, or organization based on one or more of the grounds as cited above.

Filing of Complaint

*Board Policy 1312.3 (was B.P. 6006 last revised by the Board: December 15, 2004)
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 2nd Reading and Approval by the Board of Trustees: December 14, 2005*

Complaints shall be made using the standard form attached. (*Exhibit 1*)

For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint may be anonymous. However, if the complainant requests a response, he or she must provide contact information.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the compliance officer, upon written request by the complainant setting forth the reasons for the extension, for good cause for a period not to exceed 90 calendar days following the expiration of the time allowed. The compliance officer shall respond immediately upon receipt of requests for extensions.

The complaint shall be presented to either the compliance officer or principal/designee, depending on the nature of the complaint. The compliance officer or principal/designee will maintain a log of complaints received, providing each one with a number and a date stamp.

If the complaint concerns insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or the designee at the school site where the complaint arises. If the complaint is beyond the authority of the school principal, he or she must forward it to the appropriate school district official within ten (10) working days of receipt of the complaint.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint.

Investigation of Complaint

The compliance officer or principal/designees shall make all reasonable efforts to investigate any problem within his or her authority. The investigation shall provide an opportunity for the complainant, or the complainant's representative, to present information relevant to the complaint. The investigation may include an opportunity for the parties to the dispute to meet to discuss the complaint or to question each other or each other's witnesses.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation,

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may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the LEA to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Response

For complaints processed by the compliance officer, a written decision shall be issued to the complainant within thirty (30) calendar days of receiving the complaint. This decision shall contain the findings and disposition of the complaint, including corrective actions, if any, the rationale for such disposition, notice of the complainant's right to appeal the local educational agency decision to the Department, and the procedures to be followed for initiating an appeal to the Department. If an employee is disciplined according to established District policy as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any additional information as to the nature of the disciplinary action. This time period may be extended by written agreement between the complainant and the District.

For complaints processed by the principal or designee, valid complaints must be remedied within a reasonable time period but not to exceed thirty (30) working days from the date the complaint was received. If a response was requested in the complaint, the principal/designee shall prepare and send to the complainant a written report within forty-five (45) working days of the initial filing of the complaint. This time period may be extended by written agreement between the complainant and the District.

Appeal

For complaints processed by the compliance officer, if a complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) calendar days of receiving the written decision, file his/her complaint in writing with the Board. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the sixty (60) calendar days time limit in which the complaint must be answered.

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's

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decision and must include a copy of the locally filed complaint and the District's decision.

For complaints processed by the principal or designee, if the complainant is dissatisfied with the resolution of the complaint, he or she has the right to describe the complaint to the Governing Board of the school district at a regularly scheduled hearing of the Board. The Governing Board will then respond to the appeal in writing within sixty (60) calendar days of the District's initial receipt of the complaint or within an extended time period that has been specified in a written agreement with the complainant. The final decision must be issued within sixty (60) calendar days from the date of receipt of the complaint, unless the complainant has agreed in writing to extend the timeline.

If the complaint involves facility issues that pose an emergency or urgent threat, an appeal can be sent directly to the Superintendent of Public Instruction (SPI). The SPI will provide a written report to the State Board of Education describing the complaint and a proposed remedy, as appropriate.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures as provided by law. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. Except as provided by law, for discrimination complaints, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has properly notified in writing, as applicable, its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, and other interested parties of the District's complaint procedures, including the complainant's opportunity to appeal if dissatisfied with a decision.

Direct State Intervention

The California Department of Education may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 and other applicable law exists. In addition, the California Department of Education may also intervene in those cases where the District has not taken action within sixty (60) calendar days of the date the complaint was first filed with the District.

Reporting Requirements

The District's designee must submit a quarterly report, in the format as attached (*Exhibit 3*), to the County Superintendent and the Governing Board on the nature and resolution of complaints addressing insufficient instructional materials, teacher vacancies and misassignments, an emergency or urgent facilities issues.

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The summaries must be publicly reported on a quarterly basis at a regularly scheduled meeting of the Governing Board.

Public Records

Complaints, responses and quarterly reports concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues will all be considered public records, to the extent required by law.

Legal Reference:

EDUCATION CODE

200-262.3 Prohibition of discrimination
 8200-8498 Child care and development programs
 8500-8538 Adult basic education
 18100-18172 School libraries
 32289 School safety plan, uniform complaint procedure
 35186 Alternative uniform complaint procedure
 48985 Notices in language other than English
 49060-49079 Student records
 49490-49590 Child nutrition programs
 52160-52178 Bilingual education programs
 52300-52499.6 Vocational education
 52500-52616.24 Adult schools
 52800-52870 School-based coordinated programs
 54000-54041 Economic impact aid programs
 54100-54145 Miller-Unruh Basic Reading Act
 54400-54425 Compensatory education programs
 54440-54445 Migrant education
 54460-54529 Compensatory education programs
 56000-56885 Special education programs
 59000-59300 Special schools and centers

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62000-62005.5 *Evaluation and sunseting of programs*

64000-64001 *Consolidated application process*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section*

4600-4671 *Uniform complaint procedures*

4900-4965 *Nondiscrimination in elementary and secondary education programs*

PENAL CODE

422.6 *Interference with constitutional right or privilege*

UNITED STATES CODE, TITLE 20

6301-6577 *Title I Basic Programs*

6601-6777 *Title II Preparing and Recruiting High Quality Teachers and Principals*

6801-6871 *Title III, Language instruction for limited English proficient and immigrant students*

7101-7184 *Safe and Drug-Free Schools and Communities Act, including*

7114 *Local educational program, safety plans*

7201-7283g *Title V Promoting Informed Parental Choice and Innovative Programs*

7301- 7372 *Title VI Rural and Low-Income School Programs*

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

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Del Mar Union School District
Uniform Complaint Procedures Williams Settlement Form
For Education Code Section 35186 Complaints

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name: (Optional) _____ Mailing Address: _____

Phone Number: (Optional) Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

Please file this complaint at the following location:

Superintendent, Del Mar Union School District
 225 Ninth Street
 Del Mar, CA 92014
 858-755-9301

DEL MAR UNION SCHOOL DISTRICT UNIFORM COMPLAINT FORM

School Name: _____

Name (optional, but required if response is requested): _____

Date Submitted: _____

Subject of Complaint:

☐

Sufficiency of instructional materials, condition of facility, teacher vacancy or misassignment. (File complaint at school site where complaint arises).

☐

Other (File complaint at District Office, 225 9th Street, Del Mar, CA 92014).

Please describe the complaint in detail. Add additional sheets if necessary.

☐

I request a response. Direct response to:

Name (Signature of Complainant): _____

Address: _____

City/State/Zip Code: _____

Phone: _____

See Revised Ex. 1

DEL MAR UNION SCHOOL DISTRICT

ATTENTION PARENTS AND GUARDIANS

**IMPORTANT INFORMATION ABOUT
INSTRUCTIONAL MATERIALS AND
SCHOOL FACILITIES**

Uniform Complaint Procedures

State law requires the following:

1. There should be sufficient textbooks and instructional materials. Each student, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe and maintained in good repair.

If you do not think these requirements are being met, you may obtain a Uniform Complaint Form at the following location:

- ☐ Principal's Office or
- ☐ District Administration Office, 225 9th Street, Del Mar, CA 92014



WILLIAMS UNIFORM COMPLAINT PROCEDURES

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY**For submission to Board of Trustees and San Diego County Office of Education**

District Name: Del Mar Union School District

Quarter covered by this report (ex. Jan-Mar 2005):

Please fill in the following table. Enter 0 in any cell that does not apply.

	Number of Complaints received In quarter	Number of Complaints resolved	Number of Complaints unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
Totals:			

Submitted by:

Title:

May 21, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Discussion, Board Members Attendance at 6th Grade Promotions

The 2009 DMUSD 6th Grade Promotion Ceremonies will be held at all school sites on Thursday, June 11, 2009 beginning at 8:30 a.m.

The Board Members and Superintendent attend a promotion ceremony at different school sites. The Board needs to discuss their attendance at six of the school sites. Assistant Superintendents and Directors will attend the remaining school sites' ceremonies.

Ashley Falls	
Carmel Del Mar	
Del Mar Hills Academy	Sharon McClain
Del Mar Heights	
Ocean Air	
Sage Canyon	Comischell Rodriguez
Sycamore Ridge	
Torrey Hills	

FISCAL IMPACT: None.

RECOMMENDED: Superintendent recommends the Board decide on the 6th Grade Promotions Ceremonies they will attend.

May 27, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: 1st Reading, Board of Trustees 2009/2010 Site Visitation Schedule

During 2008/2009, the Board visited the eight DMUSD school sites on a PLC Wednesday, which provided the Board with an opportunity to observe and interact with teachers and principals engaged in PLC conversations. Presented for your consideration is a draft site visitation schedule for the Board of Trustees for the 2009/2010 school year.

If it is the Board's desire to continue visitations on a PLC Wednesday, staff will work with principals and teachers to schedule site visitations similar to the 2008/2009 school year with a visit beginning at 12:45 p.m.

If the Board prefers to schedule visitations during regular school hours in the morning between the hours 8:30 a.m. to 10:30 a.m. or in the afternoon between the hours 12:30 p.m. to 2:15 p.m., staff will work with principals and teachers to determine the best time for each site.

School	PLC Wednesdays Visitation Date	Regular School Hours Visitation Date
Del Mar Hills	October 7	October 6
Sage Canyon	November 4	November 3
Del Mar Heights	December 2	December 1
Carmel Del Mar	January 20	January 26
Ashley Falls	February 17	February 9
Torrey Hills	March 3	March 2
Sycamore Ridge	April 14	April 20
Ocean Air	May 5	May 4

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

8.8

May 21, 2009

To: Board Members
From: Sharon McClain, Superintendent
Subject: Reminder of Upcoming Events and Schedules

Thursday, May 28, 2009

Sycamore Ridge Open House, 5:00 p.m.

Wednesday, June 3, 2009

7/11 District Advisory Committee Organizational Meeting, 2:00 p.m.,
Location: TBD

Thursday, June 4, 2009

Interest Based Bargaining training, Sycamore Ridge, Room E3, 12:00 p.m.

Friday, June 5, 2009

LAN Meeting, 10:00 a.m. – 12:00 p.m., Solana Beach School District

Thursday, June 11, 2009

6th grade promotions, 8:30 a.m.

Wednesday, June 24, 2009

Regular Board Meeting, 5:45 p.m., Del Mar Hills Academy

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

May 19, 2009

To: Board Members
From: Rodger Smith, Director of Human Resources and Facilities Planning
Through: Sharon McClain, Superintendent
Subject: 2009/2010 Enrollment and Staffing Projections

Following this narrative, you will find the report on enrollment projections that has been prepared by DecisionInsite. This report includes projections for enrollment in the Del Mar Union School District for the next ten years. The report includes both "Moderate" and a "Conservative" projections; DecisionInsite believes that the "Conservative" projections are more suitable for budget planning purposes and that the "Moderate" projections are more suitable for facilities planning purposes. In addition to the general "Final Report," both projections are included for each of the district's schools for the next ten years.

As reflected in the "Conservative" enrollment projections, DecisionInsite predicts a gradual decline in district enrollment beginning in 2009. The "Moderate" projection predicts that enrollment will grow gradually during the next five years, increasing by 176 students between 2009 and 2013. Of significant note are the projections for Ashley Falls and Del Mar Hills that predict enrollment at or under 300 students for both schools beginning with declining enrollment in 2009 and continuous declining enrollment through 2013. Also of significant note is the assumption that housing growth of approximately 3000 units will occur during the next ten years; this assumption includes significant housing construction in Pacific Highlands Ranch which is a highly speculative assumption at best.

DecisionInsite has a wealth of additional data available relative to the enrollment projections on their website. If Board members are interested in viewing this information, please contact Rodger for access information.

The contents of the report from DecisionInsite will be discussed in greater detail when this item is taken up by the Board.

FISCAL IMPACT: Not applicable; this item is for information only.

RECOMMENDED: Not applicable; this item is for information only.

9.1

**DEL MAR UNION SCHOOL DISTRICT
2009-2010 CERTIFICATED STAFFING PROJECTION**

March 25, 2009

The following projections assume that current enrollment in each grade level at each site will roll up to the next higher grade next year. Please note: Enrollment listed under "Projected Enrollment" for each school, in most cases, is the actual current enrollment as of April 1, 2009, for the grade level immediately preceding the grade level for which the enrollment is listed for 2009-2010.

Ashley Falls

Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	40	2	2.5	-.5
1	47	2.5	3.5	-1.0
2	66	3.5	3	+.5
3	60	3	4	-1.0
4	77	3	3	0
5	80	3	3	0
6	81	3	4	-1
Totals	451	20	23	-3

Allocation of Enrichment Positions: 2.1

Carmel Del Mar

Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	56	3	3.5	-.5
1	60	3	2.5	+.5
2	56	3	3	0
3	60	3	3	0
4	54	2	3	-1
5	77	3	2.5	+.5
6	63	3	2.5	+.5
Totals	426	20	20	0

Allocation of Enrichment Positions: 2.0

Del Mar Heights

Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	60	3	3	0
1	60	3	3.5	-.5
2	69	3.5	3.5	0
3	66	3.5	3	+.5
4	54	2	2.5	-.5
5	59	2.5	2.5	0
6	61	2.5	3	-.5
Totals	429	20	21	-1

Allocation of Enrichment Positions: 1.9

Del Mar Hills

Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	30	2	2	0
1	36	2	3	-1
2	47	2.5	2.5	0
3	43	2.5	2.5	0
4	49	2	2	0
5	49	2	2.5	-.5
6	54	2	2.5	-.5
Totals	308	15	17	-2

Allocation of Enrichment Positions: 1.6

Ocean Air

Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	100	5	6	-1
1	119	6	4.5	+1.5
2	87	4.5	5.5	-1
3	104	5.5	4	+1.5
4	78	3	3	0
5	81	3	3.5	-.5
6	86	4	3.5	+.5
Totals	655	31	30	+1

Allocation of Enrichment Positions: 2.9

Sage Canyon

Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	100	5	5	0
1	92	5	5	0
2	98	5	5	0
3	97	5	6	-1
4	119	5	5	0
5	123	5	4	+1
6	98	4	4	0
Totals	727	34	34	0

Allocation of Enrichment Positions: 3.4

Sycamore Ridge

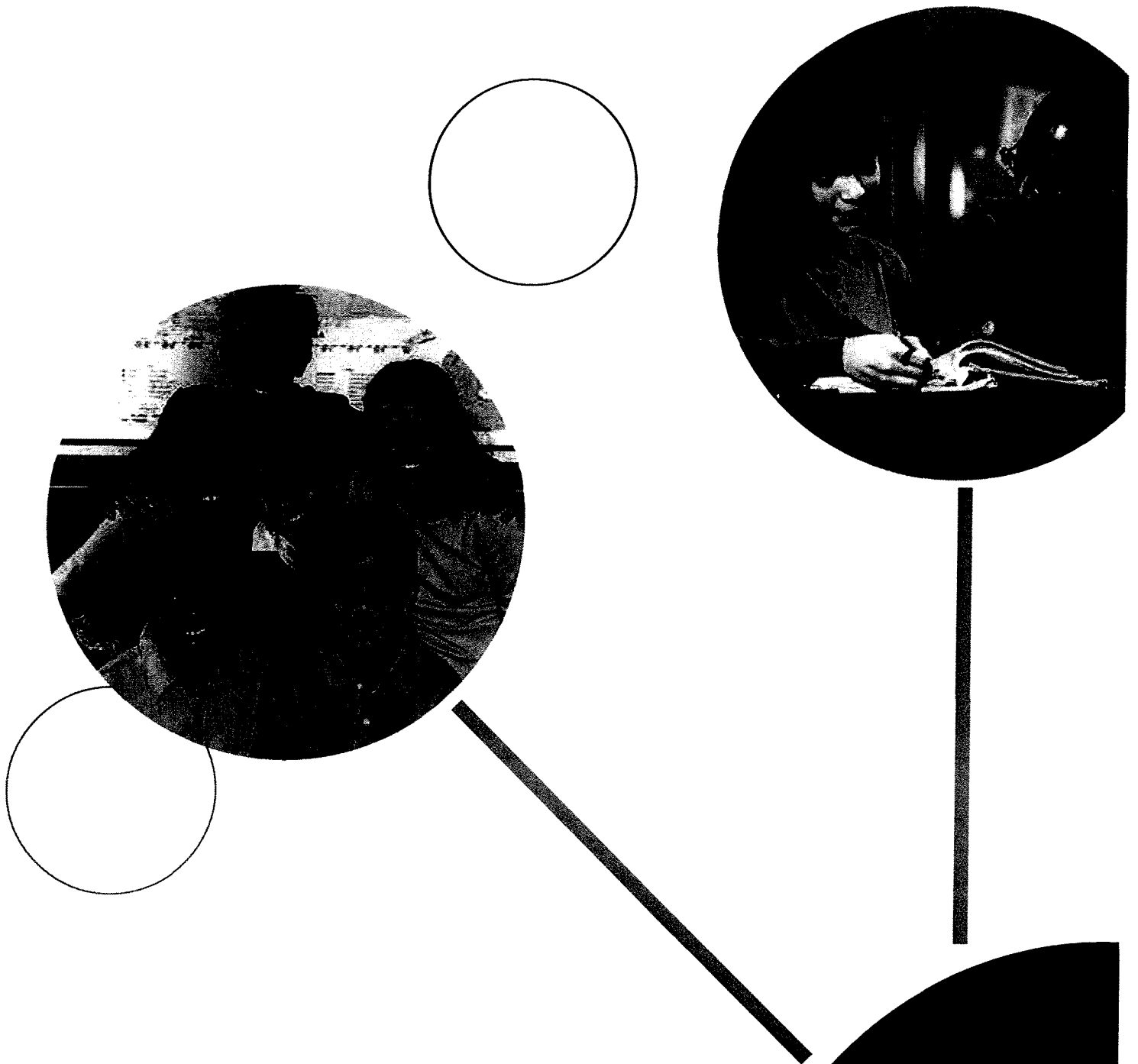
Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	60	3	4	-1
1	70	4	3	+1
2	57	3	2.5	+5
3	45	3	3.5	-.5
4	66	2.5	3	-.5
5	62	2.5	2	+5
6	54	2	2	0
Totals	414	20	20	0

Allocation of Enrichment Positions: 1.9

Torrey Hills

Grade	Projected Enrollment	2009-2010 Sections	2008-2009 Sections	Net Difference
K	80	4	5	-1
1	96	5	5	0
2	95	5	5	0
3	98	5	5	0
4	96	4	4	0
5	104	4	3	+1
6	76	3	3	0
Totals	645	30	30	0

Allocation of Enrichment Positions: 3.0



DECISION|NSITE 

Intelligently Planning the Future

Annual Enrollment Projection Report

**ANALYSIS OF ENROLLMENT PROJECTIONS
FALL 2009**

DEL MAR UNION SCHOOL DISTRICT

PREPARED BY

DECISION|NSITE 

INTELLIGENTLY PLANNING THE FUTURE

SUBMITTED JANUARY 2009

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DEL MAR UNION SCHOOL DISTRICT
EXECUTIVE SUMMARY
ENROLLMENT PROJECTIONS – FALL 2009

Introduction

DecisionInsite is pleased to present this report of findings to the Board of Education and Executive Staff of Del Mar Union School District.

Both a Moderate and a Conservative projection have been generated for the district. Conservative projections are more suitable for budget planning purposes; the Moderate projections more suitable for facilities planning purposes.

Kindergarten Enrollment

In general, Kindergarten enrollment over the past three years has been increasing. The data also show that the difference between the graduating cohort and the incoming cohort has been relatively stable.

Note that both studies project a significant increase at the Kindergarten level in the ten year future.

Cohort Patterns

A typical student cohort ages from grade to grade relatively unchanged from the previous year. Historically, only one cohort shows more than a 5% annual change.

New Housing Development

Approximately 3,000 new residential units are projected to be occupied over the next 10 years.

Over the period of years during which these units will be occupied, the annual impact in any given year, based on the Moderate Study, is estimated in peak years to be 280 students.

District-wide Enrollment Projection

Both projections forecast a significant increase across the 10 year period based upon the historical enrollment trends and projected new residential development.

More Information

A richer and more comprehensive review of these two studies is contained in the Final Report accompanying this Executive Summary. A wealth of more detailed information and analysis regarding these two studies is quickly and easily accessible online.

Respectfully Prepared and Submitted by

The DecisionInsite Team

April 18, 2009

DISTRICT ENROLLMENT PROJECTIONS

Recent Historical Changes in Enrollment

Familiarity with recent historical enrollment patterns and trends establishes the foundation for understanding projected enrollment.

Percentages in the table below compare the current year enrollment to that of three years ago.

4 Year History Change	
Kindergarten	115%
Gr K-6	112%
District	112%

Figure 1

Kindergarten Impact

Kindergarten enrollment is often the most significant driver of overall future district-wide enrollment. A trend at Kindergarten from year to year, or a trend in the difference between the district's graduating cohort in a given year and the Kindergarten cohort the subsequent year, will eventually be reflected in the total district enrollment count.

In general, Kindergarten enrollment over the past three years has been increasing. The data in the table below also show that the difference between the graduating cohort and the incoming cohort has been relatively stable. [More details: Enrollment History > District-wide > History Years Enrollment]

	Percent Change from Previous Year		
	2006	2007	2008
Kindergarten	102%	104%	108%
Grade 6 to K'tn	107%	107%	106%
Total K-6	103%	106%	103%

Figure 2

Live Birth Trends

Live birth trends can have an impact in large geographies. However, in smaller areas of study, such as a school district, factors such as population mobility, out of district enrollment and/or private school enrollment, are often a mitigating if not an overriding factor, thereby reducing the effectiveness of live births as a predictor of enrollment.

In projecting Kindergarten enrollment, live births are allowed to have a positive impact on the early projected years if there is an increasing trend in live births over several recent years. The average percent change in live births over the last five years in zip codes served by the district is 102.4%.

The chart below displays in the years shown, cumulative live births in Zip Codes served by the district. (Note that zip codes are not typically conterminous with district boundaries.) The Kindergarten bar on the graph shows the number of Kindergarten students enrolled 5 years later. [More details: Enrollment History > District-wide]

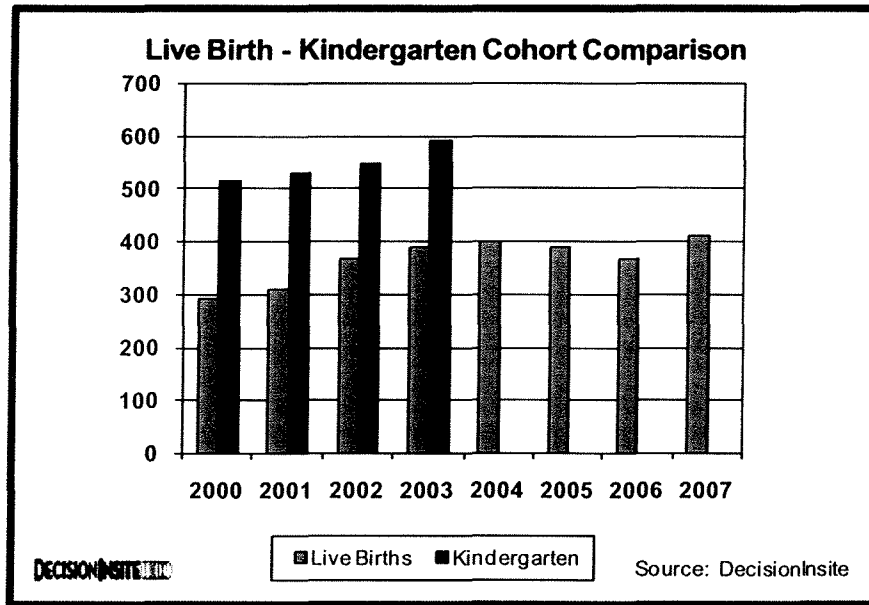


Figure 3

The Live Birth Enrollment Rate is the percentage of live births in zip codes served by the district that enroll as Kindergarten students five years later. The district's average Live Birth Enrollment Rate for the last 5 years is 161.8% .

Cohort Impact

A typical student cohort ages from grade to grade relatively unchanged from the previous year. By contrast, the cohort matriculating from Kindergarten to Grade 1 is a common example of a cohort increase, typically attributable to students returning from a private school Kindergarten.

In the table below, cohort changes with more than a 2% variance from static are marked accordingly. Those with more than a 5% changed are marked as 'Significant'.

Average Cohort Change Past Three Years			
Cohort	Percent	+/-	Significant
K > 1	102%	++++	
1 > 2	104%	++++	SSSS
2 > 3	105%	++++	SSSS
3 > 4	105%	++++	SSSS
4 > 5	103%	++++	
5 > 6	103%	++++	

Figure 4

Incoming Out-of-District Transfer Impact

The number of students served from outside the district boundaries can impact enrollment. It is a factor over which the district may have some control. For the past two years, the number of out-of-district students served annually has been approximately 60, and has been increasing.

[More details: Enrollment History > District-wide > Out of District]

Key Variables in Projecting District Enrollment

Both a Moderate and a Conservative projection have been generated for the district. The Conservative projections are more suitable for budget planning purposes; the Moderate projections more suitable for facilities planning purposes.

As a matter of standard practice, *DecisionInsite* does not typically include in the Enrollment Projections specialized schools or programs such as Home and Hospital Programs, Community Day Schools or Independent Study Programs. Our work is focused on projecting grade level enrollment for typical schools that are reported to CBEDS.

The variables that distinguish the Conservative projection from the Moderate are described in the table below.

Variable	Conservative Study	Moderate Study
Kindergarten Enrollment Change	4 Year History	3 Year History
Cohort Change	4 Year History	3 Year History
K Enrollment Change Cap	Restricts increasing Kindergarten trends	Constrains upward Kindergarten trends
K Enrollment Change Floor	Allows downward Kindergarten trends	Limits downward Kindergarten trends
Dwelling Units	Shifts developer(s) calendar	Assumes developer(s) phasing calendar
Student Generation Rates	Typical of recent history	Typical of recent history
Incoming Out-of-District Transfers	Assumes relatively stable rate	Assumes relatively stable rate

Figure 5

Impact of Projected New Dwelling Units

Projected Occupancy

Approximately 3,000 new residential units are projected to be occupied over the next 10 years. The tables below show the mix of proposed units across the three dwelling unit types. The Moderate table summarizes the plans described by developers. The Conservative table estimates a more likely scenario based on anticipated market conditions.

[More details: Residential > Reports > Proposed Dwelling Units]

New Dwelling Units Projected to be Occupied by Year (Moderate)										
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Multi-family	78	102	50	42						
Attached		6								
Detached	110	79	94	44	48	586	577	569	560	
Totals:	188	187	144	86	48	586	577	569	560	0

Figure 6

New Dwelling Units Projected to be Occupied by Year (Conservative)										
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Multi-family	8	16	16	21	34	45	54	34	37	10
Attached		1	1	1	2	1				
Detached	10	20	25	33	54	313	355	388	456	540
Totals:	18	37	42	55	90	359	409	422	493	550

Figure 7

Students Generated

Over the period of years during which these units will be occupied, the impact, based on the Moderate Study, is shown in the table below. The "Annual" row projects the number of students new to the district from these units, in a given year. The "Aggregate" row projects the accumulated increase in students served by the district through the year indicated. The table in Figure 9 reflects the students generated using the Conservative estimate of projected Dwelling Units.

Students Generated by Residential Development (Moderate)										
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Aggregate		102	151	173	197	472	747	1020	1287	1289
Annual	55	47	49	22	24	275	275	273	267	2

Figure 8

Conservative Students Generated as a Percent of Moderate										
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Aggregate	0%	14%	19%	27%	38%	47%	52%	56%	61%	80%

Figure 9

Student Generation Rates

Moderate student generation rates are typical of students enrolled from existing developments of similar product type. Conservative student generation rates, if different, are designed to anticipate a diminution in family size. [More details: Residential > Reports > Student Generation Rates]

A complete set of reports regarding new residential development is available online in the DI System under the 'Residential' menu. The Reports sub-menu includes Proposed Dwelling Units, Students Generated by new development and by studyblock, Student Generation Rates, and reports comparing the Conservative and Moderate versions. Specialized login users have access to view the district map displaying polygons that represent each of the dwelling unit projects, and the key data related to each project.

All projections are based on assumptions, and when read or shared are best prefaced with the phrase, **"Based on these assumptions...."**, or **"Based on these historical trends...."** Particularly for projections more than 5 years out, **"Enrollment Trend"** is a far more accurate descriptor.

PROJECTED ENROLLMENT CHANGES BY LEVEL

The tables below display the five year district-wide projections by grade level, and allow a comparison to enrollment in the current year. [More details: Projections > District-wide]

Conservative 5 Year District-wide Projection by Grade Level

Grade	2008	2009	2010	2011	2012	2013
K	592	573	560	553	551	545
1	569	560	585	573	566	566
2	571	565	600	582	570	568
3	599	566	562	598	580	571
4	644	605	572	570	605	587
5	583	607	600	568	568	606
6	619	592	647	609	578	575
Subtotals:	4177	4142	4126	4053	4018	4018
Pct Chg:	3.0%	-0.8%	-0.4%	-1.8%	-0.9%	0.0%

Figure 10

Moderate 5 Year District-wide Projection by Grade Level

Grade	2008	2009	2010	2011	2012	2013
K	592	596	600	605	608	606
1	569	619	620	624	626	629
2	571	583	629	632	633	632
3	599	578	589	636	634	634
4	644	620	596	610	652	644
5	583	650	625	601	614	655
6	619	602	668	643	616	623
Subtotals:	4177	4247	4327	4352	4383	4423
Pct Chg:	3.0%	1.7%	1.9%	0.6%	0.7%	0.9%

Figure 11

As the following graph illustrates, both projections forecast a significant increase across the 10 year period based upon the historical enrollment trends and projected new residential development.

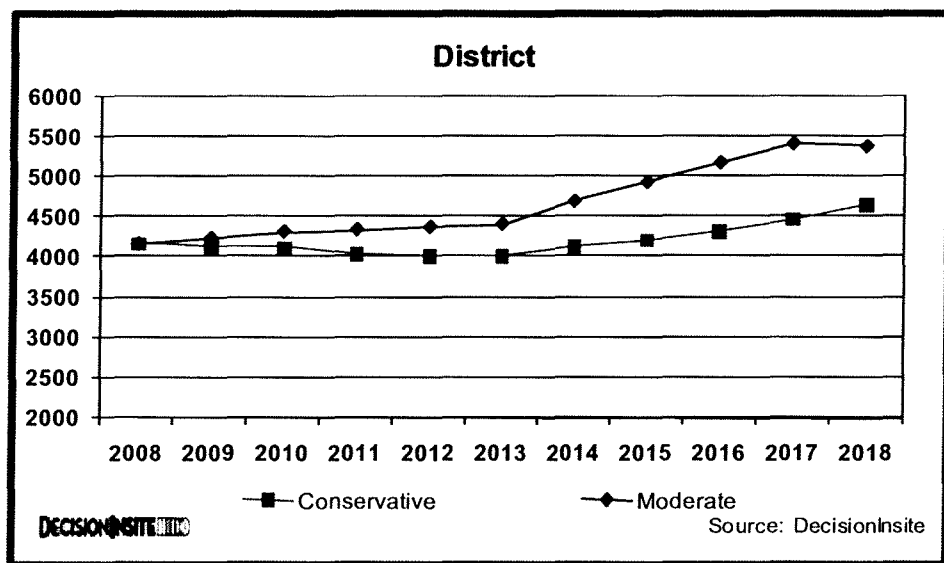


Figure 12

The tables below compare the Conservative and Moderate enrollment projections. Projected changes in enrollment at Kindergarten will eventually impact total district enrollment.

5 Year Enrollment Trends: Moderate and Conservative Compared

Change by Level	Conservative	Moderate
Kindergarten Only	545	606
Change	92%	102%
District	4018	4423
Change	96%	106%

Figure 13

The table below compares the ten year projections. In the ten year future at Kindergarten, both studies, viewed together, project a significant increase.

10 Year Enrollment Trends: Moderate and Conservative Compared

Change by Level	Conservative	Moderate
Kindergarten Only	626	729
Change	106%	123%
District	4663	5389
Change	112%	129%

Figure 14

SUMMARY OF DISTRICT PROJECTIONS BY YEAR

The complete district-wide projection table for each study is available online. Click on the Client Login tab at: <http://www.decisioninsite.com>. Each district-wide projection has its corresponding set of individual School Projections.

The tables below present a more detailed annual view of projected changes by grade level clusters for both the Moderate and Conservative Projections.

The "Pct Previous Year" row represents the percent of the previous year's enrollment in each grade cluster that is projected in the subsequent year.

The "Five Year Change" row represents the percent change projected over the enrollment five years prior.

Conservative Projection

Change by Level	2003	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Kindergarten Only	592	573	560	553	551	545	555	568	582	601	626
Pct Previous Year	107.6%	96.8%	97.7%	98.8%	99.6%	98.9%	101.8%	102.3%	102.5%	103.3%	104.2%
Five Year Change						92.1%					114.9%
District	4177	4142	4126	4053	4018	4018	4133	4220	4335	4482	4663
Pct Previous Year	103.0%	99.2%	99.6%	98.2%	99.1%	100.0%	102.9%	102.1%	102.7%	103.4%	104.0%
Five Year Change						96.2%					116.1%

Figure 15

Moderate Projection

Change by Level	2003	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Kindergarten Only	592	596	600	605	608	606	639	671	703	734	729
Pct Previous Year	107.6%	100.7%	100.7%	100.8%	100.5%	99.7%	105.4%	105.0%	104.8%	104.4%	99.3%
Five Year Change						102.4%					120.3%
District	4177	4247	4327	4352	4383	4423	4705	4945	5189	5423	5389
Pct Previous Year	103.0%	101.7%	101.9%	100.6%	100.7%	100.9%	106.4%	105.1%	104.9%	104.5%	99.4%
Five Year Change						105.9%					121.8%

Figure 16

PROJECTING SCHOOL ENROLLMENT

School projections are primarily a function of the proportion of district students who enroll at a given school, modified by intra-district transfers within a given school level that may occur subsequent to initial enrollment, and augmented by inter-district transfer students.

School Draw Impact

A draw rate is the percentage of students who enroll at a particular grade level in a given school from a specified geographic area. Open enrollment among district schools is projected using this concept. Except for changes in school boundaries or other changes in policy, historical draw rates from a given geographic area to a specific school (including out-of-district students) are assumed in the projections.

Intra-district Transfers

Transfers within the district are incorporated into the projections in order to anticipate the movement of students from one district school to another within the same level, e.g., transfer from a neighborhood school to a special school. Recent historical transfer patterns are typically assumed in the projections. [More details: Enrollment History > All Schools > Open Enrollment]

Inter-district Transfers

Transfers into the district by out-of-district students, sometimes referred to as 'permit students', are an integral part of the district and school projections. Recent historical transfer patterns are typically assumed in the projections. [More details: Enrollment History > District-wide > Out of District]

Individual School Projection Tables

The complete set of individual school projection tables for each study is available on line.

[More details: Projections > All Schools > Projections]

School Locator

School Locator is a web-based service accessible to DecisionInsite clients. This service allows Internet users to enter a residential address, and find out which district schools are assigned to serve them. Accessed through the District's web site, the URL for the next school year is <http://di.decisioninsite.com/Locator.aspx?StudyID=27877>. Specialized district users have access to customize the messages seen by those accessing the School Locator.

NOTE: All projections are based on assumptions, and when read or shared are best prefaced with the phrase, "**Based on these assumptions....**", or "**Based on these historical trends....**" Particularly for projections more than 5 years out, "**Enrollment Trend**" is a far more accurate descriptor.

IMPACT OF THE PROJECTIONS ON SCHOOL CAPACITY

Facility challenges, if any, may manifest differently in the Moderate or Conservative projections. Because school capacity data has not yet been entered into the system, all schools are shown as exceeding capacity.

[More details: Projections > All Schools > Over Capacity]

The table below lists up to five schools that are projected to experience the most change in enrollment in the 5 year future based on the Conservative projection.

[More details: Projections > All Schools > Ten Percent Change]

School	Five Year Percent Change	Ten Year Percent Change
ASHLEY FALL	-46%	-52%
OCEAN AIR	27%	30%
DEL MAR HILLS	-17%	-26%
SYCAMORE RIDGE	15%	195%
SAGE CANYON	-14%	-15%

Figure 20

Impact of SDC Students on Capacity

Relative to the impact of SDC students on school capacity, note that SDC students are integrated with the grade level student counts

ANALYZING/STUDYING/REVIEWING THE ENROLLMENT PROJECTIONS

The projections of district and school enrollment are based on a complex mix of historical data, the projection of recent trends, and specific assumptions regarding the future. At **DecisionInsite**, we strongly encourage our clients to actively engage with the data with the aim of better understanding, further refining, and using the results to inform decisions about to be made. We believe increased effectiveness for both the district and **DecisionInsite** comes with increased and welcome dialogue.

Graphs or tables may be copied from the PDF version of this document using the Snapshot Tool inside PDF Reader. Please do not hesitate to contact **DecisionInsite** regarding any questions or suggestions that may arise regarding these studies.

Respectfully Prepared and Submitted by

The DecisionInsite Team

April 18, 2009

APPENDIX

Assumptions and Methodology

Three major factors drive district-wide student enrollment projections. These include:

1. recent kindergarten enrollment trends, modified by live birth data, if applicable,
2. changes in the grade level cohorts of students served as they age through, and
3. changes in the number of residential units within the district.

District-wide projections are disaggregated to school projections based on the historical patterns of:

1. the rates at which each school draws enrollment from various sections of the district, and
2. the pattern of transfers within the district at a given level from one school to another.

District Projections

Studyblocks

For demographic analysis and enrollment projections, the district is divided into studyblocks. A studyblock is a custom unit of geography created by DecisionInsite for the purpose of generating reliable projections. They are based either upon Census Bureau blockgroups or census tracts or some combination thereof. A studyblock serves as the basis for the analysis of students served by the district and by schools. The objective is to do analysis with a small enough geographic unit to sense small area changes but large enough to allow for reliable projection. Studyblocks typically encompass 500–1000 students.

Kindergarten Enrollment

The projected Kindergarten enrollment is a key variable in projecting K–12 enrollment. The base Kindergarten projection is determined by the trend of Kindergartners served in each studyblock in the previous 3 or 4 years. Depending on the circumstances, a growth trend in Kindergarten enrollment may be capped. Steep straight-line trends are mathematically moderated to avoid unrealistic results.

Live Births

The base Kindergarten projection may be adjusted to reflect possible influence of live births. (Variance in live births from year to year, or across several years can sometimes predict variations in the corresponding Kindergarten enrollment 5 years later.) Where an annual correlation between live births and Kindergarten enrollment can be documented, or where a trend of live births over time can be documented, the base Kindergarten projection is adjusted accordingly. In the years of known live births, the adjustment can reflect year to year variations. In the out years, the trend for the known years may be extended.

School Capacities

School capacities provided by the district are compared to projected enrollments. Districts are invited to calculate school capacities in a manner that best serves the enrollment projection environment, and enter them into the DI System.

A Special Day Class (SDC) student at the elementary level is calculated by default as requiring 1 seat. This value, at district option, may be changed to 3, on the assumption that a class of 10 SDC students will occupy a typical classroom.

Students in the Projections

Enrollment projections are limited to typical K–12 students. SDC students are projected as a stable percentage of the typical population unless all SDC students are mainstreamed. Excluded from the projections are students enrolled in Pre-Kindergarten, Adult High School, Home School, Adult Ed, Independent Study programs and other special schools.

Attendance Boundaries

Attendance boundaries are assumed to remain constant, unless otherwise noted by the district.

Closed Schools

Opportunities for open enrollment (intra-district) are assumed to remain unchanged, unless otherwise noted by the district.

Inter-district Enrollment

Students enrolled from other school districts are treated in aggregate in separate studyblocks. Students in Kindergarten, grades 1-3, and the initial grade at each level, are projected only to the extent they exist in recent years. Students enrolled in other grade level cohorts are aged through to the highest grade at each level. These defaults may be modified at district request.

Cohort Percent Change

Cohort percentage changes are calculated in order to assure sensitivity to perennial changes in students served by the district as they age from one grade level to the next. If every cohort were stable as it ages, the cohort percent change, from one grade to the next in each studyblock, would be calculated as 100%. For each studyblock, a cohort weighted average percent change over a defined number of years is calculated based on the change in the enrollment served as it ages from the previous grade level.

Average cohort percentages above 100% might, for example, reflect students returning from private schools. Cohort percentages below 100% might reflect drop-outs.

Growth studyblocks are those showing unusually high increases in elementary grade enrollment and/or cohort percent change in recent years—due, typically, to new housing development. Once growth studyblocks are identified, their default cohort percent change rate is set to 100% so as not to over-project new residential growth. By default, growth is not predicted to continue unless new occupied dwelling units are projected.

Cohort changes can be adjusted if appropriate. Manipulation of cohort percentages is used, for example, to reflect changes in inter-district transfers due to policy changes in sending or receiving districts.

Dwelling Unit Impact

The predicted impact of new dwelling units on school enrollment is based on three factors: 1) new dwelling units, 2) the student generation rate for each unit type, and 3) the grade level distribution of newly generated students.

1. Dwelling Units

New dwelling units are categorized into 3 housing types: Single Family Detached, Single Family Attached, and Multifamily. Developers and builders are contacted for information relative to their plans for occupancy of new dwelling units.

2. Student Generation

Student generation rates are determined for each product type for each level: elementary, middle school and high school. Student generation rates are based on similar products types where such exist; otherwise, a default generation rate is used.

3. Grade Level Distribution

For each level, students generated by new dwelling units are distributed across grade levels. These percentages are based on historical patterns where they exist; otherwise, default percentages are used.

School Projections

Projecting enrollment at the school level is based on the concept of a school draw rate, i.e., the percent of students from a given studyblock who enroll in a given school at its lowest grade. Draw rates reflect the impact of open enrollment within a district. For example, if one-half the sixth-graders from a given studyblock enroll in a particular 6–8 middle school, that school has a draw rate of 50% from that studyblock.

The draw rate for the most recent year is applied by default to the projected district enrollment for that grade from a given studyblock. The draw rate ages with the cohort. In this way, if the underlying cohort changes, the number of students enrolled at the school will change accordingly.

Draw rates can be adjusted if necessary. Manipulation of draw rates is used, for example, to project the impact of changes in attendance boundaries, or the impact of closing a school to open enrollment.

Intra-district Transfers

Grade-level transfers within or across schools are included in the projections to accommodate fluctuations like retention, transfer to continuation school, or any other special programs a district may offer that result in students changing schools at other than the typical grade configuration shifts. Transfers are calculated by applying the percent of a grade level population at one school that is transferred in the following year to another school, or continued at the same grade level at a given school in the following year.

Caveats on Projections and Methodology

On Projections

Enrollment projections are based upon two critical factors: the student and school data from the school district and the mathematical formulas that are applied to those data. Projections fundamentally look at recent history as reflected in the student data and assume that past patterns and trends will continue into the future. The calculations assume that the historical data provided is at one year intervals based on enrollment at the beginning of each school year.

DecisionInsite takes great care in preparing a district's projections. A range of unpredicted anomalies, however, can cause reality to vary from the historical patterns. These include, but are not limited to, rapid changes in the economy, mortgage interest rates, the housing market, the job market, residential development plans, rental rates, etc. Anomalous changes that occur between the last set of student data and the first projection are not reflected in the projections unless the district works with DecisionInsite to amend the projections.

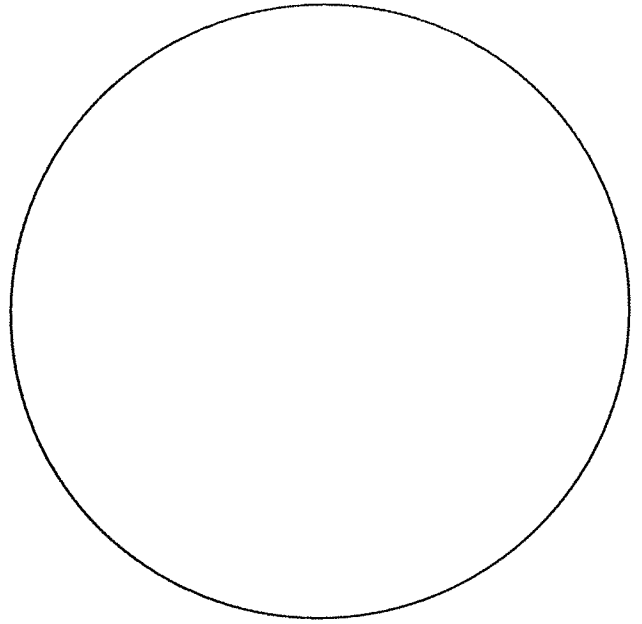
In the projections, calculations are mathematically precise. Each result is rounded to a whole number for ease of reading. This rounding sometimes results in the displayed whole numbers in a column not adding exactly to the displayed total of the column. This phenomenon, which is a result of rounding and not of any inaccuracy in the calculations, occurs both in the enrollment projections and in the community demographics.

On Student Data

DecisionInsite obtains historical student data files from the district. To the extent that the student data files are internally inconsistent from year to year, or the count of students in the files does not reflect the count of actual enrollees, errors are introduced to the projection calculations. For optimum results, the student data files must also consistently capture the same categories of students annually.

The calculations assume that the historical data provided is at one year intervals based on enrollment at the beginning of each school year. It is important that the student files obtained from the district are close to a common date each year, typically near the beginning of the school year. The snapshot of historical data near the beginning of the school year is best suited to our goal of projecting enrollment for the beginning of subsequent school years. To the extent the historical student data provided is not at one year intervals, or is not at a common date near the beginning of the school year, projections may reflect monthly fluctuations in enrollment that will diminish the accuracy of the projections.

End of Appendix



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Enrollment Projections (DeMar09Cnsv)

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Logout  Help[Get Printable PDF](#)All School Post-Transfer
ASHLEY FALL

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	78	60	60	48	41	37	34	33	32	32	32	33	33	34
1	80	80	59	66	48	41	36	34	32	33	33	33	34	34
2	78	79	80	56	66	48	41	36	34	33	33	34	34	35
3	99	79	78	77	53	62	45	38	35	33	33	33	34	35
4	73	103	81	80	77	53	62	45	38	36	34	34	34	35
5	80	74	99	81	79	76	52	61	45	39	36	35	35	35
6	128	78	80	101	82	80	77	53	61	45	40	37	36	36
Subtotals:	616	553	537	509	446	397	347	300	277	251	241	239	240	244
Pct Chg:	-10.2%	-2.9%	-5.2%	-12.4%	-11%	-12.6%	-13.5%	-7.7%	-9.4%	-4%	-0.8%	0.4%	1.7%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	616	553	537	509	446	397	347	300	277	251	241	239	240	244
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-616	-553	-537	-509	-446	-397	-347	-300	-277	-251	-241	-239	-240	-244

CARMEL DEL MAR

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	58	59	61	71	69	68	68	67	66	65	64	64	63	62
1	83	62	62	53	66	64	63	63	62	61	61	60	59	59
2	68	79	58	63	53	65	64	63	62	62	62	61	60	60
3	72	69	76	55	58	49	60	59	60	60	60	59	58	58
4	66	70	62	80	53	55	47	58	58	59	59	59	58	58
5	70	72	68	64	79	52	54	46	58	58	59	59	59	58
6	80	80	75	68	65	80	53	55	47	59	59	60	60	60
Subtotals:	497	491	462	454	443	433	409	411	413	424	424	422	417	415
Pct Chg:	-1.2%	-5.9%	-1.7%	-2.4%	-2.3%	-5.5%	0.5%	0.5%	2.7%	0%	-0.5%	-1.2%	-0.5%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	497	491	462	454	443	433	409	411	413	424	424	422	417	415
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-497	-491	-462	-454	-443	-433	-409	-411	-413	-424	-424	-422	-417	-415

DEL MAR HEIGHTS

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	59	78	63	60	60	60	60	60	59	58	57	56	55	54
1	86	56	61	72	61	61	61	61	61	60	59	58	57	56
2	57	77	60	66	74	63	63	63	62	62	61	60	59	58
3	67	58	60	58	66	75	64	64	64	63	63	61	60	59
4	75	64	55	60	61	69	78	67	66	65	64	64	63	62
5	54	68	64	61	61	62	70	79	68	66	66	65	65	63
6	58	53	72	64	63	63	64	72	81	69	67	67	66	66
Subtotals:	456	454	435	441	446	453	460	466	461	443	437	431	425	418
Pct Chg:	-0.4%	-4.2%	1.4%	1.1%	1.6%	1.5%	1.3%	-1.1%	-3.9%	-1.4%	-1.4%	-1.4%	-1.6%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	456	454	435	441	446	453	460	466	461	443	437	431	425	418
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-456	-454	-435	-441	-446	-453	-460	-466	-461	-443	-437	-431	-425	-418

DEL MAR HILLS

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	52	56	53	36	36	36	36	36	35	35	34	33	33	32
1	59	56	46	44	37	37	37	37	37	36	35	35	34	33

2	61	56	49	43	45	38	38	38	37	37	37	36	35	35
3	59	56	47	49	43	46	39	39	38	38	38	37	36	35
4	71	63	62	48	51	45	48	40	39	39	39	39	38	37
5	56	66	56	59	49	51	46	48	41	40	40	39	39	38
6	55	54	62	57	61	50	52	47	49	41	40	40	40	39
Subtotals:	413	407	375	336	322	303	296	285	276	266	263	259	255	249
Pct Chg:	-1.5%	-7.9%	-10.4%	-4.2%	-5.9%	-2.3%	-3.7%	-3.2%	-3.6%	-1.1%	-1.5%	-1.5%	-2.4%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	413	407	375	336	322	303	296	285	276	266	263	259	255	249
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-413	-407	-375	-336	-322	-303	-296	-285	-276	-266	-263	-259	-255	-249

OCEAN AIR

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	0	0	77	118	115	113	113	113	112	112	112	112	111	110
1	0	0	95	87	122	120	118	117	118	118	118	117	116	115
2	0	0	80	105	87	123	120	119	119	121	120	120	118	117
3	0	0	77	78	105	88	124	122	121	122	123	122	121	119
4	0	0	78	82	79	106	89	125	123	123	123	124	123	122
5	0	0	79	84	82	79	107	90	127	125	125	125	125	124
6	0	0	48	87	84	83	80	108	92	128	127	126	126	126
Subtotals:	0	0	534	641	674	712	751	794	812	849	848	846	840	833
Pct Chg:	0%	0%	20%	5.1%	5.6%	5.5%	5.7%	2.3%	4.6%	-0.1%	-0.2%	-0.7%	-0.8%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	0	0	534	641	674	712	751	794	812	849	848	846	840	833
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	0	0	-534	-641	-674	-712	-751	-794	-812	-849	-848	-846	-840	-833

SAGE CANYON

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	131	109	95	88	82	78	77	76	76	77	78	79	80	80
1	101	140	100	100	95	89	85	83	84	84	85	87	87	87
2	89	100	116	98	97	93	88	84	84	85	86	87	88	87
3	108	96	117	120	103	103	98	92	88	88	89	90	91	90
4	108	108	98	123	121	104	104	100	95	90	91	92	93	92
5	105	108	107	101	125	124	106	107	102	97	93	94	95	95
6	82	107	108	108	103	128	127	110	109	105	100	96	97	97
Subtotals:	724	768	741	738	726	719	685	652	638	626	622	625	631	628
Pct Chg:	6.1%	-3.5%	-0.4%	-1.6%	-1%	-4.7%	-4.8%	-2.1%	-1.9%	-0.6%	0.5%	1%	-0.5%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	724	768	741	738	726	719	685	652	638	626	622	625	631	628
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-724	-768	-741	-738	-726	-719	-685	-652	-638	-626	-622	-625	-631	-628

SYCAMORE RIDGE

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	50	59	62	70	68	67	66	65	64	78	95	113	136	165
1	53	58	50	60	72	70	69	68	68	84	101	118	143	172
2	40	71	58	45	60	72	70	69	68	84	103	121	145	175
3	45	46	60	65	45	60	72	70	69	84	103	123	147	177
4	34	53	47	64	65	45	60	72	71	85	103	123	149	180
5	40	43	52	55	64	65	45	61	73	85	102	121	146	178
6	12	46	48	54	55	64	65	45	61	86	100	118	142	172
Subtotals:	274	376	377	413	429	443	447	450	474	586	707	837	1008	1219
Pct Chg:	37.2%	0.3%	9.5%	3.9%	3.3%	0.9%	0.7%	5.3%	23.6%	20.6%	18.4%	20.4%	20.9%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	274	376	377	413	429	443	447	450	474	586	707	837	1008	1219
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-274	-376	-377	-413	-429	-443	-447	-450	-474	-586	-707	-837	-1008	-1219

TORREY HILLS

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	89	108	79	101	101	101	101	101	99	97	95	93	91	89
1	117	97	104	87	104	104	103	103	103	101	99	97	96	94
2	134	119	89	95	82	97	97	97	100	100	98	96	95	93
3	137	132	102	97	94	81	96	96	97	100	100	98	96	94
4	100	133	79	107	98	95	82	97	97	97	100	100	98	96
5	96	96	80	78	100	91	88	76	94	93	94	97	97	95
6	81	97	63	80	78	99	91	88	76	94	93	94	97	97
Subtotals:	754	782	596	645	657	668	658	658	666	682	679	675	670	658
Pct Chg:		3.7%	-23.8%	8.2%	1.9%	1.7%	-1.5%	0%	1.2%	2.4%	-0.4%	-0.6%	-0.7%	-1.8%
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	754	782	596	645	657	668	658	658	666	682	679	675	670	658
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-754	-782	-596	-645	-657	-668	-658	-658	-666	-682	-679	-675	-670	-658

Totals

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	517	529	550	592	572	560	555	551	543	554	567	583	602	626
1	579	549	577	569	605	586	572	566	565	577	591	605	626	650
2	527	581	590	571	564	599	581	569	566	584	600	615	634	660
3	587	536	617	599	567	564	598	580	572	588	609	623	643	667
4	527	594	562	644	605	572	570	604	587	594	613	635	656	682
5	501	527	605	583	639	600	568	568	608	603	615	635	661	686
6	496	515	556	619	591	647	609	578	576	627	626	638	664	693
Subtotals:	3734	3831	4057	4177	4143	4128	4053	4016	4017	4127	4221	4334	4486	4664
Pct Chg:		2.6%	5.9%	3%	-0.8%	-0.4%	-1.8%	-0.9%	0%	2.7%	2.3%	2.7%	3.5%	4%
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	3734	3831	4057	4177	4143	4128	4053	4016	4017	4127	4221	4334	4486	4664
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-3734	-3831	-4057	-4177	-4143	-4128	-4053	-4016	-4017	-4127	-4221	-4334	-4486	-4664

Projections (DelMar09Mod)

DECISIONINSITE 
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All School Post-Transfer

ASHLEY FALL

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	78	60	60	48	44	42	40	40	39	40	42	43	44	44
1	80	80	59	66	48	44	42	40	39	41	42	43	44	44
2	78	79	80	56	66	48	44	42	40	41	43	44	45	44
3	99	79	78	77	53	62	45	42	41	41	42	43	44	44
4	73	103	81	80	78	54	63	46	42	43	43	44	45	44
5	80	74	99	81	79	77	53	62	46	43	44	44	45	45
6	128	78	80	101	83	81	79	55	63	48	45	46	45	45
Subtotals:	616	553	537	509	451	408	366	327	310	297	301	307	312	310
Pct Chg:		-10.2%	-2.9%	-5.2%	-11.4%	-9.5%	-10.3%	-10.7%	-5.2%	-4.2%	1.3%	2%	1.6%	-0.6%
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	616	553	537	509	451	408	366	327	310	297	301	307	312	310
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-616	-553	-537	-509	-451	-408	-366	-327	-310	-297	-301	-307	-312	-310

CARMEL DEL MAR

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	58	59	61	71	72	73	73	73	73	73	72	72	72	72
1	83	62	62	53	67	68	68	69	69	69	69	69	69	68
2	68	79	58	63	54	68	69	69	69	70	70	70	70	69
3	72	69	76	55	59	50	64	64	67	67	68	68	68	67
4	66	70	62	80	54	57	49	62	64	66	67	67	67	67
5	70	72	68	64	79	53	56	49	62	64	66	67	68	67
6	80	80	75	68	66	82	55	58	49	63	65	68	68	68
Subtotals:	497	491	462	454	451	451	434	444	453	472	477	481	482	478
Pct Chg:		-1.2%	-5.9%	-1.7%	-0.7%	0%	-3.8%	2.3%	2%	4.2%	1.1%	0.8%	0.2%	-0.8%
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	497	491	462	454	451	451	434	444	453	472	477	481	482	478
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-497	-491	-462	-454	-451	-451	-434	-444	-453	-472	-477	-481	-482	-478

DEL MAR HEIGHTS

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	59	78	63	60	63	65	67	68	67	66	66	65	64	64
1	86	56	61	72	62	65	67	69	69	69	68	67	67	66
2	57	77	60	66	76	66	69	71	71	71	71	70	69	69
3	67	58	60	58	67	77	66	70	71	71	72	71	70	70
4	75	64	55	60	64	73	84	73	73	75	74	75	75	74
5	54	68	64	61	62	67	75	87	74	74	76	76	77	76
6	58	53	72	64	64	65	69	78	89	76	76	78	77	78
Subtotals:	456	454	435	441	458	478	497	516	514	502	503	502	499	497
Pct Chg:		-0.4%	-4.2%	1.4%	3.9%	4.4%	4%	3.8%	-0.4%	-2.3%	0.2%	-0.2%	-0.6%	-0.4%
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	456	454	435	441	458	478	497	516	514	502	503	502	499	497
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-456	-454	-435	-441	-458	-478	-497	-516	-514	-502	-503	-502	-499	-497

DEL MAR HILLS

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	52	56	53	36	38	39	40	41	40	40	39	39	39	38
1	59	56	46	44	37	39	40	41	42	41	41	41	40	40

2	61	56	49	43	47	39	41	43	42	43	43	42	42	41
3	59	56	47	49	44	47	40	42	43	43	43	43	42	42
4	71	63	62	48	53	48	51	44	44	45	45	45	45	44
5	56	66	56	59	50	54	50	53	45	45	46	46	46	46
6	55	54	62	57	61	52	56	51	54	46	46	47	47	47
Subtotals:	413	407	375	336	330	318	318	315	310	303	303	303	301	298
Pct Chg:	-1.5%	-7.9%	-10.4%	-1.8%	-3.6%	0%	-0.9%	-1.6%	-2.3%	0%	0%	0%	-0.7%	-1%
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	413	407	375	336	330	318	318	315	310	303	303	303	301	298
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-413	-407	-375	-336	-330	-318	-318	-315	-310	-303	-303	-303	-301	-298

OCEAN AIR

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	0	0	77	118	119	120	120	119	118	118	118	118	118	117
1	0	0	95	87	127	126	125	123	123	123	123	123	122	121
2	0	0	80	105	92	130	128	125	124	124	124	124	124	122
3	0	0	77	78	110	96	132	128	125	125	125	125	125	124
4	0	0	78	82	83	113	98	132	128	127	126	126	126	125
5	0	0	79	84	86	85	114	98	132	129	127	127	127	126
6	0	0	48	87	88	88	87	114	98	133	130	128	128	127
Subtotals:	0	0	534	641	705	758	804	839	848	879	873	871	870	862
Pct Chg:	0%	0%	20%	10%	7.5%	6.1%	4.4%	1.1%	3.7%	-0.7%	-0.2%	-0.1%	-0.9%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	0	0	534	641	705	758	804	839	848	879	873	871	870	862
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	0	0	-534	-641	-705	-758	-804	-839	-848	-879	-873	-871	-870	-862

SAGE CANYON

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	131	109	95	88	85	84	86	88	89	89	88	88	87	86
1	101	140	100	100	98	95	95	95	97	96	95	94	93	93
2	89	100	116	98	102	100	99	98	98	97	96	95	94	93
3	108	96	117	120	106	111	110	107	103	100	99	98	97	96
4	108	108	98	123	124	110	116	114	110	104	101	99	98	97
5	105	108	107	101	128	130	117	122	118	112	105	102	101	99
6	82	107	108	108	106	134	137	122	126	120	113	106	103	102
Subtotals:	724	768	741	738	749	764	760	746	741	718	697	682	673	666
Pct Chg:	6.1%	-3.5%	-0.4%	1.5%	2%	-0.5%	-1.8%	-0.7%	-3.1%	-2.9%	-2.2%	-1.3%	-1%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	724	768	741	738	749	764	760	746	741	718	697	682	673	666
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-724	-768	-741	-738	-749	-764	-760	-746	-741	-718	-697	-682	-673	-666

SYCAMORE RIDGE

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	50	59	62	70	69	67	67	67	66	101	135	169	202	201
1	53	58	50	60	73	71	70	69	69	108	143	176	209	204
2	40	71	58	45	61	73	71	70	70	107	146	179	213	209
3	45	46	60	65	45	61	73	72	71	107	144	183	216	213
4	34	53	47	64	66	46	61	74	72	108	145	181	219	216
5	40	43	52	55	64	66	46	62	74	105	141	176	212	219
6	12	46	48	54	56	65	66	46	62	104	135	170	206	212
Subtotals:	274	376	377	413	434	449	454	460	484	740	989	1234	1477	1474
Pct Chg:	37.2%	0.3%	9.5%	5.1%	3.5%	1.1%	1.3%	5.2%	52.9%	33.6%	24.8%	19.7%	-0.2%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	274	376	377	413	434	449	454	460	484	740	989	1234	1477	1474
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-274	-376	-377	-413	-434	-449	-454	-460	-484	-740	-989	-1234	-1477	-1474

TORREY HILLS

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	89	108	79	101	106	110	112	114	113	112	110	109	108	107
1	117	97	104	87	107	113	117	119	121	120	119	117	116	115
2	134	119	89	95	86	106	111	115	118	120	119	117	116	115
3	137	132	102	97	94	85	104	109	114	118	119	118	117	116
4	100	133	79	107	100	96	87	107	111	115	119	121	119	118
5	96	96	80	78	101	93	91	82	104	107	112	116	117	116
6	81	97	63	80	79	102	94	91	82	104	108	112	116	117
Subtotals:	754	782	596	645	673	705	716	737	763	796	806	810	809	804
Pct Chg:	3.7%	-23.8%	8.2%	4.3%	4.8%	1.6%	2.9%	3.5%	4.3%	1.3%	0.5%	-0.1%	-0.6%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	754	782	596	645	673	705	716	737	763	796	806	810	809	804
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-754	-782	-596	-645	-673	-705	-716	-737	-763	-796	-806	-810	-809	-804

Totals

Grade	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
K	517	529	550	592	596	600	605	610	605	639	670	703	734	729
1	579	549	577	569	619	621	624	625	629	667	700	730	760	751
2	527	581	590	571	584	630	632	633	632	673	712	741	773	762
3	587	536	617	599	578	589	634	634	635	672	712	749	779	772
4	527	594	562	644	622	597	609	652	644	683	720	758	794	785
5	501	527	605	583	649	625	602	615	655	679	717	754	793	794
6	496	515	556	619	603	669	643	615	623	694	718	755	790	796
Subtotals:	3734	3831	4057	4177	4251	4331	4349	4384	4423	4707	4949	5190	5423	5389
Pct Chg:	2.6%	5.9%	3%	1.8%	1.9%	0.4%	0.8%	0.9%	6.4%	5.1%	4.9%	4.5%	-0.6%	
SDC:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals:	3734	3831	4057	4177	4251	4331	4349	4384	4423	4707	4949	5190	5423	5389
Capacity:	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Seats:	-3734	-3831	-4057	-4177	-4251	-4331	-4349	-4384	-4423	-4707	-4949	-5190	-5423	-5389

May 27, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Board Approval of Revised Job Description, Assistant Superintendent, Business Services

The changes to the job description of the Assistant Superintendent of Business Services reflect input from the Board of Trustees during the first reading on May 20, 2009.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of revised Job Description, Assistant Superintendent, Business Services

*9.2

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Superintendent, the Assistant Superintendent of Business Services serves as the administrative head of the business, maintenance, operations, facilities planning and food services departments of the district.

RESPONSIBILITIES:

- Plan, assign, review, evaluate and direct the work of business services, maintenance, operations, facilities planning and food services departments of the district.
- Assume responsibility for budget development, control, and long-range financial planning.
- *Assist the Superintendent in coordinating Strategic Planning and implementing the Strategic Planning Process.*
- Establish and supervise a program of accounting and oversight for all funds and accounts including Community Facilities Districts.
- *Represent the District at Community Facilities Districts' meetings.*
- Ensure the achievement and /or maintenance of compliance with education, state and federal codes, statutes, regulations and policies; recommends corrective actions for implementation.
- Administer employee benefits program.
- Supervise district payroll operations as they pertain to monitoring payroll process.
- Coordinate preparation of the annual audit of the district's financial affairs.
- Supervise the development of required financial reports as required for all funds.
- Direct the maintenance of buildings, grounds and other district property and equipment.
- Direct the purchasing, warehousing and distribution of school supplies and equipment.
- Direct the district's site acquisition, construction, and modernization programs.
- Recommend and execute insurance programs.
- Formulate cost studies and estimates.
- Evaluate and supervise staff.
- Work with governmental and corporate agencies.
- Evaluate procedures designed to improve the functions of business services, maintenance and operations departments of the district.
- Serve as a resource to district and site administrators regarding the evaluation and efficiency of operational systems and services.
- Serve as a member of the district's collective bargaining team.
- Conduct periodic on site inspection tours of buildings and grounds.
- Review legislation and legal interpretations affecting school business operations including facilities construction and modernization.
- Attend Board meetings and prepare Board agenda items.

- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Theory and practice of *current* school business management, personnel management, payroll management, building construction, maintenance and operations, accounting, purchasing, contracts, health and welfare benefits and insurance.
- District policies.
- Educational supplies, *materials* and equipment.
- Planning, evaluation and supervisory skills.
- Revenue enhancement and financing mechanisms for public schools.
- *California public education agency Standardized Filing Requirements, including the Standard Account Code Structure. for public education agencies in the state of California.*
- Data processing systems including spread sheets and data base applications.
- Budget preparation and control.

ABILITY TO:

- Plan and coordinate a variety of technical business, construction, maintenance, operations and food service functions.
- Analyze business operations.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Bachelor's degree in accounting or business administration or equivalent in educational administration.
- Master's degree in accounting or business administration preferred.
- *Certificate of Completion of the Chief Business Official Certification Program from the California Association of School Business Officials or equivalent.*

EXPERIENCE:

- ~~Progressively responsible~~ *Experience as* Chief Business Official and/or Director of Finance in public school business administration or

~~comparable~~ ***equivalent*** experience as a Chief Business Official and/or Director of Finance in a related field.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended period of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing to read a variety of materials.
- Walk in order to access all areas of district facilities/sites.

TERMS OF EMPLOYMENT:

Twelve month work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Management Salary Schedule.

May 19, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Sharon McClain, Superintendent

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

Items	School Site	Donor
\$500.00 for field trips	Carmel Del Mar	PTA
\$101.82 for Green Team	Carmel Del Mar	PTA
\$3,338.63 to support ESC	Sage Canyon	PTA
\$1,900.00 to support ESC music	Sage Canyon	PTA

FISCAL IMPACT: Revenue: A total of \$5,840.45 has been received by the Del Mar Union School District as donations. The 2008/2009 site fundraising revenue budgets have been increased by \$5,840.45 for school sites as indicated above.

 Expenditure: The 2008/2009 site fundraising expenditure budgets have been increased by \$5,840.45 for school sites as indicated above.

 Fund Balance: No change to the fund balance.

RECOMMENDED: The Superintendent recommends approval and acceptance of donations to the Del Mar Union School District as listed above.

*10.1

DEL MAR UNION SCHOOL DISTRICT

Remittance Advice for

MISCELLANEOUS FUNDS

RECEIVED BY DISTRICT SCHOOLS

Sent to District Office on: 5-8-09 From: CDM
Date SchoolChecks \$ 2,537.82 Cash \$ 72.00 Total \$ 2,609.82 ✓

SOURCE OF FUNDS

AMOUNT

Field Trips (Float Lab - Carpenter)	\$ 414.00	
Field Trips (Kit Carson - Brunker)	\$ 249.00	
Field Trips (Kit Carson - Brinkerhoff)	\$ 260.00	1799. to 4200-009
Field Trips (Kit Carson - Carroll)	\$ 65.00	210. to 4200-010
Field Trips (Science Field Day - Dugger)	\$ 1,010.00	
Music - DVD Sales	\$ 10.00	4200-010
CDM PTA - for Field Trips	\$ 500.00	4200-009
CDM PTA - ~~000~~ pinnies/Green Team	\$ 101.82	4200-010
	\$	
	\$	
TOTAL	\$ 2,609.82	✓

By: Ann Hoffman
SignatureRemittance Form # 963 received at District on 5/11/09By: n jowell
Signature

(District Office will make copy of entire page and return to originating school site.)

DEL MAR UNION SCHOOL DISTRICT

Remittance Advice for

MISCELLANEOUS FUNDS

RECEIVED BY DISTRICT SCHOOLS

Sent to District Office on: 05/06/09 From: Sage Canyon
Date SchoolChecks \$3838.63 ✓ Cash \$0.00 Total \$3,838.63 ✓

SOURCE OF FUNDS

AMOUNT

PJA Reimbursement for
Supplies to Support CSE
PJA Reimbursement for
Office Supplies - General Use\$3338.63\$\$ 500.00\$\$\$\$\$03.00.0000.001.1110.1000.\$4300.010.008\$

TOTAL

\$3838.63 ✓By: Marion Rubino
SignatureRemittance Form # 1161 received at District on 5/11/09By: H. Howell
Signature

(District Office will make copy of entire page and return to originating school site.)

DEL MAR UNION SCHOOL DISTRICT

Remittance Advice for

MISCELLANEOUS FUNDS

RECEIVED BY DISTRICT SCHOOLS

Sent to District Office on: 05/06/09 From: Sage Canyon
Date SchoolChecks \$1900.00 ✓ Cash \$ — Total \$1900.00 ✓

SOURCE OF FUNDS

AMOUNT

PJA Gift for CSC\$1900.00Support of Music\$03-00-0000-608-1110-\$1000-5800-095-608\$\$\$\$\$\$\$

TOTAL

\$1900.00 ✓By: Marianne Rubino
Signature

SC

Remittance Form # 1160 received at District on 5/15/09By: n jowell
Signature

(District Office will make copy of entire page and return to originating school site.)

May 19, 2009

To: Board Members

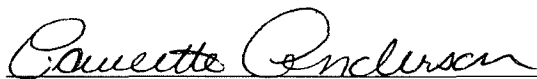
From: Dena Whittington, Assistant Superintendent, Business Services

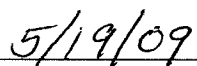
Through: Sharon McClain, Superintendent

Subject: Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements

It is recommended that the Board of Trustees approves the purchase orders listed in the amount of \$174,924.47. It is also recommended that the Board of Trustees ratifies the commercial warrants listed in the amount of \$579,182.62 and ratifies the revolving cash disbursements listed in the amount of \$2,088.24.

The purchase order amounts and revolving cash disbursements listed have been verified for accuracy and sufficient account balances by the Business Department.


Signed


Date

FISCAL IMPACT: The purchase order amounts listed have been verified by the Business Department. There are sufficient account balances to cover these expenditures. Remaining account balances after processing the purchase orders, commercial warrants and revolving cash expenditures are sufficient to pay expected expenses for the remainder of the year.

RECOMMENDED: The Superintendent recommends that the Board of Trustees approves the purchase orders, ratifies the commercial warrant payments and ratifies the revolving cash disbursements as listed.

*10.2

			DEL MAR UNION			
			FROM 04/01/09	THRU 04/30/09		
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
102765	04/02/09	03	ERIK BIENTKE	004	\$100 TEACHER STIPEND	\$90.00
102766	04/02/09	03	KARINA GREENWAY	006	BOOKS OTHER THAN TEXTBOOKS	\$232.45
102767	04/02/09	03	NAGC	012	DIST. PROF. LIBRARY	\$100.00
102768	04/02/09	06	ERIK BIENTKE	004	INST MAT/SUP GEN PURPOSE	\$257.76
102769	04/02/09	03	FAGEN FRIEDMAN & FULFROST, LLP	011	LEGAL FEES	\$1,172.00
102770	04/02/09	06	UMA (LAKSHMY) KRISHNAN	007	INST MAT/SUP GEN PURPOSE	\$377.33
102771	04/02/09	03	TAMARA RADFORD	004	FUNDRAISER	\$30.08
102772	04/02/09	03	JANET WOLFERTZ	005	ESC/PE MATERIALS AND SUPPLI	\$278.16
102773	04/02/09	06	RIGBY/HMH SUPPLEMENTAL	004	BOOKS OTHER THAN TEXTBOOKS	\$1,115.02
102774	04/02/09	06	EMILY DISNEY	009	INST MAT/SUP GEN PURPOSE	\$229.00
102775	04/02/09	03	SCHOLASTIC BOOK CLUBS, INC.	004	BOOKS OTHER THAN TEXTBOOKS	\$190.86
102776	04/02/09	03	EMILY MACKIE	009	MISC. SUPPLIES	\$47.70
102777	04/02/09	25-19	MARY MCGUIRE	022	DEV FEE REFUND	\$1,202.67
102778	04/02/09	06	SHAKE, SHINGLE & ROLL ROOFING	001	REPAIRS BLDGS/GRNDS	\$1,500.00
102779	04/02/09	06	ONE DAY SIGNS	001	MAINT SUPPLIES/OCEAN AIR	\$140.07
102780	04/02/09	06	BAKER ELECTRIC	001	REPAIRS BLDGS/GRNDS	\$6,000.00
102781	04/02/09	06	GRAYBAR ELECTRIC CO., INC.	001	MAINT SUPPLIES	\$33.66
102782	04/02/09	03	MAINTEX, INC.	001	CUSTODIAL SUPPLIES	\$1,000.00
102783	04/02/09	06	ELESCO	001	REPAIRS BLDGS/GRNDS-OA	\$1,600.00
102784	04/02/09	03	HODGES BADGE COMPANY	004	INST MAT/SUP GEN PURPOSE	\$107.87
102785	04/02/09	03	SANDRA DUCLO	004	\$100 TEACHER STIPEND	\$90.00
102786	04/02/09	03	LINDSAY FARMER	004	\$100 TEACHER STIPEND	\$90.00
102787	04/02/09	06	LINDSAY FARMER	004	INST MAT/SUP GEN PURPOSE	\$334.93
102788	04/02/09	03	WEST ED	012	TESTING SUPPLIES	\$619.00
102789	04/02/09	06	MIND WING CONCEPTS, INC.	011	INST MAT/SUP GEN PURPOSE	\$232.63
102790	04/02/09	13	AMAZON.COM CREDIT	001	MATERIALS AND SUPPLIES	\$57.60
102791	04/03/09	63	P&R PAPER SUPPLY	001	SNACKS CHILD DEV	\$76.61
102792	04/07/09	13	CALIFORNIA FOOD SERVICE	001	MATERIALS AND SUPPLIES	\$447.50
102793	04/07/09	06	PRESIDENT'S EDUCATION	007	INST MAT/SUP GEN PURPOSE	\$7.00
102794	04/07/09	06	SUSAN PAUL	007	INST MAT/SUP GEN PURPOSE	\$99.51
102795	04/07/09	06	UMA (LAKSHMY) KRISHNAN	007	INST MAT/SUP GEN PURPOSE	\$208.50
102796	04/07/09	06	JUNIOR ACHIEVEMENT	009	INST MAT/SUP GEN PURPOSE	\$972.00
102797	04/07/09	06	CURRICULUM ASSOCIATES, INC.	004	INST MAT/SUP GEN PURPOSE	\$35.33
102798	04/07/09	06	SDCOE	013	OFFICE SUPPLIES	\$32.52
102799	04/07/09	63	CHARLENE KOMOSINSKI	060	SUPP STAFF DEV CHILD DEV	\$126.73
102800	04/07/09	06	EDUCATIONAL ACTIVITIES, INC.	004	INST MAT/SUP GEN PURPOSE	\$235.73
102801	04/07/09	06	LAKESHORE LEARNING MATERIALS	004	INST MAT/SUP GEN PURPOSE	\$1,233.84
102802	04/07/09	03	XEROX CORPORATION	008	INST MAT/SUP GEN PURPOSE	\$106.58
102803	04/07/09	03	CCS PRESENTATION SYSTEMS	005	ESC/PE MATERIALS AND SUPPLI	\$3,030.86
102804	04/08/09	03	GOPHER SPORT	005	ESC/PE MATERIALS AND SUPPLI	\$1,061.13
102805	04/08/09	03	TRACI WAXMAN	009	\$100 TEACHER STIPEND	\$90.00
102806	04/08/09	03	MONICA TECH	010	\$100 TEACHER STIPEND	\$90.00
102807	04/08/09	63	EDWARD MOON	060	MILEAGE REIMBURSEMENT	\$47.85
102808	04/08/09	63	DIGITAL ONE PRINTING, INC.	060	PRINTING EXPENSE	\$1,240.13
102809	04/08/09	03	CAROLINA BIOLOGICAL SUPPLY CO.	004	INST MAT/SUP GEN PURPOSE	\$97.81
102810	04/08/09	06	FITNESS FINDERS, INC	004	NON-CAPITALIZED EQUIPMENT	\$67.76
102811	04/08/09	03	LOGO WEAR COMPANY	004	POETRY T-SHIRTS	\$360.00
102812	04/08/09	03	COACH USA	003	FIELD TRIP	\$396.18
102813	04/08/09	03	LINDA TUCKER	003	BOOKS OTHER THAN TEXTBOOKS	\$93.27
102814	04/08/09	03	MARY ZO BELL	003	\$100 TEACHER STIPEND	\$43.93
102815	04/08/09	03	BOUND TO STAY BOUND BOOKS INC	003	BOOKS OTHER THAN TEXTBOOKS	\$2,508.24
102816	04/08/09	03	STEFANI MAZEPA	003	\$100 TEACHER STIPEND	\$90.00

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
102817	04/08/09	06	TROXELL COMMUNICATIONS	003	INST MAT/SUP GEN PURPOSE	\$94.09
102818	04/08/09	03	FOLLETT LIBRARY RESOURCES	008	BOOKS OTHER THAN TEXTBOOKS	\$444.89
102819	04/08/09	63	DAN YUAN	060	CHILD CARE TUITION REFUND	\$236.05
102820	04/08/09	03	SPARK P.E. PROGRAMS	012	TESTING SUPPLIES	\$155.50
102821	04/08/09	03	JOHN SINK	009	\$100 TEACHER STIPEND	\$90.00
102822	04/08/09	06	GOPHER SPORT	009	INST MAT/SUP GEN PURPOSE	\$693.83
102823	04/08/09	06	SPORT SUPPLY GROUP	009	INST MAT/SUP GEN PURPOSE	\$1,800.25
102824	04/09/09	03	STEVEN MC DOWELL	001	MILEAGE REIMBURSEMENT	\$179.20
102825	04/13/09	03	SDCOE	001	OFFICE SUPPLIES	\$121.80
102826	04/13/09	03	ACADEMIC SUPPLIER	013	OFFICE SUPPLIES	\$242.60
102827	04/13/09	03/06	OFFICE DEPOT, B.S.D.	001	OFFICE SUPPLIES	\$507.94
102828	04/14/09	03	TRENT TRACY	008	\$100 TEACHER STIPEND	\$90.00
102829	04/14/09	03	AMY ASSELIN	008	\$100 TEACHER STIPEND	\$90.00
102830	04/14/09	03	ACADEMIC SUPPLIER	008	INST MAT/SUP GEN PURPOSE	\$331.73
102831	04/14/09	03	SDCOE	013	OFFICE SUPPLIES	\$207.14
102832	04/14/09	03	UNITED PARCEL SERVICE	007	INST MAT/SUP GEN PURPOSE	\$7.04
102833	04/14/09	03	MUSIC IN THE PARKS	004	FIELD TRIP	\$513.50
102834	04/14/09	03	COACH USA	004	FIELD TRIP	\$592.41
102835	04/14/09	03	ZOOLOGICAL SOCIETY-SAN DIEGO	004	FIELD TRIP	\$400.00
102836	04/14/09	03	HERITAGE TOURS	004	FIELD TRIP	\$393.00
102837	04/14/09	03	COACH USA	004	FIELD TRIP	\$396.18
102838	04/14/09	06	COACH USA	004	INST MAT/SUP GEN PURPOSE	\$521.05
102839	04/14/09	03	REALLY GOOD STUFF	009	6TH GR - FUNDRAISING	\$142.73
102840	04/14/09	03	JENNY LUCE	009	MUSIC SUPPLIES	\$92.59
102841	04/14/09	03	SDCOE	001	OFFICE SUPPLIES	\$167.11
102842	04/14/09	03	COACH USA	006	FIELD TRIP	\$792.36
102843	04/14/09	03	HERITAGE TOURS	006	FIELD TRIP	\$581.00
102844	04/14/09	06	HOME DEPOT CREDIT SERVICES	001	MAINT SUPPLIES	\$2,000.00
102845	04/14/09	06	LEE'S LOCK & SAFE	001	REPAIRS BLDGS/GRNDS	\$3,500.00
102846	04/15/09	03	ALEKS CORPORATION	005	INST MAT/SUP GEN PURPOSE	\$28.00
102847	04/15/09	03	GREATER SAN DIEGO READING	012	OTHER EXPENSES	\$200.00
102848	04/15/09	03	OFFICE DEPOT, B.S.D.	010	INST MAT/SUP GEN PURPOSE	\$684.11
102849	04/15/09	03	AWARD EMBLEM MFG. CO., INC	008	INST MAT/SUP GEN PURPOSE	\$317.88
102850	04/15/09	03	JANESE SWANSON	008	\$100 TEACHER STIPEND	\$87.93
102851	04/15/09	03	RICHARD GRISWOLD	009	\$100 TEACHER STIPEND	\$90.00
102852	04/15/09	03	AUDREY SCHENGEL	009	\$100 TEACHER STIPEND	\$90.00
102853	04/15/09	03	JENNIFER OLIVEIRA	009	\$100 TEACHER STIPEND	\$73.91
102854	04/15/09	06	RESOURCE CONSERVATION DISTRICT	009	INST MAT/SUP GEN PURPOSE	\$50.00
102855	04/15/09	03	SOLUTION TREE, LLC	009	TRAVEL AND CONFERENCES	\$569.00
102856	04/15/09	63	PURE FLO WATER CO.	060	SNACKS CHILD DEV	\$225.00
102857	04/15/09	63	ASHLEY MANNING	060	MILEAGE REIMBURSEMENT	\$58.63
102858	04/15/09	03/06	SOLUTION TREE, LLC	012	TRAVEL AND CONFERENCES	\$1,797.00
102859	04/15/09	06	SPORTIME	009	INST MAT/SUP GEN PURPOSE	\$676.52
102860	04/15/09	03	PAULA INTRAVAIA	005	CESAR CHAVEZ SRV LRNING GRP	\$194.79
102861	04/15/09	03	CINDA PECK	005	MUSIC SUPPLIES	\$153.84
102862	04/16/09	03	PEARSON ASSESSMENTS	012	TESTING SUPPLIES	\$898.38
102863	04/17/09	03	POSITIVE PROMOTIONS	004	BOOKS OTHER THAN TEXTBOOKS	\$329.01
102864	04/17/09	06	OFFICE DEPOT, B.S.D.	001	OFFICE SUPPLIES	\$156.70
102865	04/17/09	06	ZASUETA CONTRACTING, INC.	001	REPAIRS BLDG/GRND-HILLS	\$1,136.00
102866	04/20/09	06	ERIK BLENKE	004	TRAVEL AND CONFERENCES	\$132.00
102867	04/20/09	06	BERTRAND'S MUSIC MART	007	INST MAT/SUP GEN PURPOSE	\$103.31
102868	04/20/09	03	ACADEMIC SUPPLIER	010	INST MAT/SUP GEN PURPOSE	\$402.68

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
102869	04/20/09	03	CULLIGAN WATER CONDITIONING	010	INST MAT/SUP GEN PURPOSE	\$59.00
102870	04/20/09	06	BETSY SCHULZ	003	INST MAT/SUP GEN PURPOSE	\$248.95
102871	04/20/09	03	SAN DIEGO JUNIOR THEATRE	003	6TH GRADE PLAY	\$1,000.00
102872	04/20/09	73-20	LINDA TUCKER	003	INST MAT/SUP GEN PURPOSE	\$16.16
102873	04/20/09	73-20	LINDA TUCKER	003	INST MAT/SUP GEN PURPOSE	\$1,000.00
102874	04/20/09	03	HIGHSMITH LIBRARY, FURNITURE	003	BOOKS OTHER THAN TEXTBOOKS	\$103.13
102875	04/20/09	73-20	KAY MULLER	003	INST MAT/SUP GEN PURPOSE	\$300.00
102876	04/20/09	03	KATHLEEN P. ZACK	003	INST MAT/SUP GEN PURPOSE	\$100.00
102877	04/20/09	73-20	KATHLEEN P. ZACK	003	INST MAT/SUP GEN PURPOSE	\$100.00
102878	04/20/09	03	STUDENT SUPPLY COMPANY	008	SUPPLY PACKETS	\$254.34
102879	04/20/09	03	BROWER TIMING SYSTEMS LLC	003	IRON DOLPHIN RUN CLUB	\$1,092.06
102880	04/20/09	03	HEATHER SULLIVAN	009	INST MAT/SUP GEN PURPOSE	\$90.00
102881	04/20/09	03	TRACY HAMILTON, INC.	009	INST MAT/SUP GEN PURPOSE	\$132.33
102882	04/20/09	03	ATHANASIA SOLOWCZUK	009	INST MAT/SUP GEN PURPOSE	\$79.99
102883	04/20/09	03	FANON COURIER	005	EQUIP REPAIR	\$36.00
102884	04/20/09	03	UNITED PARCEL SERVICE	005	EQUIP REPAIR	\$7.29
102885	04/20/09	03	ABBEY PARTY RENTS	006	RENTL, LEASE, REPAIR&NON-CAP	\$339.50
102886	04/20/09	03	IAN PHILLIP	003	IRON DOLPHIN RUN CLUB	\$898.00
102887	04/20/09	73-20	CYT	003	INST MAT/SUP GEN PURPOSE	\$255.00
102888	04/20/09	03	APPLE COMPUTER, INC.	003	NON-CAPITALIZED EQUIPMENT	\$35.54
102889	04/20/09	03	UNITED PARCEL SERVICE	012	TESTING SUPPLIES	\$195.50
102890	04/20/09	06	UMA (LAKSHMY) KRISHNAN	007	INST MAT/SUP GEN PURPOSE	\$603.90
102891	04/20/09	03	OFFICE DEPOT, B.S.D.	013	OFFICE SUPPLIES	\$60.86
102892	04/20/09	03	SOUTHWEST SCHOOL SUPPLY	005	INST MAT/SUP GEN PURPOSE	\$693.80
102893	04/20/09	03	JENNIFER OLIVEIRA	001	TRAVEL AND CONFERENCES	\$1,112.40
102894	04/20/09	13	COSTCO BUSINESS DELIVERY	001	MATERIALS AND SUPPLIES	\$178.18
102895	04/20/09	03	COTTONWOOD ELECTRIC CART SVC	001	REPAIRS TO MACHINES	\$115.00
102896	04/20/09	06	CULLIGAN WATER CONDITIONING	001	REPAIRS BLDGS/GRNDS-OA	\$255.00
102897	04/20/09	06	DEL MAR HEIGHTS ROAD SHELL	001	REPAIRS TO VEHICLES	\$2,400.00
102898	04/20/09	06	EL CAMINO RENTAL	001	RENTAL OF EQUIPMENT	\$700.00
102899	04/20/09	06	FRONTIER FENCE COMPANY INC	001	REPAIRS BLDG/GRND SYCAMORE	\$810.00
102900	04/20/09	06	HUFF STRIPING INC.	001	REPAIRS BLDG/GRND-HILLS	\$268.00
102901	04/20/09	03	LLOYD PEST CONTROL	001	OTHER CONTRACTS	\$400.00
102902	04/20/09	06	ONE DAY SIGNS	001	MAINT SUPPLIES/OCEAN AIR	\$263.98
102903	04/20/09	06	PACIFIC PLUMBING SPECIALTIES	001	MAINT SUPPLIES	\$48.02
102904	04/20/09	06	SAN DIEGO REFRIGERATION	001	REPAIRS BLDG/GRND-HILLS	\$170.81
102905	04/20/09	03	JENNIFER OLIVEIRA	009	FUNDRAISER	\$63.32
102906	04/20/09	03	KATHY PECHTIMALDGIAN	009	BOOKS OTHER THAN TEXTBOOKS	\$45.69
102907	04/20/09	03	DAN DAHL	009	6TH GR - FUNDRAISING	\$45.56
102908	04/20/09	03	REUBEN H. FLEET SCIENCE CENTER	009	FIELD TRIP	\$300.00
102909	04/20/09	06	HILARY NELSEN	004	INST MAT/SUP GEN PURPOSE	\$140.46
102910	04/20/09	03	HILARY NELSEN	004	\$100 TEACHER STIPEND	\$90.00
102911	04/20/09	03	COACH USA	009	FIELD TRIP	\$1,077.76
102912	04/20/09	03	EMILY MACKIE	009	\$100 TEACHER STIPEND	\$39.54
102913	04/20/09	03	TERRA BARTON	004	\$100 TEACHER STIPEND	\$90.00
102914	04/20/09	06	TERRA BARTON	004	INST MAT/SUP GEN PURPOSE	\$57.36
102915	04/20/09	06	TERRA BARTON	004	INST MAT/SUP GEN PURPOSE	\$229.56
102916	04/20/09	06	CALIF FUTURE PROBLEM SOLVING	007	INST MAT/SUP GEN PURPOSE	\$103.31
102917	04/20/09	06	CALIF FUTURE PROBLEM SOLVING	009	INST MAT/SUP GEN PURPOSE	\$120.00
102918	04/20/09	06	CALIF FUTURE PROBLEM SOLVING	009	INST MAT/SUP GEN PURPOSE	\$120.00
102919	04/20/09	06	CALIF FUTURE PROBLEM SOLVING	007	INST MAT/SUP GEN PURPOSE	\$27.19
102920	04/22/09	06	KIDS THERAPY ASSOCIATES	001	O.T. SPEC. EDUC	\$2,000.00

PURCHASE ORDER LISTING APRIL 1 2009					PAGE	4
DEL MAR UNION						
FROM 04/01/09 THRU 04/30/09						
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
102921	04/22/09	03	GAYLE WAYNE	001	OTHER CONTRACTS	\$5,000.00
102922	04/22/09	06	LYNN CARLSON	011	INST MAT/SUP GEN PURPOSE	\$191.38
102923	04/22/09	03	DONNA KURIYAMA	011	TRAVEL AND CONFERENCES	\$44.66
102924	04/22/09	03	SHEILA WEINBERG	011	TRAVEL AND CONFERENCES	\$375.00
102925	04/22/09	06	JENNIFER OLIVEIRA	009	INST MAT/SUP GEN PURPOSE	\$327.20
102926	04/22/09	03/06	SUSAN FITZPATRICK	004	TRAVEL AND CONFERENCES	\$404.44
102927	04/22/09	06	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$301.00
102928	04/22/09	06	DARLENE KLUGHERZ	006	INST MAT/SUP GEN PURPOSE	\$344.33
102929	04/22/09	03	TRISHA VAN DILLEN	006	\$100 TEACHER STIPEND	\$90.00
102930	04/22/09	03	ALANE BIGNAMI	006	\$100 TEACHER STIPEND	\$90.00
102931	04/22/09	03	SKATE WORLD	006	FIELD TRIP	\$400.00
102932	04/22/09	03	KARINA GREENWAY	006	BOOKS OTHER THAN TEXTBOOKS	\$206.16
102933	04/22/09	03	JULIE GEISBAUER	006	\$100 TEACHER STIPEND	\$86.65
102934	04/22/09	06	DATTEL SYSTEMS, INC.	007	INST MAT/SUP GEN PURPOSE	\$705.79
102935	04/22/09	06	R&D INSTRUCTION SOLUTIONS	007	INST MAT/SUP GEN PURPOSE	\$972.23
102936	04/22/09	03	SOUTHWEST SCHOOL SUPPLY	005	INST MAT/SUP GEN PURPOSE	\$170.52
102937	04/22/09	03	CASSIE BRUNKER	005	INST MAT/SUP GEN PURPOSE	\$152.55
102938	04/22/09	03	COACH USA	006	FIELD TRIP	\$792.36
102939	04/22/09	06	SPORT SUPPLY GROUP	009	INST MAT/SUP GEN PURPOSE	\$464.00
102940	04/22/09	03	KELSEY DUMOFF	009	INST MAT/SUP GEN PURPOSE	\$50.00
102941	04/22/09	03	PAT MCCOMB	009	FIELD TRIP	\$325.00
102942	04/22/09	03	SRA/MCGRAW HILL	003	INST MAT/SUP GEN PURPOSE	\$838.73
102943	04/22/09	03	COACH USA	010	FIELD TRIP	\$449.70
102944	04/22/09	03	TAYLOR PUBLISHING	004	YEARBOOK	\$2,500.00
102945	04/22/09	63	JANAN TAOVIL	060	MILEAGE REIMBURSEMENT	\$95.97
102946	04/22/09	63	ORIENTAL TRADING CO.	060	INST SUPPLIES CHILD DEV	\$134.50
102947	04/22/09	63	DISCOUNT SCHOOL SUPPLY	060	INST SUPPLIES CHILD DEV	\$223.50
102948	04/22/09	63	S&S WORLD WIDE	060	INST SUPPLIES CHILD DEV	\$163.89
102949	04/22/09	03	GOLDEN RULE BINDERY, INC.	004	PORTFOLIOS	\$4,504.37
102950	04/22/09	03/06	KELSEY DUMOFF	009	INST MAT/SUP GEN PURPOSE	\$113.21
102951	04/22/09	03	BECKY ZEBOLD	006	INSTR SUPPLIES-SCIENCE	\$393.93
102952	04/22/09	03	SHELLEY PETERSEN	006	OFFICE SUPPLIES	\$100.00
102953	04/22/09	03	TERRI ALPER	006	MISC. SUPPLIES	\$100.00
102954	04/22/09	03	TRICIA HUPPERT	006	MISC. SUPPLIES	\$70.00
102955	04/22/09	03	DECKER EQUIPMENT	006	EQUIP REPAIR	\$79.57
102956	04/22/09	03	WINDFALL BOOKS	006	BOOKS OTHER THAN TEXTBOOKS	\$258.93
102957	04/22/09	03	NICOLE ORTEGA	008	\$100 TEACHER STIPEND	\$90.00
102958	04/22/09	03	XEROX CORPORATION	008	INST MAT/SUP GEN PURPOSE	\$118.54
102959	04/22/09	03	SHATTO & SONS	003	IRON DOLPHIN RUN CLUB	\$774.03
102960	04/22/09	03	GIOVANNA CAVALLINI	008	INST MAT/SUP GEN PURPOSE	\$462.80
102961	04/22/09	03	COACH USA	005	FIELD TRIP	\$1,514.43
102962	04/22/09	03	TRACY HAMILTON, INC.	005	6TH GRADE GIFT	\$167.93
102963	04/22/09	03	ACADEMIC SUPPLIER	022	OFFICE SUPPLIES	\$210.24
102964	04/23/09	06	OFFICE DEPOT, B.S.D.	001	OFFICE SUPPLIES	\$68.30
102965	04/23/09	03	OFFICE DEPOT, B.S.D.	003	INST MAT/SUP GEN PURPOSE	\$88.52
102966	04/24/09	03	FAGEN FRIEDMAN & FULFROST, LLP	011	LEGAL FEES	\$1,439.98
102967	04/24/09	03	PRO-ED, INC.	011	TESTING SUPPLIES	\$515.38
102968	04/24/09	06	LAKE SHORE LEARNING MATERIALS	011	OTHER SUPPLIES	\$338.20
102969	04/24/09	63	LAURA GAWLE	060	CHILD CARE TUITION REFUND	\$150.00
102970	04/24/09	06	JULIE ANDERSON	009	INST MAT/SUP GEN PURPOSE	\$200.00
102971	04/24/09	03	JONI DEGROOT	011	TRAVEL AND CONFERENCES	\$238.49
102972	04/24/09	06	THERESA & RICK DOWE	011	OTHER CONTRACTS	\$1,200.00

			DEL MAR UNION		FROM 04/01/09 THRU 04/30/09			
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT		
102973	04/24/09	06	PRO-ED, INC.	011	OTHER SUPPLIES	\$235.13		
102974	04/24/09	06	HANDWRITING WITHOUT TEARS	011	INST MAT/SUP GEN PURPOSE	\$121.36		
102975	04/24/09	06	DEENA ENGLER	007	INST MAT/SUP GEN PURPOSE	\$50.00		
102976	04/24/09	06	PATRICIA JOHNSON	009	INST MAT/SUP GEN PURPOSE	\$228.49		
102977	04/24/09	03	SAN DIEGUITO TROPHY	009	INST MAT/SUP GEN PURPOSE	\$76.13		
102978	04/24/09	63	COACH USA	060	TRANS SPEC TRIPS	\$396.18		
102979	04/24/09	03	AMY SMITH	006	CLASSROOM DONATIONS	\$150.00		
102980	04/24/09	03	LIBRARY VIDEO COMPANY	006	INST SUPP-LIBRARY A.V.	\$447.02		
102981	04/27/09	03	ART VIDEO WORLD	006	BOOKS OTHER THAN TEXTBOOKS	\$238.05		
102982	04/27/09	03	BECKY ROSS	008	INST MAT/SUP GEN PURPOSE	\$203.40		
102983	04/27/09	03	SARAH RASKIN	008	\$100 TEACHER STIPEND	\$90.00		
102984	04/27/09	63	BOOMERS- VISTA	060	FIELD TRIP	\$1,521.50		
102985	04/27/09	63	ZOOLOGICAL SOCIETY-SAN DIEGO	060	FIELD TRIP	\$1,893.00		
102986	04/27/09	06	RANDY WHEATON	001	MAINT SUPPLIES	\$196.82		
102987	04/27/09	03	MARIA SCHWAB	008	\$100 TEACHER STIPEND	\$87.47		
102988	04/27/09	06	BETSY SCHULZ	003	INST MAT/SUP GEN PURPOSE	\$126.41		
102989	04/27/09	03	COSTCO BUSINESS DELIVERY	003	INST MAT/SUP GEN PURPOSE	\$264.39		
102990	04/27/09	03	MARLA HERNANDEZ	003	\$100 TEACHER STIPEND	\$90.00		
102991	04/27/09	03	MAD SCIENCE OF SAN DIEGO	003	FIELD TRIP	\$1,197.00		
102992	04/27/09	03	CASSIE HAUSEUR	003	\$100 TEACHER STIPEND	\$90.00		
102993	04/27/09	06	IAN PHILLIP	003	INST MAT/SUP GEN PURPOSE	\$216.30		
102994	04/27/09	03	LIBERTY PAPER	003	INST MAT/SUP GEN PURPOSE	\$2,374.23		
102995	04/27/09	03	LAKE SHORE LEARNING MATERIALS	003	INST MAT/SUP GEN PURPOSE	\$143.12		
102996	04/27/09	03	SPORT SUPPLY GROUP	003	DISASTER PREP SUPPLIES	\$60.42		
102997	04/27/09	03	RAYMOND GEDDES & CO.	005	FUNDRAISER	\$97.76		
102998	04/27/09	03	FOLLETT LIBRARY RESOURCES	009	BOOKS OTHER THAN TEXTBOOKS	\$1,360.00		
102999	04/28/09	06	RACHEL JOHNSON	011	MILEAGE REIMBURSEMENT	\$90.77		
103000	04/28/09	03	MEDIBADGE	011	HEALTH SUPPLIES	\$46.26		
103001	04/28/09	06	GRAYBAR ELECTRIC CO., INC.	001	MAINT SUPPLIES/OCEAN AIR	\$258.90		
103002	04/28/09	06	FIRE ETC	001	MAINT SUPPLIES	\$28.28		
103003	04/28/09	06	OFFICE DEPOT, B.S.D.	013	OFFICE SUPPLIES	\$48.87		
103004	04/28/09	03	EVERGREEN NURSERY	001	GARDENING SUPPLIES	\$200.00		
103005	04/28/09	06	DOOR-MAN	001	REPAIRS BLDG/GRND SYCAMORE	\$2,854.00		
103006	04/28/09	63	DUSTIN WEBSTER	060	MILEAGE REIMBURSEMENT	\$87.12		
103007	04/28/09	03	MELISSA WEINBAUM-DAVIS	006	\$100 TEACHER STIPEND	\$90.00		
103008	04/28/09	03	YMCA CAMPING	004	OUTDOOR EDUCATION	\$12,586.00		
103009	04/28/09	03	AREY JONES EDUCATIONAL	001	COMPUTER SUPPLIES	\$13,893.56		
103010	04/28/09	03	TAMARA RADFORD	004	BOOKS OTHER THAN TEXTBOOKS	\$66.61		
103011	04/28/09	03	SUSAN HOPPER	004	\$100 TEACHER STIPEND	\$84.80		
103012	04/28/09	03	COMPANION CORPORATION	009	BOOKS OTHER THAN TEXTBOOKS	\$488.29		
103013	04/29/09	03	BOWIE ARNESON WILES & GIANNONE	001	LEGAL FEES	\$345.00		
103014	04/29/09	03/06	BEST BEST & KRIEGER ATTORNEYS	001	LEGAL FEES	\$14,196.18		
103015	04/29/09	03	DAVID JONES	005	MILEAGE REIMBURSEMENT	\$295.28		
103016	04/29/09	03	B AND H PHOTO AND VIDEO	001	COMPUTER SUPPLIES	\$139.23		
103017	04/29/09	63	JANAN TAOVIL	060	TRAVEL AND CONFERENCES	\$317.22		
103018	04/29/09	63	MIRA MESA LANES	060	FIELD TRIP	\$990.00		
103019	04/29/09	63	SYDNEY WILLIAMS	060	TRAVEL AND CONFERENCES	\$198.67		
103020	04/29/09	63	CHARLEY JACOB	060	TRAVEL AND CONFERENCES	\$278.72		
103021	04/29/09	63	ALLIE TRUE	060	MILEAGE REIMBURSEMENT	\$43.45		
103022	04/29/09	03	JACQUE FOLGNER	003	\$100 TEACHER STIPEND	\$83.09		
103023	04/29/09	03	MARY ZO BELL	003	SPANISH ENRICHMENT PROGRAM	\$122.78		
103024	04/29/09	03	DONALD BIRKETT	003	INST MAT/SUP GEN PURPOSE	\$248.18		

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
103025	04/29/09	03	KATHLEEN O'CONNOR	009	MUSIC SUPPLIES	\$267.88
103026	04/29/09	03	LIBERTY PAPER	013	OFFICE SUPPLIES	\$175.58
103027	04/29/09	63	THE NEW CHILDREN'S MUSEUM	060	FIELD TRIP	\$600.00
103028	04/29/09	03	SDCOE	013	TESTING SUPPLIES	\$289.91
103029	04/29/09	06	RANDY WHEATON	001	REPAIRS BLDGS/GRNDS	\$185.80
103030	04/29/09	03	THOMPSON-WEST CORPORATE	022	OFFICE SUPPLIES	\$42.52
103031	04/29/09	03	OFFICE DEPOT, B.S.D.	003	INST MAT/SUP GEN PURPOSE	\$353.07
103032	04/29/09	06	AREY JONES EDUCATIONAL	001	NON-CAPITALIZED EQUIPMENT	\$1,452.50
103033	04/29/09	03	PAIGE ROLLINS	003	INST MAT/SUP GEN PURPOSE	\$38.35
103034	04/29/09	03	AMANDA BARMAN	003	INST MAT/SUP GEN PURPOSE	\$10.99
103035	04/29/09	03	PAMELA J. REYNOLDS	003	INST MAT/SUP GEN PURPOSE	\$1,037.05
REPORT TOTAL						\$174,924.47

**DEL MAR UNION SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING**

April 1 - 30, 2009

FUND	DATE	WARRANT #	AMOUNT
FUND 03 & 06	4/8/2009	620044-620113	\$ 133,590.22
General Fund - Unrestricted and Restricted	4/9/2009	620935-620949	\$ 12,476.49
	4/15/2009	622921-622946	\$ 36,458.99
	4/17/2009	624109-624148	\$ 49,645.37
	4/21/2009	625112-625133	\$ 12,378.36
	4/22/2009	625679-625698	\$ 18,892.65
	4/23/2009	626304-626308	\$ 28,504.14
	4/24/2009	626856-626866	\$ 7,558.05
	4/27/2009	627470	\$ 5,328.75
	4/29/2009	628580-628617	\$ 36,363.11
	4/30/2009	629238-629303	\$ 96,635.60
GENERAL FUND TOTAL			\$ 437,831.73
FUND 13	4/8/2009	620114-620115	\$ 6,807.90
Cafeteria	4/9/2009	620950-620951	\$ 508.35
	4/22/2009	625699-625700	\$ 64,433.45
	4/24/2009	626867	\$ 56,751.35
	4/29/2009	628618	\$ 159.88
	4/30/2009	629304	\$ 178.18
FUND 14			
Deferred Maintenance			
FUND 25-19	4/8/2009	620116	\$ 1,202.67
Developer Fees			
FUND 35-00			
State School Building Project			
FUND 40			
Special Reserve-Capital			
FUND 63	4/8/2009	620117-620128	\$ 3,409.89
Other Enterprise - Child Development	4/9/2009	620952-620958	\$ 4,333.79
	4/15/2009	622947-622949	\$ 1,593.28
	4/21/2009	625134-625136	\$ 166.04
	4/22/2009	625701-625702	\$ 191.11
	4/29/2009	628619-628621	\$ 256.48
	4/30/2009	629305-629311	\$ 1,342.36
FUND 73-20	4/30/2009	629312	\$ 16.16
Foundation Trust			
OTHER FUND TOTAL			\$ 141,350.89
GRAND TOTAL			\$ 579,182.62

DEL MAR UNION SCHOOL DISTRICT

Revolving Cash Fund April 1 - 30, 2009

Date	Check No	Payee	Purpose	Amount	Account #
4/3/09	8649	Cindy Johnson	other meeting supplies	54.24	03-00 0000-500 0000 7100 5800-080 040
4/3/09	8649	Cindy Johnson	misc. supplies	67.04	03-00 0000-501 0000 7100 4300-089 040
4/3/09	8650	Dena Whittington	misc. supplies	34.40	03-00 0000-504 0000 7200 4300-089 045
4/3/09	8651	Barrett Blake	computer supplies	104.21	03-00 0000-000 0000 2420 4300-088 030
4/3/09	8652	Cathy Birks	travel/conference	38.50	03-00 0000-504 0000 7200 5200-000 045
4/3/09	8653	Janet Bernard	other expense	28.67	03-00 0000-018 0000 2130 5800-080 040
4/3/09	8653	Janet Bernard	travel/conference	12.00	03-00 0000-502 0000 7200 5200-000 040
4/3/09	8654	Susy Kao	supplies and materials	92.74	13-00 5310-000 0000 3700 4300-000 045
4/3/09	8655	Andrea Appel	instructional supplies	58.22	03-00 0000-001 1110 1000 4300-010 005
4/3/09	8656	Hans Laeven	child care tuition refund	46.35	63-00 0000-000 0000 0000 8699-066 000
4/3/09	8657	Sean Wiggins	child care tuition refund	16.70	63-00 0000-000 0000 0000 8699-066 000
4/10/09	8658	Paul Tammen	child care tuition refund	108.60	63-00 0000-000 0000 0000 8699-066 000
4/10/09	8659	Candace Chun	instructional supplies	5.79	03-00 0000-001 1110 1000 4300-010 005
4/17/09	8660	Sherry Forte	misc. supplies	36.13	03-00 0000-501 0000 7100 4300-089 040
4/17/09	8661	Sharon McClain	misc. supplies	20.00	03-00 0000-501 0000 7100 4300-089 040
4/17/09	8661	Sharon McClain	travel/conference	104.20	03-00 0000-501 0000 7100 5200-000 040
4/17/09	8662	Janan Taovil	child care supplioes	23.69	63-00 0000-000 0000 6000 4300-067 066
4/17/09	8663	Alan Martin	child care tuition refund	29.10	63-00 0000-000 0000 0000 8699-066 000
4/20/09	8664	Katie Shanahan	mileage	120.45	03-00 0000-502 0000 7200 5200-025 040
4/20/09	8665	Susy Kao	mileage	103.40	13-00 5310-000 0000 3700 5200-025 045
4/22/09	8666	The City of San Diego	other expense	17.00	06-00 8150-640 0000 8110 5800-080 045
4/22/09	8667	Allan Co Miramar Recycling	other expense	24.00	06-00 8150-640 0000 8110 5800-080 045
4/22/09	8668	Sara Zarei	6th grade camp refund	108.00	03-00 0000-000 0000 0000 8699-755 000
4/22/09	8669	Alexandra Kiselyov	6th grade camp refund	54.00	03-00 0000-000 0000 0000 8699-755 000
4/22/09	8670	Marianne Uribe	6th grade camp refund	295.00	03-00 0000-000 0000 0000 8699-755 000
4/22/09	8671	Traci Waxman	TSA refund	300.00	03-00 9999-000 0000 0000 7999-000 000
4/22/09	8672	Ramona Jones	field trip refund	28.00	03-00 0000-007 1110 1000 4300-009 007
4/24/09	8673	Micahel Casey	computer supplies	30.00	03-00 0000-000 0000 2420 4300-088 030
4/24/09	8674	Shauna Friedemann	other expense	29.20	03-00 0000-018 0000 2130 5800-080 040
4/4/09	8675	Barbara Demillan	child nutrition refund	19.00	13-00 5310-000 0000 0000 8634-002 000
4/29/09	8676	O'Briens Boulangerie	other meeting supplies	45.60	03-00 0000-500 0000 7100 5800-080 040
4/27/09		Union Bank, analysis deficit		34.78	03-00 0000-504 0000 7200 5800-080 045
4/30/09		Union Bank, interest earned		(0.77)	03-00 0000-504 0000 7200 5800-080 045

TOTAL 2,088.24

Paulette Anderson
Custodian, Revolving Cash



Date

5/19/09

May 19, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Sharon McClain, Superintendent

Subject: Board Approval of Site Performance Agreements

SCHOOL	CONTRACTOR	SERVICE	AMOUNT	FUNDING
Del Mar Hills	Amy Adams	Mandatory EISS one-day coaching on May 22, 2009	664.35	EISS Grant
Del Mar Hills	Jody Guanno	Mandatory EISS one-day coaching on May 22, 2009	664.35	EISS Grant

FISCAL IMPACT: Revenue: 2008/2009 EISS Grant
Expenditure: 2008/2009 EISS Grant
Fund Balance: No change to the fund balance.

RECOMMENDED: The Superintendent recommends approval of site performance agreements.

*10.3

May 19, 2009

To: Board Members

From: Randy Wheaton, Director Maintenance and Operations

Through: Sharon McClain, Superintendent

Subject: Board Approval of Contracts For 2009/2010 Fiscal Year Annual Inspections, Maintenance and Service

Randy Wheaton, Director of Maintenance and Operations, has continued to request quotes from contractors for summer work and annual inspections, maintenance and service as summarized on the April 29, 2009 Board Agenda. At this time, Mr. Wheaton recommends that the following contracts be approved.

1. American Park Specialties will make ball wall repairs at Ashley Falls, Carmel Del Mar, Sage Canyon and Torrey Hills in the amount \$5,850.
2. A.O. Reed & Co. will provide PRV (pressure valve maintenance) at Ashley Falls and Sage Canyon in the amount of 1,632.00
3. PDI Coatings will provide roof coating on five portable classrooms at Ashley Falls in the amount of \$14,685.00.
4. Construction Electronics, Inc. will provide intercom inspection and maintenance at all sites in the amount of \$2,954.00.
5. Doorman will provide various repairs and adjustments to doors at Del Mar Hills, Del Mar Heights, Sage Canyon, Sycamore Ridge and Torrey Hills in the amount of \$14,278.00.

***The contracts for the work listed above are available for review
at the Del Mar Union School District Office.***

FISCAL IMPACT: Revenue: 2009/2010 proposed Restricted Maintenance budget.

Expenditure: Expenditure of \$39,399.00 will be paid from 2009/2010 proposed Restricted Maintenance budget.

Fund Balance: No change to restricted general fund balance.

RECOMMENDED: The Superintendent recommends that the Board approves contracts for 2009/2010 fiscal year annual inspections, maintenance and service.

*10.4

May 19, 2009

To: Board Members

From: Randy Wheaton, Director Maintenance and Operations

Through: Sharon McClain, Superintendent

Subject Board Award and Approval of Agreement Between Anemos Enterprises, Inc. and the Del Mar Union School District for Partial Painting at Ashley Falls and Carmel Del Mar Schools Summer 2009 in the Amount of \$27,000.00

At the regular board meeting of March 25, 2009 the Board approved going to bid for summer painting. The request for bids was advertised in the San Diego Daily Transcript on April 20, 2009 and April 27, 2009. Eighteen bid packets were distributed. A mandatory pre-bid meeting and job walk took place at 9:00 a.m. on Monday, May 4, 2009 which 25 contractors attended. The bid opening was held at 10:00 a.m. on Monday, May 18, 2009. The bid summary is shown below.

CONTRATOR NAME	BID AMOUNT
Anemos Enterprises, Inc.	\$ 27,000.00
Southwest Coatings, Inc.	\$ 34,000.00
Piana Construction and Painting, Inc.	\$ 36,000.00
Kronos Painting, Inc.	\$ 37,000.00
Paramount Painting, Inc.	\$ 42,000.00
Limasol Construction, Inc.	\$ 42,777.00
C & M Painters, Inc.	\$ 43,600.00
Omega Construction Co., Inc.	\$ 52,000.00
Walters Painting, Inc.	\$ 63,500.00
Alpha Decor & Painting	\$ 66,000.00
Mear Construction, Inc.	\$ 85,000.00
C.T. Georgiou Painting Co.	\$ 127,000.00

District staff recommends that the Board award the contract to Anemos Enterprises, Inc. Work will begin Wednesday, July 1, 2009 and will be completed by Friday, August 14, 2009.

*The Contract for this work will be available for review at the
Del Mar Union School District Office.*

FISCAL IMPACT: Revenue: Restricted Maintenance Program.
 Expenditure: Expenditure will be paid out of 2009/2010
 proposed Restricted Maintenance budget.
 Fund Balance: No change to restricted general fund balance.

RECOMMENDED: The Superintendent recommends award and approval of
 agreement for between Anemos Enterprises, Inc. and the Del
 Mar Union School District for partial painting at Ashley Falls
 and Carmel Del Mar Schools in the amount of \$27,000.00

*10.5

May 19, 2009

To: Board Members

From: Randy Wheaton, Director Maintenance and Operations

Through: Sharon McClain, Superintendent

Subject Board Approval of Agreement Between the Del Mar Union School District and Tandus Specialized Markets for Carpet Replacement at Sage Canyon School

Randy Wheaton, Director of Maintenance, recommended that the carpet at Sage Canyon School be replaced, and that for the purpose of facility planning, including furniture moving and staff scheduling, the carpet replacement was scheduled to be completed over two summer breaks. The first segment was completed in July 2008.

At the April 29, 2009 regular board meeting, the Board approved using the Chula Vista Elementary School District's bid for the second segment of carpet replacement. Stained, dirty carpet will be replaced in the Administration building, the MUR and four portable classrooms at a cost of \$175,322.38. District staff recommends approval of the agreement with Tandus Specialized Markets for the carpet replacement at Sage Canyon School.

*The Agreement for this work is available for review at the
Del Mar Union School District*

FISCAL IMPACT:

Revenue: No change to revenue budget.

Expenditure: Payment will be made from proposed 2009/2010 deferred maintenance budget.

Fund Balance: No change to fund balance.

RECOMMENDED: The superintendent recommends approval of the agreement between the Del Mar Union School District and Tandus Specialized Markets for carpet replacement at Sage Canyon School in the Amount of \$175,322.38.

*10.6

May 14, 2009

To: Board Members

From: Mike Casey, Director of Technology

Through: Sharon McClain, Superintendent

Subject: Board Approval of Agreement Between Networld Solutions, Inc. and the Del Mar Union School District for Support in Hardware, Software and License Procurement

Board approval of an agreement between Networld Solutions, Inc. and the District is requested at this time for District support in hardware/software/license procurement. This agreement is for an hourly rate of \$85.00 and a total amount not to exceed \$66,470.00. Services to be provided include the following:

1. assess current network routing and switching configuration and propose and implement architecture changes using best practice fundamentals;
2. develop a server virtualization, storage and disaster recovery strategy within the Districts scope and scale;
3. plan and implement Microsoft Active Directory and Exchange mail platform;
4. plan and implement a suite of applications to support the District network environment.

Mike Casey, Director of Technology, has been working with Networld Solutions, Inc. to provide a quote that will cover the cost of help with a number of IT projects which he recommends the District do at this time.

The agreement for this service is available for review at the Del Mar Union School District Office.

FISCAL IMPACT:

Revenue: Adopted 2008/2009 and Proposed 2009/2010 General Fund.

Expenditure: Adopted 2008/2009 and Proposed 2009/2010 General Fund, Technology budget.

Fund Balance: There will be no change to the General Fund budget.

RECOMMENDED: The Superintendent recommends approval of the agreement with Networld Solutions, Inc. for support in hardware, software and license procurement.

*10.7

May 19, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Sharon McClain Superintendent

Subject: Approval of Resolution No. 2009-08, Resolution No. 2009-09, Resolution No. 2009-10 and Resolution No. 2009-11 Authorizing Designated Signatures and Release of Credential Held Warrants for July 1, 2009 through June 30, 2010

Education Code requires the Governing Board to approve resolutions to maintain a current record with the San Diego County Office of Education of persons authorized to act on behalf of the Del Mar Union School District.

Upon approval, the following persons will be authorized to act on behalf of the Del Mar Union School District for July 1, 2009 through June 30, 2010:

Dena Whittington, Assistant Superintendent Business Services, is the authorized agent to receive mail from the Accounting Section. Sharon McClain, Superintendent; Paulette Anderson, Business Services Coordinator; Cathy Birks, Business Services Specialist; and Margaret Mendenhall, Payroll Supervisor; are additional authorized persons to pick up warrants from the County Office of Education,

Sharon McClain and Dena Whittington are the authorized persons to sign the Payment Order, and

Sharon McClain, Dena Whittington and Paulette Anderson are authorized to sign any and all orders in the name of the District, drawn on the funds of the District.

FISCAL IMPACT: N/A

RECOMMENDED: The Superintendent recommends approval of Resolution No. 2009-08, Resolution No. 2009-09, Resolution No. 2009-10 and Resolution No. 2009-11 authorizing designated signatures and release of credential held warrants for July 1, 2009 through June 30, 2010.

*10.8

RESOLUTION NO. 2009-08
RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL AND PICK UP
WARRANTS AT THE COUNTY OFFICE OF EDUCATION

The Del Mar Union School District, San Diego County ON MOTION OF member _____
_____, seconded by member _____ effective July 1, 2009
through June 30, 2010.

IT IS RESOLVED AND ORDERED that:

1. The authorized agent to receive mail from the Accounting Section is Dena Whittington, Assistant Superintendent Business Services.
2. The authorized persons to pick up warrants from the County Office (other than the mail addressee) are:
Sharon McClain
Paulette Anderson
Cathy Birks
Margaret Mendenhall

- | | | | |
|--------------|-------|-------|---|
| | mail | hold | |
| 3. Check one | _____ | _____ | Monthly payroll warrants each and every month. |
| Check one | _____ | _____ | Daily/Hourly payroll warrants each and every month. |

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the County Office.

PASSED AND ADOPTED by said Governing Board on May 27, 2009 by the following vote:

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
) ss
COUNTY OF SAN DIEGO)

I, Sharon McClain, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable (rubber stamp):

RESOLUTION NO. 2009-09

PAYMENT ORDER RESOLUTION

The Del Mar Union School District, San Diego County ON MOTION OF member _____
 _____, seconded by member _____ effective July 1, 2009
 through June 30, 2010.

IT IS RESOLVED AND ORDERED that, in accordance with the provisions of Section 3100 et seq., Chapter 8, Division 4, Title 1 of the Government Code, the following persons are hereby designated to ascertain and certify that each employee of said district has taken the oath of allegiance.

Sharon McClain, Superintendent
 Dena Whittington, Assistant Superintendent, Business Services

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the San Diego County Office of Education.

PASSED AND ADOPTED by said Governing Board on May 27, 2009 by the following vote:

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
) ss
 COUNTY OF SAN DIEGO)

I, Sharon McClain, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

 Secretary of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable (rubber stamp):

RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
(COMMERCIAL WARRANTS)

The Del Mar Union School District, San Diego County ON MOTION OF member _____
_____, seconded by member _____ effective July 1, 2009
through June 30, 2010.

IT IS RESOLVED AND ORDERED that, pursuant to the provisions of Education Code Section 42632 or 85232, Sharon McClain, Superintendent; Dena Whittington, Assistant Superintendent Business Services; and Paulette Anderson, Business Services Coordinator are hereby authorized to sign any and all orders in the name of the District, drawn on the funds of said District.

IT IS FURTHER RESOLVED that this motion shall stand and that all additions and deletions shall be submitted in writing to the County Office.

PASSED AND ADOPTED by said Governing Board on May 27, 2009 by the following vote:

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
) ss
COUNTY OF SAN DIEGO)

I, Sharon McClain, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary of the Governing Board

Manual signature(s) of authorized person(s):

Facsimile signature(s), if applicable (rubber stamp):

RESOLUTION NO. 2009-11

RESOLUTION AUTHORIZING THE COUNTY OFFICE OF EDUCATION CREDENTIALS
DEPARTMENT TO RELEASE CREDENTIAL HELD WARRANTS TO EMPLOYEES

The Del Mar Union School District, San Diego County ON MOTION OF member _____
_____, seconded by member _____ effective July 1, 2009
through June 30, 2010.

IT IS RESOLVED AND ORDERED that, The County Office of Education Credentials Department is authorized to release credentials held warrants to employees who have provided the required credential paper work.

PASSED AND ADOPTED by said Governing Board on May 27, 2009 by the following vote:

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
) ss
COUNTY OF SAN DIEGO)

I, Sharon McClain, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary of the Governing Board

May 19, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Sharon McClain, Superintendent

Subject: Approval of Resolution No. 2009-12 Authorizing Temporary Interfund Transfers of Special or Restricted Fund Moneys

Approval of Resolution No. 2009-12 will facilitate year-end closing by allowing the transfer of money between funds. This will only occur if one fund owes another for expenditures paid this year or if final obligations of a fund cannot be met unless a temporary loan is made from another fund. Amounts transferred shall be repaid within the final 120 calendar days of a fiscal year.

FISCAL IMPACT: None.

RECOMMENDED: The superintendent recommends approval of Resolution No. 2009-12 authorizing temporary interfund transfers of special or restricted fund moneys.

*10.9

RESOLUTION NO. 2009-12

DEL MAR UNION SCHOOL DISTRICT

RESOLUTION TO ESTABLISH INTERFUND TRANSFERS OF SPECIAL OR RESTRICTED FUND MONEYS TO FACILITATE YEAR END CLOSING

ON MOTION of Member _____,

Seconded by member _____, the following resolution is

hereby adopted:

WHEREAS, the Board of Trustees of any school district may direct that moneys held in any fund or account be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code section 42603, and

WHEREAS, the transfer shall be accounted for as temporary borrowing between funds or accounts and shall not be available for appropriation or be considered income to the borrowing fund or account, and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year,

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Del Mar Union School District, in accordance with the provisions of Education Code section 42603 adopts the following authorization for the fiscal year 2008-2009 to temporarily transfer funds between the following funds provided that all transfers are approved by the Superintendent or his designee:

Fund 03-00
Fund 06-00
Fund 13-00

Fund 14-00
Fund 17-42
Fund 25-19

Fund 40-00
Fund 63-00
Fund 73-20

PASSED AND ADOPTED by the Board of Trustees on this 27th day of May, 2009 by the following vote:

AYES: _____ MEMBERS

NOES: _____ MEMBERS

ABSENT: _____ MEMBERS

STATE OF CALIFORNIA)
) ss
COUNTY OF SAN DIEGO)

I, Sharon McClain, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly passed and adopted by said Board at a regularly called and conducted meeting held on said date.

Secretary of the Governing Board

May 14, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Sharon McClain, Superintendent

Subject: Board Approval of Memorandum of Understanding Between Rancho Santa Fe School District and the Del Mar Union School District for Student Physical Therapy

Rancho Santa Fe School District has a student enrolled in the Del Mar Union School District. That student requires regular physical therapy per an IEP. Rancho Santa Fe School District will pay for the cost of special services provided that a memorandum of understanding (MOU) between the two school districts is board approved and executed. Sheila Weinberg, Director of Pupil Services recommends that the Board approve this MOU.

FISCAL IMPACT:

Revenue: 2008/2009 Special Education budget revenue has been used to pay for this physical therapy expense.

Expenditure: 2008/2009 Special Education budget has been expended at this time, but will be reimbursed by Rancho Santa Fe School District.

Fund Balance: There will be no change to the General Fund budget.

RECOMMENDED: The Superintendent recommends approval of the Memorandum of Understanding between Rancho Santa Fe School District and the Del Mar Union School District for student physical therapy.

*10.10

May 14, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Sharon McClain, Superintendent

Subject: Board Approval of Memorandum of Understanding Between Cardiff Elementary School District and the Del Mar Union School District for Student Physical Therapy

Cardiff Elementary School District has a student enrolled in the Del Mar Union School District. That student requires regular physical therapy per an IEP. Cardiff Elementary School District will pay for the cost of special services provided that a memorandum of understanding (MOU) between the two school districts is board approved and executed. Sheila Weinberg, Director of Pupil Services recommends that the Board approve this MOU.

FISCAL IMPACT:

Revenue: 2008/2009 Special Education budget revenue has been used to pay for this physical therapy expense.

Expenditure: 2008/2009 Special Education budget has been expended at this time, but will be reimbursed by Cardiff Elementary School District.

Fund Balance: There will be no change to the General Fund budget.

RECOMMENDED: The Superintendent recommends approval of the Memorandum of Understanding between Cardiff Elementary School District and the Del Mar Union School District for student physical therapy.

*10.11

May 14, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Sharon McClain, Superintendent

Subject: Board Approval of Memorandum of Understanding Between Solana Beach School District and the Del Mar Union School District for Student Physical Therapy

Solana Beach School District has a student enrolled in the Del Mar Union School District. That student requires regular physical therapy per an IEP. Solana Beach School District will pay for the cost of special services provided that a memorandum of understanding (MOU) between the two school districts is board approved and executed. Sheila Weinberg, Director of Pupil Services recommends that the Board approve this MOU.

FISCAL IMPACT:

Revenue: 2008/2009 Special Education budget revenue has been used to pay for this physical therapy expense.

Expenditure: 2008/2009 Special Education budget has been expended at this time, but will be reimbursed by Solana Beach School District.

Fund Balance: There will be no change to the General Fund budget.

RECOMMENDED: The Superintendent recommends approval of the Memorandum of Understanding between Solana Beach School District and the Del Mar Union School District for student physical therapy.

*10.12

May 14, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Sharon McClain, Superintendent

Subject: Board Approval of Petition for Issuance of New Warrant in Lieu of Void Warrant Payable to Gail Brinkerhoff

Attached is a Petition for Issuance of New Warrant in Lieu of Void Warrant. This form is required by the San Diego County Office of Education when a commercial warrant is not cashed and requires the issuance of a new warrant. Warrant number 12-050459 dated 9/30/2005 was never cashed by the payee. The payee discovered the check and was unable to cash it because it was more than 6 month old. Gail Brinkerhoff has requested a replacement check in the amount of \$71.78 for reimbursement for the purchase of classroom supplies.

Upon approval of the petition, the County Office of Education will authorize the District to generate a replacement commercial warrant.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of Petition for Issuance of New Warrant in Lieu of Void Warrant

*10.13

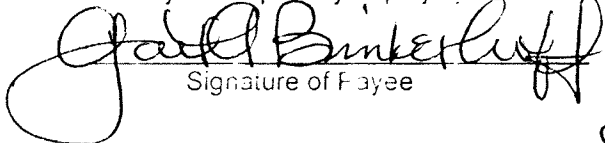
San Diego County Office of Education

PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
 (Government Code Section 29802, Warrants
 Becoming Void After September 20, 1963)

1. TO THE BOARD OF EDUCATION OF THE **Del Mar Union School District**: I, the undersigned, declare that I am the payee of original warrant number **12-050459** dated **9/30/2005**, in the amount of **\$71.78** attached hereto and presented to your Board pursuant to Section 29802 of the Government Code. I hereby request that you adopt an order instructing the County Auditor to draw a new warrant in favor of me for the same amount as the original warrant.

Executed at Carmel Del Mar on 5/12/09

I certify under penalty of perjury that the foregoing is true and correct.

 Gail A. Brinkerhoff
 Signature of Payee Name of Payee
6924 Carnation Dr.
 Address of Payee
Carlsbad, Ca. 92011

2. ORDER OF THE BOARD OF **Del Mar Union School District** TO DRAW WARRANT:

It is ORDERED by the Board of Education of the **Del Mar Union School District** that the County Auditor of the County of San Diego draw a new warrant in favor of the same payee and in the same amount of the above described warrant.

_____ Clerk of the Board
 Date _____ By _____ Deputy

3. FM 27 FROM GAD ATTACHED

Dated _____ By _____ County Auditor

4. DISTRICT'S REISSUE OF COMMERCIAL WARRANT:

On _____, the district issued commercial warrant number _____ to GAIL BRINKERHOFF, payee, for **\$71.78** to replace void warrant number **12-050459** described above.

May 14, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Sharon McClain, Superintendent

Subject: Board Approval of Petition for Issuance of New Warrant in Lieu of Void Warrant Payable to Erik Bienke

Attached is a Petition for Issuance of New Warrant in Lieu of Void Warrant. This form is required by the San Diego County Office of Education when a commercial warrant is not cashed and requires the issuance of a new warrant. Warrant number 12-535379 dated 9/17/2008 was never cashed by the payee. The payee discovered the check and was unable to cash it because it was more than 6 month old. Erik Bienke has requested a replacement check in the amount of \$53.82 for reimbursement for the purchase of classroom supplies.

Upon approval of the petition, the County Office of Education will authorize the District to generate a replacement commercial warrant.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of Petition for Issuance of New Warrant in Lieu of Void Warrant

*10.14

San Diego County Office of Education

PETITION FOR ISSUANCE OF NEW WARRANT IN LIEU OF VOID WARRANT
 (Government Code Section 29802, Warrants
 Becoming Void After September 20, 1963)

1. TO THE BOARD OF EDUCATION OF THE **Del Mar Union School District**: I, the undersigned, declare that I am the payee of original warrant number **12-535379** dated **9/17/2008**, in the amount of **\$53.82** attached hereto and presented to your Board pursuant to Section 29802 of the Government Code. I hereby request that you adopt an order instructing the County Auditor to draw a new warrant in favor of me for the same amount as the original warrant.

Executed at Del Mar Hills on 5/8/09

I certify under penalty of perjury that the foregoing is true and correct.

Erik Bienke
 Signature of Payee

Erik Bienke
 Name of Payee

12590 Carmel Creek Rd #8

Address of Payee San Diego, CA 92136

2. ORDER OF THE BOARD OF **Del Mar Union School District** TO DRAW WARRANT:

It is ORDERED by the Board of Education of the **Del Mar Union School District** that the County Auditor of the County of San Diego draw a new warrant in favor of the same payee and in the same amount of the above described warrant.

 Clerk of the Board
 Date _____ By _____ Deputy

3. FM 27 FROM GAD ATTACHED

Dated _____ By _____ County
 Auditor

4. DISTRICT'S REISSUE OF COMMERCIAL WARRANT:

On _____, the district issued commercial warrant number _____ to **ERIK BIENKE**, payee, for **\$53.82** to replace void warrant number **12-535379** described above.

May 27, 2009

To: Board Members

From: Katie Shanahan, Coordinator of State and Federal Projects

Through: Sharon McClain, Superintendent

Subject: Board Approval, Memo of Understanding with Coronado Unified School District to form a Consortium for Title III – Immigrant Student Funds

The District receives Title III – Immigrant Student funds based upon the number of immigrant students enrolled. Del Mar Union School District has been allocated \$22,420 for the 2008-2009 school year. Districts generating less than \$10,000 must apply via a consortium of districts whose cumulative subgrants total \$10,000 or more. Because Coronado Unified School District has been allocated only \$6,555 for Title III for the current school year, they have requested to form a consortium with us. We can assist them by participating as the lead of the consortium. We will act as the fiscal and programmatic agent for the consortium, and will file the required expenditure reports and maintain fiscal records. This Memo of Understanding will be for the 2008-2009 and 2009-2010 school years. Funding will be adjusted annually based upon No Child Left Behind entitlements.

FISCAL IMPACT: Revenue: District will receive a total of \$28,975 for Title III Immigrant Students. Del Mar Union School District will retain \$22,420. Amounts reflect the current year's NCLB entitlement.

Expenditure: \$6,555 will be forwarded to Coronado Unified School District. Amounts reflect the current year's NCLB entitlement.

Fund Balance: No change in the fund balance of the unrestricted general fund

RECOMMENDED: The Superintendent recommends Board approval of a Memo of Understanding with Coronado Unified School District to form a Consortium for Title III – Immigrant Student Funds

*10.15

MEMORANDUM OF UNDERSTANDING

ESEA, Title III – Immigrant Education Consortium

Memorandum of Understanding 2008-2009 and 2009-2010 School Years

This Memorandum of Understanding represents the agreed upon services and products to be provided to eligible immigrant students in the Coronado Unified School District through participation in a consortium with the Del Mar Union School District during the 2008-2009 and 2009-2010 school years.

According to the Student National Origin Report of 2007, the Coronado Unified School District enrolled 69 eligible immigrant students, which results in a subgrant amount of approximately \$6,555. In its role as the lead district in the consortium, the Del Mar Union School District will support a comparable amount of services and products as indicated below. Funding levels will be adjusted annually to reflect the No Child Left Behind entitlements.

<u>Date</u>	<u>Service/Product</u>	<u>Approximate Annual Cost</u>
July 1, 2008	Assess indirect cost rate to Coronado Unified at 4.8 percent	\$ 315.00
through	Support services for Coronado Unified immigrant students	\$ 6,240.00
June 30, 2010		

Changes regarding the dates of provision or the scope and/or nature of these services must be made by mutual agreement.

Signatures of Authorized Representatives:

Print Name of Consortium Partner Representative
Coronado Unified School District
(Superintendent or Designee)

Signature of Consortium Partner Representative
Coronado Unified School District

Date

Print Name of Lead LEA Representative
Del Mar Union School District
(Superintendent or Designee)

Signature of Lead LEA Representative
Del Mar Union School District

Date

April 21, 2009

To: Board Members

From: Janet Bernard, Assistant Superintendent Curriculum

Through: Sharon McClain, Superintendent

Subject: Declare 2001 and 2002 Math Textbooks and Resource Materials
Obsolete

Del Mar Union School District is adopting new instructional materials in Math. The Assistant Superintendent of Curriculum has identified the old curriculum (Everyday Mathematics – 2nd edition, copyright 2002 and Glencoe Mathematics – Applications and Connections, copyright 2001) as obsolete in accordance with the guidelines established in Board Policy #3270.

Every effort will be made to sell and/or donate, per board policy guidelines, these materials to various companies and charities. However, because the materials are outdated and/or not in demand, there may not be a use for them. Staff is recommending that any surplus materials be permanently disposed of to alleviate major storage problems.

In accordance with Education Code 60510, obsolete textbooks and instructional materials may be disposed of by Textbook Services. Textbook Services will recycle our obsolete Math materials at no charge.

FISCAL IMPACT:	Revenue:	No revenue will be generated by this transaction.
	Expenditure:	No expenditure will be made for this transaction
	Fund Balance:	No change to the fund balance.

RECOMMENDED: The Interim Superintendent recommends that the Board declares 2001 and 2002 Science textbooks and resource materials obsolete.

*10.16

May 21, 2009

To: Board Members

From: Randy Wheaton, Director of Maintenance and Operations

Through: Sharon McClain, Superintendent

Subject: Board Approval of Agreement Between J.D.L. Development Inc. and the Del Mar Union School District for Tile Work on Concrete Benches and Concrete Masonry Wall at Sage Canyon, Sycamore Ridge and Torrey Hills Schools

J.D.L. Development will install and set tiles for school projects at Sage Canyon School, Sycamore Ridge School and Torrey Hills School. Tiles were completed by students as part of school site fundraisers and will be installed on concrete benches and concrete masonry walls. Payment of \$9,000.00 will be from the site fundraising budgets.

*The Contract for this work is available for review at the
Del Mar Union School District*

FISCAL IMPACT: Revenue: Site fundraising revenue.
Expenditure: Expenditures will be charged to the 2008/2009 site fundraising budgets.
Fund Balance: No change to restricted general fund balance.

RECOMMENDED: The superintendent recommends approval of agreement between J.D.L. Development Inc. and the Del Mar Union School District for tile work on concrete benches and concrete masonry wall at Sage Canyon, Sycamore Ridge and Torrey Hills Schools.

*10.17

May 27, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: Update on State Categorical Flexibility

Restricted Balance Flexibility:

Section 42 of the SB X3 (Chapter 12, Statutes of 2009) provides school district with the authority to use up to 100% of balances that existed on June 30, 2008 in restricted accounts for **“any educational purpose”**.

Categorical Flexibility:

Education Code Sec. 42605 provides school districts with the authority to use funding received for a specified list of programs for **“any education purpose”**. This flexibility is allowed from 2008-2009 through 2012-2013.

Attached is a spreadsheet that lists all categorical programs the Del Mar Union School District is eligible for which qualifies for the above flexibility.

Public Hearing will be held at the June 24, 2009 Regular Board meeting prior to adoption by the Board of Trustees.

FISCAL IMPACT: An estimated total of \$346,633 of 07-08 ending balances, and \$323,996 of 08-09 ending balances must be transferred from the Restricted General Fund to the Unrestricted General Fund during the 08-09 year-end closing process. An estimated total of \$863,614 of 09-10 revenue will be accounted for in the Unrestricted General Fund instead of the Restricted General Fund.

RECOMMENDED: For information only. No action required.

10.18

Del Mar Union School District
State Categorical Flexibility
2008-2009 to 2009-2010

Tier I: No funding reduction, No flexibility
Tier II: Funding reduction, No Flexibility
Tier III: No funding reduction, Flexibility

Program	PE Teacher Incentive		Art and Music Block		GATE		IMFRP		Peer Assistance and Review		Professional Development Block		School and Library Improvement Act		Tier III Total	
	Grant	Ongoing	Grant	Ongoing	Grant	Ongoing	Grant	Ongoing	Grant	Ongoing	Grant	Ongoing	Grant	Ongoing		
Type	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing	Ongoing		
Restricted Resource Code	6258	6760	6760	7140	7156	7271	7393	7395	7393	7395	7393	7395	7393	7395		
Unrestricted Resource Code	0916	0922	0922	0926	0927	0931	0944	0946	0944	0946	0944	0946	0944	0946		
Ending Balance Sweep	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes		
Tier	III	III	III	III	III	III	III	III	III	III	III	III	III	III		
07-08 Ending Balance	\$ 140,000	\$ 59,511	\$ 16,391	\$ 57,738	\$ 18,646	\$ 14,862	\$ 97,223	\$ 404,371								From 07-08 CAT form
SB X3 4 Ending Balance Transfer	\$ 140,000	\$ 59,511	\$ 16,391	\$ -	\$ 18,646	\$ 14,862	\$ 97,223	\$ 346,633								DR 06-7140-8997 CR 03-000-8997
08-09 Beginning Balance	\$ -	\$ -	\$ -	\$ 57,738	\$ -	\$ -	\$ -	\$ 57,738								As of May 15, 2009
Current Year Award *	\$ 131,710	\$ 54,664	\$ 32,803	\$ 280,081	\$ 19,982	\$ 134,176	\$ 242,959	\$ 896,375								
District Contribution						\$ 62,987		\$ 62,987								
Cash Received	\$ 131,710	\$ 33,919	\$ 29,540	\$ 280,081	\$ -	\$ 134,176	\$ 229,913	\$ 839,339								As of May 15, 2009
Accounts Receivable	\$ -	\$ 20,745	\$ 3,263	\$ -	\$ 19,982	\$ -	\$ 13,046	\$ 57,036								As of May 15, 2009
Total Available	\$ 131,710	\$ 54,664	\$ 32,803	\$ 337,819	\$ 19,982	\$ 197,163	\$ 242,959	\$ 1,017,100								As of May 15, 2009
Expenditures to Date	\$ 140,000	\$ 6,969	\$ 9,536	\$ 131,770	\$ 4,356	\$ 197,163	\$ 211,600									
Reverse Sweep	\$ 8,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
08-09 Ending Balance	\$ -	\$ 47,695	\$ 23,267	\$ 206,049	\$ 15,626	\$ -	\$ 31,359	\$ 323,996								Option C
Potential SB X3 4 Transfer	\$ -	\$ 47,695	\$ 23,267	\$ 206,049	\$ 15,626	\$ -	\$ 31,359	\$ 323,996								DR 06-7140-8998 CR 03-000-8998
*Current Year Award may include district contribution																
Estimated 09-10 Funding	\$ 125,836	\$ 52,226	\$ 31,340	\$ 267,589	\$ 19,091	\$ 135,409	\$ 232,123	\$ 863,614								As of May 15, 2009

May 27, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: Budget reduction areas under consideration for the fiscal year
2009-2010

Please find attached a detail list of areas the District has investigated to balance the 2009-2010 Budget. As new information is available, the list will be updated and presented to the Board of Trustees. Board of Trustees and District Administration will exhaust all avenues to increasing revenues and reducing expenses to balance the budget.

FISCAL IMPACT: Presentation of this report is for information only and does not affect revenues, expenses, or projected ending fund balances in the 2009-2010 Budget.

RECOMMENDED: For information only. No action required.

10.19

Del Mar Union School District

Budget Reduction Areas Under Consideration

Budget Year 2009-1010

	Description	Potential Savings	Recommendation
1	Investigate alternative Worker's Compensation	SDJPA rates were reduced from 08/09 to 09/10. Potential savings from second vendor does not warrant change at this time.	Continue with SDJPA for the 09/10 school year. Reinvestigate carriers again next spring.
2	Investigate alternative Property and Liability Carriers	SDJPA rates were reduced from 08-09 to 09-10. Potential savings from second vendor does not warrant change at this time.	Continue with SDJPA for the 09/10 school year. Reinvestigate carriers again next spring.
3	Reduce District cost for cell phone use	During the 2008/2009 school year, cell phone charges have been reduced by over 50% or \$15,000.	Continue with current cell phone procedures.
4	Close central office during spring, winter and Thanksgiving break	Cost of utilities to open district office at \$38 per day.	Most district office employees take vacation days during school breaks.
5	Close District Office for the 5 Fridays of summer	Cost of utilities to open district office at \$38 per day.	It is necessary to have essential district office staff to work the entire summer to ensure the prior year books are closed and all hiring is completed.
6	Reduce Board of Trustees' travel and conference budget	2008/2009 travel and conference budget for the Board of Trustees was \$5,625.	The Business Office will seek direction from the Board of Trustees on their travel and conference budget for the 2009/2010 school year at the June 24, 2009 regular board meeting.

7	Reduce outside consultant expenses for the strategic planning process	2008/2009 Strategic Planning expenditures totaled \$70,000.	The Business Office will seek direction from the Board of Trustees on the 2009/2010 strategic planning process and related expenditures at the June 24, 2009 regular board meeting
8	Stagger start times for transported students	Currently the district transports students per their Individual Education Plan.	Students with Individual Education Plans (IEP) need to attend school at the same hours as their typical peers to ensure inclusion and implementation of IEP. Staggering times could be interpreted as discriminatory.
9	Reduce work year by 1 day for all employees	Reduce salary expenses by .5%.	Must be negotiated in the collective bargaining process.
10	Roll all salary schedules back by 1%	Reduce salary expenses by 1%.	Must be negotiated in the collective bargaining process
11	Freeze Step and Column for all employees	Temporarily reduces salary expenses by 2.5%. Must be made whole as soon as possible.	Must be negotiated in the collective bargaining process.
12	Shut down maintenance for summer break	Salary savings would be offset by reduction in building maintenance, which would create higher maintenance costs in the future.	Continue to perform large building maintenance during summer break while students are not on campus.
13	Increase revenues derived from after school program	Please see agenda item on March 25, 2009 Board Meeting.	Rate increase was approved by Board of Trustees at the March 25, 2009 Board meeting.
14	Decrease cost of utilities	T.A.C. performed a review of utility costs and rates and found no areas of improvement.	Continue with current energy monitoring practices.

15	Eliminate "Teacher in Residence" with Cal State San Marcos	Salary savings of \$36,000.	Reduction approved at the March 11, 2009 Board Meeting.
16	Eliminate full-time BTSA position	Salary savings of \$31,000.	Reduction approved at the April 14, 2009 Board meeting
17	Reduce administrative support at school sites	First proposal estimates a savings of +/- \$100,000. Amount will change as staff is directed to adjust allocation per Board of Trustees.	The Business and Human Resource Departments are researching staffing ratios and presenting at the May 27, 2009 Board meeting.
18	Reduce Specialist Teachers to minimum required to cover contractual prep time	Salary savings of \$710,000 estimated in January 2009. Once staffing and fundraising have stabilized, a revised calculation will be performed. Report will be given to the Board of Trustees in the Fall of 2009.	Reduction of 10 FTE approved at the February 25, 2009 Board Meeting.
19	Eliminate instructional aides that assist with Specialist Teachers	Salary savings of ~~\$173,000~~ \$161,524 actual savings in 2008/2009 costs.	Reduction approved at the April 29, 2009 Board meeting
20	Increase class size in grades Kindergarten to 3 rd	Unable to quantify at this time due to recent changes in legislation.	The Business Office is researching new CSR flexibility and will report at the June 2009 Board meeting.
21	Eliminate instructional aides in blended classes	Salary savings of ~~\$120,000~~ \$193,031 actual savings in 2008/2009 costs.	Reduction approved by at the April 29, 2009 Board Meeting.
22	Reduce instructional aides in special education classes	Individual Education Plans stipulate the number of instructional aides necessary.	Reducing instructional aides would violate Special Education Regulations.
23	Reduce Psychologists	Increase expense to district in litigation	Continue with current staffing.

24	Categorical funding reallocation	Up to \$300,000 is eligible for transfer to the Unrestricted General Fund.	Public Hearing will be held at the June 24, 2009 Board Meeting and staff will report on benefits and consequences.
25	Eliminate the Child Nutrition Program	Current Board Policy requires the Child Nutrition Program to be self-supporting and not require a General Fund contribution.	Continue with current program.
26	Eliminate the Child Care Program	Current Board Policy requires the Child Care Program to be self-supporting and not require a General Fund contribution.	Continue with current program.
27	Early Retirement Incentive Program	No cost savings available in 2008/2009.	Staff will re-evaluate offering an Early Retirement Incentive Program for the 09/10 school year
28	Reduce district administration	The Education Code states the district is allowed 22.62 administrators. Currently the district has 14.	Hiring of additional administration staff is on hold until the budget improves.
29	Accept Title I funds	Increase in expenditures	Compliance requirements associated with accepting Title I funds would exceed apportionment.
30	Use proceeds from the sale of district property to pay teacher salaries	CA Ed. Code requires proceeds to be spent on other property or buildings.	Do not use proceeds to pay for teacher salaries.
31	Reduce gardening staff	The district currently staffs one gardener.	All gardening has been outsourced except the work of the District's one gardener
32	Reduce copying costs	Costs associated with copying are paper, machines and maintenance expenses.	District will monitor copies made in 2008/2009 and 2009/2010.

33	Outsource payroll processing	None	Districts are required to have all payroll processed through their County Office of Education to ensure taxes and STRS/PERS are handled properly. Education Code 42646.
34	Increase revenue from the lunch program to pay for teachers' salaries	The Education Code prohibits revenue generated from lunch sales to be used to pay for teacher's salaries.	Continue with current compliant program.
35	Employ a Grant Writer to generate grant revenue	The Grant Writer position was eliminated because grant revenues generated were not sufficient to cover the salary expense.	Do not fill the Grant Writer position.
36	Use the interest on the proceeds from the sale of the Shores property to pay for teacher's salary	Legal opinion states that interest on the proceeds must be used on capital outlay (property and buildings).	Proceeds will not be spent on teachers' salaries.
37	Reduce night custodian staff by having classrooms cleaned less frequently	Salary savings would be offset by reduction in building maintenance, which would create higher maintenance costs in the future.	Continue with current work schedule.
38	Close or consolidate small school sites	Undetermined at this time.	7/11 Committee was commissioned by the Board of Trustees at the March 25, 2009 Board meeting. Please check Board packets for updates.
39	Reduce use of printers by printing to copy machines	Unable to determine at this time.	The Technology Department is currently investigating and will report to the Board of Trustees in August 2009.

40	Reduce district office support staff	Management Analysis Team study performed in November 2008 recommended additional, not less district office support staff.	Hiring of additional support staff is on hold until the budget improves.
41	Do not approve transfers of students from other districts	No cost savings since current policy allows for students to transfer in only if space is available.	Continue with current policy.
42	Reduce cost of shared contracts	Salary savings of \$60,000 for additional 5 days for each teacher. Savings may be offset by increased salary of shared teachers returning to full time and lower paid temp teachers not being renewed.	Must be negotiated in the collective bargaining process.

May 21, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: Board Approval, Revised Fiscal Impact Format for Board Agenda Items

Per request of the Board of Trustees, I have developed an enhanced fiscal impact format to be used on all board agenda items. Recommendations were received from individual board members and all requests have been compiled in an attempt to satisfy all.

Proposed Enhanced Fiscal Impact for the Del Mar Union School District:

Cost \$ _____

Program or Department _____

Is this a Restricted Program? Yes or No

Was this expenditure anticipated in the adopted budget? Yes or No

Will this Program or Department be over budget after this expenditure? Yes or No

Attached please find fiscal impact samples from Solana Beach, Encinitas, and San Dieguito. In addition, below is a table of the number of school sites and the business office staff. Even with additional resources at the other districts, their fiscal impacts are not as involved.

District	School Sites	Manager	Accounting Staff	Clerical Staff	Total Staff
San Dieguito	9	5	14	3	22
Encinitas	9	2	4.5	1	7.5
Del Mar	8	1	4	0	5
Solana Beach	6	1	5	1	7

Fiscal Impact: **Cost** - Assistant Superintendent of Business Services and Business Coordinator time will not result in increased salary expenditure, but will result in less time to concentrate on required business functions.
Program or Department – Business Services
Is this a Restricted Program? Yes or ☒ No
Was this expenditure anticipated in the adopted budget? ☒ Yes or No
Will this Program or Department be over budget after this expenditure? Yes or ☒ No

Recommends: Superintendent recommends approval of this enhanced Fiscal Impact to be used on all board agenda items in the future.

10.20

ITEM

Approval of a contract with EJ's Home Improvements for the installation of window coverings in the theater and rooms 102 through 105 at Solana Pacific School

DESCRIPTION

The theater and rooms 102 through 105 at Solana Pacific currently do not have window coverings. EJ's Home Improvements has proposed providing blackout material coverings on the back and side windows in the theater room and light filtering material coverings on the back and side windows in rooms 102 through 105.

Contract Time: January 16-April 30, 2009

EJ's Home Improvements
#10 Mohave
Rancho Santa Marguerita, CA 92688
(949) 366-2006

FISCAL IMPACT

Not to exceed \$14,876.52
Budget: 03-00-0000-201-0000-8500-6200-051-007
Business and Facilities

RECOMMENDATION

It is recommended that the Board approve a contract with EJ's Home Improvements for the installation of window coverings in the theater and rooms 102 through 105 at Solana Pacific School.

District Target: Legal Compliance

- ☐ Action
- ☒ Consent Calendar
- ☐ First Reading
- ☐ Information
- ☐ Presentation
- ☐ Public Hearing
- ☐ Recognition
- ☐ Roll Call Vote Required

Subject: RATIFICATION OF AWARD FOR BID #B-2122 INSTALLATION OF
PLAYGROUND EQUIPMENT AT CAPRI ELEMENTARY SCHOOL

Background: Pursuant to Public Contract Code #20111, the District shall secure bids for Public Work contracts involving an expenditure of more than \$15,000 and award to the lowest responsive and responsible bidder.

The District requested bids for the installation of Playground Equipment at Capri Elementary School. A mandatory pre-bid job walk was held on February 17, 2009. Three contractors attended the job walk.

On March 5, 2009 one contractor attended the bid opening. The following bid abstract was read publicly at the opening:

Zasueta Contracting, Inc.	\$21,234.00
---------------------------	-------------

Attachments: None

Fiscal Impact: \$21,234.00

Recommendation: Ratify and award Bid B-2122, Installation of Playground Equipment at Capri Elementary School to Zasueta Contracting, Inc. for the sum of \$21,234.00.

Prepared by: Dannel R. Grider, Ed. D., Assistant Superintendent of Administrative Services

Submitted by: L. McLean King, Ed.D., Superintendent

MOTION BY:

SECONDED BY:

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: March 23, 2009

BOARD MEETING DATE: April 16, 2009

PREPARED BY: Bruce Cochrane, Executive Director
Pupil Services

SUBMITTED BY: Ken Noah
Superintendent

SUBJECT: Approval/Ratification of Independent
Contractor Agreement

EXECUTIVE SUMMARY

The attached Independent Contractor Agreements Report summarizes one contract that provides services for the Special Education Program and Special Education Students for the 2008-2009 school year.

RECOMMENDATION

Approve/ratify entering into an Independent Contractor Agreement as shown on the attached report and authorize Christina M. Bennett, Eric R. Dill, Stephen G. Ma, or Ken Noah to execute all pertinent documents pertaining to this agreement, contingent upon receipt of the signed documents and verification of insurance coverage.

FUNDING SOURCE

General Fund 06-00/Special Education Budget – Estimated \$3,000.00

KN/ddb
Attachment

May 27, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: San Diego County Office of Education Letters of Review

As mandated by the California Education Code, the Del Mar Union School District submits all financial reports to the San Diego County Office of Education for review. Linda Visnick, Executive Director of District Financial Services issues a review letter for each report. Attached is the letter for the District's 2008-2009 Second Interim Report.

FISCAL IMPACT: Projected deficit spending of \$1,957,490 for the Combined General Fund in the 08-09 school year as presented on March 11, 2009.

RECOMMENDED: All financial reports referenced in the attached letter was approved by the Board of Trustees at the March 11, 2009 board meeting. This item is for information only.

10.21



SAN DIEGO COUNTY OFFICE OF EDUCATION⁶

6401 LINDA VISTA ROAD, SAN DIEGO, CALIFORNIA 92111-7399 (858) 292-3500

Superintendent of Schools

Randolph E. Ward, Ed.D.

April 21, 2009

Dr. Sharon McClain
District Superintendent
Del Mar Union School District
225 Ninth Street
Del Mar, CA 92014-2716

Dear Dr. McClain:

Re: 2008-09 Second Interim Report

Our office has completed its review of your Second Interim Report (SACS Form 01I) in compliance with the provisions of Education Code Section 42130 et seq. The district has submitted a positive certification, which means that the district certifies that it will meet its financial obligations for the current fiscal year and subsequent two years.

The district's Second Interim Report has been prepared based on the Revised 2008-09 Budget (SB X3 4) and the 2009-10 Adopted Budget (SB X3 1) and is being reviewed in that context. These statutes include budget reductions to the Revenue Limit and categorical programs, as well as additional cash deferrals. All of the data submitted by the district has been analyzed and appears to adequately reflect the financial status of your district as of January 31, 2009. In accordance with the provisions of Education Code Section 42131, the County Superintendent of Schools will inform the California Department of Education that your district submitted a positive certification in a timely fashion and we concur with this certification at this time.

During our review, we noted the following items:

Financial Picture for 2008-09

Reserve for Economic Uncertainties and Cash Balance

The state requires the district to maintain a Reserve for Economic Uncertainties (REU) equal to 3% of expenditures. Because of the volatility of basic aid district revenues, the 3% minimum amount required for the REU may not be sufficient. Based upon the assumption of a 2% increase in property tax revenue for the next two years, the district projects that it will meet this requirement from 2008-09 through 2010-11. In addition, the district is projecting that it will have a positive ending cash balance on June 30, 2009.

Deficit Spending

The district is projecting deficit spending in the Unrestricted General Fund of \$1,016,466 in 2008-09. Deficit spending needs to be carefully monitored to prevent any financial difficulties in future years.

Board of Education

Mark C. Anderson Susan Hartley Sharon C. Jones Jerry R. Rindone John Witt

SERVICE AND LEADERSHIP

Property Tax for Basic Aid Districts

We recommend that the district continue to monitor its property tax income to ensure that the budgeted amount of \$32,172,757 materializes by year-end.

Multi-Year Projection

The district's multi-year projection indicates deficit spending in the unrestricted general fund of \$621,683 in 2009-10 and \$228,284 in 2010-11. Deficit spending is not projected to have an impact on the district's ability to meet its required reserve level in fiscal years 2009-10 and 2010-11. However, deficit spending erodes balances and needs to be carefully monitored to prevent any financial difficulties in future years.

Future Salary and Expenditure Increases

The district has completed salary negotiations for 2008-09. Before granting any future salary increases or making any other new ongoing expenditures, the district should also take into account the categorical program reductions that have been adopted by the State for 2008-09 and 2009-10. We also recommend that the district protect its future financial integrity by assuring a minimum of reserves (including adequate reserves for contingencies) for at least the following two years of operation.

Conclusion

Should any adverse circumstances arise which would negatively impact the financial condition of the district, please notify this office as soon as possible.

The magnitude of the state budget crisis makes budget reductions very difficult this year. The district will be able to overcome these obstacles through collaborative effort between the governing board, superintendent, staff, and collective bargaining units. We thank the Superintendent and staff of Del Mar Union School District for providing us with detailed information about the district's budget and for cooperating closely with the San Diego County Office of Education.

Please review this document carefully for any changes in data submitted. Should you have any questions concerning this review, please feel free to call me at (858) 292-3537 or Dr. Carole Parks, consultant, Business Advisory Services at (858) 292-3810.

Sincerely,



Linda Visnick
Executive Director
District Financial Services

LV: CDP: SR

cc: Board President
Chief Financial Officer

May 27, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: Federal Stimulus and State Budget, Update

Federal Stimulus: There are three portions of the American Recovery and Reinvestment Act. The first is the State Fiscal Stabilization Fund. Del Mar Union School District does not qualify for these funds. The second portion is the Title I, Part A portion. The Del Mar Union School District does not qualify for these funds.

The third portion is related to special education and will be distributed from the North Coastal Consortium for Special Education (NCCSE). The Del Mar Union School District qualifies for a total of \$819,451 which will be distributed over three fiscal years. The Director of Special Education and I will be working closely with Cabinet to determine the best use of these funds. Funds must be treated as one-time revenue and not spent on ongoing expenditures such as salaries.

Attached are the apportionment documents for all three portions.

State Budget: The Governor is expected to release the 2009-2010 May Revision on June 6, 2009. I will be attending a School Services of California, LLC workshop on June 8, 2009. I will inform the Board of Trustees of any budget changes as they pertain to the Del Mar Union School District shortly afterwards.

FISCAL IMPACT: Presentation of this report is for information only and does not affect revenues, expenses, or projected ending fund balances in the 2008-2009 or 2009-2010 Budgets.

RECOMMENDED: Information Only

10.22

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OFFICE OF THE GOVERNOR
ARNOLD SCHWARZENEGGER, Governor**RECOVERY.**

CA.gov

CALIFORNIA DEPARTMENT OF EDUCATION
JACK O'CONNELL, State Superintendent of Public Instruction

State Fiscal Stabilization Fund (SFSF) American Recovery and Reinvestment Act (ARRA)

Preliminary State Fiscal Stabilization Fund Entitlements

The search results will display the State Fiscal Stabilization Fund preliminary entitlements for education entities. Entitlement amounts include funding for locally funded charter schools. These amounts included the entitlements associated with general purpose (revenue limit) cuts only; amounts associated with categorical program cuts will be available in June 2009. A spreadsheet showing data for all local educational agencies is available at [Preliminary State Fiscal Stabilization Fund Entitlements \(General Purpose Reductions Only\)](#) (XLS; 412KB; 30pp.).

☒ School District or County Office of Education ☐ Direct Funded Charter School

County: San Diego

District: Del Mar Union Elementary

Report generated: 5/11/2009 8:19:14 AM

District Name	CDS Code	General Purpose	*Categorical Program
Del Mar Union Elementary	37680560000000	\$0.00	

*Categorical Program entitlements are not available at this time.

Questions: Government Affairs Branch | ARRA@cde.ca.gov | 916-319-0821

California Department of Education
1430 N Street
Sacramento, CA 95814

[Web Policy](#)

Title I, Part A Regular and ARRA* Preliminary Entitlements
No Child Left Behind Act of 2001 (PL 107-110)
Fiscal Year 2009-10

Note: These entitlement amounts are subject to revision.

County Name	District Code	School Code	Direct Funded Charter School Number	Local Educational Agency	Total Regular Title I Entitlement (SACS 3010)	+	Total ARRA Title I Entitlement (SACS 3011)	=	Total 2009-10 Title I Entitlement	1st ARRA Payment (May 2009)
San Diego	67991	0108563	0683	Eje Elementary Academy Charter	\$ 88,000		\$ 54,983		\$ 142,983	\$ 24,74
San Diego	67991	0000000		Cajon Valley Union Elementary	\$ 3,971,597		\$ 2,476,418		\$ 6,448,015	\$ 1,114,34
San Diego	68007	0000000		Cardiff Elementary	\$ 57,256		\$ 30,384		\$ 87,640	\$ 13,61
San Diego	68023	6111322	0054	Discovery Charter	\$ 47,047		\$ 21,893		\$ 68,940	\$ 9,88
San Diego	68023	6037980	0064	Mueller Charter	\$ 237,282		\$ 102,517		\$ 339,799	\$ 46,11
San Diego	68023	6109771	0068	Clear View Charter Elementary	\$ 42,136		\$ 22,061		\$ 64,197	\$ 9,92
San Diego	68023	6037956	0121	Feaster-Edison Charter	\$ 342,903		\$ 192,046		\$ 534,949	\$ 86,44
San Diego	68023	6115778	0135	Chula Vista Learning Community Charter	\$ 110,083		\$ 49,599		\$ 159,682	\$ 22,33
San Diego	68023	6116859	0483	Arroyo Vista Charter	\$ 20,605		\$ -		\$ 20,605	\$ -
San Diego	68023	0000000		Chula Vista Elementary	\$ 3,373,905		\$ 2,375,308		\$ 5,749,213	\$ 1,068,81
San Diego	68031	0000000		Coronado Unified	\$ 140,236		\$ 74,418		\$ 214,654	\$ 33,41
San Diego	68049	6119564	0419	Dehesa Charter School	\$ -		\$ -		\$ -	\$ -
San Diego	68049	0000000		Dehesa Elementary	\$ 11,617		\$ 6,165		\$ 17,782	\$ -
San Diego	68056	0000000		Del Mar Union Elementary	\$ 75,573		\$ -		\$ 75,573	\$ -
San Diego	68080	0000000		Encinitas Union Elementary	\$ 375,070		\$ 199,035		\$ 574,105	\$ 89,51
San Diego	68098	6116776	0199	Classical Academy	\$ -		\$ -		\$ -	\$ -
San Diego	68098	0101535	0556	Heritage K-8 Charter School	\$ -		\$ -		\$ -	\$ -
San Diego	68098	0000000		Escondido Union Elementary	\$ 3,640,480		\$ 2,276,053		\$ 5,916,533	\$ 1,024,22
San Diego	68106	3731023	0109	Escondido Charter High School	\$ -		\$ -		\$ -	\$ -
San Diego	68106	0111195	0759	Classical Academy High School	\$ -		\$ -		\$ -	\$ -
San Diego	68106	0000000		Escondido Union High	\$ 1,211,660		\$ 637,836		\$ 1,849,496	\$ 287,01
San Diego	68114	0000000		Fallbrook Union Elementary	\$ 1,019,961		\$ 512,339		\$ 1,532,300	\$ 230,51
San Diego	68122	0000000		Fallbrook Union High	\$ 499,615		\$ 238,940		\$ 738,555	\$ 107,51
San Diego	68130	3732732	0150	Helix High	\$ 399,523		\$ 50,829		\$ 450,352	\$ 22,81
San Diego	68130	3731262	0893	Steele Canyon High School	\$ -		\$ -		\$ -	\$ -
San Diego	68130	0117820	1016	Liberty Charter School	\$ 22,600		\$ 5,305		\$ 27,905	\$ -
San Diego	68130	0000000		Grossmont Union High	\$ 2,854,629		\$ 1,954,170		\$ 4,808,799	\$ 879,31
San Diego	68155	6117303	0261	Greater San Diego Academy	\$ -		\$ -		\$ -	\$ -
San Diego	68155	0000000		Jamul-Dulzura Union Elementary	\$ 88,789		\$ 47,117		\$ 135,906	\$ 21,21
San Diego	68163	3731239	0267	Julian Charter School	\$ -		\$ -		\$ -	\$ -
San Diego	68163	0000000		Julian Union Elementary	\$ 79,732		\$ 36,548		\$ 116,280	\$ 16,44
San Diego	68171	3731254	0282	Eagles Peak Charter	\$ 607,576		\$ 19,469		\$ 627,045	\$ 8,71
San Diego	68171	0000000		Julian Union High	\$ 11,617		\$ 6,165		\$ 17,782	\$ -
San Diego	68189	6120901	0469	Barona Indian Charter	\$ -		\$ -		\$ -	\$ -
San Diego	68189	0118323	0991	National University Academy of Health Services	\$ -		\$ -		\$ -	\$ -
San Diego	68189	0000000		Lakeside Union Elementary	\$ 412,411		\$ 218,850		\$ 631,261	\$ 98,41
San Diego	68197	0000000		La Mesa-Spring Valley	\$ 1,852,953		\$ 1,174,174		\$ 3,027,127	\$ 528,31
San Diego	68205	0000000		Lemon Grove Elementary	\$ 587,965		\$ 314,184		\$ 902,149	\$ 141,31
San Diego	68213	0000000		Mountain Empire Unified	\$ 356,731		\$ 164,395		\$ 521,126	\$ 73,91

North Coastal Consortium for Special Education ARRA IDEA Funding

Resource Number

3313

3319

3324

Grant Amounts:

District					Net Count basis	Preschool count basis		
					\$20,203,212	\$725,207	\$1,310,978	\$22,239,397
	Pupil Count Total	less 0-4 & 22	Net Count 5 - 21	Preschool count 3 & 4	Local Assistance	Preschool Grants	Preschool Local Entitlement	Total
					\$1,338.58	\$702.72	\$1,270.33	
Bonsall	295	21	274	21	\$ 366,771	\$ 14,757	\$ 26,677	\$ 408,205
Cardiff	108	13	95	13	\$ 127,165	\$ 9,135	\$ 16,514	\$ 152,814
Carlsbad	1,314	95	1,219	95	\$ 1,631,731	\$ 66,758	\$ 120,681	\$ 1,819,170
Del Mar	579	70	509	70	\$ 681,338	\$ 49,190	\$ 88,923	\$ 819,451
Encinitas	788	75	713	75	\$ 954,409	\$ 52,704	\$ 95,275	\$ 1,102,388
Fallbrook Un. El.	775	94	681	94	\$ 911,574	\$ 66,056	\$ 119,411	\$ 1,097,041
Fallbrook High.	318	-	318	-	\$ 425,669	\$ -	\$ -	\$ 425,669
Oceanside	2,942	174	2,768	172	\$ 3,705,194	\$ 120,868	\$ 218,496	\$ 4,044,558
Rancho Santa Fe	65	-	65	-	\$ 87,008	\$ -	\$ -	\$ 87,008
San Dieguito High	1,295	2	1,293	-	\$ 1,730,786	\$ -	\$ -	\$ 1,730,786
San Marcos	2,708	196	2,512	194	\$ 3,362,517	\$ 136,328	\$ 246,444	\$ 3,745,289
Solana Beach	526	39	487	39	\$ 651,889	\$ 27,406	\$ 49,543	\$ 728,838
Vallecitos	32	-	32	-	\$ 42,835	\$ -	\$ -	\$ 42,835
Vista	4,399	272	4,127	259	\$ 5,524,326	\$ 182,005	\$ 329,014	\$ 6,035,345
Project Hope *	267	204	-	-	\$ -	\$ -	\$ -	\$ -
Total	16,411	1,255	15,093	1,032	\$ 20,203,212	\$ 725,207	\$ 1,310,978	\$ 22,239,397

Count data is from June, 2008 reporting

May 27, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: Proposed 2009-2010 Budget – First Read

General Fund:

The following is a first read of the Del Mar Union School District 2009-2010 General Fund Budget. The figures are preliminary, but do provide a starting point to plan for next year. Included in this narrative are the assumptions used in the calculations. Assumptions will change as information is available at the Governor's level. In addition, any program changes will be incorporated in future versions. Please review attached spreadsheets for detailed information.

Property tax revenues have been budgeted conservatively for 2009-2010 at 0% increase. As additional information is published by the County Tax Assessor's Office, this percentage may be adjusted. There is a meeting with the Tax Assessor's Office scheduled for May 29, 2009. In the current year, the district has received \$30,435,439 to date which is 5% less than is currently in the budget. Receipts will continue to be deposited through August 2009.

State categorical programs are projected at a 4.46% reduction which is using the current data from Sacramento. Further reductions are anticipated and will be announced on June 8, 2009.

Local donations to support specialist teachers have increased by \$1,000,000 over 2008-2009. Please see the attached spreadsheet which lists donations by site.

Certificated staffing has been reduced by 6.62 FTE. We are currently budgeted for 195 classroom teachers which includes 5 vacancies. Human Resources is filling positions as enrollment is confirmed and classes are formed. Additional vacancies in certificated staff are Assistant Superintendent of Instructional Services and Assistant Superintendent of Human Resources. Expansion positions for Special Education may be required and will be brought to the board at a later date.

Currently there is one classified vacancy for the System Analyst. The Instructional Aides in the combination classes as well as ESC aides have been removed.

One expenditure reduction has been to eliminate the Strategic Planning budget pending Board discussion. Site and department supply budgets have been reduced by 10% for the second year in a row.

Current revenue per child is \$9,549

Current expenditure per child is \$9,620

Currently spending \$71 per child out of Reserves

The DMUSD Budget Committee will be held on June 2, 2009 at 1:00 at Sycamore Ridge. The meeting should be completed by 2:30 to accommodate childcare issues.

The District will be adopting the 2009-2010 Budget at the June 24, 2009 Regular Board meeting. Our intention is to hold a Board Budget Workshop prior to that day.

FISCAL IMPACT: Presentation of this report is for information only and does not affect revenues, expenses, or projected ending fund balances in the 2009-2010 Budget.

RECOMMENDED: For information only. No action required.

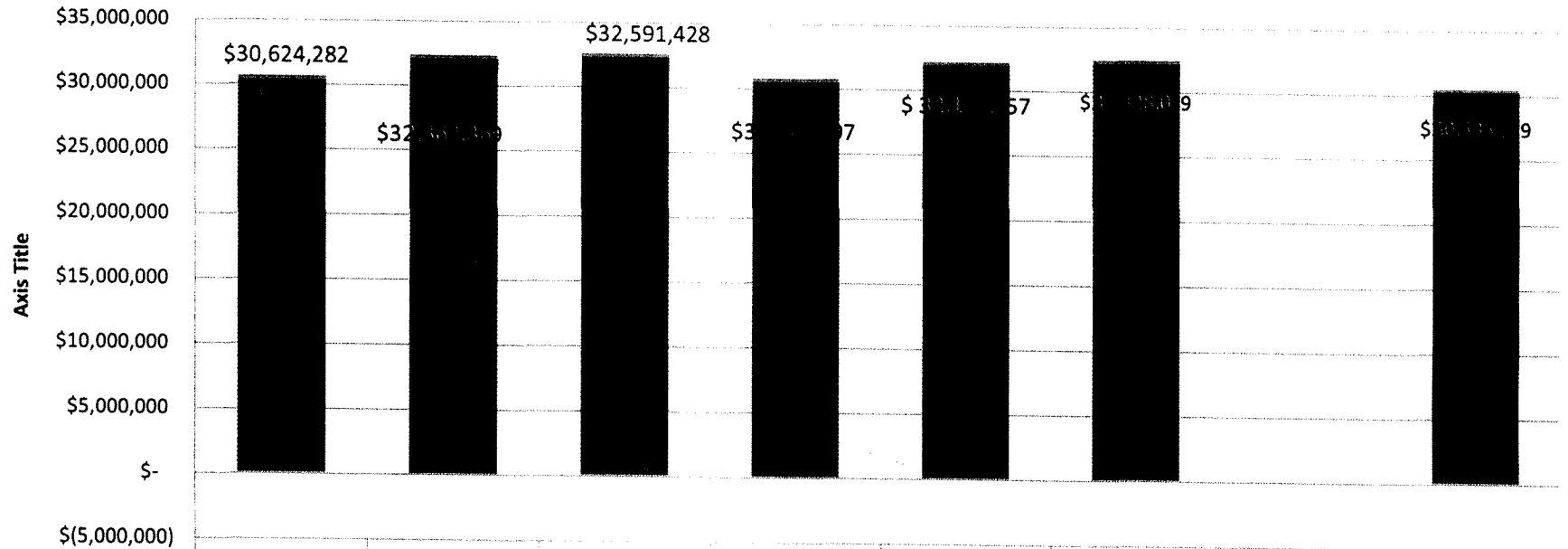
10.23

Del Mar Union School District
Budget Revenue and Expenditure Projections 09/10
May 19, 2009

	2008-2009 Second Interim	2009-2010 Proposed Budget - May 27	2009-2010 Proposed Budget - June Workshop	2009-2010 Adopted Budget - June 24	Percent Change	Dollar change from District Adopt to State Adopt	
Revenues							
Revenue Limit Sources	\$ 32,291,136	\$ 32,291,136			0%	\$ -	No Change in Property Tax
Federal Revenue	672,885	672,885			0%	\$ -	No Change in Federal Funding
Other State Revenue	4,020,437	4,026,431			0%	\$ 5,994	Minor Adjustment to State Funding
Other Local Revenue	2,844,216	3,527,153			24%	\$ 682,937	\$1,083,000 site staff less \$400,063 site donation
Total Revenues	\$ 39,828,674	\$ 40,517,605	\$ -	\$ -	2%	\$ 688,931	
Expenditures							
Certificated Salaries	\$ 21,762,315	\$ 22,106,045			2%	\$ 343,730	195 teachers, 36.63 ESC (Reduced by 6.62 FTE)
Classified Salaries	5,685,182	5,438,467			-4%	\$ (246,715)	Reduction in Inst. Aides
Employee Benefits	6,176,795	6,217,120			1%	\$ 40,325	Related benefits
Books and Supplies	3,206,858	1,914,541			-40%	\$ (1,292,317)	Site donation and restricted carryover
Services and Other Operating	4,542,560	4,904,169			8%	\$ 361,609	Minor adjustment
Capital Outlay	126,483	100,022			-21%	\$ (26,461)	Minor adjustment
Other Outgo	117,862	117,862			0%	\$ -	
Transfers of Indirect/Direct Support	(22,121)	(22,121)			0%	\$ -	
Total Expenditures	\$ 41,595,934	\$ 40,776,105	\$ -	\$ -	-2%	\$ (819,829)	
Excess (Deficiency) Revenues and Expenditures	\$ (1,767,260)	\$ (258,500)	\$ -	\$ -		\$ 1,508,760	
Other Financing Sources and Uses	\$ (190,230)	\$ -	\$ -	\$ -		\$ 190,230	Def'd Maint Program discontinued
Net Increase (Decrease) in Fund Balance	\$ (1,957,490)	\$ (258,500)	\$ -	\$ -			
Estimated Beginning Fund Balance	\$ 11,481,755	\$ 9,714,495	\$ 9,714,495	\$ 9,714,495			
Estimated Ending Fund Balance	\$ 9,714,495	\$ 9,455,995	\$ 9,714,495	\$ 9,714,495			

* Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

08-09 Estimated Property Taxes SD County Tax Assessor



	Budget	May	October	November	February	May	June	Received to Date
■ Prior Years	(38,286)	-	-	4,959	(38,429)	(36,598)		(31,963)
■ Homeowners Exempt	\$315,568	\$319,496	\$320,215	\$294,814	\$307,537	\$307,541		\$261,424
■ Unsecured	\$985,671	\$995,692	\$1,001,360	\$1,047,716	\$1,085,040	\$1,075,176		\$1,079,773
■ Secured	\$29,361,329	\$31,047,181	\$31,269,853	\$29,419,808	\$30,818,609	\$31,081,910		\$29,126,205

Revised 2008-09 P-2 Estimated Property Taxes

J-29-B

May 13, 2009

ELEMENTARY DISTRICTS	Secured Taxes	Unsecured Taxes	Homeowners' Exemptions	Prior Years' Taxes	Supplemental Taxes	ERAF Taxes	Subtotal	Community Redevelopment Funds	Grand Total
	8041	8042	8021	8043	8044	8045		8047	
Alpine Union	4,131,459	142,575	40,698	(4,534)	114,818	(301,205)	4,123,811	0	4,123,811
Bonsall Union	5,065,955	175,043	49,984	(5,754)	90,786	(370,609)	5,005,405	0	5,005,405
Cajon Valley Union	26,205,037	901,980	257,486	(27,725)	863,727	(1,896,639)	26,303,866	0	26,303,866
Cardiff	5,173,360	178,488	51,015	(5,817)	0	0	5,397,046	0	5,397,046
Chula Vista Elementary	80,594,103	2,795,895	795,716	(95,659)	1,337,284	(5,863,056)	79,564,283	0	79,564,283
Dehesa	724,955	25,012	7,141	(772)	40,861	(52,917)	744,280	0	744,280
Del Mar Union	31,081,910	1,075,176	307,541	(36,598)	0	0	32,428,029	0	32,428,029
Encinitas Union	32,198,582	1,112,463	317,644	(37,149)	0	0	33,591,540	0	33,591,540
Escondido Union	34,324,655	1,184,589	337,073	(36,601)	972,206	(2,474,952)	34,306,970	1,043	34,308,013
Fallbrook Union Elementary	15,260,281	313,505	83,152	142,560	287,740	(614,231)	15,473,007	0	15,473,007
Jamul-Dulzura Union	2,695,146	92,381	26,356	(2,536)	74,571	(194,568)	2,691,350	0	2,691,350
Julian Union	1,636,141	55,696	15,904	(1,170)	105,107	(118,554)	1,693,124	0	1,693,124
La Mesa-Spring Valley	23,609,199	812,967	231,914	(24,719)	678,887	(1,711,399)	23,596,849	0	23,596,849
Lakeside Union	7,375,924	253,007	72,181	(7,051)	215,306	(532,814)	7,376,553	0	7,376,553
Lemon Grove	4,709,945	162,153	46,228	(4,860)	206,326	(340,022)	4,779,770	0	4,779,770
National	4,404,233	149,574	42,774	(3,135)	306,714	(319,400)	4,580,760	21,198	4,601,958
Rancho Santa Fe	7,845,730	271,644	77,539	(9,238)	0	0	8,185,675	0	8,185,675
San Pasqual Union	1,119,631	38,816	11,019	(1,358)	29,375	(80,852)	1,116,631	0	1,116,631
San Ysidro	14,290,426	547,813	141,104	(13,999)	326,998	(1,062,809)	14,229,533	0	14,229,533
Santee	10,407,621	381,524	102,107	(12,666)	255,046	(753,813)	10,379,819	133,396	10,513,215
Solana Beach	27,303,079	943,394	269,630	(31,480)	0	0	28,484,623	0	28,484,623
South Bay Union	8,359,160	287,239	81,858	(8,199)	421,216	(601,030)	8,540,244	201,089	8,741,333
Spencer Valley	173,410	5,999	1,713	(162)	46,182	(12,696)	214,446	0	214,446
Vallecitos	707,624	24,009	6,848	(500)	18,494	(50,506)	705,969	0	705,969
Elementary Totals	349,397,566	11,930,942	3,374,625	(229,122)	6,391,644	(17,352,072)	353,513,583	356,726	353,870,309

[REVINQ] District 011

Revenue Accounts Budget Inquiry

Help

Function REVSUM

187

5/19/2009 2:31:18 PM

PDFLST DNLOAD

Year 0809

Budget Revised

Fund-Sub 03 00

☐ Show combined total of Funds 03 and 06

☐ Show All Funds

	Res-Sub	Goal	Objt-Sub	PjYr
From			8021	
To			8043 999	

Display

By:

☐ Fund
 ☐ Resource
 ☐ Goal
 ☒ Object
 ☐ Project
 Year

1						
	Object-Sub	Budget	Accum Trans.	Encumbrances	Remaining Bal.	Rem%
1	8021-000	\$307,537	\$261,424.52	\$0.00	\$46,112.48	15.0
2	8041-000	\$30,818,609	\$29,126,205.29	\$0.00	\$1,692,403.71	5.5
3	8042-000	\$1,085,040	\$1,079,773.45	\$0.00	\$5,266.55	0.5
4	8043-000	(\$38,429)	(\$31,963.96)	\$0.00	(\$6,465.04)	
	TOTALS	\$32,172,757	\$30,435,439.30	\$0.00	\$1,737,317.70	5.4

- 1 HOMEOWNERS' EXEMPTION
- 2 SECURED ROLL TAX
- 3 UNSECURED ROLL TAXES
- 4 PRIOR YEARS' TAXES

94.6% received

Property Taxes

Del Mar Union School District
History of Revenue Limit and Property Taxes

Year	Total Property				
	Revenue Limit	Basic Aid	Taxes	Percent Increase	
2003-2004	\$ 15,269,192	\$ 4,323,102	\$ 19,592,294	-	
2004-2005	\$ 16,644,288	\$ 4,997,963	\$ 21,642,251		10%
2005-2006	\$ 17,751,397	\$ 6,734,303	\$ 24,485,700		13%
2006-2007	\$ 19,545,434	\$ 7,374,207	\$ 26,919,641		10%
2007-2008	\$ 21,553,147	\$ 8,436,442	\$ 29,989,589		11%
2008-2009	\$ 21,984,439	\$ 10,188,318	\$ 32,172,757		7%
2009-2010	\$ 21,984,439	\$ 10,188,318	\$ 32,172,757		0%

[REVINQ] District 011

Revenue Accounts Budget Inquiry

Help

Function REVSUM 189

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PDFLST DNLOAD

Year 0809

Budget Revised

Fund-Sub 03 00

☐ Show combined total of Funds 03 and 06

☐ Show All Funds

	Res-Sub	Goal	Objt-Sub	PjYr
From			8434	
To			8434 999	

Display

By:

☐ Fund

☐ Resource

☐ Goal

☒ Object

☐ Project

Year

1						
	Object-Sub	Budget	Accum Trans.	Encumbrances	Remaining Bal.	Rem%
1	8434-000	\$2,395,827	\$1,610,451.00	\$0.00	\$785,376.00	32.8
2	8434-999	\$0	\$4,524.00	\$0.00	(\$4,524.00)	
	TOTALS	\$2,395,827	\$1,614,975.00	\$0.00	\$780,852.00	32.6

1 CLASS SIZE REDUCTION, K-3

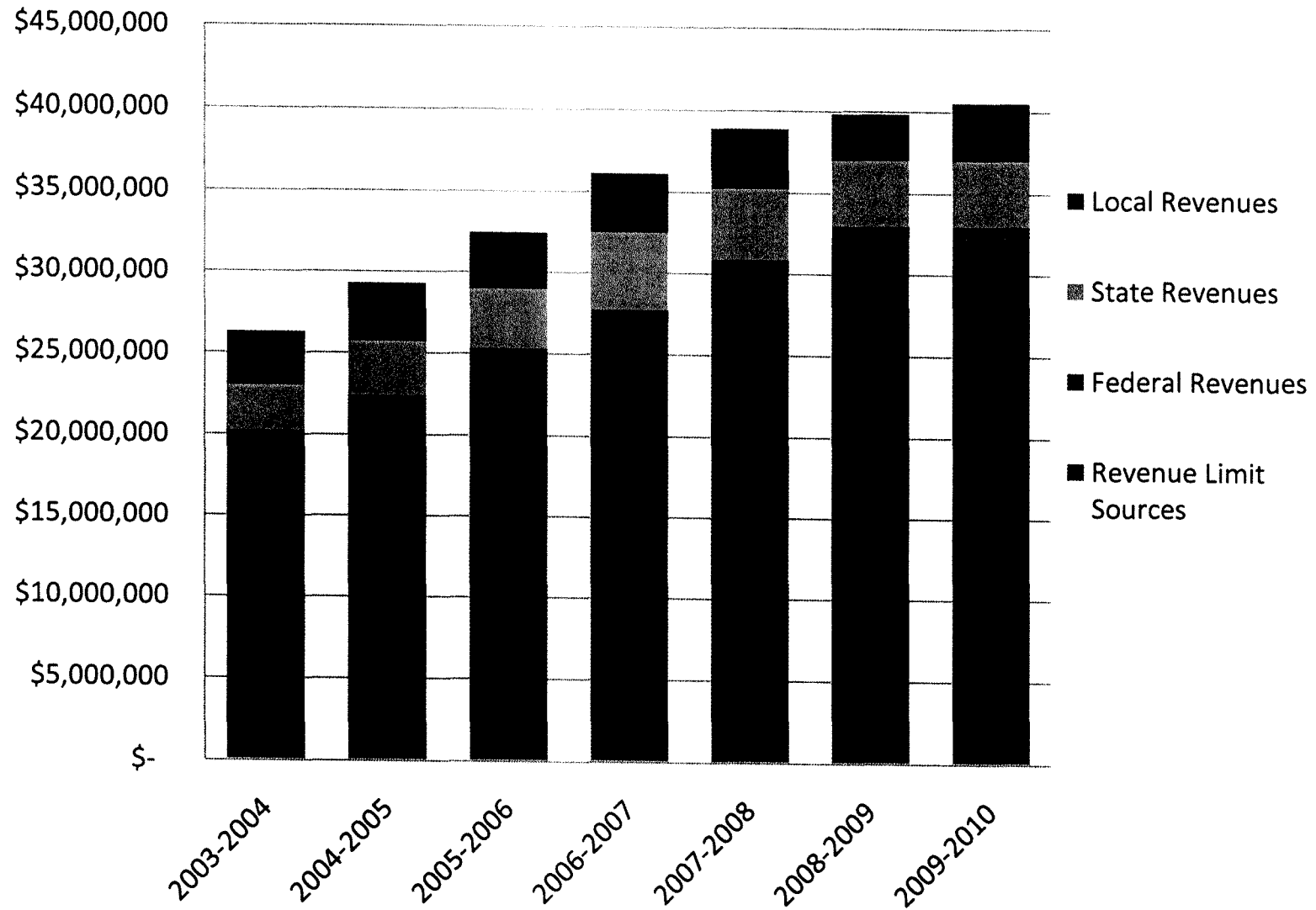
2 CSR PY

67% received

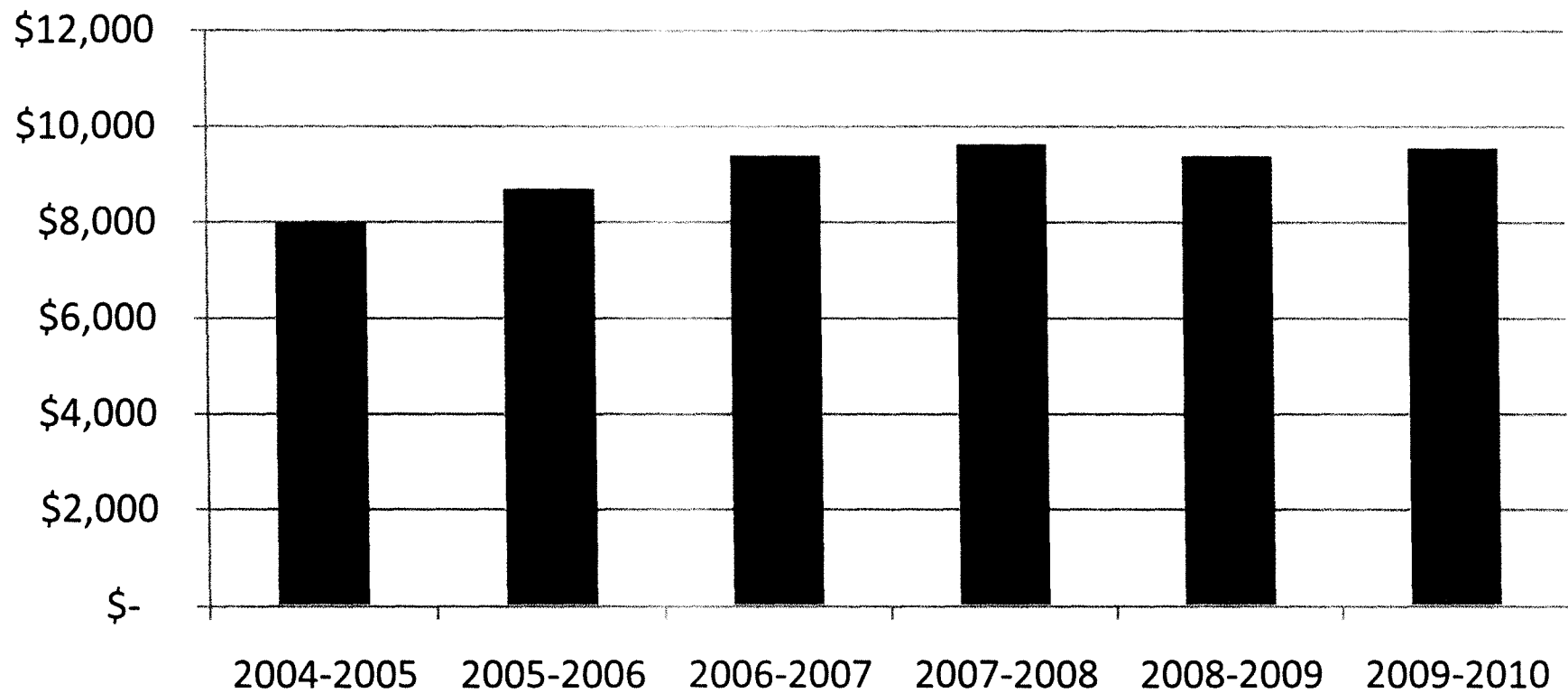
Del Mar Union School District
09-10 ESC Site Funding

Site	FTE	Goal	Dena already has		Dena received 4-29		Owed to Dena		Owed to Dena		Total	Difference
			DMSEF Deferred for Future		DMSEF Check April 29		Torrey Hills Fundraiser		Corporate Match			
Ashley Falls	2.4	\$ 216,000.00	\$ 72,568.80		\$ 143,431.00		\$ -		\$ -		\$ 215,999.80	\$ 0.20
Carmel Del Mar	2	\$ 180,000.00	\$ 10,987.00		\$ 168,696.00		\$ -		\$ 317.00		\$ 180,000.00	\$ -
Del Mar Heights	2	\$ 180,000.00	\$ 6,575.00		\$ 173,425.00		\$ -		\$ -		\$ 180,000.00	\$ -
Del Mar Hills	1.8	\$ 162,000.00	\$ 2,600.00		\$ 143,582.00		\$ -		\$ 15,818.00		\$ 162,000.00	\$ -
Ocean Air	2.7	\$ 243,000.00	\$ 9,269.32		\$ 242,021.00		\$ -		\$ 710.00		\$ 252,000.32	\$ (9,000.32)
Sage Canyon	2.8	\$ 252,000.00	\$ 25,020.50		\$ 222,612.00		\$ -		\$ 4,367.50		\$ 252,000.00	\$ -
Sycamore Ridge	2.1	\$ 189,000.00	\$ 49,325.00		\$ 139,675.00		\$ -		\$ -		\$ 189,000.00	\$ -
Torrey Hills	2	\$ 180,000.00	\$ 29,641.14		\$ 115,879.00		\$ 30,530.00		\$ 3,950.00		\$ 180,000.14	\$ (0.14)
	17.8	\$ 1,602,000.00	\$ 205,986.76		\$ 1,349,321.00		\$ 30,530.00		\$ 25,162.50		\$ 1,611,000.26	\$ (9,000.26)

DMUSD Total Revenues



Total Revenue Per Student



DEL MAR UNION SCHOOL -BUDGET 2009-2010_0509

Budget Summary by Object - J200

Fiscal Year 07/01/2009 - 06/30/2010

05/15/2009

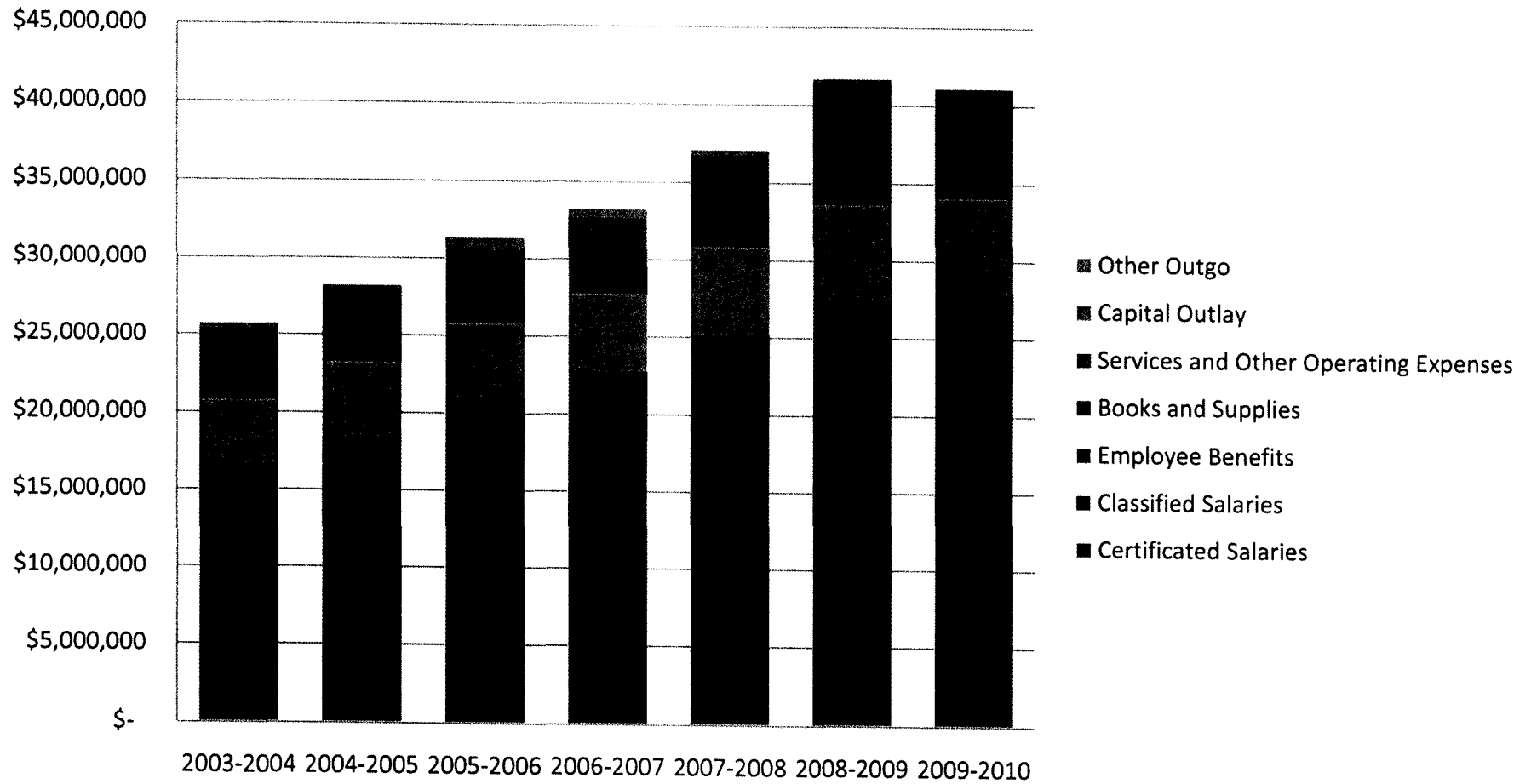
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193

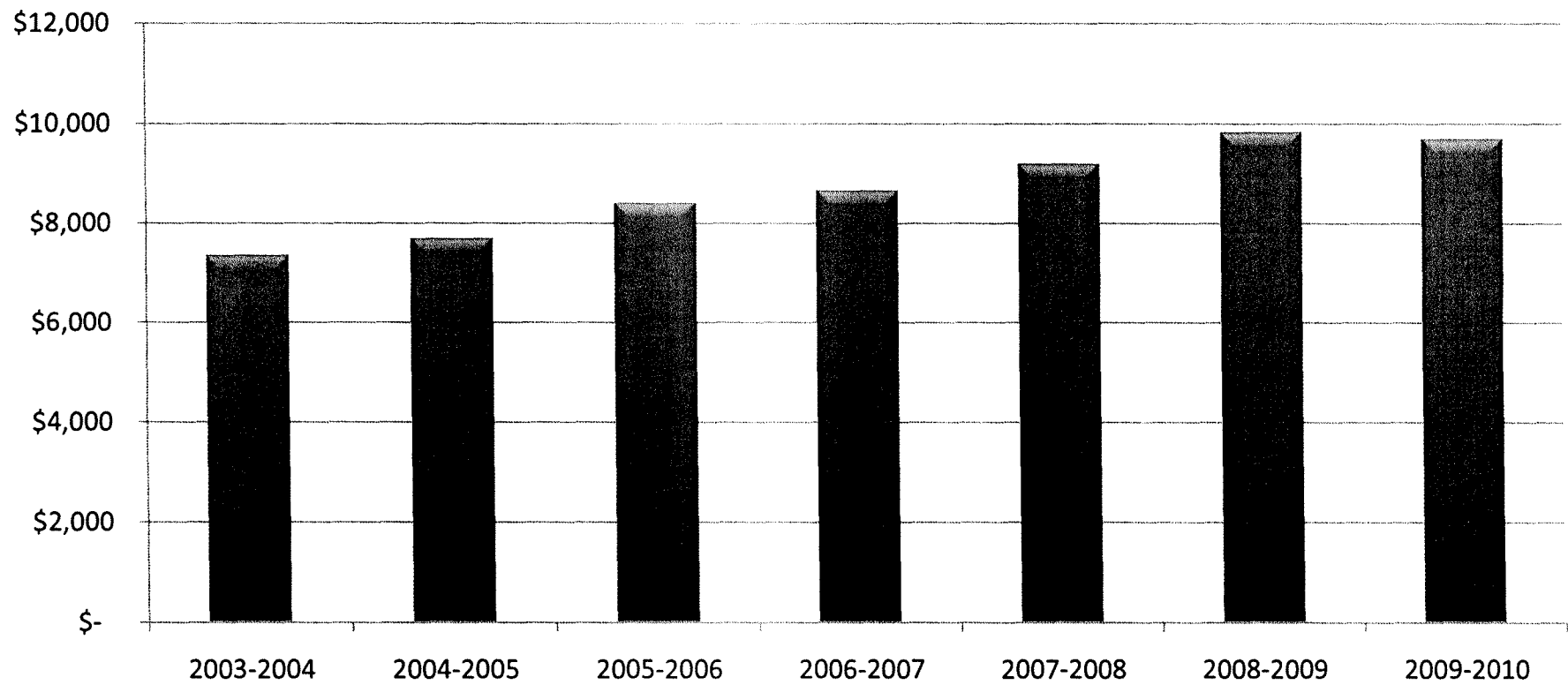
Object Description	Fund 03 Unrestricted Amt	Fund 06 Restricted Amt	Total
1100 TEACHER'S SALARIES	17,741,529	\$2,372,054	\$20,113,583
1200 CERT PUPIL SUPPORT SALARIES	518,935	\$0	\$518,935
1300 CERT SUPERV & ADMIN SALARIES	1,596,326	\$106,931	\$1,703,257
1900 OTHER CERTIFICATED SALARIES	126,257	\$0	\$126,257
Total For 1000	\$19,983,047	\$2,478,985	\$22,462,032
2100 INSTRUCTIONAL AIDES' SALARIES	82,105	\$1,849,017	\$1,931,122
2200 CLASSIFIED SUPPORT SALARIES	1,466,307	\$204,643	\$1,670,950
2300 CLASS SUPERV & ADMIN SALARIES	178,312	\$40,953	\$219,265
2400 CLERICAL AND OFFICE SALARIES	1,184,874	\$74,801	\$1,259,675
2900 OTHER CLASSIFIED SALARIES	276,010	\$81,445	\$357,455
Total For 2000	\$3,187,608	\$2,250,859	\$5,438,467
3111 STRS, CERTIFICATED POSITIONS	1,637,849	\$200,310	\$1,838,159
3112 STRS, CLASSIFIED POSITIONS	143	\$3,559	\$3,702
3211 PERS, CERTIFICATED POSITIONS	12,739	\$849	\$13,588
3212 PERS, CLASSIFIED POSITIONS	291,423	\$205,460	\$496,883
3311 OASDI, CERTIFICATED POSITIONS	4,642	\$558	\$5,200
3312 OASDI, CLASSIFIED POSITIONS	194,097	\$136,879	\$330,976
3321 MEDICARE, CERTIFICATED POSITIO	285,740	\$35,945	\$321,685
3322 MEDICARE, CLASSIFIED POSITIONS	45,646	\$32,638	\$78,284
3401 HEALTH & WELFARE BENEFITS, CER	1,878,105	\$221,273	\$2,099,378
3402 HEALTH & WELFARE BENEFITS, CLAS	375,765	\$75,075	\$450,840
3501 UNEMPLOYMENT INS, CERT	59,954	\$7,437	\$67,391
3502 UNEMPLOYMENT INS, CLASS	9,562	\$6,750	\$16,312
3601 WORKER'S COMP INSURANCE, CERT	235,478	\$29,205	\$264,683
3602 WORKER'S COMP INSURANCE, CLASS	37,556	\$26,518	\$64,074
3901 OTHER BENEFITS, CERTIFICATED	15,119	\$936	\$16,055
Total For 3000	\$5,083,818	\$983,392	\$6,067,210
5200 TRAVEL AND CONFERENCES	4,800	\$0	\$4,800
Total For 5000	\$4,800	\$0	\$4,800
Total Expenditure	\$28,259,273	\$5,713,236	\$33,972,509
Total Income	\$0	\$0	\$0

+ 150,000

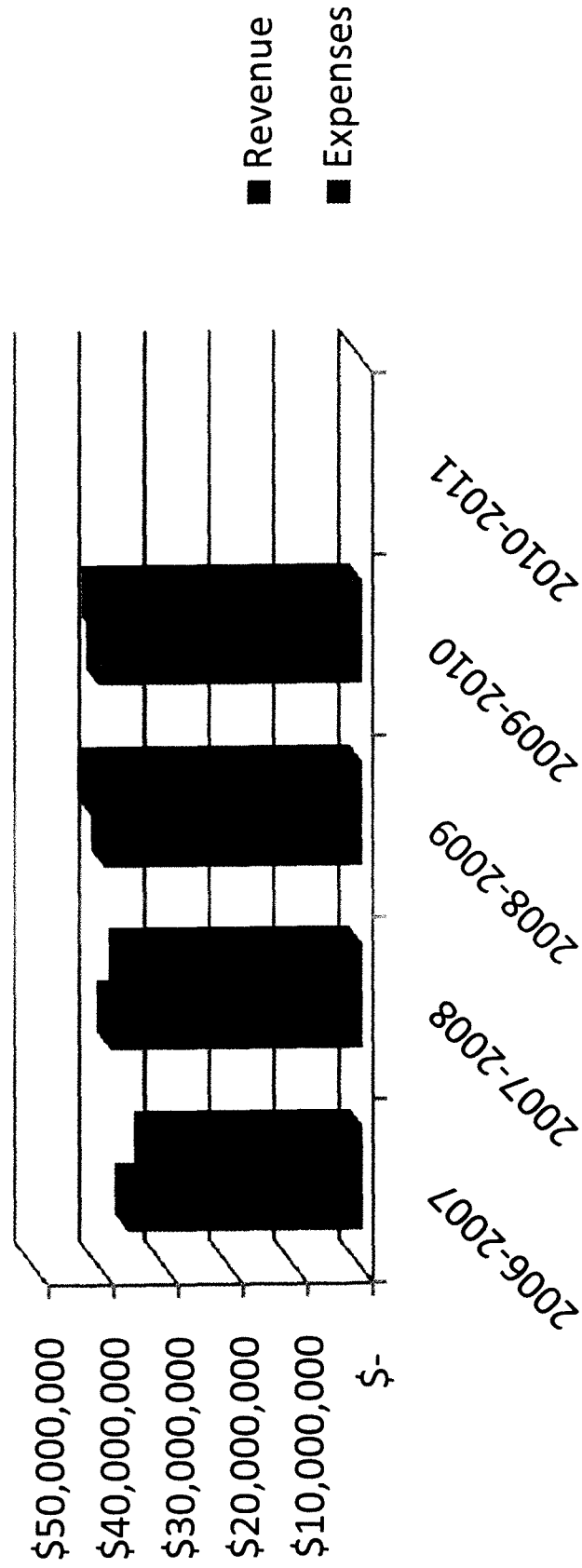
DMUSD Total Expenditures



Total Expenditures Per Student



Comparison of Revenue and Expenditures



2009 SSC School District and County Office Financial Projection Dartboard 2009-10 Budget Act

This version of SSC's Financial Projection Dartboard is based on the enactment of the 2009-10 Budget Act. We have updated the COLA, CPI, and ten-year T-bill factors per the latest economic forecasts, and this resulted in changes to virtually every factor for 2008-09 and thereafter. We rely on various state agencies and outside sources in developing these factors, but we assume responsibility for them with the understanding that they are, at best, general guidelines.

Factor		2008-09	2009-10	2010-11	2011-12	2012-13	2013-14
Statutory COLA (use for K-12 and COE Revenue Limits)		5.66%	5.02%	0.70%	2.30%	2.50%	3.00%
Revenue Limit Deficits:							
Eliminates COLA		0.94643	0.90117	0.90117	0.90117	0.90117	0.90117
Further RL Cut		0.97372	0.96437	0.96437	0.96437	0.96437	0.96437
Total Deficit %		7.844%	13.094%	13.094%	13.094%	13.094%	13.094%
Net Revenue Limit Change: K-12		-2.63%	-0.969%	0.70%	2.30%	2.50%	3.00%
Revenue Limit Deficits - COEs:							
Eliminates COLA		0.94643	0.90117	0.90117	0.90117	0.90117	0.90117
Further RL Cut		0.97378	0.96142	0.96142	0.96142	0.96142	0.96142
Total Deficit %		7.839%	13.360%	13.360%	13.360%	13.360%	13.360%
Net Revenue Limit Change: COEs		-2.62%	-1.27%	0.70%	2.30%	2.50%	3.00%
Special Education COLA (on state and local share only) ¹		0.00%	0.00%	0.70%	2.30%	2.50%	3.00%
State Categorical Funding (including adult education and ROC/P) ¹							
Tier I		0.00%	0.00%	0.70%	2.30%	2.50%	3.00%
Tier II		-15.38%	-4.46%	0.70%	2.30%	2.50%	3.00%
Tier III		-15.38%	-4.46%	0.70%	2.30%	2.50%	3.00%
California CPI		1.90%	0.8%	1.90%	2.30%	2.80%	3.20%
California Lottery ^{2,3}	Base	\$109.50	\$109.50	\$109.50	\$109.50	\$109.50	\$109.50
	Prop 20	\$11.50	\$11.50	\$11.50	\$11.50	\$11.50	\$11.50
Interest Rate for Ten-Year Treasuries		2.90%	3.00%	3.40%	3.90%	4.30%	4.50%
ESTIMATED STATEWIDE AVERAGE BASE REVENUE LIMITS PER ADA "UNDEFICITED"							
Year		Elementary		High School		Unified	
2008-09 Statewide Average (est.)		\$5,882		\$7,069		\$6,150	
2009-10 Inflation Increase @ 5.02% COLA		\$295		\$355		\$309	
2009-10 Statewide Average (est.)		\$6,177		\$7,424		\$6,459	

2009-10 BUDGET ACT ESTIMATED CHARTER SCHOOL RATES				
	K-3	4-6	7-8	9-12
General Purpose Block Grant (will change at each apportionment)	\$5,400	\$5,483	\$5,644	\$6,545
Categorical Block Grant (est.) ⁴	\$404	\$404	\$404	\$404
Total	\$5,804	\$5,887	\$6,047	\$6,949

¹ The categorical cut percentages are based on the amount of cut from prior-year funding.

² The forecast for Lottery funding per ADA includes both base (unrestricted) funding and the amount restricted by Proposition 20 (2000) for instructional materials.

³ If securitization of the Lottery is passed by the voters, the years of 2009-10 through 2013-14 will no longer be based on Lottery sales.

⁴ The charter school categorical block grant rates provided by the Department of Finance shown do not include Economic Impact Aid funding, which is provided separately.

May 20, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: 2008/2009 Monthly Budget Update

The attached sheets represent each district fund individually. The actual revenues and expenditures are as of April 30, 2009. Budget amounts are those reflected in the 2008-2009 Second Interim Budget.

FISCAL IMPACT: Presentation of this report is for information only and does not affect revenues, expenses, or projected ending fund balances in the 2008-2009 Budget.

RECOMMENDED: For information only. No action required.

10.24

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
General Fund - Unrestricted
April 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 31,936,826	\$ 30,436,525	5%
Federal Revenue	-	-	-
Other State Revenue	2,869,136	1,924,881	33%
Other Local Revenue	1,350,700	1,484,953	-10%
Total Revenues	\$ 36,156,662	\$ 33,846,359	6%
Expenditures			
Certificated Salaries	\$ 19,026,579	\$ 15,428,304	19%
Classified Salaries	3,500,043	2,797,194	20%
Employee Benefits	5,149,187	4,199,259	18%
Books and Supplies	1,957,537	1,132,956	42%
Services and Other Operating	2,774,681	2,001,811	28%
Capital Outlay	126,483	30,331	76%
Other Outgo	7,565	14,710	-94%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 32,542,075	\$ 25,604,565	21%
Excess (Deficiency) Revenues and Expenditures	\$ 3,614,587	\$ 8,241,795	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ (4,621,766)	\$ (1,166,832)	
Other Financing Sources and Uses	\$ (4,621,766)	\$ (1,166,832)	
Net Increase (Decrease) In Fund Balance	\$ (1,007,179)	\$ 7,074,963	
Beginning Fund Balance	\$ 10,355,412		
Ending Fund Balance**	\$ 9,348,233		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

**Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
General Fund - Restricted
April 30, 2009**

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 354,310	\$ 59,701	83%
Federal Revenue	672,885	501,581	25%
Other State Revenue	1,151,301	1,055,592	8%
Other Local Revenue	1,493,516	1,149,495	23%
Total Revenues	\$ 3,672,012	\$ 2,766,369	25%
Expenditures			
Certificated Salaries	\$ 2,735,736	\$ 2,311,019	16%
Classified Salaries	2,185,139	1,695,030	22%
Employee Benefits	1,027,608	821,776	20%
Books and Supplies	1,249,321	576,650	54%
Services and Other Operating	1,767,879	1,125,076	36%
Capital Outlay	-	(1,600)	-
Other Outgo	88,176	44,088	50%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 9,053,859	\$ 6,572,038	27%
Excess (Deficiency) Revenues and Expenditures	\$ (5,381,847)	\$ (3,805,669)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (190,230)	\$ 167,774	
Contributions	\$ 4,621,766	\$ 1,166,832	
Other Financing Sources and Uses	\$ 4,431,536	\$ 1,334,606	
Net Increase (Decrease) In Fund Balance	\$ (950,311)	\$ (2,471,063)	
Beginning Fund Balance	\$ 1,126,343		
Ending Fund Balance**	\$ 176,032		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
General Fund - Combined
April 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 32,291,136	\$ 30,496,226	6%
Federal Revenue	672,885	501,581	25%
Other State Revenue	4,020,437	2,980,473	26%
Other Local Revenue	2,844,216	2,634,448	7%
Total Revenues	\$ 39,828,674	\$ 36,612,728	8%
Expenditures			
Certificated Salaries	\$ 21,762,315	\$ 17,739,322	18%
Classified Salaries	5,685,182	4,492,224	21%
Employee Benefits	6,176,795	5,021,035	19%
Books and Supplies	3,206,858	1,709,606	47%
Services and Other Operating	4,542,560	3,126,886	31%
Capital Outlay	126,483	28,731	77%
Other Outgo	95,741	58,797	39%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 41,595,934	\$ 32,176,602	23%
Excess (Deficiency) Revenues and Expenditures	\$ (1,767,260)	\$ 4,436,126	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (190,230)	\$ 167,774	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ (190,230)	\$ 167,774	
Net Increase (Decrease) In Fund Balance	\$ (1,957,490)	\$ 4,603,900	
Beginning Fund Balance	\$ 11,481,755		
Ending Fund Balance**	\$ 9,524,265		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
Cafeteria Fund
April 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	103,872	63,732	39%
Other State Revenue	9,766	3,036	69%
Other Local Revenue	803,564	688,077	14%
Total Revenues	\$ 917,202	\$ 754,844	18%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	111,920	89,748	20%
Employee Benefits	38,549	31,751	18%
Books and Supplies (food)	713,511	556,786	22%
Services and Other Operating	9,079	7,611	16%
Capital Outlay	-	-	-
Other Outgo	22,121	-	100%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 895,180	\$ 685,896	23%
Excess (Deficiency) Revenues and Expenditures	\$ 22,022	\$ 68,949	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 22,022	\$ 68,949	
Beginning Fund Balance	\$ 8		
Ending Fund Balance**	\$ 22,030		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
Deferred Maintenance
April 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	8,000	14,870	-86%
Total Revenues	\$ 8,000	\$ 14,870	-86%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	71,461	317,677	-345%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 71,461	\$ 317,677	-345%
Excess (Deficiency) Revenues and Expenditures	\$ (63,461)	\$ (302,807)	
Other Financing Sources and Uses			
Transfers In	\$ 190,230	\$ 167,774	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ 190,230	\$ 167,774	
Net Increase (Decrease) in Fund Balance	\$ 126,769	\$ (135,033)	
Beginning Fund Balance	\$ 801,444		
Ending Fund Balance**	\$ 928,213		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

**Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
Special Reserve for other than Capital Outlay
April 30, 2009**

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	38,000	26,191	31%
Total Revenues	\$ 38,000	\$ 26,191	31%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	-	-	-
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ -	\$ -	-
Excess (Deficiency) Revenues and Expenditures	\$ 38,000	\$ 26,191	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) in Fund Balance	\$ 38,000	\$ 26,191	
Beginning Fund Balance	\$ 1,307,746		
Ending Fund Balance**	\$ 1,345,746		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
Capital Facilities
April 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	127,400	90,822	29%
Total Revenues	\$ 127,400	\$ 90,822	29%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	10,000	324	97%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 10,000	\$ 324	97%
Excess (Deficiency) Revenues and Expenditures	\$ 117,400	\$ 90,498	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 117,400	\$ 90,498	
Beginning Fund Balance	\$ 98,077		
Ending Fund Balance**	\$ 215,477		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

**Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
Special Reserve Fund for Capital Outlay Projects
April 30, 2009**

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	275,000	248,104	10%
Total Revenues	\$ 275,000	\$ 248,104	10%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	-	-	-
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ -	\$ -	
Excess (Deficiency) Revenues and Expenditures	\$ 275,000	\$ 248,104	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 275,000	\$ 248,104	
Beginning Fund Balance	\$ 7,833,784		
Ending Fund Balance**	\$ 8,108,784		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
These components are not addressed on this spreadsheet

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
Capital Project Fund for Blended Component Units
(CFD 95-1 and CFD 99-1)
April 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	2,795,194	1,911,259	32%
Total Revenues	\$ 2,795,194	\$ 1,911,259	32%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	13,325	13,054	2%
Services and Other Operating	160,992	41,951	74%
Capital Outlay	1,861,694	55,757	97%
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 2,036,011	\$ 110,763	95%
Excess (Deficiency) Revenues and Expenditures	\$ 759,183	\$ 1,800,497	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (2,014,864)	\$ (2,011,518)	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ (2,014,864)	\$ (2,011,518)	
Net Increase (Decrease) In Fund Balance	\$ (1,255,681)	\$ (211,022)	
Beginning Fund Balance	\$ 6,865,255		
Ending Fund Balance**	\$ 5,609,574		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
Debt Service Fund for Blended Component Units (CFD)
April 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	-	-	-
Total Revenues	\$ -	\$ -	-
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	-	-	-
Capital Outlay	-	-	-
Other Outgo	(2,014,864)	\$ (2,011,518)	0%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ (2,014,864)	\$ (2,011,518)	0%
Excess (Deficiency) Revenues and Expenditures	\$ 2,014,864	\$ 2,011,518	
Other Financing Sources and Uses			
Transfers In	\$ 2,014,864	\$ 2,011,518	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ 2,014,864	\$ 2,011,518	
Net Increase (Decrease) In Fund Balance	\$ 4,029,728	\$ 4,023,036	
Beginning Fund Balance	\$ -		
Ending Fund Balance**	\$ 4,029,728		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

** Ending Fund Balance is made up of components that dictate what the balance may be used for
 These components are not addressed on this spreadsheet

DEL MAR UNION SCHOOL DISTRICT
County Treasury, General Ledger Balances
FISCAL YEAR 2008-2009

DISTRICT 11														
GOVERNMENTAL FUNDS - SPECIAL RESERVE & CAPITAL PROJECTS														
Cty Tres. Fund #	F/Y 07/08 6/30/2008	F/Y 08/09 7/31/2008	F/Y 08/09 8/31/2008	F/Y 08/09 9/30/2008	F/Y 08/09 10/31/2008	F/Y 08/09 11/30/2008	F/Y 08/09 12/31/2008	F/Y 08/09 1/31/2009	F/Y 08/09 2/28/2009	F/Y 08/09 3/31/2009	F/Y 08/09 4/30/2009	Increase (decrease)	SACS Fund #	Fund Description
412101 / 55695	\$ 11,280,306	\$ 14,085,484	\$ 11,621,747	\$ 8,222,307	\$ 6,411,151	\$ 4,275,950	\$ 12,657,073	\$ 11,822,455	\$ 10,218,348	\$ 8,267,911	\$ 13,499,694	\$ 5,231,783	03 & 06	Res / Unres General Fund
412104 / 55701	\$ 29,951	\$ 12,159	\$ 45,719	\$ 162,990	\$ 126,317	\$ 126,428	\$ 61,706	\$ 93,443	\$ 126,209	\$ 193,943	\$ 137,049	\$ (56,895)	13-00	Cafeteria Func
412112 / 55710	\$ 794,584	\$ 737,493	\$ 737,130	\$ 729,984	\$ 729,984	\$ 736,058	\$ 736,058	\$ 741,196	\$ 741,196	\$ 662,754	\$ 666,412	\$ 3,658	14-00	Deferred Maintenance
412142 / 55725	\$ 1,295,414	\$ 1,295,414	\$ 1,307,746	\$ 1,307,746	\$ 1,307,746	\$ 1,318,251	\$ 1,318,251	\$ 1,327,454	\$ 1,327,454	\$ 1,327,454	\$ 1,333,937	\$ 6,483	17-42	Endowment - Special Res
412119 / 55716	\$ 97,648	\$ 99,939	\$ 113,238	\$ 143,686	\$ 143,686	\$ 148,317	\$ 148,317	\$ 168,458	\$ 168,902	\$ 176,361	\$ 182,914	\$ 6,553	25-19	Developer Fees
412146 / 55731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	35-00	State School Facility Func
412102 / 55698	\$ 4,707,355	\$ 4,707,355	\$ 4,723,134	\$ 4,723,134	\$ 4,723,134	\$ 8,384,862	\$ 8,384,862	\$ 8,430,509	\$ 8,430,509	\$ 8,041,159	\$ 8,081,889	\$ 40,729	40-00	Special Res Capital Outlay
Subtotal	\$ 18,205,259	\$ 20,937,844	\$ 18,548,714	\$ 15,289,847	\$ 13,442,018	\$ 14,989,866	\$ 23,306,267	\$ 22,583,514	\$ 21,012,618	\$ 18,669,582	\$ 23,901,895	\$ 5,232,313		d
PROPRIETARY & FIDUCIARY FUNDS - INTERNAL SERVICE, EXPENDIBLE TRUST & ENTERPRISE														
412122 / 55720	\$ 1,285,811	\$ 1,259,629	\$ 1,155,880	\$ 1,196,390	\$ 1,290,870	\$ 1,343,097	\$ 1,293,079	\$ 1,349,062	\$ 1,342,361	\$ 1,467,913	\$ 1,437,090	\$ (30,823)	63-00	Enterprise - Childcare
412120 / 55719	\$ 44,090	\$ 43,990	\$ 44,371	\$ 44,371	\$ 44,371	\$ 44,728	\$ 44,728	\$ 45,040	\$ 45,040	\$ 45,040	\$ 45,244	\$ 204	73-20	Foundation Trust Funds
Subtotal	\$ 1,329,901	\$ 1,303,620	\$ 1,200,252	\$ 1,240,761	\$ 1,335,242	\$ 1,387,825	\$ 1,337,808	\$ 1,394,102	\$ 1,387,402	\$ 1,512,953	\$ 1,482,334	\$ (30,619)		
DIST. 11 TOTAL	\$ 19,535,160	\$ 22,241,463	\$ 19,748,966	\$ 16,530,608	\$ 14,777,260	\$ 16,377,691	\$ 24,644,075	\$ 23,977,616	\$ 22,400,020	\$ 20,182,535	\$ 25,384,229	\$ 5,201,694		
412110 / 55707	\$ 100,000	Bonds Authorized Unissued											10-00	Bond Fund
DISTRICT 72														
FUND BALANCES - GOVERNMENTAL & CAPITAL PROJECTS														
	F/Y 07/08 6/30/2008	F/Y 08/09 7/31/2008	F/Y 08/09 8/31/2008	F/Y 08/09 9/30/2008	F/Y 08/09 10/31/2008	F/Y 08/09 11/30/2008	F/Y 08/09 12/31/2008	F/Y 08/09 1/31/2009	F/Y 08/09 2/28/2009	F/Y 08/09 3/31/2009	F/Y 08/09 4/30/2009	Increase/ (decrease)	SACS Fund #	Fund Description
Community Facilities District No. 95-1														
458001 / 54976	\$ 2,573,171	\$ 2,577,749	\$ 1,739,977	\$ 1,953,530	\$ 1,955,710	\$ 2,003,575	\$ 2,199,283	\$ 2,782,028	\$ 2,357,104	\$ 2,399,088	\$ 2,491,273	\$ 92,185	49-01	CFD 95-1 General Fund
TOTAL CFD 95-1	\$ 2,573,171	\$ 2,577,749	\$ 1,739,977	\$ 1,953,530	\$ 1,955,710	\$ 2,003,575	\$ 2,199,283	\$ 2,782,028	\$ 2,357,104	\$ 2,399,088	\$ 2,491,273	\$ 92,185		
Community Facilities District No. 99-1														
458002 / 54977	\$ 3,514,228	\$ 3,518,477	\$ 3,114,482	\$ 3,111,599	\$ 3,109,163	\$ 3,150,129	\$ 3,266,333	\$ 3,627,405	\$ 3,381,652	\$ 3,408,074	\$ 3,456,035	\$ 47,961	49-02	CFD 99-1 General Fund
TOTAL CFD 99-1	\$ 3,514,228	\$ 3,518,477	\$ 3,114,482	\$ 3,111,599	\$ 3,109,163	\$ 3,150,129	\$ 3,266,333	\$ 3,627,405	\$ 3,381,652	\$ 3,408,074	\$ 3,456,035	\$ 47,961		
DIST. 72 TOTAL	\$ 6,087,399	\$ 6,096,227	\$ 4,854,458	\$ 5,065,129	\$ 5,064,873	\$ 5,153,704	\$ 5,465,616	\$ 6,409,432	\$ 5,738,755	\$ 5,807,162	\$ 5,947,308	\$ 140,146		

Date:	May 20, 2009
To:	Board Members
From:	Rodger Smith
Through:	Sharon McClain
Subject:	Approval of Recommended Personnel Actions: Employment, Resignations, Dismissals, Leaves of Absences and Change of Status

CERTIFICATED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Nelson, Sandra	Teacher	1.00	Carmel Del Mar	Approve Retirement Effective 7/1/09	

Date: May 20, 2009
To: Board Members
From: Rodger Smith
Through: Sharon McClain
Subject: Approval of Recommended Personnel Actions: Employment, Resignations, Dismissals, Leaves of Absences and Change of Status

CLASSIFIED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
DeStefano, Gina	Special Education Aide II	0.75	Torrey Hills	Approve End of Temporary Assignment Effective 6/11/09	
Ewing, David	Special Education Aide II	0.50	Carmel Del Mar	Approve Resignation Effective 6/11/09	
Herreria, Carrie	Instructional Aide II	0.30	Sycamore Ridge	Approve End of Temporary Assignment Effective 6/11/09	
Hirsch, Amelia	Child Care Worker I	0.75	Child Care	Approve Resignation Effective 7/3/09	
Johnson, Karen	Instructional Aide I	0.775	Del Mar Heights	Approve End of Temporary Assignment Effective 6/11/09	
Langevin, Amy	Special Education Aide II	0.75	Ashley Falls	Approve Resignation Effective 6/11/09	
Manning, Ashley	Child Care Worker II	0.9250	Child Care	Approve Resignation Effective 6/11/09	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Mattingly, Lori	Noon Duty Aide	0.0375	Torrey Hills	Approve Resignation Effective 5/11/09	
Paulissen, Marci	Instructional Aide I	0.55	Del Mar Heights	Approve End of Temporary Assignment Effective 6/11/09	

May 20, 2009

To: Board Members

From: Rodger Smith

Subject: Approval, "Declaration of Need for Fully Qualified Educators"
2009/2010 School Year

The District administration is asking the Board to approve the attached "Declaration of Need for Fully Qualified Educators".

The District is fortunate that we have a surplus of well-qualified teacher candidates for classroom vacancies, but the District is currently experiencing a shortage of credentialed teachers in specialty areas, like special education. The shortage of teachers who work with severely handicapped students is severe throughout San Diego County.

RECOMMENDED: The Superintendent recommends approval of the attached "Declaration of Need for Fully Qualified Educators".

*11.2



State Of California
Commission On Teacher Credentialing
Certification, Assignment and Waivers Division
Box 944270
Sacramento, CA 94244-2700

Telephone:
(916) 445-7254 or (888) 921-2682
E-mail: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

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DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- ☒ Original Declaration of Need for year: 2009/10
☐ Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Del Mar Union School District District CDS Code: 37-68056
Name of County: San Diego County County CDS Code: _____

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 27 / 09 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2010.

Submitted by (Superintendent, Board Secretary, or Designee):

Sharon McClain

Superintendent

858-523-6114

858-755-9301

5/27/09

225 Ninth Street, Del Mar, CA 92014

smcclain@dmusd.org

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____/____/____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

_____	_____	_____
<i>Name</i>	<i>Signature</i>	<i>Title</i>
_____	_____	_____
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

<i>Mailing Address</i>		

<i>E-Mail Address</i>		

- *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD (applicant already holds teaching credential)	10
BCLAD (applicant already holds teaching credential)	5
List target language(s) for BCLAD:	

Resource Specialist	5
Teacher Librarian Services	1
Visiting Faculty Permit	1

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in multiple subject and single subject areas.

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	N/A
Single Subject	10
TOTAL	10

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? ☐ Yes ☒ No

If no, explain. We do not have the staff to implement and maintain such a program

Does your agency participate in a Commission-approved college or university internship program? ☐ Yes ☒ No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an internship program.

If no, explain why you do not participate in an internship program.

~~The district does not participate in college or university internship programs due to the size of our district and staffing requirements to implement and maintain such a program.~~

May 27, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Board Approval, Revision of Certificated Management Salary Schedule

The Superintendent recommends an increase of 5 days to the work year of the Assistant Superintendent of Human Resources and the Assistant Superintendent of Curriculum and Instruction. The increase brings the work year for these two positions more in line with the work year for the Assistant Superintendent of Business Services and the Superintendent.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of revised Certificated Management Salary Schedule

11.3

DEL MAR UNION SCHOOL DISTRICT GROUP 5 - CERTIFICATED MANAGEMENT

CERTIFICATED MANAGEMENT SALARY SCHEDULE: Effective
ADOPTED BY BOARD OF TRUSTEES - May 27, 2009

DAYS	RANGE	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
		ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL
		MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY
		DAILY HOURLY	DAILY HOURLY	DAILY HOURLY	DAILY HOURLY	DAILY HOURLY
225	1	\$108,047.77	\$112,967.67	\$117,885.14	\$122,598.16	\$131,608.01
12 PAYS		9,003.98	9,413.97	9,823.76	10,216.51	10,967.33
Track E		491.13	513.49	535.84	557.26	598.22
		61.39	64.19	66.98	69.66	74.78
220	2	\$108,047.77	\$112,967.67	\$117,885.14	\$122,598.16	\$131,608.01
12 PAYS		9,003.98	9,413.97	9,823.76	10,216.51	10,967.33
Track F		491.13	513.49	535.84	557.26	598.22
		61.39	64.19	66.98	69.66	74.78
220	3	\$105,504.96	\$110,311.15	\$115,115.07	\$120,295.14	\$126,256.99
12 PAYS		8,792.08	9,192.60	9,592.92	10,024.60	10,521.42
Track J		479.57	501.41	523.25	546.80	573.90
		59.95	62.68	65.41	68.35	71.74

The District pays professional dues and provides \$100,000 Additional Term Life Insurance for positions on this salary schedule (total of \$150,000)

<u>RANGE</u>	<u>IDENTIFICATION</u>	<u>SICK LEAVE</u>	<u>VACATION LEAVE</u>
1	Assistant Superintendent, Instructional Services	12 DAYS	0 DAYS
2	Director of Pupil Services	12 DAYS	0 DAYS
	Assistant Superintendent, Human Resources	12 DAYS	0 DAYS
	Director of Technology	12 DAYS	0 DAYS
3	Coordinator of State and Federal Projects	12 DAYS	0 DAYS