

**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

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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](http://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**            Perkins  
**Second**           McDowell  
**Unanimous**

**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.
- *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

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**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**

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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.

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
- 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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