

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

Minutes of 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

Board President White called the Regular Board Meeting to order at 3:03 p.m.

PUBLIC INPUT ON CLOSED SESSION ITEMS:

There was no public input.

Adjourned to Closed Session at 3:05 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 3:05 to 5:40 p.m. to discuss:

- 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)

REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board unanimously approved rescinding layoff notices for the following employees #439-876, #393-12, #469-748, #471-606, #449-038, #381-036, #267-802.

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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 5:58 p.m.

PLEDGE OF ALLEGIANCE

Emily Disney, Principal, Sycamore Ridge School, led Board Members and guests in the Pledge of Allegiance.

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
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
Katie Shanahan, Coordinator State & Federal Projects

Principals Present: Emily Disney, Principal, Sycamore Ridge School
Gary Wilson, Principal, Ocean Air School

2. STUDENT RECOGNITION – SYCAMORE RIDGE

Sycamore Ridge School students and teachers presented projects that integrate language arts, social studies, music and technology standards.

The presentation demonstrated the collaboration throughout the year of enrichment teachers and classroom teachers. The performance illustrated the learning activities students experience that compliment the core curriculum while promoting creativity.

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3. APPROVAL OF AGENDA

Amendments to the Agenda:

Item 11.3 be pulled and Agendized for the June Regular Board Meeting.

Item 6.0 to follow 10.24

Item 10.19 to follow 10.23

Motion to Approve the Agenda, as amended

Motion Easton

Second McDowell

Unanimous

4. CORRESPONDENCE/COMMUNICATION

4.1 Correspondence

- Letter from Jeb Spencer, Sage Canyon, Site Volunteer of the Year.

4.2 Public Comment (for items not on the Agenda)

- None.

5. REPORTS, RECOGNITIONS AND HEARINGS

5.1 Staff Recognition – Employees of the Month for May 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:

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 Staff Recognition

The Board recognized and congratulated the following 2009 School Site Teachers of the Year with the presentation of a certificate and long-stemmed rose.

Ashley Falls – Mary Ann Loes

Carmel Del Mar – Rebecca Jones

Del Mar Heights – Eileen Graddy

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Del Mar Hills – Nicole Nelson
Ocean Air – Jim Gianola
Sage Canyon – Robin Gordon
Sycamore Ridge – Donna Chung
Torrey Hills – Lisa Wilken

5.3 **Staff Recognition**

The Board recognized and congratulated Jim Gianola, Technology Teacher, Ocean Air School, on being named the 2009 DMUSD Teacher of the Year with the presentation of a certificate and long-stemmed rose.

5.4 **Staff Recognition**

The Board recognized and congratulated Erica Bell, 2nd grade teacher, Ocean Air School, on being named the 2009 DMUSD Reading Teacher of the Year with the presentation of a certificate and long-stemmed rose.

5.5 **Staff Recognition**

The Board recognized and congratulated Jodi Neilson, Music teacher, Ocean Air School, on being named the 2009 San Diego County Music Educator of the Year with the presentation of a certificate and long-stemmed rose.

5.6 **Staff Recognition**

The Board recognized and congratulated the following 2009 School Site Classified Employees of the Year with the presentation of a certificate and long-stemmed rose.

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

5.7 **Staff Recognition**

The Board recognized and congratulated Linda Mettling, Administrative Assistant, Del Mar Hills Academy, on being named the 2009 DMUSD Classified Employee of the Year with the presentation of a certificate and long-stemmed rose.

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5.8 **Recognition**

The Board recognized and congratulated the following 2008-2009 PTA Presidents with the presentation of a certificate and long-stemmed rose.

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

The Board acknowledged and welcomed the 2009-2010 PTA Presidents.

5.9 **Recognition**

The Board recognized and congratulated the following 2008-2009 Site Volunteers of the Year with the presentation of a certificate and long-stemmed rose.

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

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

There was no report from the DMCTA.

5.11 **Report – DMSEF, Beth Westburg, Vice-President**

Beth Westburg, DMSEF Vice-President reported that the DMSEF is currently writing 4,000 thank you notes to donors. She explained that the DMSEF changed the past focus of soliciting a specific amount per student to setting a goal of having a 100% participation rate within the District. The DMSEF received 88% of the donations from 98% of the families. The DMSEF Board is considering reorganizing the Executive Board by adding a VP of Fundraising, VP of Marketing and Communications, and a VP of Corporate Giving. Additionally, the DMSEF is working on the elections for the 2009/2010 Executive Board as well as Strategic Plans for the next few years. Ms. Westburg thanked Supt. McClain, the Board of Trustees,

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principals and staff for working with the DMSEF to find a solution, which supports the ESC programs. Ms. Westburg also thanked, the many parents and community members for their support. The DMSEF looks forward to working with everyone in the 2009/2010 school year.

5.12 Report – Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

5.13 PTA Report: Janette Shelton, President, Ashley Falls PTA

Janette Shelton, President of the Ashley Falls PTA thanked Board of Trustees and community for the wonderful two years she spent as President. She reported that the PTA Presidents enjoyed a lovely End-of-the-Year Tea Party with Supt. McClain. Supt. McClain presented an update on the 7/11 District Advisory Committee and shared that microphones are being piloted in classrooms at two school sites and are being well received. Ms. Shelton reported that Ashley Falls is preparing for their Annual Goodwill Games. The Ashley Falls Leadership Breakfast, to thank volunteers for their support, is being held on Friday, May 29. At the same time, the gavel will be passed to the 2009/2010 PTA Board. Ms. Shelton expressed that she has enjoyed her time as the President of the Ashley Falls PTA.

5.14 Report – Board Reports/Comments

- *Member Perkins:* He toured the Recreation Center at Ocean Air Park with Principal Gary Wilson, Superintendent McClain, Director of Child Care, Charlene Komosinski, and the City of San Diego to discuss usage by the DMUSD.
- *Member Rodriguez:* She attended the Masters in Governance Training; thanked Del Mar Hills Academy for the visit; and expressed appreciation to Asst. Supt., Curriculum & Instruction, Janet Bernard, and Dir. of Human Resources/Facility Planning, Rodger Smith, for their many contributions to the DMUSD. She also attended the Masters in Governance training.
- *Member Easton:* She thanked Del Mar Hills Academy for the Board's visit on May 20. She also thanked and congratulated the entire DMUSD staff for all of their efforts and a wonderful school year.
- *Member McDowell:* He thanked Del Mar Hills Academy for the nice visit; attended SMArT Night at Del Mar Hills Academy, the Innovation in Education Awards on the USS Midway and the Masters in Governance Training; and congratulated all 6th graders and their parents as they promote to middle school.
- *Member White:* She expressed appreciation to Del Mar Hills Academy for the visit; attended and spoke about the DMUSD 7/11 District Advisory Committee at the request of the Torrey Pines Planning Board; and attended the Masters in Governance Training. She acknowledged and expressed appreciation to Janet

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Bernard, Rodger Smith and Sandra Nelson as they retire from the DMUSD. She wished all the 6th graders well as they move to middle school. She announced that she has accepted the position of PTSA President at Earl Warren Middle School for 2009/2010.

5.15 **Report – Superintendent’s Report**

Superintendent McClain reported on the following:

- She attended the Del Mar/Solana Beach Optomist Club’s Children’s Challenge Awards where the following Del Mar students were honored in the following areas:

Community Service

Katie Rhodes, 2nd grade – Del Mar Heights
Melanie An, 2nd grade – Ocean Air
Natasha Taylor, 5th grade – Carmel Del Mar

Fellowship

Leo Li, 5th grade – Ocean Air

Humanities

Arthi Haripriyan, 5th grade – Sycamore Ridge

Arts

Visual Arts	Lindsey Klein, 2nd grade – Sage Canyon
Music	Michael Chen, 2nd grade – Sage Canyon
Multi Arts	Lily Nilipour, 4th grade – Torrey Hills

Courage

Taylor Austin, 3rd grade – Del Mar Heights

Science

Alexandra Erdman, 6th grade – Carmel Del Mar

- She attended Reading Teacher of the Year Ceremony with Erica Bell, the 2009 DMUSD Reading Teacher of the Year.
- She attended the awards ceremony recognizing Jodi Neilson, Music Teacher at Ocean Air, as the 2009 San Diego County Music Educator of the Year.
- She attended the Innovation in Education Awards ceremony on the USS Midway.

6.

6.1 **APPROVAL OF MINUTES**

Amendment to Minutes of the Regular Board Meeting of March 25, 2009:

Remove Members White’s reason for voting “no” on Item 8.5

Correct typo in the motion on Item 8.5

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Motion to approve the Minutes of the Regular Board Meeting, March 25, 2009, as amended.

Motion McDowell
Second Easton
Unanimous

Motion to approve the Minutes of the following:

- Special Board Meeting, February 11, 2009
- Regular Board Meeting, February 25, 2009
- Special Board Meeting, March 11, 1009
- Special Board Meeting/Visitation, March 18, 2009
- Special Board Meeting/Visitation, April 1, 2009
- Special Board Meeting, April 15, 2009
- Regular Board Meeting, April 29, 2009
- Special Board Meeting, May 11, 2009

Motion Rodriguez
Second Easton
Unanimous

The Board reminded staff of the Board's request to indicate public comment as either in favor of or against the item being addressed.

6.2 **APPROVAL OF CONSENT ITEMS**

Motion to approve Consent Items *9.2, *10.1– *10.17, *11.1 and *11.2

Motion Easton
Second McDowell
Unanimous

7. **CURRICULUM & INSTRUCTION**

7.1 **Approval, Del Mar Union School District Local Education Agency Plan (LEAP)**

Katie Shanahan, Coordinator of State and Federal Projects, presented the Local Education Agency Plan, which in Section 1112 of No Child Left Behind, requires each district to submit a 5-year plan describing the district-wide efforts to meet the five goals set forth by the California Department of Education in accordance with No Child Left Behind.

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Motion to approve the Del Mar Union School District Local Education Agency Plan (LEAP)

Motion Perkins
Second Rodriguez
Unanimous

8. ADMINISTRATION AND POLICY

8.1 Proposed School Site Classified Staffing Allocation

Superintendent McClain presented the report on staffing allocation for site classified administrative staff as requested by the Board.

Motion to extend the time limit for Public Comments on Item 8.1

Motion Easton
Second Rodriguez
Unanimous

Public Comment:

- *Vanessa Black*, parent, spoke against the proposed School Site Classified Staffing Allocation.
- *Marina Russo*, DMUSD Office Assistant, spoke on behalf of all Office Assistants against the proposed School Site Classified Staffing Allocation.
- *Cathy Brizes*, DMUSD Health Tech, spoke on behalf of all Health Techs against the proposed School Site Classified Staffing Allocation.
- *Tamara Radford*, DMUSD Library Aide, spoke against the proposed School Site Classified Staffing Allocation.
- *Melanie Carmosino*, parent, spoke against the proposed School Site Classified Staffing Allocation.
- *Mary Holmes*, parent, spoke against the layoff of an ESC Instructional Aide.
- *Martine Thomas*, parent, spoke against the layoff of an ESC Instructional Aide.
- *Robbie Elliott*, parent, spoke regarding SIP funds for the 2009/2010 school year.
- *Linda Mettling*, DMUSD Administrative Assistant, spoke on behalf of all Administrative Assistants against the proposed School Site Classified Staffing Allocation.
- *Nancy Swanberg*; DMUSD teacher, spoke against the proposed School Site Classified Staffing Allocation.

Supt. McClain reviewed the staffing allocation, which is based on the enrollment at each school site. The model presented represented a cost savings as well as standardization of staffing across the District. Supt. McClain reported that neighboring districts do not allocate office staff based on enrollment.

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The Board requested that the proposal be expanded to include all staff at the school sites, i.e. principals, assistant principals, nurses, food service positions, and night custodial staff. The Board would appreciate a report on the allocation of staff in Special Education, i.e. resource specialists and special education aides, if possible. The Board stated that they are in favor of an allocation based on enrollment and requested to have Regular Education and Special Education students be included in the enrollment numbers. The Board also asked staff to consider additional groups of enrollment numbers that may assist in determining an equitable staffing allocation across the district.

The Board asked staff to look at options to balance the budget with the least impact on children and without increasing staff at a site. The Board also asked staff to clarify lunch duty and separate it out if it was included.

8.2 Board Approval/Adoption, District Communication Plan

Mike Casey, Director of Technology, and Jennifer Oliveira, Technology Teacher, presented an overview of the Communication Plan produced by the Communication Action Team, made up of the following members: Jennifer Olivera, Mike Casey, Comischell Rodriguez, Wendy Wardlow, Chris Delehanty, Gail Moran, Sandi Johnson, Jodi Neilson, Sherry Forte, Lee Parnell, Kerry Traylor, Linda Mettling and Randy Wheaton

The Board thanked the Mr. Casey and Mrs. Oliveira and asked clarifying questions regarding email blasts and the All Call system. The Board requested that the school sites be included in the usage of the All Call system. The Board suggested adding multiple language, an annual evaluation of the Plan, and the usage of blogs, to the matrix.

Motion to approve the adoption of the District Communication Plan, with the understanding the plan is a living document in which revisions will be incorporated.

Motion Easton

Second Rodriguez

Unanimous

8.3 Second Reading/Approval, New Administrative Regulations, 4261.4: Catastrophic Leave Program for Classified Employees

Rodger Smith, Director of Human Resources & Facilities Planning, presented Administrative Regulations 4261.4 for approval.

Motion to approve Administrative Regulations, 4261.4: Catastrophic Leave Program for Classified Employees

Motion McDowell
Second Perkins
Unanimous

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

Superintendent McClain presented an addition to Board Policy 1330: Use of Facilities, which calls for an organization to be charged for direct costs of additional services beyond the normal working activities of school maintenance and operations workers when using facilities during non-school hours.

Motion to approve the revision to Board Policy 1330: Use of Facilities, effective June 15, 2009.

Motion Easton
Second Perkins
Ayes 4 - Easton, Perkins, Rodriguez, White
Noes 0
Abstain 1 - McDowell

8.5 Board Approval, Reschedule July 22, 2009 Regular Board Meeting

The request to reschedule the Board Meeting of July 22, 2009 was rescinded.

8.6 First Reading, Revision to Board Policy 1312.3, Uniform Complaint Procedures

Katie Shanahan, Coordinator of State & Federal Projects, presented revisions to Board Policy 1312.3, Uniform Complaint Procedures, due to state legislature enacting revised requirements for a school district's Uniform Complaint Procedures. The proposed revisions will keep the DMUSD in compliance.

The Board directed staff to place approval of the revised policy on the Consent Agenda for the Regular Board Meeting on June 24, 2009.

8.7 Discussion, Board Members Attendance at 6th Grade Promotions

The Board discussed attendance at the 6th Grade Promotions and decided as follows:

Ashley Falls	Katherine White
Carmel Del Mar	Steven McDowell
Del Mar Heights	Doug Perkins
Sage Canyon	Comischell Rodriguez
Torrey Hills	Annette Easton

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In addition, a DMUSD Administrator will attend 6th Grade Promotion at other school sites.

8.8 **1st Reading, Board of Trustees School Site Visitation Schedule, 2009/2010**

Superintendent McClain requested input from the Board on which of the departments and operations within the District they are most interested in visiting during the 2009/2010 school year. Some suggestions included visiting and interacting with the following: grade level team meetings, various departments and operations, a student leadership team, classified staff meeting, preschool, special education, technology, child care and maintenance staff. Another option suggested is to conduct an Open Forum in the evening.

8.9 **Reminder of Upcoming Events** *(Presented for information only.)*

An addition to Upcoming Events of the Retirement Party for Rodger Smith and Janet Bernard on June 19, 2009 was requested.

9. OPERATIONS AND FACILITIES

9.1 **2009/2010 Enrollment and Staffing Projections**

Rodger Smith, Director of Human Resources & Facilities Planning, presented an overview of the projection prepared by DecisionInsite, including:

- Enrollment capacity of current facilities being 5,400
- Live births trends
- New dwelling units projected occupancy
- 5-year projected enrollment
- 5-year enrollment trends

Mr. Smith explained that the report includes projections for enrollment in the Del Mar Union School District for the next ten years and that the report includes both a “Moderate” and a “Conservative” projection. In addition to the general “Final Report,” both projections are included for each of the district’s schools for the next ten years.

The Board asked clarifying questions relative to enrollment and staffing projections and requested staff to give consideration to the placement of students and the impact it has on staffing. The Board requested it be updated on enrollment at the next upcoming meetings.

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10. BUSINESS AND FINANCE

10.18 **Update, State Categorical Flexibility**

Katie Shanahan, Coordinator of State and Federal Projects, presented the update on the flexibility of State Categorical Funds. She advised the Board that funds transferred from the current restricted resource code to an unrestricted resource code will be tracked with the new unrestricted code of 0916. Ms. Shanahan provided a list of all the categorical programs in the District that qualify for the flexibility.

10.19 **Update, Budget Reduction Areas Under Consideration for the Fiscal Year 2009-2010**

Superintendent McClain, presented a list of the possible reductions for the 2009/2010 school year.

A request to consider reducing the District Office workweek to four 8-hour days during the summer was made by the Board. The Board asked Supt. McClain to create a plan for balancing the budget and making a recommendation to the Board. Supt. McClain stated that the administrative staff has been looking at a variety of ways to balance the budget, which includes working with the original financial report prepared by Caroline Larson, Partner, Vavrinek, Trine, Day & Co.

10.20 **Board Approval, Revised Fiscal Impact Format for Board Agenda Items**

Superintendent McClain presented the proposed Fiscal Impact Format for the Board's consideration. The Board requested the addition of:
"If yes, how much \$_____"

Motion to approve the revised Fiscal Impact Format, as amended.

Motion Easton
Second Perkins
Unanimous

The Board thanked Dena Whittington, Assistant Superintendent, Business Services, for her work in revising the Fiscal Impact format.

10.21 **San Diego County Office of Education Letters of Review**
(Presented for information only.)

10.22 **Update, Federal Stimulus and State Budget**
(Presented for information only.)

10.23 **First Reading, 2009-2010 Proposed Budget**

In the absence of Dena Whittington, Assistant Superintendent, Business Service, Supt. McClain asked the Board to send questions via email for her to share with Ms. Whittington.

10.24 **2008/2009 Monthly Budget, Update**
(Presented for information.)

11. PERSONNEL

11.3 **Board Approval, Revision of Certificated Management Salary Schedule**

Item 11.3 was pulled from the Agenda.

12. ARTICLES OF INTEREST

There were no articles of interest.

13. ITEMS FOR THE JUNE 2009 BOARD MEETING

- Summer district schedule
- BP 1312.3 on consent
- Consultant contract with Rodger Smith
- Update on staffing projections
- Categorical flexibility
- Recommendations for furlough
- Board visitations

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14. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 10:27 p.m.

Motion Easton

Second Rodriguez

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

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