



DEL MAR UNION SCHOOL DISTRICT

Board of Trustees Regular Board Meeting

July 22, 2009

Closed Session: 4:00 p.m.

Open Session: 5:45 p.m.

Del Mar Hills Academy

14085 Mango Drive, Del Mar, CA 92014

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

*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

PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

Adjournment into Closed Session

Motion ____ Second ____ Ayes ____ Nays ____
Time ____

CLOSED SESSION

- 1.1 **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
- 1.2 **Conference with Legal Counsel – Anticipated Litigation** (Government Code section 54956.9(b); Name of Case: Significant Exposure to Litigation: Two cases

Adjournment of Closed Session

Motion ____ Second ____ Ayes ____ Nays ____
Time ____

CALL TO ORDER CFDs – 5:40 P.M.

- CALL TO ORDER, MEETING OF THE LEGISLATIVE BODY OF CFD NO. 95-1
 - CALL TO ORDER, MEETING OF THE LEGISLATIVE BODY OF CFD NO. 99-1
-

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

REPORT OF ACTION TAKEN IN CLOSED SESSION

1.0 FLAG SALUTE

2.0 STUDENT RECOGNITION – Student Recognition will resume in October 2009.

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 **Public Hearing** 1-4
Public Hearing Regarding Sunshine Notification, 2009/2010 Collective Bargaining Negotiation Between DMUSD and DMCTA Regarding Wages, Benefits and Selected Other Articles of the DMUSD-DMCTA Contract
- 5.2 **Report** 5-7
Update, Enrollment for the 2009/2010 School Year
- 5.3 **Report** 8
DMCTA Report: David Skinner, DMCTA President, Carmel Del Mar Teacher

5.4	<u>Report</u> DMSEF Report: Chris Stevenson, DMSEF President	9
5.5	<u>Report</u> Monthly Staff Development, Travel & Conference Update	10-11
5.6	<u>Report</u> Board Report/Comments	
5.7	<u>Report</u> Superintendent's Report ■	

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.0 APPROVAL OF THE MINUTES

Minutes of Special Board Meeting of June 5, 2009
 Minutes of Special Board Meeting of June 17 2009
 Minutes of Regular Board Meeting of June 24, 2009
 Minutes of Special Board Meeting of June 25, 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

*8.1	Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for April 1 – June 30, 2009.	29-31
*10.1	Board Approval and Acceptance of Donations to the Del Mar Union School District	95-96
*10.2	Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements	97-103
*10.3	Board Approval of Agreement Between the Del Mar Union School District and NvLS Professional Services, LLC. For Filing and Reviewing E-rate Program Applications and Claims	104
*10.4	Board Approval of Agreement Between Goodall's Charter Bus/dba Coach USA and the Del Mar Union School District for Field Trip Transportation for the 2009-2010 Fiscal Year	105-106
*10.5	Board Approval of Agreement Between TP Acoustics, Inc. and the Del Mar Union School District for the Installation of and Purchase of Supplies for Tackpanels and Replacement Ceiling Panels	107
*10.6	Board Approval of Agreement Between Apple and the Del Mar Union School District for Apple Summer Teacher Institute, a Two-Day Workshop	108
*10.7	Board Ratification of Performance Agreement Between Barber & Gonzales Consulting Group and the Del Mar Union School District for Interest Based Negotiation Training, Consulting and Facilitating	109
*10.8	Board Approval of Contracts for Special Education Services for the 2009-2010 School Year	110
*10.9	Board Approval of Agreement Between AT&T DataComm and the Del Mar Union School District for Switch Replacement	111

Official Agenda, Regular Board Meeting of July 22, 2009

*11.1	Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status	160-169
*11.4	Board Approval, Resolution No 2009-17 to Utilize Temporary Assignment Options for Departmentalized Classes	173-175
*11.5	Board Approval, Contract Renewal for Lynette Carlson, Coordinator for the DMUSD Preschool Assessment Team	176-177
*11.6	Board Approval, Agreement for Speech Language Substitute Services between the Del Mar Union School District and Lynette Carlson	178-180

7.0 CURRICULUM AND INSTRUCTION

7.1	Board Approval, Purchase of Data Director, a Student Assessment Management System	12-13
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
7.2	2008/2009 Annual Wellness Committee Report	14
7.3	Recommendation for Support to Sites Implementing SPARK PE Program for 2009/2010 School Year	15-26
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
7.4	Preschool Enrollment	27-28

8.0 ADMINISTRATION AND POLICY

8.2	Update, Collaboration Plan Action Team	32-36
8.3	Board Approval, School Site Certificated and Classified Staffing Allocation	37-46
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
8.4	Board Approval, Departments and Programs for Visitation by Board of Trustees, 2009/2010	47
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
8.5	Update, Intradistrict Transfer Requests	48-49
8.6	Board Approval, Increase in Allocation for Psychologists	50-51
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
8.7	First Reading, Job Description, Speech and Language Pathologist Assistant	52-54
8.8	First Reading, Revised Job Description for Office/Child Nutrition Services Assistant	55-59
8.9	First Reading, New Board Policy/Administrative Regulations 7160: Charter School Facilities and Updated Board Policy/Administrative Regulations: 0420.4: Charter Schools	60-87
8.10	Board Approval, Resolution No. 2009-14, Senate Constitutional Amendment 6	88-90
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>	
8.11	Update, 20% Furlough of District Staff from June 29 - July 31. 2009	91
8.12	Reminder of Upcoming Events	92-93

9.0 OPERATIONS AND FACILITIES

9.1	Update, 2009/2010 Staffing Projections	94
-----	--	----

10.0 BUSINESS AND FINANCE

- 10.10 List of Potential Budget Reductions under Consideration for the 2009/2010 School Year 112-118
- 10.11 Update, 2009-2010 State Categorical Flexibiity 119-120

Timed for 7:00 p.m.					121-144
10.12	Board Acceptance of Actuarial Valuation date January 1, 2009 as Prepared by The Epler Company (GASB 45)				
		<i>Motion</i>	<i>Second</i>	<i>Ayes</i>	<i>Nays</i>

- 10.13 2008/2009 Monthly Budget, Update 145-157
- 10.14 Update, District Compliance with Imposed Water Conservation 158-159

11.0 PERSONNEL

- 11.2 Board Approval, Revision of Certificated Management Salary Schedule 170-171
- Motion _____ Second _____ Ayes _____ Nays _____
- 11.3 Board Approval, .5 Assignment, Districtwide ESC Technology Support 172
- Motion _____ Second _____ Ayes _____ Nays _____

12.0 ARTICLES OF INTEREST

None.

13.0 ITEMS FOR AUGUST 26, 2009 BOARD MEETING

- Second Reading/Approval, Job Description, Speech and Language Pathologist Assistant
- Second Reading/Approval, Revised Job Description for Office/Child Nutrition Services Assistant
- Second Reading/Approval, New Board Policy/Administrative Regulations 7160: Charter School Facilities
- Approval of Association Memberships and Dues for 2009-2010
- Update on 09/10 Student Enrollment, Intradistrict Transfers, and Certificated Staffing
- Board Approval of 2009/2010 Salary Schedules: Regular Classified, Certificated Administrators Principal, Certificated Management, Certificated Director, Classified Management
- Update, Intra/Inter District Transfer Projection
- Sufficiency of Instructional Materials for the 2009/2010 School Year

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

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

Minutes of Special Board Meeting

June 5, 2009
9:00 a.m.

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

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

Others: Frank Cosca and Ken Noonan, Consultants

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White, called the meeting to order at 9:18 a.m.

Amendments to the Agenda

Remove Item #5, Board Approval, Initial Collective Bargaining Proposal

Motion to Approve the Agenda, as amended.

Motion Easton

Second Perkins

Unanimous

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

The Board adjourned to Closed Session at 9:19 a.m. to discuss the following:

- 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

The Board reconvened into Open Session at 12:10 p.m.

3. **REPORT OUT OF CLOSED SESSION**

There was no action taken in Closed Session.

4. **RE-APPROVAL OF 2009 TAX AND REVENUE ANTICIPATION NOTE PROGRAM, RESOLUTION NO. 2009-05**

Motion to Re-Approve the 2009 Tax and Revenue Anticipation Note Program, Resolution No. 2009-05.

Motion McDowell

Second Rodriguez

Unanimous

5. **BOARD APPROVAL, INITIAL COLLECTIVE BARGAINING PROPOSAL FOR THE DEL MAR UNION SCHOOL DISTRICT**

This item was removed from the Agenda

6. **ADJOURNMENT**

There being no further business to come before the Board, there was a Motion to Adjourn at 12:15 p.m.

Motion Easton

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

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

Minutes of Special Board Meeting/Board Workshop

June 17, 2009
9:00 a.m.

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

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
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
Katie Shanahan, Coordinator State & Federal Projects
Charlene Komosinski, Director of After School Programs

DMUSD Attendees: Wendy Wardlow, Gary Wilson, Emily Disney, Susan Fitzpatrick, Kathy Zack, Linda Mettling, David Skinner, Cinda Peck, Ken Igarashi, Eileen Randall, Dana Arnold, Jim Gianola, Paulette Anderson, Gail Brinkerhoff, Cassie Brunker, Bill Porter,

Other Attendees: Frank Cosca and Ken Noonan, Consultants
Ellen Hoppen, DMSEF

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. The meeting was moved to the Del Mar Heights School MUR at 13555 Boquita Drive, Del Mar, CA 92014, due to the number of attendees.

Board President White called the meeting to order at 9:25 a.m.

Motion to Approve the Agenda

Motion Easton

Second McDowell

Unanimous

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

3. **BOARD WORKSHOP, 2009/2010 PROPOSED GENERAL FUND BUDGET**

Dena Whittington, Assistant Superintendent, Business Services, lead the Board through top-level discussions and SACS forms including budget revisions, restricted funds and fair share impacts.

ADJOURN INTO CLOSED SESSION

The Board adjourned to Closed Session at 11:57 a.m. and returned to the Del Mar Union School District Office, 225 9th Street, Del Mar, CA 92014, to discuss the following:

- 1.1 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Title: Superintendent/Board of Trustees (G.C. 54957)
- 1.2 **CONFERENCE WITH LABOR NEGOTIATOR:** (Government Code 54957.6 Agency Designated Representative Katherine White, President, Board of Trustees; Unrepresented Employee: Superintendent (Permanent))
- 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

ADJOURNMENT OF CLOSED SESSION

Motion to adjourn Closed Session and reconvene Open Session at 4:02 p.m.

Motion Perkins

Second Easton

Unanimous

4. **REPORT OF ACTION TAKEN IN CLOSED SESSION**

There was no action taken in Closed Session.

5. **BOARD APPROVAL, REVISIONS TO CONTRACT BETWEEN THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT AND SHARON MCCLAIN, Ed.D**

Motion to Approve Revisions to Contract between the Board of Trustees of the Del Mar Union School District and Sharon McClain, Ed.D

Motion White

Second Rodriguez

Unanimous

6. ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 4:07 p.m.

Motion Easton

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

Unapproved

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

Minutes of Regular Board Meeting

June 24, 2009

Closed Session: 4:30 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 4:30 p.m.

PUBLIC INPUT ON CLOSED SESSION ITEMS:

There was no public comment.

Adjourned to Closed Session at 4:30 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 4:30 to 5:35 p.m. to discuss:

- 1.1 **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
- 1.2 **Conference with Labor Negotiator:** (Government Code 54957.6 Agency Designated Representative Katherine White, President, Board of Trustees; Unrepresented Employee: Superintendent (Permanent)
- 1.3 **Public Employee Discipline/Dismissal/Release** pursuant to (Government Code 54957)
- 1.4 **Conference with Legal Counsel – Anticipated Litigation** (Government Code section 54956.9(b)); Name of Case: Significant Exposure to Litigation: Two cases
- 1.5 **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 Human Resources/Facilities Planning; Negotiating Parties: DMUSD and the City of Del Mar

REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board directed legal counsel to dismiss the Quiet Title Action pertaining to the Shores Property, 225 9th Street, Del Mar, CA 92014.

Official Minutes, Regular Board Meeting • June 24, 2009

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

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

Rodger Smith, Director of Human Resources/Facilities Planning, 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
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: Gary Wilson, Ocean Air School
Peg LaRose, Sage Canyon School

2. STUDENT RECOGNITION

There was no Student Recognition. Student Recognition will resume in October 2009.

3. APPROVAL OF AGENDA

Amendments to the Agenda:

Item 10.13 and 10.14 to follow Item 5.3

Item 8.6 to follow Item 7.2

Item 8.7 to follow 8.6

Item 5.1 to follow Item 8.14

Official Minutes, Regular Board Meeting • June 24, 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 Agenda, as amended.

Motion McDowell

Second Perkins

Unanimous

4. CORRESPONDENCE/COMMUNICATION

4.1 Correspondence

- Supt. McClain presented 50+ letters and petitions with 120+ signatures from Carmel Del Mar School parents in support of raising funds for an Extended Studies Curriculum aide position at Carmel Del Mar School.

4.2 Public Comment (for items not on the Agenda)

- None.

5. REPORTS, RECOGNITIONS AND HEARINGS

5.1 Public Hearing

Public Hearing Regarding the Flexibility Transfers of June 30, 2008 Restricted Ending Balances and 2008-2009 Categorical Funds

Dena Whittington, Assistant Superintendent, Business Services, explained that the Resolution being presented for approval is due to the State requiring school districts to transfer 2008/2009 Tier 3 Categorical Funds and Restricted Ending Balances as of June 30, 2008, to Unrestricted Funds.

Board President White opened the Public Hearing at 6:15 p.m. There being no public input, the Public Hearing was closed at 6:16 p.m. by Board President Easton.

5.2 Public Hearing

Public Hearing Regarding the 2009/2010 DMUSD Budget

Dena Whittington, Assistant Superintendent, Business Services, presented an overview of the 2009/2010 DMUSD budget as well as the "Fair Share" reduction of the State's allocation of funds to Basic Aid districts.

Board President White opened the Public Hearing at 6:39 p.m. There being no public input, the Public Hearing was closed at 6:40 p.m. by Board President Easton.

10.13 Board Approval, Flexibility Transfers of June 30, 2009 Restricted Ending Balances and 2009-2010 Categorical Funds

Official Minutes, Regular Board Meeting • June 24, 2009

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

The Resolution presented for Board approval provides the DMUSD with the authority to use up to 100% of balances that existed on June 30, 2008 in restricted accounts for “any educational purpose”. It also provides the DMUSD 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.

Site Improvement Program (SIP) funds are allocated by the School Site Councils made up of parents, teachers and staff. The principals have requested to keep 75% of the SIP funds and the carryover remaining for sites to allocate at their discretion to support instructional improvements at the school site and to lift the restriction on funds to be used to hire staff.

The Board directed staff to present a “big picture” recommendation, based on current knowledge of the budget, on how to allocate formerly restricted funds. The recommendation should include additional information regarding a site’s carryover funds and also take into consideration what will have the least impact on students.

Motion to approve Flexibility Transfers of June 30, 2009 Restricted Ending Balances and 2009-2010 Categorical Funds

Motion Easton
Second Perkins
Unanimous

10.14 Board Adoption, 2009/2010 Proposed Budget

There was no further discussion by the Board on the 2009/2010 Proposed Budget.

Motion to adopt the 2009/2010 Proposed Budget

Motion Rodriguez
Second Easton
Unanimous

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

The DMCTA is looking forward to working with the Board and Administration in negotiations on June 30, 2009 and they look forward to continuing with the positive tones set forth in the training sessions. On behalf of the DMCTA Mr. Skinner expressed “thank you” and “good luck” to retirees, Assistant Superintendent, Curriculum and Instructions, Janet Bernard, and to Director of Human Resources/Facilities Planning, Rodger Smith. Both have been highly regarded by the teaching staff for their professionalism, approachability and human kindness.

Official Minutes, Regular Board Meeting • June 24, 2009

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

Mr. Skinner commended Rodger Smith publically for his professionalism and the kind manner in dealing with difficult issues and the teaching staff.

5.4 Report – DMSEF, Matt Zevin, President

Mr. Zevin was pleased to report that the DMSEF presented a \$31,000 check to the DMUSD. The DMSEF is anticipating receipt of outstanding Matching Gifts and hopes to present an additional check to the DMUSD in the near future. The DMSEF elected a new slate of officers for the 2009/2010 school year, which included adding three new positions to the Board, VP of Communications, VP of Fundraising & Events, and VP of Community Relations. Additionally, a PTA president on a rotating basis will fill a non-voting ex officio position. The DMSEF has projected expenses for 2009/2010 and will allocate 9.5% of donations to fund overhead. Mr. Zevin explained that the typical allocation of non-profit organizations for overhead is 10-12%. The DMUSF is currently planning the fall annual appeal and other events. The DMSEF is enthusiastic and looking forward to the 2009/2010 school year.

5.5 Report – Monthly Staff Development, Travel & Conference Update
(Presented for information only.)

5.6 PTA Report: Kim Dort, Sage Canyon PTA President

Ms. Dort thanked Supt. McClain for giving the PTA Presidents the opportunity to report on PTA activities during the monthly Board meetings. The Sage Canyon PTA conducted an end-of-the-year survey of students to determine the students favorite PTA programs. Ms. Dort reported that the top five in descending order are: #5) Earth Day/Sea Balls; #4) International Walk to School Day; #3) Imagination Machine Assembly; #2) Dads' Club Bagel Breakfast; #1) Roadrunners. The PTA has a new award winning website. Ms. Dort introduced the newest member of the Sage Canyon community, Cody the Coyote, the Sage Canyon mascot. Ms. Dort presented Board Member Comischell Rodriguez with a Certificate of Appreciation

for her many years of service to the Sage Canyon PTA and North Coastal PTA Consortium. She also presented a floral bouquet to Sage Canyon Principal, Peg LaRose, for an outstanding year.

5.7 Report – Board Reports/Comments

On behalf of the Board of Trustees President White expressed the Board's appreciation to retirees Rodger Smith, Director of Human Resources/ Facilities Planning, Janet Bernard, Assistant Superintendent, Curriculum & Instruction, and all district retirees for their hard work, dedication and commitment to the students of the DMUSD. Ms. White also, on the Board's behalf, thanked Matt Zevin, for his

Official Minutes, Regular Board Meeting • June 24, 2009

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

service as the DMSEF President, and conveyed a “thank you” to all the DMSEF for their hard work for the students of the Del Mar Union School District.

Member Easton:

- attended the retirement celebration and thanked Rodger Smith and Janet Bernard for their service to the district.

Member McDowell:

- thanked Rodger Smith, Janet Bernard and all retirees for their service to the DMUSD.

Member Perkins:

- had the pleasure of attending Del Mar Night at the Padres game and hearing Ocean Air Principal, Gary Wilson, sing the National Anthem.
- attended the retirement celebration for Janet Bernard and Rodger Smith, thanked them and all retirees for their service, and once again, was pleased to hear Gary Wilson sing!

Member Rodriguez:

- expressed her appreciation to Sage Canyon for the surprise “thank you” for her many years of service to the PTA as a Sage Canyon parent.
- stated what a pleasure it is to serve on the Board of Trustees.
- attended the retirement celebration for Rodger Smith and Janet Bernard and thanked them and all retirees for their service to the district.

Member White:

- attended the retirement celebration and thanked Charlene Komosinski for organizing the wonderful party for Rodger Smith and Janet Bernard.

5.8 Report – Superintendent’s Report

Supt. McClain reported on the following:

- The 7/11 District Advisory Committee has begun meeting to discuss and study the possible closure or realignment of schools. A recommendation will be presented to the Board no later than December 2009. The public can access the agendas, minutes and official documents of the 7/11 DAC on the district website at www.dmusd.org
- The District’s summer work schedule is extremely busy and will include cleaning and maintenance projects at the school sites.
- The After School Programs staff is busy with Summer Day Camp and Children’s Creative Workshop, with 250 and 530 student participants, respectively. Summer Preschool and Young Writers’ Camp are also being held in the District.
- District will be honoring employees with 5, 10, 15, 20++ years of service, as well as the 08/09 retirees in the fall.

6. APPROVAL OF MINUTES

Motion to approve the Minutes of the following:

- Visitation/Special Board Meeting of May 20, 2009
- Special Board Meeting of May 22, 2009

Official Minutes, Regular Board Meeting • June 24, 2009

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

- Regular Board Meeting of May 27, 2009
- Special Board Meeting of June 1, 2009

Motion McDowell
Second Easton
Unanimous

6.1 **APPROVAL OF CONSENT ITEMS**

Motion to approve Consent Items *8.1-*8.4, *10.1-*10.12 and *11.1

Motion Easton
Second McDowell
Unanimous

7. **CURRICULUM & INSTRUCTION**

7.1 **Board Approval, 2009/2010 Consolidated Application for Funding Categorical Aid Programs**

The 2009/2010 Consolidated Application for Funding Categorical Aid Programs was presented by Katie Shanahan, Coordinator of State and Federal Projects. The application is an annual process in which the district applies for categorical funding, both state and federal.

Motion to approve

Motion Rodriguez
Second Easton
Unanimous

7.2 **Board Approval, Purchase of Data Director, a Student Assessment Management System**

Emily Long of Riverside Publishing provided a brief overview of Data Director, an assessment and management system. The adoption of this program would be an investment in Professional Learning Communities and a benefit to teachers in analyzing data and modeling instruction. The ongoing fee for the program is \$5.90 per student.

The Board asked clarifying questions and directed staff to bring this item back to the July Board meeting with additional information including: 1) teacher input, and 2) suggestions for funding the program.

Official Minutes, Regular Board Meeting • June 24, 2009

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

8.6 Board Approval, School Site Certificated and Classified Staffing Allocation

Public Comment:

- *Dana Arnold*, DMUSD Office Assistant; spoke against the reduction of hours for school office assistants.
- *Eileen Randall*, DMUSD Office Assistant: spoke against the reduction of hours for school office assistants.
- *Ann Hoffman*, DMUSD Office Assistant: spoke against the reduction of hours for school office assistants.
- *Gary Wilson*, DMUSD Principal; asked the Board to make decisions regarding the office staff with "utmost care."
- *Leslie Putnam*, DMUSD Library Media Specialist, spoke against the reduction of hours for school library media specialist.

Assistant Superintendent, Business Services, Dena Whittington outlined the proposed Certificated and Classified Administrative staffing. In addition to cost savings, this model will provide standardization of staffing across the district. The proposal presented included both certificated and classified office staff.

The Board discussed and asked clarifying questions regarding the proposed classified staffing allocations, including:

- night custodial hours and positions
- allocation of staff in a school with an enrollment of 350 and a school with an enrollment of 450.
- *usage of a statistical model*
- *determination of a site's office staffing should be decided by the Principals and Superintendent.*

Motion to continue the discussion on Item 8.6 and give staff direction to allocate classified employees based on the number of sections and population per site.

Motion Perkins
Second Rodriguez
Carried

Ayes:	<u>4</u>	Members Easton, Perkins, White, Rodriguez
Noes:	<u>1</u>	Member McDowell
Abstain:	<u>0</u>	

10:27 p.m.: Motion to extend the meeting for one additional 30-minute period with the meeting to adjourn no later than 11:00 p.m.

Motion Easton
Second Perkins
Unanimous

Official Minutes, Regular Board Meeting • June 24, 2009

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

- 8.7 Board Approval, 20% furlough of District staff from June 29 - July 31, 2009
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.

8. ADMINISTRATION AND POLICY

- 8.5 Update, Collaboration Plan Action Team
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 8.8 Board Approval, Board of Trustees Site Visitation Schedule, 2009/2010
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 8.9 First Reading, Job Description, Speech and Language Pathologist
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 8.10 First Reading, Revised Job Description for Office/Child Nutrition Services Assistant
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 8.11 First Reading, New Board Policy/Administrative Regulations 7160: Charter School Facilities and Review of Board Policy/Administrative Regulations: 0420.4: Charter Schools
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 8.12 Board Approval, Resolution No. 2009-14, Senate Constitutional Amendment 6
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 8.13 Discussion/Action Extended Studies Curriculum Staffing

Motion to extend the 20-minute time limit for public speakers on Item 8.13

Motion Easton

Second Perkins

Unanimous

Superintendent McClain summarized for the Board the action taken at the February 25, 2009 Regular Board Meeting regarding DMUSD Specialist Program Proposal #2. The Board confirmed that employees at all school sites are employees of the District and are not guaranteed of working at the same site every year.

Public Comment:

The following speakers addressed the Board in favor of reinstating the Extended Studies Curriculum aide position at Carmel Del Mar.

- *Linda Dugger*, DMUSD teacher
- *Debbie Ewing*, DMUSD ESC Aide
- *Mahuash Aalipour*, CDM parent

Official Minutes, Regular Board Meeting • June 24, 2009

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

- Nick & Kailey Lawson, former CDM students
- Xinhua Dai, CDM parent
- Yarden Abed, CDM student
- Michelle Zhao, CDM student
- Stephen Brigandi, CDM parent
- Mary Holmes, CDM parent
- Zuliya Khawaja , CDM parent & PTA President

Board Discussion:

The Board asked clarifying questions regarding:

- site staffing that is based on quotas established by the Board
- fundraising allocations outlined in AR3290 and approved by the Board at the February 25, 2009 Board meeting
- sites having the flexibility to raise for both certificated and classified positions
- funding of a .3 or .8 position
- fundraising for a position and not a person
- what determines who fills the position, i.e. seniority

The Board acknowledged Mrs. Debbie Ewing for her dedication, hard work and the positive impact she has had on many current and former students.

Supt. McClain presented the option of purchasing SPARK PE materials to assist classroom teachers with PE instruction. The Board expressed a desire to have input on SPARK PE from the DMUSD's current PE teachers. Supt. McClain recommends that in an effort to reduce expenses, a PE curricula program be purchased at approximately \$1,500 districtwide rather than hire PE specialists.

The Board directed staff to bring a proposal back to the Board regarding funding PE support and the SPARK PE program. The Board asked for an update on the 2008/2009 fundraising for each school and whether additional funds are expected.

8.14 Reminder of Upcoming Events

(Presented for information only.)

5.1 Report

Update, Enrollment for the 2009/2010 School Year

9. OPERATIONS AND FACILITIES

9.1 Update, 2009/2010 Staffing Projections

This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.

Official Minutes, Regular Board Meeting • June 24, 2009

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

10. BUSINESS AND FINANCE

- 10.15 Board Approval, List of Potential Reductions
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 10.16 Update, District Compliance with Imposed Water Conservation
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 10.17 2008/2009 Monthly Budget, Update
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.

11. PERSONNEL

- 11.2 Board Approval, Resolution No. 2009-13, Reducing and Eliminating Certain Classified Services for the 2009/2010 School Year

Director of Human Resources/Facilities Planning, Rodger Smith, recommended approval of Resolution No. 2009-13 due to the need to lay off staff in those positions that are no longer supported by SIP Funds.

Motion to approve Resolution No. 2009-13, Reducing and Eliminating Certain Classified Services for the 2009/2010 School Year
Motion Rodriguez
Second Perkins
Unanimous
- 11.3 Board Approval, Revision of Certificated Management Salary Schedule
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.
- 11.4 Board Approval, Agreement for Human Resource Services between Rodger Smith and the Del Mar Union School District

Motion to approve, Agreement for Human Resource Services between Rodger Smith and the Del Mar Union School District
Motion Rodriguez
Second Perkins
Unanimous
- 11.5 Board Approval, .5 Assignment, Districtwide ESC Technology Support
This item will be placed on the July 22, 2009 Regular Board Meeting Agenda.

Official Minutes, Regular Board Meeting • June 24, 2009

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

12. ARTICLES OF INTEREST

There were no articles of interest.

13. ITEMS FOR THE JULY 22, 2009 BOARD MEETING

- Second Reading/Approval, Job Description, Speech and Language Pathologist Second Reading/Approval, New Administrative Regulations, 4261.4: Catastrophic Leave Program for Classified Employees
- Second Reading/Approval, Revised Job Description for Office/Child Nutrition Services Assistant Declare 2001 and 2002 Math Textbooks and Resource Materials Obsolete
- Second Reading/Approval, New Board Policy/Administrative Regulations 7160: Charter School Facilities First Reading, Revision to BP 1330: Use of Facilities
- Sunshine Notification, 209/2010 Collective Bargaining Negotiations
- Sufficiency of Instructional Materials for the 2009/2010 School Year
- Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for April 1 – June 30, 2009
- 2008/2009 Annual Wellness Committee Report
- Update, 2009/2010 K-6 Enrollment

ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 10:59 p.m.

Motion Rodriguez
Second McDowell
 Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

Official Minutes, Regular Board Meeting • June 24, 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 Special Board Meeting

June 25, 2009
6:00 p.m.

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

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

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White, called the meeting to order at 6:10 p.m.

Motion to Approve the Agenda

Motion Perkins

Second White
Carried

Ayes: 4

Noes: 1

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

ADJOURN INTO CLOSED SESSION

The Board adjourned to Closed Session at 6:12 p.m. to discuss the following:

- 1.1 **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** TITLE: SUPERINTENDENT/BOARD OF TRUSTEES (G.C. 54957)

ADJOURNMENT OF CLOSED SESSION

Motion to adjourn Closed Session and reconvene Open Session at 7:25 p.m.

Motion Easton

Second McDowell
Unanimous

3. **REPORT OF ACTION TAKEN IN CLOSED SESSION**

There was no action taken in Closed Session.

4. **BOARD APPROVAL, RESOLUTION NO. 2009-16 OF THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT RESERVING THE RIGHT TO INITIATE NEGOTIATIONS**

TO REDUCE CERTIFICATED AND CLASSIFIED SALARIES OF REPRESENTED AND NON-REPRESENTED EMPLOYEES BEGINNING THE 2009-2010 SCHOOL YEAR

The Superintendent has recommended that the Board take action tonight to approve and adopt this Resolution. In light of the State's fiscal crisis, the specific reasons for this action include the possibility of the state reducing the school year and instructional minutes for students as well as a potential reduction in the revenue for all basic aid school districts, which includes Del Mar.

Because of the fiscal crisis, school districts across the state are left in a position of not truly knowing what their 09/10 budgets will be and must take this action in the event that it becomes necessary to negotiate changes made to the work year or instructional minutes.

We want to be clear that the Board of Trustees of the Del Mar Union is not recommending a reduction in salary and/or work year for our employees. This resolution only authorizes the Board to negotiate changes the State may impose in the next fiscal year. Nothing can or will be implemented without being negotiated with the DMCTA bargaining team or without the approval of our employees.

The Board directed the Superintendent to work with Member Easton, representing the entire Board, prior to sending any letter to staff regarding this resolution.

Motion to Approve Resolution No. 2009-16 of the Board of Trustees of the Del Mar Union School District Reserving the Right to Initiate Negotiations to Reduce Certificated and Classified Salaries of Represented and Non-represented Employees Beginning the 2009-2010 School Year, as amended.

Motion Perkins
Second Rodriguez
Unanimous

5. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 7:55 p.m.

Motion Easton
Second Perkins
Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.1: Public Hearing Regarding Sunshine Notification, 2009/2010 Collective Bargaining Negotiations Between DMUSD and DMCTA Regarding Wages, Benefits and Selected Other Articles of the DMUSD-DMCTA Contract

This public hearing is a required element in the process of collective bargaining between the District administration and the bargaining unit for certificated, non-management employees. The intent of this hearing is to provide the public with an opportunity to comment on the initial bargaining proposals from the District administration. Copies of the proposal follow this narrative.

Public Hearing Procedure:

- Hearing Opened at _____ p.m. by Board President White
- Public Comments
- Hearing Closed at _____ p.m. by Board President White

June 17, 2009

To: David Skinner, President
Del Mar California Teachers Association

From: Sharon McClain, Superintendent

Subject: Initial Collective Bargaining Proposal for 2009-2010

The Board of Trustees of the Del Mar Union School District values the collaborative spirit through which collective bargaining is accomplished between the District and the Del Mar California Teachers Association. In that regard, the Board of Trustees hereby submits its initial collective bargaining proposal for 2009-2010.

Prior to beginning collective bargaining on the re-openers listed below, in the event that the District and DMCTA are unable to complete collective bargaining on Article 18, "Class Size," as requested in the District's memorandum to DMCTA, dated March 17, 2009, during 2008-2009, the District proposes to continue and complete bargaining on this item.

Article 19: Salary and Benefits

Until the District is informed about income to be derived from 2009-2010 property taxes, the financial impact of the State budget and the cost of health benefits for 2010, the Board proposes to use the 2008-2009 Salary Schedule and health benefit cap (\$8048) as the District's initial bargaining proposal for 2009-2010. When the District has been informed by the County of San Diego about property tax revenue for 2009-2010, the financial impact of the State budget and by Keenan and Associates about health insurance rates for 2010, the Board will be prepared to discuss potential modifications to the salary schedule and health benefits coverage through the interest-based bargaining process. Incorporated into the discussion of potential modifications to the salary schedule will be the manner in which the Masters Stipend is to be addressed.

Additional Re-Openers

In addition to Article 19, the Board of Trustees proposes to exercise its option to re-open the following articles:

Article 13, "Hours of Employment"

The primary elements to be bargained in this Article include
Workday, Preparation Time and Work Year

Article 15, "Leaves"

The primary element to be bargained in this Article is Family
Medical Leave

Article 22, "Shared Assignments"

The primary elements to be bargained in this Article include
Section 22.8 regarding work days and professional responsibilities
for shared assignment participants.

The Board looks forward to continuing the use of the successful interest-based bargaining model for constructive and productive collective bargaining for 2009-2010.

To: Superintendent Sharon McClain, DMUSD

From: David Skinner, DMCTA

Re: Contract Reopeners

July 15, 2009

Dr. McClain,

The Del Mar California Teachers Association (DMCTA) looks forward to our next bargaining session with the Del Mar Union School District on August 18, 2009. At this time, the DMCTA does not elect to reopen any contract articles with the exception of Article 19 "Salaries and Benefits." We anticipate working with the district on the 18th to reach a fair settlement regarding salary and benefits. We appreciate the cooperative spirit that exists between the administration and teachers of our district, and look forward to continued good relations.

David G. Skinner

President, Del Mar California Teachers Association.

July 13, 2009

To: Board Members
From: Sheila Weinberg, Director of Pupil Services
Through: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 5.2: Update, Enrollment for the 2009/2010 School Year

Following this narrative is the monthly enrollment report for the Board's information. For comparison purposes, the enrollment reports for June and July 2009 are provided. District staff will be available to respond to questions about the report during the meeting.

FISCAL IMPACT: Not applicable – this report is for information only.
RECOMMENDED: Not applicable – this report is for information only.

**2009-2010
Del Mar Union School District
Enrollment Report**

6

As of July 16, 2009

SCHOOL	K	1ST	2ND	3RD	4TH	5TH	6TH	SUB TOTAL	SDC	SCHOOL TOTAL
Ashley Falls	46	44	63	59	77	73	80	442	0	442
Carmel Del Mar	63	59	58	66	56	74	60	436	18	454
Del Mar Heights	60	49	69	54	58	53	56	399	16	415
Del Mar Hills	41	36	40	37	35	45	50	284	0	284
Ocean Air	116	124	98	115	87	98	91	729	0	729
Sage Canyon	102	98	105	103	115	120	91	734	0	734
Sycamore Ridge	60	70	59	46	66	64	58	423	0	423
Torrey Hills	98	92	81	94	93	99	67	624	8	632
GRADE TOTALS	586	572	573	574	587	626	553	4071	42	4113

7/17/09
2:26 PM

**2009-2010
DEL MAR UNION SCHOOL DISTRICT
ENROLLMENT TOTALS**

As of June 18, 2009

SCHOOL	K	1ST	2ND	3RD	4TH	5TH	6TH	SUB TOTAL	SDC	SCHOOL TOTAL
Ashley Falls	46	46	65	61	76	75	81	450	0	450
Carmel Del Mar	59	55	56	63	52	73	55	413	19	432
Del Mar Heights	60	49	70	53	58	48	54	392	17	409
Del Mar Hills	40	33	35	37	33	44	50	272	0	272
Ocean Air	122	122	99	122	84	100	88	737	0	737
Sage Canyon	102	96	100	105	115	117	91	726	0	726
Sycamore Ridge	59	71	59	45	66	64	59	423	0	423
Torrey Hills	101	93	82	93	93	101	69	632	7	639
GRADE TOTALS	589	565	566	579	577	622	547	4045	43	4088

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.3: 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.

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.4: Report: Del Mar Schools Education Foundation

DMSEF President, Chris Stevenson, will provide a brief report on DMSEF activities during the past month.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.5: Report: Monthly Staff Development,
Travel/Conference Update

This 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 is included in all monthly board packets.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

DEL MAR UNION SCHOOL DISTRICT
Conference/Travel Request Report, through July 9, 2009

[illegible]

July 13, 2009

To: Board Members

From: Katie Shanahan, Coordinator of State and Federal Projects
Mike Casey, Director of Technology

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 7.1: Approval for purchase of *Data Director*, a Student Data and Assessment Management System

Using student assessment data to inform and drive instruction is vital to increasing individual student achievement. Currently the district has student data in several different places, all not easily accessible to teachers. Accessible individual student assessment data is necessary for implementing the next steps of Professional Learning Communities. *Data Director* is a software program that houses student achievement and demographic data in one place. It allows teachers to manipulate the data in any way necessary to be able to plan the best instruction for each individual student. Assessments can be created by the program and housed for use in the classroom, the school, or the entire district. It will provide a means to maintain consistent data across the district, streamline the data input and gathering processes, and automate much of the data aggregation for reporting purposes while maintaining a user-friendly web interface. *Data Director* has been reviewed by Cabinet and Leadership as well as a few teachers. Additional teachers, attending a summer institute, will also review *Data Director* prior to the Board Meeting.

FISCAL IMPACT: **Cost:** \$ 24,597 plus \$5,700 for 3 days of staff training totaling \$30,297 in 2009/2010. Subsequent cost per year is \$5.90 per student (approximately \$23,936) plus training and professional development, as needed. The one-time Ed Tech Block Grant remaining is \$12,000.


[Home](#) | [Help](#)

619-293-7990 OR 1-800-SPARK PE

[About SPARK](#)[Programs](#)[Curricula](#)[Institutes](#)[Order Now](#)**PROGRAMS**

- [Early Childhood](#)
- [Elementary PE](#)
- [Middle School PE](#)
- [High School PE](#)
- [After School](#)
- [Coordinated School Health](#)
- [Texas Coordinated School Health](#)

[Program](#) | [Curriculum Binder](#) | [Scope & Sequence](#) | [Sample Lessons](#) | [Equipment Lists](#) | [Program Prices](#) | [Curriculum Order Form](#) | [Request for Proposal](#) | [Institute](#) | [Unit of Credit](#)

SPARK 3-6 Physical Education Curriculum Design

The **SPARK** Physical Education program is designed to encourage maximum participation during class time. Active participation and practice are the means for improving students' fitness, skills, and enjoyment.

SPARK Physical Education offers instruction and practice in a realistic number of diverse skills and activities appropriate for third through sixth grade children. The curriculum is charted to take the best advantage of developmentally appropriate activities without overwhelming students or teachers. Repetition within classes and within units allows students to develop sufficient skills so they become comfortable with an activity.

SPARK includes only activities that can be realistically implemented in a variety of school settings, including those that have limited space, equipment, and supplies. **SPARK** activities have been tried and tested with intact third, fourth, fifth, and sixth grade classes. Only activities that are manageable in diverse settings and produce substantial opportunities for children to actively engage in moving and learning sport and dance skills are included. Inactive games and drills, as well as activities requiring specialized equipment (e.g., formal gymnastics), are excluded. The curriculum has been implemented successfully by both physical education specialist and classroom teachers.

SPARK emphasizes health-related fitness activities; however, it is also designed to reach other traditional physical education outcomes, including the attainment of motor skills, knowledges, and social values. The focus during class time, however, is on children being actively engaged in developmentally appropriate movement. Rather than valuable class time being used to disseminate fitness knowledge, this content is provided in Home Play Activities and during cool-down and closure of each lesson.

The **SPARK** 3-6 physical education curriculum consists of two types of activities:

Focus on Fitness - 10 units of instruction designed to develop and maintain the 5 components of health-related fitness: aerobic capacity, muscular strength, muscular endurance, flexibility, and body composition. **SPARK** Focus on Fitness activities "disguise fitness" so students play up a sweat, learn the components of fitness, and apply them in creative and enjoyable ways. Activities in this section have red page borders.

Spotlight on Skills - 12 instructional units designed to develop sport-specific skills, rhythmic competency, and social skills. In the sport-skill units, students practice basic skills and apply strategies during individual skill builders, partner challenges, and small-sided modified games. The Cooperatives Unit strategically engages students in active challenges that require problem-solving, communication, and social values. The Dance Unit consists of cultural dances, contemporary line dances, and traditional and non-traditional square dances, and creates a non-threatening instructional environment where all students can feel successful developing rhythmic competency. Activities throughout this section have blue page borders.

Equal time is recommended for the two types, at least 15 minutes each during a lesson. Game play is regularly incorporated into each.

Warm-up and cool-down activities that require little explanation are integrated into the main lesson rather than being separate components. For example, children can warm up for a tag game by first using walking as the locomotor skill and then progress to running. In this manner, **SPARK** reduces both the number of different activities a teacher needs to plan, and the possibility of inactivity due to transitions. In the newest version (2007) of the **SPARK** 3-6, a new section called "ASAP" (Active Soon As Possible) has been included. This section is full of activities to help get students active from the get-go. They use little or no equipment, are fun and challenging, and promote health-related fitness.

SPARK promotes quality, daily, physical education for students. However, due to the time

FEATURES

- [SPARK On-Site Workshops](#)
- [Request for Proposal](#)
- [Grants & Funding](#)
- [SPARK Stars](#)
- [SPARK Survey](#)
- [Standards Alignment](#)
- [Parents & Family](#)
- [SPARK in the News](#)
- [SPARK Conference Schedule](#)
- [SPARK Monthly Newsletter](#)
- [PECAT & SPARK](#)
- [SPARK Around The World](#)

SPONSORED BY

- [Sportime](#)



constraints of classroom teachers, and the reduced role of many physical education specialists, the **SPARK** yearly plan suggests the following minimum: three days a week, for at least thirty minutes a class, throughout the entire school year.

SPARK Sample Yearly Plan

4-Week Period/Month	Focus on Fitness	Spotlight on Skills	Personal Best Day
1 September	Fitness Circuits	Cooperatives	
2 October	Chasing and Fleeing	Flying Disc	X
3 November	Jump Rope	Dance	
4 December	Map Challenges	Volleyball	X
5 January	Daily Dozen (Stunts Unit)	Stunts and Tumbling	
6 February	Movement Bands	Basketball	X
7 March	Group Fitness	Hockey or Racquet Sports	
8 April	Aerobic Games	Soccer	X
9 May	Walk/Jog/Run	Softball	
10 June	Fitness Challenges	Football or Racquet Sports	X

The **SPARK** program encourages positive interactions (i.e., "good sporting behavior") in all activities. **SPARK** encourages teachers to instruct activities from the Cooperatives section at the beginning of the school year and reinforce cooperative behavior throughout the year. Both good sporting behavior and skill performances are reinforced during classes; and games throughout the manual are modified to promote the development of positive interaction skills.

[Home](#) | [About SPARK](#) | [Contact SPARK](#)

© 2004 SPARK, All Rights Reserved.

The use of the website is conditioned upon the acceptance of the Terms & Conditions, User Agreement and Privacy Statement.



619-293-7990 OR 1-800-SPARK PE

[About SPARK](#) [Programs](#) [Curricula](#) [Institutes](#) [Order Now](#)

PROGRAMS

- [Early Childhood](#)
- [Elementary PE](#)
- [Middle School PE](#)
- [High School PE](#)
- [After School](#)
- [Coordinated School Health](#)
- [Texas Coordinated School Health](#)

[Program](#) | [Curriculum Binder](#) | [Scope & Sequence](#) | [Sample Lessons](#) | [Equipment Lists](#) | [Program Prices](#) | [Curriculum Order Form](#) | [Request for Proposal](#) | [Institute](#) | [Unit of Credit](#)

Program Prices

PREMIUM (SPARK Certification)

Staff Development: 2 full-day workshops (12 hours)

- All organizational prep/planning (pre, during, post) by **SPARK** staff and certified trainers
- Needs assessments, in-service evaluations, and debriefing forms compiled and provided
- All handouts and teaching materials for up to 40 attendees prepared and shipped
- Teachers eligible for a unit of credit at San Diego State University per program attended

Follow-up: "SPARK Star Training" & materials (folders, disc)

- Lifetime support/consultation for attendees and administrators via 800 # and e-mail
- **SPARK** contacts principals/facilitators systematically to support and problem solve
- "SPARK Certification" for each attendee
- "SPARK School Certification" framed award (when all site instructors are trained)
- **SPARK** banner for site

COST: \$4,699.00 + Curricula, Transportation, and Equipment

** All prices are subject to change*

STANDARD

Staff Development: 1 full-day workshop (6 hours)

- All organizational preparation and planning: pre, during and post project
- Handouts & teaching materials for all attendees prepared and shipped
- Needs assessments, in-service evaluations, and debriefing forms compiled/provided

Follow-up: **SPARK** Star Training & materials

- Lifetime consultation/support for attendees and administrators

COST: \$2,699.00 + Curricula, Transportation, and Equipment

** All prices are subject to change*

- Booster workshops are available for previously trained schools or organizations in some areas.
- **SPARK** curriculum is necessary for program. Check order form for current pricing.
- As many as 40 teachers/youth leaders may attend workshops; combine and share costs.

SPARK GLOSSARY

The purpose of this glossary is to provide specific information on the components outlined in the cost analysis.

SPARK strongly recommends the PREMIUM package. Alternatives should be considered only if budgetary constraints and/or hours for staff development cannot meet PREMIUM standards.

The SPARK Curricula: Busy teachers/youth leaders need a curriculum that doesn't require a lot of preparation, set-up, or expensive equipment. **SPARK** curriculum is easy to implement, yet challenging and varied enough for even the most experienced professional. Clear diagrams provide visuals of many activities and helpful academic integration tips are found throughout the document.

FEATURES

- [SPARK On-Site Workshops](#)
- [Request for Proposal](#)
- [Grants & Funding](#)
- [SPARK Stars](#)
- [SPARK Survey](#)
- [Standards Alignment](#)
- [Parents & Family](#)
- [SPARK in the News](#)
- [SPARK Conference Schedule](#)
- [SPARK Monthly Newsletter](#)
- [PECAT & SPARK](#)
- [SPARK Around The World](#)

SPONSORED BY

- [Sportime](#)



SPARK Handouts: Each **SPARK** workshop attendee receives a handout packet. This consists of research papers, personal health articles, web-site resources, current events, and notification of professional growth opportunities. **SPARK** staff have carefully selected these handouts to coordinate with and enhance the **SPARK** workshop experience.

Staff Development: **SPARK** workshops are FUN and "hands on." Teachers/instructors learn by doing and become motivated by our dynamic staff of **SPARK** Certified Trainers. Research data shows that attendees teach more and better activity classes after participating in a **SPARK** training. Workshops are conducted any place, any day of the week, any time.

Follow-up/Consultation: **SPARK** is unlike other programs where participants are given a book and a workshop. Programs presented in this fashion often don't last.

For all programs, the entire **SPARK** team is available to help with physical education/activity questions or concerns. **SPARK** provides lifetime consultation and support via our 800 number, e-mail, website, and systematic follow-up correspondence.

[Home](#) | [About SPARK](#) | [Contact SPARK](#)

© 2004 SPARK, All Rights Reserved.

The use of the website is conditioned upon the acceptance of the
Terms & Conditions, User Agreement and Privacy Statement.

July 22, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

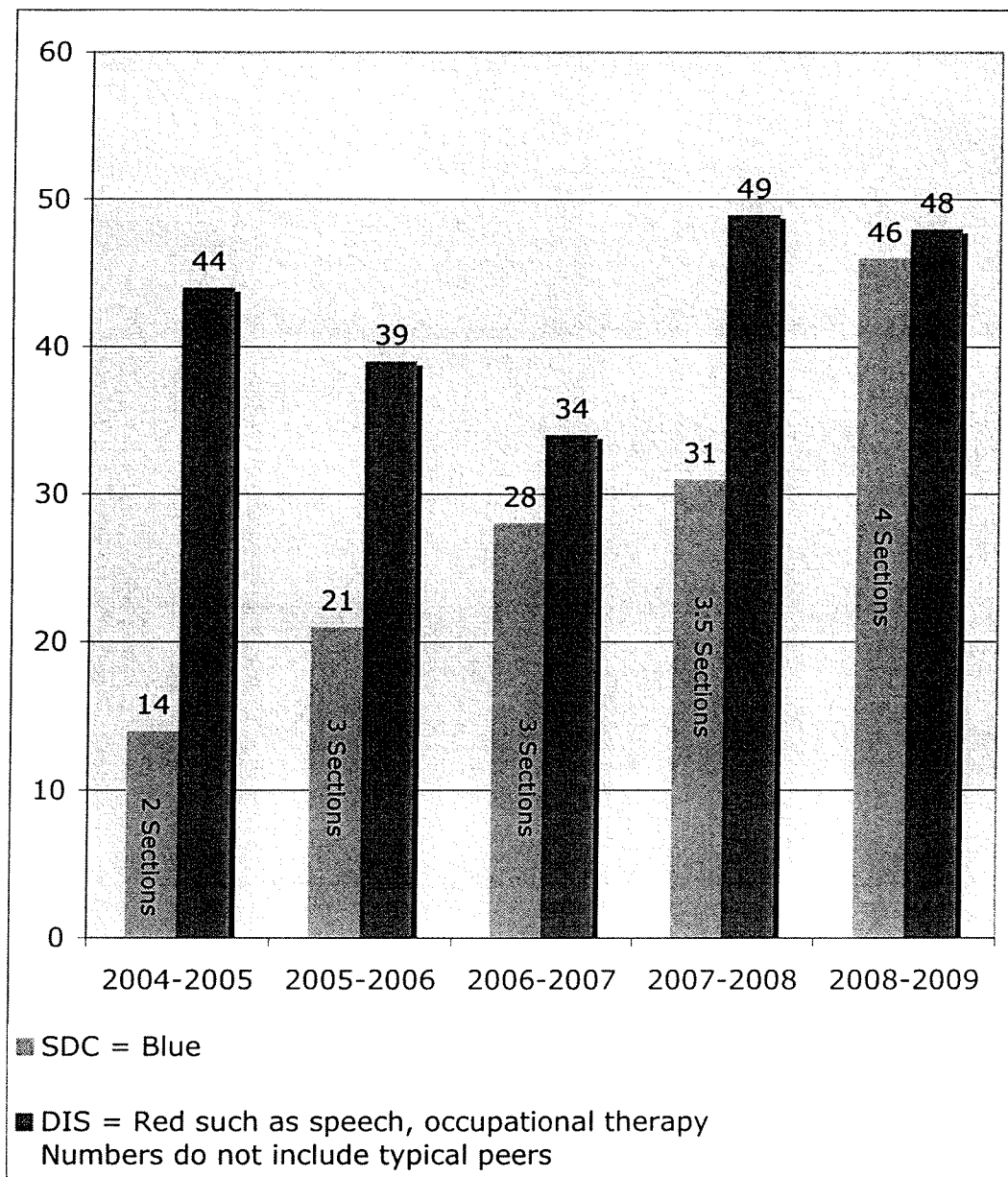
Subject: Agenda Item 7.4: Preschool Enrollment

Enrollment in the District's Special Education Preschool Program has increased by 62% over the past five years. The special day class enrollment increased by 44% whereas the DIS (designated instruction and service, such as speech, occupational therapy, etc) increased by 10%. The attached chart (Appendix A) shows the growth in the program during this period of time.

It is anticipated that enrollment in the program will continue to increase during the 2009-2010 school year as the number of children diagnosed with autism and other disabilities who are eligible for and in need of special education services increases.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required



July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *8.1: Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for April 1 – June 30, 2009

As the Board is aware, the governing boards of school districts in California are required to review and approve the District's quarterly report of complaints regarding instructional materials, facilities and teacher staffing.

Attached for your approval is the 2008/2009 4th quarterly report prepared for the period of April 1 through June 30, 2009. No complaints have been received for this period.

The San Diego County Office of Education has created a link on their website for school districts to electronically report the required information and the Del Mar School District has completed the reporting process for the quarter specified above.

FISCAL IMPACT: None

RECOMMENDED: The Superintendent recommends approval of the Del Mar Union School District's Uniform Complaint Quarterly Report for April 1 – June 30, 2009

SDCOE Williams Settlement
Quarterly Complaint Summary
ADD a new summary record

District Number :

Quarter to Add:

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

	Number of Complaints for Quarter		
	Received	Resolved	Unresolved
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and Misassignment	0	0	0

Submitted By:

Title:

Add Quarter Record

Williams Compliant Summary SDCOE Services

[Back to Home Menu](#)

The Complaint Summary Record has been added.

July 13, 2009

To: Board Members

From: Katie Shanahan, Coordinator of State and Federal Programs
Nancy Goodman, Classroom Teacher and Co-facilitator, Collaboration
Action Team

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.2: Update, District Collaboration Action Team

The Del Mar Union School District engaged in Strategic Planning on Friday, October 24, 2008 and Monday, October 27, 2008, for the 2008-2009 school year. An outcome of Strategic Planning was to establish a Collaboration Action Team. The responsibility of the action team is to develop a plan for districtwide collaboration, involving all stakeholders.

A report will be presented on the action team's progress to date. Copies of the slides being presented are attached.

FISCAL IMPACT: N/A

RECOMMENDED: For information only. No action required.

Collaboration Plan

Del Mar Union School District



Membership: Katie Shanahan (substituting for Janet Bernard) and Nancy Goodman
Co-Facilitators: Cathy Birks, Julie Cunningham, Amy Doyle, Susan Fitzpatrick, Mike Honsberger, Shannon Parson, Doug Perkins, Mary Slattery-Johnson

History



- The Collaboration Action Team was formed in response to the 2008 Strategic Planning Team recommendation that Action Teams be established during the 2008-2009 school year to research, define, and recommend new strategies to improve collaboration for all District stakeholders.

What Key Terms Define Collaboration?

- Interdependence
- Common Goals/Benefits
- Working and Networking
- Relevant Communication
- Focused and Efficient Productivity



Goals

Increase student achievement
Improve relationships
Increase buy-In
Increase accountability
Increase appreciation
Increase effectiveness
Increase connectedness

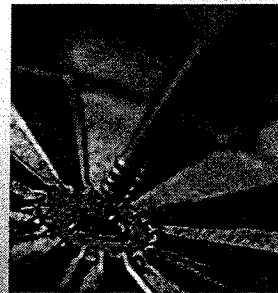


Benefits

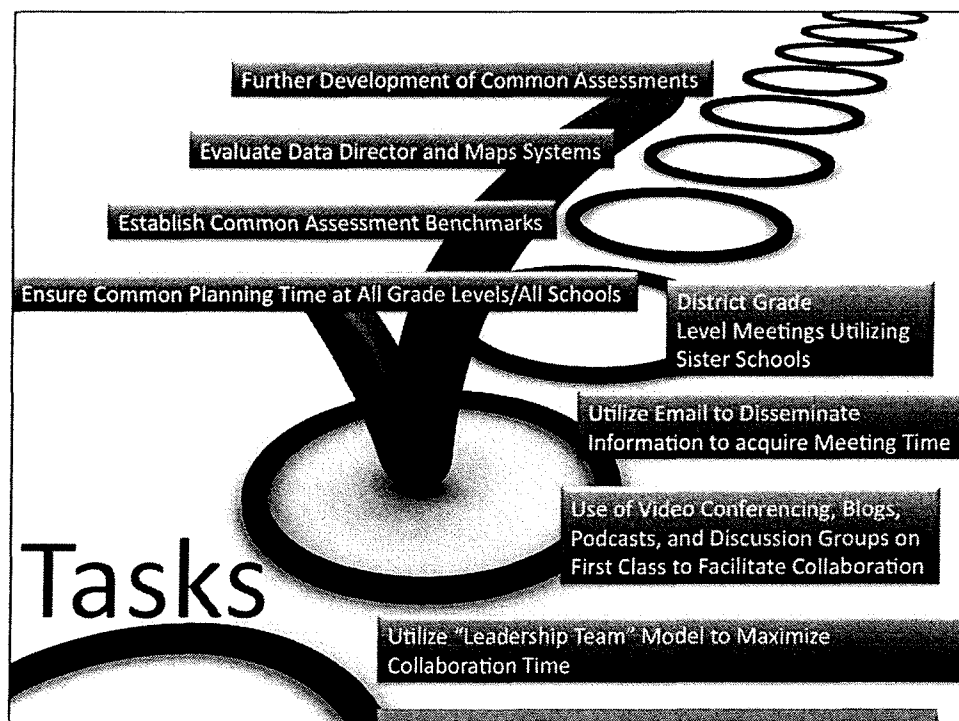


Enhanced and refined collaboration, both vertically and horizontally, for all District stakeholders, resulting in increased student achievement.

Plan Focus



- Begin by focusing on teachers
- Expand to address collaboration among other stakeholders



Next Steps

- The Collaboration Action Team will resume work on the action plan at the start of the 2009-2010 school year.
- The Action Team will report progress to the Board



July 16, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Sharon McClain, Superintendent

Subject: Agenda Item 8.3: Board Approval, School Site Certificated and Classified Staffing Allocation

A staffing allocation for site classified and certificated staffing is proposed after discussions and input from the Board of Trustees at the last two Board meetings. Staffing is a function of enrollment at each site. In addition to cost savings, this model will provide standardization of staffing across the district. An analysis of the percentage of reductions to each employee group is attached to the report.

Allocation for lunch servers is based on meals served, not enrollment. Any salary and prorated benefits related to lunch service will be charged to the Cafeteria Fund and have no impact on the General Fund.

Option A – To fulfill a request to have site support staff prorated to the size of the school by enrollment. Option A was originally presented to the board on May 27, 2009 and June 24, 2009. Maintenance staff allocated using California Association of Business Associates (CASBO) formula. Potential estimated savings to the General Fund of \$97,732.

Option B – To fulfill a request to have site support staff prorated to the size of the school by enrollment with further reductions from Option A. Presented as handout at the June 24, 2009 board meeting. Maintenance staff allocated using California Association of Business Associates (CASBO) formula. Potential estimated savings to the General Fund of \$184,028.

Option C – To fulfill a request to have site support staff prorated to the size of the school based on sections. Average meals served per day and childcare rooms were added to the equation. Maintenance staff allocated using California Association of Business Associates (CASBO) formula. Potential estimated savings to the General Fund of \$214,524. Reduction in staffing of \$150,215 across all funds. Increasing direct charges to the Enterprise Fund (Childcare) of \$37,694 and to the Cafeteria Fund (Child Nutrition) of \$26,613.

Option D – To fulfill a request to have classified staff input and to have all support staff prorated to the size of the school based on sections. Classified staff recommendations were applied to Option D template for ease of comparison. Maintenance staff was greatly reduced to allocate based on student population and did not take in to consideration the size of site, or number of rooms in use. There is a potential estimated savings to the General Fund of \$182,954.

Option E – To fulfill a request to lower site costs and staffing but to allow each school site to have the flexibility to decide how to accomplish this. The Board would set a target percentage per site based on the aggregate salaries of all non-teaching professionals. The sites would determined the salary cuts and staff reductions to best fit the needs of their site and recommend a percentage.

The goal of this item originally was to apply staffing formulas to school sites based on size and usage. This is a principle the Maintenance Department has been following since 1999 in order to optimize district resources. For the 2009-2010 fiscal year, the Maintenance Department has contributed a \$194,000 reduction in General Fund support and \$174,000 loss of State funding totaling \$368,000 reduction in the Deferred Maintenance Fund. A reduction in the night custodian staff of one FTE has eliminated the substitute/floater position saving the General Fund \$47,000 (salary and benefits). In addition, the General Fund support of the Restricted Maintenance budget has been reduced by \$50,382. Total contribution back in to the General Fund of \$291,382 (12% of total Maintenance budget) has already been made by the Maintenance Department. At this time, further reductions in the maintenance staff would noticeably reduce resources used to maintain our sites and would jeopardize the value of our investment in facilities.

FISCAL IMPACT: **Cost** – Potential estimated savings of to the General Fund between \$97,732 and \$184,028.
 Program or Department – School Sites, Child Nutrition, Maintenance, Childcare.
 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

RECOMMENDED: The Superintendent recommends adoption of Option C to staff school sites support positions beginning in 2009-2010 and future years.

TOTAL CERTIFICATED STAFF:	313		Comments
		New Total	
Temporary Employees	24	289	
Layoff without bumpees	37		
ESC	21		
BTSA	1		
Grades K-6	15		
			A 0.5 position has not been reinstated - all other layoff notices have been rescinded
Layoff Percentage		12.8%	
ACTUAL Layoff Percentage		less than 1%	
TOTAL CLASSIFIED STAFF:	280		
		New Total	
Child Care	77	203	
Special Education	73	130	
Temporary Employees	5	125	
May Layoffs	18		
ESC Aides	6		
Combo Aides	10		
Misc Positions	2		
June Layoffs:	9		
SIP Aides	4		
CNS Aides	4		
Custodian	1		
Proposed Layoffs:	4		
Custodial Area	1		
Office Reductions	3		Includes Office Assistant, CNS, Health & Library
TOTAL LAYOFFS	31		
Layoff Percentage		24.8%	
2008/09			
Total District Management Staff	9		
Certificated DO Staff	6		
Classified DO Staff	3		
2009/10			
Proposed District Management Staff:	8		
Certificated DO Staff	5		
Classified DO Staff	3		
Reduction Percentage:	1	11.10%	

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

Option A - Driven by enrollment
May 27, 2009 Board Meeting

Site:	Del Mar Hills	Del Mar Heights	Carmel Del Mar	Ashley Falls	Sycamore Ridge	Ocean Air	Torrey Hills	Sage Canyon
Projected Enrollment:	308	429	426	451	414	655	645	733
Preschool					50			
Special Ed		14	18				12	
Total	308	443	444	451	464	655	657	733
Average Meals Served	82	94	98	138	156	294	196	185

Current Budget:

									Total Salaries
<u>Certificated:</u>									
Principal	100%	100%	100%	100%	100%	100%	100%	100%	\$ 965,652.00
Assistant Principal								100%	\$ 98,556.48
Psychologist	40%	60%	60%	80%	80%	50%	60%	60%	\$ 380,861.47
Nurse	20%	20%	20%	20%	40%	20%	20%	40%	\$ 138,073.35
<u>Classified:</u>									
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Assistant	88%	88%	88%	88%	88%	88%	88%	88%	\$ 279,639.58
Child Nutrition Asst (Fund 13)	12.5%	12.5%	12.5%	25%	25%	25%	12.5%	37.5%	\$ 48,342.92
Health Aide Technician	63%	50%	63%	60%	50%	63%	75%	75%	\$ 157,605.41
LVN- Aide			75%		50%				\$ 63,148.60
Library Media Specialist	78.12%	66.25%	67.5%	68.75%	71.25%	68.75%	75%	81.25%	\$ 215,664.51
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
Night Custodian	100%	100%	100%	200%	200%	200%	200%	200%	\$ 471,186.72
									<u>\$ 3,598,094.47</u>

Proposed Budget:

									Total Salaries
<u>Certificated:</u>									
Principal	100%	100%	100%	100%	100%	100%	100%	100%	\$ 965,652.00
Assistant Principal								100%	\$ 98,556.48
Psychiatrist	40%	60%	100%	80%	40%	50%	60%	60%	\$ 380,861.47
Nurse	20%	20%	20%	20%	40%	20%	20%	40%	\$ 138,073.35
<u>Classified:</u>									
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Asst/Child Nutrition	62.5%	62.5%	62.5%	81.3%	81.3%	100%	100%	100%	\$ 258,152.00
Health Aide Technician	50%	50%	50%	62.5%	62.5%	75%	75%	75%	\$ 158,427.00
LVN- Aide			75%		50%				\$ 63,148.60
Library Media Specialist	50%	50%	50%	62.5%	62.5%	75%	75%	75%	\$ 186,941.00
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
Night Custodian	100%	100%	100%	200%	200%	200%	200%	200%	\$ 471,186.72
									<u>\$ 3,500,362.05</u>

Difference 97,732.42

Notes:

- * Comparison for Certificated is on base salary (with Masters/Doctorate Stipend) and does not include labor cost of approximately 14% and District Contrib of \$8048 for Health Care
- * Comparison for Classified is on base salary only and does not include labor cost of approximately 21% and District Contribution of \$8048 for Health Care
- * Proposed School Office Asst. Position will include Child Nutrition and will be paid at the Office Asst rate.
- * 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 benefit. 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.
- * Categorical funded positions are not included on this spreadsheet.

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

Option B - Driven by enrollment
June 24, 2009 Board Meeting Handout

Site:	Del Mar Hills	Del Mar Heights	Carmel Del Mar	Ashley Falls	Sycamore Ridge	Ocean Air	Torrey Hills	Sage Canyon
Projected Enrollment:	308	429	426	451	414	655	645	733
Preschool					50			
Special Ed		14	18				12	
Total	308	443	444	451	464	655	657	733
Average Meals Served	82	94	98	138	156	294	196	185

CURRENT BUDGET:

									Total Salaries
<i>Certificated</i>									
Principal	100%	100%	100%	100%	100%	100%	100%	100%	\$ 965,652.00
Assistant Principal								100%	\$ 98,556.48
Psychologist	40%	60%	60%	80%	80%	50%	60%	60%	\$ 380,861.47
Nurse	20%	20%	20%	20%	40%	20%	20%	40%	\$ 138,073.35
<i>Classified</i>									
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Assistant	88%	88%	88%	88%	88%	88%	88%	88%	\$ 279,639.58
Child Nutrition Asst (Fixed 1:1)	12.5%	12.5%	12.5%	25%	25%	25%	12.5%	37.5%	\$ 48,347.92
Health Aide Technician	63%	50%	63%	60%	50%	63%	75%	75%	\$ 157,605.41
LVN- Aide			75%		50%				\$ 63,148.60
Library Media Specialist	78.12%	66.25%	67.5%	68.75%	71.25%	68.75%	75%	81.25%	\$ 715,664.51
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
Night Custodian	100%	100%	100%	200%	200%	200%	200%	200%	\$ 471,186.72
									<u>\$ 3,598,094.47</u>

PROPOSED BUDGET:

									Total Salaries
<i>Certificated</i>									
Principal	100%	100%	100%	100%	100%	100%	100%	100%	\$ 965,652.00
Assistant Principal								100%	\$ 98,556.48
Psychiatrist	40%	60%	100%	80%	40%	50%	60%	60%	\$ 380,861.47
Nurse	20%	20%	20%	20%	40%	20%	20%	40%	\$ 138,073.35
<i>Classified</i>									
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Asst/Child Nutrition	50.0%	50.0%	50.0%	62.5%	62.5%	87.5%	87.5%	87.5%	\$ 203,542.00
Health Aide Technician	37.5%	37.5%	37.5%	50.0%	50.0%	62.5%	62.5%	62.5%	\$ 126,741.00
LVN- Aide			75%		50%				\$ 63,148.60
Library Media Specialist	50%	50%	50%	67.5%	62.5%	75%	75%	75%	\$ 186,941.00
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
Night Custodian	100%	100%	100%	200%	200%	200%	200%	200%	\$ 471,186.72
									<u>\$ 3,414,066.05</u>

Savings presented at the May 27, 2009 Board Meeting \$ 97,732.42

Additional Savings \$ 86,296.00

Total Savings \$ 184,028.42

Notes:

- * Comparison for Certificated is on base salary (with Masters/Doctorate Stipend) and does not include labor cost of approximately 14% and District Contrib of \$8048 for Health Care
- * Comparison for Classified is on base salary only and does not include labor cost of approximately 21% and District Contribution of \$8048 for Health Care
- * Proposed School Office Asst. Position will include Child Nutrition and will be paid at the Office Asst rate
- * Meals served per day will be factored in final staffing calculation for combination Office Asst / Child Nutrition
- * Night Office Assistant Positions will not be eligible for health care benefits. This will be a savings of \$64,384 (8 @ \$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.
- * Categorical funded positions are not included on this spreadsheet.

Del Mar Union School District
2009-2010 Certificated and Classified Administrative Staff by Site
Salaries Expensed in the Unrestricted General Fund, Cafeteria Fund, and Childcare Fund

Option C - Driven by Sections, Average Meals Per Day, Square Feet, Classrooms, Childcare Rooms
July 22, 2009 Board Meeting

Site:	Del Mar Hills	Ashley Falls	Del Mar Heights	Carmel Del Mar	Sycamore Ridge	Ocean Air	Torrey Hills	Sage Canyon
Regular Ed Projected Sections	15	20	20	20	20	31	31	34
ESC "District" Projected Sections	1.6	2.1	1.9	2	1.9	2.9	3	3.4
ESC "Site" Projected Sections	1.8	2.4	2	2	2.1	2.7	2	1.85
Preschool Projected Sections					3			
Spec Ed Projected Sections			2	3			2	
Total Sections	18.4	24.5	25.9	27	27	36.6	38	39.25
Average Meals Served	82	138	94	98	156	294	196	185
Total Sq Ft	43,985	65,226	52,406	48,650	58,465	87,400	66,273	67,314
Total Classrooms	22	28	28	27	28	36	37	41
Total Childcare rooms	2	3	2	2	3	1.5	4	3

Adopted Budget:

Certificated:

											Total Salaries
Principal	100%	100%	100%	100%	100%	100%	100%	100%	100%		\$ 965,652.00
Assistant Principal										100%	\$ 98,556.48
Psychologist	40%	80%	60%	60%	80%	50%	60%	60%	60%		\$ 380,861.47
Nurse	20%	20%	20%	20%	40%	20%	20%	40%	40%		\$ 138,073.35
Classified:											
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
Child Nutrition Asst (Fund 13)	12.5%	25%	12.5%	12.5%	25%	25%	12.5%	37.5%	37.5%		\$ 48,342.92
Health Aide Technician	63%	60%	50%	63%	50%	63%	75%	75%	75%		\$ 157,605.41
LVN- Aide				75%	50%						\$ 63,148.60
Library Media Specialist	78.12%	68.75%	66.25%	67.5%	71.25%	68.75%	75%	81.25%	81.25%		\$ 215,664.51
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	100%		\$ 370,910.88
Night Custodian	100%	150%	150%	100%	200%	200%	200%	200%	200%		\$ 471,186.72

Total staffing across all funds \$ 3,598,094.47

Proposed Budget:

Certificated:

	Fund	Basis	Allocation Factor									Total Salaries
Principal	General	District Standard	100%	100%	100%	100%	100%	100%	100%	100%	100%	\$ 965,652.00
Assistant Principal	General	Enrollment	>700								100%	\$ 98,556.48
Psychiatrist	General	Spec Ed Population	Caseload	40%	80%	60%	100%	40%	50%	60%	60%	\$ 380,861.47
Nurse	General	Spec Ed Population	Caseload	20%	20%	20%	20%	40%	20%	20%	40%	\$ 138,073.35

Classified:

School Administrative Assistant	General	District Standard	100%	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Asst/Child Nutrition	General	Sections	0.016	29%	39%	41%	43%	43%	58%	61%	63%	\$ 149,683.13
	Cafeteria	Average Meals Served	0.0020	17%	28%	19%	20%	32%	60%	40%	38%	\$ 74,956.65
Total Office/Nutrition				46%	67%	60%	63%	75%	118%	100%	100%	
Health Aide Technician	General	Sections	0.019	35%	47%	49%	52%	52%	70%	73%	75%	\$ 143,253.80
Library Media Specialist	General	Sections	0.021	38%	51%	54%	56%	56%	76%	79%	81%	\$ 183,143.26
LVN- Aide	General	Spec Ed Population	Caseload				75%	50%				\$ 63,148.60
School Plant Managers	General	Sections/Classrooms/Sq Ft	100%	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
Night Custodian	General	Sections/Classrooms/Sq Ft	See Formula	92%	138%	138%	92%	184%	184%	184%	184%	\$ 433,491.78
	Childcare	Classrooms used	8%	8%	12%	12%	8%	16%	16%	16%	16%	\$ 37,694.94
Total staffing across all funds												\$ 3,447,878.89

Notes:

Reduction in staffing across all funds \$ 150,215.58

* Comparison for Certificated is on base salary (with Masters/Doctorate Stipend) and does not include labor cost of approximately 14% and District Contrib of \$8048 for Health Care

Savings to General Fund \$ 214,524.25

* Comparison for Classified is on base salary only and does not include labor cost of approximately 21% and District Contribution of \$8048 for Health Care

* Proposed School Office Asst. Position will include Child Nutrition and will be paid at the Office Asst rate out of the Cafeteria Fund.

Increase in cost to Cafeteria Fund \$ 26,613.73

* 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 benefit. This will be a savings of \$32,192 (4 @ \$8048)

Increase in direct costs to Childcare Fund \$ 37,694.94

* 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.

* Categorical funded positions are not included on this spreadsheet.

Del Mar Union School District
Plant Manager and Night Custodian Time Standards
2009-2010

1. One Plant Manager/Night Custodian for every 13 teachers
plus
2. One Plant Manager/Night Custodian for every 325 students
plus
3. One Plant Manager/Night Custodian for every 13 classrooms
plus
4. One Plant Manager/Night Custodian for every 18000 sq. ft.
total divided by 4

			Allocation Per Formula	Plant Manager and Night Custodian	Variance
Ashley Falls:	28 Teachers divided by 13	2.15			
	510 Students divided by 325	1.57			
	28 Classrooms divided by 13	2.15			
	65226 Sq. Ft. divided by 18000	3.62			
	Total divided by 4	9.50	2.38		
	Community usage		0.06		
	(FTE) Total Custodians needed		2.44	2.50	0.06
Sage Canyon	41 Teachers divided by 13	3.15			
	736 Students divided by 325	2.26			
	41 Classrooms divided by 13	3.15			
	67314 Sq. Ft. divided by 18000	3.74			
	Total divided by 4	12.31	3.08		
	Community usage		0.06		
	(FTE) Total Custodians needed		3.14	3.00	-0.14
Torrey Hills	37 Teachers divided by 13	2.85			
	647 Students divided by 325	1.99			
	37 Classrooms divided by 13	2.85			
	66273 Sq. Ft. divided by 18000	3.68			
	Total divided by 4	11.36	2.84		
	Community usage		0.06		
	(FTE) Total Custodians needed		2.90	3.00	0.10
Ocean Air	36 Teachers divided by 13	2.77			
	642 Students divided by 325	1.98			
	36 Classrooms divided by 13	2.77			
	87400 Sq. Ft. divided by 18000	4.86			
	Total divided by 4	12.37	3.09		
	Community usage		0.06		
	(FTE) Total Custodians needed		3.15	3.00	-0.15
C.D.M.	27 Teachers divided by 13	2.08			
	452 Students divided by 325	1.39			
	27 Classrooms divided by 13	2.08			
	48650 Sq. Ft. divided by 18000	2.70			
	Total divided by 4	8.25	2.06		
	Community usage		0.06		
	(FTE) Total Custodians needed		2.12	2.00	-0.12
Sycamore	28 Teachers divided by 13	2.15			
	461 Students divided by 325	1.42			
	28 Classrooms divided by 13	2.15			
	58465 Sq. Ft. divided by 18000	3.25			
	Total divided by 4	8.97	2.24		
	Community usage		0.06		
	Preschool cleaning		0.70		
	(FTE) Total Custodians needed		3.00	3.00	0.00
D.M.Heights	28 Teachers divided by 13	2.15			
	434 Students divided by 325	1.34			
	28 Classrooms divided by 13	2.15			
	52406 Sq. Ft. divided by 18000	2.91			
	Total divided by 4	8.55	2.14		
	Less than 450 allowance		0.30		
	Community usage		0.06		
	(FTE) Total Custodians needed		2.50	2.50	0.00
D.M.Hills	22 Teachers divided by 13	1.69			
	322 Students divided by 325	1.021538462			
	22 Classrooms divided by 13	1.69			
	43985 Sq. Ft. divided by 18000	2.44			
	Total divided by 4	6.85	1.71		
	Less than 450 allowance		0.30		
	Community usage		0.06		
	(FTE) Total Custodians needed		2.07	2.00	-0.07
ECC,D.O.	39 Teachers divided by 13	3.00			
	47 Students divided by 325	0.14			
	10 Classrooms divided by 13	0.77			
	6750 Sq. Ft. divided by 18000	0.38			
	Total divided by 4	4.29	1.07		
	Community usage		0.06		
	(FTE) Total Custodians needed		1.13	1.00	-0.13
District Totals			22.46	22.00	-0.46

For 09-10 the District will have 6 Plant Managers and 14 Night Custodians
 On June 24, 2009 the "Floater" position which also provided substitute coverage was eliminated
 Night Custodians are managed by the Maintenance Department and may be allocated to alternate sites as needed

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

Option D - Suggested by Heights Elementary School Staff
July 22, 2009 Board Meeting

Site:	Del Mar Hills	Del Mar Heights	Carmel Del Mar	Ashley Falls	Sycamore Ridge	Ocean Air	Torrey Hills	Sage Canyon
Projected Enrollment:	308	429	426	451	414	655	645	733
Preschool					50			
Special Ed		14	18				12	
Total	308	443	444	451	464	655	657	733
Average Meals Served	82	94	98	138	156	294	196	185

Current Budget:

Certificated

									Total Salaries
Principal	100%	100%	100%	100%	100%	100%	100%	100%	\$ 965,652.00
Assistant Principal								100%	\$ 98,556.48
Psychologist	40%	60%	60%	80%	80%	50%	60%	60%	\$ 380,861.47
Nurse	20%	20%	20%	20%	40%	20%	20%	40%	\$ 138,073.35
<u>Classified</u>									
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Assistant	88%	88%	88%	88%	88%	88%	88%	88%	\$ 279,639.58
Child Nutrition Asst (Fund 13)	12.5%	12.5%	12.5%	25%	25%	25%	12.5%	37.5%	\$ 48,342.92
Health Aide Technician	63%	50%	63%	60%	50%	63%	75%	75%	\$ 157,605.41
LVN- Aide			75%		50%				\$ 63,148.60
Library Media Specialist	78.12%	66.25%	67.5%	68.75%	71.25%	68.75%	75%	81.25%	\$ 215,664.51
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
Night Custodian	100%	100%	100%	200%	200%	200%	200%	200%	\$ 471,186.72
									<u>\$ 3,598,094.47</u>

Proposed Budget:

Certificated

									Total Salaries
Principal	100%	100%	100%	100%	100%	100%	100%	100%	\$ 965,652.00
Assistant Principal								100%	\$ 98,556.48
Psychiatrist	40%	60%	100%	80%	40%	50%	60%	60%	\$ 380,861.47
Nurse	20%	20%	20%	20%	40%	20%	20%	40%	\$ 138,073.35
<u>Classified</u>									
School Administrative Assistant	100%	100%	100%	100%	100%	100%	100%	100%	\$ 408,452.55
School Office Asst/Child Nutrition	62.0%	75.0%	75.0%	75.0%	75.0%	100%	100%	100%	\$ 250,576.36
Health Aide Technician	38%	50%	50%	75.0%	50.0%	63%	63%	63%	\$ 143,191.25
LVN- Aide			75%		50%				\$ 63,148.60
Library Media Specialist	50%	63%	63%	63.0%	63.0%	75%	75%	75%	\$ 197,020.47
School Plant Managers	100%	100%	100%	100%	100%	100%	100%	100%	\$ 370,910.88
Night Custodian	100%	100%	100%	100%	100%	200%	200%	200%	\$ 398,696.46
									<u>\$ 3,415,139.86</u>

Difference 182,954.61

Notes

- * Comparison for Certificated is on base salary (with Masters/Doctorate Stipend) and does not include labor cost of approximately 14% and District Contrib of \$8048 for Health Care
- * Comparison for Classified is on base salary only and does not include labor cost of approximately 21% and District Contribution of \$8048 for Health Care
- * Proposed School Office Asst. Position will include Child Nutrition and will be paid at the Office Asst rate.
- * 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 benefit. 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.
- * Categorical funded positions are not included on this spreadsheet.

2009-2010 Proposed Classified Staffing Reallocations

Schools With Enrollment Less than 350 and Less than 19 Sections

School Site	Del Mar Hills					
Projected Enrollment	308					
Sections	15					
	Current		District Proposed		Staff Proposed	
	FTE	Hours	FTE	Hours	FTE	Hours
School Admin Assistant	100%	8	100%	8	100%	8
School Office Assistant/ Child Nutrition	100%	8	50%	4	62.50%	5
Health Tech	63%	5.04	37.50%	3	37.50%	3
Library Media Specialist	78.12%	6.25	50%	4	50%	4
Night Custodian	100%	8	100%	8	100%	8

Schools With Enrollment Greater than 350 and less than 500 and 20 to 29 Sections

School Site	Del Mar Heights					
Projected Enrollment	443					
Sections	20					
	Current		District Proposed		Staff Proposed	
	FTE	Hours	FTE	Hours	FTE	Hours
School Admin Assistant	100%	8	100%	8	100%	8
School Office Assistant/ Child Nutrition	100%	8	50%	4	75%	6
Health Tech	50%	4	37.50%	3	50%	4
Library Media Specialist	66.25%	5.3	50%	4	62.50%	5
Night Custodian	100%	8	100%	8	100%	8

School Site	Carmel Del Mar					
Projected Enrollment	444					
Sections	20					
	Current		District Proposed		Staff Proposed	
	FTE	Hours	FTE	Hours	FTE	Hours
School Admin Assistant	100%	8	100%	8	100%	8
School Office Assistant/ Child Nutrition	100%	8	50%	4	75%	6
Health Tech	63%	5	37.50%	3	50%	4
Library Media Specialist	67.50%	5.4	50%	4	62.50%	5
Night Custodian	100%	8	100%	8	100%	8

School Site	Ashley Falls					
Projected Enrollment	451					
Sections	20					
	Current		District Proposed		Staff Proposed	
	FTE	Hours	FTE	Hours	FTE	Hours
School Admin Assistant	100%	8	100%	8	100%	8
School Office Assistant/ Child Nutrition	113%	9	62.50%	5	75%	6
Health Tech	60%	4.8	50%	4	50%	4
Library Media Specialist	68.75%	5.5	62.50%	5	62.50%	5
Night Custodian	200%	16	200%	16	100%	8

School Site	Sycamore Ridge					
Projected Enrollment	464					
Sections	20					
	Current		District Proposed		Staff Proposed	
	FTE	Hours	FTE	Hours	FTE	Hours
School Admin Assistant	100%	8	100%	8	100%	8
School Office Assistant/ Child Nutrition	113%	9	62.50%	5	75%	6
Health Tech	50%	4	50%	4	50%	4
Library Media Specialist	71.25%	5.7	62.50%	5	62.50%	5
Night Custodian	200%	16	200%	16	100%	8

Schools With Enrollment Greater than 500 and more than 30 Sections

School Site	Ocean Air						Torrey Hills					
Projected Enrollment	655						657					
Sections	31						30					
	Current		District Proposed		Staff Proposed		Current		District Proposed		Staff Proposed	
	FTE	Hours	FTE	Hours	FTE	Hours	FTE	Hours	FTE	Hours	FTE	Hours
School Admin Assistant	100%	8	100%	8	100%	8	100%	8	100%	8	100%	8
School Office Assistant/ Child Nutrition	113%	9	87.50%	7	100%	8	100%	8	87.50%	7	100%	8
Health Tech	63%	5	63%	5	63%	5	75%	6	63%	5	63%	5
Library Media Specialist	68.75%	5.5	75%	6	75%	6	75.00%	6	75%	6	75%	6
Night Custodian	200%	16	200%	16	200%	16	200%	16	200%	16	200%	16

School Site	Sage Canyon					
Projected Enrollment	733					
Sections	34					
	Current		District Proposed		Staff Proposed	
	FTE	Hours	FTE	Hours	FTE	Hours
School Admin Assistant	100%	8	100%	8	100%	8
School Office Assistant/ Child Nutrition	126%	10	87.50%	7	100%	8
Health Tech	75%	6	63%	5	63%	5
Library Media Specialist	81.25%	6.5	75%	6	75%	6
Night Custodian	200%	16	200%	16	200%	16

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.4: Board Approval, Departments and Programs for Visitation by Board of Trustees, 2009/2010

The Superintendent proposes visiting the following departments/programs during the 2009/2010 school year: Maintenance and Operations, Child Care, Technology Department, Special Education Preschool and Student Leadership Team Meeting. A schedule will be developed for presentation to the Board at the August 26, 2009 Regular Board Meeting.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval for visiting the proposed departments/programs during the 2009/2010 school year.

July 22, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.5: Update, Intradistrict Transfer Requests

As of July 14, 2009, the District has received 185 requests for intradistrict transfers. The number of requests into a school and the number requesting to leave school are summarized below and provided in greater detail in Appendix A. In comparison, by the end of August 2008, staff had reviewed and processed a total of 202 intradistrict transfer requests of which 172 requests were approved, 23 were denied, and 7 were withdrawn.

SCHOOL	Intradistrict Requests "OUT"	Intradistrict Requests "IN"
Ashley Falls	6	25
Carmel Del Mar	30	16
Del Mar Heights/Hills	17	67
Ocean Air	60	20
Sage Canyon	17	26
Sycamore Ridge	31	3
Torrey Hills	24	25

Based on previous years, it is anticipated that more requests will be received prior to the beginning of the 2009-2010 school year. Requests will be reviewed and approved, as space allows, per Board policy.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required

**DEL MAR UNION SCHOOL DISTRICT
2009-2010 INTRADISTRICT TRANSFER APPLICATIONS**

49

GRADE	ASHLEY FALLS	CARMEL DEL MAR	HEIGHTS/H ILLS	OCEAN AIR	SAGE CANYON	SYCAMORE RIDGE	TORREY HILLS	TTL REQ
K Requests Out	2	2	2	6	1	3	2	18
Total Out	2	2	2	6	1	3	2	18
K Requests In	2	1	6	2	4	0	3	18
Total	2	1	6	2	4	0	3	18
1st Out - New	0	1	0	0	0	0	0	1
1st Out - Continuing	0	3	0	5	1	4	2	15
Total Out	0	4	0	5	1	4	2	16
1st In - New	0	0	0	0	0	0	0	0
1st In - Continuing	3	2	3	2	2	1	3	16
Total In	3	2	3	2	2	1	3	16
2nd Out - New	0	1	0	1	0	0	0	2
2nd Out - Continuing	1	3	1	3	4	4	2	18
Total Out	1	4	1	4	4	4	2	20
2nd In - New	0	0	1	0	1	0	0	2
2nd In - Continuing	2	1	9	3	0	0	3	18
Total In	2	1	10	3	1	0	3	20
3rd Out - New	0	0	0	2	0	0	0	2
3rd Out - Continuing	1	8	1	7	2	3	1	23
Total Out	1	8	1	9	2	3	1	25
3rd In - New	1	0	0	0	1	0	0	2
3rd In - Continuing	4	1	11	0	1	0	6	23
Total In	5	1	11	0	2	0	6	25
4th Out - New	0	0	0	1	0	1	1	3
4th Out - Continuing	1	3	2	11	2	3	4	26
Total Out	1	3	2	12	2	4	5	29
4th In - New	1	0	0	1	1	0	0	3
4th In - Continuing	2	2	13	3	2	1	3	26
Total In	3	2	13	4	3	1	3	29
5th Out - New	0	0	0	1	0	0	1	2
5th Out - Continuing	1	3	6	13	4	4	4	35
Total Out	1	3	6	14	4	4	5	37
5th In - New	0	0	0	1	1	0	0	2
5th In - Continuing	5	5	14	2	4	1	4	35
Total In	5	5	14	3	5	1	4	37
6th Out - New	0	0	0	1	0	1	2	4
6th Out - Continuing	0	6	5	9	3	8	5	36
Total Out	0	6	5	10	3	9	7	40
6th In - New	0	0	3	1	0	0	0	4
6th In - Continuing	5	4	10	5	9	0	3	36
Total In	5	4	13	6	9	0	3	40
TOTAL INTRADISTRICT TRANSFER APPLICATIONS								185

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.6: Board Approval, Increase in Allocation for Psychologists

Del Mar Union School District currently has 4.9 school psychologists who serve approximately 4200 students. As part of their duties and responsibilities, school psychologists develop assessment plans, assess students, write comprehensive reports, attend and often chair IEP meetings, and participate in student staffings, clinics, special education meetings and professional development trainings. Psychologists are also responsible for the development and implementation of behavior support plans and behavior intervention plans, which involve taking data and analyzing the functions of behavior. They consult on a regular basis with parents, teachers and support staff, attend student study team meetings, participate in professional learning communities and work on SMART (specific, measurable, attainable, realistic and timely) goals.

School psychologists chair the 504 committees at each school site and case manage those students on 504 plans. They spend time observing students and also escort parents, educational consultants, therapists, advocates and attorneys who are doing the same. School psychologists are responsible for GATE (Gifted and Talented Education) testing, referrals to County Mental Health, and counseling for both students and parents. This latter responsibility involves providing individual and group counseling sessions to students, many of whom are in general education, in areas ranging from social skills and interactions to anger management and self-awareness. They also implement programs during recess and lunch that promote social and friendship skills.

During the 2008-2009 school year, school psychologists assessed over 200 students, attended IEP meetings for approximately 300 students, chaired more than 100 IEP meetings, developed in excess of 30 Section 504 Accommodation Plans, 30 behavior plans and performed over 100 formal student observations. They had more than 215 parent meetings throughout the year, which were in addition to the IEP and 504 meetings. School psychologists conducted at least 40 individual and

group counseling sessions, attended more than 170 SST (Student Study Team) meetings and provided hundreds of consultation hours to teachers and support staff.

As stated in an article in the NASP (National Association of School Psychologists) Communique dated December 2007, "...school psychologists are recognized as leaders in school crisis prevention and response. Beyond crisis...[they] have made noticeable progress in improving stakeholder understanding of the links among mental health, development, and learning; the critical importance of prevention; the need for evidence-based interventions; and the interrelationship between environmental (external) and child-based (internal) factors that shape student outcomes."

School psychologists play a critical role in providing service to our students, teachers and families. As the District's enrollment continues to increase, the need for school psychologists who perform these important and necessary duties does the same. A request is therefore being made to increase the allocation of school psychologists by a .4 position.

FISCAL IMPACT: **Cost – \$36,000**
 Program or Department - Special
 Education
 Is this a Restricted Program – Yes
 Was this expenditure anticipated in the adopted
 budget? No
 Will this Program or Department be over budget after
 this expenditure: Yes

RECOMMENDED: The Superintendent recommends approval of an increase in allocation of psychologists.

July 22, 2009

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.7: First Reading, Job Description for Speech Language Pathology Assistant

The attached job description (Appendix A) for the new position of Speech Language Pathology Assistant (SLPA) is recommended for Board approval. The development of this position will assist the Speech Language Pathologists in serving the needs of our students. Under the direction of a Speech Language Pathologist (SLP), a SLPA assists in providing instruction specific to the area of speech and language communication to students identified as having special needs. While a SLPA cannot perform independent assessment, he or she can provide services to students.

It is further recommended that the position be placed on the Classified Salary schedule at Range 33. This would allow the District to compete with neighboring school districts for qualified candidates.

The District has had a vacant SLP position for the past school year. The nationwide shortage of SLPs has made it difficult to fill this position with qualified staff. In order to ensure that the individual needs of students are met as delineated on their IEPs, staff is requesting that the SLPA job description be developed. The approval of this job description will assist the District to find qualified staff to meet the needs of students.

FISCAL IMPACT: Not applicable; this is a first reading.

RECOMMENDED: Not applicable; this is a first reading.

DEL MAR UNION SCHOOL DISTRICT**CLASS TITLE: SPEECH LANGUAGE PATHOLOGY ASSISTANT****BASIC FUNCTION:**

Under the direction of a Speech Language Pathologist, assist in providing instruction specific to the area of speech and language communication to students identified as having special needs; monitor the use of augmentative communication devices and systems.

RESPONSIBILITIES:

- Provide direct speech and language therapy to children and follows documented treatment plans or protocols.
- Document student performance such as tallying data, prepare charts, records, and graphs and report information.
- Assist the Speech Language Pathologist during assessment of students.
- Assist with documentation as directed.
- Prepare therapy materials and/or equipment for use in classroom and therapy activities.
- Adapt or modify instructional materials and/or equipment as determined by student needs and abilities for teacher.
- Assist instructional personnel in the implementation of Individual Educational Plans (IEPs).
- Support the Speech Language Pathologist in research projects and inservice trainings.
- Perform checks and maintenance of equipment.
- Assist with departmental operations such as scheduling, record-keeping, safety/maintenance of supplies and equipment.
- Collect data for quality improvement.
- Exhibit compliance with state and federal regulations.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Speech language pathology equipment, materials and procedures.
- Language development of children.
- Articulation development.
- Learning problems of children with special education needs.
- Student behavior management techniques and strategies.
- Correct English usage, spelling, grammar, and punctuation.
- Basic arithmetical concepts.
- Simple record keeping and record management.
- Personal computers and software, including word processing and educational software.

ABILITY TO:

- Establish and maintain cooperative and collaborative working relationships with those contacted in the performance of required duties.
- Understand and carry out oral and written directions, including intervention plans.
- Utilize specialized communication systems and devices.
- Assist in the educational program of assigned students.
- Communicate effectively in oral and written form.
- Learn and utilize current speech-language methods and procedures to be followed in an instructional setting.
- Perform clerical tasks and operate office machines.

QUALIFICATIONS:

- Graduation from a speech-language pathology assistant certificate program.
- Registration with the California Speech-Language Pathology and Audiology Board as a Speech Language Pathology Assistant.

EXPERIENCE:

- Training and/or experience sufficient to demonstrate possession of the knowledge and abilities detailed above.
- Experience working with children ages preschool to sixth grade is desirable.

WORKING CONDITIONS:**ENVIRONMENT:**

- School and office environment.

PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

TERMS OF EMPLOYMENT:

Ten 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 Salary Schedule at Range 33.

July 13, 2009

To: Board Members
From: Darlene Nadlonek, Personnel Technician
Through: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 8.8: First Reading, Revised Job Description for Office/Child Nutrition Services Assistant

In anticipation of reconfiguring staffing for school offices, the positions of Office Assistant and Child Nutrition Services Assistant will be combined. This reconfiguration is recommended because staffing the Child Nutrition position as a separate position is extremely difficult due to very limited hours for the position and lower compensation. Combining the two positions will insure that the need for child nutrition services will be met at each of the school sites.

This first reading of the revised job description for the new position is intended to provide an opportunity for input from Board Members prior to the time that the job description is brought back to the Board for final action.

FISCAL IMPACT: Not applicable; this is a first reading.

RECOMMENDED: Not applicable; this is a first reading.

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: OFFICE/CHILD NUTRITION SERVICES ASSISTANT

BASIC FUNCTION:

Under the direction of the school principal and Assistant Superintendent for Business Services perform a variety of clerical and financial accounting duties in support of school office operations; serve as a receptionist by answering phones, greeting parents, visitors, and students; distributes food items for consumption by students and school personnel; provides complete and accurate documentation and audit trail records for meals served; maintains facilities in a sanitary condition.

RESPONSIBILITIES:

- Manage and maintain annual school budget for instructional supplies including purchasing; monitor inventories of school supplies, furniture and equipment.
- Prepare bank deposits of all money collected for various activities such as field trips, the hot lunch program, instructional programs, etc.
- Process employee registrations for conferences; process, budget and track employee reimbursements.
- Perform clerical tasks as assigned, including preparing correspondence on a variety of issues.
- Perform a variety of office functions and activities in support of school office operations; schedule appointments and make referrals as appropriate.
- Answer phones, take and relay messages; greet and monitor visitors; open, sort and route mail and other communications; provide school-related information to students, parents, staff and the public; explain and enforce District and school policies and procedures; maintain confidentiality of materials and information.
- Issue tardy and readmit slips to students; monitor sign-in and sign-out of students.
- Participate in student registration activities; assist parents with proper completion of forms.
- Coordinate field trips by completing required forms, arranging for transportation, completing purchase orders for transportation and admission fees.
- Communicate with a variety of site and District personnel and administrators regarding school operations, activities, supplies, policies, procedures and student information.
- Assist with planning of assemblies.
- Assist with operation and maintenance of office machines including photocopiers, FAX machines, computers, laminators, die cut machines and classroom audio-visual equipment.
- Operate a computer with knowledge of specific software programs such as FIS, Excel, Word and e-mail; operate a telephone, photocopier, intercom, typewriter, calculator and other office equipment as assigned.

- Assist Health Technician with administration of first aid to students and staff; dispense medication according to prescription instructions, making entries in the medical log and notification of parents of ill or injured students.
- Assist with supervision of students in the office for disciplinary purposes; assist students with completion of behavior reports.
- Support PTA, Del Mar Schools Foundation and the hot lunch program as needed.
- Provide assistance to substitute teachers as needed.
- Arranges food and beverage items (e.g. placing on tables, stocking serving containers, etc.) for the purpose of making the items available to students and staff.
- Cleans equipment, storage areas, and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items (e.g. cash, daily adult sales, etc.)
- Unloads carts for the purpose of ensuring that food and/or beverage items are available for service at designated district site(s).
- Maintains cashing files and/or records for the purpose of providing an up-to-date reference and audit trail for compliance and state and federal reimbursements.
- Monitors work area for the purpose of ensuring a safe and clean working environment.
- Prepares documentation and/or reports (e.g. daily cash sheets, meal counts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Reports cash transactions and item counts (e.g. daily cash, etc.) for the purpose of compliance with reporting procedures.
- Responds to inquiries of students, staff and the public for the purpose of providing information on the meal program.
- Attends meetings for the purpose of receiving and/or conveying information.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operation of a computer and assigned software.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Basic budget and accounting procedures.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of the State Education Code and other applicable laws.
- Basic first aid.
- Methods for operating standard tools and equipment related to food service functions.
- Basic bookkeeping procedures.
- Basic math, including calculations using fractions, percents and/or ratios.

- Pertinent codes, policies regulations and/or laws relative to food service programs in public schools.
- Practices and procedures for safe and sanitary handling and storage of food and beverage items.

ABILITY TO:

- Perform a variety of clerical and financial accounting duties in support of school office operations.
- Understand and follow oral and written directions.
- Communicate effectively orally and in writing with students, parents, staff, administrators, and members of the public.
- Learn, interpret and explain rules, regulations, policies and procedures
- Quickly learn school emergency procedures.
- Maintain well-organized records and prepare reports.
- Complete assigned tasks with frequent interruptions.
- Type at 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and deadlines.
- Prioritize tasks and effectively schedule work.
- Operate a computer and a variety of office machines and equipment.
- Work independently with little direction.
- Compose correspondence independently.
- Lift objects weighing up to twenty-five pounds.
- Stand for up to two hours at a time.

QUALIFICATIONS:

- Equivalent of graduation from high school

EXPERIENCE:

- Two years of increasingly responsible clerical, secretarial and other job-related experience.
- Possession of a Food Safety Certificate from a Department of Health approved organization.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Indoor/outdoor environment
- Seasonal heat and cold, occasional adverse weather conditions

PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Seeing to read a variety of materials.

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Kneeling, stooping, crouching, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.
- Significant lifting, pushing, pulling, and carrying heavy objects
- Significant fine finger dexterity

TERMS OF EMPLOYMENT:

10.5 month work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Drug screen 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 Salary Schedule at Range 21

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.9: First Reading, New Board Policy/Administrative Regulations 7160: Charter School Facilities and Updated Board Policy/Administrative Regulations: 0420.4: Charter Schools

The District currently has Board Policy and Administrative Regulations 0420.4, Charter Schools, Philosophy, Goals and Comprehensive Plans, which was approved December 14, 2005.

Due to new developments in Charter School law and regulations, Janet Mueller and Sarah Sutherland, attorneys with Miller, Brown and Dannis, recommend the Board review and adopt an updated Board Policy and Administrative Regulations 0420.4, and review and adopt an additional new Board Policy and Administrative Regulations 7160: Charter School Facilities.

The new BP/AR 7160 and the updated BP/AR 0420.4 are included for a first reading. The current BP/AR 0420.4 is also included for reference and review.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

DEL MAR UNION SCHOOL DISTRICT
PHILOSOPHY • GOALS • OBJECTIVES AND COMPREHENSIVE PLANS

BOARD POLICY 0420.4: CHARTER SCHOOLS

Charter School Petitions

It is the intent of the Governing Board to fully comply with the Charter Schools Act of 1992 as amended by providing opportunities for the establishment of independent charter schools. The Board will grant charter petitions that present a sound educational program in a format that is demonstrably likely to successfully implement the program.

In order to implement state law while providing guidance to petitioners and direction to staff, the Board adopts the following:

Petition

A petition for the establishment of a charter school must minimally include the following:

1. A completed signature page that includes at least the minimum number of signatures required by Education Code 47605. The signature page will include assurances that a copy of the proposed charter was attached to the signature page and that potential signors had an opportunity to review the complete petition prior to signing. The number of signatures required will be based on the anticipated enrollment on which the petitioners have based their first year budgetary figures.
 - A. If the petitioner provides signatures from potential teachers, the petition must state that teachers are meaningfully interested in teaching in the proposed charter school, hold a valid California teaching credential and are not currently employed by a charter school or charter school management company. The interested teachers must also print their names, addresses, phone numbers, and credentials held.
 - B. If the petitioner provides signatures from parents of potential student(s), the petition must state that the parents are meaningfully interested in enrolling their child(ren) in the proposed charter school. The interested parents must also print their names, current grade, school, and district of residence.
2. A detailed operational budget for the first three years of operation. The budget must include realistic estimates of revenues, expenditures and reserves. Petitioners must indicate revenue sources for start-up costs and provisions to cover cash-flow difficulties. The budget must include projected enrollment for the first three years of operation.
3. The name, address and qualifications of any consultants and/or management company that the petitioner has engaged or proposes engaging.

Board Policy/Administrative Regulation 0420.4 (was BP/AR 1013 approved November 20, 2002)

1st Reading for the Board of Trustees: November 16, 2005

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

4. Adequate processes and measures for holding the charter school accountable for fulfilling the terms of its charter and complying with all applicable laws.
5. Comprehensive descriptions of those elements outlined in Education Code 47605(b)(5)(A-0). The descriptions should include:
 - A. A discussion of how the charter school will meet all statewide standards and assessment requirements.
 - B. A discussion of how the charter school intends to meet the needs of individuals with disabilities including compliance with the individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 and description of the means of providing services and ensuring compliance with state and federal law.
 - C. A detailed discussion of the proposed governance structure of the charter school, including:
 - (1) Status of the school as a non-profit public benefit corporation or a public school
 - (2) Assurance of compliance with the Brown Act
 - (3) Proposed by-laws
 - (4) District representation on the Governing Board
 - (5) Role of parents, students, staff, and community in the governance structure
 - (6) Measures for limiting conflicts of interest
6. Assurances that the charter school will be nonsectarian in its programs, admission policies, employment practices, and all other operations. Assurances that the charter school will not charge tuition or discriminate against any person on the basis of ethnicity, national origin, gender, or disability.
7. A description of the proposed school facilities and plans for building maintenance and expansion.
8. A description of any reemployment rights granted to district employees that seek employment with the charter school.
9. Assurances that the school will comply with the Public Records Act and competitive bidding sections of the Public Contract Code.

Timely Submission

A complete petition must be submitted by December 31 for consideration to open a charter on or after July 1 of the next school year. Petitions received on or after January 1 will be considered for a starting date in the subsequent school year.

To allow sufficient time for careful analysis and review of charter petitions, no applications will be accepted between April 15 and August 1.

Board Policy/Administrative Regulation 0420.4 (was BP/AR 1013 approved November 20, 2002)

1st Reading for the Board of Trustees: November 16, 2005

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

District Review of Charter Petition

The District will conduct a comprehensive review of all charter petitions presented. This review will follow guidelines published by California School Boards Association and California Department of Education, with updates as necessary to comply with current law.

Charter Approval

The Board will grant a petition for establishment of a charter school to a petitioner that provides substantial evidence that the proposed school presents a sound educational program and that the petitioners are demonstrably likely to successfully implement the program as set forth in the petition.

Charter Term

An initial approval of a charter petition shall be for a term not to exceed five (5) years.

Oversight

The District will provide required oversight in exchange for 1% of all revenues received by the charter school.

Facilities

A charter school approved under this policy is entitled to use district facilities only if the Board determines that such facilities are surplus and no educational or administrative need is anticipated within the next three school years.

Charter Denial

A petition will be denied only if the Board makes written factual findings of one or more of the following:

1. The petition presents an unsound educational program.
2. The petitioners are demonstrably unlikely to successfully implement the program.
3. The signatures attached to the petition do not meet minimum requirements.
4. The petition does not contain an affirmation of each of the conditions set forth in Education Code 46705(d).
5. The petition does not contain comprehensive descriptions of all the information required by Education Code 47605(b)(5)(A-0) and in section PETITION (4), above.
6. The petition or proposed program is inconsistent with state law.

Legal Reference:

Board Policy/Administrative Regulation 0420.4 (was BP/AR 1013 approved November 20, 2002)

1st Reading for the Board of Trustees: November 16, 2005

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

EDUCATION CODE

33054 Waivers
 41365 Charter school revolving loan fund
 42100 Annual statement of receipts and expenditures
 42238.51-42238.53 Funding for charter districts
 44237 Criminal record summary
 44830.1 Certificated employees, conviction of a violent or serious felony
 45122.1 Classified employees, conviction of a violent or serious felony
 46201 Instructional minutes
 47600-47616.7 Charter Schools Act of 1992, as amended
 47640-47647 Special education funding for charter schools
 47652 Funding of first-year charter schools
 48000 Minimum age of admission (kindergarten)
 48010 Minimum age of admission (first grade)
 48011 Minimum age of admission from kindergarten or other school
 51745-51749.3 Independent study
 52052 Alternative accountability system
 54032 Limited English or low-achieving pupils
 56026 Special education
 56145-56146 Special education services in charter schools
 60600-60649 Assessment of academic achievement, including:
 60605 Academic content and performance standards; assessments
 60640-60649 Standardized Testing and Reporting Program

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act
 54950-54963 The Ralph M. Brown Act

PENAL CODE

667.5 Definition of violent felony
 1192.7 Definition of serious felony
CODE OF REGULATIONS, TITLE 5

11700.1-11705 Independent study
 11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress
 6319 Qualifications of teachers and paraprofessionals
 7223-7225 Charter schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

ATTORNEY GENERAL OPINIONS

80 *Ops. Cal. Atty. Gen.* 52 (1997)
 78 *Ops. Cal. Atty. Gen.* 297 (1995)

Management Resources:CSBA PUBLICATIONS

Charter Schools: A Manual for Governance Teams, 2002

CDE PUBLICATIONS

Special Education and Charter Schools: Questions and Answers, September 10, 2002

USDOE DRAFT NONREGULATORY GUIDANCE

Charter School Program, August 31, 2003

The Impact of the New Title I Requirements on Charter Schools, March 24, 2003

WEB SITES

CSBA: <http://www.csba.org>
 CDE: <http://www.cde.ca.gov/charter>
 Education Commission of the States: <http://www.ecs.org>
 NSBA: <http://www.nsba.org>
 U.S. Department of Education: <http://www.ed.gov>

DEL MAR UNION SCHOOL DISTRICT

Board Policy/Administrative Regulation 0420.4 (was BP/AR 1013 approved November 20, 2002)

1st Reading for the Board of Trustees: November 16, 2005

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

PHILOSOPHY • GOALS • OBJECTIVES AND COMPREHENSIVE PLANS**ADMINISTRATIVE REGULATION TO BOARD POLICY 0420.4:**
CHARTER SCHOOLS***Charter School Petitions***

Upon receipt of a charter school petition, the District will date stamp the cover page of the submitted application and forward the application to the Superintendent or designee.

Timelines

1. Within five (5) days of submission, the Superintendent or designee will review the application for completeness. The petition must minimally include the items listed in Section 1 (Petition) of Board Policy 1013. Any petition that does not include all required elements will be returned to the petitioner with a description of the missing elements, a copy of board policy and CSBA criteria for charter petition approval.
2. Within ten (10) days of receipt of a complete petition, the Superintendent or designee will transmit a copy of the petition for review by the Business, Curriculum/Instruction and Special Education departments. Legal counsel may also be engaged to review the petition.
3. Within thirty (30) days of receipt of a complete petition, the Board will hold a public hearing on the provisions of the charter. Notice of the public hearing will be provided five (5) days in advance to the petitioner and each bargaining unit representing employees of the district. At the public hearing, the Board will consider the level of support for the petition addressed by teachers of the district, other employees of the district and parents.
4. Within sixty (60) days of receipt of a complete petition, district staff will analyze the petition based on compliance with board policy and The Charter Schools Act, as amended. Staff will draft a recommendation regarding approval or denial of the petition with specific reasons thereof.
5. During the time in which a petition is being evaluated, district staff and petitioners may draft a conditional Memorandum of Understanding that will address fiscal and liability issues, including any services that the District will provide to the charter school.

6. Within sixty (60) days of receipt of a complete petition, the Board will consider staff recommendation and determine whether to grant the charter petition, grant the petition with conditions or deny the petition. With mutual consent, a 30-day extension may be granted for this decision-making process. If the petition is granted, the Superintendent or designee will notify the State Board of Education of the Board's decision within five (5) days. Notification will include copies of board meeting minutes reporting approval of the charter petition and a copy of the petition. If the petition is denied, the Board will supply the petitioner with written factual findings within ten (10) days).

Review Components

1. Verify authenticity of signatures.
2. Verify that proposed charter school is not an impermissible conversion of a private school.
3. Analyze each required component of the petition.
4. Verify required assurances.
5. Determine whether the proposed charter school presents a sound educational program for the pupils it intends to educate.
6. Determine whether petitioners are demonstrably likely to successfully implement the program set forth in the petition.
7. Draft written recommendations.

Criteria For Approval

1. Charter Schools Act of 1992 as revised.
2. CSBA: Criteria for Approval of Charter Petitions, policy analysis 99-01.
3. Title V, Section 11967: Proposed Criteria for the Review and Approval of Charter School Petitions.

DEL MAR UNION SCHOOL DISTRICT
PHILOSOPHY • GOALS • OBJECTIVES AND COMPREHENSIVE PLANS

BOARD POLICY 0420.4: CHARTER SCHOOLS

Charter School

The Board of Trustees ("Board") believes that charter schools may provide an opportunity to implement school-level reform and to support innovations which improve student learning when such programs are thoughtfully designed to meet local student needs and are professionally governed and delivered by individuals or organizations with expertise in public education. These schools shall operate under the provisions of their charters, federal laws and regulations, specified state laws and regulations, and general oversight of the Board. Only petitions that reflect a seriousness of purpose and display a level of understanding of the complexities of public education operations will be considered for approval by the Board of Trustees.

Consistent with applicable federal and state law, and Administrative Regulation 0420.4, the Superintendent or designee shall coordinate with District staff to review a submitted petition and supporting documentation. District staff may evaluate the completeness of the proposal, the merits of the proposed educational program, the level of community support, and any other items that must be addressed by petitioners. The Superintendent or designee may also consult with legal counsel as appropriate regarding compliance of the petition with legal requirements.

In determining whether to grant or deny a charter, the Board shall carefully review the proposed charter and any supplementary information, consider public and staff input, and determine whether the charter petition adequately addresses all provisions required by law. The Board shall not deny a charter school petition unless specific written factual findings are made pursuant to law and administrative regulation.

The Board may approve one or more memoranda of understanding (MOU) to clarify the financial and operational agreements between the District and the charter school. Any such MOU may be reviewed on an ongoing basis by the Board and charter school and adjusted as necessary and agreed to by both parties.

The Board shall ensure that any charter granted by the Board contains adequate processes and measures for holding the school accountable for fulfilling the terms of its charter. These shall include, but not be limited to, fiscal accountability systems as well as multiple measures for evaluating the educational program. In accordance with law and the charter provisions, charters shall provide regular reports to the Board to enable the Board to conduct its oversight responsibility.

The Board shall monitor each charter school to determine whether it makes "adequate yearly progress" as defined by the State Board of Education and federal Title I

accountability requirements. If a charter school fails to make adequate yearly progress for two or more consecutive years, the Board shall take action for program improvement in accordance with law, Board policy, and administrative regulations.

The Board may consider converting an existing school to a charter school when state or federal law requires restructuring of the school because of low-performance or when otherwise deemed beneficial by the district or community

Legal Reference:

EDUCATION CODE

17280-17317 Field Act

17365-17374 Field Act, fitness for occupancy

33054 Waivers

41365 Charter school revolving loan fund

42100 Annual statement of receipts and expenditures

42238.51-42238.53 Funding for charter Districts

44237 Criminal record summary

44830.1 Certificated employees, conviction of a violent or serious felony

45122.1 Classified employees, conviction of a violent or serious felony

46201 Instructional minutes

47600-47616.7 Charter Schools Act of 1992, as amended

47640-47647 Special education funding for charter schools

47652 Funding of first-year charter schools

48000 Minimum age of admission (kindergarten)

48010 Minimum age of admission (first grade)

48011 Minimum age of admission from kindergarten or other school

51745-51749.3 Independent study

52052 Alternative accountability system

54032 Limited English or low-achieving pupils

56026 Special education

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement, including:

60605 Academic content and performance standards; assessments

60640-60649 Standardized Testing and Reporting Program

60850-60859 High School Exit Examination

GOVERNMENT CODE

1090-1091 Conflict of Interest

3540-3549 Educational Employment Relations Act

6250 Public Records Act

54950-54963 The Ralph M. Brown Act

87000 et seq. Political Reform Act

PENAL CODE

667.5 Definition of violent felony

1192.7 Definition of serious felony

CODE OF REGULATIONS, TITLE 5

11700.1-11705 Independent study

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

6311 Adequate yearly progress

6319 Qualifications of teachers and paraprofessionals

7223-7225 Charter schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 Accountability

300.18 Highly qualified special education teachers

COURT DECISIONS

Desert Sands Unified School District and Washington Charter School v. Public Employment Relations Board and California School Employees Association and its Desert Sands Chapter #106, No. BC126357, Superior Court, County of Los Angeles

Wilson v. State Board of Education (1999) 75 Cal. App.4th 1125; 89 Cal.Rptr.2d 745

Sequoia Union High School District v. Aurora Charter School 2003 42 Cal.App.4th 185; 5 Cal.Rptr3d 86

Environmental Charter High School v. Centinela Valley High School District (2004) 122 Cal.App.4th 139

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

Knapp v. Palisades Charter High School (2006) 46 Cal.Rptr.3d 295

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 166 (2006)

81 Ops.Cal.Atty.Gen. 140 (1998)

80 Ops.Cal.Atty.Gen. 52 (1997)

78 Ops.Cal.Atty.Gen. 297 (1995)

78 Ops.Cal.Atty.Gen. 253 (1995)

Management Resources:

CSBA PUBLICATIONS

Charter Schools: A Manual for Governance Teams, 2002

CDE PUBLICATIONS

Special Education and Charter Schools: Questions and Answers, September 10, 2002

USDOE DRAFT NONREGULATORY GUIDANCE

Charter School Program, August 31, 2003

The Impact of the New Title I Requirements on Charter Schools, March 24, 2003

WEB SITES

CSBA: <http://www.csba.org>

CDE: <http://www.cde.ca.gov/charter>

Education Commission of the States: <http://www.ecs.org>

NSBA: <http://www.nsba.org>

U.S. Department of Education: <http://www.ed.gov>

DEL MAR UNION SCHOOL DISTRICT
PHILOSOPHY • GOALS • OBJECTIVES AND COMPREHENSIVE PLANS

ADMINISTRATIVE REGULATION TO BOARD POLICY 0420.4:
CHARTER SCHOOLS

Charter School

It is the intent of the Board of Trustees ("Board") to fully comply with the Charter Schools Act of 1992 as amended and other applicable state and federal law by providing opportunities for the establishment of independent charter schools. The Board shall grant charter petitions that present a sound educational program in a format that is demonstrably likely to be successfully implemented.

In order to implement state law while providing guidance to petitioners and direction to staff, the Board adopts the following

Petition:

To be considered by the Board of Trustees, a charter school petition for the establishment of a charter school within the District must, at minimum, include the following:

1. Petition Signatures:

A completed signature page pursuant to Education Code Section 47605 that includes a number of parents'/guardians' signatures equivalent to at least one-half of the number of students that the charter school estimates will enroll in the charter school for its first year of operation or a number of teachers' signatures equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation. The signature page shall include assurances that a copy of the proposed charter was attached to the signature page and that potential signors had an opportunity to review the complete petition prior to signing.

In circulating a petition, the petitioners shall include a prominent statement explaining that a signature on the petition means that the parent/guardian is meaningfully interested in having his/her child(ren) attend the proposed charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the proposed charter school and holds a valid California teaching credential. Interested parents shall also print their names, addresses, phone numbers, child(ren)'s name(s), current grade, school, and district of residence. Interested teachers shall also print their names, addresses, phone numbers, and credentials held.

If the charter petition calls for an existing public school program to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

Proposed New Board Policy/Administrative Regulation 0420.4

1st Reading for the Board of Trustees: July 22, 2009

2. The proposed charter shall be attached to the petition. (Education Code 47605)
3. A charter petition shall include affirmations of the conditions described in Education Code 47605(d), including:
 - a. Assurances that the charter school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations.
 - b. Assurances that the charter school shall not charge tuition or discriminate against any person on the basis of ethnicity, national origin, gender or disability, or any other characteristic listed in Education Code Section 220.
 - c. Assurances that the charter school will admit all pupils who wish to attend the school, unless the number of pupils exceeds the schools capacity.
4. A charter petition shall include reasonably comprehensive descriptions of all of the following: (Education Code 47605, 47611.5)
 - a. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means for a student to be an “educated person” in the 21st century and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent and lifelong learners. If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses/course credits to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the “A-G” admissions criteria may be considered to meet college entrance requirements.
 - b. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge and attitudes specified as goals in the charter school’s educational program.
 - c. The method by which student progress toward meeting student outcomes identified in the charter will measured, as well as a discussion of how the charter school will meet all statewide grade level standards and conduct student testing required by Education Code Section 60605 and any other statewide standards authorized by statute or required pupil assessments applicable to pupils in non-charter public schools, including passage of the High School Exit Examination for graduation, as required.

- d. The governance structure of the school, including but not limited to a detailed discussion of:
 1. The status of the school as a non-profit public benefit corporation or a public school, including copies of the Articles of Incorporation and Bylaws. All records of the non-profit public benefit corporation shall be public.
 2. Assurance of compliance with the Brown Act.
 3. Assurance of compliance with the Political Reform Act, Government Code 1090, and other laws on conflict of interest, and demonstration of understanding of the impact of compliance with those laws on the proposed governance structure.
 4. The process to be followed by the school to ensure parent/guardian involvement and the role of parents, students, staff and community in the governance structure.
- e. The qualifications to be met by individuals to be employed by the school.
- f. The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
- g. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the District's territorial jurisdiction.
- h. Admission requirements, if applicable.
- i. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the Board.
- j. The procedures by which students can be suspended or expelled.
- k. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
- l. The public school attendance alternatives for students residing within the District who choose not to attend charter schools.
- m. A description of the rights of any District employee upon leaving District employment to work in a charter school, and of any rights of return to the District after employment at a charter school, subject to District policies,

regulations and any applicable collective bargaining agreements. A statement that the charter school shall require its employees to enter into an employment contract that includes the following substance: charter school employees are not District employees and do not accrue any rights, benefits, or status with the District while employed at the charter school.

- n. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions. The dispute resolution process shall not establish additional procedures to revoke a charter nor limit the Board's authority to revoke a charter.
 - o. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining pursuant to the Educational Employment Relations Act, Government Code sections 3540 et seq.
 - p. The procedures to be used if the charter school closes. The procedures shall ensure a final audit of the charter school to determine the disposition of all assets and liabilities of the school, including plans for disposing of any net assets and for the maintenance and transfer of student records.
 - q. A discussion of how the charter school intends to meet the needs of individuals with disabilities including compliance with the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. This discussion shall include descriptions of the means of providing services and ensuring compliance with state and federal law. Unless the charter school has been accepted as a local education agency member of another Special Education Local Plan Area, this shall include assurances and a description of how the charter school shall comply with the requirements contained in the Local Plan of the Special Education Local Plan Area (SELPA).
5. Recognition that although generally exempt from state laws pertaining to school districts, charter schools are still a part of the public school system and must still comply with certain laws. These may include, but are not limited to: the U.S. Constitution and federal laws, including but not limited to all anti-discrimination and civil rights statutes, the No Child Left Behind Act, Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act; the State Constitution, and certain California laws; i.e., the Brown Act (Public Meeting Law), the Public Records Act, conflict of interest laws including Government Code §1090 and the Political Reform Act, Government Code §§87000 et. seq., laws relating to the minimum age for public school attendance and fingerprinting of employees. The charter school shall also comply with all the provisions set forth in its charter and the terms of any Memorandum of Understanding (MOU) with the District.

6. The proposed school calendar, staff development procedures, assurances that the school will provide appropriate services for English Language Learners, and any other information that will assist the Board in understanding the charter school proposal.
7. Information regarding the proposed operation and potential effects of the charter school, including but not limited to a description of: (Education Code §§ 47605, 47605.1)
 - a. The facilities to be used by the school, including where the school intends to locate.
 - b. The manner in which administrative services of the school are to be provided, including, if applicable, the name, address and qualifications of any consultants and/or management company that the petitioner has engaged or proposes engaging.
 - c. Potential civil liability effects, if any, upon the school and District. In order to minimize such effects, the Board recommends that charter schools should be operated as or by nonprofit corporations that comply with laws applicable to public entities.
 - d. Financial statements that include a proposed first-year operational budget, including start-up costs, and cash-flow and financial projections for the first three years of operation.
 - e. Adequate processes and measures for holding the charter school accountable for fulfilling the terms of its charter and complying with all applicable laws.
8. Location of Charter School

Unless otherwise exempted by law, any charter petition submitted to the Board shall identify a single charter school that will operate within the geographic boundaries of the District. A charter school may propose to operate at multiple sites within the District as long as each location is identified in the petition. (Education Code 47605, 47605.1)

- a. A charter school that is unable to locate within the District's jurisdictional boundaries may establish one site outside District boundaries but within the county, if: (Education Code 47605, 47605.1)
 1. The Board is notified prior to approval of the petition, and the school district in which the charter desires to locate is also notified prior to approval of the petition.

2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
 3. The school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.
- b. A charter school may establish a resource center, meeting space or other satellite facility located in an adjacent county if both of the following conditions are met: (Education Code 47605.1)
1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
 2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

DEL MAR UNION SCHOOL DISTRICT
FACILITIES

BOARD POLICY 7160: CHARTER SCHOOL FACILITIES

Upon request by a charter school operating within the district, the Governing Board shall provide facilities in accordance with law, Board policy, and administrative regulation.

A charter school must be operating in the district as defined in Education Code 47614 before it submits a request for facilities. A new or proposed charter school operating within the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested.

The Superintendent or designee shall ensure that requests received are evaluated and processed in accordance with law, Board policy, and administrative regulation.

If the district's preliminary proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall consider the offer and make a specific finding that the district cannot accommodate the charter school's students at a single school site, and adopt a written statement of reasons explaining the finding.

Legal Reference:

EDUCATION CODE

17070.10-17080 Leroy F. Greene School Facilities Act of 1998, including:

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

46600 Interdistrict attendance agreements

47600-47616.5 Charter Schools Act of 1992 as amended

48204 Residence requirements for school attendance

GOVERNMENT CODE

53094 Authority to render zoning ordinance inapplicable

53097.3 Charter School ordinances

CODE OF REGULATIONS TITLE 5

11969.1-11969.10 Charter school facilities

CODE OF REGULATIONS TITLE 2

1859.2 Definitions

1859.31 Classroom inventory

COURT DECISIONS

1859.160-1859.171 Charter school facilities program, new construction

Ridgecrest Charter School v Sierra Sands Unified School District 130 Cal. App. 4th 986

Sequoia Union High School District v. Aurora Charter High School (2003) 112 Cal. App. 4th 185

DEL MAR UNION SCHOOL DISTRICT
FACILITIES

ADMINISTRATIVE REGULATION TO BOARD POLICY 7160:
CHARTER SCHOOL FACILITIES

This regulation governs the district's provision of facilities to charter schools operating in the district, as defined by Education Code 47614. Nothing in this regulation prevents the district and charter school from agreeing to an alternative to specific compliance with the following.

Definitions

Average daily classroom attendance (ADA) or classroom ADA is ADA for classroom-based apportionment as used in Education Code 47612.5. (5 CCR 11969.2)

In-district classroom ADA is classroom ADA attributable to in-district students. In-district students are those charter school students who are entitled to attend a district school. Students eligible to attend district schools based on an interdistrict attendance agreement or parent/guardian employment shall be considered student(s) of the district(s) where they reside. (5 CCR 11969.2)

The district shall not include nonclassroom-based ADA in the "in-district classroom ADA" for purposes of offering reasonably equivalent facilities.

An eligible charter school operating in the district is one that is either currently providing public education to more than eighty (80) in-district students or has identified at least eighty (80) in-district students who are meaningfully interested in enrolling in the charter school for the following year, regardless of whether the district is or is not proposed to be the chartering entity and whether or not the charter school has a facility inside the district's boundaries. (Education Code 47614; 5 CCR 11969.2)

"Furnished and equipped" means the facilities include reasonably equivalent furnishing necessary to conduct classroom instruction and to provide for student services that directly support classroom instruction as found in the comparison group schools established under 5 CCR 11969.3(a), and that the facilities have equipment that is reasonably equivalent to the comparison group schools. Equipment means property that does not lose its identity when removed from its location and is not changed materially or consumed immediately (e.g., within one year). Equipment has relatively permanent value and its purchase increases the total value of the district's physical properties. Examples include furniture, vehicles, machinery, motion picture film, videotape, furnishings that are not an integral part of the building or building system, and certain intangible assets such as major software programs. Furnishings and equipment acquired for a school site with non-district resources are excluded when determining reasonable equivalence. (5 CCR 11969.2)

Determination of Reasonably Equivalent Facilities

The district shall provide facilities to a charter school sufficient to accommodate charter school students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district. (Education Code 47614; 5 CCR 11969.3)

The district is not required to modify a school site to accommodate the charter school's grade-level configuration; however, the district and charter school may enter into an agreement to modify an existing school site with the costs modification and the return to its original condition after use to be paid exclusively by the charter school. (5 CCR 11969.3)

Reasonably equivalent conditions shall be determined on the basis of: (5 CCR 11969.3)

1. A comparison group of district schools with similar grade levels, selected in accordance with 5 CCR 11969.3

If none of the district-operated schools has grade levels similar to the charter school, then a contiguous facility shall be an existing facility that is most consistent with the needs of the students in the grade levels served at the charter school. If a charter school's grade-level configuration is different from the configuration of the district's schools, the district is not obligated to pay for the modification of a school site to accommodate the charter school's differing grade level configuration. (5 CCR 11969.3)

2. Facilities will include an equivalent ratio of teaching stations (classrooms) to ADA as those provided to district students attending comparison group schools. District ADA shall be determined using projections for the fiscal year and grade levels for which facilities are requested. (5 CCR 11969.3)

The number of teaching stations shall be determined using the classroom inventory prepared pursuant to 2 CCR 1859.31, adjusted to exclude classrooms identified as interim housing. Interim housing means the rental or lease of classrooms used to house students temporarily displaced as a result of the modernization of classroom facilities, as defined in 2 CCR 1859.2, and classrooms used as emergency housing for schools vacated due to structural deficiencies or natural disasters. (5 CCR 11969.3)

If the district includes specialized classroom space, such as science laboratories, in its classroom inventory, the space allocation shall include either a share of specialized classroom space or a provision for access to reasonably equivalent specialized classroom space. The amount of specialized classroom space shall be determined by the grade levels of the charter school's in-district students, the charter school's total in-district classroom ADA, and the per-student amount of specialized classroom space in the comparison group schools. Temporary use of excess classrooms by

school site administrators for non-classroom purposes uses shall not constitute “specialized classroom space” under this regulation.

The district shall allocate and/or provide access to non-teaching station space commensurate with the in-district classroom ADA of the charter school and the per-student amount of non-teaching station space in the comparison group schools. Non-teaching station space is all of the space that is not identified as teaching station space or specialized classroom space and includes, but is not limited to, administrative, kitchen, multi-purpose room, and play area space. (5 CCR 11969.3)

In allocated and/or providing access to space, the district and the charter school shall establish time allocations and schedules so that educational programs of the district and charter school are least disrupted. (5 CCR 11969.3)

3. Condition of facilities, as determined by assessing such factors as age of facilities (from last modernization), quality of materials, and state of maintenance, including: (5 CCR 11969.3)
 - a. School site size
 - b. Condition of interior and exterior surfaces
 - c. Condition of mechanical, plumbing, electrical, and fire alarm systems, including conformity to applicable codes
 - d. Availability and condition of technology infrastructure
 - e. Condition of the facility as a safe learning environment, including, but not limited to, the suitability of lighting, noise mitigation, and size for intended use
 - f. Condition of the facility's furnishing and equipment
 - g. Condition of athletic fields and/or play area space

If a charter school was established through the conversion of an existing public school, the condition of the facility that housed the converted public school program shall be considered to be reasonably equivalent for the first year the charter school uses a facility. (5 CCR 11969.3)

Request and Provision of Facilities: Timelines and Procedures

A charter school must be operating in the school district, as defined by Education Code section 47614 before it submits a request for facilities. A new or proposed charter school is only eligible to request facilities if its charter petition was submitted on or before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated or provided access to facilities only if it

receives approval of the petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

The following procedures shall apply to a charter school's request for and the district's provision of facilities:

1. On or before November 1, a charter school shall submit a written request for facilities to the Superintendent or designee for the next fiscal year. The request shall include at least the following:

- a. Reasonable projections of in-district and total ADA and in-district and total classroom ADA, based on ADA claimed for apportionment, if any, in the fiscal year prior to the fiscal year in which the facilities request is made, adjusted for expected changes in enrollment in the forthcoming fiscal year

Projections of in-district ADA, in-district classroom ADA, and the number of in-district students shall be broken down by grade level and by the district school that the student would otherwise attend. The projections must contain enough information for the district to verify each student's residency within in the district.

- b. A description of the methodology for the projections
- c. If relevant (i.e., when a charter school is not yet open or to the extent an operating charter school projects a substantial increase in ADA), documentation of the number of in-district students meaningfully interested in attending the charter school that is sufficient for the district to determine the reasonableness of the projection, but that need not be verifiable for precise arithmetical accuracy
- d. The charter school's operational calendar
- e. Information regarding the district's school site and/or general geographic area in which the charter school wishes to locate
- f. Information on the charter school's educational program, if any, that is relevant to assignment of facilities

In submitting a facilities request containing at least all of the information specified in this paragraph (1), the charter school shall use the form available from the California Department of Education (CDE) or other form specified by the district. The charter school shall distribute, or otherwise make available for review, the written request to interested parties, including, but not limited to, parents/guardians and school staff.

2. On or before December 1, the district shall review the charter school's projections of in-district and total ADA and in-district and total classroom ADA, express any

objections in writing, and state the projections the district considers reasonable. If the district does not express any objections in writing and state its own projections by the deadline, the charter school's projections are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)

3. On or before January 2, the charter school shall respond to any objections expressed by the district and to the district's attendance projections provided pursuant to item #2 above. The charter school shall reaffirm or modify its previous projections as necessary to respond to the information received from the district pursuant to item #2. If the charter school does not respond by January 2, the district's projections provided pursuant to item #2 are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
4. On or before February 1, the district shall prepare a written preliminary proposal regarding the space to be allocated to the charter school and/or to which the charter school is to be provided access. At a minimum, the preliminary proposal shall include: (5 CCR 11969.9)
 - a. The projections of in-district classroom ADA on which the proposal is based
 - b. The specific location(s) of the space
 - c. All conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space
 - d. The projected pro rata share amount and a description of the methodology used to determine that amount
 - e. A list and description of the comparison group schools used in developing the district's preliminary proposal and a description of the difference between the preliminary proposal and the charter school's request submitted pursuant to item #1 above

In evaluating and accommodating the charter school's request, the charter school's in-district students shall be given the same consideration as students in the district's schools, subject to the requirement that the facilities provided must be contiguous. (5 CCR 11969.2) Facilities are contiguous if they are contained on a school site or immediately adjacent to a school site. If the in-district classroom ADA cannot be accommodated on any single school site, contiguous facilities also includes facilities located at more than one site. Where in-district classroom ADA cannot be accommodated on any single site, the district will minimize the number of sites assigned and will consider student safety in determining available contiguous facilities. (5 CCR 11969.2)

5. On or before March 1, the charter school shall respond in writing to the district's preliminary proposal made pursuant to item #4 above and shall express any concerns,

including addressing differences between the preliminary proposal and the charter school's request, and/or make a counter proposal. (5 CCR 11969.9)

6. On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school pursuant to item #5 above, the district shall submit, in writing, a final notification of the space offered to the charter school. The notification shall include a response to the charter school's concerns and/or counter proposal, if any. The final notification shall specifically identify: (5 CCR 11969.9)
 - a. The teaching stations, specialized classroom spaces, and non-teaching station spaces offered for the exclusive use of the charter school and the teaching stations, specialized classroom spaces, and non-teaching spaces to which the charter school is to be provided access on a shared basis with district-operated programs
 - b. Arrangements for sharing any shared space
 - c. The in-district classroom ADA assumptions for the charter school upon which the allocation is based, and if the assumptions are different than those submitted by the charter school pursuant to item #3 above, a written explanation of the reasons for the differences
 - d. The specific location(s) of the space
 - e. All conditions pertaining to the space
 - f. The pro rata share amount
 - g. The payment schedule for the pro rata share amount, which shall take into account the timing of revenues from the state and from local property taxes

If the district's preliminary proposal pursuant to item # 4 or final notification pursuant to item #6 does not accommodate a charter school at a single school site, the district's governing board will make a finding that the charter school could not be accommodated at a single site and adopt a written statement of reasons explaining the finding.

7. By May 1 or within 30 days after the district notification pursuant to item #6 above, whichever is later, the charter school shall notify the district in writing whether or not it intends to occupy the offered space. (5 CCR 11969.9)

The charter school's notification may be withdrawn or modified before this deadline. After the deadline, if the charter school has notified the district that it intends to occupy the offered space, the charter school is committed to paying the pro rata share amount as identified. If the charter school does not notify the district by this deadline that it intends to occupy the offered space, then the space shall remain available for

district programs and the charter school shall not be entitled to use facilities of the district in the following fiscal year. (5 CCR 11969.9)

8. The district and charter school shall negotiate an agreement regarding the use of and payment for the space. In addition, the district shall provide a draft of any proposed agreement pertaining to the charter school's use of the space in conjunction with the preliminary offer, as detailed in item #4 above. (5 CCR 11969.9)
 - a. At a minimum, the agreement shall contain the information included in the district's final notification, as listed in item #6 above.
 - b. The charter school shall maintain general liability insurance naming the district as an additional insured in order to indemnify the district for any damage and losses occurring on or to the allocated space. The district shall maintain first party property insurance for the facilities allocated to the charter school.
 - c. The charter school shall comply with Board policies regarding the operations and maintenance of school facilities, furnishings, and equipment.
 - d. A reciprocal hold-harmless/indemnification provision shall be established between the district and the charter school.
 - e. The district shall be responsible for any modifications necessary to maintain the facility in accordance with Education Code 47610(d) or 47610.5.
9. The space allocated to the charter school by the district, or the space to which the district provides the charter school access, shall be furnished, equipped, and available for occupancy at least ten (10) working days prior to the first day of instruction of the charter school. For good cause, the district may reduce the period of availability to a period of not less than seven (7) working days. (5 CCR 11969.9)

Space allocated for use by the charter school, subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the district's instructional year or class schedule. The charter school shall not sublet or use the facilities for purposes other than those that are consistent with the agreement in item #8, as well as Board policies and district practices for use of other public schools of the district without permission of the Superintendent or designee. (5 CCR 11969.5)

10. Facilities, furnishings, and equipment provided to a charter school by the district shall remain the property and schedules and practices. The ongoing operations and maintenance of facilities, furnishings, and equipment shall be the responsibility of the charter school, and the charter school shall comply with district policies regarding the operations and maintenance of the school facility and furnishings and equipment, unless a variation is approved by the district. (Education Code 47614; 5 CCR 11969.4)

Charges for Facilities Costs

The district shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. The district may charge the charter school for a pro-rata share of the district's facilities costs for the charter school's use of the facilities in accordance with 5 CCR 11969.7. (Education Code 47614)

The charter school shall pay the district a pro-rata share, not exceeding a per-square-foot amount equal to district facilities costs which the district has paid with unrestricted general fund resources, divided by the total space of the school district, times the amount of space allocated by the district to the charter school. The per-square-foot charge shall be determined using actual facilities costs in the year preceding the fiscal year in which facilities are provided, as well as the largest amount of total space of the district at any time during the year preceding the fiscal year in which facilities are provided. Space allocated by the district shall be calculated based on the amount of space allocated for the exclusive use of the charter school compared to the amount of space allocated to the exclusive use of the district-operated programs.

General fund means the main operating fund of the district which is used to account for all activities except those that are required to be accounted for in another fund. (5 CCR 11969.2)

Unrestricted revenues are those funds whose uses are not subject to specific constraints and that may be used for any purposes not prohibited by law. Restricted revenues are those funds received from external sources that are legally restricted or that are restricted by the donor to specific purposes. Programs funded by a combination of restricted and unrestricted sources will be accounted for and reported as restricted and funds or activities that are not restricted or designated by the donor, but rather by the Governing Board, shall be accounted for and reported as unrestricted. (5 CCR 11969.2)

Facilities costs are those activities concerned with keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in working condition and a satisfactory state of repair. These include the activities of maintaining safety in buildings, on the grounds, and in the vicinity of schools, as well as plant maintenance and operations, facilities acquisition and construction, and facilities rents and leases. (5 CCR 11969.2)

Facilities costs also include contributions from unrestricted general fund revenues to the district's Ongoing and Major Maintenance Account, Routine Restricted Maintenance Account, and/or deferred maintenance fund, costs paid from unrestricted general fund revenues for projects eligible for funding but not funded from the deferred maintenance fund, costs paid from unrestricted general fund revenue for replacement of facilities-related furnishings and equipment, according to district schedules and practices, and debt services costs.

Facilities costs do not include any costs that are paid by the charter school, including costs associated with ongoing operations and maintenance, and the costs of any tangible items adjusted in keeping with a customary depreciation schedule for each item.

The charter school shall report actual in-district and total ADA and classroom ADA to the district every time that the charter school reports ADA for apportionment purposes. The charter school must maintain records documenting the data contained in the reports, and shall make those records available on request by the district.

If the charter school generates less ADA than projected, the charter school shall reimburse the district for the over-allocated space as set forth in 5 CCR 11969.8, unless the district agrees, in response to the notification by the charter school of over-allocation, to exercise its sole discretion to use the over-allocated space for district programs. (Education Code 47614; 5 CCR 11969.8, 11969.9)

If the district is the charter school's authorizing entity, the district may only charge for the actual costs of supervisory oversight of the charter school not to exceed one percent of the school's revenue.

Additional Provisions for Charter School Established at an Existing School Site (Conversion Charter Schools)

The following provisions apply only to a charter school established at an existing school site pursuant to Education Code 47605(a)(2), 52055.5, 52055.55, or 52055.650 that operated at the site in its first year pursuant to 5 CCR 11969.3(c)(2). (5 CCR 11969.3)

1. The school site, as identified in the school's charter and approved by the district in the petition process, shall be made available to the charter school for its second year of operation and thereafter upon annual request for facilities from the district pursuant to Education Code 47614 and this administrative regulation if the charter school was allowed to and occupied that site during its first year of operation. (5 CCR 11969.3)

The district may charge the charter school the pro-rata costs for the site pursuant to 5 CCR 11969.7 and the district shall be entitled to receive reimbursement for over-allocated space from the charter school pursuant to 5 CCR 11969.8. During the first year of operation, the charter school shall be subject to pro rata facilities costs, but shall not be subject to reimbursement for over-allocated space. (5 CCR 11969.3)

If, by February 1 of its first year of operation, a charter school notifies the district that it will have over-allocated space in the following fiscal year, the space identified is not subject to reimbursement for over-allocation space pursuant to 5 CCR 11969.8 in the following year or thereafter. The district may occupy all or a portion of the space identified. (5 CCR 11969.3)

A charter school that wants to recover space surrendered to the district shall apply to the district and the district shall evaluate the application in accordance with law and this administrative regulation. (5 CCR 11969.3)

2. If, as a result of a material revision of the charter, either the location of the charter school is changed or the district approves the operation of additional sites by the charter school, then the charter school may request, and the district shall provide, facilities in accordance with the revised charter, law, and this administrative regulation. (5 CCR 11969.3)
 - a. If the charter school was established pursuant to Education Code 47605(a)(2), the district shall change the school's attendance area only if the State Board of Education (SBE) grants a waiver of the requirement in Education Code 47605(d)(1) that the charter school continuously give admission preference to students residing in the former attendance area of the school site. (5 CCR 11969.3)
 - b. If the charter school was established pursuant to Education Code 52055.5, 52055.55, or 52055.650, the district shall relocate the school or change the school's attendance area only if the SBE grants a waiver of the provision of statute binding the school to the existing site. (5 CCR 11969.3)
 - c. If the district decides to change the charter school's attendance areas as provided in #2(a) or 2(b) above, and if the decision occurs between November 1 and June 30 and becomes operative in the forthcoming fiscal year, then the space allocated to the charter school is not subject to reimbursement for over-allocated space pursuant to 5 CCR 11969.8 in the forthcoming fiscal year. (5 CCR 11969.3)

A conversion charter school has no automatic entitlement to retain the converted school site during its first year of operation. The conversion charter may only operate at the converted school site if called for in the charter school petition and agreed to by the district in the charter approval process. Should a conversion charter operate at an existing public school site in its first year of operation, as identified in the school's charter, that school site shall be made available to the school for its second year operation and thereafter upon annual request pursuant to Education Code section 47614. (5 CCR 11969.3)

Mediation of Disputes

If a dispute arises between the district and a charter school pursuant to Education Code 47614 or 5 CCR 11969.1-11969.10 both parties may agree to settle the dispute using mediation. Mediation, if engaged, consists of the following steps

1. If both parties agree to mediation, the initiating party shall select a mediator, subject to the agreement of the responding party. If the parties are unable to agree on a

mediator, the initiating party shall request the CDE to appoint a mediator within seven days to assist the parties in resolving the dispute. The mediator shall meet with the parties as quickly as possible.

2. Within seven days of the selection or appointment of the mediator, the party initiating the dispute resolve:
 - a. Name, address, and phone numbers of designated representatives of the parties
 - b. A statement of the facts of the dispute, including information regarding the parties' attempts to resolve the dispute
 - c. The specific sections of the statute or regulations that are in dispute
 - d. The specific resolution sought by the initiating party
3. Within seven days of receiving the notice, the responding party shall file a written response.
4. The mediation shall be entirely informal in nature. Each party shall share copies of exhibits upon which its case is based with the other party at least three business days prior to the mediation. The relevant facts shall be elicited in a narrative fashion to the extent possible, rather than through examination and cross-examination of witnesses.
5. Any agreement reached by the parties shall be in writing and shall not set a precedent for any other case.
6. The mediation shall be terminated if the district and the charter school fail to meet within the specified timelines, have not reached an agreement within 15 days from the first meeting held by the mediator, or if the mediator declares an impasse.
7. The costs of the mediation shall be divided equally between the parties and paid promptly.

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.10: Board Approval, Resolution No. 2009-14, Senate Constitutional Amendment 6

The current budget crisis in the State of California has the potential to cause the reduction in programs vital to the educational program for students in the Del Mar Union School District. In the next fiscal year, the District's "fair share" of budget cuts is potentially \$2.5m. Senate Constitutional Amendment 6 empowers local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair 55% vote to pass local property taxes. The Amendment protects taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged. Administration recommends approval.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of Resolution No. 2009-14 Senate Constitutional Amendment 6.

**RESOLUTION 2009-14 OF THE BOARD OF TRUSTEES
OF DEL MAR UNION SCHOOL DISTRICT
APPROVAL OF SENATE CONSTITUTIONAL AMENDMENT 6 (SIMITIAN)
REDUCING THE TWO-THIRDS VOTE ON PARCEL TAXES**

WHEREAS, Senate Constitutional Amendment 6 (Simitian), which reduces the two-thirds vote requirement on parcel taxes, will be acted on by the California State Legislature; and

WHEREAS, reductions in the state General Fund revenue have led to reduced school funding; and

WHEREAS, state General Fund revenue is unstable and erratic, which results in unpredictable funding levels for school districts and county offices of education; and

WHEREAS, parcel tax revenue can provide a stable, predictable source of school revenue; and

WHEREAS, passage of SCA 6 will empower local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair 55 percent vote to pass local parcel taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged; and

WHEREAS, revenue from parcel taxes can be spent according to local priorities and are not subject to state control; and

WHEREAS, the two-thirds vote requirements results in minority rule by requiring two “yes” votes to cancel out one “no” vote; and

WHEREAS, passage of SCA 6 will allow local voters to decide to make investments in their neighborhood schools in addition to state funding; and

NOW THEREFORE, BE IT RESOLVED, the Governing Board of the Del Mar Union School District strongly urges the California State Legislature to support and adopt SCA 6.

Passed and adopted by the Governing Board of the Del Mar Union School District on
July 22, 2009 by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Katherine White, President, Governing Board

Del Mar Union School District

San Diego County, California

Attested by: _____
Sharon L. McClain, Secretary to the Board

July 17, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.11: Discussion, 20% Furlough of District Staff from June 29 – July 31.

This item was originally on the Regular Board Meeting Agenda of June 24, 2009. However, due to time constraints the Board requested the item be carried over to the July 22, 2009 Regular Board Meeting. A furlough for Classified employees requires 45 days notice and, therefore, is being presented for information only.

The Board has asked the potential savings to the District of mandating a 20% furlough of District staff from June 29 - July 31 (the "month" of July). Districtwide savings is \$15, 057 for 11 employees for 5 days. However, Administration does not recommend the furlough for the following reasons: (1) Employees may choose to take vacation on furlough days, thus negating the savings. (2) Requirements for site maintenance, payroll process in closing the accounting "books", rolling leave balances, textbook processing, supply processing, enrollment processes, including new staff assignments are generally performed during the summer months.

ASSUMPTIONS:

- District Office classified non-management and Assistant Superintendent, Business employees at 225 9th Street, Del Mar CA.
- Maintenance, Plant Managers, and night custodians are not included.
- Certificated administrators not included due to non-duty days.
- Superintendent not included due to contract status.

FISCAL IMPACT: **Cost – \$15,057**
Program or Department – General Fund, Business, Superintendent, Personnel, Pupil Services and Curriculum
Is this a Restricted Program? No
Was this expenditure anticipated in the adopted budget? ☐ Yes or No
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: For information only. No action required.

July 13, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.12: Reminder of Upcoming Events and Schedules

Thursday, July 16, 2009

7/11 Committee Meeting, Del Mar Hills PAC, 3:00 p.m.

Wednesday, July 22, 2009

Special Board Meeting, Del Mar Hills Academy Conference Room, 9:00 a.m.

Wednesday, July 22, 2009

Regular Board Meeting, Del Mar Hills PAC, 5:45 p.m.

Thursday, July 23, 2009

7/11 Committee Meeting, Del Mar Hills PAC, 3:00 p.m.

Thursday, August 6, 2009

7/11 Committee Meeting, Del Mar Hills PAC, 3:00 p.m.

Monday, August 17, 2009

School Office re-open

Thursday, August 20, 2009

7/11 Committee Meeting, Del Mar Hills PAC, 3:00 p.m.

Tuesday, August 25, 2009

Optional Staff Inservice Day

Wednesday, August 26, 2009

Welcome Back Meeting & Recognition; Time & Location: TBD

Wed.-Fri., August 26-28, 2009

Teacher Work Days

Wednesday, August 26, 2009

Welcome Back Meeting; Time & Location: TBD

Wednesday, August 26, 2009

Regular Board Meeting, Del Mar Hills PAC, 5:45 p.m.

Monday, August 31, 2009

First day of school for students

Tuesday, September 1, 2009

DMSEF Kickoff Salute to Donors, 5:30-7:30 p.m., Hilton Garden Inn

Thursday, September 3, 2009

Back to School Night

Monday, September 7, 2009

Holiday. Labor Day observed.

Tuesday, September 8, 2009

Earl Warren Middle School, Back to School Night

Friday, September 11, 2009

Masters in Governance, SDCOE, 8:30 a.m. – 4:00 p.m.

Wednesday, September 16, 2009

Carmel Valley Middle School, Back to School Night

Monday, September 28, 2009

No School. In lieu of Admissions Day.

Wednesday, September 30, 2009

Regular Board Meeting, Del Mar Hills PAC, 5:45 p.m.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

Regular Board Meeting of July 22, 2009

July 17, 2009

To: Board Members
From: Darlene Nadlonek, Personnel Technician
Through: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 9.1: Update on 2009-2010 Staffing Projection

The original staffing projection for classroom teachers that was distributed on March 25, 2009 remains in effect with one exception – one additional kindergarten section has been added to Torrey Hills School due to excess kindergarten enrollment at Torrey Hills and Ocean Air. Adding this position reduces the original reduction from the staffing projection of five classroom teaching positions to four positions.

With the addition of the kindergarten class at Torrey Hills, the District has 28 kindergarten sections. This number accommodates 560 students. Enrollment in kindergarten, however, continues to increase and is currently at 586 students. Additional sections will, therefore, need to be added to accommodate these new students.

FISCAL IMPACT: The fiscal impact is unknown at this time.
RECOMMENDED: For information only. No action required.

Regular Board Meeting of July 22, 2009

July 7, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.1: Board Approval and Acceptance of Donations to the Del Mar Union School District

Items	School Site	Donor
\$1,647.49 for instructional supplies	Carmel Del Mar	PTA
\$100.00 for instructional supplies	Carmel Del Mar	Deans family
\$18,300.00 site discretionary instructional use	Ashley Falls	PTA
\$995.00 for Brain Pop educational software annual license fee	Sage Canyon	PTA
\$925.00 for ESC art supplies	Sage Canyon	PTA
\$8,100.00 for 09/10 Playground Partners	Sage Canyon	PTA
\$8,400.00 for primary computer lab	Sage Canyon	PTA
\$95.00 for ESC	Carmel Del Mar	Del Mar Schools Foundation
\$1,476.56 for ESC	Del Mar Hills	Del Mar Schools Foundation
\$710.00 for ESC	Ocean Air	Del Mar Schools Foundation

\$3,045.46 for ESC	Sage Canyon	Del Mar Schools Foundation
\$26,388.33 for ESC	Torrey Hills	Del Mar Schools Foundation

Fiscal Impact: **Cost – None**
 Program or Department - Site Fundraising budgets.
 Is this a Restricted Program – No
 Was this expenditure anticipated in the adopted budget? N/A
 Will this Program or Department be over budget after this
 expenditure: N/A

Recommends: Superintendent recommends approval and acceptance of
 donations to the Del Mar Union School District.

July 7, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.2: 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 \$723,360.78. It is also recommended that the Board of Trustees ratifies the commercial warrants listed in the amount of \$812,402.43 and ratifies the revolving cash disbursements listed in the amount of \$294.10.

The purchase order amounts and revolving cash disbursements listed have been verified for accuracy and sufficient account balances by the Business Department.


Signed

7/15/09
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.

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
103385	06/01/09	03	AMAZON.COM CREDIT	001	COMPUTER SUPPLIES	\$4,177.81
103386	06/02/09	03	TAMARA RADFORD	004	FUNDRAISER	\$99.96
103387	06/02/09	03	PAMELA J. REYNOLDS	003	INST MAT/SUP GEN PURPOSE	\$48.02
103388	06/02/09	03	STAPLES	001	COMPUTER SUPPLIES	\$1,352.33
103389	06/02/09	03	MUSICIANSFRIEND	001	NON CAPITALIZED COMP EQUIP	\$1,085.33
103390	06/02/09	03	NORTH COUNTY TIMES	001	ADVERTISING	\$39.36
103391	06/02/09	03	JDL DEVELOPMENT INC	001	OTHER CONTRACTS	\$9,000.00
103392	06/02/09	06	COMPANION CORPORATION	001	EQUIPMENT	\$15,121.97
103393	06/03/09	06	THE INSTITUTE FOR EFFECTIVE	001	OTHER CONTRACTS	\$42,840.00
103394	06/03/09	06	GARY RAUB ASSOCIATES	001	REPAIRS BLDG/GRND-HGTS	\$1,500.00
103395	06/08/09	03	PAMELA J. REYNOLDS	003	INST MAT/SUP GEN PURPOSE	\$191.36
103396	06/08/09	06	KATHLEEN DANIEL	007	INST MAT/SUP GEN PURPOSE	\$75.19
103397	06/08/09	06	ALEKS CORPORATION	007	INST MAT/SUP GEN PURPOSE	\$4,186.88
103398	06/08/09	06	SRA/MCGRAW HILL	003	INST MAT/SUP GEN PURPOSE	\$929.29
103399	06/08/09	06	EDUCATORS PUBLISHING SERVICE	003	INST MAT/SUP GEN PURPOSE	\$1,620.70
103400	06/08/09	63	RICHARD AND GLORIA ARGUILEZ	060	CHILD CARE TUITION REFUND	\$179.70
103401	06/08/09	06	STEPHEN NEEDLE, D.D.S.	011	OTHER CONTRACTS	\$6,000.00
103402	06/08/09	06	PENNY BOERNER	011	MILEAGE REIMBURSEMENT	\$135.19
103403	06/08/09	06	PENNY BOERNER	011	INST MAT/SUP GEN PURPOSE	\$26.93
103404	06/08/09	06	KATHERINE CREIGHTON	011	MILEAGE REIMBURSEMENT	\$29.32
103405	06/08/09	03	MARILYN WYMAN	011	OTHER EXPENSES	\$170.49
103406	06/09/09	06	CAV INC. DBA CARE A VAN	001	SPEC ED TRANS	\$25,727.00
103407	06/09/09	06	WACO ASSOCIATES INC	001	MAINT SUPPLIES	\$1,698.77
103408	06/09/09	63	STEVEN FRENCH	060	CHILD CARE TUITION REFUND	\$231.00
103409	06/09/09	03	SOLANA BEACH SCHOOL DISTRICT	001	OTH TUIT-X COST/DEFIC PMTS-	\$23,413.36
103410	06/10/09	06	INTERPRETERS UNLIMITED	011	OTHER CONTRACTS	\$180.00
103411	06/10/09	06	AMAZON.COM CREDIT	011	INST MAT/SUP GEN PURPOSE	\$20.95
103412	06/10/09	03	HERITAGE TOURS	008	FIELD TRIP	\$97.75
103413	06/11/09	03	VERITEXT SAN DIEGO REPORTING	001	LEGAL FEES	\$1,296.04
103414	06/11/09	06	ULINE	001	MAINT SUPPLIES	\$687.20
103415	06/11/09	03	JENNIFER OLIVEIRA	009	FUNDRAISER	\$100.99
103416	06/16/09	63	CHARLENE KOMOSINSKI	001	INST SUPPLIES CHILD DEV	\$226.93
103417	06/16/09	06	CONSTRUCTION ELECTRONICS, INC.	001	REPAIRS BLDGS/GRNDS-OA	\$112.00
103418	06/18/09	06	ZASUETA CONTRACTING, INC.	001	REPAIRS BLDG/GRND-CDM	\$1,243.00
103419	06/18/09	03	SDCOE	001	OFFICE SUPPLIES	\$212.58
103420	06/18/09	03	SHARON MC CLAIN	001	TRAVEL AND CONFERENCES	\$654.26
103421	06/18/09	06	AXCES INDUSTRIAL SUPPLY	001	MAINT SUPPLIES	\$1,697.98
103422	06/18/09	03	STEPHANIE SULLINS	004	INST MAT/SUP GEN PURPOSE	\$28.00
103423	06/18/09	06	A O REED & CO.	001	REPAIRS BLDG/GRND-TH	\$1,445.39
103424	06/18/09	06	AMAZON.COM CREDIT	011	INST MAT/SUP GEN PURPOSE	\$35.13
103425	06/19/09	03	GOLDEN RULE BINDERY, INC.	004	PORTFOLIOS	\$34.00
103426	06/19/09	03/06	LIGHTSPEED TECHNOLOGIES	007	NON-CAPITALIZED EQUIPMENT	\$6,887.79
103427	06/19/09	63	ASHLEY MANNING	060	MILEAGE REIMBURSEMENT	\$95.59
103428	06/19/09	63	GAYLORD LEEPER	060	MILEAGE REIMBURSEMENT	\$131.45
103429	06/19/09	63	ROSEANN REYES	060	MILEAGE REIMBURSEMENT	\$52.80
103430	06/19/09	03	DAVID JONES	005	INST MAT/SUP GEN PURPOSE	\$232.51
103431	06/19/09	03	SHAWNA MURPHY	007	1ST GR - FUNDRAISING	\$126.13
103432	06/19/09	03	ACADEMIC SUPPLIER	001	OFFICE SUPPLIES	\$166.53
103433	06/19/09	03	SCHOOL SERVICES OF CALIF., INC	001	TRAVEL AND CONFERENCES	\$65.00
103434	06/19/09	03/06	BEST BEST & KRIEGER ATTORNEYS	001	LEGAL FEES	\$19,871.41
103435	06/19/09	06	OFFICE DEPOT, B.S.D.	004	INST MAT/SUP GEN PURPOSE	\$500.00
103436	06/19/09	06	FAMILIAR VISUALS	001	OTHER CONTRACTS	\$1,539.25

DEL MAR UNION		FROM 06/01/09 THRU 06/30/09				
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
103437	06/23/09	06	RENAISSANCE LEARNING, INC.	001	MATERIALS AND SUPPLIES	\$18,548.11
103438	06/23/09	03	BARBER & GONZALES	001	OTHER CONTRACTS	\$3,036.22
103439	06/23/09	03	MILLER BROWN DANNIS ATTORNEYS	001	LEGAL FEES	\$1,305.36
103440	06/24/09	03	ANN HOFFMAN	005	INST MAT/SUP GEN PURPOSE	\$190.79
103441	06/24/09	63	JANAN TAOVIL	060	MILEAGE REIMBURSEMENT	\$127.27
103442	06/24/09	63	ALLIE TRUE	060	MILEAGE REIMBURSEMENT	\$67.37
103443	06/24/09	03	ASSETWORKS, INC.	001	OTHER CONTRACTS	\$5,180.00
103444	06/24/09	03	AT&T	001	TELEPHONE EXPENSE	\$4,923.89
103445	06/24/09	03	COACH USA	001	OTHER EXPENSES	\$325.00
103446	06/24/09	63	SYDNEY WILLIAMS	060	MILEAGE REIMBURSEMENT	\$70.23
103447	06/24/09	63	DUSTIN WEBSTER	060	MILEAGE REIMBURSEMENT	\$87.12
103448	06/24/09	63	CHARLEY JACOB	060	MILEAGE REIMBURSEMENT	\$56.70
103449	06/24/09	63	CHARLENE KOMOSINSKI	060	INST SUPPLIES CHILD DEV	\$149.54
103450	06/24/09	03	TAMARA RADFORD	004	BOOKS OTHER THAN TEXTBOOKS	\$286.00
103451	06/24/09	03	TAYLOR PUBLISHING	004	YEARBOOK	\$1,610.64
103452	06/24/09	03	FAGEN FRIEDMAN & FULFROST, LLP	011	LEGAL FEES	\$1,114.90
103453	06/24/09	63	COSTCO BUSINESS DELIVERY	060	SNACKS CHILD DEV	\$1,477.55
103454	06/24/09	06	BOYER MOVING AND STORAGE	001	MAINT SUPPLIES	\$225.00
103455	06/24/09	06	GRAINGER INDUSTRIAL SUPPLY	001	MAINT SUPPLIES/TH	\$1,076.63
103456	06/24/09	06	WACO ASSOCIATES INC	001	MAINT SUPPLIES	\$294.67
103457	06/24/09	03	PAMELA J. REYNOLDS	003	INST MAT/SUP GEN PURPOSE	\$10.88
103458	06/24/09	03	DEPARTMENT OF GENERAL	001	OTHER CONTRACTS	\$1,309.00
103459	06/25/09	03	BOWIE ARNESON WILES & GIANNONE	001	LEGAL FEES	\$624.00
103460	06/25/09	03/06	BEST BEST & KRIEGER ATTORNEYS	001	LEGAL FEES	\$7,292.73
103461	06/25/09	06	ALPINE UNION SCHOOL DISTRICT	001	LEP GRANT DISTRIBUTION	\$5,073.00
103462	06/26/09	06	KATIE SHANAHAN	001	TRAVEL AND CONFERENCES	\$670.00
103463	06/26/09	03	SUSAN FITZPATRICK	001	TRAVEL AND CONFERENCES	\$194.15
103464	06/26/09	03	COTTONWOOD ELECTRIC CART SVC	001	REPAIRS TO MACHINES	\$97.50
103465	06/26/09	06	PACIFIC PLUMBING SPECIALTIES	001	MAINT SUPPLIES/AF	\$349.75
103466	06/29/09	03	LORI SMILEY	011	MILEAGE REIMBURSEMENT	\$199.98
103467	06/29/09	06	KERRY BOESCH	011	MILEAGE REIMBURSEMENT	\$161.04
103468	06/29/09	03	SHERRIE MORRISON	011	MILEAGE REIMBURSEMENT	\$41.58
103469	06/29/09	06	CHRISTINE LAVELLE-JONES	011	MILEAGE REIMBURSEMENT	\$302.96
103470	06/29/09	03	MARILYN WYMAN	011	OTHER EXPENSES	\$143.37
103471	06/29/09	06	SANDRA BOCANEGRA	011	INST MAT/SUP GEN PURPOSE	\$123.01
103472	06/29/09	03	SHERRIE MORRISON	011	OFFICE SUPPLIES	\$42.82
103473	06/29/09	06	KAREN ULRICH	011	MILEAGE REIMBURSEMENT	\$176.15
103474	06/29/09	06	RACHEL JOHNSON	011	MILEAGE REIMBURSEMENT	\$44.67
103475	06/29/09	06	JENNIFER JOHNSON	001	MILEAGE REIMBURSEMENT	\$390.57
200017	06/02/09	06	SCHOOLDUDE.COM	001	OTHER CONTRACTS	\$2,986.00
200018	06/02/09	03	TELEREACH NW, INC.	001	OTHER CONTRACTS	\$9,197.09
200019	06/02/09	14	PDI COATINGS,	001	REPAIRS BLDGS/GRDS SAB	\$14,685.00
200020	06/02/09	06	DOOR-MAN	001	REPAIRS BLDGS/GRNDS	\$14,278.00
200021	06/02/09	06	CONSTRUCTION ELECTRONICS, INC.	001	REPAIRS BLDGS/GRNDS	\$2,954.00
200022	06/04/09	06	A O REED & CO.	001	REPAIRS BLDG/GRND-AF	\$1,632.00
200023	06/04/09	06	AMERICAN PARK SPECIALTIES	001	REPAIRS BLDGS/GRNDS	\$5,850.00
200024	06/04/09	14	ANEMOS ENTERPRISES, INC.	001	REPAIRS BLDGS/GRDS SAB	\$27,000.00
200025	06/04/09	14	COLLINS & AIKMAN FLOORCOVERING	001	REPAIRS BLDGS/GRDS SAB	\$174,426.82
200026	06/08/09	63	JAMES LUCAS	060	ASSEMBLIES CHILD DEV	\$325.00
200027	06/08/09	63	DEPARTMENT OF SOCIAL SERVICES	060	OTHER EXP CHILD DEV LIC., E	\$200.00
200028	06/08/09	63	MAD SCIENCE OF SAN DIEGO	060	ASSEMBLIES CHILD DEV	\$340.00
200029	06/08/09	03	STUDENT AGENDAS.COM	003	INST MAT/SUP GEN PURPOSE	\$1,017.90

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
2000030	06/08/09	03	OFFICE DEPOT, B.S.D.	006	INST MAT/SUP GEN PURPOSE	\$4,350.00
2000031	06/10/09	63	DISCOUNT SCHOOL SUPPLY	060	INST SUPPLIES CHILD DEV	\$211.55
2000032	06/15/09	63	FULL SPECTRUM EDUCATION	060	ASSEMBLIES CHILD DEV	\$375.00
2000033	06/16/09	03	CAMCOR, INC	003	INST MAT/SUP GEN PURPOSE	\$1,078.73
2000034	06/16/09	03	EDUCATORS PUBLISHING SERVICE	003	INST MAT/SUP GEN PURPOSE	\$854.56
2000035	06/16/09	03	CURRICULUM ASSOCIATES, INC.	003	INST MAT/SUP GEN PURPOSE	\$262.03
2000036	06/16/09	03	THE SHORT BOOKS	003	INST MAT/SUP GEN PURPOSE	\$1,130.40
2000037	06/18/09	63	SCHOOL SPECIALTY	060	INST SUPPLIES CHILD DEV	\$211.44
2000038	06/18/09	03	NASCO MODESTO	003	INST MAT/SUP GEN PURPOSE	\$717.93
2000039	06/18/09	03	IDEAS	003	INST MAT/SUP GEN PURPOSE	\$249.97
2000040	06/18/09	03	OFFICE DEPOT, B.S.D.	003	INST MAT/SUP GEN PURPOSE	\$1,740.00
2000041	06/19/09	03	SHASTA LANDSCAPING INC.	001	OTHER CONTRACTS	\$20,000.00
2000042	06/19/09	13	COUNTY OF SAN DIEGO DEPT. OF	001	OTHER EXPENSES	\$1,728.00
2000043	06/22/09	03	PREMIER SCHOOL AGENDAS	010	INST MAT/SUP GEN PURPOSE	\$1,710.00
2000044	06/24/09	03	CIT TECHNOLOGY	001	SERVICE AGREEMENTS	\$7,216.65
2000045	06/24/09	03	CIT TECHNOLOGY	001	SERVICE AGREEMENTS	\$7,373.28
2000046	06/24/09	03	CIT TECHNOLOGY	001	SERVICE AGREEMENTS	\$7,190.64
2000047	06/24/09	03	IKON OFFICE SOLUTIONS-LEASE	001	SERVICE AGREEMENTS	\$7,347.24
2000048	06/24/09	03	IKON OFFICE SOLUTIONS-FSMA	001	SERVICE AGREEMENTS	\$5,089.56
2000049	06/24/09	03	IKON OFFICE SOLUTIONS-FSMA	001	SERVICE AGREEMENTS	\$6,733.80
2000050	06/24/09	03	IKON OFFICE SOLUTIONS-FSMA	001	SERVICE AGREEMENTS	\$375.24
2000051	06/24/09	03	OCE IMAGISTICS	001	SERVICE AGREEMENTS	\$4,959.00
2000052	06/24/09	03	OCE IMAGISTICS	001	SERVICE AGREEMENTS	\$4,204.20
2000053	06/24/09	03	OCE IMAGISTICS	001	SERVICE AGREEMENTS	\$4,753.92
2000054	06/24/09	03	OCE IMAGISTICS	001	SERVICE AGREEMENTS	\$9,787.50
2000055	06/24/09	03	WITT COMPANY LEASES	001	SERVICE AGREEMENTS	\$2,805.75
2000056	06/24/09	03	TEACHER'S CURRICULUM INSTITUTE	009	INST MAT/SUP GEN PURPOSE	\$267.19
2000057	06/24/09	03	EDUCATORS PUBLISHING SERVICE	009	INST MAT/SUP GEN PURPOSE	\$770.04
2000058	06/24/09	03	OFFICE DEPOT, B.S.D.	009	ART SUPPLIES	\$232.70
2000059	06/24/09	03	AARDVARK CLAY & SUPPLIES	009	ART SUPPLIES	\$241.54
2000060	06/24/09	03	TIME FOR KIDS	009	INST MAT/SUP GEN PURPOSE	\$986.77
2000061	06/24/09	03	SCHOLASTIC CLASSROOM MAGAZINES	009	INST MAT/SUP GEN PURPOSE	\$489.70
2000062	06/24/09	03	CURRICULUM ASSOCIATES, INC.	009	INST MAT/SUP GEN PURPOSE	\$264.91
2000063	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$341.92
2000064	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$347.58
2000065	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$112.89
2000066	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$287.75
2000067	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$348.30
2000068	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$421.33
2000069	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$357.46
2000070	06/24/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$133.52
2000071	06/24/09	03	PITNEY BOWES LEASE	001	SERVICE AGREEMENTS	\$2,256.00
2000072	06/24/09	03	SOUTHWEST SCHOOL SUPPLY	003	INST MAT/SUP GEN PURPOSE	\$96.44
2000073	06/24/09	03	PIONEER STATIONERS	003	INST MAT/SUP GEN PURPOSE	\$96.23
2000074	06/24/09	03	HANDWRITING WITHOUT TEARS	003	INST MAT/SUP GEN PURPOSE	\$428.20
2000075	06/24/09	03	SPORT SUPPLY GROUP	006	INST MAT/SUP GEN PURPOSE	\$407.81
2000076	06/24/09	03	GREAT SOURCE ED GROUP	006	INST MAT/SUP GEN PURPOSE	\$619.88
2000077	06/24/09	03	CURRICULUM ASSOCIATES, INC.	006	INST MAT/SUP GEN PURPOSE	\$121.26
2000078	06/25/09	03	EDUCATORS PUBLISHING SERVICE	006	INST MAT/SUP GEN PURPOSE	\$2,093.87
2000079	06/25/09	03	HANDWRITING WITHOUT TEARS	006	INST MAT/SUP GEN PURPOSE	\$822.53
2000080	06/25/09	03	FANON COURIER	006	INST MAT/SUP GEN PURPOSE	\$369.28
2000081	06/25/09	03	GOPHER SPORT	005	INST MAT/SUP GEN PURPOSE	\$1,375.37

DEL MAR UNION		FROM 06/01/09 THRU 06/30/09					
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
200082	06/25/09	03	LARRY LIVERMORE	005	TALENT SHOW	\$527.20	
200083	06/25/09	03	STUDENT AGENDAS.COM	005	INST MAT/SUP GEN PURPOSE	\$439.75	
200084	06/25/09	03	ASCD	009	OTHER BOOKS-PROF.LIB.	\$49.00	
200085	06/25/09	03	INTERNATIONAL READING ASSOC	009	OTHER BOOKS-PROF.LIB.	\$61.00	
200086	06/25/09	03	SCHOOL SPECIALTY	009	ART SUPPLIES	\$598.03	
200087	06/25/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$474.04	
200088	06/25/09	03	ROCHESTER 100, INC./ NICKY'S	004	INST MAT/SUP GEN PURPOSE	\$206.63	
200089	06/25/09	03	PIONEER STATIONERS	006	INST MAT/SUP GEN PURPOSE	\$641.68	
200090	06/25/09	03	DELTA EDUCATION, INC.	006	INST MAT/SUP GEN PURPOSE	\$358.63	
200091	06/25/09	03	SOUTHWEST SCHOOL SUPPLY	006	INST MAT/SUP GEN PURPOSE	\$322.15	
200092	06/25/09	03	LIBERTY PAPER	006	INST MAT/SUP GEN PURPOSE	\$153.34	
200093	06/25/09	03	ACADEMIC SUPPLIER	003	INST MAT/SUP GEN PURPOSE	\$846.30	
200094	06/26/09	63	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$6,727.24	
200095	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$4,344.21	
200096	06/26/09	03	XEROX CORPORATION	001	MATERIALS AND SUPPLIES	\$1,435.50	
200097	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$2,978.40	
210098	06/26/09	03	XEROX CORPORATION	001	COPY MACHINE SUPPLIES	\$574.00	
210099	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$864.00	
210100	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$5,253.67	
210101	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$39,096.63	
210102	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$9,171.15	
210103	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$1,815.65	
210104	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$10,229.37	
210105	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$10,229.37	
210106	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$1,902.82	
210107	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$2,028.10	
210108	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$12,846.55	
210109	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$13,610.37	
210110	06/26/09	03	XEROX CORPORATION	001	SERVICE AGREEMENTS	\$2,316.38	
210111	06/26/09	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$7,000.00	
210112	06/30/09	03	OFFICE DEPOT, B.S.D.	013	OFFICE SUPPLIES	\$3,262.50	
210113	06/30/09	03	SUPPLYMASTER, INC.	005	INST MAT/SUP GEN PURPOSE	\$72.60	
210114	06/30/09	03	PIONEER STATIONERS	005	INST MAT/SUP GEN PURPOSE	\$295.87	
210115	06/30/09	03	PIONEER STATIONERS	005	INST MAT/SUP GEN PURPOSE	\$362.84	
210116	06/30/09	03	SCHOOL SPECIALTY	005	INST MAT/SUP GEN PURPOSE	\$920.85	
210117	06/30/09	03	SCHOOL SPECIALTY	005	INST MAT/SUP GEN PURPOSE	\$651.33	
210118	06/30/09	03	CURRICULUM ASSOCIATES, INC.	005	INST MAT/SUP GEN PURPOSE	\$306.63	
210119	06/30/09	03	EDUCATORS PUBLISHING SERVICE	005	INST MAT/SUP GEN PURPOSE	\$1,641.66	
210120	06/30/09	03	IDEAS	005	INST MAT/SUP GEN PURPOSE	\$250.50	
210121	06/30/09	03	PLANK ROAD PUBLISHING	005	INST MAT/SUP GEN PURPOSE	\$139.92	
210122	06/30/09	03	SOUTHWEST SCHOOL SUPPLY	005	INST MAT/SUP GEN PURPOSE	\$614.87	
210123	06/30/09	03	EDUCATIONAL PRODUCTS INC	005	INST MAT/SUP GEN PURPOSE	\$590.20	
210124	06/30/09	03	NASCO MODESTO	005	INST MAT/SUP GEN PURPOSE	\$115.95	
210125	06/30/09	03	REALLY GOOD STUFF	005	INST MAT/SUP GEN PURPOSE	\$39.51	
210126	06/30/09	03	LAKE SHORE LEARNING MATERIALS	005	INST MAT/SUP GEN PURPOSE	\$254.53	
210127	06/30/09	03	DELTA EDUCATION, INC.	005	INST MAT/SUP GEN PURPOSE	\$80.42	

REPORT TOTAL

\$723,360.78

**DEL MAR UNION SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING**

June 1 - 30, 2009

FUND	DATE	WARRANT #	AMOUNT
FUND 03 & 06	6/9/2009	645260-645308	\$ 141,210.42
General Fund, Restricted/Unrestricted	6/10/2009	645931-645955	\$ 227,634.58
	6/12/2009	647602-647653	\$ 67,918.27
	6/17/2009	649692-649717	\$ 37,044.62
	6/19/2009	651161-651173	\$ 39,198.93
	6/20/2009	653012-653045	\$ 87,396.39
	6/26/2009	654728-654756	\$ 71,757.68
	6/30/2009	656295-656320	\$ 57,486.49
GENERAL FUND TOTAL			\$ 729,647.38
FUND 13	6/10/2009	645956	\$ 1,095.21
Cafeteria	6/12/2009	647654-647655	\$ 6,470.65
	6/18/2009	650431	\$ 327.94
	6/19/2009	651174-651175	\$ 61,173.99
	6/30/2009	656321	\$ 1,817.13
FUND 14			
Deferred Maintenance			
FUND 25-19			
Developer Fees			
FUND 35-00			
State School Building Project			
FUND 40			
Special Reserve-Capital			
FUND 63	6/10/2009	645957-645963	\$ 907.77
Other Enterprise - Child Development	6/12/2009	647656-647660	\$ 794.66
	6/17/2009	649718-649719	\$ 311.43
	6/18/2009	650432	\$ 748.05
	6/19/2009	651176-651177	\$ 433.05
	6/24/2009	653046-653050	\$ 3,328.51
	6/26/2009	654757-654766	\$ 2,692.73
	6/30/2009	656322-656324	\$ 2,179.00
FUND 73-20	6/12/2009	647661	\$ 428.96
Foundation Trust	6/26/2009	654767	\$ 45.97
OTHER FUND TOTAL			\$ 82,755.05
GRAND TOTAL			\$ 812,402.43

DEL MAR UNION SCHOOL DISTRICT
Revolving Cash Fund June 16 - 30, 2009

Date	Check No	Payee	Purpose	Amount	Account #
6/16/09	8728	Leucadia Pizza	other expense, Language Arts Team	113.56	03-00 0000-504 0000 7200 5800-080 045
6/17/09	8729	DTSC, Departent of Toxic Substances	Manifest Fee for 2008	7.00	06-00 8150-640 0000 8110 4300-046 045
6/19/09	8730	O'Briens	other expense, Leadership	93.72	03-00 0000-504 0000 7200 5800-080 045
6/23/09	8731	Janet Wolfertz	instructional supplies	68.47	03-00 0000-005 1110 1000 4300-010 005
6/23/09	8732	Becky Ross	mileage	59.85	03-00 0000-468 0000 2700 5200-025 008
6/23/09	8733	Shauna Friedemann	other expense, Language Arts Team	20.43	03-00 0000-504 0000 7200 5800-080 045
6/23/09	8734	Micharel M. Casey	instructional commputer supplies	30.00	03-00 0000-000 0000 2420 4300-088 030
6/23/09	8735	Dena Whittington	mileage, travel/conference	79.96	03-00 0000-504 0000 7200 5800-080 045
6/23/09	8736	Shirley Bales	other expense 6th grade writing and board	64.84	03-00 0000-504 0000 7200 5800-080 045
6/23/09	8737	Paulette Anderso	mileage	14.08	03-00 0000-504 0000 7200 5800-080 045
6/26/09	8738	Cindy Johnson	misc. meeting supplies	73.37	03-00 0000-501 0000 7100 4300-089 040
6/26/09	8738	Cindy Johnson	misc. meeting supplies	12.71	03-00 0000-504 0000 7200 5800-080 045
6/26/09	8739	Barrett Blake	gas for technology van	85.00	03-00 0000-504 0000 7200 5800-080 045
6/29/09	8740	Randy Wheaton	maintenance office supplies	76.07	06-00 8150-640 0000 8110 4300-046 045
6/29/09	8741	Lisa Swann	child care office supplies	28.61	03-00 0000-504 0000 7200 5800-080 045
6/29/09	8742	Kathryn Singh	child care tuition refund	40.00	63-00 0000-000 0000 0000 8699-066 000
6/29/09		cancel overage warrants	Overage 8310, 8343, 8352, 8433, 8482, 8496, 8530, 8531, 8537, 8539, 8541, 8548, 8549, 8557, 8558, 8559, 8560	(573.57)	03-00 0000-504 0000 7200 5800-080 045

\$ 294.10

Paulette Anderson
Custodian, Revolving Cash

Paulette Anderson

Date

6/29/09

July 17, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Dr. McClain, Superintendent

Subject: Agenda Item *10.3: Board Approval of Agreement Between the Del Mar Union School District and NvLS Professional Services, LLC. For Filing and Reviewing E-rate Program Applications and Claims

The District completes annual applications for discounted telecommunications, internet and internal connections services available to schools and supporting agencies through E-rate and other state and federal programs. Upgrades to the District systems require additional applications and review for maximum discounts allowed. Nancy von Langen-Scott has provided professional consultation services insuring that the District received maximum discounts since the 2005-2006 fiscal year. She has also assisted in qualifying the District to receive the E-rate discount on our cellular phone accounts.

The Business Department recommends the renewal of this consultant agreement for assistance in filing any outstanding forms for 2008-2009 and preparing and submitting the appropriate E-rate forms, and answering questions for audits or reviews for 2009-2010.

*This agreement is available for review at the
Del Mar Union School District Office*

Fiscal Impact: **Cost** –\$2,200.00
Program or Department - General Fund, Business Services
Is this a Restricted Program – No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: Superintendent recommends approval of agreement with NvLS Professional Services, LLC. for filing and reviewing E-rate program applications and Claims.

July 7, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Dr. Sharon McClain, Superintendent

Subject Agenda Item *10.4: Board Approval of Agreement Between Goodall's Charter Bus/dba Coach USA and the Del Mar Union School District for Field Trip Transportation for the 2009-2010 Fiscal Year

The Del Mar Union School District went to bid for field trip transportation services with the Solana Beach District six years ago and the Board awarded a contract to Goodall's Charter Bus/dba Coach USA. The original contract with Coach USA was for a three year period ending June 30, 2006 and included an agreement to extend, dependent on performance, for up to an additional four years.

Coach USA has provided field trip transportation services successfully for the past six years. District personnel agrees that the performance of work by Coach USA warrants an extension of the agreement for the 2009-2010 fiscal year.

Contract language allows for rate increases based on the Consumer Price Index. Based on the CPI data, however the annual increase will be no less than 3%. Coach USA is increasing trip fees by 3% for services during 2009-2010. All other requirements will remain the same. Fees for 2009-2010 are listed below.

Base Trip – 100 miles and four (4) hours	=	\$383.00
Additional Hours @ half hour increments	=	\$69.00/hour
Day Rate	=	\$698.00
Fuel and PUC surcharge	=	6.5%

The 6% fuel charge was added on the 2006-2007 contract renewal due to the increase in gasoline prices. This was the first increase Coach USA implemented

since the beginning of the contract term in September, 2003. The 6% listed as a fuel charge is in lieu of the 3% annual service increase for 2004-2005 and 2005-2006 as included in the original agreement.

The Contract for this work is available for review at the Del Mar Union School District Office.

Fiscal Impact: **Cost** –\$146,260.000
 Program or Department – School Site Fundraising Budgets
 Is this a Restricted Program – No
 Was this expenditure anticipated in the adopted budget? No, the school site fundraising budgets are not part of the adopted budget. Carryover, new revenue and expenditures are updated to reflect actuals throughout the fiscal year. Expenditures do not exceed revenue collected.
 Will this Program or Department be over budget after this expenditure: No

Recommends: The Superintendent recommends approval of agreement with Goodall's Charter Bus/dba Coach USA for field trip transportation for the 2009-2010 fiscal year.

June 29, 2009

To: Board Members

From: Randy Wheaton, Director of Maintenance and Operations

Through: Dr. Sharon McClain, Superintendent

Subject Agenda Item *10.5: Board Approval of Agreement Between TP Acoustics, Inc. and the Del Mar Union School District for the Installation of and Purchase of Supplies for Tackpanels and Replacement Ceiling Panels

Three proposals were submitted by TP Acoustics, Inc. The first proposal is to have TP Acoustics furnish and install 26 tackpanels in the Torrey Hills School multi use room. The second proposal is to replace existing water stained acoustical ceiling panels at the Carmel Del Mar School multi use room. The third proposal is a material quote for the purchase of ceiling tiles that match existing tiles at six school sites to be used by the District Maintenance Department for routine replacement. The cost of the three proposals to complete the tackpanels and ceiling tile replacement totals \$7,678.64.

*The agreements for this work are available for review at the
Del Mar Union School District*

Fiscal Impact: **Cost – \$7,678.64**
Program or Department - Restricted Maintenance
Is this a Restricted Program – Yes
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: The superintendent recommends approval of the agreement between TP Acoustics, Inc. and the Del Mar Union School District for the installation of and purchase of supplies for tackpanels and replacement ceiling panels

June 29, 2009

To: Board Members

From: Mike Casey, Director of Technology

Through: Dr. Sharon McClain, Superintendent

Subject Agenda Item *10.6: Board Approval of Agreement Between Apple and the Del Mar Union School District for Apple Summer Teacher Institute, a Two-Day Workshop

Mike Casey, Director of Technology has scheduled the Apple Summer Teacher Institute to be held on August 24 and 25, 2009. The two-day workshop will help teachers create exemplary content, lessons, and units enhancing technology integration into their classrooms. Teachers will devise strategies to engage students in a digital learning environment.

*The agreement for this work is available for review at the
Del Mar Union School District*

Fiscal Impact: **Cost – \$4,500.00**
Program or Department - Technology
Is this a Restricted Program – No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: The superintendent recommends approval of the agreement between Apple and the Del Mar Union School District for Apple Summer Teacher Institute, a two-day workshop.

June 29, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject Agenda Item *10.7: Board Ratification of Performance Agreement Between Barber & Gonzales Consulting Group and the Del Mar Union School District for Interest Based Negotiation Training, Consulting and Facilitating

Barber & Gonzales Consulting Group provided interest based negotiation training for the District on June 4, 2009. The consulting group also provided facilitator services for District negotiations held on June 30, 2009. This agreement includes up to two additional days as needed and approved by the District.

*The performance agreement for this work is available for review at the
Del Mar Union School District*

Fiscal Impact: Cost – \$12,600.00
Program or Department - General Fund, Personnel
Is this a Restricted Program – No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: The superintendent recommends approval of the agreement between Barber & Gonzales Consulting Group and the Del Mar Union School District for interest based negotiation training, consulting and facilitating.

July 7, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.8: Board Approval of Contracts for Special Education Services for the 2009-2010 School Year

The District, upon Board approval, will contract with the independent contractors, non-public agencies and non-public schools listed below to provide services for students during the 2009-2010 school year in amounts not to exceed, as follows:

Coast Music Therapy	\$10,000.00
Dr. Elizabeth Christensen	\$10,000.00
Susan L. Daniels, O.D.	\$10,000.00
Maxim Healthcare Services	\$50,000.00
Innovative Therapy 4-Kids, Laura Walls	\$5,000.00
UCSD Medical Group, Vision Therapy, David B. Granet, M.D.	\$5,000.00
Jodie K. Schuller and Associates, Language and Speech	\$5,000.00
Occupational Therapy, Marjorie Block	\$25,000.00
Career Staff Unlimited	\$50,000.00
Soliant Health	\$50,000.00
Premier Health Services	\$50,000.00
K.I.D.S. Therapy	\$10,000.00
Sharon Criger	\$5,000.00
Jill Weckerly	\$7,000.00
Interpreters Unlimited	\$2,500.00
Jeffrey S. Owen, Ph.D.	\$20,000.00
Cynthia Norall, CASE	\$3,000.00
Deidre D. Schloyer, Auditory Processing Assessment	\$10,000.00
Melissa Haider, MPT, PT, Physical Therapy	<u>\$50,000.00</u>
TOTAL	\$377,500.00

Fiscal Impact: **Cost – \$377,500.00**

Program or Department - General Fund, Special Education

Is this a Restricted Program – Yes

Was this expenditure anticipated in the adopted budget? Yes

Will this Program or Department be over budget after this expenditure: No

Recommends: The superintendent recommends approval of contracts for special education services for the 2009-2010 school year.

July 7, 2009

To: Board Members

From: Mike Casey, Director of Technology

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.9: Board Approval of Agreement Between AT&T DataComm and the Del Mar Union School District for Switch Replacement

Mike Casey, Director of Technology, has recommended replacement of switching equipment throughout the District. The replacement of these networking devices is necessary to ensure the safety and security of the District's infrastructure.

The Board approved an agreement between AT&T DataComm and the District at the regular March 25, 2009 board meeting for the replacement of the switching equipment at the District Office, Ashley Falls, Carmel Del Mar and Del Mar Hills Academy. The work was completed by June 30, 2009 and expended from the 2008/2009 adopted technology budget.

At this time, District staff is requesting Board approval of the final phase which includes switch replacement at Sage Canyon and Torrey Hills Schools. Work will begin as soon as approval by the Board is granted. This phase of the infrastructure work will be completed and expended from the 2009/2010 adopted technology budget.

The agreement for this service is available for review at the Del Mar Union School District Office.

Fiscal Impact: **Cost – \$153,497.30**
Program or Department - General Fund, Technology
Is this a Restricted Program – No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: The superintendent recommends approval of agreement between AT&T DataComm and the Del Mar Union School District for switch replacement.

July 22, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.10: List of Potential Budget Reductions 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.

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.

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, maintenance is completed 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 \$5,625.00.	The travel budget for 2009-2010 is \$5,625.00.

7	Reduce outside consultant expenses for the strategic planning process	2008-2009 strategic planning expenditures totaled \$70,000	The 2009-10 Budget is \$0.00.
8	Stagger start times for transported students	Currently the district transports students per their Individual Education Plan	Students with Individual Education Plans (IEPs) need to attend school at the same hours as their non-disabled 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 2.03%. 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 was approved by the Board of Trustees at the April 14, 2009 Board meeting.
16	Eliminate full-time BTSA position	Salary savings of \$31,000	Reduction was approved by the Board of Trustees 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 4 options at the July 22, 2009 board meeting.
18	Reduce Specialist Teachers (ESC) to minimum required to cover contractual prep time	Salary savings of \$710,000 estimated in January 2009. Once staffing and fundraising has 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 was approved by the Board of Trustees at the February 25, 2009 Board meeting.
19	Eliminate instructional aides that assist with Specialist Teachers	Salary savings of \$161,524 actual savings in 2008-2009 costs.	Reduction was approved by the Board of Trustees 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 CSR flexibility is finalized.
21	Eliminate instructional aides in blended classes	Salary savings of \$193,031 actual savings in 2008-2009 costs	Reduction was approved by the Board of Trustees 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	\$720,119 of 08-09 carry over and \$897,180 of 09-10 funding are eligible for transfer to the Unrestricted General Fund	Public Hearing was held in June 2009. The Fair Share proposal eliminated any savings.
25	Eliminate the Child Nutrition Program	Current Board Policy requires the Child Nutrition Program to be self-supporting and not require any help from the General Fund	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 any help from the General Fund	Continue with current program.
27	Early Retirement Incentive Program	No cost savings available	The District 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 12 with 2 vacancies (14 total).	Hiring of additional administration staff is on hold until the budget improves. Asst. Supt., Instructional Services and Asst. Supt., Human Resources positions will be temporarily combined for the 2009/2010 school year.
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	Proceeds must 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	Gardening has been outsourced during the past few years

32	Reduce copying costs	Costs associated with copying are paper, machines and maintenance expenses.	District will monitor copies during the 09-10 school year.
33	Outsource payroll processing	None	Districts are required to process payroll through County Offices of Education to ensure taxes and STRS/PERS are handled properly. Education Code 42646.
34	Increase revenue from the lunch program to pay for teacher's salary	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 due to the fact 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 interest on the proceeds must be used on capital outlay (property and buildings)	Proceeds will not be spent on teacher's 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. Reductions were already initiated.	One FTE Night Custodian has been eliminated, saving \$47,000 salary and benefits.
38	Close or consolidate small school sites	Undetermined at this time	7/11 District Advisory Committee was commissioned by the Board of Trustees at the March 24, 2009 Board meeting. All 7/11 DAC Agendas, Minutes and other documents can be accessed on the District website.

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 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 would be offset by increased salary of shared teachers returning to full time and lower paid temp teachers not being renewed	Currently being addressed in Negotiations.

July 8, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.11: Update on 2009-2010 State 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 estimating the 2009-2010 funding that allows flexibility. Some programs will retain the original intent of the funding. Those programs are IMFRP/Instructional Materials, and Professional Development Block Grant. Gifted and Talented, School and Library Improvement Program, and English Language Acquisition Program will retain some of their original intent, while providing some funds for any educational purpose. At this time it appears the P.E. Teacher Incentive Grant, Art & Music Block Grant, and Peer Assistance and Review may be used for any educational purpose.

FISCAL IMPACT: Cost – Potential flexibility of \$897,184, currently \$176,183 will be flexible

Program or Department –

Is this a Restricted Program? No

Was this expenditure anticipated in the adopted budget?

Yes

Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: For information only. No action required.

Del Mar Union School District
Categorical Flexibility
2009-2010 Funds and Uses

Estimated 08-09 Carryover Funds

New Resource	Old Resource	Program	Estimated 08-09 Carryover	Use of funds for "any education purpose"	Retained Original Intent of Funding	Description of Original Intent
0916	6258	P.E. Teacher Incentive Grant	\$ 141,992	\$ 141,992	\$ -	
0922	6760	Arts & Music Block Grant	\$ 59,246	\$ 59,246	\$ -	
0926	7140	Gifted & Talented (GATE)	\$ 43,192	\$ 43,192	\$ -	
0927	7156	IMFRP - Instructional Materials	\$ 176,471	\$ 176,471	\$ -	
0931	7271	Peer Assistance & Review	\$ 51,965	\$ 51,965	\$ -	
0944	7393	Prof. Dev. Block Grant	\$ 7,569	\$ 7,569	\$ -	
0946	7395	School & Library Improvement Program	\$ 65,018	\$ -	\$ 65,018	100% of carryover balance returned to sites
0948	6286	Eng. Lang. Acq. Program.	\$ 8,296	\$ 8,296	\$ -	
0950	6761	Arts, Music, Phys Ed Supply	\$ 94,608	\$ 94,608	\$ -	
0952	7396	Discret. Block grant - Site	\$ 22,377	\$ 22,377	\$ -	
0953	7397	Discret. Block grant - District	\$ 5,308	\$ 5,308	\$ -	
0954	7398	Libra Materials and Ed Tech	\$ 44,077	\$ 12,077	\$ 32,000	Data Director Software
			\$ 720,119	\$ 623,101	\$ 97,018	

Estimated 09-10 Funds

New Resource	Old Resource	Program	Estimated 09-10 Funding	Use of funds for "any education purpose"	Retained Original Intent of Funding	Description of Original Intent
0916	6258	P.E. Teacher Incentive Grant	\$ 125,836	\$ 125,836	\$ -	
0922	6760	Arts & Music Block Grant	\$ 52,226	\$ 52,226	\$ -	
0926	7140	Gifted & Talented (GATE)	\$ 31,340	\$ 21,340	\$ 10,000	Testing before middle school
0927	7156	IMFRP - Instructional Materials	\$ 294,493	\$ 144,493	\$ 150,000	Replacement Textbooks
0931	7271	Peer Assistance & Review	\$ 19,091	\$ 19,091	\$ -	
0944	7393	Prof. Dev. Block Grant	\$ 135,409	\$ -	\$ 135,409	Teacher salaries for new math textbook training
0946	7395	School & Library Improvement Program	\$ 232,123	\$ 58,031	\$ 174,092	75%/25% split between sites and district
0948	6286	Eng. Lang. Acq. Program.	\$ 6,666	\$ 5,166	\$ 1,500	Instructional materials
Total			\$ 897,184	\$ 426,183	\$ 471,001	

Funds Available in 09-10	Use of funds for "any education purpose"	Retained Original Intent of Funding
\$ 1,617,303	\$ 1,049,284	\$ 568,019

July 8, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.12: Board Acceptance of Actuarial Valuation date January 1, 2009 as Prepared by The Epler Company (GASB 45)
(Timed for 7:00 p.m.)

The Governmental Accounting Standards Board (GASB) issued Statements 43 and 45 in 2004. These statements require public agencies to report their costs and obligations pertaining to health and other benefits of current and future retired employees. GASB 43 and 45 require that the liability for these other post-employment benefits (OPEBs) including such benefits as medical, dental, vision, hearing, life insurance, long-term care and long-term disability, be reported as part of the District's annual financial statements.

The compliance requirement deadline for GASB Statements 43 and 45 are dependent on the size of the district's revenues in 2000 and are scheduled in three phases. The Del Mar Union School District is included in Phase II with implementation for 2008/2009 and will need to have an actuarial valuation completed to meet the compliance requirements. The results of the actuarial study will be shared with the Board once completed

Attached please find the Del Mar Union School District Actuarial Valuation as of January 1, 2009. Marilyn Jones, ASA, MAAA, EA, Vice President and Actuary will be presenting the report.

Funding of the District's GASB 45 liability is not required at this time. Funding options do exist which the Board of Trustees may like to consider at a later date.

FISCAL IMPACT: **Cost** – Acceptance of attached report has no cost. Retiree benefits are budgeted on a “Pay-as-you-go” method.
Program or Department – Cost is allocated to all district funds and programs that have salary expense.
Is this a Restricted Program? Restricted and unrestricted programs are affected.
Was this expenditure anticipated in the adopted budget?
Estimated cost of 09-10 retiree benefits of \$142,000 is included in the 09-10 Adopted Budget.
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: The Superintendent Recommends That the Board of Trustees Accepts the Actuarial Valuation as of January 1, 2009 as prepared by The Epler Company.

July 9, 2009

PRIVATE

Ms. Dena Whittington
Assistant Superintendent of Business Services
Del Mar Union School District
225 Ninth Street
Del Mar, CA 92014

Re: Del Mar Union School District Actuarial Valuation

Dear Ms. Whittington:

We are presenting our report of the January 1, 2009 actuarial valuation conducted on behalf of Del Mar Union School District (the "District") for its retiree health program.

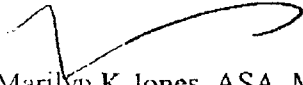
The purpose of the valuation is to measure the District's liability for retiree health benefits and the impact on the District's future accounting requirements under the Government Accounting Standard Board Statements No. 43 & 45 ("GASB 43 & 45") in regard to unfunded liabilities for retiree health benefits. The objective of GASB 45 is to improve the information in the financial reports of government entities regarding the post-employment benefits ("OPEB") including retiree health benefits. The objective of GASB 43 is to establish uniform reporting for OPEB Plans.

The Epler Company is a San Diego-based, independently owned actuarial, benefits and compensation consulting firm located in San Diego, specializing in group health, retiree health valuations, and qualified pension plan valuations. We have set forth the results of our study in this report, and are available to answer any questions the District may have concerning the contents of the report.

We have enjoyed working on this assignment and are available to answer any questions.

Sincerely,

THE EPLER COMPANY


Marilyn K. Jones, ASA, MAAA, EA
Vice President and Actuary

MKJ:rl
Enclosure

As required by U.S. Treasury Regulations governing tax practice, IRS Circular 230 Tax Advice Disclaimer, you are hereby advised that any written tax advice contained herein was not written or intended to be used (and cannot be used) by any taxpayer for the purpose of avoiding penalties that may be imposed under the U.S. Internal Revenue Code.

Del Mar Union School District

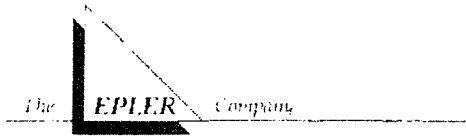
Actuarial Valuation

As of January 1, 2009

Prepared by:

The Epler Company
450 "B" Street, Suite 750
San Diego, CA 92101
(619) 239-0831

July 2009



**Del Mar Union School District
Actuarial Valuation as of January 1, 2009**

Table of Contents

	<u>Page</u>
Section I. Executive Summary	1
Section II. Financial Results.....	4
Section III. Projected Cash Flows	9
Section IV. Funding Analysis.....	11
Section V. Benefit Plan Provisions	12
Section VI. Valuation Data.....	14
Section VII. Actuarial Assumptions and Methods	15
Section VIII. Actuarial Certification	19



Section I. Executive Summary

Background

The Del Mar Union School District (the "District") selected The Epler Company to perform an actuarial valuation of its retiree health program. The purpose of the actuarial valuation is to measure the District's liability for retiree health benefits and to estimate the District's accounting requirements for other postemployment benefits ("OPEB Benefits") under the recently issued Governmental Accounting Standards Board Statements No. 43 & 45 ("GASB 43" and "GASB 45"). GASB 45 is a new accounting standard that will require accrual accounting for the expensing of OPEB Benefits. The expense is generally accrued over the working career of employees, rather than on a pay-as-you-go basis, which has been the practice for most governmental entities and public sector organizations. OPEB Benefits generally include post-employment health benefits (medical, dental, vision, prescription drug and mental health), life insurance, disability benefits and long term care benefits. GASB 43 is also a new accounting standard that requires additional financial disclosure requirements for funded OPEB Plans. The District adopted GASB 45 for its 2008/2009 fiscal year.

The District currently provides retiree health benefits to 20 retired employees. In addition, as of the valuation date, there are 362 employees currently working and earning service credit for retiree health benefits. District paid retiree health benefits are provided only to the retiree's attainment of age 65. To be eligible for retiree health benefits, an employee must retire from PERS or STRS and their age plus years of District service at retirement must be 75 or greater. In general, the District's contribution for retiree health coverage is equivalent to the contribution provided to an active employee which is subject to an annual maximum.

Section V of the report details the plan provisions that were included in the valuation and the current premium costs for coverage. As the premiums billed for retiree medical coverage under age 65 are the same as those for active medical coverage, the District is providing a "rate subsidy" to the retirees. GASB 45 requires that when an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently. This requires valuing any "rate subsidy" as an additional financial obligation to the District.



Results of the Retiree Health Valuation

We have determined that the amount of the actuarial liability for the District's retiree health plan as of January 1, 2009, the measurement date, is \$8,878,701 (including \$2,261,926 for the rate subsidy). This amount represents the present value of all benefits projected to be paid by the District for current and future retirees. If the District were to place this amount in a fund earning interest at the rate of 5% per year, and all other actuarial assumptions were exactly met, the fund would have exactly enough to pay all expected benefits. This includes benefits for the current retirees as well as the current active employees expected to retire in the future. The valuation does not consider employees not yet hired as of the valuation date. If the amount of the actuarial liability is apportioned into past service, current service and future service components, the past service component (actuarial accrued liability) is \$3,453,356 (including \$834,738 for the rate subsidy) and the current service component (normal cost) is \$348,490 (including \$89,819 for the rate subsidy).

Changes from Prior Valuation

A reconciliation of the change in the actuarial liability from the prior valuation is provided in the following table:

January 1, 2007 Valuation - 5.0% Discount Rate	\$7.4 Million
Increase due to passage of time	\$0.4 Million
Increase due to experience loss partially offset by change in spouse age difference	\$0.2 Million
Increase due to new entrants	<u>\$0.9 Million</u>
January 1, 2009 Valuation - 5.0% Discount Rate	\$8.9 Million

Annual Required Contribution (Expense)

Under GASB 45, the District is required to expense for its retiree benefits using accrual accounting. The accrual expense or annual required contribution under GASB terminology is generally accrued over the working career of employees. For the District's 2009/2010 fiscal year, its annual required contribution is \$614,544. The \$614,544 is comprised of the present value of benefits accruing in the fiscal year (normal cost) plus a 29-year amortization (on a level-dollar basis) of the estimated unfunded actuarial accrued liability (past service liability) at July 1, 2009. Thus, it represents a means to expense the plan's liabilities in an orderly manner. The net OPEB obligation at the end of the fiscal year will reflect any actual retiree health benefits and related payments and any GASB eligible pre-funding amounts made by the District during the period.



Funding

As of the valuation date, the District has not informed us of any funds eligible as plan assets under GASB 45. Under GASB 45, assets cannot be considered as employer contributions or plan assets unless they are segregated for exclusive use for retiree health benefit payments and secured from creditors of the District. Section IV of the report provides several funding alternatives for the District.

Actuarial Basis

The actuarial valuation is based on the assumptions and methods outlined in Section VII of the report. To the extent that a single or a combination of assumptions is not met the future liability may fluctuate significantly from its current measurement. As an example, the healthcare cost increase anticipates that the rate of increase in medical cost will be at moderate levels and decline over several years. Increases higher than assumed would bring larger liabilities and expensing requirements. A 1% increase in the healthcare trend rate for each future year would result in an increase of 18% in the annual required contribution.

Another key assumption used in the valuation is the discount rate which is based on the expected rate of return of plan assets. A 1% increase in the discount (interest) rate could decrease the annual required contribution by 10%. A 1% decrease in the discount (interest) rate could increase the annual required contribution by 12%.

GASB 45 requires that implicit rate subsidies be considered in the valuation of medical costs. An implicit rate subsidy occurs when the rates for retirees are the same as for active employees. Since pre-Medicare retirees are typically much older than active employees, their actual medical costs are almost always higher than for active employees. The valuation results were determined using the expected costs associated with retired employees.

Section II. Financial Results

A. Valuation Results as of January 1, 2009

The table below presents the employer liabilities associated with the District's retiree health benefits determined in accordance with GASB 43 & 45. The actuarial liability is the present value of all benefits projected to be paid under the program. The actuarial accrued liability reflects the amount attributable to the past service of current employees and retirees. The normal cost reflects the accrual attributable for the current period.

	<u>Certificated Employees</u>	<u>Classified Employees</u>	<u>District Total</u>
1. Actuarial Liability (AL)			
Actives	\$7,003,021	\$1,441,823	\$8,444,844
Retirees	<u>361,553</u>	<u>72,304</u>	<u>433,857</u>
Total AL	\$7,364,574	\$1,514,127	\$8,878,701
<i>Attributable to Rate Subsidy</i>	<i>\$1,840,866</i>	<i>\$ 421,060</i>	<i>\$2,261,926</i>
2. Actuarial Accrued Liability (AAL)			
Actives	\$2,475,598	\$ 543,901	\$3,019,499
Retirees	<u>361,553</u>	<u>72,304</u>	<u>433,857</u>
Total AAL	\$2,837,151	\$ 616,205	\$3,453,356
<i>Attributable to Rate Subsidy</i>	<i>\$ 666,371</i>	<i>\$ 168,367</i>	<i>\$ 834,738</i>
3. Normal Cost	\$ 279,653	\$ 68,837	\$ 348,490
<i>Attributable to Rate Subsidy</i>	<i>\$ 71,284</i>	<i>\$ 18,535</i>	<i>\$ 89,819</i>
No. of Active Employees	292	70	362
Average Age/Average Past Service	39.8/7.9	46.2/7.8	41.0/7.9
Estimated Payroll	\$20,462,000	\$3,448,000	\$23,910,000
No. of Retired Employees	17	3	20
Average Age (Under 65 Retirees)	62.6	62.5	62.6
Average Retirement Age	58.1	61.5	58.6

B. Development of Unfunded Actuarial Accrued Liability

The table below presents the development of the unfunded actuarial accrued liability. The unfunded actuarial accrued liability (UAAL) is the excess of the actuarial accrued liability (AAL) over the actuarial value of eligible plan assets¹. Eligible assets under GASB 45 must be segregated and secured for the exclusive purpose of paying for the retiree health benefits.

<u>Projected to July 1 of Fiscal Year</u>	<u>Certificated Employees</u>	<u>Classified Employees</u>	<u>District Total</u>
1. Actuarial Accrued Liability (AL)			
Actives	\$7,168,380	\$1,475,868	\$8,644,248
Retirees	<u>305,850</u>	<u>58,293</u>	<u>364,143</u>
Total AL	\$7,474,230	\$1,534,161	\$9,008,391
<i>Attributable to Rate Subsidy</i>	<i>\$1,874,775</i>	<i>\$ 425,545</i>	<i>\$2,300,320</i>
2. Actuarial Accrued Liability (AAL)			
Actives	\$2,671,093	\$ 590,777	\$3,261,870
Retirees	<u>305,850</u>	<u>58,293</u>	<u>364,143</u>
Total AAL	\$2,976,943	\$ 649,070	\$3,626,013
<i>Attributable to Rate Subsidy</i>	<i>\$ 743,984</i>	<i>\$ 185,533</i>	<i>\$ 929,517</i>
3. Actuarial Value of Assets ¹			<u>0</u>
4. Unfunded AAL (UAAL)			\$3,626,013

C. Amortization of Unfunded Actuarial Accrued Liability

The amortization of the UAAL component of the annual contribution (ARC) is being amortized over the maximum acceptable amortization period of 29 years on a level dollar basis.

1. Unfunded AAL (UAAL)	\$3,626,013
2. Amortization Period	29
3. Amortization Factor	15.14107
4. Amortization of UAAL	\$239,482

¹ The District has not reported any eligible plan assets under GASB 43 & 45.



D. Annual Required Contribution (ARC)

The table below presents an estimate of the annual required contribution under GASB 45 if the District adopts accrual accounting for its 2009/2010 or 2010/2011 fiscal year.

	Fiscal Year 2009/2010	Fiscal Year 2010/2011
1. Normal Cost at July 1 of Fiscal Year	\$375,062	\$393,815
2. Amortization of UAAL at July 1 of Fiscal Year	<u>239,482</u>	<u>239,482</u>
3. Annual Required Contribution	\$614,544	\$633,297
<i>Attributable to Rate Subsidy</i>	<i>\$158,058</i>	<i>\$162,892</i>

E. Estimated Net OPEB Obligation at June 30, 2010

The table below shows an estimate of the net OPEB obligation at the end of the 2009/2010 fiscal year assuming the District's net OPEB obligation at June 30, 2009 is \$360,536 (equal to the 2008/2009 fiscal year annual required contribution of \$523,118 less estimated benefit payments of \$162,582 for the period July 1, 2008 – June 30, 2009).

1. 2009/2010 Annual Required Contribution (ARC)	\$614,544
2. Interest on Net OPEB Obligation at June 30, 2009 = [(7) x 0.05]	18,027
3. Adjustment to ARC = [(7)/Amortization Factor=15.14107]	<u>(23,812)</u>
4. Annual OPEB Cost = [(1)+(2)+(3)]	\$608,759
5. Estimated Employer Contributions (Inclusive of Benefit Payments)	<u>(181,770)</u>
6. Increase in Net OPEB Obligation	\$426,989
7. Net OPEB Obligation/(Asset) – Beginning of Year	<u>360,536</u>
8. Net OPEB Obligation/(Asset) – End of Year	\$787,525

F. Required Supplementary Information (Funding Progress @July 1, 2009)

The table below presents a sample disclosure of the funding progress as of the beginning of the fiscal year.

1. Actuarial Accrued Liability (AAL)	\$3,626,013
2. Actuarial Valuation of Assets (AVA)	<u>0</u>
3. Unfunded Actuarial Accrued Liability (UAAL)	\$3,626,013
4. Funded Ratio	0%
5. Estimated Payroll	\$24,299,000
6. UAAL as Percentage of Covered Payroll	15%

G. Sensitivity Analysis:

1. The impact of a 1% decrease in the discount (interest) rate on the District's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability and the annual required contribution is provided below:

	Dollar (\$) <u>Increase</u>	Percentage <u>(%) Increase</u>
- Actuarial Liability	\$1,878,036	21%
- Actuarial Accrued Liability	\$ 532,654	15%
- Unfunded Actuarial Accrued Liability	\$ 532,654	15%
- Annual Required Contribution (Expense)	\$ 75,592	12%

2. The impact of a 1% increase in the discount (interest) rate on the District's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability and the annual required contribution is provided below:

	Dollar (\$) <u>Decrease</u>	Percentage <u>(%) Decrease</u>
- Actuarial Liability	(\$1,483,662)	(16%)
- Actuarial Accrued Liability	(\$ 436,559)	(12%)
- Unfunded Actuarial Accrued Liability	(\$ 436,559)	(12%)
- Annual Required Contribution (Expense)	(\$ 61,283)	(10%)

3. The impact of a 1% increase in the healthcare trend rates on the District's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability and the annual required contribution is provided below:

	Dollar (\$) <u>Increase</u>	Percentage <u>(%) Increase</u>
- Actuarial Liability	\$1,848,097	21%
- Actuarial Accrued Liability	\$ 523,495	14%
- Unfunded Actuarial Accrued Liability	\$ 523,495	14%
- Annual Required Contribution (Expense)	\$ 107,910	18%



H. Calculation of Accrual for Retiree Health Cost

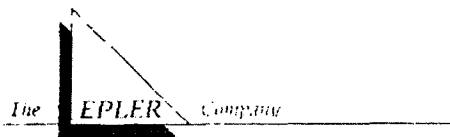
The District may be eligible to charge some portion of the accrual for retiree health benefit costs for active employees under specific categorical programs subject to certain restrictions. Estimates of the retiree health benefit accrual with and without an accrual for past service costs are provided below for the 2009/2010 and 2010/2011 fiscal year:

	<u>2009/2010</u>	<u>2010/2011</u>
1. Number of Active Employees	362	362
2. Estimated Annual Payroll	\$24,299,000	\$25,089,000
3. Retiree Health Benefit Accrual without Past Service Component		
- Accrual Per Employee Per Year	\$1,035	\$1,090
- Accrual as % of Annual Payroll	1.5%	1.6%
4. Retiree Health Benefit Accrual with Active Past Service Component		
- Accrual Per Employee Per Year	\$1,630	\$1,685
- Accrual as % of Annual Payroll	2.4%	2.4%
5. Retiree Health Benefit Accrual with Active & Retiree Past Service Component		
- Accrual Per Employee Per Year	\$1,700	\$1,750
- Accrual as % of Annual Payroll	2.5%	2.5%

Section III. Projected Cash Flows

The valuation process includes the projection of the expected benefits to be paid under the Plan. This expected cash flow takes into account the likelihood of each employee reaching age for eligibility to retire and receive health benefits. The projection is performed by applying the turnover assumption to each active employee for the period between the valuation date and early retirement date. Once the employees reach the earliest retirement date, a certain percent are assumed to enter the retiree group each year. All remaining employees are assumed to have retired by age 65 at the latest. Employees already over age 65 as of the valuation date are assumed to retire immediately. The per capita cost as of the valuation date is projected to increase at the applicable healthcare trend rates both before and after the employee's assumed retirement. The projected per capita costs are multiplied by the number of expected future retirees in a given future year to arrive at the cash flow for that year. Also, a certain number of retirees will leave the group each year due to expected deaths or reaching a limit age and this group will cease to be included in the cash flow from that point forward. Because this is a closed-group valuation, the number of retirees dying each year will eventually exceed the number of new retirees, and the size of the cash flow will begin to decrease and eventually go to zero.

The expected employer cash flows for selected future years are provided in the following table:



Projected Employer Cash Flows – Representative Years

<u>Fiscal Year</u>	<u>Future Retirees</u>	<u>Retired Employees</u>	<u>Total</u>	<u>Subsidy</u>	<u>District Total</u>
2009/10	\$36,179	\$110,507	\$146,686	\$35,084	\$181,770
2010/11	\$73,516	\$73,287	\$146,803	\$34,418	\$181,221
2011/12	\$104,752	\$53,118	\$157,870	\$36,132	\$194,002
2012/13	\$122,608	\$43,225	\$165,833	\$41,074	\$206,907
2013/14	\$133,579	\$30,674	\$164,253	\$47,867	\$212,120
2014/15	\$138,345	\$18,559	\$156,904	\$47,869	\$204,773
2015/16	\$142,676	\$5,285	\$147,961	\$46,797	\$194,758
2016/17	\$153,164	\$0	\$153,164	\$51,986	\$205,150
2017/18	\$162,641	\$0	\$162,641	\$55,928	\$218,569
2018/19	\$183,050	\$0	\$183,050	\$63,746	\$246,796
2019/20	\$235,078	\$0	\$235,078	\$83,926	\$319,004
2020/21	\$285,037	\$0	\$285,037	\$100,809	\$385,846
2021/22	\$334,970	\$0	\$334,970	\$114,950	\$449,920
2022/23	\$389,485	\$0	\$389,485	\$135,168	\$524,653
2023/24	\$410,430	\$0	\$410,430	\$151,666	\$562,096
2024/25	\$439,605	\$0	\$439,605	\$169,704	\$609,309
2025/26	\$495,602	\$0	\$495,602	\$188,502	\$684,104
2026/27	\$565,136	\$0	\$565,136	\$206,083	\$771,219
2027/28	\$616,266	\$0	\$616,266	\$223,978	\$840,244
2028/29	\$636,592	\$0	\$636,592	\$237,655	\$874,247
2029/30	\$642,873	\$0	\$642,873	\$241,183	\$884,056
2030/31	\$691,670	\$0	\$691,670	\$261,773	\$953,443
2031/32	\$762,829	\$0	\$762,829	\$288,068	\$1,050,897
2032/33	\$800,332	\$0	\$800,332	\$302,115	\$1,102,447
2033/34	\$885,518	\$0	\$885,518	\$332,088	\$1,217,606
2034/35	\$967,936	\$0	\$967,936	\$354,085	\$1,322,021
2035/36	\$1,004,023	\$0	\$1,004,023	\$362,952	\$1,366,975
2036/37	\$1,029,689	\$0	\$1,029,689	\$368,894	\$1,398,583
2037/38	\$1,005,633	\$0	\$1,005,633	\$358,366	\$1,363,999
2038/39	\$957,756	\$0	\$957,756	\$332,297	\$1,290,053
2039/40	\$898,826	\$0	\$898,826	\$296,752	\$1,195,578
2040/41	\$823,891	\$0	\$823,891	\$259,309	\$1,083,200
2045/46	\$206,327	\$0	\$206,327	\$53,156	\$259,483
2050/51	\$9,507	\$0	\$9,507	\$3,344	\$12,851
2055/56	\$0	\$0	\$0	\$0	\$0
2060/61	\$0	\$0	\$0	\$0	\$0
2065/66	\$0	\$0	\$0	\$0	\$0
All Years	\$18,627,384	\$334,655	\$18,962,039	\$6,543,345	\$25,505,384

Section IV. Funding Analysis

There are multiple ways to approach the funding of a retiree health plan. The expense is one method, of many, that could be used to pre-fund benefits. The annual expense amount will fluctuate from year to year based on the asset performance and as the population matures.

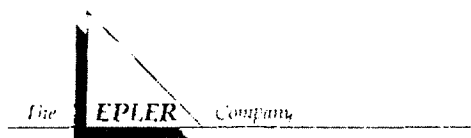
Although not required, many school districts in California have begun to pre-fund for their retiree benefit obligations. Presented below are our best estimate to pre-fund the entire District obligation (the present value of projected benefits – actuarial liability) for its current active employees and retirees using both level-dollar and level-percentage of pay methods.

	Level Dollar Equivalent		Level Percentage of Pay*	
	<u>20 Years</u>	<u>30 Years</u>	<u>20 Years</u>	<u>30 Years</u>
Fund Present Value of Projected Benefits (\$9.0 million) at July 1, 2009:	\$723,000	\$586,000	2.2%	1.6%
Fund Present Value of Projected Benefits Less Rate Subsidy (\$6.7 million) at July 1, 2009:	\$538,000	\$436,000	1.6%	1.2%

*Eligibles only

We have listed below some financial advantages that may be achieved pre-funding retiree health benefits. Of course, pre-funding will have to be weighed against alternative uses of the contribution amounts.

- The earlier contributions are made, the less District contributions in aggregate will have to be made to fulfill its obligations.
- Depending on the investment strategy for funds, a higher discount rate may be used for the actuarial valuation resulting in lower OPEB liabilities.
- Pre-funding can mitigate any resulting adverse impact on credit rating that could result from disclosure of OPEB liabilities.
- Pre-funding may provide additional benefit security to current and future retirees.



Section V. Benefit Plan Provisions

This study analyzes the postretirement health benefit plans provided by the District. In general, the postretirement health plans and the District's obligation do not vary by employee groups.

The District provides retiree medical (including prescription drug benefits), dental, and vision benefits to eligible retirees and their eligible dependents until the retiree turns age 65. The District's financial obligation is to provide these benefits at the same cost as active employees. The District's contribution is subject to an annual maximum (\$8,048). The annual maximum is subject to periodic changes. Hourly and part-time employees are not eligible for retiree health benefits.

Eligibility for retiree health coverage requires retirement from PERS or STRS on or after age 55 with age plus District years of service greater than or equal to 75. The District does not provide any retiree health benefits after a retiree turns 65. Dependent coverage ceases upon the death of the retiree or when the retiree turns age 65.

Premium Rates

The District offers retirees several choices in medical coverages. The medical plans are partially experienced-rated insured plans. The premium rates may vary by plans selected, coverage tier and Medicare eligibility. The District currently offers a Kaiser HMO Plan, an Anthem Blue Cross HMO Plan and two Anthem Blue Cross PPO Plans. The District also offers a self-insured Delta Dental Plan and a self-insured VSP Vision Plan through the San Diego FBC.

The premiums billed for retiree medical coverage under age 65 are the same as those for active medical coverage. Thus, the District is providing a "rate subsidy" to the retirees based on this blended rate. GASB 45 requires that when an employer provides benefits to both active employees and retirees through the same plan, the benefits to retirees should be segregated and measured independently. This requires valuing any "rate subsidy" as an additional financial obligation to the District.

The following table summarizes the current monthly funding rates for coverages that apply to active and retired employees. All premiums are monthly and are effective January 1, 2009 through December 31, 2009.

Medical Benefits:

	Kaiser HMO	Blue Cross HMO	Blue Cross PPO (90/70)
Employee Only	\$288.95	\$355.41	\$527.82
Employee Plus One	\$577.91	\$710.82	\$1,055.72
Employee Plus Family	\$809.07	\$995.15	\$1,477.94

Dental & Vision Benefits:

	Delta Dental Plan	VSP Vision Plan
Composite	\$92.98	\$14.02



Section VI. Valuation Data

Active and Retiree Census

The valuation was based on the census furnished to us by the District. The following tables display the age distribution for retirees and the age/service distribution for active employees as of the Measurement Date.

Age Distribution of Eligible Retired Participants & Beneficiaries

Age	Count
<50	0
50-54	0
55-59	3
60-64	17
65+	<u>0</u>
Total:	20
Average Age:	62.6
Retirement Age:	58.6

Age/Service Distribution of Active Benefit Eligible Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	3									3
25-29	41	9								50
30-34	34	46	1							81
35-39	17	31	18	1						67
40-44	12	9	13	8						42
45-49	7	16	4	3	1	1				32
50-54	11	9	9	5	1	0				35
55-59	2	5	7	10	0	1				25
60-64	3	5	4	4	4	0	2			22
65-69	0	0	0	0	1	2	1	0		4
70+	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>
Total:	130	130	56	32	7	4	3	0	0	362
Average Age:			41.0							
Average Service:			7.9							
Estimated Payroll:		23,910,051								

Note: Excludes hourly and part-time employees.

Section VII. Actuarial Assumptions and Methods

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Fiscal Year:	July 1 st to June 30 th
Measurement Date:	January 1, 2009
Discount Rate:	5.0% per annum
Return on Assets:	5.0% per annum
Salary Increases:	3.25% per annum, in aggregate
Pre-retirement Turnover:	According to the Crocker-Sarason T-5 turnover table less mortality. Sample rates are as follows:

Age	Males	Females
20	7.9%	7.9%
25	7.7	7.7
30	7.2	7.2
35	6.3	6.3
40	5.2	5.2
45	4.0	4.0
50	2.6	2.6
55	0.9	0.9

Pre-retirement Mortality: 1983 Group Annuity Mortality, male and female tables set back four years to reflect recent mortality improvements. Sample deaths per 1,000 employees are as follows:

Age	Males	Females
25	0.4	0.2
30	0.5	0.3
35	0.6	0.4
40	0.9	0.5
45	1.4	0.7
50	2.5	1.1
55	4.3	1.8
60	6.6	2.8

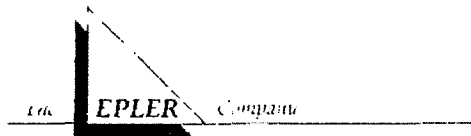
Post-retirement Mortality: 1983 Group Annuity Mortality, male and female tables set back four years to reflect recent mortality improvements. Sample deaths per 1,000 employees are as follows:

Age	Males	Females
65	10.1	4.7
70	17.6	7.8
75	30.4	14.1
80	49.4	27.2
85	81.5	47.7
90	124.2	76.6

Retirement Rates:

Age	Percent Retiring*
55	25.0%
56	15.0%
57	10.0%
58	10.0%
59	10.0%
60	50.0%
61	35.0%
62	50.0%
63	25.0%
64	25.0%
65	100.0%

- * Of those having met eligibility to receive District paid benefits. The percentage refers to the probability that an active employee who has reached the stated age will retire within the following year.



Participation Rates: 95% of active employees meeting eligibility requirements are assumed to elect retiree health coverage at retirement. Of those electing coverage approximately 25% are assumed to elect coverage for their spouse. Male spouses are assumed to be the three years older than female spouses. Actual age is used for current retirees. Future retirees are assumed to elect similar coverage as current retirees. Actual coverage is used for current retirees.

Claim Cost Development: The valuation was based on the premiums furnished by the District. The expected retiree cost for coverage was set to the minimum of the actual premiums billed for coverage. The average annual costs used in the valuation are provided in the following table:

Coverage	Annual Cost
Medical Individual Pre-65 Coverage	\$6,920
Dental & Vision Coverage	\$1,285

Medical Trend Rates:

Year	Trend
2010	8.5%
2011	8.0%
2012	7.5%
2013	7.0%
2014	6.5%
2015	6.0%
2016	5.5%
2017+	5.0%

Dental & Vision Trend Rates:

Year	Trend
2010+	5.0%

Annual Maximum: The annual maximum is assumed to increase at the ultimate increase in healthcare costs.

Actuarial Cost Method: The actuarial cost method used was Projected Unit Credit with service prorate. Under this method, the Actuarial Accrued Liability is the present value of projected benefits multiplied by the ratio of benefit service as of the valuation date to the projected benefit service at retirement, termination, disability or death. The Normal Cost for a plan year is the expected increase in the Accrued Liability during the plan year.

All employees eligible as of the measurement date in accordance with the provisions of the Plan listed in the data provided by the District were included in the valuation.

Actuarial Value of Assets: As of the valuation date there are no GASB eligible plan assets.

Amortization of UAAL: The unfunded actuarial accrued liability is being amortized over an initial 30 years using a level dollar amortization method. The outstanding unfunded liability at 7/1/2009 is amortized over 29 years.

Section VIII. Actuarial Certification

The results set forth in this report are based on the actuarial valuation of the retiree health benefit plans of Del Mar Union School District (the "District") as of January 1, 2009.

The valuation was performed in accordance with generally accepted actuarial principles and practices and in accordance with GASB Statements No. 43 & 45. We relied on census data for active employees and retirees provided to us by the District. We also made use of plan information, premium information, and enrollment information provided to us by the District.

The assumptions used in performing the valuation, as summarized in this report, and the results based thereupon, represent our best estimate of anticipated experience and actuarial cost of the retiree health benefit plans.

I am a member of the American Academy of Actuaries and believe I meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Certified by:



Marilyn K. Jones, ASA, EA, MAAA, FCCA Date: 7/9/09
Vice President and Actuary

July 8, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.13: 2008/2009 Monthly Budget Update

The attached sheets represent each district fund individually. The actual revenues and expenditures are as of June 30, 2009. Once the year-end closing process is complete with all accruals and adjustments, please see the 2008-2009 unaudited actuals for final figures. Budget amounts are those reflected in the 2008-2009 Second Interim Budget.

FISCAL IMPACT: **Cost** – Presentation of this report is for information only and does not affect revenues, expenses, or projected ending fund balance in the 2008-2009 Budget.

Program or Department – Government Wide

Is this a Restricted Program? Restricted and Unrestricted Funds

Was this expenditure anticipated in the adopted budget?
Adopted Budget is at Second Interim and is reflected in the first column.

Will this Program or Department be over budget after this expenditure? If an increase in budget is necessary it will be taken as a separate agenda item

By how much? N/A

RECOMMENDED: For information only. No action required.

Del Mar Union School District
2008-2009 Budget Update - Estimated Actuals
General Fund - Unrestricted
June 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 31,936,826	\$ 32,530,857	-2%
Federal Revenue	-	-	-
Other State Revenue	2,869,136	1,989,428	31%
Other Local Revenue	1,350,700	1,628,960	-21%
Total Revenues	\$ 36,156,662	\$ 36,149,246	0%
Expenditures			
Certificated Salaries	\$ 19,026,579	\$ 18,985,819	0%
Classified Salaries	3,500,043	3,398,711	3%
Employee Benefits	5,149,187	5,135,179	0%
Books and Supplies	1,957,537	1,305,309	33%
Services and Other Operating	2,774,681	2,360,049	15%
Capital Outlay	126,483	193,831	-53%
Other Outgo	7,565	38,152	-404%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 32,542,075	\$ 31,417,051	3%
Excess (Deficiency) Revenues and Expenditures	\$ 3,614,587	\$ 4,732,195	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ (4,621,766)	\$ (455,083)	
Other Financing Sources and Uses	\$ (4,621,766)	\$ (455,083)	
Net Increase (Decrease) in Fund Balance	\$ (1,007,179)	\$ 4,277,112	
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
June 30, 2009**

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 354,310	\$ 132,468	63%
Federal Revenue	672,885	542,444	19%
Other State Revenue	1,151,301	1,165,094	-1%
Other Local Revenue	1,493,516	1,410,398	6%
Total Revenues	\$ 3,672,012	\$ 3,250,404	11%
Expenditures			
Certificated Salaries	\$ 2,735,736	\$ 2,803,627	-2%
Classified Salaries	2,185,139	2,050,035	6%
Employee Benefits	1,027,608	992,846	3%
Books and Supplies	1,249,321	654,604	48%
Services and Other Operating	1,767,879	1,248,584	29%
Capital Outlay	-	13,510	-
Other Outgo	88,176	88,175	0%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 9,053,859	\$ 7,851,381	13%
Excess (Deficiency) Revenues and Expenditures	\$ (5,381,847)	\$ (4,600,976)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (190,230)	\$ (167,774)	
Contributions	\$ 4,621,766	\$ 455,083	
Other Financing Sources and Uses	\$ 4,431,536	\$ 287,309	
Net Increase (Decrease) in Fund Balance	\$ (950,311)	\$ (4,313,667)	
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
June 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 32,291,136	\$ 32,663,325	-1%
Federal Revenue	672,885	542,444	19%
Other State Revenue	4,020,437	3,154,522	22%
Other Local Revenue	2,844,216	3,039,358	-7%
Total Revenues	\$ 39,828,674	\$ 39,399,650	1%
Expenditures			
Certificated Salaries	\$ 21,762,315	\$ 21,789,446	0%
Classified Salaries	5,685,182	5,448,745	4%
Employee Benefits	6,176,795	6,128,025	1%
Books and Supplies	3,206,858	1,959,913	39%
Services and Other Operating	4,542,560	3,608,634	21%
Capital Outlay	126,483	207,341	-64%
Other Outgo	95,741	126,327	-32%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 41,595,934	\$ 39,268,431	6%
Excess (Deficiency) Revenues and Expenditures	\$ (1,767,260)	\$ 131,219	
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)	\$ (36,555)	
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
June 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	103,872	42,162	59%
Other State Revenue	9,766	3,650	63%
Other Local Revenue	803,564	748,349	7%
Total Revenues	\$ 917,202	\$ 794,161	13%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	111,920	103,760	7%
Employee Benefits	38,549	36,024	7%
Books and Supplies (food)	713,511	626,146	12%
Services and Other Operating	9,079	(13,438)	248%
Capital Outlay	-	-	-
Other Outgo	22,121	-	100%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 895,180	\$ 752,491	16%
Excess (Deficiency) Revenues and Expenditures	\$ 22,022	\$ 41,669	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 22,022	\$ 41,669	
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
June 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	127,768	-
Other Local Revenue	8,000	14,870	-86%
Total Revenues	\$ 8,000	\$ 142,638	-1683%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	71,461	317,676	-345%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 71,461	\$ 317,676	-345%
Excess (Deficiency) Revenues and Expenditures	\$ (63,461)	\$ (175,038)	
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	\$ (7,264)	
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
June 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
June 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	94,555	26%
Total Revenues	\$ 127,400	\$ 94,555	26%
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	\$ 94,231	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	-	-	
Contributions	-	-	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 117,400	\$ 94,231	
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
June 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)
June 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	2,766,004	1%
Total Revenues	\$ 2,795,194	\$ 2,766,004	1%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	13,325	13,054	2%
Services and Other Operating	160,992	83,094	48%
Capital Outlay	1,861,694	76,879	96%
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 2,036,011	\$ 173,027	92%
Excess (Deficiency) Revenues and Expenditures	\$ 759,183	\$ 2,592,976	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (2,014,864)	\$ (2,014,864)	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ (2,014,864)	\$ (2,014,864)	
Net Increase (Decrease) In Fund Balance	\$ (1,255,681)	\$ 578,113	
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)
June 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)	\$ (2,014,864)	0%
	Transfers of Indirect/Direct Support	-	-	-
Total Expenditures		\$ (2,014,864)	\$ (2,014,864)	0%
Excess (Deficiency) Revenues and Expenditures		\$ (2,014,864)	\$ (2,014,864)	
Other Financing Sources and Uses				
	Transfers In	\$ 2,014,864	\$ 2,014,864	
	Transfers Out	\$ -	\$ -	
	Contributions	\$ -	\$ -	
Other Financing Sources and Uses		\$ 2,014,864	\$ 2,014,864	
Net Increase (Decrease) In Fund Balance		\$ -	\$ -	
Beginning Fund Balance		\$ -		
Ending Fund Balance**		\$ -		

* 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
Other Enterprise Fund - Childcare
June 30, 2009

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	2,698,000	2,766,483	-3%
Total Revenues	\$ 2,698,000	\$ 2,766,483	-3%
Expenditures			
Certificated Salaries	\$ 64,599	\$ 64,747	0%
Classified Salaries	1,876,213	1,833,558	2%
Employee Benefits	383,858	383,886	0%
Books and Supplies	205,527	145,106	29%
Services and Other Operating	169,235	85,504	49%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 2,699,432	\$ 2,512,801	7%
Excess (Deficiency) Revenues and Expenditures	\$ (1,432)	\$ 253,682	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ (1,432)	\$ 253,682	
Beginning Fund Balance	\$ 1,279,611		
Ending Fund Balance**	\$ 1,278,179		

* 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
2007-2008 Budget Update - Estimated Actuals
Foundation Trust Fund
June 30, 2009**

	2008-09 Second Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	1,400	889	37%
Total Revenues	\$ 1,400	\$ 889	37%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	2,271	-
Services and Other Operating	-	-	-
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ -	\$ 2,271	
Excess (Deficiency) Revenues and Expenditures	\$ 1,400	\$ (1,382)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	-	-	
Contributions	-	-	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) in Fund Balance	\$ 1,400	\$ (1,382)	
Beginning Fund Balance	\$ 44,371		
Ending Fund Balance**	\$ 45,771		

* 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

July 17, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services
Randy Wheaton, Director of Maintenance and Operations

Through: Sharon McClain, Superintendent

Subject: Agenda Item 10.14: Update, District Compliance with Imposed Water Conservation

The San Diego region is experiencing an unprecedented water supply crisis. Due to the reduced snowpack, ongoing drought in the Colorado River basin and court ordered pumping restrictions on the State Water Project reduced amounts of water are being delivered to San Diego. On June 1, 2009 San Diego City declared a level 2: drought alert condition. All customers have restrictions on how they can use water. The Del Mar Union School District falls under level 2 drought alert conditions.

The Maintenance and Operations department has completed the following per Level 2 restrictions:

- Surveyed irrigation systems to identify leaks and potential problem areas.
- Adjusted landscape irrigation days and times per restrictions.

The Maintenance and Operations department is looking into the following:

- Will implement methods to reduce water use for school site cleaning.
- Will investigate water management practices for future and existing landscaping.
- Will investigate plants that are drought tolerant for future and existing landscaping.
- Will propose water saver fixtures on all new construction and upgrades.

FISCAL IMPACT: **Cost** – Any cost savings in lower usage will be offset by rate increases.
 Program or Department – Maintenance
 Is this a Restricted Program? No
 Was this expenditure anticipated in the adopted budget? Yes
 Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: For information only. No action required.

Date: July 13, 2009
 To: Board Members
 From: Darlene Nadlonek
 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
Bakhtar, Sheila	Teacher	1.00	Ocean Air	Approve Unpaid Leave of Absence Effective 8/26/09 through 10/30/09.	
Brubaker, Susan	Teacher	0.53	Ocean Air	Approve Unpaid Leave of Absence for 50% of 2009/2010 due to Shared Contract	
Chiles, Natalie	Music Teacher	0.50	Torrey Hills	Approve Resignation of 50% of Full Time Position Effective in the 2009/10	
Creighton, Katherine	Adapted Physical Education Teacher	1.00	Various	Approve Increase from 50% to 100% FTE Effective 8/26/09	Replacement
Doyle, Amy	Teacher	0.53	Ashley Falls	Approve Unpaid Leave of Absence for 50% of 2009/2010 due to Shared Contract	
Fresquez, Elena	Speech Language Pathologist	1.00	Various	Approve Assignment Effective 8/26/09	Replacement

*11.1

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Gilbert, Mary Catherine	Teacher	0.53	Ashley Falls / Sycamore Ridge	Approve Unpaid Leave of Absence for 50% of 2009/2010 due to Shared Contract	
Hoy, Rebecca	Teacher	0.53	Torrey Hills	Approve Unpaid Leave of Absence for 50% of 2009/2010 due to Shared Contract	
Pryor, Ashley	Teacher	0.53	Torrey Hills	Approve Unpaid Leave of Absence for 50% of 2009/2010 due to Shared Contract	
Sipe, Jeri	Teacher	0.53	Ocean Air	Approve Unpaid Leave of Absence for 50% of 2009/2010 due to Shared Contract	
Ulrich, Karen	Adapted Physical Education Teacher	1.00	Various	Approve Increase from 60% to 100% FTE Effective 8/26/09	Replacement

Date: July 13, 2009
 To: Board Members
 From: Darlene Nadlonek
 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
Ambriz, Brittany	Special Education Aide II	0.75	Sycamore Ridge	Approve Resignation Effective 7/24/09	
Anello, Grace	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Angel, Brooke	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Arnold, Allison	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Bales, Jeffrey	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Brizes, Cathleen	Children's Creative Workshop Office Assistant	0.500	Child Care/CCW	Approve Temporary Assignment Effective 6/29/09 to 7/31/09	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Calabrese, Emily	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Chalam, Mangalambal	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Cundiff, Timothy	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Daige, Amber	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Dambacher, Briana	Occupational Therapist	1.00	Various	Approve Assignment Effective 8/26/09	Replacement
Dodd, Sandra	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Doss, Sandra	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Elliot, Kimberly	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Ewing, Thomas	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Faulkner, Chelsea	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Fitzsimmons, Kayla	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Friedman, Barbara	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Giacalone, Delaney	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Graddy, Rachel	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Greenway, Karina	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Hanlon, Tamara	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Hnedak, Sean	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Hundley, Eleanor	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Kaufman, Catharine	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Kremer, Reid	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Krishnan, Lakshmy	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Kuriyama, Leah	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Lambert, Sandra	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Larson, Erik	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Larson, Hannah	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Liu, Andrew	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Luce, Jennifer	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Lyden, Amy	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Magavi, Pooja	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
McLeod, Donald	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
McLeod, Miles	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Mitchell, Erinn	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Morales, Marynez	LVN/Special Education Aide	0.75	Carmel Del Mar	Approve Assignment Effective 8/26/09	Replacement
Nadlonek, Danielle	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Nance, Teri	Children's Creative Workshop Instructor	0.21875	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
O'Connell, John	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Oliva, Mariebelle	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Pacelli, Alexander	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Pacelli, Claire	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Patel, Sasha	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Polterock, Hannah	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Redman, Michael	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Rhoades, Danielle	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Riddle-Herzog, Libbey	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Saunders, Jessica	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Savage, Janice	Children's Creative Workshop Office Assistant	0.500	Child Care/CCW	Approve Temporary Assignment Effective 6/29/09 to 7/31/09	Temporary
Skinner, David	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Skinner, Kara	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Solis, Christina	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Solis, Jessica	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Solis, Teresa	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Spelts, Samantha	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Stevens, Erica	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Stubbs, Cherie	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Stubbs, Timothy	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Symczak, Erika	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Thorne, Kelsey	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Tompkins, Catherine	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Turk, Sarah	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary
Twohy, Susan	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Williams, Regina	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Williams, Sydney	Children's Creative Workshop Instructor	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/6/09 to 7/31/09	Temporary
Yamamoto, Allison	Children's Creative Workshop Aide	0.438	Child Care/CCW	Approve Temporary Assignment Effective 7/1/09 to 7/31/09	Temporary

July 17, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 11.2: Board Approval, Revision of Certificated Management Salary Schedule

Since the last Board meeting on June 24, 2009, the Superintendent has again reviewed increasing the number of workdays but not the per diem rate of pay on the Certificated Management Salary Schedule for two Assistant Superintendent positions (Human Resources and Instructional Services) and Director positions. Increasing workdays in these positions causes all of them to have a lower per diem rate than principals, who have less responsibility. The per diem rate of the Assistant Superintendent of Business Services is currently lower than that of principals. Therefore, it is not the recommendation of the Superintendent to adopt the revision of the Certificated Management Salary Schedule. A more equitable change to the salary schedule would be to leave all management required number of days of work at 220 and increase the number of vacation days of the Assistant Superintendent of Business Services by 4 days to bring the per diem rate for that position into alignment with the other management positions.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent does not recommend approval of revised Certificated Management Salary Schedule

DEL MAR UNION SCHOOL DISTRICT GROUP 5 - CERTIFICATED MANAGEMENT

CERTIFICATED MANAGEMENT SALARY SCHEDULE: Effective
ADOPTED BY BOARD OF TRUSTEES - June 24, 2009

DAYS	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
		ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL
		MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY
		DAILY HOURLY	DAILY HOURLY	DAILY HOURLY	DAILY HOURLY	DAILY HOURLY
224	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
DAILY		482.36	504.32	526.27	547.31	587.54
8 HOURS		60.29	63.04	65.78	68.41	73.44
224	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
DAILY		482.36	504.32	526.27	547.31	587.54
8 HOURS		60.29	63.04	65.78	68.41	73.44
224	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
DAILY		471.00	492.46	513.91	537.03	563.65
8 HOURS		58.88	61.56	64.24	67.13	70.46

The District pays professional dues and provides \$100,000 Additional Term Life Insurance
(total of \$150,000)

RANGE	IDENTIFICATION	SICK	VACATION
		LEAVE	LEAVE
1	Assistant Superintendent, Instructional Services	12 DAYS	0 DAYS
	Assistant Superintendent, Human Resources	12 DAYS	0 DAYS
2	Director of Pupil Services	12 DAYS	0 DAYS
	Director of Technology	12 DAYS	0 DAYS
3	Coordinator of State and Federal Projects	12 DAYS	0 DAYS

July 13, 2009

To: Board Members

From: Michael Casey, Director of Technology

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.3: Board Approval, .5 Assignment, Districtwide ESC Technology Support

Adjustment of ESC staffing allocations and Foundation fundraising has resulted in full time ESC technology positions at seven of eight schools and a .5 FTE technology position at Del Mar Hills Academy.

The District Technology Department recommends funding the remaining .5 of the Del Mar Hills Academy technology position in order to support a number of district initiatives. The district and the technology department are implementing a number of new applications and tools that will require effective professional development for teachers and staff. Without effective training, coaching and monitoring, these new initiatives become at risk of not reaching their full implementation at high levels.

Under the supervision of the Director of Technology this additional .5 FTE will provide professional development for teachers to ensure the success of district technology based initiatives. Under the new staffing guidelines, school sites no longer have ESC technology teachers to provide professional development.

FISCAL IMPACT: Cost – \$47,000, 50% of salary & benefits

Program or Department – Technology Department

Is this a Restricted Program? No

Was this expenditure anticipated in the adopted budget? No

Will this Program or Department be over budget after this expenditure? No. Projects will be delayed until 2010-2011.

July 13, 2009

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *11.4: Approval of Resolution 2009-17 of the Board of Trustees of the Del Mar Union School District to Utilize Temporary Assignment Options for Departmentalized Classes

When a teacher is assigned to a position that requires instruction in a single subject, the teacher must possess a credential that authorizes instruction in that subject. These assignments are technically “departmentalized” assignments. The majority of DMUSD teachers who are assigned to such classes possess the required authorizations for their positions. In a few instances in the District, teachers will be assigned to single subject positions without the necessary credential authorization. The Education Code provides several options to allow the assignment of such individuals to these positions.

Education Code Section 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed twelve semester units, or six upper division or graduate semester units of course work at an accredited institution in the subject that the teacher will be assigned to teach. A resolution to authorize the assignment of teachers under these circumstances must be renewed on an annual basis.

The individuals listed in Resolution 2009-17 meet the requirements of Education Code Section 44256 (b); the Board’s authorization to assign them to the positions listed in the Resolution is hereby requested.

FISCAL IMPACT: There is no direct fiscal impact associated with approval of Resolution 2009-17.

RECOMMENDED: The Superintendent recommends approval of Resolution 2009-17 of the Board of Trustees of the Del Mar Union School District to Utilize Temporary Assignment Options for Departmentalized Classes.

**RESOLUTION 2009-17 OF THE BOARD OF TRUSTEES OF THE DEL MAR UNION
SCHOOL DISTRICT TO UTILIZE TEMPORARY ASSIGNMENT OPTIONS FOR
DEPARTMENTALIZED CLASSES**

WHEREAS, Education Code 44256 (b) allows, by resolution of the governing board, the holder of a Multiple Subject or Standard Elementary Teaching Credential to teach, with his or her consent, any subject in departmentalized classes below grade 9 if the teacher has completed twelve semester units, or six upper division or graduate semester units of course work at an accredited institution, in the subject to be taught; and

WHEREAS, the teachers listed below hold Multiple Subject Credentials; and

WHEREAS, the teachers listed below have been assigned for the 2009-2010 school year to teach the subjects listed in grades K-6; and

<u>Teacher</u>	<u>School</u>	<u>Subject Being Taught</u>
Becky Zebold	Ashley Falls	Science
Linda Dugger	Carmel Del Mar	Science
Tanya Lubomudrov	Ocean Air	Science
Ariella Leeder	Ocean Air	Drama
Honsberger, Michael	Torrey Hills	Technology

WHEREAS, each of these teachers have completed at least twelve (12) semester units overall or six (6) upper division/graduate semester units of coursework in the field they are teaching; and

WHEREAS, the teachers have given their written consent to be assigned to these position:

NOW THEREFORE BE IT RESOLVED by the Governing Board of the Del Mar Union School District that it hereby authorizes the teaching assignments listed above for the 2009-2010 school year, pursuant to the provisions of California Education Code 44256(b) on the 3rd day of September, by the following vote:

PASSED AND ADOPTED by the Governing Board of the Del Mar Union School District at Del Mar, California, on the 22nd Day of July, 2009, by the following vote:

AYES: _____
 NOES: _____
 ABSENT: _____
 ABSTENTIONS: _____

STATE OF CALIFORNIA)
) SS.
 COUNTY OF SAN DIEGO)

I, Stephen McDowell, Clerk of the Governing Board of the Del Mar Union School District of San Diego County California, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by said board at the regularly scheduled and conducted meeting held at the time and place stated, which resolution is on file and of record in the office of said board.

Stephen McDowell, Clerk of the Board of Trustees

July 13, 2009

To: Board of Trustees

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *11.5: Board Approval, Contract Renewal for Lynette Carlson, Coordinator for the DMUSD Preschool Assessment Team

Lynette Carlson retired from employment in the Del Mar Union School District in June 2007. Lynette served the District in the capacity of a Speech and Language Pathologist for many years. As a part of her responsibilities, she coordinated intake procedures for preschool-aged children. Due to her experience with this particular area of responsibility, Lynette developed a significant and unique array of skills that were particularly effective in working with preschool children and their parents. Lynette's retirement from the district left a substantial void in this area of district responsibility.

For the 2008-2009 school year, Lynette served as the assessment team leader for the DMUSD Preschool Assessment Team. Her 2008-2009 contract for 900 hours was approved by the Board on June 25, 2008 of which 885.25 hours were used during the school year. As referrals for the preschool program continue to increase, we anticipate that 900 hours will also be required for the 2009/2010 school year.

The proposed rate of compensation for these services is \$25 per hour, which is the same rate that is paid to certificated bargaining unit members for curriculum writing and other professional duties that do not involve conducting workshops, training or working directly with students.

FISCAL IMPACT: **Cost – \$22,500**
 Program or Department - Special Education
 Is this a Restricted Program – Yes
 Was this expenditure anticipated in the adopted
 budget? Yes
 Will this Program or Department be over budget after
 this expenditure: No

RECOMMENDED: The Superintendent recommends approval of Post-
 Retirement Employment of Lynette Carlson as a
 Coordinator for the DMUSD Preschool
 Assessment Team

July 13, 2009

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *11.6: Approval of Agreement for Speech Language Substitute Services between the Del Mar Union School District and Lynette Carlson

Lynette Carlson has had a special agreement with the Del Mar Union School District since her retirement in 2007 to substitute for speech language pathologists. This agreement consists of compensation of \$145 per day for up to 45 days during a given school year. Normal compensation for a substitute through the Encinitas Consortium is \$90 per day up to 45 days at which time the rate changes to \$100 per day. If Ms. Carlson continues to substitute beyond the 45 day period, the rate of compensation reverts to the standard certificated substitute salary schedule. Due to the difficulty of finding substitute speech language pathologists it is recommended that the special agreement be continued for the 2009/2010 school year.

FISCAL IMPACT: Cost – \$2,475.00
Program or Department – Special Education
Is this a Restricted Program? Yes
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: The Superintendent recommends approval of the agreement for Speech Language Substitute Services between the Del Mar Union School District and Lynette Carlson.

AGREEMENT FOR SPEECH LANGUAGE PATHOLOGIST SUBSTITUTE SERVICES BETWEEN LYNETTE CARLSON AND THE DEL MAR UNION SCHOOL DISTRICT

This agreement is entered into by and between Lynette Carlson and the Del Mar Union School District ("District").

RECITALS

- A. The District desires to retain the services of Lynette Carlson after her retirement at the end of the 2006/07 school year.
- B. Lynette Carlson desires to continue serving as a Speech Language Pathologist on a substitute bases in the 2009/10 school year.

AGREEMENT

NOW, THEREFORE, it is agreed as follows:

1. **Substitute Service:** Lynette Carlson shall provide up to 45 days of speech language pathologist long-term substitute service during the 2009/10 school year on dates mutually agreed upon between the District and Ms. Carlson.
2. **Payment and Benefits:** Lynette Carlson shall be compensated for substitute services for days actually worked. She shall be compensated at the rate of \$145.00 per day for up to 45 days of substitute services as a Speech Language Pathologist during the 2009/10 school year. If Lynette Carlson substitutes for more that 45 days during the 2009/10 school year, beginning with the 46th substitute day, she shall be compensated at the District's regular long-term substitute rate. Lynette Carlson shall be paid monthly in accordance with the District's regular procedures for payment of certificated substitutes. Lynette Carlson shall not accrue seniority, vacation, or sick leave in association with her services under this agreement. Lynette Carlson shall be provided all rights and benefits afforded to long-term substitutes during her service with the district.
3. **State Teacher's Retirement System ("STRS") Requirements:** Lynette Carlson shall be solely responsible for being in compliance with the STRS laws and regulations, particularly those limiting earnings after retirement.
4. **Conditional Option to Renew:** Upon mutual agreement between Lynette Carlson and the District, this Agreement may be renewed on a one (1) year basis for the 2010/11 school year. Lynette Carlson shall notify the Superintendent in writing by April 15, 2010 of her desire to exercise her condition to renew. Lynette Carlson and the Superintendent shall discuss the conditional option to renew, and the Superintendent shall have the final decision-making authority as to whether to renew this Agreement.

5. **Dispute Resolution:** The parties agree that any dispute regarding this Agreement shall be resolved informally, and that the Superintendent shall have the final decision-making authority regarding any dispute.

The parties hereby execute this Agreement which was approved by the Board of Education of the District at its meeting of July 22, 2009.

Dated: _____

Lynette Carlson

Dated: _____

Sharon McClain, Superintendent