

**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.

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1. CALL TO ORDER

Board President White called to order the Open Session of the Regular Board Meeting of the Del Mar Union School District, Board of Trustees, at 5:58 p.m.

PLEDGE OF ALLEGIANCE

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

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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 White.

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 White.

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

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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.

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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 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.

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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

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

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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. She stated 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.

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 whether 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: 4 Members Easton, Perkins, White, Rodriguez

Noes: 1 Member McDowell

Abstain: 0

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

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- 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

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- *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.

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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.

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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

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