

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

Minutes of 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

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

PUBLIC INPUT ON CLOSED SESSION ITEMS:

There was no public comment.

Adjourned to Closed Session at 4:02 p.m.

RECONVENE OPEN SESSION

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

The Board met in Closed Session from 4:05 p.m. to 5:30 p.m. to discuss:

- 1.1 **Conference with Labor Negotiator** (G.C. 54957.6) Agency Designated Representatives: Sharon McClain, Superintendent; 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

REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board approved by a vote of 5-0 to settle a claim brought by student 672195 under state and federal special education laws.

1. CALL TO ORDER

Board President White called to order the Open Session of the Regular Board Meeting of the Del Mar Union School District, Board of Trustees, at 6:10 p.m.

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PLEDGE OF ALLEGIANCE

Superintendent Dr. Sharon McClain, led Board members and guests in the Pledge of Allegiance.

ATTENDEES:

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

Members Absent: (0)

Administrators Present: Sharon McClain, Superintendent
Dena Whittington, Assistant Superintendent, Business Services
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
Darlene Nadlonek, Personnel Technician

Principals Present: Gary Wilson, Principal, Ocean Air

DMUSD Staff Present: Eileen Randall, Donna Kuriyama, Bill Porter, David Skinner, Dana Arnold, Kathy Zack, Linda Mettling, Cinda Peck, Jodi Neilson, Julian Martinez, Ann Hoffman, Cindy Yamate, Michelle Beeson, Karen Holty, Nancy Swanberg

Others Present: Approximately 12+ community members

2. STUDENT RECOGNITION – Student recognition will resume in October 2009.

3. APPROVAL OF AGENDA

Amendments to the Agenda:

Item 8.3 to follow Consent
Item 10.11 to follow Item 8.3

Motion to Approve Agenda, as amended

Motion Rodriguez
Second Perkins
Unanimous

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4. CORRESPONDENCE/COMMUNICATION

4.1 Correspondence

- Letter from Dr. Jerome Pierce regarding the 7/11 District Advisory Committee and potential school closures.

4.2 Public Comment (for items not on the Agenda)

- Dr. Jerome Pierce, DMUSD parent, spoke regarding the 7/11 District Advisory Committee and against closing Ashley Falls School.
- Molly Schneider, DMUSD parent, spoke regarding the 7/11 District Advisory Committee, its formation and the representation of members serving on the committee.

5. REPORTS, RECOGNITIONS AND HEARINGS

5.1 Public Hearing

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

Board President White opened the Public Hearing at 6:20 p.m.

Superintendent McClain and the Board of Trustees acknowledged the cooperative spirit and willingness of the DMCTA and the District's bargaining team for making themselves available during the summer months.

Board President White clarified that the proposal presented was formulated prior to the June 30, 2009 negotiations.

Public Input:

- David Skinner, DMCTA President, clarified that the Board is not intending to revisit the tentative agreement reached on Article 22, Shared Contracts, at the June 30, 2009 negotiations meeting. A tentative agreement of changed to Article 18, Class Size and Article 22, Shared Assignments, is being voted on at this time and will be presented for ratification at a later date.

There being no further discussion, the Public Hearing was closed at 6:25 p.m. by Board President White.

5.2 Report –Update, Enrollment for the 2009/2010 School Year

Director of Pupil Services, Sheila Weinberg, reviewed the monthly enrollment reports presented as of July 16, 2009, which reflect resident students within each

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site's boundaries. Director Weinberg explained the placement process and other factors that are taken into consideration during the process.

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

Mr. Skinner thanked the Board, Superintendent McClain and her assistant, Sherry Forte, for organizing the Interest Based Bargaining negotiations on June 30, 2009. He noted that the DMCTA was pleased with the bargaining model, productivity and the facilitator. The DMCTA is in the process of conducting a ratification vote, which is the first time this has happened during the summer months. Mr. Skinner thanked Darlene Nadlonek, Margaret Mendenhall, Sherry Forte and Cindy Johnson at the District Office for their assistance in making the ratification vote possible. The DMCTA anticipates having the voting process completed by the first week in August and they look forward to continuing their work with the DMUSD.

5.4 **Report – DMSEF, Chris Stevenson, President**

Ms. Chris Stevenson, presented an update on the DMSEF fundraising efforts. In spite of the current economic challenges, the DMSEF is confident the community will continue to show support for the Extended Studies Curriculum. The 2010/2011 fundraising campaign will begin with flyers, banners, posters and brochures designed to raise funds on a districtwide basis. This back to school campaign known as the "Annual Appeal" will end February 15, 2010. A kickoff reception will be held on September 1, 2009 at the Hilton Garden Inn. DMSEF is in the process of recruiting four new board members to balance site representation. On behalf of all eight schools the DMSEF donated \$1,349,543 on April 29; \$31,715 on June 15. Six of the eight schools have met their goals. With the confirmed outstanding corporate matches the remaining two schools will meet their goals. The DMSEF is currently in the process of closing their year-end financials.

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

5.6 **Report – Board Reports/Comments**

Member Perkins: No July report.

Member Rodriguez: No July report.

Member Easton:

- participated in the Interest Based Bargaining session held on June 30, 2009, where both the DMUSD and DMCTA worked collaboratively on the different issues facing the DMUSD.

Member McDowell:

- thanked the Director of Maintenance & Operations, Randy Wheaton, for the opportunity to participate in the emergency preparation program at Sycamore Ridge.

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- thanked Charlene Komosinski, Director of After School Programs, and Bill Porter, Extended School Year Principal, for the great summer programs.
- thanked the Carmel Del Mar staff for his participation in the 6th grade promotion on June 11, 2009.
- expressed his condolences to the family of Eric Leonard a long time Carmel Valley resident who died on July 11, 2009. Mr. Leonard was active in the local PTA, youth sports and school events.

Member White:

- was invited to be interviewed on the KUSI Morning News on July 16 to discuss the 7/11 District Advisory Committee and the possibility of closing a school in the DMUSD.
- recommended the DMUSD community be diligent in obtaining accurate information relative to the work of 7/11 District Advisory Committee. (All documents related to the committee can be found on the District website at www.dmusd.org.)

5.7 **Report – Superintendent’s Report**

Superintendent McClain. . .

- acknowledged and congratulated the After Schools Program Department and the Special Education Department for the wonderful summer programs in the District.
- visited the Technology Workshop at Sycamore Ridge where teachers learned new skills to share in the classroom.
- made a podcast about the 7/11 District Advisory Committee, which will be posted on the website.
- attended the Urban Superintendent’s Association of America Conference in Minneapolis at no expense to the District.
- learned that Governors are working on establishing common core standards including common assessments and materials, which may be internationally benchmarked. Additionally, a system to track student achievement over time will be required.
- learned that the U.S. Legislature is looking into mass inoculation for the swine flu.

6. **APPROVAL OF MINUTES**

Amendment to Minutes of June 25, 2009: Record Board Member’s name of vote on the motion to approve the Agenda.

Motion to approve the Minutes of the following, as amended.

- Special Board Meeting of June 5, 2009
- Special Board Meeting of June 17 2009
- Regular Board Meeting of June 24, 2009

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- Special Board Meeting of June 25, 2009
- Motion** Rodriguez
Second White
Unanimous

6.1 **APPROVAL OF CONSENT ITEMS**

- Motion to approve Consent Items *8.1, *10.1 – *10.9, *11.1 and *11.4 – *11.6
- Motion** McDowell
Second Perkins
Unanimous

Timed for 7:00 p.m.: Item 10.12 was discussed at this time.

Pursuant to amendments to the Agenda, Item 8.3 was discussed at this time.

Pursuant to amendments to the Agenda, Item 10.11 was discussed at this time.

7. **CURRICULUM & INSTRUCTION**

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

Supt. McClain shared that to take the next step with Professional Learning Communities it is important to have individual student assessment data accessible. Data Director is a software program that houses student achievement and demographic data in one place and allows teachers to manipulate the data in any way necessary to be able to plan the best instruction for each individual student as well as track students and groups of students over time.

Coordinator of State and Federal Projects, Katie Shanahan, and Director of Technology, Mike Casey, shared input received from a cross-section of teachers who had an opportunity to view the capabilities of Data Director. The teachers saw value in the ability to: 1) use it in a Student Study Team, 2) have easy access to multiple years of data on every assessment a student has taken, 3) have previous data, including assessment on specific standards.

The Board asked clarifying questions regarding:

- the number of years of history the district would start with
- if teachers will be required to use it
- the program being an additional task for their “to do” list
- introduction and implementation of the program
- how will the change be introduced

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Public Input:

- Karen Holty, DMUSD employee, spoke regarding the possible impact of a new data system on the school offices.

Motion to approve the purchase of Data Director, a Student Assessment Management System

Motion Rodriguez

The motion died for lack of a second.

After further Board discussion, the Board directed staff to gather additional teacher input, which honors collaboration. Discussion on Data Director will continue once the teachers have given their input.

7.2 **2008/2009 Annual Wellness Committee Report**

Tabled to the August 26, 2009 Regular Board meeting due to it missing from the Board Packet.

7.3 **Recommendation for Support to Sites Implementing SPARK PE Program for 2009/2010 School Year**

Tabled to the August 26, 2009 Regular Board meeting due to it missing from the Board Packet.

7.4 **Preschool Enrollment**

Sheila Weinberg, Director of Pupil Services, summarized the five-year preschool enrollment history and the growth in the program.

8. ADMINISTRATION AND POLICY

8.2 **Update, Collaboration Plan Action Team**

Coordinator of State & Federal Projects, Katie Shanahan, presented a summary of the work of the Collaboration Action Team, which was an outcome of the 2008/2009 Strategic Planning.

8.3 **Board Approval, School Site Certificated and Classified Staffing Allocation**

Supt. McClain presented Options A, B, C, D & E, which are representative of 1) Board discussions and input during the May and June 2009 Regular Board Meetings, 2) a cost savings and 3) standardized staffing across the district. The Board discussed and compared Options A & B, based on enrollment and originally presented at the May and June 2009 Board meetings, respectively, with new Options C & D, which fulfill a request to allocate classified staff based on sections

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and staff input. Option E fulfills a request to allow each site the flexibility to decide how to accomplish lowering site costs and staffing.

Supt. McClain also presented a comparison of certificated and classified layoffs, as follows: Layoff of certificated staff, originally at 12.8% was reduced to less than 1% due to fundraising. Combining the May, June and proposed layoffs of classified staff totals 24.8%. Reorganizing district management staff equates to 11.1%.

The Board discussed and asked clarifying questions on the options presented and the proposed and actual layoff percentages for both certificated and classified staff.

Public Input:

- Patrick Lum, DMUSD employee, spoke against reduction of custodial staff.
- Julian Martinez, DMUSD employee, spoke in favor of Option C and the CASBO formula of M & O staffing.
- Christopher Ray, DMUSD employee and parent, spoke in favor of Option C and the CASBO formula of M & O staffing.

After further Board discussion the Board directed staff to:

1. Allocate classified staff based on sections taking into consideration extenuating factors.
2. Establish a minimum requirement of classified staff for each site.
3. Do not impact the opening of the school year.
4. Round the percent of time up and reallocate the resources.
5. Include additional options with slightly modified percentages indicating a 1st choice and 2nd choice.
6. Work to bring proposals back in September or October with changes, if any, to occur in January 2010.
7. Include subtotals by school in the spreadsheets presented.

District staff confirmed that currently 22% of classified staff has been laid off and a 45-day layoff notification is required.

8.4 Board Approval, Departments and Programs for Visitation by Board of Trustees, 2009/2010

The Board determined that Wednesdays are the best day to schedule visits. District staff will present the Board with a schedule at the August 26, 2009 Regular Board Meeting. Recommended departments and programs for visitation are Maintenance and Operations, Child Care, Technology Department, Special Education Preschool, Student Leadership Team Meeting.

Motion to approve Departments and Programs for Visitation by Board of Trustees, 2009/2010

Motion Easton

Second Perkins

Unanimous

8.5 Update, Intradistrict Transfer Requests

Director of Pupil Services, Sheila Weinberg, reported that as of July 14, 2009, the District has received 185 Intradistrict transfer requests and summarized the breakdown of the requests by school.

8.6 Board Approval, Increase in Allocation for Psychologists

Director of Pupil Services, Sheila Weinberg, summarized the many responsibilities of the school psychologists and the critical role they play in providing service to our students, teachers and families. Director Weinberg explained that as the District's enrollment continues to increase, the need for school psychologists does the same, which necessitates an increase in allocation of school psychologists by a .2 position.

Motion to approve Increase in Allocation for Psychologists by a .2 position

Motion Rodriguez

Second Easton

Carried

Ayes: 3 Members Easton, Rodriguez, White

Noes: 2 Members McDowell, Perkins

8.7 First Reading, Job Description, Speech and Language Pathologist Assistant

Director of Pupil Services, Sheila Weinberg, presented the job description for the new position of Speech and Language Pathologist Assistant will assist the District in finding qualified staff to meet the individual needs of students.

10:28 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 Rodriguez

Second Perkins

Unanimous

8.8 First Reading, Revised Job Description for Office/Child Nutrition Services Assistant

The Board directed staff to gather input from the Office Assistants regarding the revised Job Description and present it for a second reading at a future Board meeting.

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

Supt. McClain is proposing new Board Policies and Administrative Regulations regarding Charter Schools due to the District's current BP's and AR's not reflecting the most current laws dealing with Charter Schools. The Board members were asked to review the proposed BP's and AR's and send questions and/or comments to Supt. McClain.

8.10 **Board Approval, Resolution No. 2009-14, Senate Constitutional Amendment 6**

The Board had no discussion or motion regarding Resolution No. 2009-14.

8.11 **Update, 20% Furlough of District Staff from June 29 - July 31, 2009**

This item was tabled from the June 24, 2009 Regular Board Meeting, however, since the time frame for a furlough under Education Code regulations had passed, there was no discussion.

8.12 **Reminder of Upcoming Events**

(Presented for information only.)

9. **OPERATIONS AND FACILITIES**

9.1 **Update, 2009/2010 Staffing Projections**

(Presented for information only.)

10. **BUSINESS AND FINANCE**

10.10 **List of Potential Budget Reductions under Consideration for the 2009/2010 School Year**

There was no need for further Board discussion since the June 24, 2009 Regular Board Meeting.

10.11 **Update, 2009-2010 State Categorical Flexibility**

Assistant Superintendent, Business Services, Dena Whittington, reviewed and responded to Board Member's questions regarding the Categorical Flexibility 2009/2010 Funds and Uses spreadsheet presented.

District staff will present a proposal for the allocation of Categorical Funds to the Board for approval at a future Board meeting.

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10.12 **Board Acceptance of Actuarial Valuation date January 1, 2009 as Prepared by The Epler Company (GASB 45)**

Assistant Superintendent, Business Services, Dena Whittington, introduced Marilyn Jones, Actuary for The Epler Company, who provided the updated valuation for the District. The purpose of the valuation is to estimate the liability associated to health and other benefits of current and future retired employees. The results of the actuarial study will be shared with the Board once completed.

The Board asked clarifying questions relative to the impact of the liabilities on the DMUSD budget, which was a budgeted amount of \$148,000. In recent years, the actual expense of the liability has been less than budgeted.

Motion to approve Acceptance of Actuarial Valuation date January 1, 2009 as Prepared by The Epler Company (GASB 45)

Motion Easton

Second Rodriguez

Unanimous

10.13 **2008/2009 Monthly Budget, Update**

(Presented for information only.)

Assistant Superintendent, Business Services, Dena Whittington stated that not all accruals are entered. The final property tax installment was received and is \$350,000 more than originally budgeted.

10.14 **Update, District Compliance with Imposed Water Conservation**

(Presented for information only.)

11. PERSONNEL

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

Supt. McClain recommended not approving the revised Certificated Management Salary Schedule. The Board directed staff to obtain comparables and bring this item back to the Board in the 2009/2010 school year.

11.3 **Board Approval, .5 Assignment, Districtwide ESC Technology Support**

Director of Technology, Mike Casey, reported that 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. In order to fund the position one existing program will be delayed to support the .5 position.

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Motion to approve .5 Assignment, Districtwide ESC Technology Support

Motion Easton

Second Perkins

Carried

Ayes: Members Easton, McDowell, Perkins, Rodriguez

Noes: Member White

12. ARTICLES OF INTEREST

13. ITEMS FOR THE AUGUST 2009 BOARD MEETING

- Second Reading/Approval, Job Description, Speech and Language Pathologist Assistant
- Second Reading/Approval, New Board Policy/Administrative Regulations 7160: Charter School Facilities
- Approval of Association Memberships and Dues for 2009-2010
- Update, 09/10 Student Enrollment
- Update, 09/10 Certificated Staffing
- Update, Intra/Inter District Transfer Projection
- Sufficiency of Instructional Materials for the 2009/2010 School Year
- Percentage of SIP funds for sites
- Goals & Objectives for 2009/2010
- Update, School-by-school Fundraising, including the risk of receiving corporate matches
- Update, 7/11 DAC
- Update, Hiring of Asst. Supt., Instructional Services and Asst. Supt., Human Resources

14. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 11:00 p.m.

Motion Easton

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

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