



DEL MAR UNION SCHOOL DISTRICT

Board of Trustees Regular Board Meeting

September 30, 2009
Closed Session: 3:30 p.m.
Open Session: 5:40 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-rounded 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 Legal Counsel – Existing Litigation** (Government Code section 54956.9(a); Name of Case: One case)
- 1.2 **Conference with Legal Counsel – Anticipated Litigation** (Government Code section 54956.9(b); Name of Case: One case)
- 1.3 **Conference with Labor Negotiator** (G.C. 54957.6) Agency Designated Representatives: Sharon McClain, Superintendent; Employee Organization: Del Mar California Teachers Association

Adjournment of Closed Session

Motion ____ Second ____ Ayes ____ Nays ____
Time ____

RECONVENE OPEN SESSION (5:40 P.M.)

REPORT OF ACTION TAKEN IN CLOSED SESSION

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
-

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 **Staff Recognition**

Employees of the Month for September 2009:
Ashley Falls – Geraldo Hernandez, Night Custodian
Carmel Del Mar – Lorrie Lewis, Instructional Aide
Del Mar Heights – Dana Arnold, Office Assistant
Del Mar Hills – Carlos Ramirez, School Plant Manager
Ocean Air – Lillian Rutledge, Library Specialist

1

Sage Canyon – Roseann Mirsaidi, Health Tech
Sycamore Ridge – Juan Rios, Night Custodian
Torrey Hills – Terri O'Brien, Library Media Specialist

- | | | |
|-------|---|-------|
| 5.2 | <u>Public Hearing</u>
Public Hearing To Review Resolution 2009-22 Authorizing the Use of June 30, 2009 Restricted Ending Balances and 2009-2010 Categorical Funds | 2 |
| 5.2.1 | <u>Agenda Item 7.4:</u> Board Approval, Resolution 2009-22 Authorizing the Use of June 30, 2009 Restricted Ending Balances and 2009-2010 Categorical Funds
<div style="text-align: right;"><i>Motion</i> ____ <i>Second</i> ____ <i>Ayes</i> ____ <i>Nays</i> ____</div> | 47-62 |
| 5.3 | <u>Report</u>
DMCTA Report: David Skinner, DMCTA President, Carmel Del Mar Teacher | 3 |
| 5.4 | <u>Report</u>
DMSEF Report: Chris Stevenson, DMSEF President | 4 |
| 5.5 | <u>Report</u>
Monthly Staff Development, Travel & Conference Update | 5-6 |
| 5.6 | <u>Report</u>
Opening of School –Site Reports 2009 | 7-19 |
| 5.7 | <u>Report</u>
Results of Spring 2009 Standardized Testing and Accountability Progress Report: Preliminary Academic Performance Index (API) Report • Adequate Yearly Progress (AYP), Katie Shanahan, Coordinator of State & Federal Projects and Holly McClurg, Assistant Superintendent, Instructional Services | 20-30 |
| 5.8 | <u>Report</u>
Board Report/Comments | |
| 5.9 | <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 August 21, 2009
 Minutes of Regular Board Meeting of August 26, 2009
 Minutes of Special Board Meeting of September 1, 2009
 Minutes of Special Board Meeting of September 10, 2009
 Minutes of Special Board Meeting of September 16, 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

- | | | |
|------|---|-------|
| *7.3 | Recommendation for Support to Sites Implementing SPARK PE Program for 2009/2010 School Year | 35-46 |
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Official Agenda, Regular Board Meeting of September 30, 2009

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*8.1 Board Approval, Resolution 2009-21 of the Board of Trustees of the Del Mar Union School District Proclamation Endorsing Red Ribbon Week, October 12-16, 2009	63-64
*8.2 Board Approval, Resolution 2009-23 of the Board of Trustees of the Del Mar Union School District Proclamation Supporting International Walk to School Day on October 7, 2009	65-66
*8.6 Board Approval, Visitation Schedule by Board of Trustees, 2009/2010	97
*8.8 Second Reading & Approval, New Board Policy/Administrative Regulations 7160: Charter School Facilities and Updated Board Policy/Administrative Regulations: 0420.4: Charter Schools	106-133
*8.9 First Reading & Approval, Revised Board Policy 0420: School Plans/Site Councils	134-140
*8.10 Second Reading & Approval, Job Description, Speech and Language Pathologist Assistant	141-143
*8.11 Board Approval, Professional Service Agreements for the Del Mar Union School District After School Enrichment Program	144-145
*10.1 Board Approval and Acceptance of Donations to the Del Mar Union School District	160
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*10.6 Board Approval of Memorandum of Understanding Between Solana Beach School District and the Del Mar Union School District for Student Physical Therapy	171
*10.7 Board Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)	172-173
*10.8 Board Approval of Agreement Between Xerox and the Del Mar Union School District for Copier Upgrade	174
*10.9 Board Approval of Agreement Between the Del Mar Union School District and Gregory Ostrow, M.D.	175
*10.10 Board Approval of Agreement Between the Del Mar Union School District and San Diego Center for Children	176
*10.11 Board Approval of Association Memberships and Dues for 2009-2010	177
*11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status	209-218
*11.6 Board Approval, Updated Job Description, Personnel Technician	234-237
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7.0 CURRICULUM AND INSTRUCTION

7.1 Board Approval, Purchase of Data Director, a Student Assessment Management System	31-33
	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>
7.2 2008/2009 Annual Wellness Committee Report	34
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	<i>Motion ____ Second ____ Ayes ____ Nays ____</i>

8.0 ADMINISTRATION AND POLICY

8.3	Board Approval, Proposal for Restructuring of Cabinet Level Positions for 2009/2010	67-89
	<i>Motion ____Second____Ayes____Nays____</i>	
8.4	2009/2010 Student Enrollment and Certificated Staffing	90-94
8.5	Update, 2009/2010 Intradistrict Transfer Requests	95-96
8.7	Board Approval, Proposal: District Strategic Plan Report with Recommendations for 2009/2010 School Year based on Data and Evaluation	98-105
	<i>Motion ____Second____Ayes____Nays____</i>	
8.12	Board Approval, Resolution No. 2009-14, Senate Constitutional Amendment 6	146-148
	<i>Motion ____Second____Ayes____Nays____</i>	
8.13	Discussion, California School Boards Association Annual Conference, December 3-5, 2009, San Diego Convention Center	149
8.14	First Reading, New Board Policy 6145.8 Assemblies and Special Events	150-151
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9.0 OPERATIONS AND FACILITIES

9.1	Update, Child Care Facility at Ocean Air and District Office Facility, Frisco White	154
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	<i>Motion ____Second____Ayes____Nays____</i>	
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	<i>Motion ____Second____Ayes____Nays____</i>	
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9.5	Board Discussion/Direction, Joint Use Ownership & Provisions, Construction Funds, Funds Currently Collected	159
	<i>Motion ____Second____Ayes____Nays____</i>	

10.0 BUSINESS AND FINANCE

10.12	2009/2010 San Diego County Office of Education Oversight Letter Regarding the 2009/2010 Adopted Budget	178-182
10.13	Update, Fundraising for 2009-2010 ESC Staffing	183-185
10.14	Update, Federal Stimulus Funds	186-188
10.15	Update, 2009/2010 Monthly Budget	189-201
10.16	List of Potential Budget Reductions under Consideration for the 2009/2010 School Year	202-208

11.0 PERSONNEL

11.2	Board Approval, Recruit & Hire a Computer Repair Technician	219
	<i>Motion ____Second____Ayes____Nays____</i>	

11.3 Board Approval, K/1 Combination Class Support
Motion ____ *Second* ____ *Ayes* ____ *Nays* ____

11.4 First Reading/Board Approval, New Job Description, Coordinator of Human Resources 221-225
Motion ____ *Second* ____ *Ayes* ____ *Nays* ____

11.5 First Reading/Board Approval, Updated Job Description, Director of Maintenance and Operations 226-233
Motion ____ *Second* ____ *Ayes* ____ *Nays* ____

12.0 ARTICLES OF INTEREST

None.

13.0 ITEMS FOR OCTOBER 30, 2009 BOARD MEETING

- Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for July 1 – September 30, 2009
- First Reading, 2010-2011 School Year Calendar
- Board Approval, 2009/2010 Proposed School Site Classified Staffing Allocation
- Second Reading & Approval, Revised Job Description for Office/Child Nutrition Services Assistant

ADJOURNMENT OF MEETING..... *Motion* ____ *Second* ____ *Ayes* ____ *Nays* ____

_____ Time

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

Minutes of Special Board Meeting

August 21, 2009
1:00 p.m.

Del Mar Hills Academy
14085 Mango Drive, 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: None

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White, called the meeting to order at 1:15 p.m.

Motion to Approve the Agenda

Motion Perkins

Second Easton

Unanimous

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

The Board adjourned to Closed Session at 1:16 p.m. to discuss the following:

3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Title: Superintendent/Board of Trustees (G.C. 54957)

The Board reconvened into Open Session at 3:07 p.m.

4. **REPORT OUT OF CLOSED SESSION**

The Board took no action in Closed Session.

5. ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 3:08 p.m.

Motion McDowell

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

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

Minutes of Regular Board Meeting

August 26, 2009

Closed Session: 4:30 p.m.

Open Session: 5:40 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 4:34 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 4:34 to 5:40 p.m. to discuss:

- 1.1 **Public Employee Appointment/Employment:** Title: Assistant Superintendent, Instructional Services & Human Resources (G.C. 54957)
- 1.2 **Conference with Legal Counsel – Existing Litigation** (Government Code section 54956.9(a); Name of Case: One case
- 1.3 **Conference with Legal Counsel – Anticipated Litigation** (Government Code section 54956.9(b); Name of Case: One case
- 1.4 **Conference with Labor Negotiator** (G.C. 54957.6) Agency Designated Representatives: Sharon McClain, Superintendent; Employee Organization: Del Mar California Teachers Association

REPORT OF ACTION TAKEN IN CLOSED SESSION:

The Board approved the appointment of Holly McClurg, Assistant Superintendent, Instructional Services.

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 6:09 p.m.

Official Minutes, Regular Board Meeting • August 26, 2009

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

PLEDGE OF ALLEGIANCE

David Skinner, DMCTA President, 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: None

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
Charlene Komosinski, Director of Child Care/After School Programs
Katie Shanahan, Coordinator State & Federal Projects
Darlene Nadlonek, Personnel Technician

Principals Present: Gary Wilson, Ocean Air
Peg LaRose, Sage Canyon
Ryan Stanley, Assistant Principal, Sage Canyon
Emily Disney, Sycamore Ridge

DMUSD Staff Present: Ann Hoffman, Cindy Yamate, Eileen Randall

Others Present: Approximately 96+ community members were present.

2. STUDENT RECOGNITION –

2.1 2009/2010 Schedule of Student Recognition
For information only.

3. APPROVAL OF AGENDA

Amendments to the Agenda:

Move item 7.5 before 7.2

Move Section 10 to before Section 7

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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 Perkins

Second Easton
Unanimous

4. CORRESPONDENCE/COMMUNICATION

4.1 Correspondence

- None

4.2 Public Comment (for items not on the Agenda)

- None

5. REPORTS, RECOGNITIONS AND HEARINGS

5.1 Public Hearing

Public Hearing To Review Resolution No. 2009-18 Regarding the Sufficiency of Instructional Materials for the 2009/2010 School Year, as Required by Education Code Section 6011

Board President White opened the Public Hearing at 6:16 p.m.

There were no comments from the public.

There being no further discussion, the Public Hearing was closed at 6:17 p.m. by Board President White.

5.1.1 Board Approval, Resolution 2009-18 of the Board of Trustees of the Del Mar Union School District Regarding the Sufficiency of Instructional Materials for the 2009/2010 School Year

Motion to approve Resolution 2009-18 of the Board of Trustees of the Del Mar Union School District Regarding the Sufficiency of Instructional Materials for the 2009/2010 School Year

Motion Easton

Second Rodriguez
Unanimous

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

DMUSD teachers are looking forward to the new school year. DMCTA looks forward to the leadership of Holly McClurg, Assistant Superintendent, Instructional Services. Mr. Skinner thanked Sheila Weinberg, Director of Pupil Services, for the hard work and dedication in the placement of students in the district. He also thanked

Superintendent McClain for the Welcome Back Coffee Social/Meeting and for taking the time to recognize both classified and certificated employees for their years of service.

5.3 DMSEF Report: Chris Stevenson, DMSEF President

The kickoff for the 2010/2011 fundraising campaigns begins on Monday, August 31 with the back to school brochures going home with students. The Foundation Kickoff Reception will be held on Tuesday, September 1. The DMSEF, with the assistance of the site PTAs, is planning a phone-a-thon in early November. Three new board members, two from Ocean Air and one from Torrey Hills, have been added to the DMSEF Board. The DMSEF Independent audit will begin Friday, August 28, 2009. Ms. Stevenson reported that seven schools have met their goals with the eighth school meeting their goal once all the corporate matches have been received.

5.4 Report – Monthly Staff Development, Travel & Conference Update

(Presented for information only.)

5.5 Report – Board Reports/Comments

Member Perkins:

- attended a meeting with Ocean Air Principal Gary Wilson, and the Ocean Air Park & Rec. Board to discuss Ocean Air's need for after school child care facilities.
- met with the City of San Diego Park & Rec. Department regarding possible agreements that may be entered into.
- attended the Welcome Back Meeting.

Member Rodriguez:

- attended the Welcome Back Meeting and expressed her appreciation to Supt. McClain and staff for the event.

Member Easton:

- attended the Welcome Back Meeting and expressed her appreciation to Supt. McClain and staff for the event.
- attended the monthly DMSEF meeting and encouraged the Board to attend the Kickoff on Tuesday, September 1, 2009.

Member McDowell:

- No August report.

Member White:

- welcomed everyone and expressed appreciation to Supt. McClain and staff for the Welcome Back Meeting.
- attended the 35th Anniversary of the Torrey Pines Association celebration at Del Mar Heights School to celebrate the Torrey Pines Park and the successful resolution of the fence, security and park access issues at Del Mar Heights.
- acknowledged the 2008/2009 retirees Janet Bernard, Assistant Superintendent, Curriculum & Instruction; Ron Mick, School Plant Manager; Sandra Nelson, 5th

grade teacher; Yvonne Sansom, 5th gr. teacher,,Rodger Smith, Director of Human Resources/Facilities Planning for the many years of service to the DMUSD.

5.6 Report – Superintendent’s Report

Superintendent McClain:

- attended the 35th Anniversary of the Torrey Pines Association celebration at Del Mar Heights School.
- presented an update of the H1N1 virus precautions taking place in the district.
- visited the Apple headquarters in Cupertino, along with several others, to learn about the options the district has in educating students in the 21st century. Sage Canyon School Assistant Principal Ryan Stanley reported on his impressions of the visit.
- visited sites on August 25, to share in the Professional Development Day focusing on implementation of the new math adoption materials.
- reported that the 2008/2009 6th grade camp fee exceeded the donations received and that the suggested donation will increase for the 2009/2010 school year.
- invited Director of Technology, Mike Casey, to report on the Institute of Technology offered in the district this summer , which was attended by 15 DMUSD teachers.
- invited Ocean Air Principal, Gary Wilson, to report on the opening of the pathway through the park to provide student access.

6. APPROVAL OF MINUTES

Amendments to Minutes of the Regular Board Meeting of July 22, 2009:

Add DMUSD staff and others present.

Write the Minutes in the same order as the Agenda with the addition of a note in the Minutes at the point when an item was actually discussed stating *Pursuant to amendments to the Agenda, Item___ was discussed at this time.*

Motion to approve the Minutes of the following:

- Minutes of Special Board Meeting of July 22, 2009
- Minutes of Regular Board Meeting of July 22, 2009, as amended.
- Minutes of Special Board Meeting of August 7, 2009
- Minutes of Special Board Meeting of August 14, 2009

Motion Perkins

Second Easton

Unanimous

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

6.1 APPROVAL OF CONSENT ITEMS

Motion to approve Consent Items *7.1, *8.1, *10.1 – *10.5 and *11.1

Motion Rodriguez

Second Easton

Unanimous

Pursuant to amendments to the Agenda, Items 10.6-10.9 were discussed at this point.

Pursuant to amendments to the Agenda, Item 7.5 was discussed at this point.

7. **CURRICULUM & INSTRUCTION**

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

Tabled to the Regular Board Meeting of September 30, 2009.

7.3 2008/2009 Annual Wellness Committee Report

Tabled to the Regular Board Meeting of September 30, 2009.

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

Tabled to the Regular Board Meeting of September 30, 2009.

7.5 Special Education Preschool Report

PUBLIC COMMENT

- Jennifer Fulston DMUSD nurse, spoke in favor of the special education preschool.
- Beth Westburg, spoke against the development of a special education preschool at this time.

Dr. Sharon McClain, Superintendent, presented an improved delivery model for a Special Education Preschool to be located at a school site. A discussion on facilities for the preschool will be held at a Special Board Meeting.

The Board members were asked to individually email questions to Supt. McClain for discussion at a future Board meeting.

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

7.6 Board Approval, Recommendation for Allocation of Categorical Funding

Tabled to a future Board meeting.

8. ADMINISTRATION AND POLICY

8.1 Board Approval, Proposal for Restructuring of Cabinet Level Positions for 2009/2010

Tabled to the Regular Board Meeting of September 30, 2009.

8.2 Update, 2009/2010 Student Enrollment and Certificated Staffing

Tabled to the Regular Board Meeting of September 30, 2009.

8.3 Second Reading & Approval, Job Description, Speech and Language Pathologist Assistant

Tabled to the Regular Board Meeting of September 30, 2009.

Timed for 7:30 p.m.

8.4 Update, 7/11 District Advisory Committee

Dr. Sharon McClain, Superintendent, introduced Gayle Wayne, facilitator of the 7/11 Committee. Mrs. Wayne presented an overview of the committee's work and their progress to date. The presentation and discussion by the Board included the criteria to be considered; the process to be used; the consensus findings of the committee; the proposals reviewed to date, which included three options; and the committee's next steps.

Motion to extend the amount of time to accommodate all speakers.

Motion Easton

Second Perkins

Unanimous

PUBLIC COMMENT

- Jennifer Fry, spoke regarding the change in demographics in the Ashley Falls School neighborhood.
- Heidi Niehart, spoke of the legal challenges in closing Ashley Falls.
- David Skinner, DMCTA President, spoke of the impact the reduced budget is having in the classroom.
- Amy Caterina, spoke against closing a school.

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- Vicki Hutchison, spoke against closing a school east of Interstate 5.
- Kerry Traylor, spoke about the administrative aspects of the 7/11 Committee.
- Douglas Rafner, spoke against closing Ashley Falls School.
- Jill MacDonald, spoke in favor of keeping open spaces at Del Mar Hills Academy and Del Mar Heights.
- Deanna Rich, spoke in favor of keeping green space available for children.
- Jackie Remick, spoke against closing Ashley Falls School.
- Craig Sherman, spoke against closing Ashley Falls School.
- Tom Kulleher, spoke against closing Ashley Falls School.
- Wendy Maron, spoke against closing Ashley Falls School.

The Board asked clarifying questions regarding the 7/11 Committee information posted on the website. Board directed staff and the 7/11 Committee to audio tape the meetings, to schedule some meetings in the evening, and to post Agendas, Minutes and backup materials on the web.

The Board directed the committee, as follows:

- to take into consideration the usage of green space in the proposals.
- to move all departments currently located at 225 9th St. together to a new facility.
- finding 22 classrooms for a preschool is not mandatory.

The Board asked clarifying questions about the impact of Mello Roos, Community Facility Districts, and the joint usage with the City of San Diego at some of the school sites.

PUBLIC COMMENT

- Deborah Munspark, spoke regarding conflicting demographic information.

The Board stated that the first priority is a combination of operational costs based on enrollment and improvement of the District's financial stability as well as the impact on students, families and the community. The Board indicated that it would be beneficial to have two to four proposals to consider.

10:27 p.m.

Motion to extend the meeting to 11:00 p.m.

Motion Rodriguez

Second Perkins

Unanimous

8.5 Information, Visitation Schedule by Board of Trustees, 2009/2010

Tabled to the Regular Board Meeting of September 30, 2009.

8.6 Board Approval, Proposal: District Strategic Plan Report with Recommendations for 2009/2010 School Year based on Data and Evaluation

Tabled to the Regular Board Meeting of September 30, 2009.

8.8 Reminder of Upcoming Events
(Presented for information only.)

9. OPERATIONS AND FACILITIES

10. BUSINESS AND FINANCE

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

Assistant Superintendent, Business Services, Dena Whittington, presented the updated list of potential budget reductions. The classified staffing ratios will be presented for Board action in September.

The Board directed staff to highlight revisions and date updated documents.

10.7 Update, 2009/2010 Monthly Budget
(For information only.)

Assistant Superintendent, Business Services, Dena Whittington, reported on the budget update reflecting transactions through the month of July. The first interim report, which will be as of October 31, 2009, will be presented to the Board in December.

10.8 Update on Fundraising for 2009-2010 ESC Staffing

Assistant Superintendent, Business Services, Dena Whittington, presented a detailed list of fundraising by school site. Assist. Supt. Whittington responded to clarifying questions by the Board. The Board requested information on corporate matches, any need for changes to the overall structure, and recommendations on staffing with the goal of hiring based on dollars received not dollars anticipated.

The Board requested an updated report at the September 30, 2009 Regular Board Meeting showing which schools had funds still outstanding.

10.9 Board Approval, 2008-2009 Unaudited Actuals

Assistant Superintendent, Business Services, Dena Whittington presented an overview of the Unaudited Actuals Financial Reports and responded to clarifying questions from the Board.

Motion to approve 2008-2009 Unaudited Actuals

Motion McDowell

Second Easton

Unanimous

11. PERSONNEL

11.2 Board Approval, Recommendation for employment: Assistant Superintendent, Instructional Services/Assistant Superintendent Human Resources

In Closed Session the Board approved the appointment of Holly McClurg, Assistant Superintendent, Instructional Services, in Closed Session.

11.3 Board Approval, Recruit & Hire a Computer Repair Technician

Tabled to the Regular Board Meeting of September 30, 2009.

11.4 First Reading, New Job Description, Coordinator of Human Resources

Tabled to the Regular Board Meeting of September 30, 2009.

11.5 First Reading, Updated Job Description, Director of Maintenance and Operations

Tabled to the Regular Board Meeting of September 30, 2009.

11.6 First Reading, Updated Job Description, Personnel Technician

Tabled to the Regular Board Meeting of September 30, 2009.

11.7 Second Reading and Approval, Administrative Assistant, Business Services, Maintenance & Operations and Child Nutrition

Tabled to the Regular Board Meeting of September 30, 2009.

Official Minutes, Regular Board Meeting • August 26, 2009

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

11.8 Board Approval, Resolution 2009-20 of the Board of Trustees of the Del Mar Union School District to Utilize Temporary Assignment Options for Departmentalized Classes

Darlene Nadlonek, Personnel Technician, presented Resolution 2009-20 for its annual approval. By resolution of the governing board, Education Code Section 44256 (b) allows a teacher with a Multiple Subject or Standard Elementary Teaching Credential to teach a subject in departmentalized classes if the teacher has completed the required units of course work in the subject that the teacher will be assigned to teach.

Motion to approve Resolution 2009-20 of the Board of Trustees of the Del Mar Union School District to Utilize Temporary Assignment Options for Departmentalized Classes

Motion Easton

Second McDowell

Unanimous

12. ARTICLES OF INTEREST

There were no articles of interest.

13. ITEMS FOR THE SEPTEMBER 30, 2009 BOARD MEETING

- Board Approval, Resolution 2009-__ of the Board of Trustees of the Del Mar Union School District Proclamation Supporting International Walk to School Day on October 7, 2009
- Board Approval, Resolution 2009-__ of the Board of Trustees of the Del Mar Union School District Proclamation Endorsing Red Ribbon Week, October 12-16, 2009
- Report: Opening of School –Site Reports 2009
- Report: Opening of School Enrollment Report 2009
- Update, 09-10 Strategic Planning
- Report on Results of Spring 2009 Standardized Testing
- Update, Frisco White, Child Care Facility at Ocean Air
- Board Approval of the North Coastal Consortium for Special Education (NCCSE) Community Advisory Committee Representatives
- Second Reading & Approval, Revised Job Description for Office/Child Nutrition Services Assistant
- Second Reading & Approval, New Board Policy/Administrative Regulations 7160: Charter School Facilities and Updated Board Policy/Administrative Regulations: 0420.4: Charter Schools
- Board Approval, Resolution No. 2009-14, Senate Constitutional Amendment 6

Official Minutes, Regular Board Meeting • August 26, 2009

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

- Tabled items 7.2, 7.3, 7.4, 7.6, 8.1, 8.2, 8.3, 8.5, 8.6, 11.3, 11.4, 11.5, 11.6, 11.7 from the August 26, 2009 Regular Board Meeting Agenda

ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 11:06 p.m.

Motion Easton

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

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

Minutes of Special Board Meeting

September 1, 2009
5:00 p.m.

Torrey Hills School
10830 Calle Mar de Mariposa
San Diego, CA 92130

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

DMUSD Staff: Dr. Sharon McClain, Superintendent
Katie Shanahan, Coordinator of State & Federal Projects
Wendy Wardlow, Principal, Del Mar Heights School
Gary Wilson, Principal, Ocean Air School
Karen Holty, Administrative Assistant, Ocean Air School

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White, called the meeting to order at 5:05 p.m.

Amendments to the Agenda:

Item 2 to follow Item 3

Motion to Approve the Agenda

Motion Perkins

Second Easton

Unanimous

Per Amendment to the Agenda, Item 3 was discussed prior to Item 2.

2. **BOARD APPROVAL, RESOLUTION 2009-22 AUTHORIZING THE USE OF JUNE 30, 2009 RESTRICTED ENDING BALANCES AND 2009-2010 CATEGORICAL FUNDS**

The Board discussed revisions to the Resolution.

Motion to Approve Resolution 2009-22 Authorizing the Use of June 30, 2009 Restricted Ending Balances and 2009-2010 Categorical Funds with the following revisions:

- Remove the words "Library Materials and Education Technology, Gifted and Talented Education" from paragraph 2. The new paragraph will read:

“Whereas the Del Mar Union School District wishes to retain the intended purposes of and partially fund, the School Improvement Program (SIP), Instructional Materials Fund, Professional Development Block Grant, and the English Language Acquisition Program.”

Motion Easton
Second White
Unanimous

3. BOARD APPROVAL, RECOMMENDATION FOR ALLOCATION OF CATEGORICAL FUNDING

The Board reviewed and discussed Exhibit 1, Categorical Flexibility of 2009-2010 Funds and Uses. Mr. Gary Wilson, Principal of Ocean Air School spoke in favor of the recommendation to approve a 75%/25% split of School Improvement funds between sites and district of \$174,092. He presented the Board with his current School Improvement Plan for information. Wendy Wardlow, Principal of Del Mar Heights School, also spoke in favor of the 75%/25% split as did Torrey Hills Principal, Susan Paul.

Motion to Approve the Categorical Flexibility 2009-2010 Funds and Uses with the following revisions:

- Remove Data Director Software (\$32,000). Staff was directed to bring the proposal to a future Board meeting.
- Remove \$10,000 in Gifted and Talented Education testing. Staff was directed to bring another proposal to the Board at a future meeting.

Motion Rodriguez
Second White
Unanimous

The Board stated that the removal of the \$10,000 in GATE testing funding does not reflect a lack of interest in the GATE program on the part of the Board.

The Board directed the Superintendent to:

- Inform Principals that the portion of SIP funding allocated to sites in the 2010/2011 school year may be less.
- Bring Board Policy 0420, School Plans/Site Councils, regarding restrictions on funding for School Improvement Programs to the Board at a special Board Meeting in mid-September (as yet undetermined) to review the restriction of spending not more than 30% SIP funding for personnel.
- Report on the fiscal impact of making these fiscal revisions.

4. ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 6:30 p.m.

Motion McDowell

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

September 10, 2009
7:30 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

DMUSD Staff: None

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White, called the meeting to order at 7:48 p.m.

Motion to Approve the Agenda

Motion Easton

Second Perkins

Unanimous

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

The Board adjourned to Closed Session at 7:50 p.m. to discuss the following:

3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Title: Superintendent/Board of Trustees (G.C. 54957)

The Board reconvened into Open Session at 9:59 p.m.

4. **REPORT OUT OF CLOSED SESSION**

Board President White reported no action was taken in Closed Session.

5. ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 10:00 p.m.

Motion Rodriguez

Second White

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

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

Minutes of Special Board Meeting

September 16, 2009
10:00 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: Dr. Sharon McClain, Superintendent
Dena Whittington, Assistant Superintendent, Business Services

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President White, called the meeting to order at 10:12 a.m.

Motion to Approve the Agenda

Motion Easton

Second White

Unanimous

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

The Board adjourned to Closed Session at 10:13 a.m. to discuss the following:

3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Title: Superintendent/Board of Trustees (G.C. 54957)
4. **CONFERENCE WITH LABOR NEGOTIATOR** (G.C. 54957.6) Agency Designated Representatives: Dr. Sharon McClain, Superintendent; Employee Organization: Del Mar California Teachers Association

The Board reconvened into Open Session at 1:42 p.m.

5. REPORT OUT OF CLOSED SESSION

Board President White reported no action was taken in Closed Session.

6. ADJOURNMENT

There being no further business to come before the Board, there was a
Motion to Adjourn at 1:43 p.m.

Motion White

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

September 22, 2009

To: Board Members

From: Sharon McClain

Subject: Staff Recognition – Employees of the Month

Jake's Del Mar is continuing its support of our educational program by honoring staff members each month who are recognized by their site or department as "Employees of the Month." Jake's provides honorees with a \$40.00 gift certificate.

Employees of the Month for September are:

Ashley Falls	Geraldo Hernandez, Night Custodian
Carmel Del Mar	Lorrie Lewis, Instructional Aide
Del Mar Heights	Dana Arnold, Office Assistant
Del Mar Hills	Carlos Ramirez, School Plant Manager
Ocean Air	Lillian Rutledge, Library Specialist
Sage Canyon	Roseann Mirsaidi, Health Tech
Sycamore Ridge	Juan Rios, Night Custodian
Torrey Hills	Terri O'Brien, Library Media Specialist

RECOMMENDED: For Information Only; No Action is Required.

September 25, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.2: Public Hearing To Review Resolution 2009-22
Authorizing the Use of June 30, 2009 Restricted Ending Balances
and 2009-2010 Categorical Funds

This Public Hearing is conducted for the purpose of hearing from the public prior to the consideration and possible adoption of Resolution 2009-22 Authorizing the Use of June 30, 2009 Restricted Ending Balances and 2009-2010 Categorical Funds.

Public Hearing Procedure:

- Hearing Opened at ____ P.M. by Board President White
- Public Comments
- Hearing Closed at ____ P.M. by Board President White

September 25, 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.

September 25, 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.

September 22, 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: September 17, 2009

[illegible]

September 23, 200

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 5.6: Opening of 2008/2009 School Year, Site Reports

Congratulations to the principals, staff members, students, and parents on a smooth opening of the 2009/2010 school year.

Each principal has prepared a brief written report on the opening of the 2009/2010 school year at their site for the Board Packet.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.



Ashley Falls

A California Distinguished School

13030 Ashley Falls Drive, San Diego, CA 92130
Phone: 858.259.7812 Fax: 858.259.1828 Website: www.dmusd.org/falls

Goals 2009-2010

To: DMUSD Board of Trustees and Dr. Sharon McClain
From: Shelley Petersen
Date: September 4, 2009
Re: Board report on the opening of school at Ashley Falls

Opening Enrollment: 476 students, Kindergarten – Sixth Grade

New certificated teachers and classified aides to our site include the following:



Nancy Goodman
2nd Grade Teacher
(from Del Mar Hills)



Michelle Beeson
Music Teacher
(from Del Mar Heights)



Cinda Peck
Music Teacher
(from Carmel Del Mar)



Haley Perez
RSP Teacher
(New to Del Mar)



Bree Dambacher
OT
(New to Del Mar)



Gina DeStefano
RSP Aide
(from Torrey Hills)

On the Friday prior to the start of the new school year, Ashley Falls held a School-wide Back to School Visitation. All students in kindergarten through sixth grade had an opportunity to visit the school, view class lists, and make a brief visit to their classroom to meet their teacher. The day was a huge success for both staff and students. It was such a pleasure to see all the students, many just arriving back in town from vacation! The Welcome Back Visits contributed to an excellent opening with a very smooth first day of school.

Ashley Falls opened the 2009-2010 school year with the addition of a K/1 blended classroom and a 2/3 blended classroom and a total enrollment of 476 students. Twenty-four new families, some from as far away as Spain and Korea, were welcomed to our school. The annual 'Boo Hoo' breakfast was well attended by parents of kindergarten students as well as families new to the Ashley Falls and the community.

Back to School Night was well attended. Each teacher or team gave two presentations to accommodate parents with more than one child. Fifteen minutes prior to classroom presentations, parents were treated to an iMovie featuring students on the first day of school, new staff members and messages from the Principal, DMSEF President, Chris Stevenson, DMSEF Board member, Matt Zevin and PTA President, Jeanette Nichols.

It's going to be another outstanding year at Ashley Falls!!

Focus Areas for 2009-2010

- Continued development of our school-wide social climate goal
- Successful implementation of our newly adopted mathematics program
- Continued development and PLC collaboration focused on differentiated learning opportunities supporting students with differing learning styles and at all academic levels

Carmel Del Mar School

Back to School Report 2009-2010

Opening Enrollment: 418

New Teachers:

Elena Vesquez – Speech

Tamarie Lang – Classroom Aide

Bill Porter – 5th Grade

Opening Week of School

The Carmel Del Mar staff began the opening day with a school-wide assembly. The purpose was to welcome new students and staff members with the traditional CDM Cheer Song, share exciting school-wide events, and celebrate the beginning of the 2009-2010 school year.

The first week of school at CDM was filled with energy and excitement as we began the teaching and learning process. The teaching staff deserves a lot of credit for their hard work and dedication in planning for the new year. Teachers are also busy preparing for Back to School Night, when parents will learn grade level curriculum and expectations for the school year. Back to School Night is a wonderful opportunity to begin building relationships with new families, and welcoming back our returning families. Throughout the 2009-2010 school year, the CDM staff is committed to maintaining a positive school climate, while establishing a clear focus on the ultimate goal of teaching – to improve learning for all students!



A GLOBAL VILLAGE

Here's Looking at Del Mar Heights 2009 – 2010

Our School Community:

- 445 students (261 boys and 184 girls)
- 88 new students (60 kindergarteners and 28 in grades 1 – 6)
- Languages spoken other than English include: Arabic, Bengali, Cantonese, Farsi, French, German, Hebrew, Japanese, Korean, Mandarin, Punjabi, Russian, Somali, Spanish, Swedish, Turkish, Telugu, Turkish, Urdu and Vietnamese
- Our Global Village is comprised of: 1 American Indian, 20 African American, 11 Asian Indian, 305 Caucasian, 43 Chinese, 6 Filipino, 1 Guamanian, 2 Native Hawaiian, 25 Hispanic, 12 Japanese, 11 Korean, 2 "Other Asian", and 6 Vietnamese students

Our Staff:

- Kindergarten – Amanda Barman and Alison Catilus (team), Melissa Brame and Gina Williams (team), Tracy Polivka
- First Grade – Susie Lampe, Andy Smith, Teresa Solis
- Second Grade – Cindy Ralston, Paige Rollins, Nicki Waldal, Courtney Wildman
- Third Grade – Carol Faulkner, Colleen Gaines, Tiffany Kinney
- Fourth Grade – Jenn Fletcher, Dorothy Waite
- Fifth Grade – Eileen Graddy, Kelly Vietro
- Sixth Grade – Stefani Mazepa, Mark Riley, Louwana Spetter (5/6)
- Extended Studies – Michelle Beeson, Jacque Folgner, Gail Moran, Ian Phillip, Linda Tucker, Mary ZoBell
- Special Education – Kate Anderson, Catherine Barnette, Rubabi Bashir, Juanita Belasco, Don Birkett, Michelle Chambers, Robbie Elliott, Stepanie Hall, Marla Hernandez, Rachel Johnson, Sasha Kukulj, Donna Kuriyama, Wanda Lipinczyk, Debbie Meister, Peggy Moore, Debbie Rolls
- Administrative Services – Dana Arnold, Tracy Berger, Rudy Hernandez, Jeff Thaden, Wendy Wardlow, Kathy Zack
- After School Child Care – Krissi Bittner, Jessica Petterson, John So, Syd Williams, Leslie Yanagihara

"At Del Mar Heights we think the world of our children and bring the world to our children's fingertips."

Del Mar Hills Academy

Back to School Report 2009-2010

The Great Day

The first day of school at The Hills was astounding! The air was filled with excitement as kinders arrived for their first school experience. They were shining stars who were dressed with smiles in their finest attire as they were delivered hand-in-hand with their parents. Sixth graders proudly entered as the reigning students. Teachers eagerly awaited their new students at their front doors with warmth and tenderness.

The hope of a new beginning permeated everyone's expression through smiles and laughter. As the children walked through the classroom doors, parents breathed a sigh of relief and with a few tears. I thought what a great beginning. However, there was more to come as parents filed into the PAC for the "Boo Hoo Breakfast." The room filled with adults celebrating and conversing about their children, their summer and their lives. Again, smiles and laughter were abundant.

As students departed for the day, I asked as many as I could how their first day went. With those crooked smiles, and without exception, they said it was great. One little boy even said that if he had a great day, his mom and he were going to celebrate. That is the way the day felt – like a celebration.

It was the first great day of many great days to come at The Hills!

Ocean Air School

Back to School Report 2009-2010

Welcome back to the beginning of our third year in one America's finest schools. I hope your summer was restful and you are charged up for another great school year. I am so proud of the learning opportunities for kids, and the school activities we've already planned for the 2009/2010 school year. We can truly celebrate our many past accomplishments in the last two years, and look forward to more educational growth and challenges ahead in all aspects of our school community.

The City of San Diego has opened the pathway between the west side of our boundaries and Ocean Air for students to walk and ride their bikes to and from school starting the first day of instruction. Our District paid the cost of the temporary fence between the park gate and the school until the park opens in November. The City wants to protect the grass and surrounding plantings so that they are established before the park opens to the public.

A special welcome to our new staff members for this school year. Be sure and introduce yourself to them when you are walking around our campus:

- **Mrs. Sandra Duclo**, our new 3rd grade Teacher comes to us from Del Mar Hills. She was hired 12 years ago by our Principal, Gary Wilson.
- **Mr. A.J. Pearce**, our new Plant Manager, comes from 12 years at Del Mar Hills. He also was hired by Gary Wilson.
- **Mrs. Christine Rinaldi-Williams**, teaching 1st grade comes to us from Sycamore Ridge, and Ashley Falls Schools. She has taught 1st grade and other grades in the DMUSD for 11 years.
- **Mrs. Sophia DeSantis**, another new 1st. grade teacher comes to us from Del Mar Hills. Mr. Wilson had the privilege to hire her over 9 years ago. She also has Special Ed background as an RSP teacher at the Hills.
- **Mrs. Leandra Kalt** will be teaching 4th grade this year and comes from Sage Canyon, Ashley Falls, and Del Mar Hills. Mr. Wilson hired Leandra over 12 years ago.
- **Mrs. Debbie Kelly** will be teaching in a shared contract with Mrs. Persidok in Kindergarten for this year. She has taught in our District at Del Mar Heights and Torrey Hills. She also worked with Mr. Wilson when he was the Principal of Torrey Hills.

- **Mrs. Rebecca Jones** will be teaching 5th Grade this year and comes to us from CDM. She has been in the District for the past 7 years and has emerged as a great facilitator and team player.
- **Miss Kyle Kinsman** will be working again this year as a teacher in 2nd Grade. Last year she served as a long-term substitute for Mrs. Bakhtar, who was on maternity leave. Miss Kinsman will continue in this position until Mrs. Bakhtar returns. Miss Kinsman also served as a student teacher in our school last year in 1st and 6th Grade.
- **Mrs. Lori Smiley**, will be our District Nurse this year. She has been a Nurse in the District for the past 15 years. Mr. Wilson worked with Lori when he was the Principal at Del Mar Hills 8 years ago.
- **Mrs. Patty Johnson**, our new Instructional Aide comes to us from Sycamore Ridge. We are fortunate to have Patty working with our Special Education students each day.
- **Mr. Tien Nguien**, our new Night Custodian, will be working the night shift cleaning our school daily.

The Ocean Air Educational Community is a collaborative and dynamic partnership between the students, parents, teachers, and staff. I applaud this relationship and observe daily how powerful it can be when everyone is working and playing together.

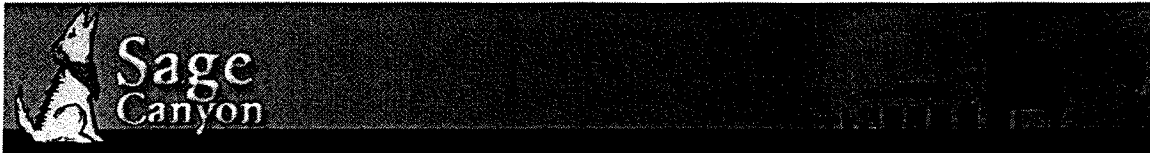
From Spirit Dress-up days, to Red Ribbon Week, to Lunchtime clubs, to PTA events, we work and play so well together. Our PTA, DAD'S CLUB, SCHOOL SITE COUNCIL, STRATEGIC PLANNING TEAMS, STUDY BUDDIES PROGRAM, EVERYONE A READER, ACADEMIC LEARNING PROGRAM, LUNCH TIME CLUBS, STUDENT COUNCIL, and many other groups work each year to serve the needs of our kids. I am proud to be a part of this special team, and thank each and every one of you for your part in making Ocean Air an academic powerhouse where kids come first.

If you are new to our school, I welcome you to Ocean Air School, and ask that you support us with your time, talents, and donations to enhance our many wonderful programs. In the past two years, our parents, staff, students, and community have worked to build a solid relationship based on trust, and working to make the best decisions for all of our students. My gratitude goes out to our School Site Council and the PTA Board Members, as they have been the guiding force in the life of our school, supporting curriculum, spending our School Improvement funds wisely,

and planning activities that support our enriched programs. I also want to thank the Ocean Air parents, staff, and community for raising over \$245,000 last spring to reinstate our Music, Art, Technology, Science, PE, Gate, and Drama teachers that will serve all our students for this school year.

If you would like to serve on our School Site Council this year, please submit a paragraph stating why you would like to serve on the Council, and provide a short autobiographical paragraph for our ballot. The paragraphs are due to the office no later than Wednesday, September 9, 2009. We will then create a ballot for election of three new representatives to join our current members. The first School Site Council Meeting is on Thursday, September 17, at 2:45p.m. in the Library.

I also want to thank Mr. Mario Manzano, Mrs. Betsy Mackey, Mrs. Pamela McDonnell, and Mrs. Pam Baldwin, Mrs. Lillian Rutledge, Mrs. Monica Tech, and Miss Danielle Roche for their two years of service on our School Site Council. They have assisted us in making the big decisions over the past two years, and helped to open our new school. I'm sure we will see them around working in many capacities to assist students, staff, and our great school. Mr. Mario Manzano also is our Valet representative that has been out in front of our school for the past two years, helping us get kids out of their cars in the morning. If you would like to help, call Mr. Wilson here at school, or stop by the office. We would welcome your assistance in helping to keep kids safe one day a week or more before school.



Opening Week Highlights

On Monday, August 31, the Sage Canyon staff was enthusiastically greeted by the smiling faces of 762 students and families. In all, 34 classrooms were quickly filled with inquisitive minds ready to delve into a new year of learning. Kindergarten orientation and new student tours welcomed Sage Canyon's newest students and families, and helped them settle into their new surroundings. Families new and old expressed their delight to be members of the Sage Canyon and Del Mar Union School District community.

During July and August the Sage Canyon campus was abuzz with a comprehensive deep cleaning and a myriad of maintenance projects that included a slurry seal and repainting of the parking lot and playgrounds, new carpet in all classrooms, refreshed landscaping in front of the school and repair and painting of the playground ball walls. Hats off to our day custodian John Graciano for his attention to detail and commitment to ensuring that our children have a safe, clean, and beautiful learning environment.

Thanks are also in order to the Sage Canyon PTA and the Del Mar Schools Educational Foundation for their commitment and monetary support for teaching and learning. The PTA gifts to school include seven new computers for our primary computer lab and the Playground Partners program provided by the Encinitas YMCA every Tuesday and Thursday during lunch recess. Through the generous support of the foundation, our ESC program remains intact with programming for students in art, music, technology, science, and physical education.

Over the summer, several changes were made to adjust staffing based on changing enrollment patterns at the various grade levels. Susan Garfein will now be a member of the second grade team and former fourth grade teacher, Michele Chavez, will be joining the Kindergarten team as a full time Kindergarten teacher.

Additionally, we would like to welcome one new addition to the Sage Canyon staff and one returning staff member. As you read their biographies, I know that you will immediately recognize the individual and collective strengths and resources that they bring to the Sage Canyon staff.

Shauna Friedemann

Shauna is returning to Sage Canyon after a one-year leave of absence. During her leave last year, Shauna served as a Distinguished Teacher in Residence at Cal

State San Marcos teaching future educators. Prior to her leave, Shauna taught at Sage Canyon since the school's opening in September 2000. Shauna is known for her nurturing and challenging classroom environment and her expertise in Language Arts. She has been an author and trainer for many writing projects at the San Diego County Office of Education. Shauna is thrilled to be back at Sage Canyon and is excited to be teaching a blended 4/5 class this year.

Kelly Hadland

While Kelly is the newest member of the Sage Canyon staff, she is a familiar face to many students and families. Kelly became a part of the Sage Canyon family in the spring of 2008 while completing her student teaching with Sarah Raskin in third grade and Linda Newquist in Kindergarten. She spent the entire 08-09 school year serving as a long-term substitute in fifth grade for Maria Schwab and Michelle Turnbull while they were out on extended maternity leaves. Kelly is a graduate of UCSD and is overjoyed to become a contracted teacher at Sage Canyon working with the fifth grade team.

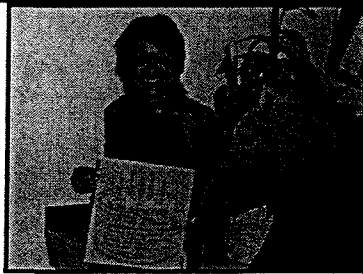
We look forward to working together with our community to ensure another great year of learning!



Emily Disney, Principal

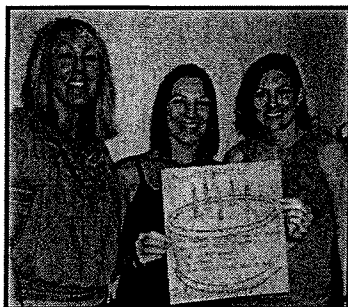
5333 Old Carmel Valley Road * San Diego, CA 92130 * tel: 858.755.1060 * fax: 858.755.1258 * www.dmusd.org

Happy 5th Birthday Sycamore Ridge School!



Ms. Disney, Principal

The first day of the 2009-2010 school year was filled with excitement as we welcomed 400 (K-6) graders and 55 Special Needs Preschoolers to our campus. Our entire school community is excited about providing an enriched curriculum in the areas of art, music, science, technology and PE this school year. Our students want to thank all who have made contributions to our ESC program! Additionally, a preschool staff of 25 teachers and paraprofessionals deliver the special needs program for the 3-5 year olds on our campus. During one of our Back to School meetings, all of the Stallion Staff declared our commitment to making a difference this school year.



Kindergarten Team



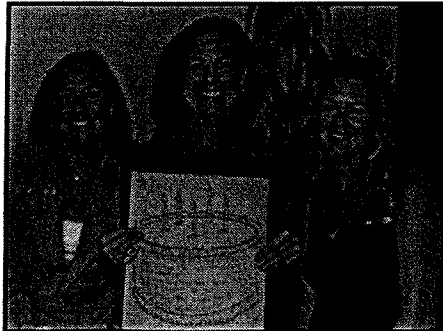
1st Grade Team



2nd Grade Team



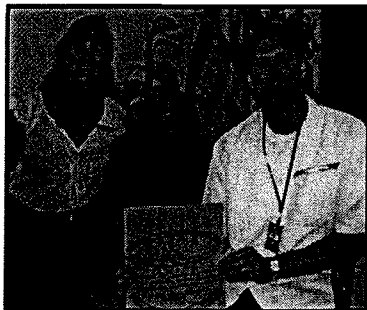
3rd Grade Team



4th Grade Team



5th Grade Team



6th Grade Team



ESC Team



RSP Team



Ms. Carcamo's Team



Ms. Bocanegra's Team



Ms. Stocker's Team



Ms. Addenbrooke's Team

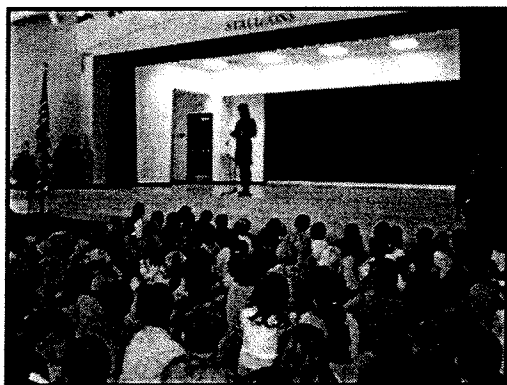


Preschool Speak Team



Office/Support Staff

Day one began with a “Boo-Hoo Breakfast” sponsored by the PTA. We shared and shed happy tears with the Kindergarten parents as they learned about the Kindergarten schedule and program. An all school assembly to introduce students to Stallion staff members and Extended Studies Specialists followed our relationship-building event. The purpose of the assembly was also aimed at providing important school wide information and behavioral guidelines.

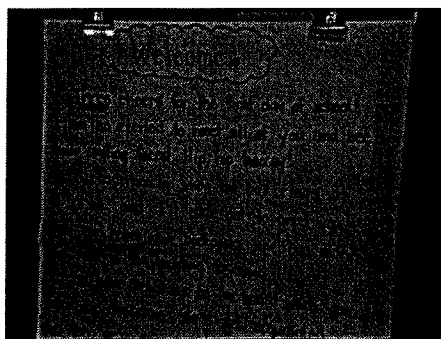
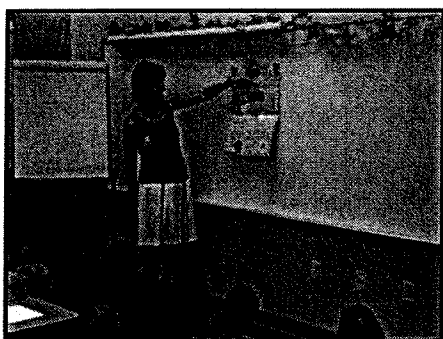


All School Assembly



Boo Hoo Breakfast for Kindergarten Parents

Enthusiasm and optimism filled the air on opening day of the 2009-2010 school year. We look forward to a productive and exciting year ahead!



Torrey Hills School

Back to School Report 2009-2010

September 1, 2009

At 7:45 A.M. on August 31, 2009 the Torrey Hills School campus was buzzing with the happy anticipation of 655 students eager to meet their new teachers and reconnect with friends.

On the Friday before school opened, the Kindergarten teachers greeted 105 new students into the five classes. Our new student orientation and tour was well attended, welcoming students and their parents from many parts of the world. Several families commented on our beautiful facilities and expressed pleasant surprise that in addition to a rich general classroom curriculum, their children would receive supplemental enrichment experiences in Art, Music, Technology, Science, Physical Education, and Academic Enrichment.

After a busy and exciting school opening students, teachers, parents, and the principal exclaimed, "It was a great day at Torrey Hills!"

September 30, 2009

To: Board Members

From: Katie Shanahan, Coordinator, State and Federal Programs

Through: Sharon McClain, Superintendent

Subject: Agenda Item 5.7: Report on the Results of the 2009 STAR Testing

The Standardized Testing and Reporting (STAR) Program was mandated by the California State Department of Education in 1997, and has been specifically aligned to meet the requirements of the federal *No Child Left Behind Act*. Each spring the California testing program is administered statewide to all students, grades 2-11, including special education students and limited or non-English speaking students. The STAR program's components are:

1. California Standards Test (CST), grades 2-6
2. California Alternative Performance Assessment (CAPA), grades 2-6
3. California Modified Assessment (CMA), grades 2-6
4. Standards-Based Test in Spanish (STS), grades 2-6
5. California English Language Development Test (CELDT), grades K-6

STAR Data Analysis

Performance data from the California Standards Test indicate that DMUSD students continue to demonstrate strong learning of the state academic standards. Overall, the longitudinal data shows that student achievement continues to be on a steady path of improvement. Performance highlights for 2009 include all sites meeting the NCLB Adequate Yearly Progress goals at all grade levels. The District also met all AYP goals. The District scored higher than the County of San Diego and the State of California in all areas: English Language Arts, Math and Science. The Del Mar Union School District once again exceeded all state and federal accountability requirements in 2009.

FISCAL IMPACT: **Cost** – The cost of the test administration is reimbursed by the State.
 Program or Department – Curriculum
 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.

2009 STAR REPORT

Presented to the Del Mar Union School
District Board of Trustees



September 30, 2009

Holly McClurg

Assistant Superintendent, Instructional Services

Katie Shanahan

Coordinator, State and Federal Projects

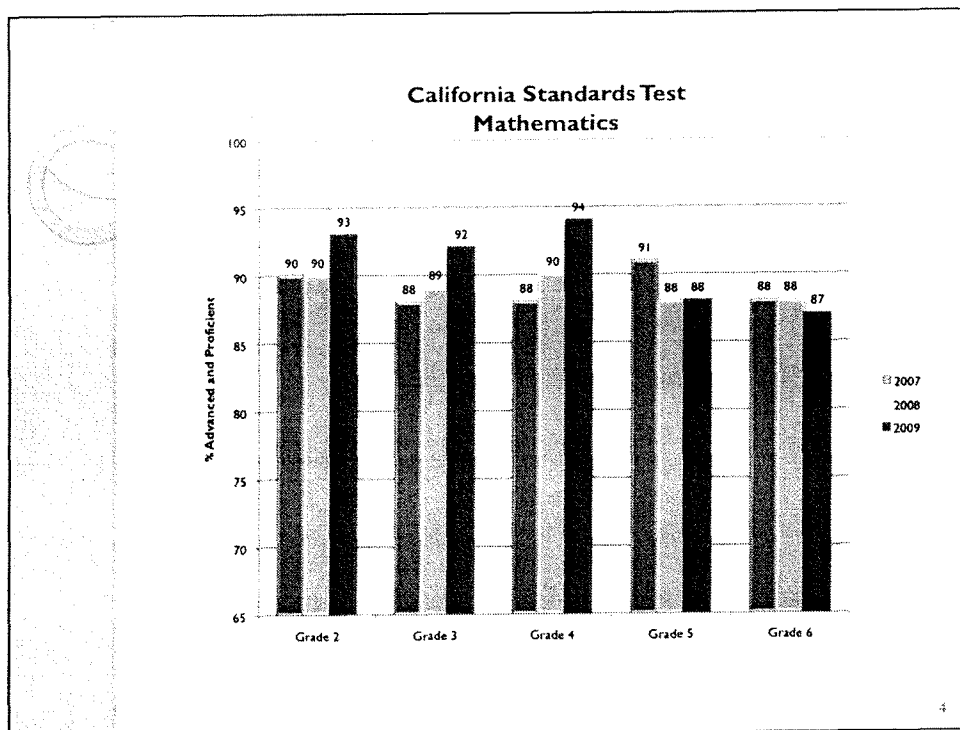
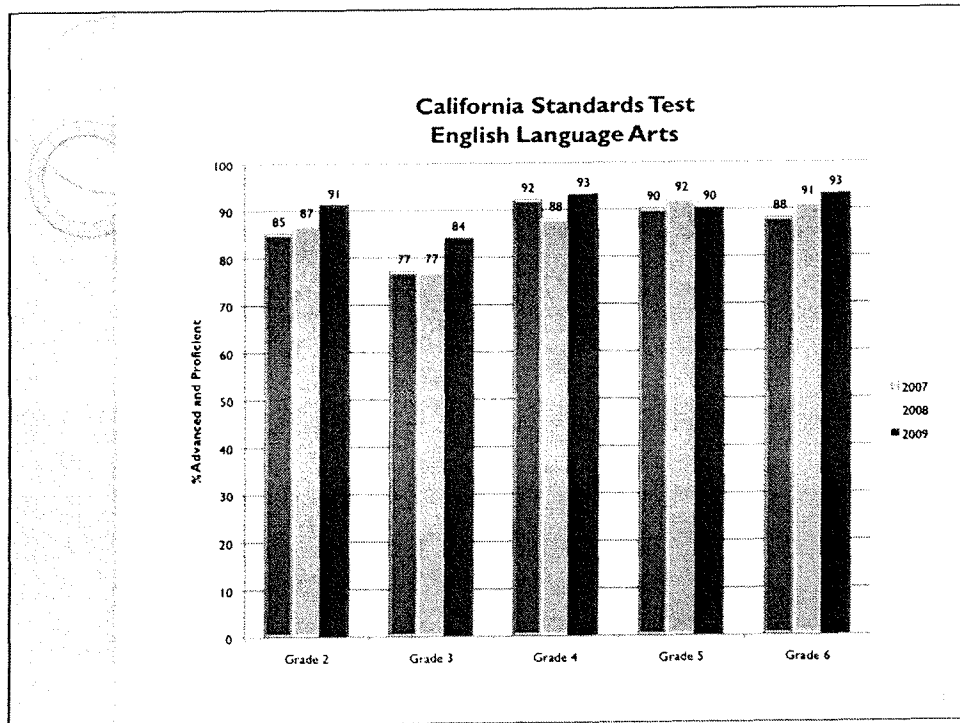
STANDARDIZED TESTING AND REPORTING (STAR): California Standards Test (CST)

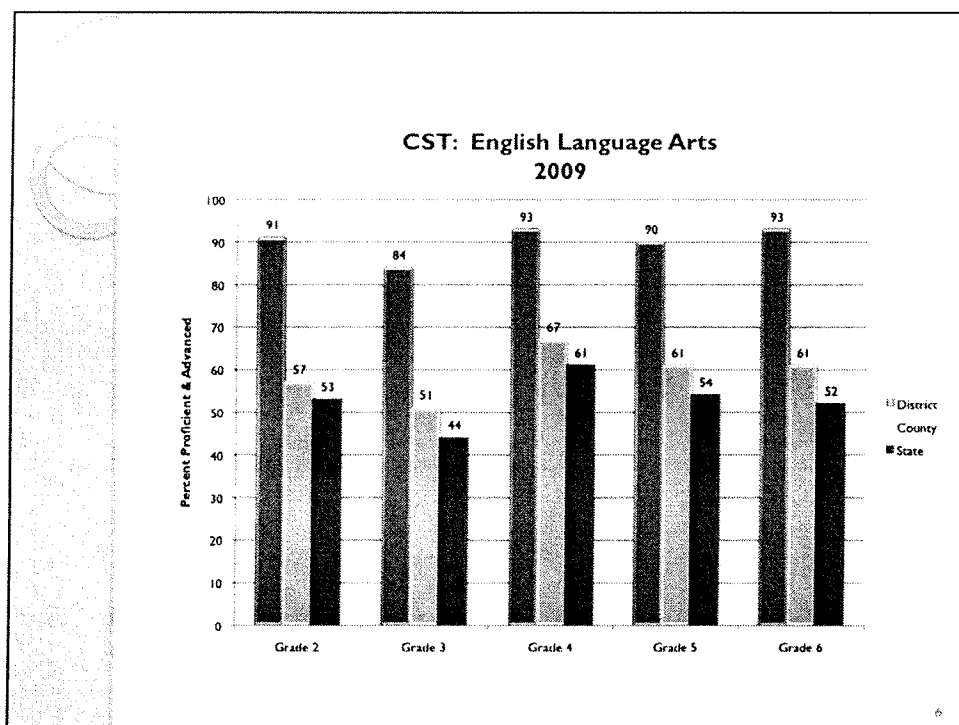
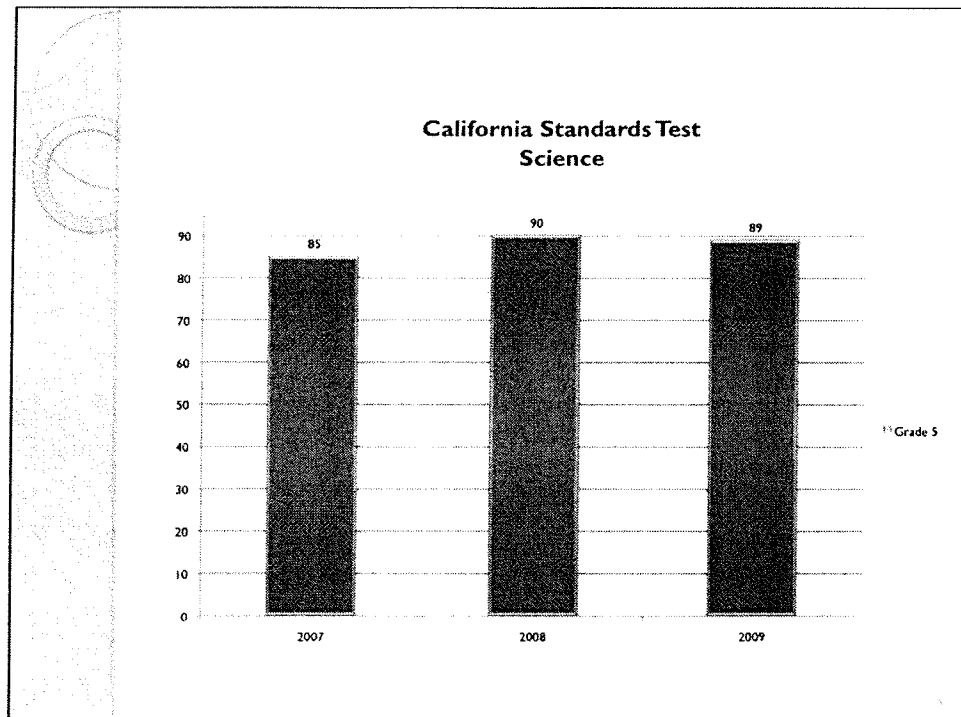
Purpose

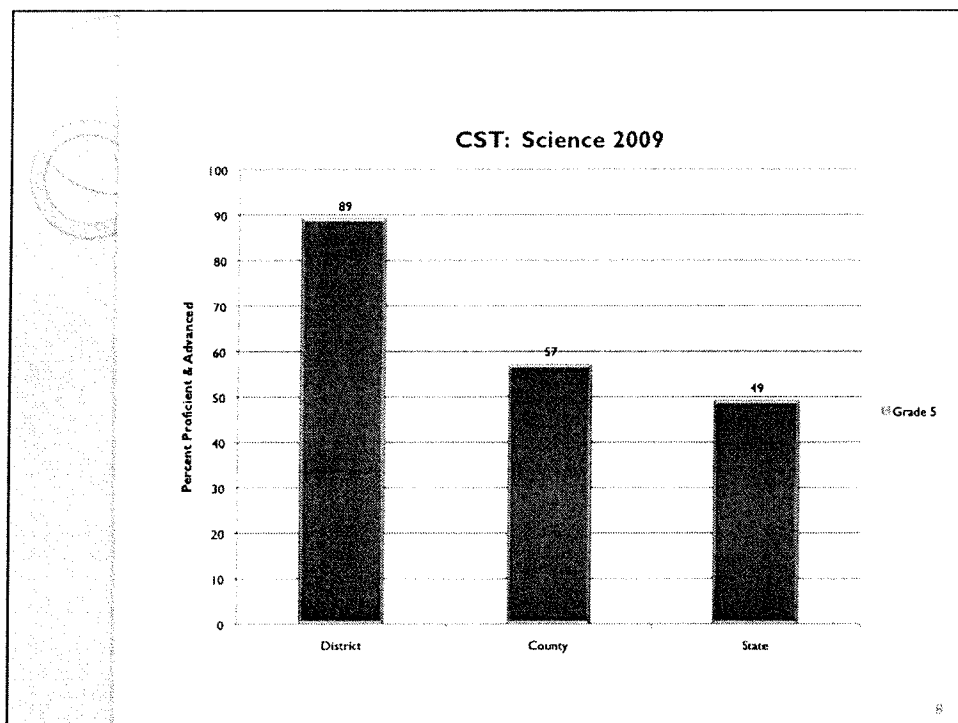
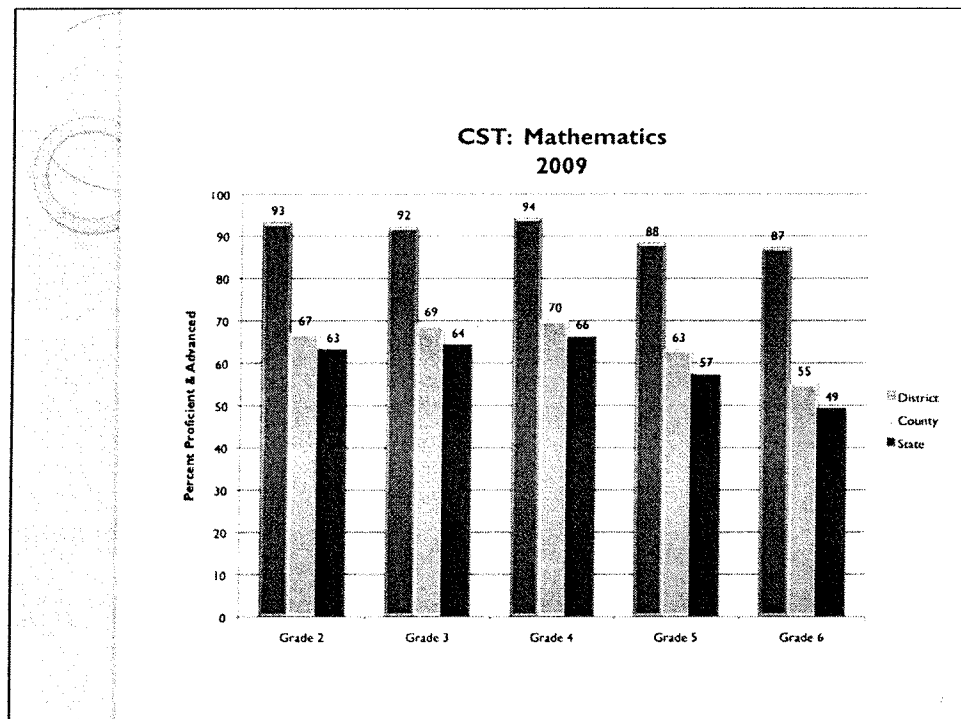
Assesses students on California's content standards

Reporting

- Five performance levels: Advanced, Proficient, Basic, Below Basic, Far Below Basic
- Target = Proficient or Advanced
- % Proficient/advanced by grade, subject, and subgroups







Student Achievement Accountability Progress Reporting

API

AYP

Academic Performance
Index

Adequate Yearly
Progress

State Accountability
Requirement

Federal Accountability
Requirement

CST is a factor

CST is a factor

K-6 Indicators: Academic Performance Index

DMUSD	2006-2007		2007-2008		2008-2009	
	API	+/-	API	+/-	API	+/-
All students	947	+8	948	+2	960	+16
Asian	989	+7	985	-3	994	+13
Hispanic	839	+44	873	+20	881	+7
White	945	+6	943	0	954	+15
English Learners			880	+28	924	+44
With Disabilities	824	+65	837	+19	855	+36



Adequate Yearly Progress Federal Accountability Requirement

- NCLB Goal: 100% of students will be proficient in English Language Arts and Mathematics by the 2013-2014 school year
- Criteria includes:
 - Student participation rate for STAR
 - Percent proficient on CST
 - API target

All subgroups must meet the criteria.

Minimum Requirements to Meet 2009 AYP

	<u>REQ'D</u>	<u>DMUSD</u>
• Participation Rate	95%	100%
• Percent Proficient in English Language Arts	46.0%	91%
• Percent Proficient in Mathematics	47.5%	90.8%
• Academic Performance Index	650	960

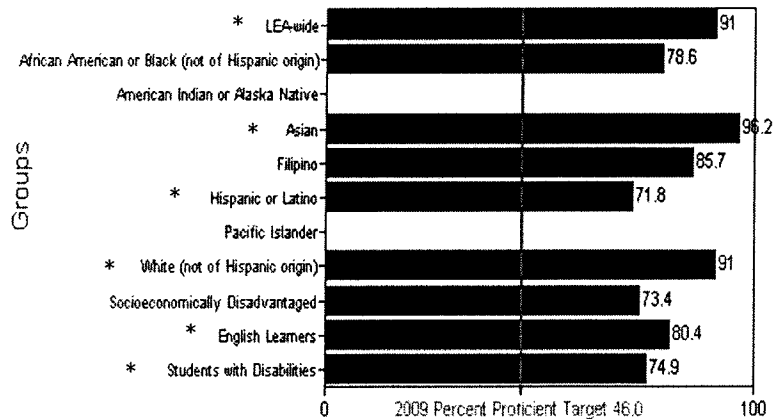
DMUSD 2009 Subgroups (100 or more students)

- Asian
- Hispanic or Latino
- White (not of Hispanic origin)
- English Learners
- Students with Disabilities

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2009 AYP: English Language Arts

English-Language Arts - Percent At or Above Proficient

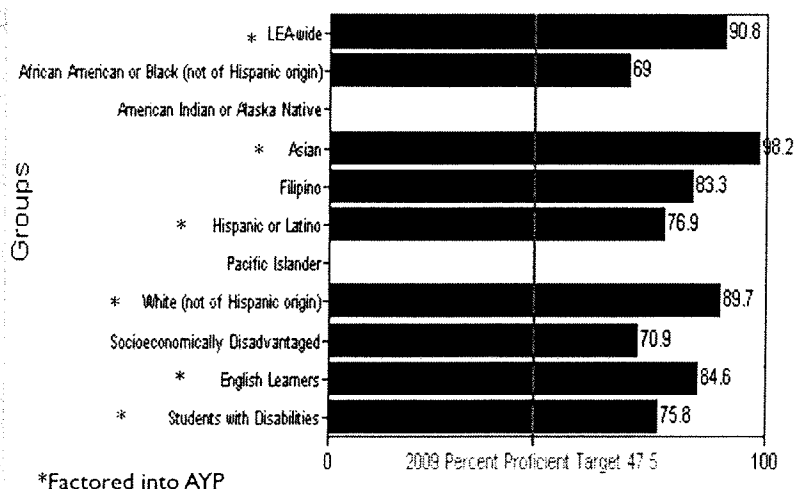


*Factored into AYP

14

2009 AYP: Mathematics

Mathematics - Percent At or Above Proficient

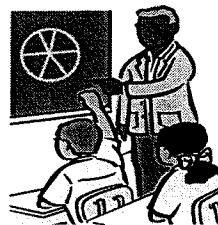


Concluding Points

- District-wide, students performing proficient or advanced in ELA increased from 88% in 2008 to 91% in 2009.
- District-wide, students performing proficient or advanced in Math increased from 89% in 2008 to 91% in 2009.
- The percentage of students performing at the advanced level increased in 9 of 11 areas.

What's next?

- ◆ Use data from multiple sources to inform instructional decisions
- ◆ Identify continuous improvement strategies
- ◆ Challenge all students with appropriate, rigorous learning opportunities
- ◆ Plan for intervention
- ◆ Utilize teacher expertise



September 22, 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

As requested, more teacher input has been solicited concerning the purchase of Data Director. Mr. Bill Porter, former BTSA Coordinator, is working on his doctoral dissertation, which focuses on data driven instruction. He contacted all teachers in the district via e-mail to ask them to comment on the program. He has compiled the responses in preparation for a report at this meeting.

The remaining funds of the one-time Ed Tech Block Grant are recommended to be used for this purchase.

FISCAL IMPACT: **Cost:** \$ 24,597 plus \$5,700 for 3 days of staff training
 Program or Department: Curriculum and Instruction
 Is this a restricted program? Yes (Categorical flexibility)
 Was this expenditure anticipated in the adopted budget?
 No
 Will the program or department be over budget after this expenditure? No

RECOMMENDATION: The Superintendent recommends approval for purchase of *Data Director*, a Student Data and Assessment Management System.

From: Bill Porter, District BTSA Mentor/5th grade teacher

To: Sharon McClain, Superintendent
Mike Casey, Director of Technology
Katie Shanahan, Coordinator of State and Federal Programs

Subject: Certificated Teacher input on Data Director

As a current doctoral student at the University of California, San Diego (UCSD)/California State University, San Marcos (CSUSM) studying educational leadership with an emphasis on social justice issues, I became very intrigued with the possibility that the Del Mar Union School District (DMUSD) was considering purchasing a student data management system.

The focus of my dissertation study will be *The Role of Leadership in Developing and Sustaining Collective Efficacy in a Professional Learning Community (PLC)*. As you are aware, an effective and progressive professional learning community gathers data systematically because data is an important and integral element regarding how best to analyze effective pedagogy as well as how best to hone in and identify areas of concern regarding both teacher instructional and student learning needs.

It is for this reason I asked permission to gather input from the DMUSD certificated staff regarding their thoughts and understanding of the Data Director program the district is currently considering purchasing. My role and desire was an independently made choice without input from the Board of Trustees, District Office, or DMCTA. The following information is based on my email survey sent out to approximately 300 certificated non-management staff:

Survey Message and Question:

"I am writing you to share my excitement and to seek your input regarding a Student Data Management System that the District is interested in purchasing to help teachers manage student data use over time such as, common formative and summative assessments, California Standards Test (CST) results, report card data, attendance trends, and disciplinary trends etc.

During the last two board meetings, the Board of Trustees was reluctant to move forward on this without getting input from teachers. I am sending this email as your colleague without any prompting from the district, DMCTA, or the Board of Trustees.

The program the district is interested in is called Data Director. It has an initial cost of \$25,000 to \$30,000 with an annual fee of \$5 to \$6 per student. Both the purchase cost and the annual cost is .0005% or significantly less than 1% of the district's annual operating budget.

I am enrolled in a doctoral program in Educational Leadership at UCSD currently studying data driven decision-making (DDDM) and how the process of data use and analysis can significantly improve the performance results of students. DDDM can make a good district great or a great district such as ours, into one of the best in the state and nation.

Once purchased, the technology department and Katie Shanahan, DMUSD's Coordinator of State and Federal Programs, will load current available "trailing" data such as CSTs, Report Card Data, etc. and then train us in scanning/loading future "leading" data such as grade-level common formative and summative assessments etc.

To review information on Data Director, please link to the following webpage:

<http://www.datadirector.com/>

What I need from you:

Could you please email me your confidential input on whether you would be willing to help move the DMUSD forward by using Data Director? Please also provide any other thoughts you might have on this topic. I would like to go to the Board of Trustees at the next board meeting to provide perspective from the teachers.

Best regards,

Bill Porter
District BTSA Mentor/5th Grade, CDM
Del Mar Union School District

Survey Responses:

Potential Survey Responses: 300

Survey Responses Received: 47

Survey Response Percentage: 15.5 %

Statistical Responses Regarding Data Director:

Yes: 58%

No: 42%

Based on some of the qualitative input provided in the survey responses, more teachers who responded negatively to the survey question regarding Data Director would in fact feel differently about purchasing and implementing the Data Director program at this time but their responses reflected an uneasiness regarding implementing something new due to the current district situation concerning the budget, class size increases, and the pressing need of implementing the newly adopted math curriculum.

Solution:

1. Reestablish and reignite district-wide commitment for professional learning community (PLC).
2. Establish district-wide curriculum and assessment team to develop formative and summative assessments based on standardized district-wide curriculum programs for all content areas.
3. Implement a student data management system such as Data Director to manage and assess student achievement results.
 - a. Roll out to be phased in during the 2009/2010 school year beginning at the district office level to create an “expert base.”
 - b. After district office roll out, phase in principals who would like the opportunity to use Data Director during the 2009/2010 school year.

- c. During the 2009/2010 school year, offer volunteer teacher professional development training focusing on Data Director and then allow teachers who attend the trainings the opportunity to begin working with Data Director.
 - d. During the 2009/2010 school year, district office staff should develop district-wide implementation plan in order to **effectively begin district-wide Data Director** implementation beginning in the 2010/2011 school year.
 - e. Implement Data Director district-wide beginning in the 2010/2011 school year.
4. Support the development of effective instructional practices using in-house professional development experts based on the data management system results.
5. Use Data Director data management system for the sole purpose of informing instructional practices and not for any evaluative purposes.

I believe the solutions presented above should decrease implementation anxiety if district-wide implementation doesn't begin until the 2010/2011 school year thereby allowing district staff the 2009/2010 school year to have the opportunity to design, test, and then implement the program in the most effective and teacher supported way possible.

September 22, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 7.2: 2008/2009 Annual Wellness Committee Report

The Del Mar Union School District Wellness Committee was formed and began meeting in March of 2006. The Committee is chaired by the Director of Pupil Services and is comprised of parents, teachers and support staff from within the District. Dena Whittington, the Assistant Superintendent of Business Services, represents the Child Nutrition Program on the committee.

The Board of Trustees adopted the Wellness Policy on July 24, 2006. Revisions were adopted by the Board of Trustees on May 23, 2007.

The Wellness Committee met during the 2008-2009 school year to review and revise goals and objectives. The committee discussed various ways to disseminate information to parents and staff via the District's website and the "First Day Packet" sent home to parents the first day of the new school year.

The committee will continue to meet during the 2009-2010 school year with new goals and objectives to attain.

FISCAL IMPACT: Presentation of this report is for information only and does not change revenues, expenditures or fund balance.

RECOMMENDED: For information only. No action required.

September 22, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

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

On February 25, 2009, the Board of Trustees approved that in grades 4th-6th "Physical Education will be taught by the classroom teacher with guidance from a district Physical Education Specialist." Most sites have used donated funds to fill positions in physical education with a Physical Education Specialist, so 4th – 6th grade classroom teachers will not teach P.E. However, at least one school did not fundraise for a dedicated Physical Education Specialist but has relied on the Board's vote to provide guidance in lesson planning for 4th – 6th grade classroom teachers from a District designated Physical Education Specialist.

It is the recommendation of the Superintendent and Administration that the District provide SPARK PE materials and training for 4-6th grade teachers at any District school that does not have a dedicated Physical Education Specialist for grades 4th – 6th. SPARK represents a collection of exemplary, research-based physical activity/nutrition programs with scope and sequence and lesson plans for grades 3rd -12th. SPARK is currently used by several of the Physical Education Specialists in the District. SPARK PE trainers or our own Physical Education Specialists can provide guidance. Most SPARK materials are also available in the District.

FISCAL IMPACT: Not to exceed \$500.00 from professional development funds.

RECOMMENDED: The Superintendent recommends the Board support sites implementing the SPARK PE program for the 2009/2010 school year.

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

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SPARK Objectives

The focus of **SPARK** is the development of healthy lifestyles, motor skills and movement knowledge, and social and personal skills.

It is expected that SPARK Physical Education/Physical Activity students will:

- Enjoy and seek out physical activity.
- Develop and maintain acceptable levels of physical fitness.
- Develop a variety of basic movement and manipulative skills so they will experience success and feel comfortable during present and future physical activity pursuits.
- Develop the ability to get along with others in movement environments (e.g., share space and equipment, employ the "golden rule" of competition-be a good sport, and demonstrate cooperative behavior).

When SPARK Lifelong Wellness Workshops are instructed in conjunction with SPARK Physical Education/Physical Activity, students also learn:

- Self-responsibility for physical activity programs.
- Goal setting for physical activity and healthy food choices.
- Behavior change techniques and other psychological strategies related to movement experiences and the development of a healthy lifestyle.
- Basic injury prevention and safety during physical activity.
- Strategies for fostering family and peer support for activity programs.
- Strategies for decreasing sedentary behavior (e.g., reduce television viewing and video game/computer playing).
- The relationship between physical activity, food intake, and body composition.
- Application of basic biomechanical and exercise physiology principles.
- Sociological and historical perspectives of physical education.

Rational for SPARK Objectives

1. *Why help children develop and maintain acceptable levels of physical fitness?*

Individuals who are physically fit and who engage in physical activity on a regular basis generally:

- A. enjoy better health;
- B. have more energy to devote to activities of daily life; and
- C. learn physical skills easier and are more successful at them, and thus have greater opportunities for social interaction and personal meaning through physical activity and sport.

2. *Why help children develop a variety of basic movement and manipulative skills that are necessary to enjoy success (feel comfortable) in physical activity settings?*

Individuals who are skilled and enjoy success in movement activities are more likely to:

- A. have a wide choice of activities to pursue for exercise and personal enjoyment;
- B. lead active lives and maintain acceptable levels of fitness;
- C. have access to active situations for social interaction and personal meaning that these situations bring about.

3. *Why help children develop the ability to get along with others in a movement environment?*

Individuals who are able to get along with others in an active environment are more likely to:

- A. have reasons, other than physical ones, for active participation;
- B. enjoy participating;
- C. be invited to participate; and
- D. make active participation enjoyable for others.

4. *Why help children enjoy and seek out physical activity?*

Individuals who enjoy physical activity are more likely to be active and thus:

- A. develop and maintain acceptable levels of fitness;
- B. develop and maintain their physical skills;
- C. have increased opportunities for social interaction through movement experiences;
and
- D. have increased opportunities for experiencing personal meaning through being
physically active.

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

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The SPARK Elementary Physical Education Program

A Healthy Beginning:

The **SPARK** (Sports, Play and Active Recreation for Kids) Programs began studying elementary physical education in 1989, and today, the name **SPARK** represents a collection of exemplary, research-based physical activity/nutrition programs. The original **SPARK** study was initially supported by the Heart, Lung and Blood Institute of the National Institutes of Health.

Results:

Numerous refereed publications (40 to date) have reported The **SPARK** Programs elementary physical education (PE) program effects, including papers showing evidence of achievement in the following variables:

- Physical activity
- Physical Fitness
- Lesson context and teacher behavior
- Academic Achievement
- Motor skill development
- Student enjoyment of the program
- Adiposity
- Long term effects/institutionalization
- Process measures (parent behavior, teacher acceptance of the program)



Honors:

SPARK elementary physical education has been selected as the intervention program in many important research studies and cited in the Surgeon General's Report as a "school-based solution to our nation's health care crisis." **SPARK** PE was validated by the National Diffusion Network of the U.S. Department of Education in 1993 and earned "Exemplary Program" status.

Sharing Good News and Growing:

Following the research phase, the elementary PE program was expanded to focus on dissemination. Over the years, additional research has led to the creation and development of:

- Early Childhood (ages 3-5)
- Middle School PE (grades 6-8)
- High School PE (grades 9-12)
- After School (ages 5-14)

Each program is a complete package of curricula, staff development, extensive follow-up consultation, and equipment (via our corporate sponsor, Sportime)

For more information on **SPARK** Elementary PE and/or a cost proposal specific to your needs, please contact us by phone (1-800-SPARK-PE) or by E-mail (spark@sparkpe.org).

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Curricula

The **SPARK** Program curricula are designed to be practical and effective tools for all physical activity providers. All **SPARK** curricula are presented in 3-ring binders for fast access to materials. Simply pull out a lesson, put it on a clipboard, and take it to class.

Many factors were considered in the preparation of The **SPARK** Programs: recommendations of curriculum experts, professional organizations, national and state guidelines and frameworks, and Healthy People Goals 2010. The **SPARK** Programs understands budgetary constraints that restrict schools from purchasing expensive apparatus and equipment. And, The **SPARK** Programs saw the need for a user friendly document which can be implemented in the real world.

Lifetime support and consultation from **SPARK** are included with your book purchase, as well as discounts on "**SPARK** stuff" (t-shirts, water bottles, whistles, etc.). Complete equipment packages from Sportime are available too with free shipping!

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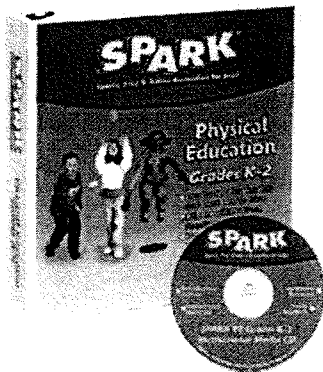
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SPARK K-2 Curriculum: (New edition released August 2008)

SPARK has created a three-ring binder with over 400 pages and 16 chapters of engaging, age appropriate activities, instructional materials, and resources. The **SPARK** K-2 manual includes 10 dynamic instructional units: Building a Foundation, Parachute, Manipulatives, Stunts and Tumbling, Throwing and Catching, Jumping, Dribbling and Trapping, Dance, Volleying and Striking, and Games. Each curricular component is presented in scope and sequence via daily lesson plans that are aligned to NASPE National Standards. ASAP's (Active Soon As Possible), provide an enjoyable warm-up before the main lesson. The **SPARK** K-2 curriculum also contains academic integration tips (with a special emphasis on literacy), social skills themes by grade level, and challenging extensions for each activity. Every movement lesson shows the Standard(s) addressed and provides useful tips from teachers who have instructed it before. The Limited Space chapter contains activities teachers can do in their classrooms, and the Recess Activities section helps promote movement throughout the school day. Each K-2 manual comes with an "Instructional Media Disc" that provides approximately 300 skill and task cards, assessment tools, pedometer activities, home plays, and much more! All student-centered activities are English on one side and Spanish on the other. Download the contents of the disc yourself, or purchase the "SPARKfolio" and have it organized, color-coded, and laminated for you.

1-286742-201 **\$149.99 ea.**



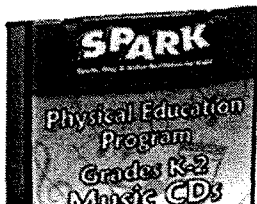
SPARK K-2 PE SPARKfolio:

This easy-access box contains and organizes the contents of the **SPARK** K-2 Instructional Media Disc and provides hundreds of color-coded, laminated cards in English and Spanish! You save valuable time and money because **SPARK** has done all the work for you!

\$149.99 ea.

SPARK K-2 PE Music CD:

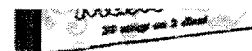
All the music you need to teach **SPARK** PE Grades K-2 on two CD 's! **SPARK** staff teamed with Christy Lane to bring you 30 songs and more than 100 minutes of music - perfectly matched to **SPARK** activities. The CD 's include warm-up music, long and short music intervals for skill/fitness circuits, and songs (cultural, current, country,



and more!) to instruct **SPARK** Dances. "SPARK-Up" YOUR dance and rhythms program by purchasing this CD!

1-288447-201

\$49.99 ea.



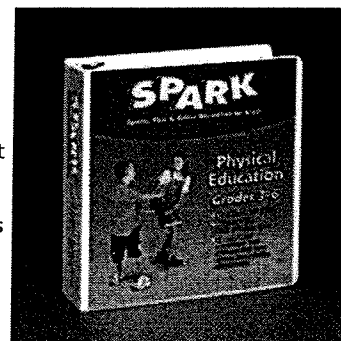
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SPARK PE 3-6 Manual with Instructional Media Disc

Developed through San Diego State University and funded by the Heart, Lung, and Blood Institute (NHLBI). More than a new edition, a new way of teaching elementary PE. Over 500 different activities presented in more than 20 themed instructional units builds on skills learned in K-2 and provides developmentally appropriate activities for upper-elementary children. Each unit is written in a skill progression from simple to complex and includes activities to address NASPE National Standards. Red pages "Focus on Fitness," and themes include "ASAP" (Active Soon As Possible), "Chasing and Fleeing," "Aerobic Games," and 7 others. Blue pages shine the "Spotlight on Skills" and examples include "Flying Disc," "Hockey," "Dance," "Cooperatives," and 7 more. Combine an activity from "Fitness" and "Skill" sections then add a cool-down to create a complete **SPARK** lesson. Personalized fitness monitoring, social skills themes, integration tips, and helpful diagrams complete this comprehensive curriculum. Each **SPARK** 3-6 Manual comes with a **SPARK** Instructional Media Disc with over 450 skill and task cards, assessment tools, pedometer activities, home play activities and much more!

2-01379-641

149.99 ea.

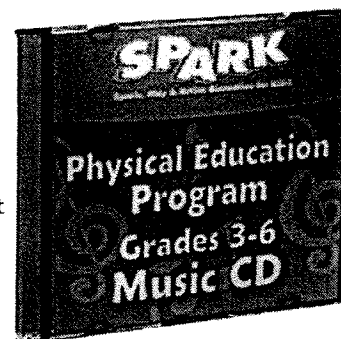


SPARK PE 3-6 Music CD

All the music you need to teach **SPARK** PE Grades 3-6 on one CD! **SPARK** staff teamed with Christy Lane to bring you 17 songs and 75 minutes of music-perfectly matched to **SPARK** activities. The CD includes warm-up music, long and short music intervals (with 10 second breaks) for skill/fitness circuits, and 14 songs (cultural, current, country, and more!) to instruct **SPARK** Dances. "SPARK-Up" YOUR dance and rhythms program by purchasing this CD!

1-193712-201

49.99 ea.



3-6 SPARKFolio

A portfolio filled with printed versions of the teaching aids from the Instructional Media Disc. Includes the following:

- Skill Cards-Over 250 Skill Cards that graphically and/or verbally depict the various skills throughout the curriculum. Use them as visuals for students to make stations or help students create routines. Brightly colored cardstock and laminated. (English and Spanish)
- Task Cards-Over 50 Task Cards include instructions for individual, partner, and group PACE (Physically Active Choices to Enjoy) Activities. Use them to increase student-directed learning, gather assessment data, or for an instructional change of "PACE." White cardstock for easy copying. (English and Spanish)
- Assessment Samples for each unit include Performance Rubrics and Student Self-Checks to document and guide learning. White cardstock for easy copying. (English and Spanish Student Self-Checks)
- Home Play Activities-A take home page to reinforce instruction and increase physical activity levels away from school. Enjoyable physically active challenges are on 1 side, and interesting facts are on the other. White cardstock for easy copying. (English and Spanish)
- Expectation Cards-Use as visuals when instructing/reinforcing PE and/or Recess behavioral expectations. Brightly colored cardstock and laminated. (English and Spanish)
- Teacher Prompt Pages-"Cheat Sheets" for teachers to provide cues for dances, walk/jog/running, and various Group Fitness activities. White cardstock and laminated.

\$149.99 ea.





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

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SPARK K-2 Physical Education Curriculum Design

The **SPARK** Physical Education program is designed to encourage maximum participation during class time. Active participation and practice in a positive, non-threatening atmosphere, are the means for improving children's physical skills, fitness, social development, and personal enjoyment.

SPARK Physical Education for primary grades offers instruction and practice in a realistic number of diverse skills and activities appropriate for kindergarten through second grade children. The curriculum is designed to take best advantage of developmentally appropriate activities without overwhelming students or teachers.

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 kindergarten through third grade classes. Only activities that are manageable in diverse settings and produce substantial opportunities for children to actively engage in learning through movement 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 specialists and classroom teachers.

SPARK promotes quality, daily, physical education for children. However, due to the time constraints of classroom teachers, and the reduced role of many physical education specialists, **SPARK** suggests the following minimum: three days a week, for at least thirty minutes a class, throughout the entire school year.

The first unit in the **SPARK** K-2 Physical Education Curricula is "Perceptual Power." This unit establishes class environment, behavioral expectations of students, management and organizational protocols, and teaches concepts, principals, and techniques which provide the foundation of physical development.

The major objectives of the following units are:

Instructional Units	Physical Parameters Developed
Perceptual Power	Body and special awareness, directionality, non-locomotor and locomotor skills
Great Games	Agility, locomotor skills, fleeing, chasing, dodging, tagging
Beanbag Boogie	Small object manipulation, grasping, throwing, catching
Parachute Parade	Non-locomotor and locomotor skills, strength, creative movement
Happy Hoops	Large object manipulation, general coordination, rhythm and balance
Jumping For Joy	Balance, rhythm, strength, endurance
Having A Ball	Small and large object manipulation, catching, throwing, dribbling
Let's Hit It	Striking; general, hand-eye, and foot-eye coordination
Dance With Me	Rhythm, balance, creative movement, general coordination, agility
Superkid Stunts	Strength, general coordination, creative movement, agility

SPARK K-2 Physical Education Sample Yearly Plan Traditional Calendar

September	Perceptual Power
October	SPARK Starter + Great Games
November	SPARK Starter + Bean Bag Boogie
December	SPARK Starter + Parachute Parade
January	SPARK Starter + Happy Hoops
February	SPARK Starter + Jumping for Joy
March	SPARK Starter + Having A Ball
April	SPARK Starter + Let's Hit It
May	SPARK Starter + Dance With Me
June	SPARK Starter + Superkid Stunts

*Be sure to finish entire Perceptual Power unit before moving on; protocols for all other units are established in this unit.

Note: Although this yearly plan suggests a monthly unit change scenario, using lesson from different units on a weekly or daily basis is acceptable and in many ways advantageous.

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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

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.

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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.

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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.

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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.

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September 30, 2009

To: Board Members

From: Katie Shanahan
Coordinator, State and Federal Programs

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 7.4: Board Approval, Allocation of Categorical Funding

As a result of the state of California's categorical flexibility, staff proposes the shifting of funding from several categorical programs before applying the funds to the District's 2009-2010 "fair share" amount due.

The attached chart outlines the proposed funding for 2009-2010. Sites would receive 100% of their 2008-2009 SIP carryover, and 75% of their 2009-2010 allocation. Funds would be set aside for replacement textbooks, teacher salaries for professional development for the new Math program adoption, and English Learner instructional materials.

FISCAL IMPACT: **Cost** – \$461,001 to reinstate flexible categorical programs that were applied to "fair share"
Program or Department – Unrestricted Flexible Categoricals
Is this a Restricted Program? No
Was this expenditure anticipated in the adopted budget? No – "Fair share" enacted after June 24 adoption of 2009-2010 budget
Will this Program or Department be over budget after this expenditure? Yes

RECOMMENDED: The Superintendent recommends approval of Allocation of Categorical Funding.

Resolution 2009-22
 Authorizing the Use of
 June 30, 2009 Restricted Ending Balances and
 2009-2010 Categorical Funds

WHEREAS, the state budget requires the transfer of June 30, 2009 restricted balances of certain categorically funded programs and further allows for the transfer of funds from certain categorically funded programs at the district's discretion to be used for any purpose whatsoever to partially offset the mid-year fund reductions, and

WHEREAS, the Del Mar Union School District wishes to retain the intended purposes of, and partially fund, the School Improvement Program (SIP), Instructional Materials Fund, Professional Development Block Grant, and the English Language Acquisition Program.

THEREFORE, IT IS HEREBY RESOLVED to authorize the transfer of said funds for the intended purposes as noted in Exhibits B-I attached. Such transfers and amounts are listed on the attached Exhibit A; however, the programs and amounts are estimated and not intended to be all inclusive nor exact.

PASSED AND ADOPTED by the Del Mar Union School District Governing Board of San Diego County, California, this 30th day of September, 2009 on motion by Member _____, seconded by Member _____ by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA
 COUNTY OF SAN DIEGO

I, Steven McDowell, Clerk of the Del Mar Union School District Governing Board do certify that the foregoing is a full, true and correct copy of a resolution duly passed and adopted by said Board at the specially called and conducted meeting held on said date.

 Steven McDowell, Clerk date

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

09-10 Adopted Budget						
New Resource	Old Resource	Program	09-10 Adopted Budget	Amount Applied to 09-10 "Fair Share"	Proposed Amount from 09-10 Reserves	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	\$ 31,340	\$ -	
0927	7156	IMFRP - Instructional Materials	\$ 294,493	\$ 294,493	\$ 150,000	Replacement Textbooks
0931	7271	Peer Assistance & Review	\$ 19,091	\$ 19,091	\$ -	
0944	7393	Prof. Dev. Block Grant	\$ 135,409	\$ 135,409	\$ 135,409	Teacher salaries for new math textbook training
0946	7395	School & Library Improvement Program	\$ 232,123	\$ 232,123	\$ 174,092	75%/25% split between sites and district
0948	6286	Eng. Lang. Acq. Program.	\$ 6,666	\$ 6,666	\$ 1,500	Instructional materials
Total			\$ 897,184	\$ 897,184	\$ 461,001	

Total Flexible Categoricals	Total Available in 09-10	Proposed Amount from 09-10 Reserves
\$ 897,184	\$ -	\$ 461,001

Balance of "Fair Share" will reduce Class Size Reduction funding.

(a) Categorical Flexible Proposal is to allocate reserves to continue categorical programs that have had funding eliminated by the "Fair Share". Funding would be allocated out of district's reserves. This proposal will be presented to the Board of Trustees for approval on August 25, 2009

EXHIBIT 'A'

Ashley Falls School

School Improvement Program

Proposed Budget

Carryover from 2008/2009: \$12,652.00

Allocation for 2009/2010: \$19,363.00

Total for 2009/2010: \$32,015.00

\$6,000	Everyone A Reader Program: supports struggling readers in K – third grade
\$4,015	Technology: software, printers, replacement hardware, site licenses
\$18,000	Certificated Academic Support Staff: differentiated instructional support (i.e. in class, small group support, enrichment)
\$4,000	Professional Learning Communities: release time, professional development, school plan development, professional resources

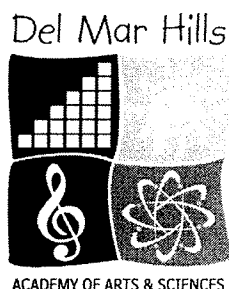
School Improvement Plan Budget Carmel Del Mar School 2009-2010

Allocation for 2009/10 = \$18,250
Carryover from 2008/09 = \$13,900

- \$500 For Science consumable materials in K-6 classrooms. Materials may include: batteries, bulbs, seeds, soil, bridge building materials, etc.
- \$2,000 Science Lab equipment and supplies, and math enrichment materials.
- \$500 Annual upkeep of Accelerated Math includes: Internet access, number of students using the program, and scantron sheets.
- \$1,500 To support the Music program, including: materials and supplies, instruments, and materials for productions.
- \$1,500 To support the Art program, including: materials, supplies and the use of community artists, works of art, upkeep of kiln, and drawing workbooks.
- \$500 Physical education equipment.
- \$8,000 To support schoolwide technology equipment, software, and supplies.
- \$3,000 Teacher professional development and substitute pay.
- \$9,650 Instructional Aide position.
- \$3,000 This will be a reserve account to be spent on items that may not fit into the above categories. However, money spent from this category will relate to the CDM and/or district strategic plan.
- \$2,000 To purchase additional materials related to Reading Language Arts, Mathematics, Science, or Social Studies.

TOTAL = \$32,150

Exhibit 'C'



DRAFT

August 18, 2009
Preliminary SIP Budget

The rationale for distribution of the proposed budget was derived from the following the *Single Site Plan*:

- Continue with the implementation of *Professional Learning Communities* (PLC) and data-driven instruction: *Develop ongoing formative assessments based on the identification of essential standards*
- Expand individualized / small group instruction through “push-in”, co-teaching, ALP vertical teaming and specialist programs
- Provide collaborative planning time between specialist and classroom teachers that fosters the development of new integrated units of study and small group intervention practice enhanced by the SMaRT components
- Continue to implement differentiated curriculum via open-ended, hands-on, project-based, integrated unit development
- Support and expand our *PeaceBuilders Program*.
- Improve communication with the parent community regarding PLC work, differentiated learning opportunities and small group learning

The PLC concept is our “guiding light.” Thus, curriculum and program configuration is driven by assessment data/student needs. The development of data-driven learning goals and formative assessments will be written into every teacher’s 2009-10 goals and objectives. The consistent implementation of differentiated, standards-based instruction is paramount to our program. Dynamic/flexible grouping will assist in enhancing the implementation of differentiated curriculum. Additionally, we continue with our commitment to our integrated program; we are carefully examining the balance of “core content curriculum” with enrichment offerings at each grade level.

Exhibit ‘D’

We are focused on the continued improvement of standardized assessment scores (STAR) at all grade levels with a concentrated effort in the areas of *Reading Comprehension*, *Writing Strategies* and *Number Sense*. We are also continuing to emphasize 4-5 grade science standards. Careful attention is being given to the increasing needs of our English Language Learners and students with limited support at home.

Related goals include:

- Utilizing ongoing formative assessment data to drive instruction
- Development of learning goals and formative assessments at each grade level
- Providing immediate support to struggling students
- Continued implementation of a balanced literacy program
- Expansion of upper grade literacy units that target varied reading levels
- Maintenance of classroom leveled libraries and bookrooms
- Development of differentiated curriculum/higher order questioning strategies
- Increased capacity in the area of ELL development
- Continue to build capacity in the utilization of technology as a tool
- Continued development of integrated fine arts units
- Implementation of hands-on science in the classroom / using our science specialist to build capacity at our site, focus on grades 4 & 5
- Implementation of an aggressive test prep program
- Maintain co-teaching model to support resource program
- *Learning goals as related to 2008-09 STAR results*

SIP BUDGET ALLOCATIONS – 2009-10

TOTAL ALLOCATION	<u>\$19,878</u>
(\$6,655 carryover + \$13,223 2009-10 Allotment)	

PLC /DIFFERENTIATED LEARNING SUPPORT Materials, Staff Development & Planning Time

PLC: 2009-10 Planning/Team Release Time	3,000
--	--------------

- *Analyze 2006-07 STAR assessment data, revise/develop SMART goals and aligned formative assessments and implementation timeline*
- *Plan for blended classes*
- *Restructure course delivery in grades 5 and 6*
- *Refine schedule to meet new staffing needs*

STUDENT INTERVENTION PROGRAMS

Early Academic Learning Program (ALP) “Push-in Support”	\$ 3,000
<i>• Provide supplemental ALP services for grades 2-6 (based on student need)</i>	
SST (Facilitator Stipend and Release Time for SST Review)	1,828
Intervention Materials	300

STAFF DEVELOPMENT

Training Conference Cost & Substitute Teacher Expenses

Outside consultants, conferences and trainings (Quantum Learning)	3,000
---	--------------

OTHER EXPENDITURES

Supplemental Materials: 3-6 Language Arts & Mathematics	3,000
- Wordly Wise	
- Homework Organizers	
- Quickword	
- Bellworks	
Science Lab /Classroom Science Materials/Integration	
Hands-on Science Math	500
Test Preparation Materials	1,500
Technology: Supplies and Equipment	3,500
PLC Planbooks	250

TOTAL	<u>\$19,878</u>
--------------	------------------------

Exhibit ‘D’

**Del Mar Union School District
Proposed School Improvement Budget
2009 – 2010**

Del Mar Heights School

2008 – 2009 Carryover	\$ 4,879
2009 – 2010 Allocation @ 75%	\$ 18,418
Total Available Funds	\$ 23,297
<i>Planned 2009 – 2010 Carryover Amount</i>	<i>\$ 0</i>

Budget Proposal

Proposed Expenditure	Amount
Instructional support in the areas of English/Language Arts and Mathematics for students performing at the low end of proficiency and below proficiency in grades 3 – 6	\$13,770
Technology improvement including supplies, media software and hardware	\$5,000
Professional Learning Community work including substitute coverage to release teachers for observations of best practices, team planning days, and professional development opportunities	\$3,027
Organization and instructional support in the Science Lab and oversight of simulations for the Understanding Differences program	\$1,500
<i>Plans for 2009 – 2010 Carryover Funds: N/A</i>	<i>\$0</i>

Exhibit 'E'

Date Approved by School Site Council: September 17, 2009

OCEAN AIR SCHOOL SITE COUNCIL VISION OF EXCELLENCE BUDGET FOR 2009/10 SCHOOL YEAR

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- * \$3,000 Expansion of the library including leveled books, journals, library books, guided reading materials, and supplies for the library. May include substitutes to cover the cost for in services and special events.

- * \$5,000 To support professional development opportunities for the teaching staff including conference registration, travel, professional journals, workshops, conferences, copying costs, Vision For Excellence Site Plan, and Professional Learning Communities

- * \$5,000 To support the Music and Art programs including supplies, media, materials, assemblies, coaches, and instruments to support our goals in the Fine Arts.

- * \$2,500 To support technology improvement for staff, students, and the tech labs, including supplies, media software, media, hardware, and release time for substitutes to increase teachers skills and use of technology in the classroom.

- * \$2,500 For Science consumable materials K-6 for classrooms and the Science Lab/ garden: including models, supplies, contests, and equipment.

- * \$15,000 For Instructional aide support in the workroom assisting all teachers, and staff. Also includes Math tutoring as needed in classrooms.

- * \$5,000 Volunteer Coordinator / Everyone a Reader Program hours to assist all teachers, office staff and volunteer groups.

- * \$1,000 For SPARK PE equipment to implement the SPARK program K-6 including supplies, equipment, conferences, consultants, substitutes for release time, and copying costs.

- * \$6,000 For supplies, consultants, substitutes, copying costs, and materials to implement the Vision For Excellence, support the site Strategic Plan and Professional Learning Communities for the 2009-10 school year

- * \$2,000 To support Gifted & Talented education, enrichment opportunities through contests, registration fees, assemblies, field trips, materials, and guest speakers.

Total: \$47,000 approved by the School Site Council in September 17, 2009
*** This is 75% of our total SIP Budget for the 2009/10 school year.**

Exhibit 'F'

**OCEAN AIR SCHOOL SITE COUNCIL
VISION OF EXCELLENCE BUDGET
CARRY OVER FUNDS FOR 2009/10**

\$25,000 CARRY OVER FUNDS FROM THE 2008-09 SCHOOL YEAR WILL BE SPENT ON THE FOLLOWING:

- * \$15,000 Replacement of computers and printers in the Tech Lab and classrooms.**
- * \$2,500 Purchase of 30 Alpha Smart writers with cart for use school-wide in classrooms**
- * \$7,500 For instructional materials not paid for by general ed. instructional budget due to reduction of funds for the 2009/10 district budget.**
 - Daily Oral Language materials for grade 4**
 - Quick Word materials for grade 1-3**
 - Write Source Materials for grades 5-6**

Approved by the Ocean Air Staff and the School Site Council on September 17, 2009

**Del Mar Union School District
Proposed School Improvement Budget
2009 – 2010**

Sage Canyon School

2008 – 2009 Carryover	\$ 22,540
2009 – 2010 Allocation @ 75%	\$ 31,212
Total Available Funds	\$ 53,752
<i>Planned 2009 – 2010 Carryover Amount</i>	<i>\$0.00</i>

Budget Proposal

Proposed Expenditure	Amount
Student Instructional Materials These funds are for supplemental instructional materials not covered by district general textbook funds. Materials include: Wordly Wise vocabulary (grades 2 & 3) AIM Higher Reading Comprehension materials (grade 3), Time for Kids (grades 2-6), Weekly Reader (grade 1), Step Up to Writing (grades 3 & 4), math problem solving and enrichment materials (grades K-6), Phonics and phonemic awareness materials (grades K-2), student agenda/planners (grades 4, 5, & 6), Quick Word Books (grades K & 2), test preparation materials (grades 2-6), Read Naturally fluency program and materials (grades 2-5), and leveled trade books to support both fiction and non-fiction reading comprehension (K-6).	\$19,252.00
Staff Development These funds support the ongoing professional development of all Sage Canyon staff. Funding provides workshop fees, travel/lodging expenses, presenters fees, professional books and materials, and teacher professional development release days. Funds may also be allocated to teachers at the contractual rate of \$25.00/hour for additional teacher leader responsibilities outside of the contracted day as they relate to school-wide student achievement initiatives. Staff development during the 09-10 school year will support the specific actions to improve educational practice outlined in the Vision for Excellence/Single Plan for Student Achievement (SPSA).	\$17,000.00
Academic Learning Program These funds will be used to augment district funds allocated to support staffing and materials for the Academic Learning Program (ALP) during the 2009-2010 school year.	\$5,000.00

Date Approved by School Site Council: September 17, 2009

Exhibit 'G'

Fees for Student Competitions These funds support the fees and materials associated with student participation in the California Math League, Continental Math League, and Math Olympiad competitions	\$500.00
Science These funds support the cost of consumable materials used to support a hands-on science curriculum.	\$2,000.00
Technology Funds support the purchase of ongoing consumable technology supplies such as printer toner, projector light bulbs, cables, cords and DVD/s, Funds also support the acquisition of hardware and software in alignment with the specific actions to improve the use of technology as tool for supporting teaching and learning outlined in the Vision for Excellence/Single Plan for Student Achievement (SPSA) and the Sage Canyon Five Year Technology plan.	\$10,000.00
Total:	\$53,752.00
Plans for 2009-2010 Carryover Funds:	

Date Approved by School Site Council: September 17, 2009

Exhibit 'G'

Vision for Excellence, School and Library Improvement Block Grant
2009-2010 Budget Priorities

\$6,000	<u>LANGUAGE ARTS:</u> For support of the improvement of literacy materials, including the Houghton Mifflin Language Arts Series, writing program materials, leveled books, guided reading materials, supplies for the library, and Test Ready materials.
\$5,000	<u>PROFESSIONAL LEARNING COMMUNITIES STAFF DEVELOPMENT/DATA and ASSESSMENT:</u> To support professional development opportunities for the teaching staff including conference registration, travel, professional journals, workshops, copying costs and supplies. For release time for substitutes to allow for peer coaching and teacher demonstration lessons.
\$2,000	<u>JUNIOR ACHIEVEMENT/ CAREER EDUCATION</u> To support career education/life skill curriculum for our 5 th grade students and registration/transportation to "Biz Town."
\$2,000	<u>SCIENCE/MATH:</u> For science consumable materials for classrooms K-6, and the science lab, including models, supplies and equipment. For materials and teacher stipends to implement a School wide Science or Math Night. For materials and supplies for the school garden and live animals in the science lab.
\$4,000	<u>MUSIC AND ART:</u> To support musical productions and art programs including supplies, media, materials, assemblies, and instruments to support music and art standards integrating grade level curriculum standards. To provide for music coaching costs for sectional band instruction.
\$4,000	<u>TECHNOLOGY:</u> To support technology improvement for staff, students, and the technology lab, including supplies, media software, media hardware, and release time for substitutes to increase teachers skills.
\$8,000	<u>MEETING THE NEEDS OF ALL LEARNERS:</u> To support enrichment programs including supplies, software, contest costs (Future Problem Solver, Newsbowl, Continental Math League, Challenge 24, Word Masters). To support intervention programs, including personnel for identified student groups (Academic Learning Program) and blended classroom configurations.
\$979.00	<u>SITE STRATEGIC PLAN:</u> For supplies, teacher release time costs, copying costs, and materials to implement the Vision For Excellence Site Strategic Plan for the 2009-2010 school year.
TOTAL: = \$31,979	\$17,774.00 (09-10) + \$14,205.00 (08-09 carry over)

**Del Mar Union School District
Proposed School Improvement Budget
2009 – 2010**

Torrey Hills School

2008 – 2009 Carryover	\$ 9,139
2009 – 2010 Allocation @ 75%	\$ 27,692
Total Available Funds	\$ 36,831
<i>Planned 2009 – 2010 Carryover Amount</i>	<i>\$331</i>

Budget Proposal

Proposed Expenditure	Amount
<u>LANGUAGE ARTS:</u>	
Supplementary literacy materials: writing program materials, leveled books, guided reading materials, supplies for the library, Formative assessment instruments, licenses for online programs. Everyone a Reader Program Coordinator.	\$5,000.
<u>PROFESSIONAL LEARNING COMMUNITIES STAFF DEVELOPMENT/DATA and ASSESSMENT:</u>	
Professional development opportunities for the teaching staff including conference registration, travel, professional journals, workshops, copying costs and supplies. For release time for substitutes to allow for peer coaching and teacher demonstration lessons. Instructional assistant to support workroom and enhance teacher focus on identifying students' needs, planning and implementation of optimal learning for all students.	\$8,000.
<u>POSITIVE SCHOOL CLIMATE:</u>	
Assemblies, materials, and supplies to involve all students and staff in maintaining a safe and positive school climate. Volunteer coordinator to recruit and train classroom volunteers and noon supervisors.	\$5,500.
<u>SCIENCE/MATH:</u>	
Science consumable materials for classrooms K-6, and the science lab, including models, supplies and equipment. For materials and supplies for the school garden and live animals in the science lab. Registration for science competitions including, but not limited to, Science Olympiad, Science Field Day, Math Field Day. Formative assessment instruments and online program licenses.	\$5,000.
<u>MUSIC AND ART:</u>	
Musical productions and art programs including supplies, media, materials, assemblies, and instruments to support music and art standards.	\$2,500.

Date Approved by School Site Council: September 17, 2009

Exhibit 'I'

<u>TECHNOLOGY:</u>	
Supplies, media software, media hardware (printers, projectors, cameras, headphones) to replace obsolete hardware and increase classroom computer access. Release time (substitute costs) to increase teachers' skills.	\$7,000.
<u>MEETING THE NEEDS OF ALL LEARNERS:</u>	
Enrichment and intervention programs including supplies, software, registration costs for academic competitions (Future Problem Solver, NewsBowl, Continental Math League, Math 6, Math 24, etc.).	\$3,000.
<u>SITE STRATEGIC PLAN:</u>	
Release time costs, and materials to implement the Vision For Excellence Site Strategic Plan/Single Plan for Student Achievement for the 2009-2010 school year.	\$500.
<u>Plans for 2009-2010 Carryover Funds:</u>	
Technology needs: new computers, assistive technology devices Instructional materials and staff development for intervention and enrichment: to improve the learning of identified student groups	

Date Approved by School Site Council: September 17, 2009

Exhibit 'I'

September 25, 2009

To: Board Members,

From: Sharon McClain, Superintendent

Subject: Agenda Item *8.1: Board Approval of the Proclamation (Resolution 2009-21) of the Board of Trustees of the Del Mar Union School District Endorsing Red Ribbon Week

District schools and site PTA units have traditionally participated in Red Ribbon Week activities each October. This year, Red Ribbon Week is Oct. 12-16, 2009.

As a way to involve the community, the San Dieguito Alliance for Drug Free Youth arranges for the Del Mar City Council to provide proclamations to each school within the Del Mar School District, as well as neighboring districts served by the San Dieguito High School District.

Further, the Del Mar School District has traditionally presented its own proclamation at the September Board Meeting in advance of Red Ribbon Week. Following is the 2009 Red Ribbon Week proclamation for your approval.

RECOMMENDED: The Superintendent recommends that the Board of Trustees approve the Proclamation (Resolution 2009-21) Endorsing Red Ribbon Week.

**RESOLUTION 2009-21 OF THE BOARD OF TRUSTEES OF THE
DEL MAR UNION SCHOOL DISTRICT
PROCLAMATION ENDORSING
RED RIBBON WEEK**

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WHEREAS, alcohol and other drug abuse continues to result in serious health, social and economic consequences in the United States; and,

WHEREAS, it is imperative that communities continue to create coalitions to launch unified and visible community-based alcohol, tobacco, and other drug abuse prevention and education strategies; and,

WHEREAS, the collaborative efforts of communities, governments, businesses, law enforcement, schools, religious institutions, and service organizations form the basis of community empowerment and mobilization; and,

WHEREAS, it is these effective partnerships which enable all community members to declare themselves as "drug-free and proud"; and,

WHEREAS, the Red Ribbon Campaign will be celebrated in every community in America during "Red Ribbon Week," October 12 - 16, 2009; and

WHEREAS, businesses, governments, law enforcement, schools, religious institutions, service organizations, youth, medical personnel, senior citizens, military, sports teams, and individuals will demonstrate their commitment to alcohol, tobacco and other drug problem-free communities by wearing and displaying red ribbons during this week-long campaign; and

NOW THEREFORE BE IT PROCLAIMED, that the Board of Trustees of the Del Mar Union School District does hereby support October 12-16, 2009, as RED RIBBON WEEK, and encourages all citizens and the schools of the district to participate in alcohol, tobacco, and other drug prevention and education programs and activities, making a visible statement and commitment to the development and maintenance of healthy, problem-free communities.

ADOPTED, SIGNED AND APPROVED, this 30th day of September 2009.

BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT

By: _____
President of the Board of Trustees of the Del Mar Union School District

ATTEST:

By: _____
Clerk of the Board of Trustees of the Del Mar Union School District

September 23, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item *8.2: Board Approval of the Proclamation (Resolution 2009-23) of the Board of Trustees of the Del Mar Union School District Supporting International Walk to School Day on October 7, 2009

The Del Mar Union School District strongly supports community involvement in the National Walk to School Day, this year being held on Wednesday, Oct. 7, 2009. All schools participate in this event and they have, in turn, invited participation from staff and parents. Because of the District's focus on student safety, along with the alternate modes of transportation that parents are implementing, this proclamation is worthy of Board consideration and approval.

The District encourages the participation of all sites in the Walk to School campaign on this day.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends that the Board of Trustees Approve the Proclamation (Resolution 2009-23) Relative to International Walk to School Day on October 7, 2009.

**RESOLUTION 2009-23 OF THE BOARD OF TRUSTEES OF THE
DEL MAR UNION SCHOOL DISTRICT
PROCLAMATION SUPPORTING INTERNATIONAL
WALK TO SCHOOL DAY ON OCTOBER 7, 2009**

Now that school is in session, more children are walking to and from neighborhood schools - many of them during the busiest time of the day, a time of the day when many motorists are rushing to work or heading home after a tiring day at work. It is vital that the safety of our children is addressed by making walking safer in our community. Each year, an estimated 5,700 pedestrians are killed - one out of seven of those are children.

WHEREAS, hundreds of children could be saved each year if every community takes steps to make pedestrian safety a priority; and

WHEREAS, parents and caregivers should teach children about pedestrian safety and become aware of the difficulties and dangers that children face on their trip to school each day; and

WHEREAS, community leaders and parents should determine the "walkability" of their community by using the Walkable America Checklist; and

WHEREAS, everyone should make a plan to make immediate changes to increase the safety of children who are walking in our communities and a list of suggestions for improvements that can be done over time; and

WHEREAS, children, parents and community leaders are joining together nationwide to walk to school and evaluate pedestrian safety in their community,

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT DOES HEREBY PROCLAIM OCTOBER 7, 2009 "INTERNATIONAL WALK TO SCHOOL" DAY IN THE DEL MAR UNION SCHOOL DISTRICT AND ENCOURAGES EVERYONE TO CONSIDER THE SAFETY OF PEDESTRIANS TODAY AND EVERYDAY:

ADOPTED, SIGNED AND APPROVED, this 30th day of September 2009.

BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT

By: _____
President of the Board of Trustees of the Del Mar Union School District

ATTEST:

By: _____
Clerk of the Board of Trustees of the Del Mar Union School District

September 22, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.3: Board Approval, Proposal for Restructuring of Cabinet Level Positions for 2009/2010

OFFICE OF THE SUPERINTENDENT

**PROPOSAL FOR RESTRUCTURING
THE SUPERINTENDENT'S CABINET
Presented to the Board of Trustees 9-3-09**

Organizational Chart - Current Vacant Positions in the Superintendent's Cabinet:

Assistant Superintendent, Instructional Services
Assistant Superintendent, Human Resources
Facilities Construction Coordinator
Senior Systems Analyst
Computer Repair Technician

Proposal for Re-Structuring and Rationale:

The District currently faces a grave financial crisis that is predicted to continue for several years. In response to this crisis, The Board of Trustees approved reductions in certificated teaching staff and classified staff at Board meetings during the 2008-2009 school year. The following proposal is submitted for Board Approval and will become effective upon approval.

The Superintendent's Cabinet (Assistant Superintendent of Business Services, Director of Maintenance and Operations, Director of Technology, Director of After School Programs, and Director of Pupil Personnel Services) recommends that district administration also reduce its staff in order to help the district through this difficult financial crisis. The Superintendent and Cabinet recommend approval of the following changes:

The position of Assistant Superintendent of Human Resources will remain vacant until the District's fiscal outlook stabilizes. The responsibilities of the position will be delegated in the following manner:

- a. Facilities (formerly the responsibility of the Director of Human Resources and Facilities Planning) became the responsibility of the Assistant Superintendent of Business Services on July 1, 2009. In order to support the additional responsibilities in the Business Services Department, the new position of Administrative Assistant, which reports directly to the Assistant Superintendent of Business Services, will be filled.
- b. The Personnel Technician position will remain vacant but will be renamed Human Resources Technician. Minor changes will be made to the job description to reflect updates since the position was created 10 years ago.
- c. The employee currently performing Personnel Technician duties will be elevated to a new position, Coordinator of Human Resources and assume additional responsibilities (job description attached). Also included is the San Diego County Office of Education, Personnel Commission's job description for the Human Resources Operations Supervisor, and the San Diego Unified School District's job description for Human Resource Services.
- d. The Assistant Superintendent of Instructional Services, with support from the Superintendent, will provide administrative oversight of the Human Resources Department.
- e. The Director of Maintenance and Operations will be elevated from the same salary schedule as the Executive Assistant to the Superintendent and placed on the Coordinator Salary Schedule. The Director of Maintenance and Operations will assume additional responsibility to assist the Assistant Superintendent of Business Services in facilities and construction (revised job description attached).

FISCAL IMPACT:

Projected Savings to the District:

Cost:

Range of \$88,198 – 107,208 (new position) Coordinator of Human Resources (assume \$92,609)\$8,921 Placement of Director of Maintenance and Operations on the Coordinator Salary Schedule\$46,885 to \$51,692 Administrative Assistant to the Assistant Superintendent of Business Services (assume mid-range placement of \$49,000) Subtotal: \$150,530*

Savings:

\$150,033* Assistant Superintendent, Human Resources
\$82,397* Personnel Technician (current employee)

*Includes Salary and Labor Costs

Net 2009/2010 Savings: \$81,900

This proposal is for one year only (July 1, 2009 – June 30, 2010). An extension of the proposal must be approved by the Board of Trustees.

RECOMMENDED: The Superintendent recommends approval of the proposal for restructuring the Cabinet Level Positions for 2009/2010

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: **COORDINATOR, HUMAN RESOURCES**

BASIC FUNCTION:

Under the direction of the Superintendent or designee, the Coordinator of Human Resources is responsible for operation and administration of services related to certificated and classified personnel.

REPRESENTATIVE DUTIES:

- Plans, organizes, and administers the District's personnel services and programs including employer-employee relations, recruitment, selection and retention of certificated and classified personnel.
- Publishes announcements for vacant positions, screens applications, schedules interviews and coordinates details related to the interview process, and participates on interview panels.
- Prepares offers of employment; processes new employees; provides information related to District employment requirements, including physical examinations, fingerprinting, TB testing and related activities.
- Responds to requests for employment verification, credentials, and other related information
- Performs orientations and maintains those records; assists in writing job descriptions; conducts and compiles salary and job classification studies as needed.
- Communicates evaluation process and deadlines to principals/managers.
- Maintains records of college units and other course credit earned by employees.
- Assists the payroll/benefits department as needed to maintain employee's attendance records, sick leave and vacations.
- Coordinates leaves including maternity, medical, and worker's compensation. Computes payroll for maternity and medical leaves.
- Develops procedures to expedite transmittal of information; facilitates implementation of personnel policies, programs or directives of the District.
- Establishes and maintains employee's personnel files.
- Reviews and posts training and experience record of employees; verifies proper salary schedule placement and progression.
- Compiles information for negotiations with bargaining units.
- Assures that Board and District policies, state and federal laws and collective bargaining agreements are correctly and fairly administered; assists with the development of policies and administrative regulations.
- Conducts investigations of employee complaints.
- Coordinates hearings and grievances, disciplinary measures and other personnel actions; serves as mediator for employees.
- Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting personnel services; updates the Board in closed sessions regarding employees and other personnel matters.

- Communicates with other administrators, District personnel, attorneys, insurance companies and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchanges information.
- Monitors the Affirmative Action program and assures compliance.
- Provides for development of job descriptions; conducts job analyses, gathers data and document findings.
- Develops and maintains a continuing program of evaluation of all employees for the purpose of supporting them in the completion of their work activities and evaluating their performance.
- Serves as a member of the Superintendent's Cabinet.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Education, Labor, Health/Disability and other laws, codes, rules and regulations related to classified and certificated personnel.
- Planning, organization and administration of the Risk Management program.
- Applicable laws, codes, regulations, policies and procedures related to assigned activities.
- Credentialing and negotiations processes.
- Board Policies.
- Principles and practices of administration, supervision and training.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Ability to evaluate programs related to human resources and prepare reports as needed.
- Use interpersonal skills with tact, patience and courtesy.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Perform a variety of complex clerical and technical works related to District personnel functions.
- Maintain filing systems, which contain confidential or sensitive information.
- Work efficiently under pressure with frequent interruptions.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records for the organization's personnel.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.

- Respect and maintain professional confidences.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Read, understand and explain technical policies and material related to personnel.
- Use good judgment in recognizing scope of authority.

QUALIFICATIONS:

- Bachelor's degree preferred; any combination equivalent to graduation from high school supplemented by college coursework and experience in human resources.

EXPERIENCE:

- Management experience with a minimum of five years experience working in a School District Human Resources Department.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office Environment
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

TERMS OF EMPLOYMENT:

Twelve 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 Management Salary Schedule.

HUMAN RESOURCES OPERATIONS SUPERVISOR

- Definition:** Under the direction of the Human Resources Director, plans, organizes and controls operations and records systems; supervises the performance of the human resources operations and employee services functions of the Human Resources office; and performs difficult and complex technical assignments.
- Typical Tasks:**
- Supervises the maintenance of human resources operations and records systems and supervises and oversees the work of support staff engaged in records maintenance and human resources operations including, but not limited to: processing initial employment of staff; maintenance of employee files and records; processing personnel /payroll transactions; information/switchboard reception; administration of benefits; employee orientation; processing of workers' compensation and unemployment insurance claims.
 - Manages employee services functions including the administration of employee insurance benefit programs, employee orientation, workers' compensation and unemployment claims processing and records management; supervises staff engaged in benefits enrollment, records management, claims processing and report preparation.
 - Screens and evaluates complaints, grievances and possible contract violations; responds to questions from managers and employees regarding terms and conditions of employment, bargaining agreements, Merit System rules and other labor relations issues.
 - Provides technical expertise and advice to County Office managers and staff as well as local school district representatives concerning a broad range of personnel and human resource management issues; participates as assigned on consultative human resources activities with local school districts.
 - Assures compliance with a variety of laws, rules, codes, regulations and negotiated contract agreements related to the personnel practices and labor relations of the County Office of Education; develops and revises organizational policies, administrative regulations, rules and regulations; responds to complaints and requests for information from federal and State agencies as directed.
 - Trains, supervises and evaluates the performance of assigned staff.
 - Attends meetings, makes presentations and participates in professional organizations as required.
 - Performs related duties as assigned.

Minimum
Qualifications:

Thorough knowledge of: human resources office functions, practices and procedures; supervisory and leadership techniques. Ability to: organize and assign work to meet accepted performance standards; maintain records systems using microcomputer technology; quickly learn and apply laws and regulations pertaining to human resources management; compile information and prepare correspondence and reports; read, understand and interpret complex human resources or related regulations; exercise independent judgment within the scope of authority and to establish effective working relationships with a wide variety of staff and clientele. Skill in: written and oral communication.

Education and
Experience:

A combination of training and experience which provides the level of knowledge, skill and ability described in the Minimum Qualifications section above. A typical qualifying background would include completion of college level coursework in Human Resources, Business or Public Administration, and progressively responsible work experience including complex technical assignments, involving leadership or supervisory responsibilities, the use of automated computer records systems, and extensive public contact.

Established:

Approved by Personnel
Commission: _____

**CLASSIFIED MANAGEMENT
SALARY SCHEDULE**

2009-2010



SAN DIEGO COUNTY OFFICE OF EDUCATION

Effective July 1, 2009

<u>Class Title</u>	<u>Range</u>		
After School Ed & Safety (ASES) Program Support Analyst	M28	JCCS Support Services Manager	M44 76
Benefits Claims Supervisor	M36	Loss Control Analyst	M32
Benefits Representative I	M24	Loss Control Supervisor	M34
Benefits Representative II	M28	Manager, Community Facilities District	M36
Benefits Specialist	M38	Media Services Manager	M45
Budget and Accounting Manager	M47	Migrant Health & Support Services Specialist	M34
Business Advisory Services Specialist	M38	Military Transition Recruitment Specialist	M34
Child Care and Development Planning Council Specialist	M24	Network Planning Manager	M43
Claims Adjuster	M36	Network Services Manager	M47
Claims Investigator	M36	Payroll Audit and Systems Utilization Manager	M44
Community Outreach Specialist	M28	Payroll Services Supervisor	M27
Computer Operations Manager	M44	Program Business Specialist I/II/III	M30/34/38
Consultant, Business Advisory Services	M47	Program Manager	M47
Coordinator, After School Ed And Safety (ASES) Program	M44	Project Manager – ITS	M44
Coordinator, Crisis Response Planning	M44	Project Specialist, Alcohol Abuse	M35
Coordinator, Gang Risk Intervention	M44	Project Specialist, Multimedia Design	M35
Coordinator, JCCS Technology	M45	Project Specialist, <i>Picture This</i> Grant	M35
Coordinator, Special Projects-ISS	M44	Project Specialist, PFA	M35
Coordinator, Technology Consortium	M45	Project Specialist, PFA, Community Outreach	M35
Coordinator, TechSETS	M45	Project Specialist, Project PEACE	M35
Credentials Livescan Services Supervisor	M40	Property & Liability Program Manager	M44
Data Base Manager	M44	Public Information Officer	M48
Deferred Compensation Program Mgr.	M44	Purchasing Supervisor	M38
Dental Project Specialist	M32	Recruitment Specialist, TRC	M34
Director	M48	Retirement Systems Specialist	M38
Director, Executive	M56	ROP Technology Manager	M42
Director, Senior	M52	School Community Policing Partnership Project Analyst	M28
Early Childhood Professional Development Specialist	M28	School Community Policing Project Specialist	M35
EASE Manager	M47	School Facilities Planning Analyst	M34
Elementary School Prevention Specialist	M35	School Facilities Planning Coordinator – Program Planning	M45
Employee Benefits Program Manager	M44	School Facilities Planning Coordinator – District Commission	M45
Employment Services Supervisor	M38	School Facilities Planning Coordinator – Bond Project Manager	M45
Financial Accounting & Management Reporting Manager	M44	School Facilities Planning Specialist	M40
Foster Youth Services Coordinator	M44	School To Career Program Specialist	M35
Foster Youth Services Project Supervisor	M30	Senior Claims Adjuster	M38
Gang Risk Intervention Program Specialist	M35	SIS Manager	M38
Graphic Communications Manager	M45	SIS Supervisor	M34
Graphic Design Supervisor	M28	Software Services Project Manager	M44
Graphics Production Services Supervisor	M29	Special Assistant to the Superintendent	M52
Human Resources Analyst I	M26	Special Programs Specialist	M38
Human Resources Analyst II	M30	STRS Counseling Supervisor	M28
Human Resources Operations Supervisor	M36	Systems & Programming Project Manager	M40
Human Resource Specialist	M34	Technology Center Services and Events Manager	M42
Human Resources Technology Specialist	M38	TUPE Project Specialist - Club Live	M35
ITV Engineering and Operations Manager	M44	TUPE Project Spec.-Friday Night Live	M35
ITV Executive Producer	M46	User Support Services Supervisor	M27
ITV Production/Program Manager	M42	Violence Prevention/Intervention Coordinator	M45
ITV Programming & Promotions Supv.	M34	Webcast Services Specialist	M42
Internal Business Services Specialist	M38	Workers' Compensation Manager	M44

GENERAL PROVISIONS

1. The compensation plan is based on a 12-month work schedule. Salaries shall be prorated for those employees on less than a 12-month work schedule.
2. Initial placement shall be on Step 1 of the appropriate range for the classification. Advanced placement may be authorized by the Superintendent.
3. A classified management employee shall receive step advancements on the salary schedule in accordance with procedures outlined in the Personnel Commission Rules and Regulations.
4. An employee promoted shall be placed on a step on the new salary range that would provide an approximate five percent (5%) increase.
5. Employees with an earned doctorate in an appropriate academic area from an institution accredited by the Western Association of Schools and Colleges shall be entitled to an additional stipend of \$1555 on an annual basis.
6. Salary schedule adjustments for cost of living conditions shall be made on the basic salary schedule only.
7. Vacation, leave, and holidays shall be in accordance with adopted regulations.
8. Employees employed 210 days or more earn paid sick leave in the amount of 13 days per year. Earned sick leave is prorated for less than 210-day employees. Unused sick leave may be accumulated without limit.
9. The County Office shall pay employee retirement fees as required by law to be paid by the employers.

San Diego County Office of Education

Adopted:

Range	Beginning Annual Salary	Step 1	Step 2	Step 3	Step 4	Step 5	Maximum Annual Salary
1	30,300	2,525	2,652	2,785	2,927	3,074	36,888
2	31,056	2,588	2,718	2,854	2,998	3,148	37,776
3	31,824	2,652	2,785	2,927	3,074	3,228	38,736
4	32,616	2,718	2,854	2,998	3,148	3,308	39,696
5	33,420	2,785	2,927	3,074	3,228	3,390	40,680
6	34,248	2,854	2,998	3,148	3,308	3,475	41,700
7	35,124	2,927	3,074	3,228	3,390	3,562	42,744
8	35,976	2,998	3,148	3,308	3,475	3,651	43,812
9	36,888	3,074	3,228	3,390	3,562	3,742	44,904
10	37,776	3,148	3,308	3,475	3,651	3,836	46,032
11	38,736	3,228	3,390	3,562	3,742	3,932	47,184
12	39,696	3,308	3,475	3,651	3,836	4,030	48,360
13	40,680	3,390	3,562	3,742	3,932	4,130	49,560
14	41,700	3,475	3,651	3,836	4,030	4,237	50,844
15	42,744	3,562	3,742	3,932	4,130	4,337	52,044
16	43,812	3,651	3,836	4,030	4,237	4,452	53,424
17	44,904	3,742	3,932	4,130	4,337	4,556	54,672
18	46,032	3,836	4,030	4,237	4,452	4,675	56,100
19	47,184	3,932	4,130	4,337	4,556	4,793	57,516
20	48,360	4,030	4,237	4,452	4,675	4,909	58,908
21	49,560	4,130	4,337	4,556	4,793	5,034	60,408
22	50,844	4,237	4,452	4,675	4,909	5,154	61,848
23	52,044	4,337	4,556	4,793	5,034	5,286	63,432
24	53,424	4,452	4,675	4,909	5,154	5,420	65,040
25	54,672	4,556	4,793	5,034	5,286	5,552	66,624
26	56,100	4,675	4,909	5,154	5,420	5,692	68,304
27	57,516	4,793	5,034	5,286	5,552	5,830	69,960
28	58,908	4,909	5,154	5,420	5,692	5,977	71,724
29	60,408	5,034	5,286	5,552	5,830	6,134	73,608
30	61,848	5,154	5,420	5,692	5,977	6,280	75,360
31	63,432	5,286	5,552	5,830	6,134	6,442	77,304
32	65,040	5,420	5,692	5,977	6,280	6,604	79,248
33	66,624	5,552	5,830	6,134	6,442	6,769	81,228
34	68,304	5,692	5,977	6,280	6,604	6,936	83,232
35	69,960	5,830	6,134	6,442	6,769	7,108	85,296
36	71,724	5,977	6,280	6,604	6,936	7,286	87,432
37	73,608	6,134	6,442	6,769	7,108	7,467	89,604
38	75,360	6,280	6,604	6,936	7,286	7,652	91,824
39	77,304	6,442	6,769	7,108	7,467	7,847	94,164
40	79,248	6,604	6,936	7,286	7,652	8,042	96,504
41	81,228	6,769	7,108	7,467	7,847	8,241	98,892
42	83,232	6,936	7,286	7,652	8,042	8,446	101,352
43	85,296	7,108	7,467	7,847	8,241	8,658	103,896
44	87,432	7,286	7,652	8,042	8,446	8,877	106,524
45	89,604	7,467	7,847	8,241	8,658	9,094	109,128
46	91,824	7,652	8,042	8,446	8,877	9,328	111,936
47	94,164	7,847	8,241	8,658	9,094	9,558	114,696
48	96,504	8,042	8,446	8,877	9,328	9,794	117,528
49	98,892	8,241	8,658	9,094	9,558	10,045	120,540
50	101,352	8,446	8,877	9,328	9,794	10,290	123,480
51	103,896	8,658	9,094	9,558	10,045	10,551	126,612
52	106,524	8,877	9,328	9,794	10,290	10,818	129,816
53	109,128	9,094	9,558	10,045	10,551	11,086	133,032
54	111,936	9,328	9,794	10,290	10,818	11,382	136,584
55	114,696	9,558	10,045	10,551	11,086	11,643	139,716
56	117,528	9,794	10,290	10,818	11,382	11,951	143,412
57	120,540	10,045	10,551	11,086	11,643	12,227	146,724
58	123,480	10,290	10,818	11,382	11,951	12,550	150,600
59	126,612	10,551	11,086	11,643	12,227	12,842	154,104
60	129,816	10,818	11,382	11,951	12,550	13,179	158,148
61	133,032	11,086	11,643	12,227	12,842	13,484	161,808
62	136,584	11,382	11,951	12,550	13,179	13,839	166,068
63	139,716	11,643	12,227	12,842	13,484	14,160	169,920
64	143,412	11,951	12,550	13,179	13,839	14,531	174,372

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Human Resource Services Supervisor	REPORTS TO:	Director, Classified Personnel
DEPARTMENT:	Human Resource Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	049 Supervisors'
ISSUED:	March 27, 2003		

BASIC FUNCTION:

Plan, organize and supervise the operation of a variety of human resource services functions including credentials, information services, recruitment, classified and certificated staffing, and/or other human resources areas as assigned; performs difficult and complex technical assignments and supervises assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Supervise the operation of credentials, information services, recruitment, classified and certificated staffing, and/or other human resources areas. E

Provide technical training and assistance to staff; assist in developing district programs, interpret legislation, and ensure compliance in a variety of areas related to human resources. E

Review, analyze and interpret proposed and existing legislation related to credential requirements and certificated and/or classified employment and acts as district resource; assist district and outside agencies in fulfilling mandated requirements. E

Organize unit assignments and determine priorities; supervise and train staff E

Supervise the preparation of information bulletins, correspondence, reports, and analytical studies. E

Supervise, plan assignments, and organize the work flow of the information services area within the division; develop programs and processes for improving efficiency of operations. E

Perform related duties as assigned.

Human Resource Services Supervisor - Continued**Page 2****MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with a major in business administration, public administration, education or other appropriate field and four years of recent, progressively responsible, directly related experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Pertinent state and county education codes and laws and regulations of the subject areas supervised.
Modern office practices and procedures.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Interpret and apply segments of education and administrative codes and collective bargaining agreements.
Design and maintain computerized record keeping systems that interface with human resource management information systems technologies.
Operate standard office equipment including microcomputers and related software applications.
Train, supervise, and evaluate the work of others.
Establish and maintain effective working relationships with others.
Communicate effectively orally and in writing.
Plan and organize work.
Meet schedules and timelines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 4.2.04—PeopleSoft

Job Code 6080

BD

SUPERVISORS
PLACEMENT OF CLASSES ON SALARY GRADES
(Includes all changes adopted by the Board of Education through April 28, 2009)

CLERICAL

<u>Salary</u> <u>Grade</u>	<u>Title</u>	<u>Salary</u> <u>Grade</u>	<u>Title</u>
023	Supervising Personnel Clerk		
PROFESSIONAL AND TECHNICAL			
046 **	Accounts Payable Supervisor	037 *	Personnel Operations Supervisor
040 *	Administrative Coordinator to the Board of Education	046 **	Physical Plant Operations Assistant Supervisor
054 **	Application Development Coordinator	049 **	Project Manager DWA
048 **	Applied Behavior Analysis Supervisor	046 **	Pupil Accounting Supervisor
044 **	Asbestos Program Supervisor	048 **	Purchasing Services Supervisor
055 **	Assistant District Architect	049 **	Real Estate Office Supervisor
050 **	Budget Supervisor	044 **	ROP Operations Coordinator
050 **	Capital Management Supervisor	048 **	Safety Program Supervisor
048 **	Classified Personnel Supervisor	049 **	Salary Administration Supervisor
020	Communications Specialist	049 **	SANDAPP Program Supervisor
032 **	Community Services Specialist II	038 *	SANDAPP Supervising Case Manager
054 **	Data Base Coordinator	044 **	School to Career Coordinator
054 **	Data Communications Coordinator	036 *	Special Education Labor Supervisor
045 **	Educational Interpreter Supervisor	054 **	Software Systems Coordinator
048 **	Employee Benefit Services Supervisor	032 *	Supervising Administrative Aide
046 **	Employment and Testing Supervisor	036 *	Supervising Administrative Assistant I
050 **	Energy/Telecommunications Supervisor	044 *	Supervising Administrative Assistant II
051 **	Energy/Utilities Program Supervisor	044 **	Supervising Art Specialist
044 **	Facilities Communications Supervisor	044 **	Supervising Budget Analyst
048 **	Facilities Contract Supervisor	048 **	Supervising Contract Specialist
050 **	Financial Accounting Supervisor	044 **	Supervising Educational Researcher
050 **	Financial Systems Coordinator	025	Supervising Elementary School Assistant
046 **	Fiscal Control Supervisor	049 **	Supervising Facilities Planner
045 **	Food Services Facilities Supervisor	044 **	Supervising Financial Systems Analyst
046 **	Food Services Finance Supervisor	024	Supervising Fingerprinting Technician
045 **	Food Services Labor Supervisor	038 *	Supervising Program Specialist
045 **	Food Services Operations/Financial Analyst	038 **	Supervising Rehabilitation Specialist
045 **	Food Services Planning Supervisor	040 *	Supervising Special Education Ombudsperson
049 **	Human Resource Services Supervisor	054 **	Systems Development Coordinator
052 **	Information Services Bureau Operations Coordinator	053 **	Therapy Services Supervisor
040 **	Information Services Specialist	036 *	Translator-Interpreter Supervisor
044 **	Information Technology Supervisor	046 **	Transportation Budget Supervisor
048 **	Instructional Materials Supervisor	048 **	Transportation Information Systems Supervisor
048 **	Internal Investigator	044 **	Transportation Scheduling Supervisor
048 **	Labor Compliance Program Supervisor	047 **	Workers' Compensation Supervisor
055 **	Legislative Mandates Specialist		
044 **	Maintenance and Operations Administration Supervisor		
044 **	Operations Auditor		
050 **	Payroll/Personnel Systems Coordinator		
052 **	Payroll Specialist		
046 **	Payroll Supervisor		

PLACEMENT OF CLASSES ON SALARY GRADES (continued)

CONFIDENTIAL

040 * Administrative Coordinator to the Board
of Education

WAREHOUSING AND TRANSPORTATION

042 **	Bus Operations Supervisor	025	Supervising Stock Clerk
038 **	Food Services Operations Support Supervisor	044 **	Transportation Services Supervisor
038 *	Mail and Delivery Services Supervisor	036 **	Transportation Safety and Training Supervisor
		044 **	Warehouse and Distribution Supervisor

OFFICE MACHINE OPERATION

<u>Salary</u> <u>Grade</u>	<u>Title</u>	<u>Salary</u> <u>Grade</u>	<u>Title</u>
038 *	Printing Services Supervisor		

LIBRARY AND MEDIA

029	Cataloging Specialist	032	Supervising Instructional Materials Specialist
		021	Supervising Library Clerk

CONSTRUCTION, MAINTENANCE AND REPAIR

052 **	Construction, Management Supervisor	051 **	Maintenance Services Supervisor
051 **	Construction Projects Program Supervisor	048 **	Mobile Maintenance Shop Supervisor
048 **	Garage Supervisor	051 **	Mobile/Preventive Maintenance Supervisor
044 **	Labor Compliance Program Coordinator	053 **	Planned Projects Supervisor
053 **	Maintenance Construction Contracting Supervisor	052 **	Project Management Supervisor
053 **	Maintenance Planning Supervisor	051 **	Repair Dispatch Supervisor
053 **	Maintenance, Repair and Construction Supervisor		

CUSTODIAL

022	Building Services Supervisor III	028	Plant Operations Supervisor
044 **	Custodial Operations Program Supervisor	025	Special Schools Building Services Supervisor
034 **	Custodial Operations Supervisor		
036 **	Custodial Services Supervisor		
024	Custodian Crew Supervisor		

GARDENING

042 **	Landscape Operations Program Supervisor	040 **	Integrated Pest Management Supervisor
036 **	Landscape Services Supervisor		

FOOD SERVICE

028 *	Food Services Area Manager	022 *	Food Services Manager
032 *	Food Services Catering Coordinator		

* Exempt job classes eligible for straight time overtime compensation.

** Exempt job classes not eligible for overtime compensation.

SAN DIEGO UNIFIED SCHOOL DISTRICT

SUPERVISORS' HOURLY SALARY PLAN

Effective July 1, 2008

HOURLY SALARY RATES

Salary Grade	STEPS						Salary Grade
	01	02	03	04	05	06	
010	\$13.28	\$13.95	\$14.65	\$15.38	\$16.16	\$16.96	010
011	13.62	14.31	15.02	15.76	16.56	17.38	011
012	13.95	14.65	15.38	16.16	16.96	17.81	012
013	14.31	15.02	15.76	16.56	17.38	18.25	013
014	14.65	15.38	16.16	16.96	17.81	18.70	014
015	15.02	15.76	16.56	17.38	18.25	19.16	015
016	15.38	16.16	16.96	17.81	18.70	19.63	016
017	15.76	16.56	17.38	18.25	19.16	20.12	017
018	16.16	16.96	17.81	18.70	19.63	20.61	018
019	16.56	17.38	18.25	19.16	20.12	21.13	019
020	16.96	17.81	18.70	19.63	20.61	21.64	020
021	17.38	18.25	19.16	20.12	21.13	22.19	021
022	17.81	18.70	19.63	20.61	21.64	22.73	022
023	18.25	19.16	20.12	21.13	22.19	23.30	023
024	18.70	19.63	20.61	21.64	22.73	23.87	024
025	19.16	20.12	21.13	22.19	23.30	24.46	025
026	19.63	20.61	21.64	22.73	23.87	25.05	026
027	20.12	21.13	22.19	23.30	24.46	25.68	027
028	20.61	21.64	22.73	23.87	25.05	26.31	028
029	21.13	22.19	23.30	24.46	25.68	26.96	029
030	21.64	22.73	23.87	25.05	26.31	27.62	030
031	22.19	23.30	24.46	25.68	26.96	28.31	031
032	22.73	23.87	25.05	26.31	27.62	29.00	032
033	23.30	24.46	25.68	26.96	28.31	29.72	033
034	23.87	25.05	26.31	27.62	29.00	30.45	034
035	24.46	25.68	26.96	28.31	29.72	31.21	035
036	25.05	26.31	27.62	29.00	30.45	31.97	036
037	25.68	26.96	28.31	29.72	31.21	32.77	037
038	26.31	27.62	29.00	30.45	31.97	33.57	038
039	26.96	28.31	29.72	31.21	32.77	34.41	039
040	27.62	29.00	30.45	31.97	33.57	35.25	040
041	28.31	29.72	31.21	32.77	34.41	36.13	041
042	29.00	30.45	31.97	33.57	35.25	37.01	042
043	29.72	31.21	32.77	34.41	36.13	37.93	043
044	30.45	31.97	33.57	35.25	37.01	38.86	044

SUPERVISORS' HOURLY SALARY PLAN

HOURLY SALARY RATES

(Continued)

Salary Grade	STEPS						Salary Grade
	01	02	03	04	05	06	
045	\$31.21	\$32.77	\$34.41	\$36.13	\$37.93	\$39.83	045
046	31.97	33.57	35.25	37.01	38.86	40.81	046
047	32.77	34.41	36.13	37.93	39.83	41.82	047
048	33.57	35.25	37.01	38.86	40.81	42.84	048
049	34.41	36.13	37.93	39.83	41.82	43.91	049
050	35.25	37.01	38.86	40.81	42.84	44.99	050
051	36.13	37.93	39.83	41.82	43.91	46.11	051
052	37.01	38.86	40.81	42.84	44.99	47.24	052
053	37.93	39.83	41.82	43.91	46.11	48.42	053
054	38.86	40.81	42.84	44.99	47.24	49.60	054
055	39.83	41.82	43.91	46.11	48.42	50.84	055
056	40.81	42.84	44.99	47.24	49.60	52.08	056

Includes 3% effective 7/1/2007

SAN DIEGO UNIFIED SCHOOL DISTRICT

SUPERVISORS' SALARY PLAN 0601

Effective July 1, 2008

MONTHLY SALARY RATES

Salary Grade	STEPS						Salary Grade
	01	02	03	04	05	06	
010	\$2,302.17	\$2,417.82	\$2,539.63	\$2,666.08	\$2,800.21	\$2,939.00	010
011	2,360.74	2,479.49	2,602.86	2,732.37	2,869.58	3,013.03	011
012	2,417.82	2,539.63	2,666.08	2,800.21	2,939.00	3,087.02	012
013	2,479.49	2,602.86	2,732.37	2,869.58	3,013.03	3,164.12	013
014	2,539.63	2,666.08	2,800.21	2,939.00	3,087.02	3,241.22	014
015	2,602.86	2,732.37	2,869.58	3,013.03	3,164.12	3,321.40	015
016	2,666.08	2,800.21	2,939.00	3,087.02	3,241.22	3,403.13	016
017	2,732.37	2,869.58	3,013.03	3,164.12	3,321.40	3,487.94	017
018	2,800.21	2,939.00	3,087.02	3,241.22	3,403.13	3,572.71	018
019	2,869.58	3,013.03	3,164.12	3,321.40	3,487.94	3,662.18	019
020	2,939.00	3,087.02	3,241.22	3,403.13	3,572.71	3,751.59	020
021	3,013.03	3,164.12	3,321.40	3,487.94	3,662.18	3,845.69	021
022	3,087.02	3,241.22	3,403.13	3,572.71	3,751.59	3,939.75	022
023	3,164.12	3,321.40	3,487.94	3,662.18	3,845.69	4,038.41	023
024	3,241.22	3,403.13	3,572.71	3,751.59	3,939.75	4,137.10	024
025	3,321.40	3,487.94	3,662.18	3,845.69	4,038.41	4,238.88	025
026	3,403.13	3,572.71	3,751.59	3,939.75	4,137.10	4,342.22	026
027	3,487.94	3,662.18	3,845.69	4,038.41	4,238.88	4,451.68	027
028	3,572.71	3,751.59	3,939.75	4,137.10	4,342.22	4,559.59	028
029	3,662.18	3,845.69	4,038.41	4,238.88	4,451.68	4,673.72	029
030	3,751.59	3,939.75	4,137.10	4,342.22	4,559.59	4,787.81	030
031	3,845.69	4,038.41	4,238.88	4,451.68	4,673.72	4,906.54	031
032	3,939.75	4,137.10	4,342.22	4,559.59	4,787.81	5,026.80	032
033	4,038.41	4,238.88	4,451.68	4,673.72	4,906.54	5,151.75	033
034	4,137.10	4,342.22	4,559.59	4,787.81	5,026.80	5,278.14	034
035	4,238.88	4,451.68	4,673.72	4,906.54	5,151.75	5,409.24	035
036	4,342.22	4,559.59	4,787.81	5,026.80	5,278.14	5,541.85	036
037	4,451.68	4,673.72	4,906.54	5,151.75	5,409.24	5,680.63	037
038	4,559.59	4,787.81	5,026.80	5,278.14	5,541.85	5,817.85	038
039	4,673.72	4,906.54	5,151.75	5,409.24	5,680.63	5,964.36	039
040	4,787.81	5,026.80	5,278.14	5,541.85	5,817.85	6,109.29	040
041	4,906.54	5,151.75	5,409.24	5,680.63	5,964.36	6,261.95	041
042	5,026.80	5,278.14	5,541.85	5,817.85	6,109.29	6,414.57	042
043	5,151.75	5,409.24	5,680.63	5,964.36	6,261.95	6,574.96	043
044	5,278.14	5,541.85	5,817.85	6,109.29	6,414.57	6,735.30	044

SUPERVISORS' SALARY PLAN 0601

MONTHLY SALARY RATES
(Continued)

Salary Grade	STEPS						Salary Grade
	01	02	03	04	05	06	
045	\$5,409.24	\$5,680.63	\$5,964.36	\$6,261.95	\$6,574.96	\$6,903.40	045
046	5,541.85	5,817.85	6,109.29	6,414.57	6,735.30	7,073.01	046
047	5,680.63	5,964.36	6,261.95	6,574.96	6,903.40	7,248.80	047
048	5,817.85	6,109.29	6,414.57	6,735.30	7,073.01	7,426.12	048
049	5,964.36	6,261.95	6,574.96	6,903.40	7,248.80	7,611.14	049
050	6,109.29	6,414.57	6,735.30	7,073.01	7,426.12	7,797.73	050
051	6,261.95	6,574.96	6,903.40	7,248.80	7,611.14	7,992.03	051
052	6,414.57	6,735.30	7,073.01	7,426.12	7,797.73	8,187.85	052
053	6,574.96	6,903.40	7,248.80	7,611.14	7,992.03	8,392.94	053
054	6,735.30	7,073.01	7,426.12	7,797.73	8,187.85	8,596.50	054
055	6,903.40	7,248.80	7,611.14	7,992.03	8,392.94	8,812.36	055
056	7,073.01	7,426.12	7,797.73	8,187.85	8,596.50	9,026.69	056

Includes 3% effective 7/1/2007

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, the Director of Maintenance and Operations is responsible for the maintenance and custodial needs of the district.

RESPONSIBILITIES:

- Plan, organize and direct a variety of programs, projects and activities related to the maintenance and repair of school buildings, grounds and associated equipment; effectively allocate resources to various projects including funds, staff and supplies.
- Coordinate construction projects on District facilities.
- Direct and monitor facility management teams and work with local agencies in the completion of District construction projects.
- Review practices and priorities of school maintenance and repair.
- Develop and administer contracts for the repair and maintenance of district facilities; administer construction contracts for major and minor alterations to school facilities.
- Communicate with site managers/principals to establish needs and priorities for maintenance and repair.
- Prepare and administer contracts for professional services; negotiate contract changes as needed; prepare requests for proposals for professional services.
- Supervise, direct, and evaluate the performance of assigned staff.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the Maintenance and Operations Department.
- Communicate with other administrators, district personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with other departments, community members and other public entities concerning facility use and other school related matters.
- Develop and prepare the annual preliminary budget for maintenance, deferred maintenance and utilities, analyze and review budgetary and financial data; control and authorize expenditures in accordance with limitations.
- Review utility usage and make recommendations for energy savings; prepare and submit requests for energy conservation projects.
- Attend a variety of meetings to maintain current knowledge of legislation, legal codes and requirements, conduct and facilitate meetings.
- Select contract inspectors to inspect sites and assure compliance with a variety of health and safety regulations related to facility condition, equipment operation and asbestos management.
- Operate a computer and other office equipment.

- Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Planning, organization and direction of the maintenance and repair activities of district facilities, grounds and associated equipment.
- Construction, engineering, architecture, and maintenance management.
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Custodial practices and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.

ABILITY TO:

- Develop and administer contracts for minor school construction projects.
- Insure compliance with safety practices and various code requirements.
- Understand blueprints and schematic drawings.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.
- Use interpersonal skills with tact, patience and courtesy.
- Ability to direct, manage and evaluate personnel,
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Any combination equivalent to a Bachelor's degree in engineering, architecture or related field and eight years of experience in maintenance, grounds or related function.

EXPERIENCE:

- Five years experience in a supervisory capacity.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office/school environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Walking, climbing to inspect sites.
- Sitting or standing for extended periods of time.

TERMS OF EMPLOYMENT:

Twelve-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 Management Salary Schedule.

September 21, 2009

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.4: Update on Enrollment and Staffing

The attached document shows the difference in enrollment and staffing from the projection on March 25, 2009 and actual numbers available on September 18, 2009. The District has (as of September 18, 2009) an enrollment increase of 83 students but a decrease of 7 sections from the March 25, 2009 projection.

FISCAL IMPACT: Cost – N/A
Program or Department – N/A
Is this a Restricted Program? N/A
Was this expenditure anticipated in the adopted budget? N/A
Will this Program or Department be over budget after this expenditure? N/A

RECOMMENDED: For information only. No action required.

**DEL MAR UNION SCHOOL DISTRICT
2009-2010 CERTIFICATED STAFFING PROJECTION**

The following information shows the change in enrollment and sections AS OF
9/18/09.

Ashley Falls

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	40	2.5	51	2.5	11	0
1	47	3.5	47	2.5	0	-1
2	66	3	63	3.5	-3	0.5
3	60	4	69	3.5	9	-0.5
4	77	3	81	3	4	0
5	80	3	76	3	-4	0
6	81	4	85	3	4	-1
Totals	451	23	472	21	21	-2

Allocation of Enrichment Positions: 2.1

Total Enrichment Positions Including Fundraised Positions: 4.55

Carmel Del Mar

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	56	3.5	61	3	5	-0.5
1	60	2.5	59	3	-1	0.5
2	56	3	53	3	-3	0
3	60	3	60	3	0	0
4	54	3	56	2	2	-1
5	77	2.5	74	3	-3	0.5
6	63	2.5	56	2	-7	-0.5
Totals	426	20	419	19	-7	-1

Allocation of Enrichment Positions: 2.0

Total Enrichment Positions Including Fundraised Positions: 4.0

Del Mar Heights

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	60	3	59	3	-1	0
1	60	3.5	53	3	-7	-0.5
2	69	3.5	77	4	8	0.5
3	66	3	60	3	-6	0
4	54	2.5	55	2	1	-0.5
5	59	2.5	62	2.5	3	0
6	61	3	62	2.5	1	-0.5
Totals	429	21	428	20	-1	-1

Allocation of Enrichment Positions: 1.9

Total Enrichment Positions Including Fundraised Positions: 4.0

Del Mar Hills

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	30	2	41	2	11	0
1	36	3	38	2	2	-1
2	47	2.5	48	2.5	1	0
3	43	2.5	47	2.5	4	0
4	49	2	53	2	4	0
5	49	2.5	49	2	0	-0.5
6	54	2.5	56	2	2	-0.5
Totals	308	17	332	15	24	-2

Allocation of Enrichment Positions: 1.6

Total Enrichment Positions Including Fundraised Positions: 3.5

Ocean Air

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	100	6	105	5	5	-1
1	119	4.5	121	6	2	1.5
2	87	5.5	99	5	12	-0.5
3	104	4	105	5	1	1
4	78	3	82	3	4	0
5	81	3.5	85	3.5	4	0
6	86	3.5	85	3.5	-1	0
Totals	655	30	682	31	27	1

Allocation of Enrichment Positions: 2.9

Total Enrichment Positions Including Fundraised Positions: 5.5

Sage Canyon

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	100	5	112	6	12	1
1	92	5	102	5	10	0
2	98	5	101	5	3	0
3	97	6	104	5	7	-1
4	119	5	122	4.5	3	-0.5
5	123	4	123	4.5	0	0.5
6	98	4	99	4	1	0
Totals	727	34	763	34	36	0

Allocation of Enrichment Positions: 3.4

Total Enrichment Positions Including Fundraised Positions: 5.25

Sycamore Ridge

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	60	4	56	3	-4	-1
1	70	3	68	4	-2	1
2	57	2.5	56	3	-1	0.5
3	45	3.5	42	2	-3	-1.5
4	66	3	67	3	1	0
5	62	2	54	2	-8	0
6	54	2	53	2	-1	0
Totals	414	20	396	19	-18	-1

Allocation of Enrichment Positions: 1.9

Total Enrichment Positions Including Fundraised Positions: 4.0

Torrey Hills

Grade	Projected Enrollment on 3/25/09	2008-2009 Sections	Enrollment on 9/18/09	2009-2010 Sections	Difference in Enrollment	Net Difference in Sections
K	80	5	101	5	21	0
1	96	5	92	5	-4	0
2	95	5	82	4	-13	-1
3	98	5	104	5	6	0
4	96	4	94	3.5	-2	-0.5
5	104	3	102	3.5	-2	0.5
6	76	3	71	3	-5	0
Totals	645	30	646	29	1	-1

Allocation of Enrichment Positions: 3.0

Total Enrichment Positions Including Fundraised Positions: 4.8

Grand Totals	4055	195	4138	188	83	-7
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September 30, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.5: Update 2009-2010 Intradistrict Transfer Requests

For the 2009-2010 school year, a total of 220 intradistrict transfer requests were received. Listed below is a summary of the intradistrict transfer requests processed per school site. A breakdown of the data per grade level at each school site is provided in the attached Appendix A.

SCHOOL	TRANSFERS "TO"	TRANSFERS "FROM"
Ashley Falls	33	7
Carmel Del Mar	22	39
Del Mar Heights/Hills	79	29
Ocean Air	21	59
Sage	29	19
Sycamore Ridge	2	35
Torrey Hills	29	32

A more detailed analysis of the intradistrict requests, along with the interdistrict requests and involuntary placements, will be provided at a future Board meeting.

FISCAL IMPACT: **Cost** – Any costs or savings generated by changes in enrollment will be addressed on separate agenda items
Program or Department – Districtwide
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.

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

96

GRADE	ASHLEY FALLS	CARMEL DEL MAR	HEIGHTS/ HILLS	OCEAN AIR	SAGE CANYON	SYCAMORE RIDGE	TORREY HILLS	Total Requests
K Requests Out	2	4	4	6	2	4	3	25
Total Out	2	4	4	6	2	4	3	25
K Requests In	6	2	6	2	5	0	4	25
Total In	6	2	6	2	5	0	4	25
1st Out - New	0	1	1	0	0	0	2	4
1st Out - Continuing	0	3	0	5	1	4	1	14
Total Out	0	4	1	5	1	4	3	18
1st In - New	0	1	1	0	0	0	0	2
1st In - Continuing	3	2	3	2	2	1	3	16
Total In	3	3	4	2	2	1	3	18
2nd Out - New	0	1	1	1	1	1	2	7
2nd Out - Continuing	1	3	1	3	4	4	2	18
Total Out	1	4	2	4	5	5	4	25
2nd In - New	0	0	3	2	1	0	1	7
2nd In - Continuing	2	1	9	3	0	0	3	18
Total In	2	1	12	5	1	0	4	25
3rd Out - New	0	1	3	2	1	1	1	9
3rd Out - Continuing	1	8	1	6	2	3	1	22
Total Out	1	9	4	8	3	4	2	31
3rd In - New	2	1	2	2	1	0	0	8
3rd In - Continuing	4	1	11	0	1	0	6	23
Total In	6	2	13	2	2	0	6	31
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	1	3	1	1	0	1	1	8
5th Out - Continuing	1	5	6	13	3	4	4	36
Total Out	2	8	7	14	3	5	5	44
5th In - New	1	2	2	1	2	0	1	9
5th In - Continuing	6	5	14	2	4	0	4	35
Total In	7	7	16	3	6	0	5	44
6th Out - New	0	1	4	1	0	1	5	12
6th Out - Continuing	0	6	5	9	3	8	5	36
Total Out	0	7	9	10	3	9	10	48
6th In - New	1	1	5	3	1	0	1	12
6th In - Continuing	5	4	10	5	9	0	3	36
Total In	6	5	15	8	10	0	4	48
TOTAL ALL INTRADISTRICT TRANSFER APPLICATIONS								220
TOTAL OUT	7	39	29	59	19	35	32	
TOTAL IN	33	22	79	26	29	2	29	

September 25, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *8.6: Board Approval Visitation Schedule by Board of Trustees, 2009/2010

During each school year, the Board of Trustees visits school sites and District offices. For the last several years, the Board has visited school sites to view Professional Learning Communities at work.

Administration recommends that during the 2009/2010 school year, the Board visit the office of Maintenance and Operations, the Special Education Preschool, Child Care, the Technology office, and a Student Council meeting. Following is a recommended schedule:

October 28, 2009	3 p.m.	Special Education Preschool
November 18, 2009	3 p.m.	Maintenance and Operations
January 20, 2010	3 p.m.	Child Care
February 17, 2010	3 p.m.	Technology Department
April 21, 2010	3 p.m.	Student Leadership Meeting

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of the Visitation Schedule by the Board of Trustees for the 2009/2010 school year.

September 25, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.7: Board Approval, Proposal: District Strategic Plan Report with Recommendations for 2009/2010 School Year based on Data and Evaluation

Each year, the Del Mar Union School District has engaged its staff and community in strategic planning. During the 2008/2009 school year, Strategic Plan goals were:

1. Maintain high standards for student performance
2. Increase communication with all stakeholder groups
3. Increase collaboration in and among stakeholder groups
4. Increase and support a culture of transparency, openness, and collegiality
5. Ensure the employment and retention of high caliber staff members, and
6. Ensure that funds are spent wisely and adequate control and accounting are maintained.

The 2009/2010 school year begins with difficult financial challenges for the District. The following recommendation of the Superintendent's Cabinet is based on the desire of District Administration to help reduce the District's deficit.

FISCAL IMPACT: Staff time to be calculated upon Board direction.

RECOMMENDED: The Superintendent recommends approval of the proposed District Strategic Plan Report with recommendations for 2009/2010 school year based on data and evaluation.

DEL MAR UNION SCHOOL DISTRICT

**District Strategic Plan Report with Recommended
Actions
for the 2009/2010 School Year based on Data and
Evaluation
2008/2009**

Prepared by
Del Mar Union School District Administration, Staff, and Parents

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District-Sponsored Opportunities
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Actions for 2009/2010**

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 A. Technology and Media Center Resources
 B. Professional Development
School Climate
Effective Relationships with School Partners
Alignment of Facilities Plans with Instructional Goals

Appendix I – Definitions

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Introduction

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-rounded individuals who embrace learning for life and who are prepared to meet the challenges of the future.

Core Values

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

Beliefs

We believe in:

- Honesty and integrity
- Treating others with respect
- The principles of Democracy

Long Term Goals

Preface

Every school district collects, analyzes, and disseminates information on their own data from assorted reports, assessment, and state sources. This report is an attempt to consolidate our diverse data sources and present them in an understandable and usable format. The report should serve as a guideline for future data collection with the goal of improving the District's instructional objectives and the total academic program so that student achievement is continuously improved. Please note that the data contained in this document was gathered at different times during the 2008-2009 school year, according to its availability at the time the Report was written.

Purpose of Data Evaluation

The purpose of this document is to provide current data on student enrollment and student achievement. It is a series of "snapshots" of the school district that try to answer the following basic questions:

1. What are the characteristics of the students enrolled in Del Mar Union School District?
2. How do these students perform on various achievement measures throughout grades K-6th?
3. What resources does the District provide to accomplish its mission and objectives?
4. After analysis of the data, what trends emerge?
5. What recommendations can be made to meet the district's long and short-term goals?

This report is in four sections.

- Section I reports the enrollment and demographics of the district.
- Section II includes student achievement indicators from various district and state assessment programs.
- Section III details the district's resources that affect student learning.
- Section IV provides beliefs, appraisals, goals and proposed recommended actions for consideration in the following four areas:
 - I. Curriculum, Instruction and assessment (including Technology and Media center Resources and Professional Development)

- II. School Climate
- III. Effective Relationships with School Partners
- IV. Effective Use of Financial Resources (including the Alignment of Facilities Plans with Instructional Goals)

September 30, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item *8.8: Second Reading and Approval, Updated Board Policy/Administrative Regulations 0420.4: Charter Schools and New Board Policy/Administrative Regulations 7160: Charter School Facilities

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 BP/AR 0420.4, and review and adopt an additional, new Board Policy and Administrative Regulations 7160: Charter School Facilities.

There have been no revisions to the new BP/AR 7160, the current BP/AR 0420.4 as well as the updated BP/AR 0420.4 since they were presented to the Board of Trustees for a first reading at the June 24, 2009 Regular Board Meeting.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of Updated Board Policy/Administrative Regulations 0420.4: Charter Schools and New Board Policy/Administrative Regulations 7160: Charter School Facilities

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)

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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 of the district. 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 of 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.

September 30, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item *8.9: First Reading & Approval, Revised Board Policy
0420: School Plans/Site Councils

At the Special Board meeting of September 1, 2009, the Board requested that staff bring a proposal for a change to Board Policy 0420, School Plans/Site Councils that would allow Site Plans to recommend purchase of staff time without restriction.

FISCAL IMPACT: None.

RECOMMENDED: The Superintendent recommends approval of Revised Board Policy 0420: School Plans/Site Councils

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

BOARD POLICY 0420: SCHOOL PLANS/ SITE COUNCILS

General Provisions

1. The Board desires to have its schools participate in a school improvement plan as described in Ed Code 41507, 41572, 64000 and 64001.
2. The Board directs the Superintendent to operate School Site Councils at each school site, consistent with the requirements of Ed Code 41507, 41572, 52852 and 64001 and this Board Policy.
3. The Board directs the Superintendent to establish a communication procedure between the Board and the School Site Councils.
4. The Board directs the Superintendent to establish a school improvement program evaluation designed to insure that School Improvement budgets improve student achievement at each site as described in Ed Code 6190.
5. The Board directs the Superintendent to develop administrative regulations, so that each participating SIP school complies with Ed Code 64001 which requires a written Single Site Plan for Student Achievement including aligned activities based on identified staff development needs.

Composition of the School Site Council:

1. Each Del Mar Union School District Site Council shall be composed of ten (10) members consistent with Ed Code 41507, 41572, and 52852:
 - One principal of the site
 - Three teachers at the site (selected by site teachers, using secret ballot)
 - One other school personnel (selected by other site personnel, using secret ballot)
 - Five parents (selected by parents, using secret ballot)
2. The term of all School Site Council members shall be two years, and shall be staggered, so that approximately half of the council is elected in one calendar year, while the other half of the council is elected twelve months later.

In the event that all current Site Council members at one school site are serving non-staggered terms of the same length, all members shall draw lots to determine which half of the Site Council members shall continue for one additional year.

B.P./A.R. 6002 School Improvement Plan: Adopted by the Board of Trustees December 8, 1999

B.P./A.R. 6002 replaced by B.P./A.R. 0420: School Plans/Site Councils

B.P./A.R. 0420 Approved by the Board of Trustees: September 27, 2005

Revisions to Board Policy 0420 Approved by the Board of Trustees: December 14, 2005

Presented with revisions to the Board for a First Reading & Approval: September 30 2009

3. Elections for School Site Council members shall occur by the last week in September of each school year.
4. School Site Council members may serve more than one two year term, so long as the members were re-elected by the appropriate group, and the member's child is still enrolled at the school site (parents, certificated teachers, other school personnel).
5. School Site Council members who fail to attend three SSC meetings during one school year are automatically removed from office upon missing the third meeting.
6. Should a vacancy occur on the SSC, a replacement will be appointed for the remainder of the vacant term.
7. The principal will follow the provisions of the Brown Act in posting the monthly SSC agenda.
8. The principal is responsible for notifying staff and parents of the SSC election process.
9. The School Site Council may function on behalf of other committees in accordance with law. (Ed Code 52055)

Responsibility of the School Site Council (SSC)

1. As per Ed Code 64001, the School Site Council is responsible to develop and fund a written School Improvement Plan also known as the Vision for Excellence Site Plan, which shall contain the following items:
 - a) The School Improvement Plan, entitled the Vision for Excellence Site Strategic Plan, sets student achievement goals in District curriculum/standards, including: Reading/Language Arts; Writing; Mathematics; Science; History/Social Science; the Arts and other School Focus areas selected by the SSC. The Vision for Excellence Site Strategic Plan must identify one or two academic areas: one area must support the district focus determined by data need and/or adoption cycle. One or two non-academic student support areas will also be part of the site plan (and SSC funding) to improve the educational program. The plan must contain information about the current levels of student performance from standardized test results, local performance assessments, and other measurable data/information. The Vision for Excellence School Site Strategic Plan must also describe the process the SSC will use to evaluate the effectiveness of the school site program, and must include the results of the most recent parent and staff surveys.
 - b) As per Ed Code 64001, the Vision for Excellence Site Strategic Plan at each site must contain a Staff Development component (and funding) to accomplish the

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goals in the site plan. The Staff Development component must be updated annually.

- c) The Vision for Excellence Site Strategic Plan must also contain a description of materials/supplies, which will be necessary to accomplish the goals in the site plan. The description of materials must be updated annually by the School Site Council (SSC) by June of each school year. (Ed Code 41507, 41572)
2. By October of each school year, the School Site Council must approve the proposed School Site Council expenditure plan for the school year, and forward the proposed budget to the School Board for approval or rejection. Each expenditure item in the proposed SSC budget must align with the goals, staff development needs, and materials/supplies described in the Vision for Excellence School Site Strategic Plan.
 - a) No more than one third of the current year's SSC budget allocation may be expended for ongoing personnel costs.
 - b) SSC funds must be expended for supplies, materials, training, staff development, coaching, release time, curriculum development, hardware, software, books, and other appropriate investments which will help the school site to reach the goals as stated in the Vision for Excellence Site Strategic Plan.
 - ~~c) It is the policy of the DMUSD Board of Trustees that no more than 30% of SIP funds may be carried over from one fiscal year to another fiscal year without the express permission of the DMUSD Board of Trustees.~~
 3. The School Site Council will keep minutes from each SSC meeting and will use this information to modify and monitor the Vision for Excellence Site Strategic Plan.
 4. The goals contained in the Vision for Excellence Site Strategic Plan must be consistent with the Del Mar District Strategic Plan.
 5. All planning by the SSC must include continuous and systematic consultation with the professional staff at the school site and at the District Office.
 6. The School Site Council determines the organizational structure and strategies to best to accomplish its Vision for Excellence Site Strategic Plan. Approaches may range from the appointment of ad hoc committees, task forces and/or Strategic Planning Action Teams working as a committee of the whole.

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Responsibility of the Board of Trustees:

1. In October of each year, the Board of Trustees shall review and approve the Vision of Excellence School Site Strategic Plan for each school site to determine that the goals and objectives align with the District's Strategic Plan.
2. The Board of Trustees will approve or disapprove the annual SSC budget (after a majority of the SSC has approved the budget). The deadline for the SSC to submit its annual budget to the Board of Trustees shall be October of each school year. In the event that the Board of Trustees disapproves the annual SSC budget at a site, the Board will provide the SSC with written reasons for disapproving the budget. Upon modification by the SSC, the Board of Trustees will reconsider the SSC proposed budget.

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B.P./A.R. 6002 replaced by B.P./A.R. 0420: School Plans/Site Councils

B.P./A.R. 0420 Approved by the Board of Trustees: September 27, 2005

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

ADMINISTRATIVE REGULATION TO BOARD POLICY 0420:
SCHOOL PLANS/SITE COUNCILS

- A. An annual School Calendar will be developed in September to support the implementation of the Vision for Excellence Site Strategic Plan. Principals and Site Councils will be required to hold a minimum of four quarterly meetings throughout the school year to accomplish the tasks described in Board Policy 0420.
- The Principal will distribute information about the School Site Council to all parents; hold annual SSC elections; hold first SSC meeting in September/October; distribute updated Vision for Excellence Site Strategic Plan document, planned meeting schedule, and budget information.
- B. Meetings throughout the year will focus on student achievement in a content focus area, or areas defined at the Vision For Excellence Site Strategic Plan Annual update conducted in March. The focus area must support the District Strategic Plan.
- Assign site team(s) to provide information on focus area(s).

Site staff will consider the following questions:

1. How are students doing in the defined focus areas based on annual test data? Review standardized test results, report card results, local performance assessments, national and state standards, and staffing/achievement in the focus area. Do parent survey results indicate that parents believe students are learning in the defined focus area?
 2. How should the site plan be modified to improve student performance in the defined focus area? If improvement is needed, what are the “next” steps? Should additional staff development be scheduled? Why? Are additional materials needed? Why? Is there a need for coaching support?
 3. If improvement is necessary, what is the estimated cost? All costs must be included in the Vision for Excellence Site Strategic Plan (resource column).
- C. In October, the School Site Council must approve the proposed expenditure plan for the school year and forward the proposed budget to the School Board for final approval.
- D. During the months of January and February - Continue to review the action steps and student achievement in the defined focus area. Begin to plan for sharing site successes and modifications at the Annual Update of the Vision for Excellence Strategic Planning session.

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Site staff will consider the following questions:

1. How are students achieving in the focus areas?
2. What parts of the action plans have been the most successful for students?
3. What parts of the action plans are being modified? What are the expected outcomes of the modifications?
4. Have there been any significant budget modifications because of the Action Plan changes?

E. During March, the Vision for Excellence Site Strategic Planning Team will meet to review the progress of the plan and will make recommendations to the SSC for modifications. (Ed Code 64001)

- During April, May and June – Review budget implications and draft site budget for finalization in September/October after all data has been received from the State standardized testing program.

F. Communication with PTA and Vision for Excellence School Site Strategic Planning Team

In order to provide for effective communication between the School Site Council and site PTA, and the Vision for Excellence Site Strategic Planning Team, principals will invite site PTAs to select one PTA member who will attend all Site Council meetings during the school year. The PTA representative may be a member of the Site Council. The PTA representative may also serve on the Vision for Excellence Site Strategic Planning Team to strengthen the connection to all site leadership and decision-making bodies.

Legal Reference:

Education Code 41507, 41572, 64000 and 64001.

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September 30, 2009

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *8.10: Second Reading & Approval, 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:

RECOMMENDED: The Superintendent recommends approval of the Job Description for Speech Language Pathology Assistant

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.

September 21, 2009

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To: Board Members

From: Charlene Komosinski, Director, After School Programs

Through: Sharon McClain, Superintendent

Subject: Agenda Item *8.11: Board Approval, Professional Service Agreements for the Del Mar Union School District After School Enrichment Program.

The Del Mar Union School District operates the After School Enrichment Program for students at all school sites.

Attached is the calendar of classes for the Fall 2008 program. Currently, the enrollment for Enrichment classes is 1,757 students.

The Professional Services Agreements for the Fall 2009 program are with the following independent contractors, and the District is asking the Board's approval of these agreements. The contracts for this work are available for review at the Del Mar Union School District Office.

Angela Amoroso DBA *Scripps Performing Arts Academy* - Acting & Ballet
Jeff Bertrand DBA *Bertrand's Music* - Beginning and Intermediate Band
Julia Burnier DBA *Sing 'N Speak Spanish* - Spanish
Joshua Cangelosi -Writing Adventures
Sanda Dodd - Clay
Michael Duggan DBA *British Academy of Soccer Science* - Soccer
Larry Frankel - Magic
Ben Hian and John Taibe DBA *Radical Reptiles & Friends* – Radical Reptiles/Science
Nancy Holden DBA *Dance With Nance* – Musical Theater
Sarah Jaeger DBA *Mad Science* - Science
Karen Johnson DBA *Dos Palomas Spanish Academy* - Spanish
Dennis Kelsch DBA *Young Rembrandts* - Art
Jodi Komitor DBA *Next Generation Yoga* - Yoga
Grace Law DBA *All About Mandarin* - Mandarin
Brandon Lindberg DBA *SoCal Music* - Guitar
Jenny Liu DBA *HuaCheng Chinese School* - Chinese
Kevin McDermott DBA *Total Golf Adventures* - Golf

Dave Melrose DBA *San Diego Chess Academy* - Chess
Teri Nance - Easy Sewing and Quilting
Tedd Padgitt DBA *Team Touche* - Fencing
Mark Pattison DBA *Center for Martial Arts* – Martial Arts
Katie Pentland DBA *Superstar Gymnastics* - Gymnastics
Shannon Polivka DBA *Kidz N Fun* - Gymnastics
Michael Rausa DBA *One on One Basketball* - Basketball
Cynthia Ruddy DBA *Monart* - Art
Keith Walsh DBA *Play-Well TEKnologies* – Engineering FUNdamentals with Legos
Allison Wheeler DBA *KidzArt* – Art
Sarah Yasukoshi DBA *Young Rembrandts* - Art

FISCAL IMPACT: **Cost** – Costs are paid by parents directly to outside vendors. 15% of gross receipts are returned to the After School Program.
 Program or Department – Enterprise Fund
 Is this a Restricted Program? No
 Was this expenditure anticipated in the adopted budget? An estimated 15% of gross revenue was included in the adopted budget.
 Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: The Superintendent recommends approval.

September 22, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.12: 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
September 30, 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

September 22, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 8.13: CSBA Annual Education Conference and Trade Show 2009

The CSBA Annual Education Conference and Trade Show 2009 is being held December 3-5 at the San Diego Convention Center. The conference brochure describing all the sessions being offered is available by going to the CSBA website at www.csba.org and clicking on CSBA 2009 Annual Education Conference and Trade Show.

Registration prior to November 6, 2009 is \$455.00; after November 6, 2009 the registration fee is \$525.00. Also available are a number of ticketed events ranging in fee from \$39.00 to \$60.00. Board members may wish attend the General Session and/or select a variety of sessions of interest to be shared at a later date.

The CSBA is offering a pre-conference session "*Orientation for new trustees: What every board member needs to know*" on Wednesday, December 2, 2009 from 9:00 a.m. to 4:00 p.m. The orientation will examine the following:

- Governance – A Working Definition
- Open Meeting Laws and The Brown Act
- Importance of Policy
- Effective Board Meetings
- The School District Budget
- Key Questions to Ask
- Critical Educational Issues

The Superintendent is asking Board members to contact Sherry Forte, Executive Assistant to the Superintendent of your desire to attend the CSBA Annual Conference and Trade Show prior to November 6, 2009.

FISCAL IMPACT: Unknown at this time.

RECOMMENDED: For information only. No action required.

September 25, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 8.14: First Reading, New Board Policy 6145.8
Assemblies and Special Events

Board Policy 6145.8 Assemblies and Special Events is brought to the Board at the request of Board members. The Del Mar Union School District does not have this policy. Administration recommends a Board review of the policy for inclusion in the District's board policies.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

**DEL MAR UNION SCHOOL DISTRICT
INSTRUCTION**

BOARD POLICY 6145.8: ASSEMBLIES AND SPECIAL EVENTS

The Governing Board believes that assemblies and special events should promote a positive school climate. Assemblies may provide information that supplements the district's curriculum or may showcase student achievement in academics, athletics, music, art, drama or other extracurricular or co-curricular activities.

The principal or designee shall ensure that the speakers and community resources featured in school assemblies and special events are carefully selected and represent a balanced viewpoint. Prospective speakers shall agree to present material of educational relevance that is appropriate to the maturity of the audience, with no statements that are obscene, vulgar, or that incite violence.

The principal or designee shall schedule assemblies and special events so as to maximize the effectiveness of instructional time and to satisfy the requirements of law and negotiated agreements. The principal or designee may limit the number of such events whenever they encroach upon or do not support the instructional program.

Legal Reference:

EDUCATION CODE

37200-37202 School Calendar

37220-37223 Holidays

46010 Total Days of Attendance

46100 Length of School Day

48980 Notice at Beginning of Term

51202 Instruction in Personal and Public Health and Safety

51240 Excuse from Instruction Due to Religious Beliefs

51513 Materials Containing Questions About Beliefs or Practices

51930-51939 Comprehensive Sexual Health and HIV/AIDS Prevention Education Act

September 25, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.15: Reminder of Upcoming Events and Schedules

Wednesday, October 7, 2009

International Walk to School Day

Saturday, October 10, 2009

“A Salute to Teachers”, Balboa Theatre, 7:00 p.m.

October 12-16, 2009

Red Ribbon Week

Thursday, October 15, 2009

“Great American ShakeOut”, Earthquake Drill

Friday, October 16, 2009

Masters in Governance, Policy & Judicial Review, SDCOE, 8:30 a.m.-4:00 p.m.

October 19-23, 2009

Parent/Teacher Conference Week, Minimum Day Dismissal: 12:30 p.m.

Wednesday, October 28, 2009

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

Friday, October 30, 2009

Legislative Action Network Meeting, 10:30 a.m. – 12:00 p.m., Solana Beach

Wednesday, November 11, 2009

Holiday. Veterans’ Day

Wednesday, November 18, 2009

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

November 23-27, 2009

No School. Thanksgiving Week.

Thursday & Friday, November 26 & 27, 2009

Thanksgiving Holidays.

Wednesday, December 9, 2009

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

December 21, 2009 – January 1, 2010

Winter Break, No School.

Thursday & Friday, December 24 & 25, 2009

Christmas Holidays.

Thursday, December 31, 2009 & Friday, January 1, 2010

New Year's Holidays.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

September 25, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 9.1: Update, Child Care Facility at Ocean Air and District Office Facility, Frisco White

Architect Frisco White will discuss with the Board his progress in updating plans for the Ocean Air Child Care facility. The original plans submitted to the Office of the State Architect must be re-submitted because they are no longer current. The Board approved a contract with Architect White to update the original plans.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

September 25, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 9.2: Board Approval, Space Requirements for District Office Facility

At the Special Board meeting on September 23, 2009 the Board requested that staff bring back Proposal 1A (Revised) for Board discussion and possible approval. Proposal 1A (Revised) was developed by administration and Architect Frisco White for housing of District Office personnel.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

September 25, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 9.3: Discussion/Board Approval, New District Office Facility, Purchase /Lease/Build

Trustee Rodriguez requested that this item be put on the Board Agenda for Board action in order to continue and reaffirm the search for appropriate real estate space for relocation of the District Office.

Background

At the January 21, 2009 Regular Board Meeting the Board approved the appointment of Mark Kagan of the MarkJen Corporation and Chuck Wasker of Colliers International, to represent the District in the search for new District Office facilities.

At the February 25, 2009 Regular Board Meeting Board Member Rodriguez reported that she had toured prospective properties (vacant land and existing buildings) for a new District Office facility with Rodger Smith, former Director of Human Resources/Facilities Planning; Mark Kagan and Chuck Wasker, agents. Mr. Kager and Mr. Wasker were present at the February 25, 2009 meeting and reported they are currently soliciting buildings and/or land that will meet the DMUSD requirements. They reported that approximately six properties had been identified as possible building sites and 50+ buildings within which the District Office facility could locate.

In the Closed Session meeting of April 29, 2009, the Board discussed the property located at 11250 El Camino Real, San Diego, CA 92130. It was reported that no action was taken in Closed Session.

FISCAL IMPACT: Unknown at this time.

RECOMMENDED: The Superintendent recommends pursuing all options, including the purchase/lease/building of new facilities for a new District Office.

September 16, 2009

To: Board Members

From: Randy Wheaton, Director of Maintenance and Operations

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 9.4: Update of Summer Work - 2009

Another fast paced summer has come and gone for Maintenance and Operations! We're into our first month of school and all is running smoothly. Many thanks to M&O staff for their hard work and dedication. Our schools have never looked better!

Our custodial staff once again put team cleaning to task. We "deep cleaned" 500,000 square feet of schools this summer while providing support for various summer programs at Del Mar Hills, Sycamore Ridge and Torrey Hills. Furniture, carpet, hard floors, walls and restrooms were deep cleaned. The maintenance staff completed preventative maintenance on HVAC, fire alarm and sprinkler systems, as well as electrical and communication systems.

Larger maintenance projects included roof repairs at Del Mar Heights and Ashley Falls, carpet replacement and slurry seal and striping at Sage Canyon and interior/exterior painting at Carmel Del Mar and Ashley Falls. Various other projects were completed throughout the District making it a very busy summer.

The highlight of the summer was the completion of an outdoor teaching area at Del Mar Heights, which replaces a small amphitheater and trail steps that had to be removed because of ADA compliance issues. The new teaching area is ADA accessible, with a teaching station and large flat stones for student seating. Close by, the Torrey Pines State Park personnel will help the District put in a native plant teaching garden. Principals and staff are working on plans for students throughout the District to benefit from this outdoor teaching area, which is adjacent to the Torrey Pines State Park and provides a wonderful learning environment for students.

FISCAL IMPACT: **Cost** –The majority of the work was performed by district employees. Individual vendor contracts were approved by the Board prior to project start up.
 Program or Department – Restricted Maintenance, Deferred 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

RECOMMENDED: For information only. No action required.

September 25, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 9.5: Board Discussion/Direction, Joint Use Ownership & Provisions, Construction Funds, Funds Currently Collected

Board members have individually requested information regarding the ownership of the school sites, including the Shores property, in the Del Mar Union School District, to include the following:

- ♦ property size of the school
- ♦ property size of fields and/or parks
- ♦ ownership of fields and/or parks
- ♦ areas of joint usage
- ♦ agreement describing joint use provisions
- ♦ what funds were used to construct the school
- ♦ funds currently being collected for the purpose construction (if any)
- ♦ agency in charge of the funds collection (if any)

As this information exists in different documents and reports and will take additional staff time to create, the Superintendent requests direction from the Board as to the completeness of the list above before the document is finalized.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

September 14, 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
\$308.12 for instructional supplies	Ashley Falls School	Target Stores
\$2,000 for instructional supplies	Ashley Falls School	Shin Family
\$136.50 for instructional supplies	Sage Canyon School	Target Stores
\$10,000	Torrey Hills School	PTA
\$2,400 4 th grade donation	Torrey Hills School	Mi Jung Seo
\$1884.15 for instructional supplies	Ocean Air School	PTA

Fiscal Impact: **Cost – None**
Program or Department – Other Local Revenue.
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: The Superintendent recommends approval and acceptance of donations to the Del Mar Union School District.

*10.1

September 14, 2009

To: Board Members

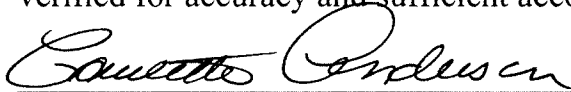
From: Dena Whittington, Assistant Superintendent, Business Services

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 \$169,709.97. It is also recommended that the Board of Trustees ratifies the commercial warrants listed in the amount of \$458,873.32 and ratifies the revolving cash disbursements listed in the amount of \$1,947.76.

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


Signed

9/14/09
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.

*10.2

DEL MAR UNION		FROM 08/01/09 THRU 08/31/09					
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
200066	08/20/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$247.90	
210388	08/20/09	03	SCIENCE KIT, INC.	005	INST MAT/SUP GEN PURPOSE	\$119.99	
210425	08/03/09	03	HYDRO-SCAPE PRODUCTS, INC.	001	GARDENING SUPPLIES	\$500.00	
210426	08/03/09	06	COSCO FIRE PROTECTION	001	REPAIRS BLDGS/GRNDS	\$518.00	\$5
210427	08/03/09	63	KARINA GREENWAY	060	INST SUPPLIES CHILD DEV	\$149.29	
210428	08/03/09	63	ENVIRONMENTS INC.	060	GEN SUPPLIES CHILD DEV	\$638.43	\$1
210429	08/03/09	63	TAMARA HANLON	060	GEN SUPPLIES CHILD DEV	\$182.70	
210430	08/03/09	63	SCHOOL SPECIALTY	060	GEN SUPPLIES CHILD DEV	\$424.13	
210431	08/03/09	63	UMA (LAKSHMY) KRISHNAN	060	INST SUPPLIES CHILD DEV	\$178.92	
210432	08/04/09	03	OFFICE DEPOT, B.S.D.	013	INST MAT/SUP GEN PURPOSE	\$1,200.00	\$1
210433	08/04/09	03	EDUCATORS PUBLISHING SERVICE	007	INST MAT/SUP GEN PURPOSE	\$957.17	\$2
210434	08/04/09	03	CURRICULUM ASSOCIATES, INC.	007	INST MAT/SUP GEN PURPOSE	\$220.76	
210435	08/04/09	03	THE SHORT BOOKS	007	INST MAT/SUP GEN PURPOSE	\$527.22	\$1
210436	08/04/09	03	AMAZON.COM CREDIT	007	INST MAT/SUP GEN PURPOSE	\$600.17	
210437	08/04/09	06	DOOR-MAN	001	REPAIRS BLDGS/GRNDS	\$2,500.00	\$2
210438	08/04/09	06	SONSHINE WINDOW CLEANING	001	REPAIRS BLDGS/GRNDS	\$365.00	\$1
210439	08/04/09	06	AL.MAX SANITATION	001	REPAIRS BLDGS/GRNDS-OA	\$900.00	
210440	08/06/09	03	UNITED STATES POSTAL SERVICE	001	POSTAGE	\$6,000.00	\$6
210441	08/06/09	63	POTTERY BARN	060	GEN SUPPLIES CHILD DEV	\$506.14	\$1
210442	08/11/09	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$143.65	
210443	08/11/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$16.74	
210444	08/11/09	03	MEDCO SUPPLY CO.	011	HEALTH SUPPLIES	\$82.56	
210445	08/11/09	03	SMILEMAKERS	011	HEALTH SUPPLIES	\$20.18	
210446	08/11/09	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$18.88	
210447	08/11/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$88.38	
210448	08/11/09	03	SCHOOL HEALTH SUPPLY CO.	011	HEALTH SUPPLIES	\$32.01	
210449	08/11/09	03	SCHOOL HEALTH SUPPLY CO.	011	HEALTH SUPPLIES	\$114.60	\$1
210450	08/11/09	03	SCHOOL HEALTH SUPPLY CO.	011	HEALTH SUPPLIES	\$998.40	
210451	08/11/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$150.72	
210452	08/11/09	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$349.36	
210453	08/11/09	03	SMILEMAKERS	011	HEALTH SUPPLIES	\$42.72	
210454	08/11/09	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$409.17	
210455	08/11/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$68.52	
210456	08/11/09	03	MEDCO SUPPLY CO.	011	HEALTH SUPPLIES	\$57.24	
210457	08/11/09	03	MBM/HENRY SCHEIN CO.	011	HEALTH SUPPLIES	\$35.95	
210458	08/11/09	03	SCHOOL NURSE SUPPLY, INC.	011	HEALTH SUPPLIES	\$1,030.00	\$1
210459	08/11/09	03	MACGILL & CO.	011	HEALTH SUPPLIES	\$32.01	
210460	08/11/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$28.62	
210461	08/11/09	63	FREDERICK B. BECKER	060	OTHER EXPENSES	\$650.00	
210462	08/11/09	63	TAMARA HANLON	060	GEN SUPPLIES CHILD DEV	\$231.36	
210463	08/11/09	63	EZRA HOLLAND CONSULTING	060	OTHER EXPENSES	\$1,500.00	\$1
210464	08/11/09	63	PRO SPECIALTIES GROUP, INC	060	GEN SUPPLIES CHILD DEV	\$386.29	\$5
210465	08/11/09	63	MIKE REDMAN	060	INST SUPPLIES CHILD DEV	\$549.65	
210466	08/11/09	63	SPORT SUPPLY GROUP	060	GEN SUPPLIES CHILD DEV	\$233.94	
210467	08/11/09	63	AMBER DAIGE	060	INST SUPPLIES CHILD DEV	\$235.87	
210468	08/11/09	63	CHARLENE KOMOSINSKI	060	GEN SUPPLIES CHILD DEV	\$192.75	
210469	08/11/09	03	UNITED PARCEL SERVICE	001	POSTAGE	\$200.00	
210470	08/11/09	63	S&S WORLD WIDE	060	GEN SUPPLIES CHILD DEV	\$1,087.12	\$1
210471	08/11/09	03	ACADEMIC SUPPLIER	013	OFFICE SUPPLIES	\$123.76	
210472	08/11/09	03	APPLE COMPUTER, INC.	001	MISC. SUPPLIES	\$85.91	
210473	08/11/09	03	AREY JONES EDUCATIONAL	001	NON CAPITALIZED COMP EQUIP	\$1,452.50	\$1
210474	08/12/09	63	STAPLES	060	OFFICE SUPPLIES	\$813.28	

DEL MAR UNION		FROM 08/01/09 THRU 08/31/09					
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
210475	08/12/09	63	DIFFERENCE MAKERS	060	GEN SUPPLIES CHILD DEV	\$370.61	
210476	08/14/09	03	NORTH COUNTY TIMES	001	ADVERTISING	\$211.56	
210477	08/14/09	03	SCHOOL SERVICES OF CALIF., INC	001	DUES AND MEMBERSHIPS	\$3,120.00	
210478	08/14/09	03	C A S H	001	DUES AND MEMBERSHIPS	\$323.00	
210479	08/14/09	63	SUSAN TWOHY	060	INST SUPPLIES CHILD DEV	\$141.50	
210480	08/14/09	06	LANDMARK MECHANICAL	001	REPAIRS BLDG/GRND-HILLS	\$3,014.40	
210481	08/14/09	03	EDUCATIONAL RESOURCES	001	COMPUTER SUPPLIES	\$777.91	
210482	08/14/09	63	PRO SPECIALTIES GROUP, INC	060	GEN SUPPLIES CHILD DEV	\$984.57	
210483	08/14/09	63	OFFICE DEPOT, B.S.D.	060	OFFICE SUPPLIES	\$176.47	
210484	08/14/09	03	GREEN LEAF TREE CARE INC.	001	REPAIR GRNDS/LANDSCAPING	\$700.00	
210485	08/14/09	03	WESTERN PSYCHOLOGICAL SERVICES	011	TESTING SUPPLIES	\$1,339.50	
210486	08/14/09	03	CURRICULUM ASSOCIATES, INC.	011	TESTING SUPPLIES	\$415.63	
210487	08/14/09	03	HAWTHORNE EDUCATIONAL SERVICE	011	TESTING SUPPLIES	\$180.50	
210488	08/14/09	03	PAR, INC	011	TESTING SUPPLIES	\$787.31	
210489	08/14/09	03	PEARSON ASSESSMENTS	011	TESTING SUPPLIES	\$4,113.64	
210490	08/14/09	03	PRO-ED, INC.	011	TESTING SUPPLIES	\$4,427.00	
210491	08/14/09	03	RIVERSIDE PUBLISHING	011	TESTING SUPPLIES	\$710.03	
210492	08/14/09	03	NVLS PROFESSIONAL SERVICES LLC	001	OTHER CONTRACTS	\$2,200.00	
210493	08/14/09	03/06	LIBERTY PAPER	013	OFFICE SUPPLIES	\$1,187.12	
210494	08/14/09	03	SDCOE	013	OFFICE SUPPLIES	\$250.13	
210495	08/17/09	06	LINGUI SYSTEMS INC.	011	OTHER SUPPLIES	\$1,264.44	
210496	08/17/09	06	PEARSON ASSESSMENTS	011	OTHER SUPPLIES	\$3,070.15	
210497	08/17/09	06	S&S WORLD WIDE	011	INST MAT/SUP GEN PURPOSE	\$70.05	
210498	08/17/09	06	SPORTIME	011	INST MAT/SUP GEN PURPOSE	\$49.05	
210499	08/17/09	06	LINGUI SYSTEMS INC.	011	INST MAT/SUP GEN PURPOSE	\$32.57	
210500	08/17/09	06	BEYOND PLAY	011	INST MAT/SUP GEN PURPOSE	\$146.89	
210501	08/17/09	06	REALLY GOOD STUFF	011	INST MAT/SUP GEN PURPOSE	\$112.81	
210502	08/17/09	06	INTEGRATIONS	011	INST MAT/SUP GEN PURPOSE	\$34.40	
210503	08/17/09	06	BOB WRIGHT AND	001	OTHER CONTRACTS	\$30,000.00	
210504	08/18/09	03	COMPANION CORPORATION	008	INST SUPP-LIBRARY A.V.	\$499.00	
210505	08/18/09	63	CHARLENE KOMOSINSKI	060	SUPP STAFF DEV CHILD DEV	\$107.15	
210506	08/18/09	63	DISCOUNT SCHOOL SUPPLY	060	INST SUPPLIES CHILD DEV	\$589.12	
210507	08/18/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$35.63	
210508	08/18/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$53.44	
210509	08/18/09	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$22.45	
210510	08/18/09	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$44.53	
210511	08/18/09	06	OFFICE DEPOT, B.S.D.	011	INST MAT/SUP GEN PURPOSE	\$193.75	
210512	08/18/09	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$10.59	
210513	08/19/09	13	AMAZON.COM CREDIT	012	MATERIALS AND SUPPLIES	\$54.22	
210514	08/19/09	13	AMAZON.COM CREDIT	012	MATERIALS AND SUPPLIES	\$250.31	
210515	08/19/09	13	COSTCO BUSINESS DELIVERY	012	MATERIALS AND SUPPLIES	\$198.29	
210516	08/19/09	03	SHIRLEY BALES	012	OTHER EXPENSES	\$268.81	
210517	08/19/09	03	ENTERPRISE TRAINING SOLUTIONS	001	OTHER EXPENSES	\$1,197.00	
210518	08/19/09	13	AMAZON.COM CREDIT	012	MATERIALS AND SUPPLIES	\$162.67	
210519	08/19/09	03	APPLE COMPUTER, INC.	001	COMPUTER REPAIRS	\$349.51	
210520	08/19/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$356.25	
210521	08/20/09	06	THYSSENKRUPP ELEVATOR INC	001	REPAIRS BLDGS/GRNDS-OA	\$2,770.00	
210522	08/20/09	06	IDEAS	007	INST MAT/SUP GEN PURPOSE	\$250.50	
210523	08/20/09	03	LIBERTY PAPER	004	INST MAT/SUP GEN PURPOSE	\$230.01	
210524	08/20/09	03	LIBERTY PAPER	004	INST MAT/SUP GEN PURPOSE	\$1,187.12	
210525	08/20/09	03	SCHOOLMATE	004	INST MAT/SUP GEN PURPOSE	\$349.04	
210526	08/20/09	03	EDUCATORS PUBLISHING SERVICE	004	INST MAT/SUP GEN PURPOSE	\$1,946.84	

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
210527	08/20/09	03	CURRICULUM ASSOCIATES, INC.	004	INST MAT/SUP GEN PURPOSE	\$100.90
210528	08/20/09	03	BUSINESS MACHINE UNLIMITED	004	INST MAT/SUP GEN PURPOSE	\$658.44
210529	08/20/09	03	KINKO'S	001	PRINTING EXPENSE	\$517.75
210530	08/20/09	06	J & S ASPHALT PAVING, INC.	001	REPAIRS BLDG/GRND-SAGE	\$805.00
210531	08/20/09	03	BARRETT BLAKE	001	GASOLINE	\$161.45
210532	08/20/09	03	BOWIE ARNESON WILES & GIANNONE	001	LEGAL FEES	\$173.82
210533	08/20/09	03/06	BEST BEST & KRIEGER ATTORNEYS	001	LEGAL FEES	\$751.99
210534	08/21/09	06	AZTEC STORAGE CONTAINERS	001	OTHER EXPENSES	\$206.63
210535	08/21/09	03	OFFICE DEPOT, B.S.D.	004	INST MAT/SUP GEN PURPOSE	\$1,500.00
210536	08/21/09	06	FIREHAWK	001	REPAIRS BLDGS/GRNDS	\$1,037.27
210537	08/21/09	03	OFFICE DEPOT, B.S.D.	001	MISC. SUPPLIES	\$100.01
210538	08/24/09	03	MISSION JANITORIAL	001	CUSTODIAL SUPPLIES	\$300.00
210539	08/24/09	06	SEASIDE HEATING & AIR INC	001	REPAIRS BLDG/GRND-SAGE	\$95.00
210540	08/24/09	63	INNOVATIVE EDUCATORS	060	INST SUPPLIES CHILD DEV	\$667.91
210541	08/24/09	03	RANCHO SANTA FE SECURITY SYS	001	OTHER CONTRACTS	\$338.10
210542	08/24/09	03	FOLLETT EDUCATIONAL SERVICES	007	INST MAT/SUP GEN PURPOSE	\$2,341.11
210543	08/24/09	03	NASCO MODESTO	010	INST MAT/SUP GEN PURPOSE	\$2,444.39
210544	08/24/09	03	LASER DIRECT, INC	007	RENTL, LEASE, REPAIR&NON-CAP	\$97.88
210545	08/24/09	13	OFFICE DEPOT, B.S.D.	001	MATERIALS AND SUPPLIES	\$63.11
210546	08/25/09	03	NASCO MODESTO	004	INST MAT/SUP GEN PURPOSE	\$324.24
210547	08/25/09	03	CLONE PRINTING	004	INST MAT/SUP GEN PURPOSE	\$163.13
210548	08/25/09	03	BUSINESS PRINTING CO. - AKA -	013	OTHER EXPENSES	\$282.75
210549	08/25/09	03	LASER DIRECT, INC	007	OFFICE SUPPLIES	\$140.29
210550	08/27/09	03	SAN DIEGO MARITIME MUSEUM	006	FIELD TRIP	\$5,754.00
210551	08/27/09	03	APPLE COMPUTER, INC.	013	NON-CAPITALIZED EQUIPMENT	\$2,786.70
210552	08/27/09	03	SDCOE	010	FIELD TRIP	\$1,980.00
210553	08/28/09	03	WITT COMPANY SUPPLIES	009	EQUIP REPAIR	\$350.00
210554	08/28/09	03	WHOO'S SMART	009	INST MAT/SUP GEN PURPOSE	\$300.00
210555	08/28/09	06	ZASUETA CONTRACTING, INC.	001	REPAIRS BLDG/GRND-HGTS	\$1,429.00
210556	08/28/09	03	OFFICE DEPOT, B.S.D.	009	INST MAT/SUP GEN PURPOSE	\$1,000.00
210557	08/28/09	03	AMERICAN LEGACY PUBLISHING INC	006	CLASSROOM DONATIONS	\$107.53
210558	08/28/09	03	SHELLEY PETERSEN	006	PTA DONATIONS	\$219.83
210559	08/28/09	03	STAPLES	006	PTA DONATIONS	\$260.96
210560	08/28/09	03	SOUTHWEST SCHOOL SUPPLY	005	INST MAT/SUP GEN PURPOSE	\$296.31
210561	08/28/09	63	OGGI'S PIZZA & BREWING	060	SUPP STAFF DEV CHILD DEV	\$143.24
210562	08/28/09	03	DEMCO, INC.	008	BOOKS OTHER THAN TEXTBOOKS	\$140.06
210563	08/28/09	03	COMPANION CORPORATION	008	BOOKS OTHER THAN TEXTBOOKS	\$100.00
210564	08/28/09	03	SCHOOL LIBRARY JOURNAL	008	BOOKS OTHER THAN TEXTBOOKS	\$136.99
210565	08/28/09	03	HANDWRITING WITHOUT TEARS	008	INST MAT/SUP GEN PURPOSE	\$435.22
210566	08/28/09	03	SOUTHWEST TROPHY	013	MISC. SUPPLIES	\$140.29
210567	08/28/09	03	IDEAS	009	MUSIC SUPPLIES	\$129.74
210568	08/28/09	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$2,175.00
210569	08/28/09	03	ROCHESTER 100, INC./ NICKY'S	007	INST MAT/SUP GEN PURPOSE	\$113.64
210570	08/31/09	03	CONTINENTAL MATHEMATICS LEAGUE	006	PTA DONATIONS	\$225.00
210571	08/31/09	03	NATIONAL GEOGRAPHIC BEE	006	PTA DONATIONS	\$70.00
210572	08/31/09	03	WORDMASTERS	006	PTA DONATIONS	\$340.00
210573	08/31/09	03	EDUCATIONCITY	006	PTA DONATIONS	\$1,950.00
210574	08/31/09	03	COACH USA	006	FIELD TRIP	\$2,140.68
210575	08/31/09	03	COACH USA	006	TRANS SPEC TRIPS	\$1,631.60
210576	08/31/09	06	APPLE COMPUTER, INC.	011	NON-CAPITALIZED EQUIPMENT	\$4,018.20
210577	08/31/09	06	NOTRE DAME ACADEMY	001	TRAVEL AND CONFERENCES	\$1,590.00
210578	08/31/09	03	B AND H PHOTO AND VIDEO	001	COMPUTER SUPPLIES	\$587.03

PO/BOARD/REPORT

PURCHASE ORDER LISTING, AUGUST 1 - 31, 2009

PAGE 4

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
210579	08/31/09	03	GOLDEN STAR TECHNOLOGY	001	NON-CAPITALIZED EQUIPMENT	\$352.35
REPORT TOTAL						\$169,709.97

DEL MAR UNION SCHOOL DISTRICT
COMMERCIAL WARRANT LISTING
August 1 - 31, 2009

FUND	DATE	WARRANT #	AMOUNT
FUND 03 & 06	8/7/2009	666633-666649	\$ 80,053.62
	8/11/2009	668148-668150	\$ 21,355.46
	8/13/2009	669177-669195	\$ 39,585.74
	8/18/2009	670677	\$ 30,000.00
	8/20/2009	671476-671499	\$ 9,024.86
	8/24/2009	672364-672394	\$ 66,729.22
	8/25/2009	672962-672971	\$ 15,073.38
	8/31/2009	675082-675130	\$ 100,997.57
GENERAL FUND TOTAL			\$ 362,819.85
FUND 13	8/24/2009	672395	\$ 2,116.80
Cafeteria	8/31/2009	675131	\$ 198.29
FUND 14	8/13/2009	669196-669197	\$ 44,943.00
Deferred Maintenance	8/31/2009	675132-675133	\$ 20,121.68
FUND 25-19			
Developer Fees			
FUND 35-00			
State School Building Project			
FUND 40			
Special Reserve-Capital			
FUND 63	8/7/2009	666650-666654	\$ 4,288.89
Other Enterprise - Child Development	8/11/2009	668151-668154	\$ 2,748.23
	8/13/2009	669198-669200	\$ 654.20
	8/19/2009	671067	\$ 1,500.00
	8/24/2009	672396-672397	\$ 1,127.02
	8/25/2009	672972-672978	\$ 2,516.10
	8/31/2009	675134-675145	\$ 15,839.26
FUND 73-20			
Foundation Trust			
OTHER FUND TOTAL			\$ 96,053.47
GRAND TOTAL			\$ 458,873.32

DEL MAR UNION SCHOOL DISTRICT
Revolving Cash Fund August 1 - 31, 2009

Date	Check No	Payee	Purpose	Amount	Account #
8/5/09	8773	Oggis' Pizza	staff development	97.48	03-00 0000-018 0000 2130 5800-080 040
8/10/09	8774	Erinn Mitchell	replace check #8762 payable to Gina Mitchell in error	42.22	63-00 0000-000 0000 6000 4300-066 067
8/10/09		VOID		(42.22)	63-00 0000-000 0000 6000 4300-066 067
8/12/09	8775	O'Brien's Boulangerie	interview panel lunch	104.82	03-00 0000-503 0000 7200 5800-080 040
8/14/09	8776	Eve Vance	interview panel lunch	16.50	03-00 0000-410 0000 3120 4300-089 040
8/14/09	8777	Mike Casy	computer supplies	30.00	03-00 0000-000 0000 2420 4300-088 030
8/14/09	8778	Darlene Nadlonek	office supplies	23.74	03-00 0000-503 0000 7200 4300-046 040
8/14/09	8778	Darlene Nadlonek	office supplies	23.74	03-00 0000-420 0000 2100 4300-046 040
8/14/09	8779	Cindy Johnson	board meeting supplies	43.49	03-00 0000-500 0000 7100 4300-089 040
8/14/09	8780	Mangalamal V. Chalam	CCW Supplies	16.46	63-00 0000-000 0000 6000 4300-066 087
8/14/09	8781	Donald D. McLeod	CCW Supplies	128.64	63-00 0000-000 0000 6000 4300-066 087
8/14/09	8782	Leslie Yanagihara	mileage	35.42	63-00 0000-000 0000 6000 5200-025 066
8/14/09	8783	Shihong Ma	mileage	188.10	06-00 6500-000 5750 1190 5200-025 650
8/14/09	8784	Carole Burke	replaces lost check #8692, CCW supplies	95.00	63-00 0000-000 0000 6000 4300-066 087
8/14/09	8692	VOID		(95.00)	63-00 0000-000 0000 6000 4300-066 087
8/14/09	8785	Mike Casy	computer supplies	38.00	03-00 0000-000 0000 2420 4300-088 030
8/17/09	8786	Leucadia Pizzeria	negotiation committee	153.07	03-00 0000-503 0000 7200 5800-080 040
8/24/09	8787	Sherry Forte	bulk mailing costs for 2009/2010 placement letters	656.52	03-00 0000-504 0000 7200 5900-020 045
8/24/09	8787	Sherry Forte	meeting supplies	12.00	03-00 0000-501 0000 7100 5800-080 040
8/24/09	8787	Sherry Forte	meeting supplies	39.69	03-00 0000-503 0000 7200 5800-080 040
8/26/09	8788	Leucadia Pizzeria	board meeting supplies	33.66	03-00 0000-500 0000 7100 4300-0890 040
8/28/09	8789	Janan Taovil	child care supplies	32.03	63-00 0000-000 0000 6000 4300-066 066
8/28/09	8790	Susy Kao	child nutrition, other services	67.17	13-00 5310-000 0000 3700 5800-080 045
8/28/09	8791	Mike Casy	computer supplies	30.00	03-00 0000-000 0000 2420 4300-088 030
8/28/09	8792	Sharon McClain	travel/conference	51.03	03-00 0000-501 0000 7100 5200-000 040
8/28/09	8793	Sandra Dodd	CCW Supplies	94.70	63-00 0000-000 0000 6000 4300-066 087
8/25/09		Union Bank	analysis deficit	32.09	03-00 0000-504 0000 7200 5800-080 045
8/31/09		Union Bank	interest earned	(0.59)	03-00 0000-504 0000 7200 5800-080 045

\$ 1,947.76

Paulette Anderson
Custodian, Revolving Cash



Date

9/14/09

September 14, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.3: Board Ratification of Site Performance Agreements

SCHOOL	CONTRACTOR	SERVICE	AMOUNT	FUNDING
Del Mar Hills	W.E. C.A.R.E. Assembly Programs	Full Day Program: Cognitive Creativity/PE exercises, assemblies, Family Fun Night	\$1,000.00	EISS Grant
Ashley Falls	California Weekly Explorer, Inc.	3 Walk Through American Revolution presentations	\$1,160.00	Site Fundraising
Sage Canyon	Christopher W. Croucher	Trumpet, Alto Saxophone and Percussion Coach	\$1,440.00	Site Fundraising

Fiscal Impact: **Cost – \$3,600.00 as listed above.**
Program or Department - As listed above.
Is this a Restricted Program – EISS, Yes; Site Fundraising, 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 site performance agreements.

*10.3

September 18, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.4: Board Approval of Memorandum of Understanding Between Rancho Santa Fe School District and the Del Mar Union School District for Student Physical Therapy

Rancho Santa Fe School District has a student enrolled in the Del Mar Union School District. That student requires regular physical therapy per an IEP. Rancho Santa Fe School District will pay for the cost of special services provided that a memorandum of understanding (MOU) between the two school districts is board approved and executed. Sheila Weinberg, Director of Pupil Services recommends that the Board approve this MOU.

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

Fiscal Impact: **Cost** – No cost, all expenditures will be reimbursed by Rancho Santa Fe School District
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

Recommends: The Superintendent recommends approval of the Memorandum of Understanding between Rancho Santa Fe School District and the Del Mar Union School District for student physical therapy.

*10.4

September 18, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.5: Board Approval of Memorandum of Understanding Between Cardiff Elementary School District and the Del Mar Union School District for Student Physical Therapy

Cardiff Elementary School District has a student enrolled in the Del Mar Union School District. That student requires regular physical therapy per an IEP. Cardiff Elementary School District will pay for the cost of special services provided that a memorandum of understanding (MOU) between the two school districts is board approved and executed. Sheila Weinberg, Director of Pupil Services recommends that the Board approve this MOU.

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

Fiscal Impact: **Cost** – No cost, all expenditures will be reimbursed by Cardiff Elementary School District
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

Recommends: The Superintendent recommends approval of the Memorandum of Understanding between Cardiff Elementary School District and the Del Mar Union School District for student physical therapy.

*10.5

September 18, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.6: Board Approval of Memorandum of Understanding Between Solana Beach School District and the Del Mar Union School District for Student Physical Therapy

Solana Beach School District has a student enrolled in the Del Mar Union School District. That student requires regular physical therapy per an IEP. Solana Beach School District will pay for the cost of special services provided that a memorandum of understanding (MOU) between the two school districts is board approved and executed. Sheila Weinberg, Director of Pupil Services, recommends that the Board approve this MOU.

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

Fiscal Impact: **Cost** – No cost, all expenditures will be reimbursed by Solana Beach School District
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

Recommends: The Superintendent recommends approval of the Memorandum of Understanding between Solana Beach School District and the Del Mar Union School District for student physical therapy.

*10.6

September 18, 2009

To: Board Members

From: Mike Casey, Director of Technology

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.7: Board Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)

The District will periodically have inventory items that become obsolete and are recommended for disposal, donation or sale. At this time, the items listed on the attached schedule are no longer usable due to age and disrepair. District staff has determined that these items have no value and should be disposed of.

The District will use approved agreements with surplus companies who will assist in disposing of the items in compliance with California Education Code. Obsolete computer and AV equipment will be disposed of using approved e-waste guidelines.

Fiscal Impact: **Cost** – Unknown at this time. Expected to generate revenue for recycling of computer parts.
Program or Department - General Fund.
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 that the Board declare district personal property obsolete and surplus to be disposed of or donated per Education Code 17546(a)(b)(c).

*10.7

DEL MAR UNION SCHOOL DISTRICT
Obsolete and Surplus Equipment
September, 2009

Site	Description	Serial #	Inventory Control Tag #
Ocean Air School	Toshiba Document Camera	64990300	007779
Ocean Air School	Toshiba Document Camera	64990187	007839
Ocean Air School	Toshiba Document Camera	64990106	007793
Ocean Air School	Toshiba Projector	18633710	008145
Ocean Air School	Ancient Fax Machine	unknown	none
Ocean Air School	Old inkjet printer	unknown	none
Sycamore Ridge School	iMac G5	unknown	007119
Sycamore Ridge School	iMac G5	unknown	007070
Sycamore Ridge School	iMac 20" G5	unknown	006910
Sycamore Ridge School	iMac 20" G5	unknown	007106
Sycamore Ridge School	iMac	unknown	007044
Sycamore Ridge School	iMac	unknown	007046
Sycamore Ridge School	Toshiba LCD Projector	unknown	008067
Sycamore Ridge School	HP Deskjet 840C	unknown	004859
Sycamore Ridge School	Speaker woofer (part of a set)	GMXA21-05268058	none
Sycamore Ridge School	DVD/VCR	535215010182	none
Technology Department	Dell - PC	unknown	005765
Technology Department	Dell - PC	unknown	005576
Technology Department	Dell - PC	unknown	006959
Technology Department	Dell - PC	unknown	005533
Technology Department	Apple Computer	unknown	004997
Technology Department	PowerMac 7500	unknown	001287
Technology Department	Del Monitor	MY-08G157-47603-2B7-BKG9	none
Technology Department	Magnovox Monitor	unknown	001287
Technology Department	HP Scanner	CN42HS41SH	none
Technology Department	LaserJet 8100	unknown	003777
Technology Department	Sony Monitor	unknown	003694
Technology Department	HP 4050 Printer	unknown	006919

September 21, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject Agenda Item *10.8: Board Approval of Agreement Between Xerox and the Del Mar Union School District for Copier Upgrade

The copier currently located in trailer "C" at the District Office is the machine that was replaced when the front office upgraded equipment was installed in October, 2005. The 5-year lease on the trailer "C" copier expired in March, 2007. The original lease payments of \$461 were reduced to \$150 for maintenance only allowing a \$311 savings for the last 2 ½ years.

The technology on the copier has become obsolete and should be replaced at this time. Replacement will bring the Human Resources and Pupil Services department in line with the rest of the District allowing for networking and scanning.

The projected monthly payment including copy cost is \$276.00, \$126 more than the current monthly payment, but \$185 less than the original lease payment of the obsolete equipment. The cost of this new equipment is minimal when considering that the new equipment will improved efficiency and maintain the standard of quality and function for all three district office departments.

The Lease for this equipment is available for review at the Del Mar Union School District Office.

Fiscal Impact: **Cost** – \$2,484.00 through June 30, 2010. An increase of \$1,134 to projected 2009-2010 expenditure budget.
Program or Department - General Fund, Human Resources and Pupil Services
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

Recommends: The Superintendent recommends approval of the agreement between Xerox and the Del Mar Union School District for copier upgrade.

*10.8

September 17, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.9: Approval of Agreement Between the Del Mar Union School District And Gregory Ostrow, M.D.

District staff is recommending approval of a contract with Dr. Gregory Ostrow to provide services for Del Mar special needs children for the 2009 – 2010 school year in an amount not to exceed \$10,000.00. An additional contractor to provide vision therapy is required at this time in order to provide services per student IEPs.

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

Fiscal Impact: **Cost** – Not to exceed \$10,000.00.
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

Recommends: The Superintendent recommends approval of the agreement between the Del Mar Union School District and Gregory Ostrow, M.D.

*10.9

September 17, 2009

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.10: Approval of Agreement Between the Del Mar Union School District And San Diego Center for Children

District staff is recommending approval of a non public school master contract with San Diego Center for Children Academy to provide services for Del Mar special needs children for the 2009 – 2010 school year in an amount of \$47,311.00.

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

Fiscal Impact: Cost – \$47,311.00.
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

Recommends: The Superintendent recommends approval of the agreement between the Del Mar Union School District and San Diego Center for Children.

*10.10

September 21, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.11: Approval of Association Memberships and Dues for 2009-2010

The Board approved a list of membership renewals at the June 16, 2009 regular meeting. That list did not include the Urban Superintendents Association of America. Membership for the 2009-/2010 fiscal year is \$350.00

Fiscal Impact: Cost – \$350.00
Program or Department - 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: The Superintendent recommends that the Board approves association memberships and dues for 2009-2010.

September 4, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.12: 2009-2010 San Diego County Office of Education oversight letter regarding 2009-2010 Adopted Budget.

Per Education Code, the Del Mar Union School District submits all financial reports to the San Diego County Office of Education (SDCOE) for review. Linda Visnick, Executive Director of District Financial issues a review letter for each report. Attached is the letter regarding the 2009-10 Adopted Budget.

FISCAL IMPACT: Cost – SDCOE performs review as part of oversight at no charge to the district.
Program or Department – Government Wide
Is this a Restricted Program? Restricted and Unrestricted funds included.
Was this expenditure anticipated in the adopted budget? No expense related to oversight.
Will this Program or Department be over budget after this expenditure? Not applicable.

RECOMMENDED: This item is for information only. No action required.



SAN DIEGO COUNTY OFFICE OF EDUCATION⁹

6401 LINDA VISTA ROAD, SAN DIEGO, CALIFORNIA 92111-7399 (858) 292-3500

Superintendent of Schools
Randolph E. Ward, Ed.D.

August 21, 2009

Dr. Sharon McClain
District Superintendent
Del Mar Union School District
225 Ninth Street
Del Mar, CA 92014-2716

Dear Dr. McClain:

Re: 2009-10 Budget Approval and Comments

Our office has completed its review of the district's 2009-10 Adopted Budget in compliance with the provisions of Education Code Section 42127 et seq. The County Superintendent of Schools is required to review the adopted budget and determine if the budget: (1) meets the Criteria and Standards for fiscal stability; (2) allows the district to meet its financial obligations during the fiscal year; and (3) will enable the district to satisfy its multi-year financial commitments.

Based on this analysis, we have concluded that your district has met the necessary requirements. The district's budget has therefore been approved by the San Diego County Superintendent of Schools.

The district's budget has also been analyzed in the context of actions by the State of California and the federal government. At the state level, the 2009-10 Budget Act was enacted on February 20, 2009. This included reductions to funding for revenue limits and categorical programs. On May 14, 2009, the Governor released the May Revision, which proposed further revenue limit reductions in 2008-09 and 2009-10. In our letter dated May 22, 2009, we recommended that school districts utilize the assumptions included in the May Revision dated May 14, 2009 for their 2008-09 Estimated Actuals and 2009-10 Adopted Budget. The Governor subsequently recommended additional funding reductions to revenue limits and transportation on May 29, 2009. Our office did not request that school districts incorporate these assumptions into their budgets due to the lateness of the proposals.

To help stimulate the United States economy, the federal government enacted the American Recovery and Reinvestment Act (ARRA) on February 17, 2009. This act provided three main one-time funding sources to school districts: the State Fiscal

Board of Education

Mark C. Anderson Susan Hartley Sharon C. Jones Jerry R. Rindone John Witt

SERVICE AND LEADERSHIP

Stabilization Fund (SFSF); Title I, Part A; and Individuals with Disabilities Education Act (IDEA) funds. In our letter dated May 22, 2009, we recommended that school districts include the portions of ARRA funding that had been announced by the California Department of Education at that time. This included the revenue limit portion of the SFSF, Title I, Part A, and IDEA funds. We did not recommend that districts include the categorical portion of the SFSF since CDE had not yet calculated the entitlements. Since that time, CDE has posted preliminary entitlements for the categorical portion of the SFSF and we have taken this funding into account in our analysis.

The district utilized the assumptions in the May Revision from May 14, 2009, for revenue limit funding. The district incorporated none of the available sources of ARRA funding in 2008-09/2009-10 estimated to be . We have analyzed the district's budget based on the budget reductions proposed in the May 14, 2009 Revision.

During our review, we noted the following items for your review, analysis, and action:

Budget Reductions in 2009-10

As part of the district's 2009-10 budget, the governing board adopted the reduction of 6.62 certificated FTEs. These cuts will generate ongoing savings, but the actual amount of savings will depend on how the cuts are implemented. We will periodically review revenues and expenditures to monitor the amount of savings achieved.

Reserve for Economic Uncertainties

The state requires the district to maintain a Reserve for Economic Uncertainties equal to 3% of expenditures. We believe that this level represents the minimum reserve level that a revenue limit school district should maintain. School Services of California, Inc., advises that basic aid districts should maintain a much larger reserve (20-30% of expenditures) in recognition of the volatility of local property tax revenues for the support of schools. However, EC § 33128.3 allows school districts to reduce the reserve to one-third of this requirement for 2009-10, which is 1%. A school district must make progress in 2010-11 toward returning to the original reserve requirement. In 2011-12, the full reserve requirement of 3% must be met. The district projects that it will meet this requirement from 2008-09 through 2011-12.

Deficit Spending

The district is projecting deficit spending in its Unrestricted General Fund of \$849,904 in 2008-09 and \$142,169 in 2009-10. Deficit spending erodes balances and impairs a district's ability to maintain the required General Fund unrestricted reserve. Caution should be taken to assure that these expenditures are singular in nature and are not ongoing, multi-year commitments of the district. We encourage the district to make ongoing expenditure reductions to minimize deficit spending in future years.

Property Taxes

As a basic aid district, the Del Mar Union School District is dependent on property taxes as its main source of revenue. The district budgeted a 0% increase in secured property

taxes for 2009-10. This estimate is reasonable given that the Assessor's estimated increase in assessed value in 2009-10 is 1.58%. We recommend that the district monitor tax collections monthly to ensure that revenues are on track with the district's estimate.

Federal American Recovery and Reinvestment Act (ARRA) Funding

The district included none of the following components of the ARRA funding in the 2008-09 Estimated Actuals or the 2009-10 budget. Since the time the district adopted its budget, CDE announced entitlements for the categorical portion of the State Fiscal Stabilization Fund, which would provide \$202,676 in additional funds in 2009-10.

State Categorical Funding Reductions

The state reduced categorical funding for basic aid school districts in Section 37 of ABX4 2, which was enacted on July 28, 2009, proportionate to the revenue limit reductions enacted for nonbasic aid districts in 2009-10. This so-called "Fair Share" takeback was not finalized at the time of the adopted budget. The district designated an estimated "Fair Share" reserve of \$2,525,516 for this purpose.

Multi-Year Projection

The district's multi-year projection shows deficit spending of \$967,620 in 2010-11 and \$1,808,063 in 2011-12. The district has adequate reserves to fund the deficits and estimates that it will be able to meet the 3% reserve requirement over the projection period. However, the district should monitor deficit spending for any future impact on the district's financial solvency.

Multi-Year Commitments

The district has multi-year commitments totaling \$30.7 million as of July 1, 2008 in the 2007-08 annual audit. These commitments should continue to be carefully monitored to preclude any adverse impact on the General Fund in future years.

Salary and Expenditure Increases

The 2009-10 Budget Act includes reductions to revenue limit funding and categorical programs and the 2009-10 Revised State Budget make further reductions. Be advised that any ongoing salary increase (including step and column) or new expenditures will need to be funded by the COLA, excess district reserves, or by additional expenditure reductions in 2009-10 and in future years. We also recommend that the district protect its future financial integrity by assuring a minimum of reserves (including adequate reserves for contingencies) for at least the following two years of operation.

Management Plan for Financing Other Postemployment Benefits

The district provides for Other Post Employment Benefits (OPEB) with an Annual Required Contribution (ARC) of \$523,118 as reflected in the actuarial report as of June 1, 2007. We note that in 2009-10 the district has budgeted \$141,968 on a pay-as-you-go basis.

Collective Bargaining and Other Disclosure Requirements

Our office requests that all districts submit a collective bargaining disclosure form to our office 10 working days prior to board action on a proposed settlement. All proposed salary reductions also need to be disclosed. To be in compliance with AB 2756 (Daucher), both the Superintendent and Chief Business Officer must sign the collective bargaining disclosure form. The form is available in Excel format at <http://www.sdcoe.net/business2/dfs/?loc=formsdocs&m=1&pi=bas> Districts must make any budget revisions within 45 days of approval of a collective bargaining agreement. Please send an expenditure report by major object that has been generated by your financial system showing the budget before the changes and a second expenditure report showing the budget after the changes.

Districts are also required to disclose non-voter approved debt and self-insured workers' compensation claims. Copies of the required disclosure forms can be found on-line at: <http://www.sdcoe.net/business2/dfs/?loc=formsdocs&m=1&pi=bas>.

Conclusion

The district's adopted budget was developed after adoption of the 2009-10 Budget Act but prior to approval of state budget revisions to 2008-09 and 2009-10 in ABX4 1, ABX4 2, and ABX4 3 in July 2009. The net budget reductions approved by the state are higher than the May 14 Revision and May 29 Revision. Actual state budget data should be reviewed and incorporated into the district operating budget and multi-year projection during the First Interim Report process.

Should you have any questions concerning this review, please feel free to call me at (858) 292-3537 or Dr. Carole Parks, consultant, Business Advisory Services at (858) 292-3810.

Sincerely,



Linda Visnick
Executive Director
District Financial Services

LV: CDP: SR

cc: Board President
Chief Financial Officer

September 24, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.13: Update on Fundraising for 2009-2010 ESC Staffing.

Please find attached a detail list of fundraising by site. This spreadsheet has been updated to show positions that have been *filled* as of September 17, 2009.

FISCAL IMPACT: **Cost** – 16.45 FTE at \$90,000 per FTE \$1,480,500 (actual costs will be available in October)
 Program or Department – All sites
 Is this a Restricted Program? Unrestricted site fundraising for the ESC program
 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.

Del Mar Union School District
09-10 ESC Site Funding

Reconciliation of Positions Filled

September 17, 2009

Site	Hired Certificated FTE	Hired Classified FTE	Certificated Dollar Value	Classified Dollar Value	Combined Purchased Staff
Ashley Falls	2.40	0.00	\$ 216,000	\$ -	\$ 216,000
Carmel Del Mar	2.00	0.00	\$ 180,000	\$ -	\$ 180,000
Del Mar Heights	2.00	0.00	\$ 180,000	\$ -	\$ 180,000
Del Mar Hills	1.80	0.00	\$ 162,000	\$ -	\$ 162,000
Ocean Air	2.60	0.00	\$ 234,000	\$ -	\$ 234,000
Sage Canyon	1.85	0.00	\$ 166,500	\$ -	\$ 166,500
Sycamore Ridge	2.10	0.00	\$ 189,000	\$ -	\$ 189,000
Torrey Hills	1.70	0.00	\$ 153,000	\$ -	\$ 153,000
	16.45	0.00	\$ 1,480,500	\$ -	\$ 1,480,500

Site	DMSEF Deferred from 2008-09	DMSEF Check dated 4/29/2009	DMSEF Check dated 6/15/2009	DMSEF Check dated	Total DMSEF Donations
Ashley Falls	\$ 72,568.80	\$ 143,431	\$ -		\$ 216,000
Carmel Del Mar	\$ 10,987.00	\$ 168,918	\$ 95		\$ 180,000
Del Mar Heights	\$ 6,575.00	\$ 173,425	\$ -		\$ 180,000
Del Mar Hills	\$ 2,600.00	\$ 143,582	\$ 1,477		\$ 147,659
Ocean Air	\$ 9,269.32	\$ 242,021	\$ 710		\$ 252,000
Sage Canyon	\$ 25,020.50	\$ 222,612	\$ 3,045		\$ 250,678
Sycamore Ridge	\$ 49,325.00	\$ 139,675	\$ -		\$ 189,000
Torrey Hills	\$ 29,641.14	\$ 115,879	\$ 26,388		\$ 171,908
	\$ 205,986.76	\$ 1,349,543	\$ 31,715		\$ 1,587,245

Site	Balance
Ashley Falls	\$ -
Carmel Del Mar	\$ -
Del Mar Heights	\$ -
Del Mar Hills	\$ (14,341)
Ocean Air	\$ 18,000
Sage Canyon	\$ 84,178
Sycamore Ridge	\$ -
Torrey Hills	\$ 18,908
	\$ 106,745

**Del Mar Union School District
2009-2010 ESC Certificated Staff**

SCHOOL SITE	Total Cost	Deferred from 2008-2009	DMSEF 2009-2010	Total Contributions Applied to 09-10	District Obligation
DEL MAR HEIGHTS	\$ 396,612.08	\$ 6,575.00	\$ 173,425.00	\$ 180,000.00	\$ 216,612.08
DEL MAR HILLS	\$ 310,717.18	\$ 2,600.00	\$ 159,400.00	\$ 162,000.00	\$ 148,717.18
CARMEL DEL MAR	\$ 341,454.74	\$ 10,987.00	\$ 169,013.00	\$ 180,000.00	\$ 161,454.74
ASHLEY FALLS	\$ 402,183.43	\$ 72,568.80	\$ 143,431.20	\$ 216,000.00	\$ 186,183.43
TORREY HILLS	\$ 377,903.27	\$ 29,641.14	\$ 123,358.86	\$ 153,000.00	\$ 224,903.27
SAGE CANYON	\$ 399,164.52	\$ 25,020.50	\$ 141,479.50	\$ 166,500.00	\$ 232,664.52
SYCAMORE RIDGE	\$ 279,525.65	\$ 49,325.00	\$ 139,675.00	\$ 189,000.00	\$ 90,525.65
OCEAN AIR	\$ 529,583.86	\$ 9,269.32	\$ 224,730.68	\$ 234,000.00	\$ 295,583.86
TOTAL	\$ 3,037,144.73	\$ 205,986.76	\$ 1,274,513.24	\$ 1,480,500.00	\$ 1,556,644.73

**Total Contribution does not include 2009-10 carryover to 2010-11
for the following school sites:

DEL MAR HILLS	(14,341.00)
TORREY HILLS	18,908.00
SAGE CANYON	84,178.00
OCEAN AIR	18,000.00
	<u>106,745.00</u>

September 24, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.14: Update on Federal Stimulus Funds

On February 17, 2009, President Barack Obama signed the American Recovery and Reinvestment Act (ARRA) of 2009 in to law. On a national level, \$100 billion over a two-year period is available for education reform. We estimate that California will receive nearly \$8 billion in ARRA funds for pre-kindergarten to grade twelve education.

Del Mar Union School District qualifies for four of the ARRA programs. State Fiscal Stabilization Funds of \$202,676 have been allocated for our district. At this time the district is encouraged to use these funds for teacher salaries. The other ARRA programs are related to Special Education. The first is Local Assistance of \$686,299, Preschool Grant of \$54,128, and Preschool Local Entitlement of \$97,787. Up to half of the Special Education Programs can be used to offset the General Fund contribution.

FISCAL IMPACT: Cost – A potential reduction of the General Fund deficit of \$619,107

Program or Department – General Fund

Is this a Restricted Program? Restricted and Unrestricted funds included.

Was this expenditure anticipated in the adopted budget? The ARRA revenue was not anticipated in the budget.

Will this Program or Department be over budget after this expenditure? The General Fund will remain in deficit spending.

RECOMMENDED: This item is for information only.

**North Coastal Consortium for Special Education
ARRA Funding**

Local Assistance District	Local Assistance 3313			Preschool Grant 3319			Preschool Local Entitlement 3324	
	Total Funds Awarded	Total Funds Received		Total Funds Awarded	Total Funds Received		Total Funds Awarded	Total Funds Received
Bonsall	\$ 332,348	\$ 65,356		\$ 19,762	\$ 3,884		\$ 35,700	\$ 7,020
Cardiff	\$ 127,954	\$ 25,162		\$ 10,310	\$ 2,026		\$ 18,626	\$ 3,663
Carlsbad	\$ 1,694,975	\$ 333,316		\$ 59,284	\$ 11,650		\$ 107,100	\$ 21,061
Del Mar	\$ 686,299	\$ 134,960		\$ 54,128	\$ 10,638		\$ 97,787	\$ 19,230
Encinitas	\$ 940,545	\$ 184,958		\$ 56,706	\$ 11,144		\$ 102,443	\$ 20,146
Fallbrook Un. El.	\$ 899,002	\$ 176,788		\$ 67,016	\$ 13,170		\$ 121,069	\$ 23,808
Fallbrook High.	\$ 478,581	\$ 94,113		\$ -	\$ -		\$ -	\$ -
Oceanside	\$ 3,773,812	\$ 742,119		\$ 126,300	\$ 24,820		\$ 228,169	\$ 44,869
Rancho Santa Fe	\$ 84,749	\$ 16,666		\$ -	\$ -		\$ -	\$ -
San Dieguito High	\$ 2,014,030	\$ 396,058		\$ -	\$ -		\$ -	\$ -
San Marcos	\$ 3,396,597	\$ 667,940		\$ 123,722	\$ 24,314		\$ 223,512	\$ 43,954
Solana Beach	\$ 583,271	\$ 114,700		\$ 25,775	\$ 5,066		\$ 46,565	\$ 9,157
Vallecitos	\$ 36,558	\$ 7,189		\$ 1,718	\$ 338		\$ 3,104	\$ 610
Vista	\$ 5,498,698	\$ 1,081,317		\$ 193,319	\$ 37,992		\$ 349,239	\$ 68,678
Project Hope *	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -
Total	\$ 20,547,419	\$ 4,040,642		\$ 738,040	\$ 145,042		\$ 1,333,314	\$ 262,196

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**American Recovery and Reinvestment Act (ARRA)
One-Time Funding**

	Title I			IDEA			State Fiscal Stabilization Fund	
	Title I ARRA Entitlement (3011)	2008-09 Payment	2009-10 Payment	Local Assistance (3313)	Preschool (3319)	Preschool Local Entitlement (3324)	SFSF 2008-09 Revenue Limit Portion (3200)	SFSF 2008-09 Categorical Portion (3200)
Local Educational Agency								
Alpine Union Elementary	87,188	39,235	47,953	382,729	27,541	57,593	531,664	149,030
Bonsall Union Elementary	113,618	51,128	62,490	326,781	19,418	35,102	466,739	127,600
Borrego Springs Unified	30,829	13,873	16,956	79,793	2,201	5,606	167,361	88,445
Cajon Valley Union Elementary	2,476,418	1,114,388	1,362,030	2,894,462	155,571	325,324	3,978,024	1,335,115
Cardiff Elementary	30,384	13,673	16,711	125,811	10,131	18,314	185	58,494
Carlsbad Unified	334,000	150,300	183,700	1,666,581	58,253	105,306	0	913,438
Chula Vista Elementary	2,375,308	1,068,889	1,306,419	4,800,499	319,866	471,407	5,607,377	1,721,681
Coronado Unified	74,418	33,488	40,930	525,781	34,952	51,511	792,561	263,062
Dehesa Elementary	6,165	0	6,165	149,921	0	0	42,126	12,849
Del Mar Union Elementary	0	0	0	674,802	53,187	96,149	0	202,676
Encinitas Union Elementary	199,035	89,566	109,469	924,789	55,720	100,727	13,800	347,677
Escondido Union Elementary	2,276,053	1,024,224	1,251,829	3,393,384	161,456	411,084	4,492,810	1,548,829
Escondido Union High	637,836	287,026	350,810	1,599,403	0	0	2,438,003	1,319,254
Fallbrook Union Elementary	512,339	230,553	281,786	883,942	65,851	119,041	1,364,228	406,044
Fallbrook Union High	238,940	107,523	131,417	470,564	0	0	938,553	273,652
Grossmont Union High	1,954,170	879,377	1,074,793	4,168,678	0	0	5,752,375	4,091,645
Jamul-Dulzura Union Elementary	47,117	21,203	25,914	235,244	5,210	10,896	247,737	70,247
Julian Union Elementary	36,548	16,447	20,101	407,106	3,617	9,211	94,886	37,844
Julian Union High	6,165	0	6,165	85,893	0	0	71,759	58,691
La Mesa-Spring Valley	1,174,174	528,378	645,796	2,299,065	125,052	261,504	3,190,833	1,059,821
Lakeside Union Elementary	218,850	98,483	120,367	745,722	39,451	82,498	1,051,198	358,086
Lemon Grove Elementary	314,184	141,383	172,801	704,655	32,007	66,933	980,748	364,886
Mountain Empire Unified	164,395	73,978	90,417	282,086	6,699	14,009	423,767	210,984
National Elementary	982,230	442,004	540,226	1,035,150	72,023	106,145	1,434,997	381,607
Oceanside Unified	2,828,912	1,273,010	1,555,902	3,710,594	124,104	224,347	5,289,834	1,888,054
Poway Unified	1,034,494	465,522	568,972	5,168,998	186,307	358,248	8,682,027	2,718,066
Ramona City Unified	302,515	136,132	166,383	1,154,835	94,143	239,697	1,729,042	523,187
Rancho Santa Fe Elementary	0	0	0	83,329	0	0	0	45,093
San Diego City Unified	31,817,241	14,317,758	17,499,483	25,778,271	916,309	1,404,126	30,247,208	21,833,657
San Diego County Office Of Education	1,290,412	580,685	709,727	770,487	3,177	4,683	2,776,205	7,566,257
San Dieguito Union High	250,995	112,948	138,047	1,980,291	0	0	3,755,272	1,130,131
San Marcos Unified	923,178	415,430	507,748	3,339,698	121,571	219,768	4,557,286	1,318,165
San Pasqual Union Elementary	17,173	7,728	9,445	96,069	2,356	6,001	152,823	30,891
San Ysidro Elementary	522,980	235,341	287,639	852,568	56,135	82,731	1,207,059	446,332
Santee Elementary	239,546	107,796	131,750	1,115,947	79,646	166,553	1,566,592	477,530
Solana Beach Elementary	0	0	0	573,500	25,327	45,785	0	291,975
South Bay Union Elementary	1,161,624	522,731	638,893	1,402,876	101,679	149,852	1,979,668	832,638
Spencer Valley Elementary	0	0	0	361,203	0	0	13,166	4,681
Sweetwater Union High	4,327,938	1,947,572	2,380,366	7,184,681	0	0	12,354,462	6,943,159
Vallecitos Elementary	39,719	17,874	21,845	35,946	1,688	3,052	54,308	24,877
Valley-Center-Pauma Unified	208,282	93,727	114,555	748,888	28,125	71,610	1,212,880	351,033
Vista Unified	3,117,400	1,402,830	1,714,570	5,406,584	189,957	343,387	6,087,881	2,838,871
Warner Unified	19,815	8,917	10,898	45,056	2,046	5,211	73,843	54,539

7/2/09

September 4, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.15: 2009-2010 Monthly Budget Update

The attached sheets represent each district fund individually. The actual revenues and expenditures are as of August 31, 2009. Budget amounts are those reflected in the 2009-2010 Adopted Budget which was presented to the board on June 24, 2009.

FISCAL IMPACT: **Cost** – Presentation of this report is for information only and does not affect revenues, expenses or projected ending fund balance in the 2009-2010 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 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

RECOMMENDED: For information only. No action required.

Del Mar Union School District
2009-2010 Budget Update - Estimated Actuals
General Fund - Unrestricted
August 31, 2009

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 31,936,826	\$ 185,578	99%
Federal Revenue	-	-	-
Other State Revenue	3,766,320	6,956	100%
Other Local Revenue	1,906,261	99,768	95%
Total Revenues	\$ 37,609,407	\$ 292,302	99%
Expenditures			
Certificated Salaries	\$ 19,696,060	\$ 1,764,606	91%
Classified Salaries	3,222,960	373,777	88%
Employee Benefits	5,255,051	521,194	90%
Books and Supplies	1,973,819	102,889	95%
Services and Other Operating	2,416,067	335,369	86%
Capital Outlay	248,022	-	100%
Other Outgo	23,674	58	100%
Transfers of Indirect/Direct Support	(22,121.00)	-	-
Total Expenditures	\$ 32,813,532	\$ 3,097,893	91%
Excess (Deficiency) Revenues and Expenditures	\$ 4,795,875	\$ (2,805,590)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ (4,804,044)	\$ -	
Other Financing Sources and Uses	\$ (4,804,044)	\$ -	
Net Increase (Decrease) In Fund Balance	\$ (8,169)	\$ (2,805,590)	
Beginning Fund Balance (unaudited)	\$ 9,540,390		
Ending Fund Balance**	\$ 9,532,221		

* 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

Services and Other Operating Expense reduced by an overstatement of the settlement agreement
 reflected in the adopted budget at the June 24, 2009 board meeting

**Del Mar Union School District
2009-2010 Budget Update - Estimated Actuals
General Fund - Restricted
August 31, 2009**

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 354,310	\$ -	100%
Federal Revenue	672,802	367,504	45%
Other State Revenue	301,607	-	100%
Other Local Revenue	1,493,516	32,858	98%
Total Revenues	\$ 2,822,235	\$ 400,362	86%
Expenditures			
Certificated Salaries	\$ 2,479,749	\$ 295,509	88%
Classified Salaries	2,213,069	115,187	95%
Employee Benefits	981,794	82,851	92%
Books and Supplies	1,054,198	9,414	99%
Services and Other Operating	809,294	200,552	75%
Capital Outlay	-	-	-
Other Outgo	88,175	-	100%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 7,626,279	\$ 703,514	91%
Excess (Deficiency) Revenues and Expenditures	\$ (4,804,044)	\$ (303,152)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ 4,804,044	\$ -	
Other Financing Sources and Uses	\$ 4,804,044	\$ -	
Net Increase (Decrease) in Fund Balance	\$ -	\$ (303,152)	
Beginning Fund Balance (unaudited)	\$ 168,180		
Ending Fund Balance**	\$ 168,180		

* 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
2009-2010 Budget Update - Estimated Actuals
General Fund - Combined
August 31, 2009**

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 32,291,136	\$ 185,578	99%
Federal Revenue	672,802	367,504	45%
Other State Revenue	4,067,927	6,956	100%
Other Local Revenue	3,399,777	132,626	96%
Total Revenues	\$ 40,431,642	\$ 692,664	98%
Expenditures			
Certificated Salaries	\$ 22,175,809	\$ 2,060,115	91%
Classified Salaries	5,436,029	488,964	91%
Employee Benefits	6,236,845	604,045	90%
Books and Supplies	3,028,017	112,303	96%
Services and Other Operating	3,225,361	535,921	83%
Capital Outlay	248,022	-	100%
Other Outgo	111,849	58	100%
Transfers of Indirect/Direct Support	(22,121)	-	-
Total Expenditures	\$ 40,439,811	\$ 3,801,407	91%
Excess (Deficiency) Revenues and Expenditures	\$ (8,169)	\$ (3,108,742)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ (8,169)	\$ (3,108,742)	
Beginning Fund Balance (unaudited)	\$ 9,708,569		
Ending Fund Balance**	\$ 9,700,400		

* 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
2009-2010 Budget Update - Estimated Actuals
Cafeteria Fund
August 31, 2009

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	103,373	-	100%
Other State Revenue	5,057	-	100%
Other Local Revenue	953,132	5,769	99%
Total Revenues	\$ 1,061,562	\$ 5,769	99%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	148,407	11,115	93%
Employee Benefits	39,231	4,353	89%
Books and Supplies (food)	743,901	515	100%
Services and Other Operating	19,079	3,629	81%
Capital Outlay	-	-	-
Other Outgo	22,121	-	100%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 972,739	\$ 19,613	98%
Excess (Deficiency) Revenues and Expenditures	\$ 88,823	\$ (13,844)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 88,823	\$ (13,844)	
Beginning Fund Balance (unaudited)	\$ 22,031		
Ending Fund Balance**	\$ 110,854		

* 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
2009-2010 Budget Update - Estimated Actuals
Deferred Maintenance
August 31, 2009

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	8,000	-	100%
Total Revenues	\$ 8,000	\$ -	100%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	71,461	245,829	-244%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 71,461	\$ 245,829	-244%
Excess (Deficiency) Revenues and Expenditures	\$ (63,461)	\$ (245,829)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ (63,461)	\$ (245,829)	
Beginning Fund Balance (unaudited)	\$ 905,757		
Ending Fund Balance**	\$ 842,296		

* 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
2009-2010 Budget Update - Estimated Actuals
Special Reserve for other than Capital Outlay
August 31, 2009**

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	38,000	-	100%
Total Revenues	\$ 38,000	\$ -	100%
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	\$ -	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	-
Transfers Out	\$ -	\$ -	-
Contributions	\$ -	\$ -	-
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 38,000	\$ -	
Beginning Fund Balance (unaudited)	\$ 1,345,746		
Ending Fund Balance**	\$ 1,383,746		

* 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
2009-2010 Budget Update - Estimated Actuals
Capital Facilities
August 31, 2009

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	93,400	12,068	87%
Total Revenues	\$ 93,400	\$ 12,068	87%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	10,000	-	100%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 10,000	\$ -	100%
Excess (Deficiency) Revenues and Expenditures	\$ 83,400	\$ 12,068	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 83,400	\$ 12,068	
Beginning Fund Balance (unaudited)	\$ 181,478		
Ending Fund Balance**	\$ 264,878		

* 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
2009-2010 Budget Update - Estimated Actuals
Special Reserve Fund for Capital Outlay Projects
August 31, 2009**

		2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues				
	Revenue Limit Sources*	\$ -	\$ -	-
	Federal Revenue	-	-	-
	Other State Revenue	-	-	-
	Other Local Revenue	275,000	5,378	98%
Total Revenues		\$ 275,000	\$ 5,378	98%
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	\$ 5,378	
Other Financing Sources and Uses				
	Transfers In	\$ -	\$ -	
	Transfers Out	\$ -	\$ -	
	Contributions	\$ -	\$ -	
Other Financing Sources and Uses		\$ -	\$ -	
Net Increase (Decrease) In Fund Balance		\$ 275,000	\$ 5,378	
Beginning Fund Balance (unaudited)		\$ 8,108,784		
Ending Fund Balance**		\$ 8,383,784		

* 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
2009-2010 Budget Update - Estimated Actuals
Capital Project Fund for Blended Component Units
(CFD 95-1 and CFD 99-1)
August 31, 2009

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	2,556,385	13,181	99%
Total Revenues	\$ 2,556,385	\$ 13,181	99%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	95,902	6,540	93%
Capital Outlay	1,770,706	13,537	99%
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 1,866,608	\$ 20,077	99%
Excess (Deficiency) Revenues and Expenditures	\$ 689,777	\$ (6,896)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (2,014,094)	\$ (1,279,781)	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ (2,014,094)	\$ (1,279,781)	
Net Increase (Decrease) In Fund Balance	\$ (1,324,317)	\$ (1,286,677)	
Beginning Fund Balance (unaudited)	\$ 5,633,339		
Ending Fund Balance**	\$ 4,309,022		

* 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
2009-2010 Budget Update - Estimated Actuals
Debt Service Fund for Blended Component Units (CFD)
August 31, 2009

	2009-10 Adopted Budget	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	2,014,094	\$ 1,279,781	36%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 2,014,094	\$ 1,279,781	36%
Excess (Deficiency) Revenues and Expenditures	\$ (2,014,094)	\$ (1,279,781)	
Other Financing Sources and Uses			
Transfers In	\$ 2,014,094	\$ 1,279,781	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ 2,014,094	\$ 1,279,781	
Net Increase (Decrease) In Fund Balance	\$ -	\$ -	
Beginning Fund Balance (unaudited)	\$ -		
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
2009-2010 Budget Update - Estimated Actuals
Other Enterprise Fund - Childcare
August 31, 2009**

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	2,873,582	222,177	92%
Total Revenues	\$ 2,873,582	\$ 222,177	92%
Expenditures			
Certificated Salaries	\$ 65,383	\$ -	100%
Classified Salaries	1,893,923	290,767	85%
Employee Benefits	381,524	57,787	85%
Books and Supplies	202,795	48,619	76%
Services and Other Operating	170,967	19,257	89%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 2,714,592	\$ 416,429	85%
Excess (Deficiency) Revenues and Expenditures	\$ 158,990	\$ (194,251)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 158,990	\$ (194,251)	
Beginning Fund Balance (unaudited)	\$ 1,279,180		
Ending Fund Balance**	\$ 1,438,170		

* 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
2009-2010 Budget Update - Estimated Actuals
Foundation Trust Fund
August 31, 2009

	2009-10 Adopted Budget	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	1,400	-	100%
Total Revenues	\$ 1,400	\$ -	100%
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	\$ 1,400	\$ -	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	-
Transfers Out	\$ -	\$ -	-
Contributions	\$ -	\$ -	-
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 1,400	\$ -	
Beginning Fund Balance (unaudited)	\$ 45,771		
Ending Fund Balance**	\$ 47,171		

* Basic Aid revenues in the form of property taxes are recorded as a Revenue Limit Source

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 These components are not addressed on this spreadsheet

September 24, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.16: Budget reduction areas 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. Items that have been updated are in bold type.

FISCAL IMPACT: Cost – Please see detail
Program or Department – All
Is this a Restricted Program? Both Restricted and Unrestricted
Was this expenditure anticipated in the adopted budget? Please see detail
Will this Program or Department be over budget after this expenditure? Please see detail

RECOMMENDED: For information only.

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 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 (IEP) 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 has been approved by the Board April 14, 2009.
16	Eliminate full-time BTSA position	Salary savings of \$31,000	Reduction has been 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 October 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 has been 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 has been 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 at the April 2009 board meeting.
21	Eliminate instructional aides in blended classes	Salary savings of \$193,031 actual savings in 2008-2009 costs	Reduction has been 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	\$950,044 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. A detailed report will be made to the board on July 22, 2009.
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 in 08-09	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 13 with 1 vacancies (14 total).	Hiring of additional administration staff is on hold until the budget improves.
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. Continue with outsourcing.
32	Reduce copying costs	Costs associated with copying are paper, machines and maintenance expenses	District will be monitoring copies made in the 09-10 school year.

33	Outsource payroll processing	None	Districts are required to have all payroll processed through their County Office of Education to ensure all 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	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 Committee was commissioned by the Board of Trustees at the March 24, 2009 board meeting. Please check board packets for updates.
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.

[illegible]

Date: September 23, 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
Ballenger, Riann	Teacher	1.00	Ashley Falls	Approve Temporary Assignment Effective for 2009/10	Temporary
Daniel, Kathleen	Extended Studies Drama Teacher	0.60	Torrey Hills	Approve Temporary Assignment Effective for 2009/10	Temporary
Dumoff, Kelsey	Extended Studies Science Teacher	0.80	Sycamore Ridge	Approve Temporary Assignment Effective for 2009/10	Temporary
Kvalstad, Lauren	Teacher	1.00	Del Mar Hills	Approve Temporary Assignment Effective for 2009/10	Temporary
Minarik, Kathleen	Extended Studies Science Teacher	0.50	Del Mar Heights	Approve Temporary Assignment Effective for 2009/10	Temporary
Riley, Mark	Teacher	1.00	Del Mar Heights	Approve Temporary Assignment Effective for 2009/10	Temporary

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Sullivan, Heather	Teacher	1.00	Del Mar Hills	Approve Temporary Assignment Effective for 2009/10	Temporary

Date: September 23, 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
Arado, Marilou	Noon Duty Aide	0.10	Sycamore Ridge	Approve Resignation Effective 6/11/09	
Barnette, Catherine	Special Education Aide I	0.75	Del Mar Heights	Approve Assignment Effective 9/1/09	Replacement
Bartoloni, Jennifer	Special Education Aide II	0.75	Sycamore Ridge	Approve Assignment Effective 9/4/09	Replacement
Bisbing, Gretchen	Special Education Aide I	0.75	Sage Canyon	Approve Assignment Effective 9/8/09	Replacement
Bittner, Kristina	Child Care Worker I	0.75	Child Care	Approve Assignment Effective 8/20/09	Replacement
Bittner, Kristina	Noon Duty	0.125	Del Mar Heights	Approve Assignment Effective 8/31/09	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Bokkala, Neeraja	Special Education Aide I	0.45	Del Mar Heights	Approve Assignment Effective 9/29/09	Replacement
Brockhaus, Amy	Child Care Instructional Assistant - Preschool	0.80	Child Care	Approve Assignment Effective 9/21/09	Replacement
Burkett, Colleen	Special Education Aide II	0.75	Sycamore Ridge	Approve Assignment Effective 9/2/09	Replacement
Burns, Daniel	Child Care Worker I	0.35	Child Care	Approve Assignment Effective 8/20/09	Replacement
Cruz, Sierra	Child Care Worker I	0.5375	Child Care	Approve Assignment Effective 8/20/09	Replacement
DeRoche, Katrina	Special Education Aide II	0.75	Torrey Hills	Approve Assignment Effective 8/26/09	Expansion
DeStefano, Gina	Special Education Aide II	0.75	Ashley Falls	Approve Assignment Effective 8/26/09	Replacement
Dumont, Emily	Special Education Aide II	0.75	Del Mar Hills	Approve Assignment Effective 8/31/09	Replacement
Elliott, Roberta	Special Education Aide I ELL Aide/Noon Duty	0.50 0.25	Del Mar Heights	Approve Assignment Effective 8/26/09	Expansion

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Ellis, Jenna	Special Education Aide I	0.75	Del Mar Heights	Approve Assignment Effective 9/8/09	Expansion
Fisher, Toni	Noon Duty	0.12	Sycamore Ridge	Approve Assignment Effective 9/18/09	Replacement
Foley-Shipitalo, Jennifer	Heath Care Technician	0.75	Torrey Hills	Approve Resignation Effective 10/2/09	
Garibay, Denise	Noon Duty	0.05	Del Mar Hills	Approve Assignment Effective 8/31/09	Replacement
Graciano, Tracy	Noon Duty	0.025	Carmel Del Mar	Approve Assignment Effective 9/7/09	Replacement
Granger, Ashley	Child Care Worker I	0.30	Child Care	Approve Assignment Effective 8/24/09	Replacement
Gregory, Jennifer	Child Care Worker I	0.60	Child Care	Approve Resignation Effective 8/24/09	
Gustafson, Cheryl	Special Education Aide I	0.75	Torrey Hills	Approve Assignment Effective 9/10/09	Replacement
Hill, Leanne	Child Care Instructional Assistant - Preschool	0.80	Child Care	Approve Assignment Effective 8/24/09	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Hingst, Katie	Special Education Aide I	0.75	Del Mar Hills	Approve Assignment Effective 9/21/09	Expansion
Hundley, Eleanor	Child Care Worker I	0.75	Child Care	Approve Assignment Effective 8/20/09	Replacement
Johnson, Cynthia	Administrative Assistant	1.00	District Office	Approve Resignation Effective 9/30/09	
Johnson, Nicole	Child Care Worker I	0.55	Child Care	Approve Assignment Effective 8/20/09	Replacement
Lang, Timarie	Special Education Aide II	0.75	Carmel Del Mar	Approve Assignment Effective 8/28/09	Replacement
Leftwick, Lorraine	Child Care Worker I	0.4125	Child Care	Approve Assignment Effective 8/20/09	Replacement
Leibowitz, Jill	Special Education Aide II	0.75	Sage Canyon	Approve Promotion from Special Education Aide I to Special Education Aide II	Expansion
Malone, Rebecca	Child Care Worker I	0.75	Child Care	Approve Assignment Effective 8/28/09	Replacement
Malone, Rebecca	Noon Duty	0.12	Sycamore Ridge	Approve Assignment Effective 8/31/09	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Martinez, Andrea	Noon Duty	0.025	Sage Canyon	Approve Assignment Effective 9/1/09	Replacement
Martinez, Ryan	Special Education Aide II	0.75	Sage Canyon	Approve Assignment Effective 8/26/09	Replacement
McCue, Taylor	Child Care Worker I	0.10	Child Care	Approve Assignment Effective 9/8/09	Replacement
McDermott, Krystle	Child Care Worker I Noon Duty	0.45 0.0125	Child Care Del Mar Hills	Approve Resignation Effective 8/21/09	
Mitchell, Kevin	Child Care Worker II	0.8625	Child Care	Approve Promotion from Child Care Worker I to Child Care Worker II	Replacement
Mullen, Mary Ann	Special Education Aide I	0.75	Sage Canyon	Approve Assignment Effective 9/4/09	Expansion
Nieves, Katherine	Child Care Worker I	0.75	Child Care	Approve Resignation Effective 8/25/09	
O'Callaghan, Brenna	Child Care Worker I	0.75	Child Care	Approve Assignment Effective 8/20/09	Replacement
O'Connell, Shannon	Special Education Aide II Crosswalk Duty	0.75 0.3125	Ashley Falls	Approve Assignment Effective 8/26/09	Replacement
Paddock, Linley	Special Education Aide II	0.75	Carmel Del Mar	Approve Assignment Effective 9/8/09	Expansion

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Peddie, Nicholas	Child Care Worker I	0.55	Child Care	Approve Assignment Effective 8/28/09	Replacement
Perez, Amanda	Child Care Worker I	0.45	Child Care	Approve Assignment Effective 9/22/09	Replacement
Phan, Tam	Noon Duty	0.025	Sage Canyon	Approve Assignment Effective 9/1/09	Replacement
Pinto, Jesse	Senior Systems Analyst/Programmer	1.00	District Office	Approve Assignment Effective 9/21/09	Replacement
Post, Cindy	ELL Aide Noon Duty	0.35625	Del Mar Hills	Approve Increase in Hours from 12 Hours per Week to 14.25 Hours per Week Effective 8/26/09	Expansion
Powell, Tiffany	Special Education Aide II	0.4375	Ocean Air	Approve Reduction in Hours from 27 Hours per Week to 17.5 Hours per Week Effective 8/26/09	
Ratliff, Kevin	Noon Duty	0.12	Sycamore Ridge	Approve Assignment Effective 8/31/09	Replacement
Ray, Derek	Special Education Aide I	0.75	Del Mar Hills	Approve Assignment Effective 9/11/09	Replacement
Ross, Nickolas	Child Care Worker I	0.625	Child Care	Approve Assignment Effective 8/20/09	Replacement
Ross, Nickolas	Noon Duty	0.025	Sage Canyon	Approve Assignment Effective 9/1/09	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Rothman, Emily	Child Care Worker I	0.75	Child Care	Approve Assignment Effective 8/24/09	Replacement
Rusconi, Cristina	Noon Duty	0.05	Torrey Hills	Approve Assignment Effective 8/31/09	Replacement
Samuels, Micha	Special Education Aide II	0.45	Sycamore Ridge	Approve Assignment Effective 9/2/09	Replacement
Scheg, Catherine	Noon Duty	0.2375	Torrey Hills	Approve Assignment Effective 8/31/09	Replacement
Schellinger, Kathryn	Special Education Aide II	0.75	Torrey Hills	Approve Assignment Effective 8/31/09	Replacement
Smerik, Brian	Special Education Aide II	0.75	Torrey Hills	Approve Resignation Effective 6/11/09	
So, John	Noon Duty	0.125	Del Mar Heights	Approve Assignment Effective 8/31/09	Replacement
Stockham,, Jennifer	Special Education Aide II	0.75	Carmel Del Mar	Approve Assignment Effective 9/23/09	Expansion
Sullivan, Kate	Child Care Worker I	0.60	Child Care	Approve Assignment Effective 8/20/09	Replacement
Tann, Catherine	Child Care Worker I	0.50	Child Care	Approve Assignment Effective 8/24/09	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Taylor, Lauren	Special Education Aide I	0.75	Sycamore Ridge	Approve Increase in Hours from 25 Hours per Week to 30 Hours per Week Effective 8/26/09	Expansion
Tosetti, Sandra	Special Education Aide I	0.50625	Carmel Del Mar	Approve Reduction in Hours from 22.75 Hours per Week to 20.25 Hours per Week Effective 8/26/09	
Welker, Johana	Child Care Worker I Noon Duty	0.75 0.0125	Child Care Del Mar Hills	Approve Resignation Effective 6/12/09	
Wilson, Patricia	Child Care Worker I	0.45	Child Care	Approve Assignment Effective 8/20/09	Replacement
Wilson, Patricia	Noon Duty	0.05	Torrey Hills	Approve Assignment Effective 8/31/09	Replacement
Wilson, Tina	Noon Duty	0.0375	Carmel Del Mar	Approve Assignment Effective 9/7/09	Replacement

September 21, 2009

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.2: Approval to recruit and hire a Computer Repair Technician.

In the past, Technology Teachers at each of the district's sites have provided instruction to students for one-half of their assignment; for the other half of their assignment, they provided technical support, including trouble-shooting and minor computer repairs, for hardware and software problems associated with the technology program. With the change in the role of the Technology Teachers to full-time teaching responsibilities, it is necessary to provide the technical services that were previously provided by the Technology Teachers through a "Computer Repair Technician." The job description for this position was approved June 24, 2009. The District anticipates the need for two of these technicians who will work on a district-wide basis. However, due to the current budget crisis, we are seeking approval to recruit and hire one Computer Repair Technician and will evaluate if the second additional position is actually required to meet the needs of the district at a later time.

FISCAL IMPACT: **Cost** – Salary Range 25: \$46,000 - \$50,000 - Depending on experience.

Program or Department – Technology

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 The cost of this position will be realized in savings from the reassignment of technology teachers to classroom instruction only.

RECOMMENDED: The Superintendent recommends Board approval to fill one Computer Repair Technician position.

September 22, 2009

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 11.3: Board Approval, K/1 Combination Class Support

Administration recommends providing extra support for a K/1 combination classroom, which may be in the form of some instructional assistant time, or other support as determined by staff.

FISCAL IMPACT: Not to exceed \$15,000.

RECOMMENDED: The Superintendent recommends support for the K/1 combination classroom.

September 30, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.4: First Reading/Board Approval, New Job
Description, Coordinator of Human Resources

The Superintendent and Cabinet have recommended to the Board a reorganization of Cabinet level positions in order to save approximately \$81,900 for the District during the current financial crisis. Part of the reorganization is to create a new position of Coordinator of Human Resources to assume appropriate additional responsibilities that have been those of the Assistant Superintendent of Human Resources. A key piece of the plan for reorganization of the Cabinet is to leave the Personnel Technician position vacant and hire for this new position. The Superintendent and Cabinet recommend approval of this new position.

FISCAL IMPACT: Salary: \$88,198 - \$107,208 - includes salary and labor costs.

RECOMMENDED: For information only. No action required.

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: COORDINATOR, HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the Superintendent or designee, the Coordinator of Human Resources is responsible for operation and administration of services related to certificated and classified personnel.

REPRESENTATIVE DUTIES:

- Plans, organizes, and administers the District's personnel services and programs including employer-employee relations, recruitment, selection and retention of certificated and classified personnel.
- Publishes announcements for vacant positions, screens applications, schedules interviews and coordinates details related to the interview process, and participates on interview panels.
- Prepares offers of employment; processes new employees; provides information related to District employment requirements, including physical examinations, fingerprinting, TB testing and related activities.
- Responds to requests for employment verification, credentials, and other related information
- Performs orientations and maintains those records; assists in writing job descriptions; conducts and compiles salary and job classification studies as needed.
- Communicates evaluation process and deadlines to principals/managers.
- Maintains records of college units and other course credit earned by employees.
- Assists the payroll/benefits department as needed to maintain employee's attendance records, sick leave and vacations.
- Coordinates leaves including maternity, medical, and worker's compensation. Computes payroll for maternity and medical leaves.
- Develops procedures to expedite transmittal of information; facilitates implementation of personnel policies, programs or directives of the District.
- Establishes and maintains employee's personnel files.
- Reviews and posts training and experience record of employees; verifies proper salary schedule placement and progression.
- Compiles information for negotiations with bargaining units.
- Assures that Board and District policies, state and federal laws and collective bargaining agreements are correctly and fairly administered; assists with the development of policies and administrative regulations.
- Conducts investigations of employee complaints.
- Coordinates hearings and grievances, disciplinary measures and other personnel actions; serves as mediator for employees.
- Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting personnel services; updates the Board in closed sessions regarding employees and other personnel matters.

- Communicates with other administrators, District personnel, attorneys, insurance companies and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchanges information.
- Monitors the Affirmative Action program and assures compliance.
- Provides for development of job descriptions; conducts job analyses, gathers data and document findings.
- Develops and maintains a continuing program of evaluation of all employees for the purpose of supporting them in the completion of their work activities and evaluating their performance.
- Serves as a member of the Superintendent's Cabinet.
- Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Education, Labor, Health/Disability and other laws, codes, rules and regulations related to classified and certificated personnel.
- Planning, organization and administration of the Risk Management program.
- Applicable laws, codes, regulations, policies and procedures related to assigned activities.
- Credentialing and negotiations processes.
- Board Policies.
- Principles and practices of administration, supervision and training.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Ability to evaluate programs related to human resources and prepare reports as needed.
- Use interpersonal skills with tact, patience and courtesy.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Perform a variety of complex clerical and technical works related to District personnel functions.
- Maintain filing systems, which contain confidential or sensitive information.
- Work efficiently under pressure with frequent interruptions.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records for the organization's personnel.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.

- Respect and maintain professional confidences.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Read, understand and explain technical policies and material related to personnel.
- Use good judgment in recognizing scope of authority.

QUALIFICATIONS:

- Bachelor's degree preferred; any combination equivalent to graduation from high school supplemented by college coursework and experience in human resources.

EXPERIENCE:

- Management experience with a minimum of five years experience working in a School District Human Resources Department.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office Environment
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

TERMS OF EMPLOYMENT:

Twelve 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 Management Salary Schedule.

DEL MAR UNION SCHOOL DISTRICT GROUP 13 - CLASSIFIED MANAGEMENT

CLASSIFIED MGMT & CONFIDENTIAL SALARY SCHEDULE: Effective December 1, 2008

ADOPTED BY BOARD OF TRUSTEES - January 21, 2009

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL
	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY
	HOURLY	HOURLY	HOURLY	HOURLY	HOURLY
1	\$108,045.53	\$112,967.67	\$117,885.14	\$122,598.16	\$131,608.01
	9,003.79	9,413.97	9,823.76	10,216.51	10,967.33
	51.94	54.31	56.68	58.94	63.27
2	\$ 73,499.07	\$ 77,174.32	\$ 81,033.26	\$ 85,085.27	\$ 89,339.72
	6,124.92	6,431.19	6,752.77	7,090.44	7,444.98
	35.34	37.10	38.96	40.91	42.95
3	\$66,712.55	\$70,223.99	\$73,920.30	\$77,810.85	\$81,906.15
	5,559.38	5,852.00	6,160.02	6,484.24	6,825.51
	32.07	33.76	35.54	37.41	39.38

District pays professional association dues - Range 1 only

District paid \$2,000 TSA and monthly mileage allowance of \$200 - Range 2 only

District paid \$150,000 Term Life Insurance policy - Range 1 and 2 only

Earns 22 vacation days per year or 1.83 days per month - Range 1

Earns 20 vacation days per year or 1.67 days per month - Range 2 and 3

Longevity System: A longevity increment is authorized for those on the Classified

Management Salary Schedule at the years stated below:

Longevity I At the beginning of the 9th year, after 8 years of service as a classified manager a 4% stipend will be added to the manager's salary

Longevity II At the beginning of the 13th year, after 12 years of service as a classified manager an additional 4% stipend will be added to the manager's salary

<u>Range</u>	<u>IDENTIFICATION</u>
1	Assistant Superintendent Business Services
2	Director of After-School Programs/Child Care Services/Director of Maintenance and Operations/ Coordinator of Human Resources
3	Executive Assistant

September 22, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.5: First Reading/Board Approval, Updated Job Description, Director of Maintenance & Operations

During the 2007/2008 school year, the Personnel Committee, chaired by Board Clerk Katherine White and including representatives from staff throughout the District, recommended that the Facilities Planning portion of the position of Director of Human Resources be moved to become the responsibility of the Assistant Superintendent of Business Services. The responsibility was moved in July 2008. This new job description reflects additional responsibilities that will be assumed by the Director of Maintenance and Operations in facilities planning. The Director of Maintenance and Operations reports directly to the Assistant Superintendent of Business Services. The Superintendent and Cabinet recommend approval of this updated job description.

FISCAL IMPACT: Salary: \$88,198 - \$107,208 - includes salary and labor costs.

RECOMMENDED: For information only. No action required.

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Business Services, the Director of Maintenance and Operations is responsible for the maintenance and custodial needs of the district.

RESPONSIBILITIES:

- Plan, organize and direct a variety of programs, projects and activities related to the maintenance and repair of school buildings, grounds and associated equipment; effectively allocate resources to various projects including funds, staff and supplies.
- Coordinate construction projects on District facilities.
- Direct and monitor facility management teams and work with local agencies in the completion of District construction projects.
- Review practices and priorities of school maintenance and repair.
- Develop and administer contracts for the repair and maintenance of district facilities; administer construction contracts for major and minor alterations to school facilities.
- Communicate with site managers/principals to establish needs and priorities for maintenance and repair.
- Prepare and administer contracts for professional services; negotiate contract changes as needed; prepare requests for proposals for professional services.
- Supervise, direct, and evaluate the performance of assigned staff.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the Maintenance and Operations Department.
- Communicate with other administrators, district personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with other departments, community members and other public entities concerning facility use and other school related matters.
- Develop and prepare the annual preliminary budget for maintenance, deferred maintenance and utilities, analyze and review budgetary and financial data; control and authorize expenditures in accordance with limitations.
- Review utility usage and make recommendations for energy savings; prepare and submit requests for energy conservation projects.
- Attend a variety of meetings to maintain current knowledge of legislation, legal codes and requirements, conduct and facilitate meetings.
- Select contract inspectors to inspect sites and assure compliance with a variety of health and safety regulations related to facility condition, equipment operation and asbestos management.
- Operate a computer and other office equipment.

- Provide technical expertise, information and assistance to the Assistant Superintendent of Business Services regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of the maintenance and repair activities of district facilities, grounds and associated equipment.
- Construction, engineering, architecture, and maintenance management.
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Custodial practices and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.

ABILITY TO:

- Develop and administer contracts for minor school construction projects.
- Insure compliance with safety practices and various code requirements.
- Understand blueprints and schematic drawings.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.
- Use interpersonal skills with tact, patience and courtesy.
- Ability to direct, manage and evaluate personnel,
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Any combination equivalent to a Bachelor's degree in engineering, architecture or related field and eight years of experience in maintenance, grounds or related function.

EXPERIENCE:

- Five years experience in a supervisory capacity.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office/school environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Walking, climbing to inspect sites.
- Sitting or standing for extended periods of time.

TERMS OF EMPLOYMENT:

Twelve-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 Management Salary Schedule.

DEL MAR UNION SCHOOL DISTRICT GROUP 13 - CLASSIFIED MANAGEMENT

CLASSIFIED MGMT & CONFIDENTIAL SALARY SCHEDULE: Effective December 1, 2008

ADOPTED BY BOARD OF TRUSTEES - January 21, 2009

RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	ANNUAL	ANNUAL	ANNUAL	ANNUAL	ANNUAL
	MONTHLY	MONTHLY	MONTHLY	MONTHLY	MONTHLY
	HOURLY	HOURLY	HOURLY	HOURLY	HOURLY
1	\$108,045.53	\$112,967.67	\$117,885.14	\$122,598.16	\$131,608.01
	9,003.79	9,413.97	9,823.76	10,216.51	10,967.33
	51.94	54.31	56.68	58.94	63.27
2	\$ 73,499.07	\$ 77,174.32	\$ 81,033.26	\$ 85,085.27	\$ 89,339.72
	6,124.92	6,431.19	6,752.77	7,090.44	7,444.98
	35.34	37.10	38.96	40.91	42.95
3	\$66,712.55	\$70,223.99	\$73,920.30	\$77,810.85	\$81,906.15
	5,559.38	5,852.00	6,160.02	6,484.24	6,825.51
	32.07	33.76	35.54	37.41	39.38

District pays professional association dues - Range 1 only

District paid \$2,000 TSA and monthly mileage allowance of \$200 - Range 2 only

District paid \$150,000 Term Life Insurance policy - Range 1 and 2 only

Earns 22 vacation days per year or 1.83 days per month - Range 1

Earns 20 vacation days per year or 1.67 days per month - Range 2 and 3

Longevity System: A longevity increment is authorized for those on the Classified Management Salary Schedule at the years stated below:

Longevity I At the beginning of the 9th year, after 8 years of service as a classified manager a 4% stipend will be added to the manager's salary

Longevity II At the beginning of the 13th year, after 12 years of service as a classified manager an additional 4% stipend will be added to the manager's salary

<u>Range</u>	<u>IDENTIFICATION</u>
1	Assistant Superintendent Business Services
2	Director of After-School Programs/Child Care Services/Director of Maintenance and Operations/ Coordinator of Human Resources
3	Executive Assistant

JOB CLASS DESCRIPTION

CLASS TITLE

Director of Maintenance

Basic Function:

Supervises activities of personnel engaged in keeping the grounds in a clean and orderly condition and maintaining and repairing the utility and physical structures of district facilities.

Examples of Work Performed:

Supervises the departmental operations.

Reviews requests and establishes priorities for repair projects.

Assigns and supervises personnel engaged in maintaining and repairing building utility systems, such as electric wiring and control, heating, ventilating, and plumbing.

Inspects and evaluates work performed by District and contractual personnel.

Examines District facilities on a regular basis to determine needed maintenance and repairs.

Works with individual school principals and maintenance personnel regarding preventive maintenance programs.

Identifies and expedites emergency repairs of facilities.

Monitors the maintenance budgets of each school facility.

Provides input information for the budgetary process.

Recommends supplies, materials, equipment, and services needed for the safe, efficient operation of District facilities.

Prepares cost estimates of materials and labor needed to accomplish individual projects.

Coordinates development and maintenance of the grounds at all district sites.

Coordinates the District's energy management system.

Coordinates the security system for all sites.

Performs other related duties as required.

Director of Maintenance

(Continued)

Knowledge, Skills and Abilities:

Knowledge of building utility systems: heating, air conditioning, electrical, plumbing.

Knowledge of building codes and regulations impacting District facilities.

Knowledge of structural and carpentry considerations.

Knowledge of relative advantages/disadvantages of materials, supplies, and equipment, as well as relative economic tradeoffs.

Knowledge of District budgetary/accounting policies and procedures.

Knowledge of discipline practices and procedures.

Knowledge of preventive maintenance procedures, scheduling and follow-up.

Knowledge of grounds development and care considerations.

Knowledge of sound inventory practices.

Skill in interpersonal relations.

Skill in assigning and evaluating the work of others.

Skill in supervising personnel with technical professions.

Skill in disciplining employees.

Skill in reading and communicating the meaning of blueprints, wiring diagrams, engineering specifications, etc.

Skill in coordinating and scheduling the activities of diverse technical personnel.

Ability to plan the work of others.

Ability to counsel subordinates.

Ability to screen and select desirable new employees.

Ability to communicate with professional technical personnel such as architects and engineers.

Ability to provide assistance to District administrative staff in matters pertaining to facilities.

Director of Maintenance

(Continued)

Minimum Training and Experience:

Minimum of seven years experience in the construction trades with at least three years in a supervisory position.

College training helpful, but not necessary.

September 22, 2009

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *11.6: Board Approval, Updated Job Description,
Personnel Technician

The job description of Personnel Technician has not been revised since its creation approximately ten years ago when the position of Personnel/Payroll was split into two positions. Although the changes are minor, it seems appropriate to update it at this time. It is also recommended that we address the outdated use of "Personnel" Technician. In keeping with the "Human Resources" department title, we recommend the position be Human Resources Technician. The Superintendent and Cabinet recommend approval of this updated job description.

FISCAL IMPACT: Salary (new employee): \$58,558 - \$64,559 includes salary and labor costs

RECOMMENDED: The Superintendent recommends approval of the updated job description, Personnel Technician.

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ~~PERSONNEL~~ *HUMAN RESOURCES* TECHNICIAN

BASIC FUNCTION:

Under the direction of the *Assistant Superintendent of Human Resources*, or designee, oversee and perform complex and responsible clerical and technical work for District administration related to the preparation of certificated and classified personnel; apply and interpret rules, regulations and procedures related to personnel functions; perform specialized clerical work in connection with the certificated and classified personnel program; maintain a variety of personnel related forms, records, and data bases; serve as mediator for employees as needed.

RESPONSIBILITIES:

- Publish announcements for vacant positions; assists in screening applications to determine whether candidates meet minimum qualifications; schedule interviews and coordinate details related to the interview process. Performs orientations and maintains those records; assists in writing job descriptions; conducts and compiles salary and job classification studies as requested by other school districts or government agencies.
- *Assist with the Prepare preparation of* offers of employment with verification by the Superintendent *or designee*.
- Communicate evaluation process and deadlines to principals/managers.
- Process new employees; provide information related to District employment requirements, including physical examinations, fingerprinting, TB testing and related activities.
- *Assist with Respond responding* to requests for employment verification, credentials, school district boundaries and other related information.
- Maintain records of college units and other course credit earned by employees.
- *Assist the payroll/benefits department as needed to* maintain employee's attendance records, sick leave and vacations.
- *Coordinate leaves including maternity, medical, and worker's compensation. Compute payroll for maternity and medical leaves.*
- Develop procedures to expedite transmittal of information; facilitate implementation of personnel policies, programs or directives of the District.
- Establish and maintain employee's personnel files.
- Review and post training and experience record of employees; verify proper salary schedule placement and progression.
- Compile information and prepare personnel board packet for monthly board agendas.
- *Assist with compiling information for negotiations with bargaining units.*
- Perform related duties as assigned.

KNOWLEDGE OF:

- Preparation, maintenance, verification and processing of personnel records.
- Rules, regulations, policies and procedures pertaining to employment and credentialing.
- Practices and procedures related to certificated and classified employment.
- District personnel policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Practices and procedures of record keeping and filing.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience, and courtesy.
- ~~Modern office equipment, including computer equipment and Modern office methods and procedures including receptionist and telephone techniques.~~

ABILITY TO:

- Perform a variety of complex clerical and technical works related to District personnel functions, which involves the use of independent judgment and required accuracy and speed.
- Maintain filing systems, which contain confidential or sensitive information.
- Work efficiently under pressure with frequent interruptions.
- Perform a variety of technical duties related to the employment, recruitment, benefits and records for the organization's personnel.
- Communicate effectively in both orally and in writing and organize work in order to meet schedules and time lines.
- Perform in situations requiring specialized knowledge, using tact and good judgment.
- Read, understand and explain technical policies and material related to personnel.
- Establish and maintain cooperative and effective working relationships with others.
- Use good judgment in recognizing scope of authority.

QUALIFICATIONS:

- Bachelor's degree preferred; any combination equivalent to: graduation from high school supplemented by course work in office practices and record management.

EXPERIENCE:

- Three years of increasingly responsible office experience including experience in personnel human resources.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

TERMS OF EMPLOYMENT:

Twelve 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 RANGE:

Range 35 on the Classified Salary Schedule *with Confidential Employee Stipend* (must be developed).

September 22, 2009

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *11.7: Approval for Extended Studies Aide Position at Sage Canyon Elementary

Sage Canyon was the only school that included an Extended Studies Aide position in their fundraising allocation plan. The school was allocated 3.4 enrichment positions. Schools were allowed to fundraise to match the allocation. Sage Canyon's plan was to fundraise for 1.85 certificated positions and a 0.5 classified position. Their goal was not only met, but exceeded. The District supports the reinstatement of the Extended Studies Aide using the funds raised for the position within the allowed allocation. The funds are on deposit with the District.

Attached are the job responsibilities that will be covered by the Extended Studies Aide and a cost projection. The cost projection is at the highest step on the range because the previously laid off employees that have seniority rights for the position are all at this level.

FISCAL IMPACT: Cost – \$23,569.52
Program or Department – Enrichment (Extended Studies)
Is this a Restricted Program? No – Site fund-raised position through DMSEF
Was this expenditure anticipated in the adopted budget? No
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: The Superintendent recommends approval of the Extended Studies Aide position at Sage Canyon.

ESC Aide: Sage Canyon School

Total hours: 24.5 weekly/5 days a week

Job Responsibilities/Duties

- lunch/recess duty 1.25 hours daily with grades 4-6
- Tech-Media Carts: repairs, maintenance, upkeep, training
- remedial math instruction grades 2-4
- math enrichment/ problem solving grades 2-3
- math enrichment/ Algebra Lab grade 4
- math enrichment/ problem solving and projects grade 5
- math projects/ applied enrichment combo class grade 4/5
- math competitions: advisor and proctor for CaML and CML
- student store advisor
- beginning clarinet instruction with grades 5-6
- beginning percussion instruction with grades 5-6
- "end of year" awards grades K-6
- and all other duties as assigned

Personnel Action Forms		Position Control Monitoring		List/Report	Setup
Help Log Off		Cost Projection			
Group : 01	<u>OR</u>	MONTHLY	# of Months : 9	FTE : 61.25	
Range : 16	Rate	DAILY	# Days per/Yr :		
Step : 08		HOURLY	Hrs Per/Day :	# Days per/Yr :	
Expense Distribution % :			Clear	Estimate Cost	
100					
Social Security:	6.2%	Salary	19,729.89		
Medicare:	1.45%	Social Security	1,223.25		
PERS:	9.709%	Medicare	286.08		
STRS:	8.25%	PERS	1,915.58		
SUI:	0.3%	SUI	59.19		
Workers' Comp:	1.802%	Workers' Comp	355.53		
10 Year Longevity:	5%	Total	\$ 23,569.52		
15 Year Longevity:	10%				
20 Year Longevity:	15%				
Health Benefits Package:	\$731.64				
Masters Stipend:	\$159.55				
OPEB:	1.91%				
Workers Compensation-w/ Factor:	1.414%				