



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

DEL MAR UNION SCHOOL DISTRICT

Board of Trustees Regular Board Meeting

January 27, 2010
Closed Session: 4:00 p.m.
Open Session: 5:45 p.m.

Del Mar Hills Academy
14085 Mango Drive
Del Mar, CA 92014

*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 – 4:00 P.M.

- 1.1 Conference with Legal Counsel – Potential Litigation (Government Code Section 54956.9(c); Name of Case: Two cases
- 1.2 Conference with Real Property Negotiator (G.C. 54956.8)-Properties: 11250 El Camino Real, San Diego, CA 92130 and 4106 Sorrento Valley Blvd., San Diego, CA 92127; Corner of Jimmy Durante Blvd. & San Dieguito Rd., Del Mar, CA 92014 —Agency Negotiator: Sharon McClain, Superintendent; 225 9th Street, Del Mar, CA, 92014 — Under Discussion: Sale/Lease Terms Between the City of Del Mar and the DMUSD

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 – SYCAMORE RIDGE

1

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

2

Employees of the Month for January 2010:
Ashley Falls – Cindy Crew, 3rd Grade Teacher
Carmel Del Mar – Juan Castro, SDC Classroom Aide
Del Mar Heights – Michelle Beeson, Music Teacher
Del Mar Hills – Allison Warren, 6th Grade Teacher
Ocean Air – Erica Bell, 2nd Grade Teacher
Sage Canyon – Alison Fieberg, 5th Grade Teacher
Sycamore Ridge – Emily Mackie, 4th Grade Teacher
Torrey Hills – Sarah Grosso, 1st Grade Teacher

5.2	<u>Report</u> DMCTA Report: Danielle Roche, DMCTA Acting-President, Ocean Air	3
5.3	<u>Report</u> DMSEF Report: Chris Stevenson, DMSEF President	4
5.4	<u>Report</u> PTA Report: Stephanie Jansen, Sage Canyon PTA President	5
5.5	<u>Report</u> Monthly Staff Development, Travel & Conference Update	6-8
5.6	<u>Report</u> Board Report/Comments	
5.7	<u>Report</u> Superintendent's Report • California Business for Education Excellence • Atkinson, Andelson, Loya, Rudd and Romo Donation to American Red Cross • CSBA Presidents' Workshop	

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.0 APPROVAL OF THE MINUTES

Minutes of Special Board Meeting of December 2, 2009
Minutes of Regular Board Meeting of December 9, 2009
Minutes of Board Visitation & Special Board Meeting of December 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

*7.1	Board Approval of 2009-2010 Consolidated Application for Funding Categorical Aid Programs, Part II	9-30
*8.1	Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2009	31-33
*10.1	Board Approval and Acceptance of Donations to the Del Mar Union School District	117
*10.2	Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements	118-124
*10.3	Board Approval of Site Performance Agreements	125
*10.4	Board Approval of Standard Business Mileage Rate of 50 Cents Per Mile, Effective January 1, 2010	126-127
*10.5	Board Approval of Bid Limit to Be Raised Effective January 1, 2010	128
*10.6	Board Approval of Renewal Agreement Between the Del Mar Union School District and San Diego Medical Services Enterprise for Project Heart Beat	129

- *10.7 Approval of Agreement Between the Del Mar Union School District and Best Best & Krieger for Legal Services 130-131
- *10.8 Board Approval of Agreement Between Office Depot and the Del Mar Union School District for Classroom and Office Supplies February 1, 2010 – December 31, 2010 132
- *11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status 169-173

7.0 CURRICULUM AND INSTRUCTION

8.0 ADMINISTRATION AND POLICY

Time Certain: 6:45 p.m.

- | | |
|---|-------|
| 8.2 Board Approval, 2009/2010 Strategic Plan | 34-82 |
| <i>Motion Second Ayes Nays</i> | |

Time Certain: 7:30 p.m.

- | | |
|---|---------|
| 8.3 Update, Search for Properties for District Office, Chuck Wasker, Colliers International, Realtor | 83 |
| 8.4 Discussion/Action, Contract between the DMUSD and Chuck Wasker, Colliers International & Mark Kagan, MarkJen Corporation, Real Estate Brokers | 84-85 |
| <i>Motion Second Ayes Nays</i> | |
| 8.5 Discussion and Board Action, Revision to the 2010 Schedule of Board Meetings | 86-88 |
| <i>Motion Second Ayes Nays</i> | |
| 8.6 Discussion and Board Action, Holding Open Dates for Wednesday Special Board Meetings | 89 |
| <i>Motion Second Ayes Nays</i> | |
| 8.7 First Reading and Board Approval, Revision, Classified Personnel, Administrative Regulation 4261.2: Personal Leaves | 90-96 |
| <i>Motion Second Ayes Nays</i> | |
| 8.8 Report, CSBA Annual Education Conference | 97-102 |
| 8.9 Update, 7th Annual DMUSD Blood Drive – January 20, 2010 | 103 |
| 8.10 Update, School-Located Vaccination (SLV) Clinic | 104-111 |
| 8.11 Discussion, Resolution and Certificate for Retiring Employee | 112 |
| 8.12 Reminder of Upcoming Events | 113-114 |

9.0 OPERATIONS AND FACILITIES

- | | |
|--|---------|
| 9.1 Facilities Report for December and January | 115-116 |
|--|---------|

10.0 BUSINESS AND FINANCE

Time Certain: 6:30 p.m.

- | | |
|---|-----|
| 10.9 Board Approval, 2008/2009 Audit Report | 133 |
| <i>Motion Second Ayes Nays</i> | |

- | | |
|--------------------|---------|
| 10.10 Solar Energy | 134-138 |
|--------------------|---------|

10.11	Update, Proposals for the 2010/2011 State Budget	139
10.12	Update, Strategic Planning Financial Task Force	140-142
10.13	Budget Reduction Areas Under Consideration for the Fiscal Year 2009-2010 and Future Years	143-153
10.14	Update, 2009/2010 Monthly Budget, Legal Fees and Cash Balance Report	154-168

11.0 PERSONNEL

11.2	Second Reading/Board Approval Updated Job Description, Human Resources & Pupil Services Administrative Assistant	174-177
	<i>Motion</i> ____ <i>Second</i> ____ <i>Ayes</i> ____ <i>Nays</i> ____	
11.3	Update, Process for Hiring Assistant Superintendent, Human Resources	178-179
11.4	Board Approval, Posting of Assistant Principal Position, Sage Canyon	180-181
	<i>Motion</i> ____ <i>Second</i> ____ <i>Ayes</i> ____ <i>Nays</i> ____	

12.0 ARTICLES OF INTEREST

None.

13.0 ITEMS FOR FEBRUARY 2010 BOARD MEETING

- First Reading, 2010/2011, 2011/2012 & 2012/2013 School Year Calendar
- Update, Communication Plan
- Library Materials Selection Policy
- Student Teacher agreement between DMUSD and SDSU
- Minutes of Special Board Meeting of January 7, 2010
- Minutes of Special Board Meeting of January 13, 2010
- Minutes of Special Board Meeting of January 20, 2010
- Minutes of Regular Board Meeting of January 27, 2010
- Other items requested by the Board

ADJOURNMENT OF MEETING.....

Motion ____ *Second* ____ *Ayes* ____ *Nays* ____

_____ Time

**The following Minutes for approval will be posted no later than
Monday, January 25, 2010**

Minutes of Special Board Meeting of December 2, 2009

Minutes of Regular Board Meeting of December 9, 2009

Minutes of Board Visitation & Special Board Meeting of December 16,
2009

January 22, 2010

To: Board Members

From: Emily Disney, Principal, Sycamore Ridge

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 2.0: Student Recognition – Sycamore Ridge

The Del Mar Union School District Board of Trustees, staff and community members will learn about one of the many ways teachers use collaboration time to plan and execute integration of enrichment programs with core curriculum at Sycamore Ridge School. Fifth grade students and teachers, along with the technology teacher, will share a project based science assignment focused on offering enrichment options to address varying learning preferences and modalities. Since Sycamore Ridge School is celebrating her fifth year birthday, the program will wrap up with some 6th grader's thoughts about their school.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

January 27, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.1: 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 January 2010 are:

Ashley Falls
Carmel Del Mar
Del Mar Heights
Del Mar Hills
Ocean Air
Sage Canyon
Sycamore Ridge
Torrey Hills

Cindy Crew, 3rd Grade Teacher
Juan Castro, SDC Classroom Aide
Michelle Beeson, Music Teacher
Allison Warren, 6th Grade Teacher
Erica Bell, 2nd Grade Teacher
Alison Fieberg, 5th Grade Teacher
Emily Mackie, 4th Grade Teacher
Sarah Grosso, 1st Grade Teacher

RECOMMENDED: For Information Only; No Action is Required.

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.2: Report: DMCTA Acting President, Danielle Roche

DMCTA Acting President, Danielle Roche, will be present to give a brief report to the Board.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 5.3: Report: Del Mar Schools Education Foundation

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

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

January 22, 2010

To: Board Members
From: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 5.4: Report: PTA

Stephanie Jansen, Sage Canyon PTA President, will provide a brief report on the activities of the Sage Canyon PTA.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

January 22, 2010

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: Not applicable.

RECOMMENDED: For information only. No action required.

DEL MAR UNION SCHOOL DISTRICT

Conference/Travel Request Report

Through: January 20, 2010

NAME	SITE	ACTIVITY TITLE/DESCRIPTION	PROFESSIONAL SKILLS AND JOB PERFORMANCE IMPROVEMENT JUSTIFICATION	DATE	COST (EST.) w/ SUB EXP.
Pamela Barger	CDM	NCTM National Conference	Conferences at the national level offer exceptional opportunities to hear about new "best practices" and math connections to all types of learning. I am particularly interested in fostering writing within the study of math.	04/21/10	\$643.00
Paula Intravaia	CDM	2009 CSBA Annual Education Conference and Trade Show	Primarily the focus on the necessity for creativity in teaching and learning and inspiration for innovative, relevant, and motivating classroom practices.	12/04/09	\$482.00
David Jones	CDM	Pyramid Response to Intervention 2 day Workshop	Learn how the RII model will improve student interventions and thus student achievement.	05/03/10	\$587.00
Cathie Hays, Caroline Draper, Jason Bethurum	CDM	Active Learning, Co op Learning & Socratic Questioning Strategies	This workshop will help develop lessons that facilitate critical thinking for students at all levels.	01/12/10	\$585.00
Sharon McClain	D.O.	2010 Board President's Workshop		01/23/10	\$350.00
Jennifer Mokiao	Sycamore Ridge	Active Learning, Co op Learning & Socratic Questioning Strategies	To be able to lead students in Socratic Seminars & share active learning & Socratic questioning strategies with colleagues.	01/12/10	\$295.00

DEL MAR UNION SCHOOL DISTRICT

Conference/Travel Request Report

Through: January 20, 2010

NAME	SITE	ACTIVITY TITLE/DESCRIPTION	PROFESSIONAL SKILLS AND JOB PERFORMANCE IMPROVEMENT JUSTIFICATION	DATE	COST (EST.) w/ SUB EXP.
Katharin Roth	CDM	Elementary Physical Education Workshop	This is one of the top notch Annual Elementary PE Conferences in the Country. It fits with current position.	08/02/09	\$364.00
Randy Wheaton	D.O.	CASH Conference	Refine knowledge about key policies & procedures. Update knowledge on new laws & regulations that will have consequences for the school facilities, community, emerging industry trends & other critical industry issues such as the status of M&O funding programs & best practices & planning.	02/22/10	\$1,975.00

January 27, 2010

To: Board Members

From: Katie Shanahan, Coordinator of State and Federal Projects

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *7.1: Approval, 2009-2010 Consolidated
Application for Funding Categorical Aid Programs, Part II

The Consolidated Application is a two-part application and reporting process used by the California Department of Education (CDE). The Consolidated Application allocates funds from various state and federal programs to local educational agencies, and reports on the use of those funds. The state and federal programs are specifically called *categorical programs* and the money allocated is known as *categorical funds*.

The Del Mar Union School District receives limited categorical funding to support various District programs. The application does not address those programs susceptible to the Flexibility Provision. The district will receive funding through this application for the following programs: Economic Impact Aid, Title II-A: Improving Teacher Quality, and Title III-A: English Language Learners.

FISCAL IMPACT:	Revenue:	This application is a requirement in order to receive approximately \$190,725 of restricted revenue in the 2009-2010 fiscal year.
	Expenditure:	2009-2010 ongoing expenditures of approximately \$190,725
	Fund Balance:	No change to the ending fund balance of the Restricted General Fund.

RECOMMENDED: The Superintendent recommends approval of the 2009-2010 Consolidated Application for Funding Categorical Aid Programs, Part II

2009-10 Consolidated Application for Funding Categorical Aid Programs

California Department of Education

(Part II)

Consolidated Application

Purpose: To declare the agency's intent to apply for 2009-10 funding of Consolidated Categorical Aid Programs.		Agency: Del Mar Union Elementary																
CDE Contact: Ernie Thornberg - (916) 319-0294 - EThornbe@cde.ca.gov		CD code: <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px;">3</td> <td style="border: 1px solid black; width: 20px;">7</td> <td style="border: 1px solid black; width: 20px;">6</td> <td style="border: 1px solid black; width: 20px;">8</td> <td style="border: 1px solid black; width: 20px;">0</td> <td style="border: 1px solid black; width: 20px;">5</td> <td style="border: 1px solid black; width: 20px;">6</td> </tr> </table>		3	7	6	8	0	5	6								
3	7	6	8	0	5	6												
Legal status of agency: ☒ School District ☐ County Office of Education ☐ Direct-Funded Charter		Do not return the paper copy of this form to the California Department of Education. The ConApp must be submitted electronically using the ConApp Data System (CADS).																
Date of approval by local governing board: 01/27/2010																		
Advisory Committees: The undersigned certify that they have been given the opportunity to advise on the pages in this application related to compensatory education programs or programs for English learners. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; border-bottom: 1px solid black; text-align: center;">Signature-District Advisory Committee (DAC)</td> <td style="width: 10%; text-align: center;">____/____/____ Date</td> <td rowspan="2" style="width: 15%; text-align: center; vertical-align: middle;"> OR, for each committee, check the appropriate box to the right </td> <td style="width: 10%; text-align: center;"> ☒ Committee is N/A </td> <td style="width: 25%; text-align: center;"> ☐ Committee refused to sign </td> </tr> <tr> <td style="border-bottom: 1px solid black; text-align: center;">Signature-District English Learner Advisory Committee (DELAC)</td> <td style="text-align: center;">02/09/2010 Date</td> <td style="text-align: center;"> ☐ Committee is N/A </td> <td style="text-align: center;"> ☐ Committee refused to sign </td> </tr> </table> Certification: I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and, I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file. <table style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <tr> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">Dr. Sharon McClain</td> <td style="width: 30%; border-bottom: 1px solid black; text-align: center;">Superintendent</td> <td style="width: 20%; border-bottom: 1px solid black; text-align: center;">01/20/2010</td> </tr> <tr> <td style="text-align: center; font-size: small;">Signature of authorized representative</td> <td style="text-align: center; font-size: small;">Printed name of authorized representative</td> <td style="text-align: center; font-size: small;">Title</td> </tr> </table> ☒ Electronic certification HAS been completed. ☐ Electronic certification has NOT been completed.				Signature-District Advisory Committee (DAC)	____/____/____ Date	OR, for each committee, check the appropriate box to the right	☒ Committee is N/A	☐ Committee refused to sign	Signature-District English Learner Advisory Committee (DELAC)	02/09/2010 Date	☐ Committee is N/A	☐ Committee refused to sign	Dr. Sharon McClain	Superintendent	01/20/2010	Signature of authorized representative	Printed name of authorized representative	Title
Signature-District Advisory Committee (DAC)	____/____/____ Date	OR, for each committee, check the appropriate box to the right	☒ Committee is N/A	☐ Committee refused to sign														
Signature-District English Learner Advisory Committee (DELAC)	02/09/2010 Date		☐ Committee is N/A	☐ Committee refused to sign														
Dr. Sharon McClain	Superintendent	01/20/2010																
Signature of authorized representative	Printed name of authorized representative	Title																

2009-10 District Allocation of EIA Funds

California Department of Education

Consolidated Application

Purpose: To allocate Economic Impact Aid (EIA) funds for 2009-10. The results from this page are used to make school-level allocations on page 30.			Agency: Del Mar Union Elementary		
CDE Contact: Mark Klinesteker - (916) 319-0420 - MKlinesteker@cde.ca.gov			☐ This page is not applicable because the LEA did not apply for this type of funding on page 2 of the ConApp.		
Description			SACS Resource Codes: 7090/7091		
			Economic Impact Aid (EIA)		
1.	2009-10 entitlement		160,655		
2.	Transferred in	(+)	0		
3.	2008-09 carryover (as of 6/30/09)	(+)	40,350		
4.	Repayment of funds	(+)	0		
5.	Subtotal (line 1 + 2 + 3 + 4)	(=)	201,005		
6.	Reserved for indirect costs (up to 3%)	(-)	0		
7.	Administration and evaluation (up to 10%)	(-)	0		
8.	EIA activities operated by the district (up to 2%)	(-)	0		
9.	EIA security (may not exceed 32 cents per pupil)	(-)	0		
10.	EIA alternative	(-)	0		
11.	Adjusted total allocation* (line 5 - 6 - 7 - 8 - 9 - 10)	(=)	201,005		

* Line 11 to be allocated to schools.

2009-10 ConApp, Part II, page 29 Date: 01/15/2010

2009-10 District Allocations of EIA Funds to Schools

California Department of Education

Consolidated Application

Purpose: To allocate EIA funds to schools. Amounts allocated to schools as indicated on this page must be reflected in the Single Plan for Student Achievement.				Agency: Del Mar Union Elementary									
CDE Contact: EIA-SCE: Richard Graham - 916-319-0303 - RGraham@cde.ca.gov EIA-LEP: Mark Kliensteker - 916-319-0420 - MKliensteker@cde.ca.gov				CD code: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">3</td> <td style="width: 20px; text-align: center;">7</td> <td style="width: 20px; text-align: center;">6</td> <td style="width: 20px; text-align: center;">8</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">5</td> <td style="width: 20px; text-align: center;">6</td> </tr> </table>			3	7	6	8	0	5	6
3	7	6	8	0	5	6							
☐ The LEA wishes to manually enter LEP & SCE site allocations				☐ This page is not applicable because the LEA did not apply for this type of funding on page 2 of the ConApp.									

	1. Total EIA Allocation	2. Standard Per Pupil EIA/LEP	\$	478.5800
	201,005	3. Requested Per Pupil EIA/LEP	\$	0.0000
		4. Per Pupil EIA/SCE	\$	0.0000

A	B	C	D	E	F	G
Name of School School Code	SCE Eligible	SCE Funded	Number of LEP Students	Number of EDY Students	LEP Allocation SACS 7091	SCE Allocation SACS 7090
Sycamore Ridge 0110114			70	80	33,501	0
Ocean Air 0114686			61	68	29,194	0
Del Mar Heights Elementary 6038111			24	31	11,486	0
Del Mar Hills Elementary 6088983			54	61	25,843	0
Carmel Del Mar Elementary 6110696			62	71	29,672	0
Ashley Falls Elementary 6115620			13	20	6,222	0
Sage Canyon 6117923			43	49	20,579	0
Torrey Hills 6120596			93	107	44,508	0
5. Total EDY at Schools Eligible for SCE		0	8. Totals		201,005	0
6. Total LEP at Schools NOT Eligible for SCE		420			9. Total Allocation Balance	0
7. Total EDY at Schools funded with SCE		0				

2009-10 Federal Transferability

California Department of Education

Consolidated Application

Purpose: To compute the amount of money being transferred to and from various federal programs.	Agency: Del Mar Union Elementary							
	CD code: <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; text-align: center;">7</td> <td style="border: 1px solid black; width: 20px; text-align: center;">6</td> <td style="border: 1px solid black; width: 20px; text-align: center;">8</td> <td style="border: 1px solid black; width: 20px; text-align: center;">0</td> <td style="border: 1px solid black; width: 20px; text-align: center;">5</td> <td style="border: 1px solid black; width: 20px; text-align: center;">6</td> </tr> </table>	3	7	6	8	0	5	6
3	7	6	8	0	5	6		
CDE Contact: Anne Daniels 916-319-0295 ADaniels@cde.ca.gov								

Notes:

Federal transferability is governed by Title VI in NCLB Section 6123. You may transfer a maximum of 50 percent of any program to other programs.

☐ This district has been identified as a Program Improvement (PI) LEA under NCLB Section 1116 and may only transfer 30 percent of the funds and those funds must be used for PI activities. A single school district (SSD) or a direct-funded charter (DFC) school whose only school is in PI and operating as a Targeted Assistance School (TAS), for the purpose of federal transferability the LEA is restricted to the 30% limit. If the SSD or DFC is operating as a Schoolwide Program (SWP) school, this restriction does not apply.

2009-10 programs affected by transferability:		Amounts Transferred to These Programs				Amounts Retained in Original Program
2009-10 Program Entitlements		Title I, Part A (Basic Grant)	Title II, Part A	Title II, Part D	Title IV, Part A	
Title II, Part A	\$ 40,274	\$ 0		\$ 0	\$ 0	\$ 40,274
Title II, Part D		\$ 0	\$ 0		\$ 0	
Title IV, Part A	\$ 8,402	\$ 0	\$ 0	\$ 0		\$ 8,402
Totals transferred and used for:		\$ 0	\$ 0	\$ 0	\$ 0	

Purpose: To calculate Title I, Part A carryover from fiscal year 2008-09.		Agency: Del Mar Union Elementary																															
CDE Contact: Jyoti Singh 916-319-0372 JySingh@cde.ca.gov Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov		CD code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">3</td> <td style="width: 20px;">7</td> <td style="width: 20px;">6</td> <td style="width: 20px;">8</td> <td style="width: 20px;">0</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> </tr> </table>		3	7	6	8	0	5	6																							
3	7	6	8	0	5	6																											
Note: Title I, Part A, carryover is limited to 15% unless the LEA received less than \$50,000 in Title I, Part A, funds in fiscal year 2008-09.		☒ This page is not applicable because the LEA did not receive Title I, Part A, Basic or Neglected funds in 2008-09.																															
A. Carryover Calculation <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 75%;">2008-09 Entitlement amount*</td> <td style="width: 20%;">\$ 0</td> </tr> <tr> <td>2.</td> <td>Transferability - Transfers-in per Section 6123 NCLB</td> <td>\$ 0</td> </tr> <tr> <td>3.</td> <td>2007-08 Carryover as of June 30, 2008</td> <td>\$ 0</td> </tr> <tr> <td>4.</td> <td>Total 2008-09 Title I funds (Total lines 1 through 3)</td> <td>\$ 0</td> </tr> <tr> <td>5.</td> <td>2008-09 Expenditures and Encumbrances as of June 30, 2009 (7/1/08 to 6/30/09)</td> <td>\$ 0</td> </tr> <tr> <td>6.</td> <td>2008-09 Carryover as of June 30, 2009</td> <td>\$ 0</td> </tr> <tr> <td>7.</td> <td>Carryover percent as of June 30, 2009 (line 6 / (line 1 + line 2) * 100)</td> <td>0.00%</td> </tr> <tr> <td>8.</td> <td>2008-09 Expenditures and Encumbrances as of September 30, 2009</td> <td>\$ 0</td> </tr> <tr> <td>9.</td> <td>2008-09 Carryover as of September 30, 2009</td> <td>\$ 0</td> </tr> <tr> <td>10.</td> <td>Carryover percent as of September 30, 2009 (line 9 / (line 1 + line 2) * 100)</td> <td>0.00%</td> </tr> </table>		1.	2008-09 Entitlement amount*	\$ 0	2.	Transferability - Transfers-in per Section 6123 NCLB	\$ 0	3.	2007-08 Carryover as of June 30, 2008	\$ 0	4.	Total 2008-09 Title I funds (Total lines 1 through 3)	\$ 0	5.	2008-09 Expenditures and Encumbrances as of June 30, 2009 (7/1/08 to 6/30/09)	\$ 0	6.	2008-09 Carryover as of June 30, 2009	\$ 0	7.	Carryover percent as of June 30, 2009 (line 6 / (line 1 + line 2) * 100)	0.00%	8.	2008-09 Expenditures and Encumbrances as of September 30, 2009	\$ 0	9.	2008-09 Carryover as of September 30, 2009	\$ 0	10.	Carryover percent as of September 30, 2009 (line 9 / (line 1 + line 2) * 100)	0.00%	C. Waiver Request (the LEA will receive a formal approval or denial of the request)	
1.	2008-09 Entitlement amount*	\$ 0																															
2.	Transferability - Transfers-in per Section 6123 NCLB	\$ 0																															
3.	2007-08 Carryover as of June 30, 2008	\$ 0																															
4.	Total 2008-09 Title I funds (Total lines 1 through 3)	\$ 0																															
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9.	2008-09 Carryover as of September 30, 2009	\$ 0																															
10.	Carryover percent as of September 30, 2009 (line 9 / (line 1 + line 2) * 100)	0.00%																															
B. Waiver Determination (if line 10 exceeds 15% complete this section)		1. Indicate reason for the carryover in excess of 15%.																															
☒ This waiver is not applicable because the LEA received less than \$50,000 in Title I, Part A, funds.		2. Describe the major activities to be funded by the carryover amount on line 9																															
☐ LEA is completing Section C to apply for a waiver to carry over any Title I funds in excess of 15%.		a.	Amount Budgeted \$ 0																														
☐ LEA is not eligible for a waiver because the LEA received a waiver in one of the last two years.**		b.	\$ 0																														
☐ LEA elects not to request a waiver.**		c.	\$ 0																														
		d.	\$ 0																														
		e.	\$ 0																														
		f.	\$ 0																														
		g.	\$ 0																														
		Total (lines 2.a.through 2.g.) \$ 0																															

*This amount reflects revised Title I entitlements posted on the CDE website at <http://www.cde.ca.gov/fg/aa/ca/nclbtitei.asp>

**CDE will invoice LEA to return funds exceeding the 15% carryover limit.

2009-10 ConApp, Part II, page 32 Date: 01/15/2010

2009-10 District Allocations of Title I, Part A, Funds

California Department of Education

Consolidated Application

Purpose: To allocate Title I, Part A, funds for 2009-10. The total Title I, Part A, administrative costs are included on lines 8 and 9.		Agency: Del Mar Union Elementary						
		CD code:		3	7	6	8	0
CDE Contact: Monique Moton 916-319-0733 MMoton@cde.ca.gov Linda Delehunt 916-319-0256 LDelehun@cde.ca.gov		☒ This page is not applicable because the LEA did not apply for Title I, Part A, Basic or Neglected funds on page 2 of the ConApp.						
Description		SACS Resource Code: 3010						
		Title I, Part A, Basic and Neglected						
1.	2009-10 Title I, Part A, Basic Grant entitlement	0						
2.	2009-10 Title I, Part A, Neglected entitlement (+)	0						
3.	Transferred in (+)	0						
4.	2009-10 amount after transfer (line 1 + 2 + 3) (=)	0						
5.	2008-09 carryover (+)	0						
6.	Repayment of funds (+)	0						
7.	Total approved allocation (line 4 + 5 + 6) (=)	0						
8.	Reserved for indirect costs (-)	0						
9.	Reserved for administration (-)	0						
10.	Adjusted total allocation (line 7 - 8 - 9) (=)	0						

2009-10 ConApp, Part II, page 33

Date: 01/15/2010

2009-10 Title I, Part A, Reservations (Required)

California Department of Education

Consolidated Application

Purpose: To report LEA reservations for Title I, Part A, before distributing funds to schools. All reservations reported on this page, except for lines 2 and 6-8, are used to provide direct services to eligible Title I, Part A, students.

Agency:

Del Mar Union Elementary

CD code:

3 | 7 | 6 | 8 | 0 | 5 | 6

CDE Contact: Carol Dickson 916-319-0382 CDickson@cde.ca.gov
Robert Storelli 916-319-0482 RStorelli@cde.ca.gov

☒ This page is not applicable because the LEA did not apply for Title I, Part A, Basic or Neglected funding on page 2 of the ConApp.

A.	Adjusted total allocation (line 10 on page 33)	0	2.	Direct and indirect services to homeless children, regardless of their school of attendance	0
B.	Calculation of Equitable Services Percent		3.	Program Improvement (PI) Schools: Public School Choice Transportation (Choice)	0
1.	Number of public schools expected to receive Title I, Part A, funds per page 8	0	4.	PI Schools: Supplemental Educational Services (SES)	0
Within the attendance areas of these participating schools:			5.	PI Schools: Parent outreach and assistance for Choice and SES	0
2.	Number of private school children from low-income families	0	6.	PI LEA: a. Professional Development (PD) (minimum 10%*) set-aside 0 b. 2008-09 PI PD set-aside carryover 0 c. Total PI set-aside (line 6a + 6b) 0 If reservation is less than 10%, check below: ☐ Professional Development funds from PI school-level set-asides will be used to help meet LEA 10% reservation	0
3.	Total number of children from low-income families	0			
4.	Percent of Private School Children from low-income families (line 2 + line 3)	0.00%			
C.	Required Reservations				
1.	Reservation for Parent Involvement ☐ No reservation is mandated because 1% of line 4 on page 33 is \$5,000 or less a. Reserved for Parent Involvement (must be a minimum of 1%)* 0 b. Private school set-aside (% of private school children x reservation) 0 c. Amount remaining 0 d. Public school distribution (95% of "Amount remaining")** 0 e. Balance available for LEA-level parental involvement activities 0		7.	Direct and indirect services to children in local institutions for neglected children (from line 2, page 33 0)	0
			8.	Direct and indirect services to children in local institutions for delinquent children	0
			9.	Direct and indirect services to neglected or delinquent children in community day school programs	0
			10.	Total Required Reservations	0

*of line 4 on page 33

**see instructions

2009-10 ConApp, Part II, page 34 Date: 01/15/2010

2009-10 Title I, Part A, Reservations (Allowed)

California Department of Education

Consolidated Application

Purpose: To report LEA reservations for Title I, Part A, before distributing funds to schools. All reservations reported on this page are used to provide direct services to eligible Title I, Part A, students.			Agency: Del Mar Union Elementary		
CDE Contact: Carol Dickson 916-319-0382 CDickson@cde.ca.gov Robert Storelli 916-319-0482 RStorelli@cde.ca.gov			☒ The page is not applicable because the LEA did not apply for Title I, Part A, Basic or Neglected funding on page 2 of the ConApp.		

1.	Total Required Reservations (page 34, line 10)	\$ 0		Summer school or intersession programs or before and after school programs - Not PI activities	
2.	Program Improvement schools: teacher incentives and rewards (maximum 5%*)	\$ 0		a. Total reservation	\$ 0
3.	Professional Development: highly qualified teachers and paraprofessionals - PI activities	\$ 0	8.	b. Reservation for equitable services for private school participants (line 6.a. x line B.4. on page 34)	\$ 0
4.	Professional Development: highly qualified teachers and paraprofessionals - Not PI activities			c. Reserved for public schools (line 8.a. - line 8.b.)	\$ 0
	a. Total reservation	\$ 0	9.	Salary differentials	\$ 0
	b. Reservation for equitable services for private school participants (line 4.a. x line B.4. on page 34)	\$ 0	10.	Preschool	\$ 0
	c. Reserved for public schools (line 4.a. - line 4.b.)	\$ 0	11.	Capital expenses reserved for private schools	\$ 0
5.	Assistance to schools - PI activities	\$ 0	12.	Total Allowable Reservations (sum of lines 2 through 11)	\$ 0
6.	Assistance to schools - Not PI activities		13.	Total LEA Reservations (line 1+ line 12)	\$ 0
	a. Total reservation	\$ 0		Final adjusted allocation (line A. on page 34 - line 13) (must be allocated to schools in column J on page 36)	
	b. Reservation for equitable services for private school participants (line 6.a. x line B.4. on page 34)	\$ 0		a. Page 36, column G total: \$	0
	c. Reserved for public schools (line 6.a. - line 6.b.)	\$ 0		b. Page 36, column H total: \$	0
7.	Summer school or intersession programs or before and after school programs - PI activities	\$ 0	14.	c. Page 36, column I total: \$	0
					\$ 0

* of line 4 on page 33

2009-10 ConApp, Part II, page 35

Date: 01/15/2010

2009-10 District Allocations of Title I, Part A, Funds to Schools

California Department of Education

Consolidated Application

Purpose: To calculate and indicate the amount of funds to be allocated to eligible Title I, Part A, public schools and for services to eligible students in private schools. The allocations on this page are to provide direct services to eligible Title I students.

Agency:

Del Mar Union Elementary

CD code:

3 | 7 | 6 | 8 | 0 | 5 | 6

CDE Contact: Richard Graham - 916-319-0303 - RGraham@cde.ca.gov
Judi Brown - 916-319-0942 - JBrown@cde.ca.gov



The page is not applicable because the LEA did not apply for this type of funding on page 2 of the ConApp.

A	B	C	D	E	F	G	H	I	J
Name of School School Code	Grade Span Group	Percent of Low-Income Students	Number of Low-Income Students	Title I, Part A \$ per Low-Income Student Number	Site-Level Carryover, If Applicable	Title I, Part A (Basic Grant) (D x E + F = G)	Title I, Part A (Parent Involvement for NCLB, Sec. 1118)	Private School Set-aside	Title I, Part A Total (G + H + I)
Sycamore Ridge 0110114	1	14.4	57	0.0000	0	0	0	0	0
Del Mar Hills Elementary 6088983	1	10.5	35	0.0000	0	0	0	0	0
Carmel Del Mar Elementary 6110696	1	4.3	19	0.0000	0	0	0	0	0
Del Mar Heights Elementary 6038111	1	4.2	19	0.0000	0	0	0	0	0
Torrey Hills 6120596	1	2.5	16	0.0000	0	0	0	0	0
Ocean Air 0114686	1	1.5	10	0.0000	0	0	0	0	0
Ashley Falls Elementary 6115620	1	0.8	4	0.0000	0	0	0	0	0
Sage Canyon 6117923	1	0.7	5	0.0000	0	0	0	0	0
Notre Dame Academy 6130983	P	0.0	0	0.0000	0	0	0	0	0

2009-10 District Allocations of Title I, Part A, Funds to Schools

California Department of Education

Consolidated Application

Purpose: To calculate and indicate the amount of funds to be allocated to eligible Title I, Part A, public schools and for services to eligible students in private schools. The allocations on this page are to provide direct services to eligible Title I students.						Agency: Del Mar Union Elementary										
CDE Contact: Richard Graham - 916-319-0303 - RGraham@cde.ca.gov Judi Brown - 916-319-0942 - JBrown@cde.ca.gov						CD code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">3</td> <td style="width: 20px;">7</td> <td style="width: 20px;">6</td> <td style="width: 20px;">8</td> <td style="width: 20px;">0</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> </tr> </table>				3	7	6	8	0	5	6
3	7	6	8	0	5	6										
						☒ The page is not applicable because the LEA did not apply for this type of funding on page 2 of the ConApp.										

A	B	C	D	E	F	G	H	I	J
Name of School School Code	Grade Span Group	Percent of Low-Income Students	Number of Low-Income Students	Title I, Part A \$ per Low-Income Student Number	Site-Level Carryover, If Applicable	Title I, Part A (Basic Grant) (D x E + F = G)	Title I, Part A (Parent Involvement for NCLB, Sec. 1118)	Private School Set-aside	Title I, Part A Total (G + H + I)
San Diego Jewish Academy 6907877	P	0.0	0	0.0000	0	0	0	0	0
Adjusted total allocations						0	0	0	0

2009-10 Title I, Part A, Program Improvement (PI) Activities and Expenditures Report

California Department of Education

Consolidated Application

Purpose: To report mid-year activities and funds expended on NCLB Public School Choice (Choice) and Supplemental Educational Services (SES).		Agency: Del Mar Union Elementary								
CDE Contact: Lana Zhou - 916 319-0956 - LZhou@cde.ca.gov Sandi Ridge - 916 319-0243 - SRidge@cde.ca.gov		CD code:	<table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">7</td> <td style="width: 12.5%;">6</td> <td style="width: 12.5%;">8</td> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">6</td> </tr> </table>	3	7	6	8	0	5	6
3	7	6	8	0	5	6				
		☒ This page is not applicable because the LEA did not have schools in Program Improvement in 2009-10.								

A.	Program Improvement Activities	2009-10 Mid-Year Report	
1.	The number of students in PI schools Year 1- 5 who applied for Public School Choice (Choice) under No Child Left Behind (NCLB) Act.	0	
2.	The number of students who transferred from a PI school Year 1 or above to attend a non-PI school under NCLB.	0	
3.	The number of students who transferred from a PI school Year 1 or above to attend a non-PI school under a local or state school choice program.	0	
4.	The number of students in PI schools Year 2 or above who applied for supplemental educational services (SES).	0	
5.	The number of students in PI schools Years 2 or above who received SES.	0	
B.	Expenditures of Funds Encumbered for Choice Transportation and SES	2009-10 Mid-Year Report	
		Title I, Part A	Non-Title I, Part A
1.	Amount of funds expended for Choice transportation for students who transferred from a PI school to a non-PI school under NCLB.	0	0
2.	Amount of funds expended for SES for eligible students enrolled in PI schools Years 2-5.	0	0
3.	Amount of funds expended for parent outreach activities for Choice and SES.	0	0
4.	Total amount expended for Choice and SES (line B.1. + B.2 + B.3.)	0	0

2009-10 District Allocation of Title I, Part D, Neglected, Delinquent, or At-Risk Funds

California Department of Education

Consolidated Application

Purpose: To allocate Title I, Part D, Neglected, Delinquent, or At -Risk funds for 2009-10.		Agency: Del Mar Union Elementary	
		CD code:	3 7 6 8 0 5 6
CDE Contact: Jeff Breshears 916-319-0946 JBreshears@cde.ca.gov Lorene Euerle 916-310-0728 LEuerle@cde.ca.gov		☒ This page is not applicable because the LEA did not apply for this type of funding on page 2 of the ConApp.	
		SACS Resource Code: 3025	
	Description	Title I, Part D, Subpart 2	
1.	2009-10 entitlement	0	
2.	2008-09 carryover (as of 6/30/09) (+)	0	
3.	Repayment of funds (+)	0	
4.	Total approved allocation (line 1 + 2 + 3) (=)	0	
5.	Reserved for indirect costs (-)	0	
6.	Reserved for administration (-)	0	
7.	Adjusted total allocation (line 4 - 5 - 6) (=)	0	

2009-10, ConApp, Part II, page 38 Date: 01/15/2010

2009-10 District Allocation of Title II, Part A, Improving Teacher Quality, Funds

California Department of Education

Consolidated Application

Purpose: To allocate Title II, Part A, Improving Teacher Quality, funds for 2009-10.				Agency: Del Mar Union Elementary										
CDE Contact: Jackie Rose 916-322-9503 JRose@cde.ca.gov Kelly Heffington 916-324-5689 KHeffington@cde.ca.gov				CD Code: <table border="1" style="display: inline-table; text-align: center; width: 150px;"> <tr> <td style="width: 20px;">3</td> <td style="width: 20px;">7</td> <td style="width: 20px;">6</td> <td style="width: 20px;">8</td> <td style="width: 20px;">0</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> </tr> </table>				3	7	6	8	0	5	6
3	7	6	8	0	5	6								
				☐ This page is not applicable because the LEA did not apply for this type of funding on page 2 of the ConApp.										

A. All LEAs complete this section		B. Only NCLB Section 2141 LEAs complete this section																																																																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"> </th> <th style="width: 85%;">Description</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>2009-10 entitlement</td> <td style="text-align: right;">40,274</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Transferred in (+)</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Transferred out (-)</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>2009-10 amount after transfer (lines 1 + 2 - 3) (=)</td> <td style="text-align: right;">40,274</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>2008-09 carryover (+)</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;">6.</td> <td>Repayment of funds (+)</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;">7.</td> <td>Funds available for flexible use under Rural Education Achievement Program (REAP)*</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;">8.</td> <td>Total approved allocation (line 4 = 5 + 6) (=)</td> <td style="text-align: right;">40,274</td> </tr> <tr> <td style="text-align: center;">9.</td> <td>Reserved for indirect and administrative costs (-)</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="text-align: center;">10.</td> <td>Adjusted total allocation (line 8 - 9) (=)</td> <td style="text-align: right;">40,274</td> </tr> </tbody> </table>		Description	Amount	1.	2009-10 entitlement	40,274	2.	Transferred in (+)	0	3.	Transferred out (-)	0	4.	2009-10 amount after transfer (lines 1 + 2 - 3) (=)	40,274	5.	2008-09 carryover (+)	0	6.	Repayment of funds (+)	0	7.	Funds available for flexible use under Rural Education Achievement Program (REAP)*	0	8.	Total approved allocation (line 4 = 5 + 6) (=)	40,274	9.	Reserved for indirect and administrative costs (-)	0	10.	Adjusted total allocation (line 8 - 9) (=)	40,274		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;"> ☒ This section is N/A because LEA is not in 2141 ☐ The LEA certifies it will follow the agreement of 2141 </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"> </th> <th style="width: 85%;">Description</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: left;">Professional Development</td> </tr> <tr> <td></td> <td>A 1. Professional Development for Teachers</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td>A 2. Professional Development for Administrators</td> <td style="text-align: right;">0</td> </tr> <tr> <td></td> <td>A 3. 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7.	Funds available for flexible use under Rural Education Achievement Program (REAP)*	0																																																																																			
8.	Total approved allocation (line 4 = 5 + 6) (=)	40,274																																																																																			
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*If page 2 indicates participation in Title VI, Subpart 1, REAP Flexibility, this will be line - line 3 + line 5 + line 6; otherwise it will be zero.

2009-10 ConApp, Part II, page 39 Date: 01/15/2010

2008-09 Title II, Part A, Expenditure Report

California Department of Education

Consolidated Application

Purpose: To report Title II, Part A, Improving Teacher Quality Program expenditures for the 2008-09 fiscal year for cash management.		Agency: Del Mar Union Elementary								
CDE Contact: Jackie Rose 916-322-9503 JRose@cde.ca.gov Kelly Heffington 916-324-5689 KHeffington@cde.ca.gov		CD Code:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">7</td> <td style="width: 12.5%;">6</td> <td style="width: 12.5%;">8</td> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">6</td> </tr> </table>	3	7	6	8	0	5	6
3	7	6	8	0	5	6				
Note: Funding transferred out should be included as an expenditure in the quarter the transfer was made.		☐ The page is not applicable because the LEA did not participate in this type of funding in 2008-09.								
		2008-09 Expenditure								
1.	Entitlement Amount Only: (Do not include previous year carryover)	\$	42,457							
2.	a. Quarter 1 Expenditures (07/01/08 - 09/30/08)	\$	11,994							
	b. Quarter 2 Expenditures (10/01/08 - 12/31/08)	\$	14,979							
	c. Quarter 3 Expenditures (01/01/09 - 03/31/09)	\$	13,859							
	d. Quarter 4 Expenditures (04/01/09 - 06/30/09)	\$	1,625							
3.	Cumulative Total (2.a. + 2.b. + 2.c. + 2.d.)	\$	42,457							
4.	Carryover from Year One (required to be spent by end of year two)	\$	0							
5.	a. Quarter 5 Expenditures (07/01/09 - 09/30/09)	\$	0							
	b. Quarter 6 Expenditures (10/01/09 - 12/31/09)	\$	0							
	c. Quarter 7 Expenditures (01/01/10 - 03/31/10)	\$	0							
	d. Quarter 8 Expenditures (04/01/10 - 06/30/10)									
	e. Quarter 9 Expenditures (07/01/10 - 09/30/10)									
6.	Cumulative Total (5.a. + 5.b. + 5.c. + 5.d. + 5.e.)	\$	0							
7.	Grand Total (line 3 + line 6)	\$	42,457							
8.	Unexpended Funds (line 1 - line 7)	\$	0							

* Note that encumbrances through 03/31/10 may be included as an expenditure.

2009-10 Part II, page 40 Date: 01/15/2010

2009-10 District Allocation of Title III, Part A, Funds

California Department of Education

Consolidated Application

Purpose: To allocate Title III, Part A, funds for 2009-10.		Agency: Del Mar Union Elementary								
CDE Contact: Immigrant: Clifton Davis - 916 323-5808 - CDavis@cde.ca.gov LEP: Patty Stevens - 916 323-5838 - PStevens@cde.ca.gov		CD code: <table border="1" style="display: inline-table; text-align: center; width: 100px;"> <tr> <td style="width: 15px;">3</td> <td style="width: 15px;">7</td> <td style="width: 15px;">6</td> <td style="width: 15px;">8</td> <td style="width: 15px;">0</td> <td style="width: 15px;">5</td> <td style="width: 15px;">6</td> </tr> </table>		3	7	6	8	0	5	6
3	7	6	8	0	5	6				
☐ This page is not applicable because the LEA is not participating in Title III, Part A.										

		SACS Resource Code: 4201	SACS Resource Code: 4203
	Description	Title III, Part A (Immigrant)	Title III, Part A (LEP)
1.	2009-10 entitlement	25,745	57,900
2.	2008-09 carryover (as of 6/30/2009) (+)	22,420	11,729
3.	Repayment of funds (+)	0	0
4.	Total approved allocation (line 1 + 2 + 3) (=)	48,165	69,629
5.	Reserved for administration and indirect costs (2% cap on Limited English Proficient (LEP)) (-)	0	0
6.	Adjusted total allocation (line 4 - 5) for LEA use only (=)	48,165	69,629

Title III Expenditure Report for 2008-09 and 2009-10 Allocations

California Department of Education

Consolidated Application

Purpose: To report Title III LEP and/or Immigrant Program expenditures for the 2008-09 and 2009-10 allocations. Consortia Lead is responsible for reporting the entire consortia application.				Agency: Del Mar Union Elementary								
CDE Contact: Immigrant: Glifton Davis 916 323-5808 - CDavis@cde.ca.gov LEP: Patty Stevens 916 323-5838 - PStevens@cde.ca.gov				CD Code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">3</td> <td style="width: 20px;">7</td> <td style="width: 20px;">6</td> <td style="width: 20px;">8</td> <td style="width: 20px;">0</td> <td style="width: 20px;">5</td> <td style="width: 20px;">6</td> </tr> </table>		3	7	6	8	0	5	6
3	7	6	8	0	5	6						
				☐ The page is not applicable because the LEA did not participate in either type of funding.								

		Allocation Issued Fiscal Year 2008-09		Allocation Issued Fiscal Year 2009-10	
	Description	Immigrant (SACS 4201)	LEP (SACS 4203)	Immigrant (SACS 4201)	LEP (SACS 4203)
1.	Entitlement	\$ 22,420	\$ 38,760	\$ 25,745	\$ 57,900
2.	Total expended to date (07/01/08 - 12/31/09)	\$ 0	\$ 27,031		
3.	Total expended to date (07/01/09 - 12/31/09)			\$ 0	\$ 492
4.	Unexpended funds	\$ 22,420	\$ 11,729	\$ 25,745	\$ 57,408
5.	Interest earned	\$ 0	\$ 0		

2008-09 Title IV, Part A (SDFSC), Annual Fiscal Report and Carryover Calculation

California Department of Education

Consolidated Application

Purpose: To report expenditures and determine available budget resources and to calculate Title IV, Part A (SDFSC), carryover from 2008-09.		Agency: Del Mar Union Elementary								
CDE Contact: Lynette Mayhew 916-319-0198 LMayhew@cde.ca.gov		CD code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100px;"> <tr> <td style="width: 15px;">3</td> <td style="width: 15px;">7</td> <td style="width: 15px;">6</td> <td style="width: 15px;">8</td> <td style="width: 15px;">0</td> <td style="width: 15px;">5</td> <td style="width: 15px;">6</td> </tr> </table>		3	7	6	8	0	5	6
3	7	6	8	0	5	6				
☐ The page is not applicable. The LEA did not participate in Title IV, Part A (SDFSC), in 2008-09.										

A. Title IV, Part A Annual Fiscal Report	B. Title IV, Part A Carryover Calculation																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">1. 2008-09 entitlement amount (must be spent by 9/30/10)</td> <td style="width: 20%; text-align: center; padding: 2px;">7,216</td> </tr> <tr> <td style="padding: 2px;">2. Transferability - Transferred in for Title IV, Part A (SDFSC), use per Section 6123, NCLB</td> <td style="text-align: center; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">3. Transferability - Transferred out of Title IV, Part A (SDFSC), for use in another program per Section 6123, NCLB</td> <td style="text-align: center; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">4. 2008-09 REAP funds from other programs flexibly used for Title IV (SDFSC) per Section 6211, NCLB</td> <td style="text-align: center; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">5. 2008-09 Title IV (SDFSC) REAP funds flexibly used for other NCLB programs per Section 6211, NCLB</td> <td style="text-align: center; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">6. 2007-08 Title IV (SDFSC) Carryover funds (must have been spent or obligated by 9/30/09)</td> <td style="text-align: center; padding: 2px;">453</td> </tr> <tr> <td style="padding: 2px;">7. Total 2008-09 Resources</td> <td style="text-align: center; padding: 2px;">7,669</td> </tr> <tr> <td style="padding: 2px;">8. Total 2008-09 Expenditures and Encumbrances</td> <td style="text-align: center; padding: 2px;">7,658</td> </tr> </table>	1. 2008-09 entitlement amount (must be spent by 9/30/10)	7,216	2. Transferability - Transferred in for Title IV, Part A (SDFSC), use per Section 6123, NCLB	0	3. Transferability - Transferred out of Title IV, Part A (SDFSC), for use in another program per Section 6123, NCLB	0	4. 2008-09 REAP funds from other programs flexibly used for Title IV (SDFSC) per Section 6211, NCLB	0	5. 2008-09 Title IV (SDFSC) REAP funds flexibly used for other NCLB programs per Section 6211, NCLB	0	6. 2007-08 Title IV (SDFSC) Carryover funds (must have been spent or obligated by 9/30/09)	453	7. Total 2008-09 Resources	7,669	8. Total 2008-09 Expenditures and Encumbrances	7,658	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 2px;">9. Unspent 2007-08 funds: If line 8 is greater than or equal to line 6, this is "0." If line 6 is greater than line 9, this is line 6 minus line 8. These unspent funds reverted 9/30/09. CDE will bill the LEA for these funds.</td> <td style="width: 20%; text-align: center; padding: 2px;">0</td> </tr> <tr> <td style="padding: 2px;">10. Balance to be carried forward into 2009-10 (line 7 minus lines 8 and 9)</td> <td style="text-align: center; padding: 2px;">11</td> </tr> <tr> <td style="padding: 2px;">11. Percent (%) of 2008-09 entitlement to be carried into 2009-10 (line 10 divided by line 1 times 100). If more than 25 percent, complete the bottom section of this page.</td> <td style="text-align: center; padding: 2px;">0.15%</td> </tr> </table>	9. Unspent 2007-08 funds: If line 8 is greater than or equal to line 6, this is "0." If line 6 is greater than line 9, this is line 6 minus line 8. These unspent funds reverted 9/30/09. CDE will bill the LEA for these funds.	0	10. Balance to be carried forward into 2009-10 (line 7 minus lines 8 and 9)	11	11. Percent (%) of 2008-09 entitlement to be carried into 2009-10 (line 10 divided by line 1 times 100). If more than 25 percent, complete the bottom section of this page.	0.15%
1. 2008-09 entitlement amount (must be spent by 9/30/10)	7,216																						
2. Transferability - Transferred in for Title IV, Part A (SDFSC), use per Section 6123, NCLB	0																						
3. Transferability - Transferred out of Title IV, Part A (SDFSC), for use in another program per Section 6123, NCLB	0																						
4. 2008-09 REAP funds from other programs flexibly used for Title IV (SDFSC) per Section 6211, NCLB	0																						
5. 2008-09 Title IV (SDFSC) REAP funds flexibly used for other NCLB programs per Section 6211, NCLB	0																						
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C. Title IV, Part A Carryover Request Justification	
1. Explanation of why these funds could not be spent during fiscal year 2008-09 . (The LEA must demonstrate good cause for not expending 75 percent or more of its 2008-09 Title IV, Part A (SDFSC), entitlement)	2. Description of how these carryover funds will be used to implement the SDFSC Program in fiscal year 2009-10.

Note: Carryover funds must be spent in accordance with the provisions set forth in Public Law 107-110, No Child Left Behind, Title IV, Part A SDFSC.

2009-10 District Allocation of Title IV, Part A (SDFSC), Funds

California Department of Education

Consolidated Application

Purpose: To allocate Title IV, Part A (SDFSC), funds for 2009-10.		Agency: Del Mar Union Elementary CD code: <table style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px;">3</td> <td style="border: 1px solid black; width: 20px;">7</td> <td style="border: 1px solid black; width: 20px;">6</td> <td style="border: 1px solid black; width: 20px;">8</td> <td style="border: 1px solid black; width: 20px;">0</td> <td style="border: 1px solid black; width: 20px;">5</td> <td style="border: 1px solid black; width: 20px;">6</td> </tr> </table>						3	7	6	8	0	5	6
3	7	6	8	0	5	6								
CDE Contact: Lynette Mayhew - (916) 319-0198 - LMayhew@cde.ca.gov		☒ This page is not applicable because the LEA did not apply for this type of funding on page 2 of the ConApp.												
	Description	SACS Resource Code: 3710 Title IV, Part A (SDFSC)												
1.	2009-10 entitlement	8,402												
2.	Transferred in (+)	0												
3.	Transferred out (-)	0												
4.	2009-10 amount after transfer (line 1 + 2 - 3) (=)	8,402												
5.	2008-09 carryover (as 6/30/09) (+)	11												
6.	Repayment of funds (+)	0												
7.	Funds available for flexible use under REAP*	0												
8.	Total approved allocation (line 4 + 5 + 6) (=)	8,413												
9.	Reserved for administration and indirect costs (combined total capped at 2%) (-)	0												
10.	Adjusted total allocation (line 8 - 9) (=)	8,413												

*If page 2 indicates participation in Title IV, Subpart 1, REAP Flexibility, this will be line 1 - line 3 + line 5 + line 6; otherwise it will be zero.

2009-10 ConApp, Part II, page 44

Date: 01/15/2010

2008-09 TUPE Annual Fiscal Report and Carryover Calculation

California Department of Education

Consolidated Application

Purpose: To determine available budget resources from previous years and to calculate Tobacco-Use Prevention Education (TUPE) carryover from 2008-09.		Agency: Del Mar Union Elementary								
CDE Contact: Shalonn Woodard - (916) 319-0197 - SWoodard@cde.ca.gov		CD code: <table style="width: 100%; text-align: center;"> <tr> <td style="border: 1px solid black; width: 20px;">3</td> <td style="border: 1px solid black; width: 20px;">7</td> <td style="border: 1px solid black; width: 20px;">6</td> <td style="border: 1px solid black; width: 20px;">8</td> <td style="border: 1px solid black; width: 20px;">0</td> <td style="border: 1px solid black; width: 20px;">5</td> <td style="border: 1px solid black; width: 20px;">6</td> </tr> </table>		3	7	6	8	0	5	6
3	7	6	8	0	5	6				
		☐ The page is not applicable. The LEA did not participate in TUPE in 2008-09.								

A. TUPE Annual Fiscal Report	B. 2008-09 TUPE Carryover Calculation																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. 2008-09 entitlement</td> <td style="width: 20%; text-align: right;">6,348</td> </tr> <tr> <td>2. 2007-08 TUPE carryover funds (must be spent or obligated by 6/30/10)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>3. 2006-07 TUPE carryover funds (must have been spent by 6/30/09)</td> <td style="text-align: right;">0</td> </tr> <tr> <td>4. Total 2008-09 TUPE resources (sum of lines 1 - 3)</td> <td style="text-align: right;">6,348</td> </tr> <tr> <td>5. Total 2008-09 Expenditures/Encumbrances</td> <td style="text-align: right;">1,001</td> </tr> </table>	1. 2008-09 entitlement	6,348	2. 2007-08 TUPE carryover funds (must be spent or obligated by 6/30/10)	0	3. 2006-07 TUPE carryover funds (must have been spent by 6/30/09)	0	4. Total 2008-09 TUPE resources (sum of lines 1 - 3)	6,348	5. Total 2008-09 Expenditures/Encumbrances	1,001	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">6. 2006-07 unspent TUPE funds* (if line 5 is less than line 3, this is line 3 - line 5) (if line 5 is greater than or equal to line 3, this is "0")</td> <td style="width: 20%; text-align: right;">0</td> </tr> <tr> <td>7. 2007-08 unspent TUPE funds</td> <td style="text-align: right;">0</td> </tr> <tr> <td>8. 2008-09 TUPE carryover funds</td> <td style="text-align: right;">5,347</td> </tr> <tr> <td>9. Percent (%) of 2008-09 entitlement to be carried into 2009-10 (line 7 plus line 8 divided by line 1 times 100). If more than 25 percent, complete the bottom section of this page.</td> <td style="text-align: right;">84.23 %</td> </tr> </table>	6. 2006-07 unspent TUPE funds* (if line 5 is less than line 3, this is line 3 - line 5) (if line 5 is greater than or equal to line 3, this is "0")	0	7. 2007-08 unspent TUPE funds	0	8. 2008-09 TUPE carryover funds	5,347	9. Percent (%) of 2008-09 entitlement to be carried into 2009-10 (line 7 plus line 8 divided by line 1 times 100). If more than 25 percent, complete the bottom section of this page.	84.23 %
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7. 2007-08 unspent TUPE funds	0																		
8. 2008-09 TUPE carryover funds	5,347																		
9. Percent (%) of 2008-09 entitlement to be carried into 2009-10 (line 7 plus line 8 divided by line 1 times 100). If more than 25 percent, complete the bottom section of this page.	84.23 %																		

C. TUPE Carryover Request Justification	
1. Explanation of why these funds could not be spent during the 2008-09 fiscal year. (The LEA must demonstrate good cause for not expending 75 percent or more of its 2008-09 TUPE entitlement.) Because the funding of the TUPE program was being restructured, our district knew future funding would be significantly less. Therefore, these funds were planned to be used to support the following school year.	2. Description of how these carryover funds will be used to implement TUPE in the 2009-10 fiscal year. (The use of TUPE carryover funds is limited to those activities that will directly result in the prevention of tobacco use and must comply with all TUPE program requirements, the Principles of Effectiveness, and the LEA's approved LEA Plan.) A tobacco prevention program will be implemented at each school site in conjunction with other drug and alcohol prevention programs.

*These funds reverted 6/30/09. CDE will bill the LEA for these funds.

2009-10 ConApp, Part II, page 45

Date: 01/15/2010

2009-10 Consolidation of NCLB Administrative Funds

California Department of Education

Consolidated Application

Purpose: To declare the agency's intent to consolidate NCLB administrative funds and identify what programs will be included in the consolidation.	Agency: Del Mar Union Elementary							
	CD code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 12.5%;">3</td> <td style="width: 12.5%;">7</td> <td style="width: 12.5%;">6</td> <td style="width: 12.5%;">8</td> <td style="width: 12.5%;">0</td> <td style="width: 12.5%;">5</td> <td style="width: 12.5%;">6</td> </tr> </table>	3	7	6	8	0	5	6
3	7	6	8	0	5	6		
CDE Contact: Julie Brucklacher 916-327-0858 JBruckla@cde.ca.gov	☐ This page is not applicable because the LEA did not participate in any of the listed programs.							

Notes:

1. Section 9203 of the Elementary and Secondary Education Act of 1965, as amended by the NCLB Act of 2001, allows an LEA to consolidate, for the administration of one or more programs under NCLB (or such other programs as the U.S. Secretary of Education shall designate), not more than the percentage, established in each program, of the total available for the LEA under those programs.
2. Refer to the instructions for the maximum amount of administrative funds from the different NCLB titles that may be consolidated.
3. An LEA that consolidates administrative funds shall not use any other funds under the programs included in the consolidation for administration for that fiscal year (ESEA Sec. 9203(c)).
4. Pooled costs may be treated as one cost objective. An LEA is not required to keep separate records, by individual program, to account for costs relating to the administration of the programs included in the consolidation (ESEA Sec. 9203(e)).
5. CDE approval to consolidate administrative funds is valid only for the fiscal year requested.

The programs for which this agency is requesting to consolidate administrative funds are indicated by a check in the "YES" box below.

SACS Code	Programs	Yes	No
3010, 3011	Title I, Part A (Basic Programs)		X
3060	Title I, Part C (Migrant Education)		X
3025, 3026	Title I, Part D (Neglected and Delinquent Children)		X
4035	Title II, Part A (Teacher Training and Recruiting)		X
4036	Title II, Part A (Principal Training and Recruiting)		X
4045	Title II, Part D (Enhancing Education Through Technology)		X
4201	Title III (Immigrant Students)		X
4203	Title III (LEP Students)		X
3710	Title IV, Part A (Safe and Drug-Free Schools and Communities)		X
4124	Title IV, Part B (21st Century Community Learning Centers)		X

October 2009 School-Level Free and Reduced-Price Meals Eligibility Data Collection

California Department of Education

Consolidated Application

Purpose: To collect data used for LEA grant determinations for Title I, Part A as well as several other state and federal categorical programs. Additionally, the data will be used on the Title I ranking page of Part I of the 2010-11 ConApp.	Agency: Del Mar Union Elementary						
	CD code:	3	7	6	8	0	5
CDE Contact: (916) 323-8068 - frpminfo@cde.ca.gov							

A		B	C	D	E	F
Name of School School Code Charter School Number		Lowest Grade Served	Highest Grade Served	Number of Enrolled Students Ages 5-17		
				Enrolled	Eligible for Free Meals*	Eligible for Reduced- Price Meals*
Sycamore Ridge 0110114		KK	06	397	41	16
Ocean Air 0114686		KK	06	684	5	5
Del Mar Heights Elementary 6038111		KK	06	452	17	2
Del Mar Hills Elementary 6088983		KK	06	332	20	15
Carmel Del Mar Elementary 6110696		KK	06	440	16	3
Ashley Falls Elementary 6115620		KK	06	471	2	2
Sage Canyon 6117923		KK	06	762	4	1
Torrey Hills 6120596		KK	06	653	7	9

*Eligibility tables can be found at <http://www.cde.ca.gov/ls/nw/sr/eligmaterials.asp>

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *8.1: Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2009

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

Attached for your approval is the 2009/2010 2nd quarterly report prepared for the period of October 1 through December 31, 2009. No complaints have been received for this period.

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

FISCAL IMPACT: Not applicable.

RECOMMENDED: The Superintendent recommends approval of the Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2009

SDCOE Uniform Complaint Quarterly Reports Database

Williams and Valenzuela Settlements

Change a Quarter Record

Select Another Date Back to Main Menu

Record ID : 872

District : 68056

Quarter : 2009-10 2nd Qtr Oct-Dec

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

Submitted By: Sherry Forte

Title: Executive Assistant to the Superintendent

Change Record

Add Quarter Record

33

Williams Compliant Summary SDCOE Services

[Back to Home Menu](#)

The Complaint Summary Record has been added.

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.2: Board Approval, 2009/2010 Strategic Plan

Principals, District Office staff, school staff and parents developed a draft Strategic Plan for input from the Board of Trustees and presented it to the Board at the December 9, 2009 Board meeting.

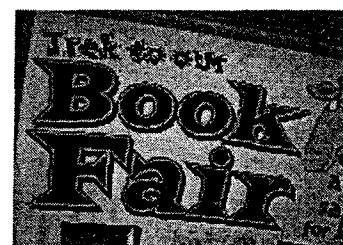
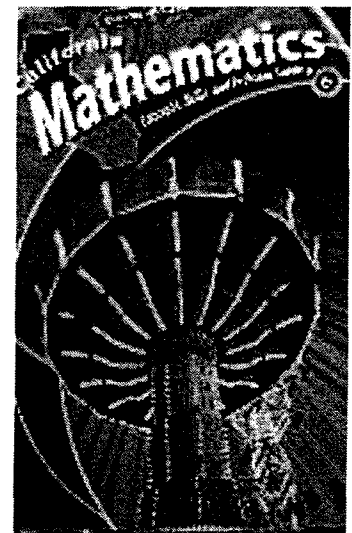
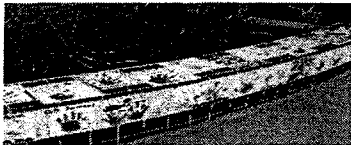
The Plan is written in four sections and is based on the Mission and Core Beliefs of the District. Section 1 of the report outlines the enrollment, categorical programs and demographic data. Section 2 outlines the evaluation and achievement indicators, and Section 3 outlines the District's resources. Section 4 is the Strategic Plan Report, which lists the beliefs, appraisals, goals and recommended actions in four areas: (1) Curriculum, Instruction and Assessment (2) School Climate (3) Effective Relationships with School Partners and (4) Alignment of Financial Plan and Facilities with Instructional Goals. The document has been discussed and finalized in school site meetings.

FISCAL IMPACT: Not applicable.

RECOMMENDED: The Superintendent recommends approval of the Del Mar Union School District's 2009/2010 Strategic Plan.



DEL MAR UNION SCHOOL DISTRICT
STRATEGIC PLAN 2009 - 2010



District Strategic Plan

2009/2010 School Year

with Recommended Actions
based on Data and Evaluation
with Staff and Community Input
2008/2009 Strategic Planning Meeting

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

Table of Contents

Please note: These page number do not align in this draft copy!

Introduction	6
Mission Statement	6
Core Beliefs	6
District Strategic Plan Goals 2008-2009	7
Preface	8
Purpose of Data Evaluation	8
Section I - Enrollment and Demographics	9
Enrollment	9
District Enrollment	9
Table 1a - Five Year and Historical Enrollment Report	9
Class Size Averages	9
Intradistrict Transfers	10
Table 1b – Intradistrict Transfers 2004/2005 – 2008/2009	10
Interdistrict Transfers	10
Table 1c - Inter-district Transfers 2004/2005 – 2008/2009	10
Categorical Programs	11
English Language Development Program	11
Table 1d - EL Enrollment & Transition Rates	11
Special Education	12
Table 1e – Special Education Program	12
Extended School Year	13
Table 1f – ESY Enrollment 2005-2009	13
Demographics	14
National School Lunch Program	14
Ethnic Distribution	14
Table 1g – Ethnic Distribution	14
Section II - Evaluation and Achievement Indicators	15
Achievement in Basic Skills	15
API Report	15
Table 2a – API Scores and Growth by Student Subgroup	16
Table 2b – API by School	16

Adequate Yearly Progress	17
Table 2c – AYP 2008-2009 School Year	17
Table 2d – AYP by School Site	17
California Standards Test in Language Arts	18
Table 2e – CST in English Language Arts	18
Table 2f – CST in Mathematics	19
Table 2g – CST Grade 5 Science	19
Table 2h – CST by Student Subgroup	20
Table 2i – CST State/County/District	20
School Attendance Rates	20
Section III - District Resources	21
Financial Information	21
Budget Considerations	21
Figure 1 – Revenue Limit and Property Taxes	21
Figure 2 – 2008/2009 Expenditures by Object	22
Figure 3 – 2008/2009 Expenditures by Function	23
7/11 District Advisory Committee	25
District Services	27
Instructional Services	27
K-6 Curriculum and Instruction	27
Grant Writing	27
Del Mar Schools Education Foundation	27
Professional Development	27
Funding Sources for Professional Development	28
Degrees and Advanced Degrees	28
Special Certifications	28
Certificated and Classified Personnel	29
Certificated Staff	29
Classified Staff	29
Administration	29
Recruitment Selection of Certificated and Classified Personnel	29
Student Services	30
Health Services	30

Business Services	30
Facilities, Maintenance and Operations	30
Food Services	30
After School Programs	31
After School Child Care	31
Summer Camp	31
After School Enrichment	32
Children's Creative Workshops	32
Employee Child Care/Preschool	32
District and Community Organizational Support	33
School Site-Sponsored Opportunities	33
District & Community Organizational Support	33
Community-Sponsored Opportunities	33
 Section IV – Strategic Plan Report: Beliefs, Appraisals, Goals and Recommended Actions for 2009/2010	 34
Curriculum, Instruction and Assessment	34, 35 36
A. Technology and Media Center Resources	38
B. Professional Development	39
School Climate	40
Community and Parent Involvement	42
Alignment of Financial Plan and Facilities with Instructional Goals	44
 Appendix I – Definitions	 46
Appendix II – Acronyms	48

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 Beliefs

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

District Strategic Plan Goals 2008-2009

In Support of Continuous Improvement

Facilities

We will implement a plan for our facilities, which optimizes the learning environment for all students.

Funding

We will actively pursue the funding and resources necessary to fulfill our mission.

Staff Development

We will establish a staff development program, including time for planning, collaboration, and in-service, to support an evolving instructional program.

Program Development

We will implement a comprehensive education program, which addresses academics, including foreign language, arts, health, physical education, and character education.

Technology

We will integrate technology throughout the District.

Communication

We will implement effective communication that fosters and supports the Del Mar Union School District Mission Statement.

Government Relations

We will develop and implement a government relations program to increase our influence with government agencies that impact our mission and its funding.

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)

Section I Enrollment and Demographics

Enrollment

The Del Mar Union School District collects K-6 enrollment data which is used to establish our state income, thus guiding planning for staff, facilities, and materials. Two enrollment measures guide projections and determine funding.

District Enrollment

The district has averaged approximately 13% growth over the past five years. Total enrollment is 4,169 as reflected on the official California Basic Educational Data System (CBEDS) October 2008.

Table 1a presents a five-year historical enrollment report from 2004-2005 through 2008-2009.

Table 1a
Five Year and Historical Enrollment Report
2004-2005 through 2008-2009

Year	K-6 th	% growth
2004-2005	3,675	4.82%
2005-2006	3,734	1.61%
2006-2007	3,845	2.97%
2007-2008	4,057	5.51%
2008-2009	4,169	2.76%

Source: CBEDS, 2004/05 – 2008/09

Class Size Averages

The staffing ratio for K-3 is 20:1 and the class size average is 19.03. The staffing ratio for 4-6 is 27:1 and the class size average is 25. All data is relevant to the 2008-2009 school year.

Intradistrict Transfers

Del Mar serves students living within the District's boundaries. When students move within the District on an approved intra-district transfer, they must meet the criteria found in Board Policy 5116.1 . **Table 1b reflects the number of approved intra-district transfers from the 2004-2005 school year to the 2008-2009 school year.**

Table 1b
Intradistrict Transfers 2004-2005 to 2008-2009

	Total Approved	% of K-6 Enrollment	K-6 Total Enrollment
2004-2005	56	1.52%	3675
2005-2006	217	5.81%	3734
2006-2007	159	4.14%	3845
2007-2008	219	5.40%	4057
2008-2009	195	4.68%	4169

Interdistrict Transfers

Students from outside the attendance areas of the Del Mar Union School District on a space available basis may be granted an interdistrict transfer. These students must meet the criteria in Board Policy 5116 and 5116.1. **Table 1c reflects the number of approved inter-district transfers from the 2004-2005 school year to the 2008-2009 school year.**

Table 1c
Interdistrict Transfers 2004-2005 to 2008-2009

	Total IDT	% of K-6 Enrollment	K-6 Total Enrollment
2004-2005	27	0.73%	3675
2005-2006	25	0.65%	3734
2006-2007	27	0.70%	3845
2007-2008	17	0.42%	4057
2008-2009	23	0.55%	4169

Categorical Programs

Categorical programs are specially funded programs that come from the state or federal government to provide services to identified students. These students are identified by certain criteria established at the state or national level. Federal programs for which funding is received include Title II – Teacher Quality, Title III – English Learner Students, and Title III – Immigrant Students. State-funded programs include Gifted and Talented Education (GATE), School and Library Improvement Program (SLIP), Economic Impact Aid (EIA), Special Education, and Beginning Teacher Support and Assessment (BTSA).

English Language Development Program

The English Language Development (ELD) program provides support for students who have a primary language other than English. English language learners are pupils who have not yet developed the English language skills necessary to receive instruction in English at the same level as pupils whose primary language is English. (EC 52162).

The table below shows EL enrollment figures and redesignation rates for each year. A student is redesignated to English proficient upon meeting criteria set by the district.

Table 1d
EL Enrollment and Redesignation Rates
2005-2009

Year	# District EL Enrollment	% Redesignation Rate
2005	175	13.1
2006	187	16
2007	316	8.6
2008	463	1.9
2009	487	3.9

Source: Language Census (R-30), Spring 2005 - 2009

Special Education

In accordance with federal and state laws, the Del Mar Union School District supports special education services to children from ages 3 until they leave the 6th grade. The District also provides some services through the San Diego County Office of Education for children from birth through age three who have been identified as having severe and low incidence disabilities. The district where the student attends 7th grade serves Del Mar students in grades 7 – 12 and up to age 22. Special education programs are based on state and federal statutes (IDEA; 20 U.S.C. Sec. 1400 and EC 56000) and enrollment is based on the determination of an identified disability and a decision by an Individual Education Program (IEP) Team regarding the need for services.

The District has 404 school aged children and 94 preschool children who receive some type of special education service for academic/pre-academic needs. Many students receive multiple services. Two hundred and eighty-two students receive specialized academic instruction from either a resource specialist or credential teacher for students with mild to moderate or moderate to severe disabilities. Two hundred and sixteen students receive speech and language services. These students may also be receiving other related services such as occupational therapy, adapted physical education and physical therapy. Of these 216 students, three elementary-age students receive consultation services from an itinerant teacher for the visually impaired and seven elementary-age students receive consultation services from an itinerant teacher for the hearing impaired. These itinerant services are provided through the North Coastal Consortium for Special Education (NCCSE).

From the 2004-2005 school year through the 2008-2009 school year, the number of Special Education students has increased by 14.25%.

**Table 1e, Special Education
Number of Students from 2004-2005 to 2008-2009**

Year	RSP/SDC	Speech*	Total
2004-2005	201	226*	427
2005-2006	202	215*	417
2006-2007	200	203*	403
2007-2008	232	226*	458
2008-2009	282	216*	498

***Students may be overlapped with other special education related services**

Extended School Year

Students receiving special education services may also be eligible for receiving services during the Special Education Extended School Year (ESY) Program. The number of students who have attended ESY for the past five years is shown in Table 1e.

**Table 1f, Special Education ESY Program
Number of Students from 2004-2005 to 2008-2009**

2004-2005	2005-2006	2006-2007	2007-2008	2008-2009
50	66	63	86	102

From the 2004-2005 school year through the 2008-2009 school year, the number of Special Education students who have attended ESY has increased by 51%.

Demographics

National School Lunch Program

Del Mar Union School District joined the National School Lunch Program in the 2006-2007 school year. Currently almost 30% of our students participate in the program on any given day. Participating students are either “Free”, “Reduced” or “Paid” status following the National School Lunch criteria. In the 2008-09 school year 3% of the students qualified for “Free” or “Reduced” status.

Ethnic Distribution

Approximately 64% of the district’s students are white, 6% are Hispanic, 27% are Asian, 1% are Filipino, 1% are African American, and 2% are other ethnic groups. Table 1f displays the totals of all ethnic groups in the district for the past five years.

Table 1g
Ethnic Distribution 2004/2005 – 2008/2009

Source: CBEDS	2004-2005		2005-2006		2006-2007		2007-2008		2008-2009	
Ethnicity	# of Student s	% in District	# of Student s	% in District	# of Student s	% in District	# of Student s	% in District	# of Student s	% in District
American Indian or Alaska Native	2	0.1%	4	0.1%	6	0.2%	5	0.1%	5	0.1%
Asian	763	20.8%	829	22.2%	887	23.1%	989	24.4%	1,105	26.5%
Pacific Islander	6	0.2%	5	0.1%	6	0.2%	10	0.2%	11	0.3%
Filipino	44	1.2%	49	1.3%	61	1.6%	58	1.4%	56	1.3%
Hispanic or Latino	187	5.1%	190	5.1%	223	5.8%	246	6.1%	230	5.5%
African American	57	1.6%	60	1.6%	67	1.7%	63	1.6%	55	1.3%
White (not Hispanic)	2,615	71.2%	2,595	69.5%	2,580	67.1%	2,660	65.6%	2,646	63.5%
Multiple or No Response	1	0.0%	2	0.1%	15	0.4%	26	0.6%	61	1.5%
Totals	3,675	100.0%	3,734	100.0%	3,845	100.0%	4,057	100.0%	4,169	100.0%

Section II Evaluation and Achievement Indicators
--

Achievement in Basic Skills

Del Mar Union School District is required to participate in California's Accountability Progress Reporting System, which measures and reports the academic achievement of California's public school students. This system includes three major components: 1) The Academic Performance Index (API) Report, 2) The Adequate Yearly Progress (AYP) Report, and 3) the Program Improvement (PI) Report.

API Report

The API Report is required by the state's Public Schools Accountability Act (PSAA) of 1999. The API measures the academic performance and growth of schools against a state benchmark score of 800 points on a 1000 point scale. Schools that meet or exceed an 800 API are expected to maintain that level of achievement and to continue working to improve academic performance of all students. There are two API reports: 1) the Base API that is released to schools in the spring and 2) the Growth API that is released in August. These two reports show results from two different school years. The Growth API is compared to the prior year Base API to show how much a school improved from one year to the next. Schools must meet API growth targets for the whole school as well as for all numerically significant groups of students in the school. To be considered as numerically significant, a student subgroup must include at least 100 students.

The Del Mar Union School District and all district schools far exceed the state-wide benchmark of 800, with all scores significantly above 900 across the district.

Table 2a illustrates the Del Mar Union School District's API scores from the 2004-2005 school year through the 2008-2009 school year. Table 2b illustrates each school's API scores from the 2004-2005 school year through the 2008-2009 school year.

Table 2a
Academic Performance Index by Student Subgroup
2005-2009

Student Group	Base API 2005	Growth API 2006	Base API 2006	Growth API 2007	Base API 2007	Growth API 2008	Base API 2008	Growth API 2009
DMUSD	936	941	939	947	946	948	944	960
White	934	941	939	945	943	943	939	954
Hispanic	811	797	795	839	853	873	874	881
Asian	981	982	982	989	988	985	981	994
EL	*	*	*	*	852	880	880	924
Special Ed	815	761	759	824	818	837	819	855

**Not reported*

Table 2b
Academic Performance Index by School Site
2005-2009

	Base API 2005	Growth API 2006	Base API 2006	Growth API 2007	Base API 2007	Growth API 2008	Base API 2008	Growth API 2009
Ashley Falls	943	958	956	953	949	946		
Carmel Del Mar	917	916	913	923	925	937	934	948
Del Mar Heights	929	947	946	966	964	955	948	952
Del Mar Hills	899	895	893	917	921	915	914	924
Ocean Air	*	*	*	*	*	956	953	976
Sage Canyon	963	966	965	970	967	968	964	976
Sycamore Ridge	*	921	921	930	937	928	926	959
Torrey Hills	950	952	950	953	950	959	953	963

**No data due to new school*

Adequate Yearly Progress (AYP)

The Accountability Progress Reports indicate whether schools and districts meet the AYP requirements of the No Child Left Behind (NCLB) Act of 2001. This report shows how well schools and school districts are meeting common standards of academic performance, as measured by whether the school or school district makes AYP. Required AYP targets increase yearly until 2013-14, when all schools must have 100 percent of their students performing at or above the proficient level on the California Standards Test (CST). Each year, schools and school districts must meet four sets of requirements to make AYP (three pertain to Del Mar Union). The requirements include: 1) student participation rate on statewide tests; 2) percentage of students scoring at the proficient level or above in English language arts and mathematics on the CST; 3) API Growth; and 4) high school graduation rate (not applicable to Del Mar Union).

Table 2c illustrates how the DMUSD met the AYP statewide requirements.

Table 2c
AYP 2008-09 School Year

	Participation Rate	Percent Proficient in English Language Arts	Percent Proficient in Mathematics	API Growth
Statewide AYP Requirements	95%	46%	47.5	650 or 1 point growth
Del Mar	100%	93%	87%	960 (+16)
Met AYP	Yes	Yes	Yes	Yes

Table 2d illustrates that each school site in the DMUSD exceeded the requirements to meet AYP.

Table 2d
AYP by School Site

School	2009	2008	Met Growth Target	2008-2009 Growth	Met School-wide Growth Target	Met Growth Target for All Subgroups
Ashley Falls	955	943	*NA	12	Yes	Yes
Carmel Del Mar	948	934	*NA	14	Yes	Yes
Del Mar Heights	952	948	*NA	4	Yes	Yes
Del Mar Hills	924	914	*NA	10	Yes	Yes
Ocean Air	976	953	*NA	23	Yes	Yes
Sage Canyon	976	964	*NA	12	Yes	Yes
Sycamore Ridge	959	926	*NA	33	Yes	Yes
Torrey Hills	963	953	*NA	10	Yes	Yes
District Overall	960	944	*NA	16	Yes	Yes

*Not applicable for schools and districts above 800 API.

California Standards Test (CST)

The California Standards Tests are designed to inform us how students perform relative to the California State Standards in Language Arts, Mathematics, and Science (5th grade only). Scores are reported in five performance levels: Far Below Basic; Below Basic; Basic; Proficient; Advanced. CST data is disaggregated by percentage of students at each performance level by grade, subject, and subgroups.

The 2008-2009 CST results illustrated that DMUSD had a higher percentage of students performing at proficient or advanced levels in English language arts, mathematics, and science than the county and the state. District-wide, 91% of students scored proficient or advanced in English language arts and mathematics. District-wide, DMUSD increased the percentage of students scoring at the proficient or advanced levels in 6 of 12 performance areas. The district stayed the same in one area and decreased in 4 areas. Of those four areas, only one area (Grade 2 English Language Arts) had a significant change of 5% or more. The percentages of students performing at advanced levels increased in 9 of 11 areas, with significant increases of 5% or more in 8 of those areas.

Tables 2e, 2f, 2g, 2h and 2i illustrate the percentage of students in each performance level for English Language Arts, Mathematics and Science.

Table 2e
California Standards Test
English Language Arts
Spring 2007 to Spring 2009

	% Far Below Basic			% Below Basic			% Basic			% Proficient			% Advanced		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
Grade 2	2	1	1	2	2	1	10	9	8	29	31	30	56	56	61
Grade 3	2	1	1	6	5	3	14	17	12	40	35	29	37	42	55
Grade 4	1	1	0	2	2	1	6	9	5	20	17	14	72	71	79
Grade 5	0	0	0	2	2	1	7	7	8	26	29	22	64	63	68
Grade 6	1	1	0	2	1	1	9	8	6	27	21	24	61	70	69

Table 2f
California Standards Test
Mathematics
Spring 2007 to Spring 2009

	% Far Below Basic			% Below Basic			% Basic			% Proficient			% Advanced		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
Grade 2	1	0	0	3	3	1	6	6	6	18	20	14	72	70	79
Grade 3	0	1	0	4	4	2	8	7	6	25	20	17	63	69	75
Grade 4	0	0	0	2	2	2	10	7	5	18	20	13	70	70	81
Grade 5	1	0	1	3	2	3	6	10	8	23	27	25	68	61	63
Grade 6	1	0	0	3	3	2	7	10	10	34	27	26	54	61	61

Table 2g
California Standards Test
Grade 5 Science
Spring 2007 to Spring 2009

	% Far Below Basic			% Below Basic			% Basic			% Proficient			% Advanced		
	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009	2007	2008	2009
Grade 5	1	0	1	2	2	1	13	8	10	43	38	27	42	52	62

Table 2h
California Standards Test by Student Subgroup
Percent Proficient and Advanced

	English Language Arts			Mathematics			Science		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
DMUSD	87.5	87.8	91	89.3	88.9	90.8	85	90	89
Asian	93.8	94.3	96.2	97.3	96.4	98.2	90	95	93
Hispanic	62.2	70.6	71.8	66.9	72.5	76.9	47	70	54
White	88.2	87.3	91	89.1	88.1	89.7	87	90	91
EL	60.9	71.1	80.4	73.1	80.3	84.6	43	74	72
SpecEd	62.6	67.7	74.9	66.7	69.9	75.8	74	69	71

Table 2i illustrates how DMUSD students compare to students statewide on the California Standards Test in English Language Arts, Mathematics and Science.

Table 2i
California Standards Test
State/County/District
Spring 2007 to Spring 2009
Percent Advanced and Proficient

	English Language Arts			Mathematics			Science		
	2007	2008	2009	2007	2008	2009	2007	2008	2009
DMUSD	87.5	87.8	91	89.3	88.9	90.8	85	90	89
State	45.5	48.2	52.4	48.5	51	54.5	37	46	49

School Attendance Rates

Del Mar makes an effort to encourage regular school attendance, which is reflected in the high attendance rate. In the school year 2008-09 the attendance rate was 98.04%.

Section III District Resources

Financial Information

The Del Mar Union School District receives 80% of their funding from local property taxes. In 2008-09 Del Mar Union School District's property tax income was \$32.5 million dollars.

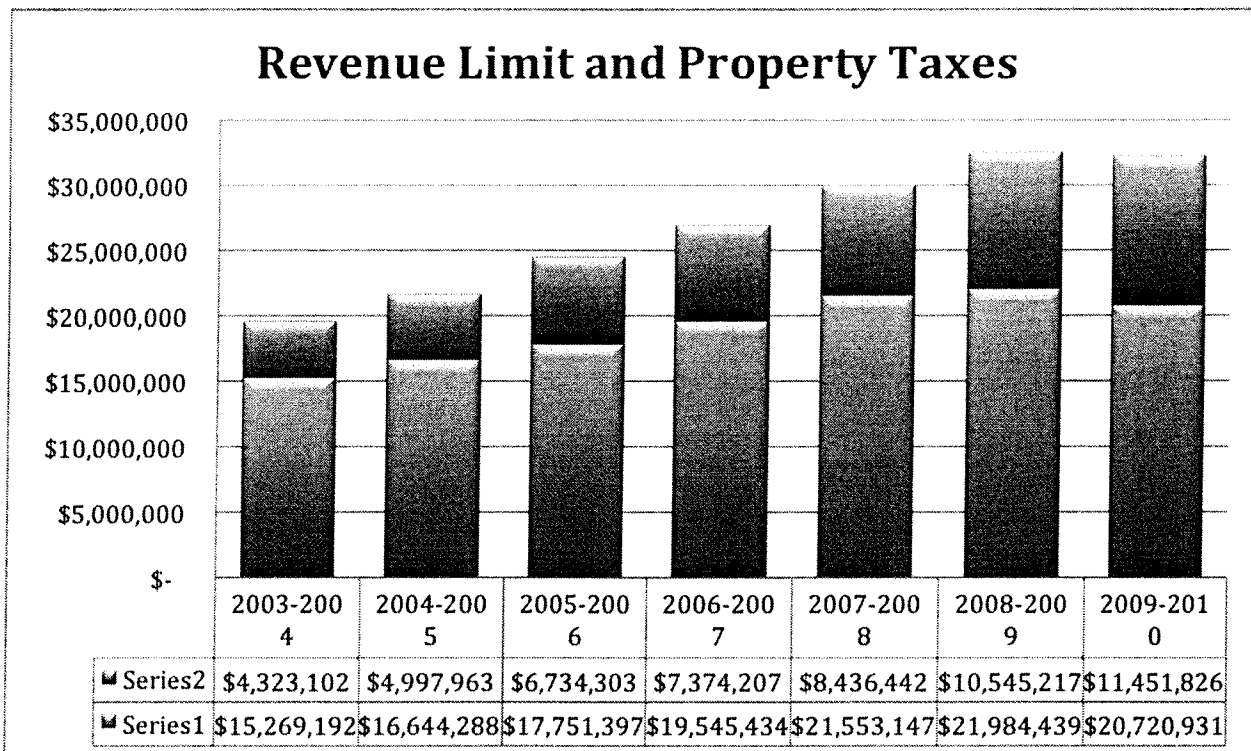
The District also receives monies from the State Government. In 2008-09, the district received \$4.2 million dollars from the State. The largest State funded program is K-3 Class Size Reduction.

The Del Mar Schools Education Foundation (DMSEF) is an integral part of the District and our programs. In the 2008-09 school year, DMSEF contributed \$494,500 towards the Extended Studies Program staffing.

Budget Considerations

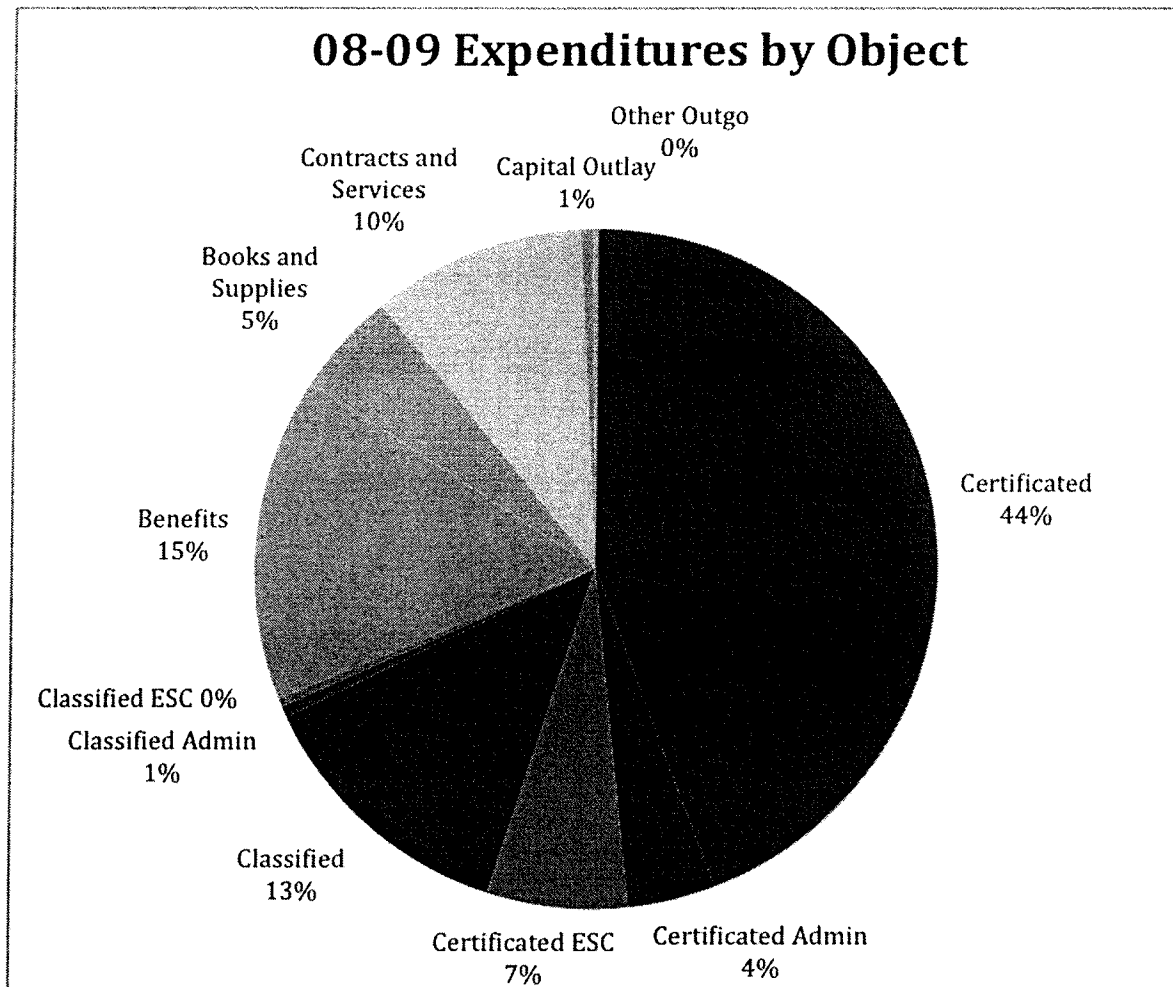
The Del Mar Union School District enjoyed many years of rapidly increasing property taxes. As new home construction has diminished, our property taxes have increased at a slower rate. Below is a chart of our gains.

Figure 1



The Del Mar Union School District total operating budget for the 2008-2009 school year was \$39.5 million dollars. Of this amount, when considered by object (area of expenditure), \$33.3 million was spent on certificated and classified salaries and benefits; \$1.9 million was spent on books and supplies; \$3.9 million was spent on services and operating expenses such as the Business Services, weekly landscaping, nightly custodial services (cleaning), attorney fees, insurances, utilities, etc.

Figure 2
Distribution of Del Mar Union School District Budget – by Object
2008-2009

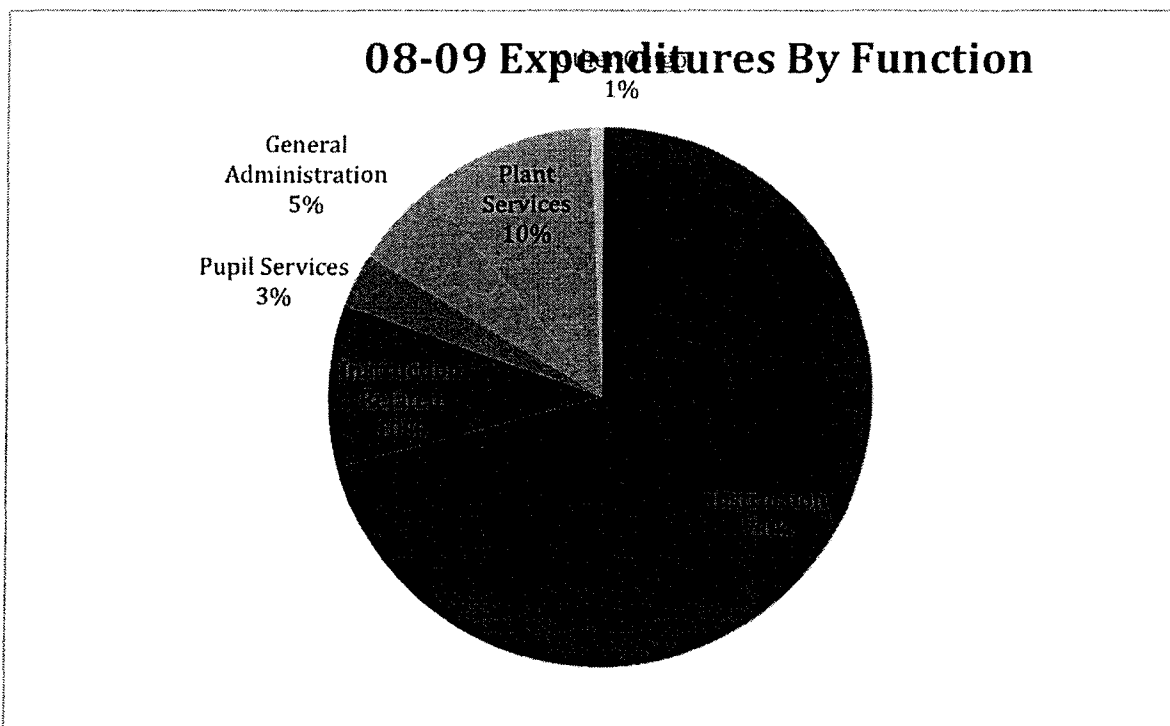


A different way to look at the budget is to consider the *functions* on which the monies are spent. Taken from that perspective, in 2008-2009, Del Mar Union School District spent \$28 million dollars, on instruction (salaries, supplies, etc. for activities dealing directly with interaction between teachers and students,); \$3.8 million dollars on instruction-related services (instruction-related administrative and technical services such as administrative supervision, library and technology activities and staff development); \$1.2 million dollars on Pupil Services (activities outside the classroom proper for the direct benefit of students such as nursing services, after school care, noon duty supervision, etc.); \$2 million dollars on General Administration (district level administrative activities including Board and superintendent costs, public information, business services, data processing, credential services, etc.); \$4.1 million dollars

on Plant Services (activities concerned with maintaining the physical plant – maintenance and operations); and \$276,670 on Other Outgo (SDCOE excess special education program costs).

Contributions from the General Fund to mandated programs are a budget concern. There is one area in which program needs are greater than state or federal or local funding for the program: Special Education. In 2008-2009, general fund contribution in this area was \$2.6 million. The SELPA (Special Education Local Plan Area) distributes Special Education funding to its member districts

Figure 3
Distribution of Del Mar Union School District Budget – by Function
2008-2009



The primary objective of the Maintenance and Operations Department is to provide an acceptable environment in which the District can accomplish its mission. The M&O department provides timely, problem free services to ensure a sites continued operation in a safe, secure and healthful environment. M&O believes a well maintained school facility promotes a favorable community attitude and helps develop respect for school property and provides a comfortable working environment for staff. In addition, a well-maintained school contributes to the health, happiness and character of students.

The specific objectives of the M&O department in support of the strategic plan are:

- Extend the life and improve the capability of facilities to perform at their maximum potential
- Continue to reduce equipment and structural failures
- Continue to improve work methods and procedures
- Continue to reduce and eliminate fire and safety issues
- Continue to select the most cost effective methods of maintenance and operations

The department is structured in two branches. Under maintenance there is one maintenance worker III, one maintenance worker, one utility worker, one grounds man and 2 food service drivers. Under operations there is one custodial support supervisor, one custodial night lead, eight school plant managers and 14 night custodians.

The department uses a work request system to track and accomplish routine maintenance and repair and preventative maintenance on its facilities. School sites and the maintenance supervisor generate a work request for routine work. Preventative maintenance work is scheduled and generated automatically by the work request system.

The maintenance department completed its five-year plan in June 2008. The plan identified projects requiring repair or replacement of existing school facility components. These projects included flooring, HVAC, painting, roofing and paving.

Yearly the department completes a school facility conditions evaluation. This inspection is required as part of the school accountability report card. The report identifies safety, cleanliness, and adequacy of school facilities. The inspection was completed on March 2009. The inspection provides valuable information for the upkeep of district facilities.

The District is currently engaged in exploring new district office options. The current district office is leased and will expire in April 2011. Also under way is the design and building of a childcare center at Ocean Air Elementary.

7/11 District Advisory Committee

On May 2009 the Del Mar Union Board of Trustees formed a 7-11 District Advisory Committee. The selected committee was charged with the following:

Data Required for Decision and Evaluation as Requested in Board Action

1. Review the capacity and the condition of the various school buildings by visiting the school sites.
2. Examine the effect of the size of a school's enrollment upon per pupil operational costs.
3. Consider the influence of a school's enrollment upon its education program offerings.
4. Consider demographic information such as birthrate, housing increases, historical data about changes in enrollment.
5. Consider the needs of special education students residing in the District.
6. Consider the needs of the District Office Staff/Programs, including Maintenance and Operations, Technology, Special Education Preschool, Employee Childcare, After School Programs/Childcare.
7. Establish criteria for closing any school.
8. Evaluate each facility on the basis of criteria developed.

In addition the 7-11 Committee will review the following criteria to evaluate options regarding any school closure/reconfiguration:

1.
 - a. Operational cost based on enrollment.
 - b. Improvement of District's financial stability.
 - c. Minimize the number of students and families impacted.
 - d. Impact on community.
2.
 - a. Age of school facility.
 - b. Condition of school facility:
 - c. Is it relatively new?
 - d. Has it been recently modernized?
 - e. Is it slated for modernization?

- f. Students needing special support will be assured of services.
 - g. Special Education programs can be developed or duplicated.
 - h. Enrollment trends impacted site.
 - i. Impact of new/additional use of facility or reconfiguration.
 - j. Capacity, convenience, safety and suitability for preReschool program consolidation.
 - k. Space, convenience and suitability for district offices and maintenance facilities.
3. a. Impact on green space within the District.
- b. Keep together all departments currently located at 225 9th Street, which are:
- Superintendent's Office
 - Business Services
 - Curriculum & Instruction
 - Human Resources
 - Pupil Services
- c. Preschool options with proposals for three separate configurations:
- i. Replicate the space requirement of the existing special ed preschool and employee child care program (consisting of 7 + 3 rooms),
 - ii. Accommodate a combined preschool requiring 14 rooms, and
 - iii. Relocate only the current employee childcare program with a space requirement of three rooms.

NOTE: Other than criteria 1 a-d above, criteria is not listed in any particular order of importance.

District Services

Instructional Services

Educational Services include implementation of the following programs: K-6 curriculum and instruction, recruitment, grant writing, and Professional Development. Services are outlined as follows:

K-6 Curriculum and Instruction

Del Mar Union School District plans its curriculum and instruction in alignment with the California State Standards. Students' individual needs are accommodated through various instructional techniques, strategies, and activities. Revision of student expectancies and core textbook adoptions are conducted on a regular cycle by subject area, as outlined by the Department of Education. Textbooks are selected from a state approved list after teachers have piloted the books and materials. Adoptions of textbooks and materials are recommended, following a review by teachers, administrators, and community members with final approval by the Board of Education.

Grant Writing

The Del Mar Union School District seeks supplemental financial support for its curricular programs and equipment purchases throughout the school district, as available.

Del Mar Schools Education Foundation

The Del Mar Schools Education Foundation is a not-for-profit 501(c) (3) charitable organization. The Foundation was founded to raise the necessary funds to provide Del Mar Union School District students with enrichment programs such as science, music, art, technology, and physical education. During the 2008-2009 school year, the DMSEF raised \$1,700,000 to support these programs. The DMSEF is governed by a Board of Directors that is comprised of parent volunteers from each of the District elementary schools and community members.

Professional Development:

Professional development time is designed to support the ongoing growth of the district's personnel. It is provided through staff release time (with classroom substitute teachers), Professional Learning Community Time on two Wednesday afternoons per month, staff meetings, after school sessions, and summer academies. Professional development programs are designed to coincide with the curriculum and textbook adoption cycle outlined by the State of California, current needs, the Single Plan for

Student Achievement developed by staff and parents and the federally required Local Education Area Plan. Professional development programs are provided by qualified district staff, and, at times, by outside educational consultants. In addition to in-services provided within the district, teachers and classified staff attend in-service programs conducted by the San Diego County Office of Education and professional seminars/conferences, when appropriate.

Funding Sources for Professional Development

Funding sources include the Peer Assistance and Review Program, Title IV (Drug, Alcohol, and Tobacco Prevention), Special Education, AB1115 Professional Development, SB1193 (Professional Development Block Grant), and other grant programs such as those from the Del Mar Education Foundation and the Parent Teacher Associations. Professional development programs are designed to coincide with the curriculum and textbook adoption cycle outlined by the State of California, current needs, the Single Plan for Student Achievement developed by staff and parents and the federally required Local Education Area Plan.

Degrees and Advance Degrees

The CBEDS data shows that on October 1, 2008 there were 130 Masters degrees and 2 doctorates in the district. This data includes classroom teachers, certificated support staff and administrators. Another 127 certificated staff have at least 30 semester units beyond their bachelor's degrees.

Special Certifications

Our staff is properly credentialed and many hold additional credentials beyond their current placements. Although the CBEDS data does not show statistics on extra credentials, the district has, as of the writing of this document in October 2009, 99 certificated staff that hold 2 or more credentials. All of our certificated staff is No Child Left Behind Compliant and hold English language authorizations if their positions require it.

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Certificated and Classified Personnel

Certificated Staff

The California Basic Educational Data Systems (CBEDS) Report on October 1, 2009 showed 268 (FTE) certificated staff. Included in this number are teachers (classroom, enrichment, and special education), administrators, and pupil services support staff (speech therapists, adapted physical education, autism/behavior specialist, nurses, and psychologists).

Classified Staff

October 1, 2008 CBEDS data shows that the district had 89 part time paraprofessionals, 18 full time clerical staff, 16 part time clerical staff, and 39 “other” staff which includes employees such as custodial workers, child nutrition workers, and technology workers. In addition, we have an after school program that CBEDS does not track. As of the writing of this document, we have 68 childcare workers.

Administration

The district employed 18 full time administrators: 15 certificated and 3 classified. Certificated administrators include principals, an assistant principal and district office administrators. Classified administrators include business services, maintenance and operations and after school programs.

Recruitment, Selection of Certificated and Classified Personnel

Certificated and classified personnel are recruited and selected from a qualified applicant pool. (Certificated Personnel are teachers, administrators, and pupil services support staff (such as psychologists, speech language pathologists, school nurses, etc). Classified personnel are all other district employees.) When openings occur, the district advertises through appropriate professional journals, local newspapers, on the web using both the district website and Ed-Join, and word of mouth. Candidates are interviewed by appropriate representative committees. Teachers have a 2 year probationary period before they are awarded tenure. Classified employees have a 1 year probationary period.

Student Services

The 2008-2009 State budget has had fiscal implications on the district. Even though changes have occurred in the funding for some of the programs, DMUSD continues to provide support to students in their areas of need. These programs include Gifted and Talented Education (GATE), the Academic Learning Program (for students at risk), and other site-specific intervention programs.

Health Services

The District provides vision and hearing screenings on an annual basis for students at specific grade levels. The District funds 8 part-time health technicians, 3 part-time credentialed school nurses.

Business Services

An Assistant Superintendent of Business Services, full time Payroll/Benefits Supervisor, Business Services Specialist, Business Coordinator and Accounting Technician provide business services. The business office responsibilities consists of budgeting and projections, payroll and benefits for classified and certificated personnel, purchasing, insurance, risk management, accounts payable and receivable, district student attendance records, supervision of District food services, maintenance and operations, facility management and community facility district.

Facilities Maintenance and Operations

The District has a Director of Maintenance and Operations, one Custodial Services Supervisor, one Night Lead Custodian, one Utility Worker/Driver, eight full time School Site Plant Managers, 14 Night Custodians, one District Landscaper, two Maintenance Workers. This group is responsible for the maintenance, repair, and preservation of all District facilities.

Food Services

School lunch program is affiliated with the National School Lunch Program. The District has a contract with San Dieguito Union High School District to provide the food for the program. One full time district office child nutrition worker and eight part time school site child nutrition servers and two drivers operate the program.

After School Programs

After School Child Care

Child Care is offered at each of the eight district campuses. Age-appropriate programs are available for kindergarten through sixth grade students.

The after school child care staff are carefully screened by the Del Mar Union School District and are hired based on a combination of education and experience which demonstrates a strong understanding and sensitivity to the educational and social needs of school age children. The after school child care staff are responsible for creating and implementing age appropriate activities for the children in their care.

The activities planned are under the direct supervision of the Del Mar Union School District and will include but not be limited to: arts and crafts, drama, singing, physical education activities, study time, and multicultural experiences. A curriculum will be developed by the childcare staff that encourages children to:

- Discover who they are and to appreciate their own unique gifts and talents
- Choose and participate in healthy relationships with friends
- Develop a deepening sensitivity towards all people, regardless of differences in life style, creed or color
- Choose and complete activities which reflect both familiar and unfamiliar areas of interest

The Del Mar Union School District is non-discriminatory and provides equal care and attention for all children enrolled in the program without regard to color, creed, religion, or national origin. The Del Mar Union School District after school child care program is open to any child attending a public school that is part of the Del Mar Union School District.

Summer Camp

A full day summer camp program is offered from 7:30 a.m. to 6:00 p.m. at a designated school site during summer vacation. All District students are invited to register. The program is offered in four sessions. Students are not required to enroll in a full session, only days as needed. Campers enjoy field trips every Tuesday and Thursday. Monday, Wednesday and Thursday are devoted to visits from a diverse group of entertainers, and many other camp activities.

After School Enrichment

Specialized after school enrichment classes such as drama, engineering, foreign languages, art, chess, marital arts, soccer, clay, and hoops are offered at all District campuses throughout the year. Children are invited to attend these enriching one-hour to one and a half hour classes directly after school. Classes are limited to a three-grade age range with a low teacher to student ratio.

Children Creative Workshops

Children's Creative Workshop is offered during the month of July. Children may choose from many classes with an emphasis in fine art. Incoming kindergarteners may enjoy a preview of a kindergarten day in classes designed for that purpose.

Employee Child Care/Preschool

The District offers a licensed child care/preschool program for children ages 5 weeks to 5 years of age for Del Mar Union School District staff.

District and Community Organizational Support

The Del Mar Union School District welcomes community participation. The principals consistently report strong parent and community support for local schools, activities and for educational programs. The district has several committees that support curricular, categorical and student service programs. The following is a list of opportunities for parents and community members to become involved in school activities.

School Site-Sponsored Opportunities:

- Parent Teacher Association (PTA)
- School Site Council (SSC)
- Classroom Volunteers
- Technology Committee
- Textbook Adoption Committee

District-Sponsored Opportunities:

- District Advisory Committee
- District Technology Advisory Committee
- School Attendance Review Board (SARB)
- District Technology Committee
- Budget Committee
- Facilities Committee
- Superintendent's PTA Presidents' Council
- Budget Committee
- DMCTA/DMUSD Professional Relations Committee

Community-Sponsored Opportunities:

- Del Mar Education Foundation (DMEF)
- Individual, company, or corporate donations to schools
- Special Education Community Advisory Committee

Section IV
Beliefs, Appraisals and Recommended Actions

CURRICULUM

Belief Statement: *We believe curriculum is standards-aligned, rigorous, relevant, engaging and accessible to all students. The core curriculum, including Extended Studies Curriculum (ESC) enrichment classes, is articulated across grade levels and integrates skills and knowledge across subject matter. School personnel and the parent community understand the purpose and use of content standards.*

Goal: The district maintains practices in curriculum that support maximum achievement of all students.

Appraisal: Del Mar Union School District provides a curriculum that is standards-based. The District has adopted the California State content standards. Teachers continue to analyze standards to determine curricular objectives and plan effective lessons. Although essential standards have been identified in English language arts and math, further work is necessary to refine their implementation. The implementation requires further support by reviewing/revising the standards-based report card, as needed, and developing curriculum benchmarks/pacing guides. Teachers work as part of Professional Learning Communities (PLC) to determine the content, knowledge and skills to be taught. Principals have formed their own PLC in order to share best practices for curriculum, instruction and assessment. The DMUSD provides curricular materials that support differentiated instruction in all core content areas. Various levels of training have been made available to teaching staff in differentiating instruction to meet individual students' needs. Technology is integrated into the curriculum and is used in various ways by teachers, such as a means to access information, as well as an instructional tool to deliver the curriculum. Each school's Single Plan for Student Achievement (SPSA), which is required of all school sites by the California Department of Education, is updated annually and submitted for approval. The Local Education Agency Plan (LEAP), required of all school districts by the U.S. Department of Education, has been updated and approved.

Recommended Actions for 2009-2010:

- Continue refinement of essential standards and development of district-wide curriculum benchmarks/pacing guides for identified curricular area(s).
- Begin review and revision of standards-based report cards, as needed.
- Provide organized district-wide grade level collaboration during PLC time.
- Provide teacher training and support to ensure effective implementation of the new math adoption.

INSTRUCTION

Belief Statement: *We believe classroom instruction includes multiple strategies tailored to the needs of individual students. Classroom lessons provide opportunities to learn using depth and complexity and are designed to engage students in purposeful work that has a clear objective. Targeted instructional support is provided for students who are not meeting district standards. In addition, strategies are used to challenge those students who exceed district standards. The school wide program provides opportunities for members of the school community to help support the instruction of all students.*

Goal: The district maintains practices in instruction that support maximum achievement of all students.

Appraisal: Teachers demonstrate the use of a variety of instructional methods and strategies. Classroom instruction reflects a focus on a standards-based curriculum. Teachers provide a variety of supports for students who do not meet standards. The Student Success Team (SST) reviews individual student performance and behavior data and makes recommendations for a variety of accommodations. As part of the general education program, students are provided accommodations and differentiated instruction according to their needs. Teachers use strategies to accelerate the learning for students. Teachers meet regularly to articulate curriculum and instructional strategies at their grade levels or by department. Increased articulation of instructional strategies will continue to strengthen and support student progress. Teachers integrate technology in classrooms to varying degrees. Library media specialists work with classroom teachers to support instructional units, learning strategies and activities that benefit from the use of media center resources. Students have access to the media centers during regularly scheduled class periods. Parents are instrumental in their children's academic success. They are encouraged to continue to be involved in supporting their students' learning.

Recommended Actions for 2009-2010:

- Develop a plan for providing professional development on essential, effective instructional strategies.
- Investigate the implementation of Response to Intervention (RtI) instructional models and recommend a model for implementation.
- Utilize Professional Learning Communities to increase the effective use of teaching strategies to support and challenge all students with the appropriate rigor.

ASSESSMENT

Belief Statement: *We believe the school community is results focused, with assessment guiding instructional decision-making. Classroom, school-wide, and district data are used to measure the performance of all student groups. Student achievement data includes multiple measures and regular, periodic examination of student work. Customized assessment tools and timelines are used to monitor progress and plan instruction based on students' individual needs. All teachers use a variety of assessment strategies and data to monitor and adjust curriculum and instruction as needed to improve student achievement. Descriptive feedback to students and their parents are used to communicate progress, and students are involved in their own continual growth through goal setting and progress monitoring. A district-wide assessment plan supports student learning, monitor student achievement progress, and guide instructional decision making.*

Goal: The district maintains practices in assessment that support maximum achievement of all students.

Appraisal: The Del Mar instructional staff assesses students with a variety of teacher-made and publisher-developed tools. Assessment tools in some subject areas are aligned with content standards. Teachers also create opportunities for students to demonstrate their knowledge and skill with “authentic” projects. Identified district-wide assessment tools are limited to Developmental Reading Assessment (DRA-2), Qualitative Reading Inventory (QRI-4) and the district summative writing assessment. Students in the Del Mar Union School District rank among the highest on state standardized tests. Del Mar has met all the established criteria for meeting the Adequate Yearly Progress (AYP) mandated by *No Child Left Behind* (NCLB). Currently, the ability to use data to analyze student progress is limited due to the lack of district assessment tools and data management systems.

Recommended Actions for 2009-2010:

- Identify curricular areas for which to establish common district-wide assessments.
- Once identified, develop common district assessments for identified curricular areas.
- Identify and develop a system to support the analysis and use of data to assess student progress and guide instruction.
- Provide teacher training to develop and use quality assessments.
- Provide teacher training on students' assessment for learning.
- Utilize Professional Learning Communities to analyze student data and develop formative assessments to monitor progress.

SPECIAL EDUCATION

Belief Statement: *We believe students with special needs must be educated in the least restrictive environment with appropriate access to the core curriculum.*

Goal: The district will continue to provide quality, coordinated special education services.

Appraisal: General and special education teachers and support staff continue to provide access to the core curriculum to help students with special needs meet core content standards. The District also provides a preschool program for special needs students. Typical peers (i.e., students without disabilities) participate in this program with students who have special needs. Special education support is provided for identified students based on their Individualized Education Program (IEP). Students are included in the general education environment as appropriate. Special education teachers and support staff are trained in working with students with a variety of disabilities. Special education staff is also provided training in maintaining compliance with state and federal laws and regulations. Collaboration between general education and special education teachers/support staff can be limited due to scheduling constraints. Transition meetings within DMUSD occur from preschool to kindergarten and sixth grade to seventh grade. Del Mar has met all the established criteria for meeting Adequate Yearly Progress (AYP) for students with disabilities as mandated by *No Child Left Behind* (NCLB).

Recommended Actions for 2009-2010:

- Increase professional development opportunities for both general and special education teachers/support staff on meeting the unique needs of special education students.
- Manage Professional Learning Community time to include collaboration among general and special education teachers/support staff.
- Increase the number of typical peers participating in the preschool program.
- Improve communication between special and general education staff.
- Include special education in the district professional development plan.

TECHNOLOGY AND MEDIA CENTER RESOURCES

Belief Statement: *We believe technology is a powerful tool for learning, communicating and retrieving information, and improving student achievement. Technology is integrated into student and teacher work when appropriate and available for optimal student learning. To the extent possible, schools are equipped with the most appropriate technology. We believe systems must be in place to ensure repair and replacement, as needed. The district's staff development includes ongoing training opportunities to promote continuous professional growth in the use of technology to improve student achievement.*

Goal: Using the latest technology and media center resources, Del Mar Union School District will ensure students are equipped with highly developed research and technology skills.

Appraisal: The Del Mar Union School District's Technology Plan was completely revised and approved by the California Department of Education in 2008. The plan is reviewed each year to determine if any updates are necessary, and then revised accordingly. The plan is used to guide district decision making regarding the use of technology for instructional purposes, effective communication and district operations. There are computers and internet access in all classrooms. Most teachers in grades K-6 have a computer, document camera and projector for professional use. The district is challenged by the need to replace outdated technology on an ongoing basis. Each school has a computer lab and a highly-trained, credentialed technology teacher. Technology teachers work collaboratively with the classroom teachers to plan lessons that are integrated across the curriculum. The lessons students receive in the technology lab incorporate state-of-the-art technology skills, such as creating podcasts, iMovies, PowerPoint slideshows, and using digital photography. Classroom teachers continue to use technology to the extent that they are trained and collaborate with colleagues. Computer repair and system management is provided on a regular basis, although it can be limited by scheduling constraints and lack of available personnel.

Recommended Actions for 2009-2010:

- Include technology in the district professional development needs assessment
- Include training opportunities in technology in the Del Mar Union School District professional development plan.
- Continue to investigate resources to fund the Technology Plan, which includes the updating of technology on an ongoing basis.
- Continue conducting professional development for technology during the summer months (Summer Institute).

PROFESSIONAL DEVELOPMENT

Belief Statement: *We believe professional development is essential to continuously improve student achievement. Professional development fosters collective responsibility for improved student performance and must be comprised of professional learning aligned with rigorous academic standards and district/school improvement goals. We must provide quality professional development which meets the needs of our instructional staff in their continuous professional growth.*

Goal: The district provides professional development activities that enhance and increase staff expertise to help students achieve high academic standards.

Appraisal: Professional development of district staff is a highly-valued priority. Professional development opportunities are offered to staff in a variety of ways, such as during staff meetings, Professional Learning Community time, optional professional development release days, and attendance at professional conferences. The involvement of staff members in professional development has been limited by scheduling constraints, financial resources, and multiple areas of focus. Professional development activities are increasingly monitored by the administrative staff to ensure that activities are aligned with school and district-wide goals. Those opportunities should be differentiated to meet the needs of individual staff members. Days previously designated for professional development each year have been compromised by the State's current fiscal instability.

Recommended Actions for 2009-2010:

- Conduct a needs assessment using various forms of data.
- Develop a long-range district professional development plan that is aligned with district goals and stakeholder input.
- Provide on-going professional development to district teachers to ensure effective implementation of the newly-adopted math program.

SCHOOL CLIMATE

Belief Statement: *We believe every school must be a safe place for students to learn and grow. Teachers, support staff, administration, parents and students share the responsibility for student success. An effective learning environment supports and encourages students in learning how to negotiate and mediate peer conflicts, exhibit cooperative and respectful behavior and demonstrate good citizenship. We believe teachers have the responsibility to establish a classroom structure and routine that provides an optimal learning environment. Teachers, support staff, administrators and parents define and expect appropriate student behavior and encourage the positive social and educational development of the child.*

Goal: The district ensures a safe and orderly environment in which all students achieve social and academic success.

Appraisal: The Del Mar Union School District values appropriate behavior and student responsibility. Del Mar staff has developed strong and effective behavior and discipline routines both in their classrooms and on the school grounds. K-6 staff model behavior and conflict resolution techniques to students at beginning-of-the-year student assemblies and in their classrooms and reinforce them throughout the year. The Character Education program and the Peace Builders Program are utilized to promote positive student interactions and conduct. Both programs have been highly effective in ensuring students' positive and appropriate behavior, and creating a climate conducive for learning. Appropriate student behaviors are regularly reinforced through classroom and school recognition. Schools have individual discipline plans, and students generally follow modeled behavior and conflict resolution techniques. Various paid school personnel and volunteers supervise playground activities during recesses and lunch time throughout the district. Training of volunteers and staff for playground supervision varies throughout the district. Although district-wide policies regarding student discipline are in place, not all staff members have a common understanding of these policies. Additionally, there are no standardized forms for documenting suspensions and expulsions.

Recommended Actions for 2009-2010:

- Review Board Policies and Administrative Regulations (BP/AR 5144, BR/AR 5144.1, AR 5144.2, BP/AR 1250, BP 1250.1) with all district administrators.
- Standardize district discipline forms regarding suspension and expulsion.
- Train site administrators on suspension/expulsion procedures.
- Investigate the development of a Code of Conduct Compact to be used district-wide with all students, parents and staff.
- Investigate current practices regarding playground supervision and recommend standardized district procedures.
- Revise 'first day packet' parent information to include new documents mandated by the California Department of Education.

- Continue to review and update the District Crisis Preparedness Plan according to new information.
- Continue to schedule and hold a variety of safety drills to address specific disaster scenarios (fire, earthquake, tsunami, lockdown, etc.).
- Meet with the Del Mar City Manager, Police Department and Fire Department to coordinate safety services.

COMMUNITY AND PARENT INVOLVEMENT

Belief Statement: *We believe that it is essential to develop and maintain effective relationships with school partners. In a world of growing complexity and rapid change, we must forge strong, open and interactive connections with our school parent community and the surrounding community in order to improve the quality of our students' learning. Both parents and members of the wider community must be educated about what new learning skills students need and what new teaching methods are necessary to deepen students' understanding and their ability to use knowledge.*

Goal: The district continues to develop and support effective relationships with school partners.

Appraisal: The Del Mar Union School District enjoys highly effective relationships with the Site Parent Teacher Associations, the Del Mar Schools Education Foundation, School Site Councils, the Del Mar Police Department and the Del Mar Fire Department. The community gives many hours of service and provides substantial funding for school programs. Parents volunteer in classrooms and other school-related activities in support of student learning. Each group focuses on a particular area or areas of emphasis for the enhancement of student achievement. Del Mar schools enjoy a high degree of respect in the wider community. In an extremely difficult budget year, the very generous support of each of the parent organizations and the community has left no doubt that there is a strong partnership and mutual goals for coordinated services to students. Regular meetings are held with the Del Mar Schools Education Foundation (DMSEF), the Parent Teacher Associations and the Del Mar California Teachers' Association. The DMSEF strongly supports district programs; however, the current climate of fiscal instability presents difficult challenges in fund raising efforts. The District Communication Plan was presented to and approved by the Board of Trustees on May 27, 2009. The plan guides the process for communicating with all stake holders. A variety of methods are utilized, such as regularly published school newsletters, e-blasts, podcasts, blogs, and school web sites. In addition, the Superintendent and principals write columns in the School News community newspaper, which regularly informs parents and community of school activities. The School News is a monthly newspaper that is delivered free to all homes in Del Mar and is paid for entirely by advertising in the paper. School Accountability Report Cards (SARC) have been re-written and brought up to date. The DMUSD website is currently being revised during the 09-10 school year and is overseen by the Director of Technology.

Recommended Actions for 2009-2010:

- Continue to implement the action items as outlined in the district communication plan approved by the Board of Trustees.
- Continue to use district translation services as appropriate.

- Review and revise Board Policies and District letters to parents as necessary to support regular school attendance.
- Investigate service learning programs/opportunities for students district-wide.
- Continue to update the on-line publication of Board Policies.
- Investigate and recommend a process for posting school and district information packets online.
- Provide leadership on city and county safety committees through the Director of Maintenance and Operations.
- Utilize district level communication to promote the efforts of DMSEF to support district programs.

ALIGNMENT OF FINANCIAL PLAN AND FACILITIES WITH INSTRUCTIONAL GOALS

Belief Statement: *We believe the District's Financial Plan aligns with and supports the District's mission statement and core values. The local community and parents support the District in its goals for the academic achievement of students. The community and staff work together to create a shared vision for academic excellence, which is supported by the Financial Plan. The capacity, design and maintenance of school facilities optimize teaching and learning, and a dynamic forward-looking development plan exists to provide for continuous improvement and/or expansion of the physical learning environment.*

Goal: The district maintains financial stability and safe and secure facilities that support maximum achievement of all students.

Appraisal: Del Mar maintains the financial capacity to implement effective instruction in the core curricular areas. During the 2006-2007 school year, the District experienced a deficit in funding related to the Extended Studies Curriculum Program (ESC). In 2008-2009, parents and community members raised \$1.7m to fund the portion of the ESC program not funded by the District. In 2009-2010, the District faced further financial deficits brought about by the downturn in the State economy connected to state and national financial issues. Multiple budget cuts were made to help balance the budget but the District still faces a net decrease to its revenues of \$907,717 as a result of a "Fair Share" guarantee approved by the basic aid school districts' association, Schools for Sound Finance. In 2010-2011, the deficit to the District's revenues increases to \$2,854,232 and in 2011-2012 the deficit is predicted to be \$1,605,152 barring further cuts from Sacramento.

DMUSD effectively maintains facilities to support the District's educational program. Schools are well kept and renovated periodically to provide an optimum learning environment. Each site has a school plant manager who reports to the site principal and the Director of Maintenance and Operations. The custodial support supervisor provides support services to all site custodial staff. The support provided includes training, work request management, acquisition of supplies, and safe schools assurances. Adequate space for future needs of the District Office personnel, Maintenance and Operations and Employee Child Care must be identified, secured, and occupied no later than May, 2011 at which time the District Office must move from 229 9th Street, Del Mar to the new location. To ensure a seamless transition and provide for successful year-end closeout, the Business Services Department must move during the December break of 2010.

Recommended Actions for 2009-2010:

- Maintain the current schedule of renovation, repair and improvements as outlined in the District's Five-Year Site Maintenance Plan.
- Publish a District wide Facilities Manual to record current site configurations, future site modernization needs, and identified funding sources.
- Employee Groups, District Administration and Board of Trustees continue with an Interest Based Bargaining model to promote non-adversarial bargaining and

collaborative decision-making to improve trust, relationships, and communications within the school district that will result in a better educational and working environment.

- District staff, Board, parents and community members become active participants in the Strategic Plan Finance Task Force. The SPFT will provide input regarding budget cuts in the 2009-2010 and future school years.
- District staff and Board of Trustees continue to collaborate with the Del Mar Schools Education Foundation and Parent Teacher Association groups to maintain identified District educational and enrichment programs for students. District staff continues to review and evaluate district programs considering the availability of current and future funding.
- The District should maintain the available reserves recommended by School Services of California for Basic Aid school districts. The recommended reserve level is the property tax amount in addition to the revenue limit state guarantee.
- Ensure the District is accessing all possible revenue sources.
- Ensure all compliance areas are met to eliminate the risk of a penalty, which reduces or eliminates funding.

The District should begin to make progress toward “budgeting in arrears”. Budgeting in arrears is the process of balancing the budget to the current, not projected funding level. Any excess funds received in the current year are carried forward to the following year and are accounted for as available funds for program expansion or deficit reduction.

Appendix I - Definitions

Listed below are some terms that will help the reader in understanding these and other data and evaluation reports.

<u>Data analysis:</u>	The process of summarizing and inspecting data to arrive at a description of the conditions in question.
<u>Evaluation:</u>	Ascertaining if the programs/activities we have instituted are giving the desired results.
<u>Formative:</u>	Refers to the results that a program is obtaining, usually in the form of knowledge, skills, and attitudes of the clients. Formative evaluations are administered for the purpose of improving programs while they are being conducted.
<u>Summative:</u>	Appraisals of quality focused upon completed instructional programs. Evaluation conducted at the end of a program to provide potential consumers with judgments about the program's worth or merit.
<u>Normal Curve Equivalents:</u>	These scores are similar to percentile ranks with a range from 1 to 99, but with equivalent intervals between scores. NCE scores can be added together and averaged.
<u>Norms:</u>	Norms simply report "what is," not "what should be." What should be is a local determination. By definition, one-half of the students in the norm group score below grade level.
<u>Percentile ranks:</u>	Percentile ranks are scores from 1 to 99 which indicate the percentage of students scoring below any particular score.
<u>Quartiles:</u>	A way of looking at a range of scores that fall from 0 to 25%, 26% to 50%, 51% to 75%, and 76% to 100%.

<u>Raw score:</u>	The first score that results from any test.
<u>Scale score:</u>	The primary unit from which other transformed scores are generated. The statistical qualities of the scale score enables working with scores in ways that other transformed scores will not allow.
<u>Stanines:</u>	Scores from 1 (the lowest) to 9 (the highest) and related to percentiles, in that each stanine includes specific percentages of students from a group.
<u>Power Standards:</u>	Power standards are identified by their endurance – value beyond a single test date, leverage – knowledge and skills that will be of value in multiple disciplines, and readiness for the next level of learning – essential knowledge and skills that are necessary for success in the next grade or the next level of instruction.
<u>Vision for Excellence:</u>	

Appendix II –Acronyms

Listed below some acronyms are amplified in order to help the reader in understanding these and other data and evaluation reports.

ADA	Average Daily Enrollment
API	Academic Performance Index
BCC	Bilingual Certificate of Competence
CBEDS	California Basic Educational Data System
CELDT	California English Language Development Test
CLAD	Cross-Cultural Language and Academic Development certificate
CSR	Class Size Reduction
CST	California Standards Test
EIA	Economic Impact Aide
ELL	English Language Learner
ESL	English as a Second Language
FEP	Fluent English Proficient
FTE	Full Time Equivalent
DMUSD	Del Mar Union School District
DMSEF	Del Mar Schools Education Foundation
LDS	Language Development Specialist
LEAP	Local Education Agency Plan
PAR	Pier Assistance and Review Program
PTA	Parent Teacher Association
RSP	Resource Specialist Program
RTI	Response to Intervention
SARB	School Attendance Review Board
SDCOE	San Diego County Office of Education
SEIS	Special Education Information System
SELPA	Special Education Local Plan Area
SPSA	Single Plan for Student Achievement
SSC	School Site Council
SST	Student Study Team
STAR	Standardized Testing and Reporting

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.3: Update, Search for Property for Relocation of District Office, Chuck Wasker, Colliers International, Realtor

Chuck Wasker of Colliers International will be present to give an update to the Board and community on the search and availability of property for the relocation of the DMUSD District Office.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.4: Discussion/Action, Contract between the DMUSD and Chuck Wasker, Colliers International & Mark Kagan, MarkJen Corporation, Real Estate Brokers

On February 3, 2009, the Board entered into an agreement with Mark Kagan of MarkJen Coeporation (Tenant Rep Real Estate) and Chuck Wasker of Colliers International for a period of twelve months to exclusively represent the District for the procurement and negotiation of a contract to purchase and/or lease real property located within the borders of the Del Mar Union School District. The contract with Mr. Kagan and Mr. Wasker was affective February 1, 2009 and terminates subject to written thirty-day notice by either party after January 31, 2010. Staff would like direction from the Board about renewal of the contract for another year, from February 1, 1020 through January 31, 2011. The contract is attached.

FISCAL IMPACT: Not applicable.

RECOMMENDED: The Superintendent recommends approval of the renewal of the contract between the DMUSD and Chuck Wasker, Colliers International & Mark Kagan, MarkJen Corporation, Real Estate Brokers.

CLIENT-BROKER EXCLUSIVE RETAINER AGREEMENT

Del Mar Unified School District (Herein, "Client") hereby appoints as its exclusive real estate agent, Mark Kagan whose principal broker is MarkJen Corporation, a California corporation, d.b.a. Tenant Rep Real Estate, and Chuck Wasker whose principal broker is Colliers International (Collectively herein, "Broker"), for a period of twelve (12) months, to exclusively represent Client for the procurement and negotiation of a contract to purchase and/or lease real property located within the borders of the Del Mar Unified School District located in San Diego County, CA.

Broker, at Broker's sole cost and expense shall provide services including, but not limited to:

1. Current lease analysis & administration, if necessary;
2. Training & Education;
3. Preparation of market studies of available properties for sale and lease;
4. Negotiation of incentive programs with applicable governmental agencies, if any;
5. Economic analysis;
6. Preparation of presentation materials, and actual presentation of information to Client's Board of Directors;
7. Touring Client to and through available properties;
8. Preparation of an offer(s);
9. Negotiation of a binding contract(s);
10. Post contract follow up and consultation.
11. Provide documentation, which establishes the legal relationship between Colliers and Tenant Rep real Estate, and which absolves Client of any responsibility to pay commissions.

1. Consideration. Broker and Client agree that when a transaction is consummated by Client and the owner of an acceptable property, Broker will earn a commission in accordance with market rates, which is four percent (4%) of the total net consideration. Broker agrees payment of the commission shall solely be from the Lessor, or Seller of any property, with whom Client executes a lease or purchase agreement. Said commission shall serve as the sole source of Broker's monetary compensation for Broker's services. Broker and Client agree Client's appointing Broker as exclusive agent, and Client's forbearance from working with any other real estate brokers or agents shall serve as binding consideration for this Agreement.

2. Broker's Duties. Broker shall present to Client all opportunities and proposals, and shall act in conformity with the highest and best practices of the industry. Broker shall not be authorized to execute any agreement on Client's behalf without Client's express prior, written consent. Broker warrants that Broker's license is in good standing with the California Department of Real Estate, and that Broker maintains Errors and Omissions Insurance in keeping with industry standards. Broker acknowledges and agrees this Agreement sets forth a fiduciary relationship between the parties. Accordingly, Broker acknowledges the duty of confidentiality and due care that stems from this Agreement.

3. Client's Duties. Client agrees to act in good faith and keep Broker informed of any conditions, which could negatively impact Broker's ability to perform his responsibilities, or Client's ability to execute a binding contract. Client agrees to make a good faith effort to return phone and e-mail messages from Broker. Client agrees to make all third parties aware of this Agreement by directing all relevant inquiries to the agent, Mark Kagan and Chuck Wasker. Client agrees to make Broker aware of all properties in which Client has an interest, to include properties, which Client discovered without Broker's assistance. Client agrees to provide statements detailing the Client's financial condition as required by lenders, property owners, property managers or any other relevant, interested parties.

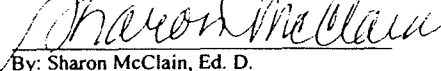
CLIENT AGREES TO EXECUTE ALL OFFERS, AND ENTER INTO ALL AGREEMENTS, SOLELY WHEREIN BROKER IS EXPRESSLY STATED AS CLIENT'S DULY RECOGNIZED BROKER.


Client's Initials

In the case of breach of this agreement, neither party shall be liable for money damages and shall solely be limited to equitable relief. In no event whatsoever, shall Broker be entitled to recover any costs, to include attorney's fees, for any such equitable claim. To the contrary, Client shall be entitled to recover such costs stemming from any equitable claim.

This Agreement will become effective February 1, 2009 and will terminate subject to written thirty (30) day notice by either party after January 31, 2010.

Client: Del Mar Unified School District

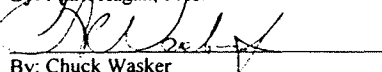

By: Sharon McClain, Ed. D.

2/3/09
Date

Broker: MarkJen Corp., d.b.a. Tenant Rep Real Estate
& Colliers International


By: Mark Kagan, Pres.

2/3/09
Date


By: Chuck Wasker

2/3/09
Date

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.5: Discussion and Board Action, Revision to the 2010 Schedule of Board Meetings

The Board has requested revisions to the Board's schedule of 2010 Board of Trustees Meetings. The revised calendar adds an additional regular meeting each month in order for the Board to complete District business in a timely manner and avoid special Board meetings when possible. Please note the October 27, 2010 meeting is revised to October 20, 2010, which falls during Parent Conference Week. A draft of the revised schedule is attached.

Additionally, the Board requested dates for a Board Norms Workshop and two days for Strategic Planning. Staff is recommending the Board meet on Wednesday, February 3, 2010 for a Board Norms Workshop and on Monday, May 17 and Tuesday, May 18 for Strategic Planning.

FISCAL IMPACT: Not applicable.

RECOMMENDED: The Superintendent recommends the Board discuss and approve the revised 2010 Schedule of Board Meetings and dates for a Board Norms Workshop and Strategic Planning.

Del Mar Union School District 2010 Board of Trustees Meetings

Del Mar Hills Academy
14085 Mango Drive
San Diego, CA
5:45 p.m.

REVISED
January 27, 2010

Date	Day	Location
January 27, 2010	4 th Wednesday	All Regular Board Meetings of the Board of Trustees are held in the Performing Arts Center at Del Mar Hills Academy 14085 Mango Drive Del Mar, CA 92014
<i>February 10, 2010</i>	<i>2nd Wednesday</i>	
February 17, 2010	3 rd Wednesday	
<i>March 10, 2010</i>	<i>2nd Wednesday</i>	
March 24, 2010	4 th Wednesday	
<i>April 14, 2010</i>	<i>2nd Wednesday</i>	
April 28, 2010	4 th Wednesday	
<i>May 12, 2010</i>	<i>2nd Wednesday</i>	
May 26, 2010	4 th Wednesday	
<i>June 9, 2010</i>	<i>2nd Wednesday</i>	
June 23, 2010	4 th Wednesday	
<i>July 14, 2010</i>	<i>2nd Wednesday</i>	
July 28, 2010	4 th Wednesday	
<i>August 11, 2010</i>	<i>2nd Wednesday</i>	
August 25, 2010	4 th Wednesday	
<i>September 8, 2010</i>	<i>2nd Wednesday</i>	
September 22, 2010	4 th Wednesday	
<i>October 6, 2010</i>	<i>1st Wednesday</i>	
October ~~27~~ 20, 2010	4 th Wednesday	
<i>November 3, 2010</i>	<i>1st Wednesday</i>	
November 17, 2010	3 rd Wednesday	
<i>December 1, 2010</i>	<i>1st Wednesday</i>	
*December 15, 2010	3 rd Wednesday	

*The official approval of this date occurs at the November 2010 Board Meeting in preparation for the Organizational Meeting in December.

Board Officers for 2010:

Board President:	Comischell Rodriguez
Board Clerk:	Steven McDowell
Board Secretary:	Sharon McClain, Superintendent

Adopted Schedule of Board of Trustees Meetings for 2010: December 9, 2009
Revised Schedule presented to the Board of Trustees: January 27, 2010

Board Representatives for 2010:

North Coastal Consortium for Special Education (NCCSE)

Representative: Annette Easton

Board Representative to the North City West School Facilities Finance Authority (NWC/JPA)

Representative: Katherine White

Board Representative to the Del Mar Schools Education Foundation (DMSEF)

Representative: Doug Perkins

Board Representative to the Legislative Action Network (LAN)

Representatives: Steven McDowell

Doug Perkins

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.6: Discussion and Board Action, Holding Open Dates for Wednesday Special Board Meetings

Considering the current budget crisis and difficult issues facing the Board, a request has come from Board members to reserve Wednesdays for Special Board Meetings.

FISCAL IMPACT: Not applicable.

RECOMMENDED: The Superintendent recommends Board members hold Wednesdays open for Special Board Meetings.

January 20, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.7: First Reading and Board Approval,
Revision, Classified Personnel Administrative Regulation
4261.2: Personal Leaves

Whenever possible, the District aligns the classified and certificated personnel policies. The definition of immediate family is currently different for the two groups as is the verbiage regarding entitled days. We are submitting a revised classified bereavement policy to align it with the certificated policy.

FISCAL IMPACT: Cost - Will be dependent upon usage.

RECOMMENDED: The Superintendent recommends approval of the revised Administrative Regulation 4261.2.

**DEL MAR UNION SCHOOL DISTRICT
CLASSIFIED PERSONNEL**

ADMINISTRATIVE REGULATION 4261.2: PERSONAL LEAVES

Whenever possible, employees shall request personal leaves in advance and prepare suitable lesson plans or instructions for a substitute employee.

Bereavement

Employees are entitled to a leave of up to three (3) days, or five (5) days if out-of-state ~~and/or in-state travel that exceeds 400 miles travel~~ is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

Members of the immediate family include the *employee's or the employee's spouse's* mother (*stepmother*), father (*stepfather*), *daughter (stepdaughter, daughter-in-law), son (stepson, son-in-law)*, grandmother, grandfather, *granddaughter, grandson or grandchild of the employee or of the employee's spouse; the employee's spouse, son, son-in-law, daughter, daughter-in-law, sister (stepsister, sister-in-law) brother (stepbrother, brother-in-law) or sister, niece, nephew, aunt, uncle;* or any relative living in the employee's immediate household. (Education Code 44985, 45194)

At the employee's request, bereavement leave may be extended under personal necessity leave provisions. (Education Code 44981, 45207)

Personal Necessity

Employees may use up to seven days of their accrued sick leave during each contract year for reasons of personal necessity. (Education Code 44981, 45207)

Acceptable reasons for the use of personal necessity leave include:

1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
3. A serious illness of a member of the employee's immediate family

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party or witness under subpoena or other order (Education Code 45207)
5. Fire, flood or other immediate danger to the home of the employee
6. Personal business of a serious nature, which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects true personal necessity.

Advance permission shall not be required of any employee in cases involving the death of a member of the employee's immediate family or an accident involving the employee's person or property or the person or property of a member of his/her immediate family.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

Legal Duties

Classified employees called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury or witness fees. (Education Code 44037)

Employees shall be granted leaves to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.

An employee may take time off work in order to: (Labor Code 230)

1. Serve on an inquest jury or trial jury
2. Comply with a subpoena or other court order to appear as a witness

Notices, summons and subpoenas for court appearances shall be submitted to the district office when requesting leave.

Leaves for Crime Victims

An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, immediate family member of a victim, registered domestic

partner of a victim, or child of a registered domestic partner of a victim of the following crimes: (Labor Code 230.2)

1. A violent felony as defined in Penal Code 667.5(c)
2. A serious felony as defined in Penal Code 1192.7(c)
3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, sick leave, compensatory time off that is otherwise available to the employee, or unpaid leave. (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The supervisor and Superintendent or designee shall keep confidential any records pertaining to the employee's absence from work. (Labor Code 230.2)

Leaves for Victims of Domestic Violence or Sexual Assault

An employee who is a victim of domestic violence or sexual assault as defined by law may take time off work to obtain or attempt to obtain any relief, including but not limited to a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the employee or his/her child. (Labor Code 230)

In addition, an employee who is a victim of domestic violence or sexual assault may take time off work to attend to the following activities: (Labor Code 230.1)

1. Seek medical attention for injuries caused by domestic violence or sexual assault
2. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault
3. Obtain psychological counseling related to an experience of domestic violence or sexual assault
4. Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation

An employee who is a victim of domestic violence or sexual assault may use vacation, personal leave or compensatory time off that is otherwise available to the employee under the applicable terms of employment. (Labor Code 230, 230.1)

Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable time, certification of the absence in the form of any of the following documents: (Labor Code 230, 230.1)

1. A police report indicating that the employee was a victim of domestic violence or sexual assault
2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court
3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault

The supervisor and Superintendent or designee shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

Personal Leave for a Child's School Activities

Any employee who is a parent/guardian or grandparent having custody of one or more children who are enrolled in grades K-12, or who attend a licensed day care facility, may use up to 40 hours of personal leave, vacation or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year, and the employee shall give reasonable advance notice of the absence. (Labor Code 230.8)

In lieu of using vacation, personal leave or compensatory time off, eligible employees giving reasonable advance notice may take up to 40 hours without pay each school year for this purpose, not to exceed eight hours in any month.

If both parents of a child are employed at the same work site, this leave shall be allowed for the first parent who applies; simultaneous absence by the second parent may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards, Committees and State or Employee Organizations

Employees shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education boards, commissions, committees or groups authorized by Education Code 44987.3 or statute, provided that all of the following conditions are met: (Education Code 44987.3)

1. The service is in the state of California.
2. The board, commission, organization or group informs the district in writing of the service.
3. The board, commission, organization or group agrees, prior to service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employees may take a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the local organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special or regular meetings of the body of the organization. (Education Code 44987, 45210)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire or law enforcement training. (Labor Code 230.4)

Legal Reference:EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances
 44963 Power to grant leaves of absence (certificated)
 44981 Leave of absence for personal necessity (certificated)
 44985 Leave of absence due to death in immediate family (certificated)
 44987 Service as officer of employee organization (certificated)
 44987.3 Leave of absence to serve on certain boards, commissions, etc.
 45190 Leaves of absence and vacations (classified)
 45194 Bereavement leave of absence (classified)
 45198 Effect of provisions authorizing leaves of absence
 45207 Personal necessity (classified)
 45210 Service as officer of employee organization (classified)

FAMILY CODE

297.5 Domestic partner rights

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

LABOR CODE

230-230.2 Leave for victims of domestic violence, sexual assault or specified felonies
 230.3 Leave for emergency personnel
 230.4 Leave for volunteer firefighters
 230.8 Leave to visit child's school
 233 Illness of child, parent, spouse, domestic partner or domestic partner's child
 234 Absence control policy

PENAL CODE

667.5 Violent felony, defined
 1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

Rankin v. Commission on Professional Competence (1988) 24 Cal.3d 167

Management Resources:WEB SITES

California Teachers Association: <http://www.cta.org>
 California Federation of Teachers: <http://www.cft.org>
 California School Employees Association: <http://www.csea.com>

January 20, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.8: Report, CSBA Annual Education Conference

Board President Comischell Rodriguez and Clerk Steven McDowell attended the California School Boards Association Conference December 3, 4 & 5 in San Diego. Mrs. Rodriguez and Mr. McDowell will report on the sessions they attended.

FISCAL IMPACT: **Cost** - Will be dependent upon usage.

RECOMMENDED: For information only. No action required.

CSBA Conference

San Diego, CA

December 3,4,5, 2009

Attendee: Comischell Rodriguez, Trustee

Del Mar Union School District

REPORT

The purpose of this report is to give a brief overview of workshops and talks attended on behalf of the District and share criteria learned and thoughts inspired as a result.

WORKSHOP: Generating Funds With Asset Management

Purpose: This presentation focused on identifying district capital assets and creative ways to maximize those assets to generate revenue. Discussions included vision, the 7-11 Committee, Facility use with the Community, lease of property, parceling of sites and legal considerations.

Summary: The presenters spoke of the School Board's options and responsibility to consider all district assets and how they can generate income within the limits of governing regulations. Assets include excess space, excess property, fields, and facilities.

Important item noted was that once a facility is determined to be surplus it becomes vulnerable to outside government and non-government agencies to petition the use. It is not necessary to declare a school surplus to use it in another capacity ie: district office, pre-school program, or rented out to outside agencies. It is prudent to consider consolidating District staff to create greater efficiency and cost savings. Could the disposition of surplus property provide enough revenue against which a Certificate of Participation could be used?

TABLE TALK: Going Green! Advantages of Sustainable Practices

Purpose: The talk was designed to speak with attorneys who specialize in Power Purchase Agreements and RFPs to help districts save money or claim government dollars by going Green.

Summary: Fagen Friedman and Fulfroast law firm presented their approach to helping schools get the best advantages for the new green initiatives available. Their most recent client was Irvine School District who has decided to go green by putting solar panels on their schools for a significant savings. The school district negotiated a Power Purchase Agreement with their energy provider to lease a portion of their rooftop to install the solar panels at no cost to the district. In the

agreement, the school district receives the lease money, a savings in energy costs, and all the incentives provided by the government for going green. Every contract is different, based on the provider. In most cases there is a negotiated scale of fixed costs for a number of years that graduates the fees. A benefit of leasing to an outside company like Chevron, or the power company, is that all liability to install and maintain the products is theirs. To date there is no way to “bank” excess power generated. This is a future expectation. They stated their belief in educating their clients and offering workshops to schools interested in learning more.

WORKSHOP: Core Values Negotiations for Board Members

Purpose: To learn how to approach negotiations with Board Values, Priorities, and Students at the forefront.

Summary: Core Values are different from the district Mission Statement because it becomes a tool to guide in negotiations. The process is facilitated and can be an extension of the Strategic Plan. All Board Members can participate without public notice since this is not subject to Brown Act (Ed Emp Rel Act: 3547) The CV list should not be a “cookie cutter” list, but specific to the Goals and Objectives of the District. It should “think” at least three years into the future so as not to get stuck in a current year specific need. This also helps in reducing emotion that can sometimes become unmanageable in the process. Using CV should direct everyone from living “pay check to pay check” and thinking ahead “collectively”. CV should be 1- Determined After a Budget Update, 2- A discussion on if the contract needs to be re-opened, and if so what items, 3- Prioritized according to Student Needs, and 4- Made with a priority of relationship goals. They should reference instruction, Student Data, Student needs, and internal benchmarks.

The presenter suggested that once the Board establishes the Core Values, it does a brief presentation of them in Public. This is a formal way of announcing to everyone what the Board expects the outcome of negotiations to be in a general sense. Items are later “sun-shined” to the negotiating team as usual with the CV as one of the Sunshine items. Reference to “CV#1, paragraph b” for example should become part of the negotiating language so that everyone can stay on task in the process.

It was recommended that board members NOT participate in the negotiations, but make it their responsibility to set these CV prior to negotiations then allow the Superintendent and the Assistant Superintendent of Human Resources to negotiate and bring items back as needed. This practice will take attention away from the Board as items can be brought back for discussion and revision before an impasse occurs in the heat of the moment.

WORKSHOP: California Demographics: Implications and Considerations

Purpose: The purpose of this presentation was to highlight the importance and the implications of demographic trends to public education and ask schools to help promote participation in the 2010 Census. Will enrollment increase or decline, and how important is the 2010 census? This was cited as a Critical Issue.

Summary: The talk highlighted our National and State demographics and gave a prediction that the “Baby Boomer Tsunami” is about to begin in 2010. He called it a Tsunami because of the depth of change about to occur with more than 35% of our population about to reach retirement age. It is estimated that at least this percentage of seniors (double what we currently have) will continue for a period of 18years+. The implications that this has on education is great because so many children are being over-looked – especially the immigrant population of young people. Our younger generation will bear a very large burden of supporting the “boomers” for a longer period of time than ever in our history and education of them is very important.

The census will be instrumental in providing an accurate count of our young people. It is estimated that we are underfunded in our schools on a state and national level due to unreported children living in school boundary areas.

SPECIAL PRESENTATION: Daniel Pink, A Whole New Mind

Purpose: To introduce the future of business in the United States and the theory that our children’s education must evolve with the times.

Summary: Daniel is an international speaker who studies the evolution of economics and business trends. He advises companies on recruiting, innovation, and work practices. He spoke to how education must step up and include the WHOLE brain – right and left – in order to prepare our children for a competitive and successful future in business.

He introduced his theory of educating with STEM: Science, Technology, Engineering and Math skills that are not taught with the traditional approach, but includes the arts in their instruction. He wrote a book A Whole New Mind that further explains his concepts.

To make his point he gave the analogy of how things used to be and showed how technology and outsourcing is forcing a change in how things are and will be in the future. He said that our students who were the best organized, got the best grades, and knew all their facts were the successful ones in the past. Having these skills enabled them to develop a ROUTINE of success. This ROUTINE actually made us vulnerable to computer technology (can program them to do the same job as a person, only faster) and outsourcing to developing countries (if given a sequence of

steps any moderately educated and paid person can perform the task.) He gave the example of Turbo Tax taking away the need for accountants and Asia and India learning English at an alarming rate to take the jobs of our middle America folks. They out number us with only 15 percent of their population!

Thus the need to educate our children to think creatively to have value that cannot be put into a ROUTINE. They must think outside the box to problem solve in the STEM areas by including right brain activities that will add creativity to their approach. Art and Music must be incorporated into these practices to create an educated child best prepared for his/her future.

WORKSHOP: Ten Innovative Ideas to Generate Revenue

Purpose: Ventura Unified School District presented ways that they are generating revenue in hopes to inspire others to consider the same.

Summary: There are a variety of ways to accomplish goals of communication and intervention and make money legally at the same time. Saturday School, Other Agency Services (rent), Food Sales, Energy Efficiency, A Newsletter, Homestead Schools, and other programs were suggested as ways to generate revenue. These are being implemented by Ventura schools successfully.

WORKSHOP: Revenue Generating Strategies to Avoid

Purpose: To shine light on revenue generating ideas contrary to Ed Code.

Summary: This presentation was very informative. It was organized and showed eligible and ineligible ideas for generating revenue. They provided a very thorough list that I would be happy to share.

Highlights of Ineligible "good ideas" were: 1- Transportation charges to off-campus events, 2- Lab Fees, 3- Required Day Planners, 4- Participation in events, 5- Fee-Based District Operated Summer Learning Programs

Highlights of Eligible "good ideas" were: 1- Transportation home to school, unless special ed or handicapped, 2- Parking, 3- Food, 4- Student Body Cards (with conditions), 5- Field trips (with conditions), 5- Optional Non-participatory Attendance Events (ie. Theatrical Productions, Sporting Events), 6- Pre-school and Child care programs.

School of Choice transfers were highlighted as a possible way to get more ADA (revenue limit districts), but it was suggested that a study of the impact should be carefully reviewed. Partnerships with private educational entities should be entered

into with caution, but with a Use Agreement it is allowable. It is important that the district maintains control over teaching function and supervision. (ie. An athletic program can happen as long as there is a district teacher over-seeing.)

Advertising was listed as a possibility of revenue, but norms should be established to declare a “nonpublic forum” so that advertisements may be restricted and not fall under the First Amendment. It should be clearly stated that the purpose in establishing such a forum is solely to raise revenue for the benefit of the district and not to create a forum for the general public or even members of the District community. It is NOT in the best interest of the district to make a statement to “reserve rights” because this could open up a First Amendment exposure. An example of Advertisement sales were selling signs to be hung around a ball field.

SPECIAL PRESENTATION: State of the State

Purpose: To wrap up the conference by highlighting the state of our State.

Summary: The presentations were extremely informative and timely. The speakers highlighted the financial crisis that we are in as a state, but said that the light at the end of the tunnel should be here around 2014 when our COLA will be restored. They said that it is very unlikely that the governor will make mid-year cuts since he has already under-funded Prop 98 by 1 Billion.

They suggested that the best way to deal with the cuts was to look for ways of Fiscal and Academic Solvency. They suggested making an inventory of district assets to assess the best way to protect them. They also suggested that we maximize revenue by taking advantage of opportunities that have become available through recent legislation. (ie. Parcel tax, facilities funds, the lease of empty space.) They said not to wait, because windows of opportunity will close.

They said to pay careful attention to Obama’s enforcement of the Maintenance of Effort – that he not wave it if asked by the governor. Our federal dollars are tied to our state investment in education. We are currently being funded at '05-'06 levels and if he waves the Maintenance of Effort dollars we will sink lower.

January 20, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.9: Update, 7th Annual DMUSD Blood Drive
– January 20, 2010

Working with the San Diego Blood Bank, the District sponsored its 7th Annual Blood Drive at Del Mar Hills Academy on January 20, 2010. Robert Nauman of the San Diego Blood Bank expressed his appreciation in the following message.

“It is great drives like yours that keep San Diego Blood recipients alive and able to enjoy there lives.”

A total of 38 people came out to give the gift of life and 32 pints of blood were collected, saving 96 lives in just one day! The number of donors was a little lighter than we had hoped. Mr. Nauman reported *“the rain really hurt our drive results this week.”* We are looking forward to receiving more donations at the 8th Annual Blood Drive.

The District would like to express its appreciation to Del Mar Hills Academy’s Administrative Assistant, Linda Mettling, who worked collaboratively with the San Diego Blood Bank to make the Blood Drive a success. The District thanks Del Mar Hills Academy for hosting this event, and the school community for its support of this ongoing event to assist those in need.

A tentative date will soon be scheduled for the 8th Annual DMUSD Blood Drive.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required

January 21, 2010

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.10: School-Located Vaccination (SLV) Clinic Update

For several months, the H1N1 vaccine was not widely accessible in San Diego County. In response to this lack of availability of the vaccines, the County's Public Health Department offered an option of school-located vaccination (SLV) clinics. At the December 9, 2009 Board meeting, District staff indicated that a review of the feasibility of DMUSD offering SLV clinic(s) would be conducted and information would be presented at the January 27, 2010 Board meeting. Staff recommends that SLV clinics not be offered at this time based on the following information:

- The H1N1 vaccine is currently widely accessible in San Diego County.
- Weekly reporting to the Public Health Department from each school site has shown a decrease in the number of cluster outbreaks. (A cluster is defined as 5 or more students in a class with influenza-like-illness over a seven-day period.) A cluster outbreak in the DMUSD has not been reported to Public Health since November 9, 2009.
- Coordination of the SLV Clinic(s) requires extensive school district responsibility, as outlined on the County's Memorandum of Agreement (see Attachment 1). Key responsibilities include, but are not limited to, 1) distribution of vaccine information, consent forms, letters to parents/guardians, and other materials; 2) communicating with parents to encourage return of consent forms; 3) assisting the County in the promotion of the clinics; 4) providing custodial service before and after the vaccination clinic, and security; 5) review of consent forms for completeness and legibility prior to the scheduled vaccination clinic and contact parents with any questions in order to complete the consent form
- The District may incur costs for paying staff to assist with traffic and crowd control, checking paperwork for completeness and accuracy, assisting parents in completing paperwork, and other responsibilities to ensure

facilitation of the process, if sufficient volunteers were unavailable. In addition, custodial staff would need compensation to open and close the clinic site(s), including set-up, clean up and security.

- Other districts in the North County (e.g. Solana Beach, Cardiff, Encinitas, Carlsbad and San Dieguito) have decided not to offer the SLV clinics

FISCAL IMPACT: **Cost** – \$3,000 - \$4,000 for clerical and custodial support
 Program or Department: Pupil Services
 Is this a Restricted Program? Unrestricted
 Was this expenditure anticipated in the adopted budget? No
 Will this Program or Department be over budget after this expenditure? Yes

RECOMMENDED: The Superintendent does not recommend approval of SLV Clinic(s).

MEMORANDUM OF AGREEMENT

Parties

This Memorandum of Agreement ("MOA") is made by and among County of San Diego and INSERT DISTRCT ("District"). The parties to this MOA may be referred to herein collectively as the "parties" or individually as a "party."

Recitals

The County ("County") provides public health and prevention services to its clients, and seeks to expand access to 2009 H1N1 influenza vaccine in order to quickly vaccinate large numbers of children in a short period of time.

District provides education services to its clients, and seeks to work in partnership with the County of San Diego to protect the health of its students, faculty and staff members.

The parties receive funds for the provision of certain health and prevention services to their respective clients. There will be no cost to clients for the provision of services outlined in this agreement.

The parties desire to plan and conduct School-Located Vaccination (SLV) H1N1 influenza vaccination clinics that target school-aged children enrolled in school and potentially other groups in the community.

The Public Readiness and Emergency Preparedness (PREP) Act authorizes the Secretary of the Department of Health and Human Services ("Secretary") to issue a declaration that provides immunity from tort liability, except for willful misconduct, for claims of loss related to the administration or use of countermeasures to diseases, threats and conditions determined by the Secretary to constitute a present, or credible risk of a future public health emergency. This immunity extends to entities and individuals involved in the development, manufacture, testing, distribution, administration, and use of such countermeasures. On June 15, 2009, the Secretary of Health and Human Services issued a declaration extending the PREP Act liability protections to 2009 H1N1 influenza vaccine. The PREP Act provides immunity to "covered persons" including a "program planner." A program planner means a State or local government, or a person employed by the State or local government, or other person such as a private sector employer or community group who supervises or administers a program with respect to the administration, dispensing, distribution, provision, or use of a countermeasure, including a person who provides a facility to administer or use a covered countermeasure in accordance with the Secretary's declaration. Both parties to this agreement are acting under the authority of the PREP Act.

THEREFORE, in consideration of the foregoing recitals and the mutual covenants and promises set forth below, and for other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. **Administration of MOA:** Each party identifies the following individual to serve as the authorized administrative representative for that party. Any party may change its administrative representative by notifying the other party in writing of such change. Any

such change will become effective upon the receipt of such notice by the other party to this MOA. Notice of the authorized representative should be sent to each party as follows:

<u>County of San Diego</u>	<u>INSERT DISTRICT</u>
Mark Lindstrom, Administrative Analyst III Public Health Services (619) 692-6613 mark.lindstrom@sdcounty.ca.gov	

2. Parties' Responsibilities

2.1. County of San Diego

- 2.1.1. County shall provide technical assistance to District in the coordination of school-located vaccination (SLV), including development of consent form, medical screening, storage and handling, provision of sample letters to parents/guardians, vaccine information, and other components of influenza vaccine administration.
- 2.1.2. County shall identify vaccinators and coordinate with District to schedule vaccinators for vaccine clinics. Vaccinators may include volunteers who are licensed in California and for whom administration of injections is within the scope of the license. Vaccinators may also include commercial vaccinators procured and paid by County. Vaccinators will provide storage and handling of vaccine; copies of Vaccine Information Statement (VIS) for persons vaccinated; ensuring that vaccination medical screening eligibility has been met and evaluating persons for illness when they present to the clinic for vaccination; provide all vaccine supplies (needles, syringes, alcohol swabs, gloves, sharps container); and basic emergency kit. Vaccinator will provide a phone number for parents/guardians to call if there are questions or for reporting adverse events within 24 hours. Vaccinators will be responsible to remove all vaccine administration supplies or biologicals from the school premises when the clinic is finished. Vaccinator will be responsible for collection and entry of data into San Diego Regional Immunization Registry (SDIR).
- 2.1.3. County shall work with District to schedule clinics to the extent that H1N1 vaccine supply is available.
- 2.1.4. County shall coordinate with District and vaccinators to assure that Federal and State reporting requirements for tracking doses administered are followed to maintain appropriate accountability of the vaccine. Data will be entered in San Diego Regional Immunization Registry (SDIR).
- 2.1.5. County shall provide information to District about influenza vaccine for distribution to students, families and staff as requested.

2.2. INSERT DISTRICT

- 2.2.1. District shall identify school(s) where vaccination will be provided and assist in determining schedule for holding the SLV clinic(s).
- 2.2.2. District shall distribute vaccine information, consent forms, letters to parents/guardians, and other materials.
- 2.2.3. District shall communicate with parents/guardians to encourage return of consent forms.
- 2.2.4. District shall assist County in promotion of the clinics.
- 2.2.5. District shall make appropriate room available that is accessible to restroom with sink.
- 2.2.6. District shall provide tables and chairs, custodial service before and after the vaccination clinic, and security.
- 2.2.7. District shall assist with clinic flow and escorting students to and from the vaccination site.
- 2.2.8. District shall verify the identity of each child to be vaccinated to ensure that parental consent is given.
- 2.2.9. District shall collect completed forms from parents/guardians and arrange for assistance to families in completing the consent form.
- 2.2.10. District shall provide review of consent forms for completeness and legibility prior to the scheduled vaccination clinic and contact parents with any questions in order to complete the consent form.
- 2.2.11. District will translate consent form into primary languages spoken by families in the district.
- 2.2.12. District will answer questions from parents about the H1N1 vaccination clinics and/or refer questions to County if needed.

3. Indemnity and Insurance

- 3.1. **Indemnity:** County shall not be liable for, and District shall defend and indemnify County and the employees and agents of County (collectively "County Parties"), against any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), related to this MOA and arising either directly or indirectly from any act, error, omission or negligence of District or its contractors, licensees, agents, servants or employees, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive, of County Parties. District shall have no obligation, however, to defend or indemnify County Parties from a Claim that was caused by the active, gross or sole negligence or willful misconduct of County Parties.

District shall not be liable for, and County shall defend and indemnify District and the employees and agents of District (collectively "District Parties"), against any and all

claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), related to this MOA and arising either directly or indirectly from any act, error, omission or negligence of County or its contractors, licensees, agents, servants or employees, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive, of District Parties. County shall have no obligation, however, to defend or indemnify District Parties from a Claim that was caused by the active, gross or sole negligence or willful misconduct of District Parties.

3.2. **Insurance:** Prior to execution of this MOA, District must obtain at its own cost and expense, and keep in force and effect during the term of this MOA, including all extensions, the insurance specified in Exhibit "A," attached hereto.

3.3. **County Insurance:** County utilizes a program of self-funding with respect to any liability it may incur for personal injury or property damage. County is self-funded for workers compensation. Upon request, County can provide Statement of coverage providing evidence of its self-funded liability program.

4. **Conformance With Rules And Regulations:** District and County shall be in conformity with all applicable federal, State, County, and local laws, rules, and regulations, current and hereinafter enacted, including facility and professional licensing and/or certification laws and keep in effect any and all licenses, permits, notices and certificates as are required. District shall further comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.

5. **Permits and Licenses:** District certifies that it possesses and shall continue to maintain or shall cause to be obtained and maintained, at no cost to the County, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations, or other laws, that may be applicable to performance of services hereunder. The County reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.

County certifies that it possesses and shall continue to maintain or shall cause to be obtained and maintained, at no cost to the District, all approvals, permissions, permits, licenses, and other forms of documentation required for it and its employees to comply with all existing foreign or domestic statutes, ordinances, and regulations, or other laws, that may be applicable to performance of services hereunder. The District reserves the right to reasonably request and review all such applications, permits, and licenses prior to the commencement of any services hereunder.

6. **Confidentiality:** County and District agree to maintain confidentiality and take industry appropriate and legally required measures to protect confidentiality of any information regarding applicants, project participants or their immediate families which may be obtained through application forms, interviews, tests, reports, from public agencies or counselors or any other source. Without the written permission of the applicant or participant, such information shall be divulged only as necessary for purposes related to the audit and evaluation of the Agreement and then only to persons having responsibilities under the Agreement, including those furnishing services to Project under subcontract. County and District agree that all information and records obtained in the course of providing services to project clients shall be subject to confidentiality and disclosure provisions of applicable

Federal and State statutes and regulations adopted pursuant thereto. However, at County's request, District shall permit County access to all records and information regarding the project and confidentiality shall not be a bar to County's access to all records and information. District shall take industry appropriate and legally required measures to safeguard information regarding applicants, project participants or their immediate families including, but not limited to, the transfer of this information electronically or in hard copy format, verbal transfer of information, and staff training and monitoring regarding safeguards. District shall evaluate its internal processes and practices for areas of potential vulnerability and take actions to put controls in place. Examples for management of confidential information can be found at www.cosdcompliance.org.

7. **Governing Law:** This MOA shall be governed, interpreted, construed and enforced in accordance with the laws of the State of California and any applicable federal laws, including, but not limited to the PREP Act.
8. **Third Party Beneficiaries Excluded:** This MOA is intended solely for the benefit of the County and District. Any benefit to any third party is incidental and does not confer on any third party to this MOA any rights whatsoever regarding the performance of this MOA. Any attempt to enforce provisions of this MOA by third parties is specifically prohibited.
9. **Amendments to MOA:** Any party may propose amendments to this MOA by providing written notice of such amendments to the other party. This MOA may only be amended by a written amendment signed by each party's administrative.
10. **Severability:** If any terms or provisions of this MOA or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this MOA, or the application of such term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this MOA shall be valid and enforced to the maximum extent permitted by law.
11. **Full Agreement:** This MOA represents the full and entire agreement between the parties and supercedes any prior written or oral agreements that may have existed.
12. **Scope of MOA:** This MOA only applies to the program described herein and does not set forth any additional current or future obligations or agreements between the parties, except that the parties may by written amendment amend the scope of this MOA.
13. **Term:** This MOA shall become effective on the date all of the parties have signed this MOA and be in force until June 30, 2010.
14. **Termination For Convenience.** The County may, by written notice stating the extent and effective date, terminate this MOA for convenience in whole or in part, at any time.
15. **Counterparts:** This MOA may be executed in any number of separate counterparts, each of which shall be deemed an original but all of which when taken together shall constitute one and the same instrument.

Dated: _____ County of San Diego,
Health & Human Services Agency

By: _____

Dated: _____ INSERT DISTRICT

By: _____

January 20, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.11: Discussion, Resolution and Certificate for Retiring Employee

A Board member has requested a discussion about presenting retiring employees with a Resolution and Certificate for their years of service.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required.

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

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

Wednesday, January 27, 2010

Financial Task Force meeting, 1:00-4:00 p.m., Del Mar Hills Academy PAC

Wednesday, January 27, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

Monday & Tuesday, February 1 & 2, 2010

Local release days. No school.

Friday, February 12 and Monday, February 15, 2010

Presidents' Days holidays. No school.

Wednesday, February 17, 2010

Board visit to Technology; Time: TBD

Wednesday, February 17, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

Wednesday, March 24, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

Friday, March 26, 2010

Legislative Action Network (LAN) Meeting, 10:30 a.m., Solana Beach SD

Monday-Friday, April 5-9, 2010

Spring Break. No school.

Wednesday, April 21, 2010

Board visit to Student Leadership Meeting; Time & Location: TBD

Wednesday, April 28, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

Wednesday, April 28, 2010

“Honoring Our Own”, Sheraton Harbor Island, 7:00-8:00 p.m.

Tuesday, May 18, 2010

Student Standout Celebration, 4:00-5:00 p.m., Poinsettia Elementary

Friday, May 21, 2010

Legislative Action Network (LAN) Meeting, 10:30 a.m., Solana Beach SD

Wednesday, May 26, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

Monday, May 31, 2010

Memorial Day Holiday. No school.

Thursday, June 17, 2010

6th grade Promotions and last day of school. Dismissal: 12:30 p.m.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

January 22, 2010

To: Board Members

From: Randy Wheaton, Director of Maintenance & Operations

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 9.1: Facilities Report for December & January

Per Department of School Architecture (DSA), a geological report on Ocean Air Childcare Facility must be submitted to California Geological Survey for review and approval. Westberg+White Architects are assisting in this process. GeoCon Incorporated will provide an updated geotechnical report on Ocean Air Childcare Facility to DSA. The required DSA plan check fees and California Geological Survey fees for the Ocean Air Childcare Facility have been submitted to the appropriate agencies. The Office of Public School Construction has issued a facility tracking number for the Ocean Air Child Care facility. Maintenance and Operations completed the required facilities data input to OPSC to obtain this number. This information is used by DSA, DOE and OPSC for tracking school facilities projects. Westberg+White Architects submitted Ocean Air Childcare construction plans to DSA for review. This process will take several months.

The Ocean Air park access engineering contract was submitted in December for approval on the CFD agenda. Maintenance and Operations will be receiving a set progress drawings this month for review.

The District has completed the School Site Property Information booklet. The booklet contains source documents for each of the district's eight sites.

The District has contacted the City of Del Mar to explore our maintenance staff sharing their facilities. The current maintenance facilities of the City are not large enough to absorb our staff and equipment. The District has also met with San Dieguito Union High School District to explore sharing their maintenance facilities. The existing maintenance facilities for the high school district are not large enough accommodate our staff and equipment. In addition the high school's maintenance facilities are located on Vulcan Ave in Encinitas which would be a logistical hardship for maintenance staff traveling between the maintenance location and our district sites. The District will continue to explore other opportunities to share facilities.

The district has developed a timeline to move the district office staff to a new location. The timeline remains the same regardless of if the District Office, Infant Care, and Maintenance Department move to one or multiple locations. The process would need to begin in July 2010 to have it completed in December 2010. Through that process there would be reports to the Board, purchasing of moving material and supplies, packing of offices and equipment, AT&T preconstruction walk, assessment of new furniture and fixture needs, and the possibility of additional electrical or technology requirements. The District maintenance staff has moved school site staff and equipment with each of the five new school site openings and two modernizations. The District has and will utilize a project management software package to plan and track the move.

FISCAL IMPACT: **Cost** – \$0, all contracts will be brought to the Board under separate agenda item for approval
 Program or Department – Business Services/
 Maintenance and Operations
 Is this a Restricted Program? Yes
 Was this expenditure anticipated in the adopted budget? Please see individual agenda items.
 Will this Program or Department be over budget after this expenditure? Please see individual agenda items

RECOMMENDED: For information only. No action required.

January 13, 2010

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
\$25.00	District Wide	Mission Federal Credit Union Mission 4 R Schools Campaign
\$720.00 For Science Room/Zoo Crew	CDM	PTA
\$11,000.00 for Outside the Lens Photography Program	Del Mar Heights	Vanguard Charitable Endowment Program
\$50.00 for instructional supplies	Sage Canyon	Sun Microsystems, Inc.

FISCAL IMPACT: **Cost** – The above donations generate revenue in the amount of \$11,745.00.
Program or Department – Other Local Revenue.
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

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

January 13, 2010

To: Board Members

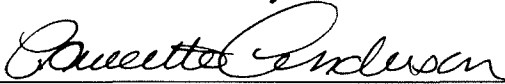
From: Dena Whittington, Assistant Superintendent, Business Services

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 \$190,161.64. It is also recommended that the Board of Trustees ratifies the commercial warrants listed in the amount of \$415,005.26 and ratifies the revolving cash disbursements listed in the amount of \$3,447.60.

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


Signed

1/15/2010
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.

			DEL MAR UNION				
			FROM 12/01/09	THRU 12/31/09			
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
211372	12/01/09	03	SDCOE	012	TRAVEL AND CONFERENCES	\$125.00	
211373	12/01/09	03	MARIN COUNTY OFFICE OF ED	012	TRAVEL AND CONFERENCES	\$450.00	
211374	12/01/09	03	SCHOOL SERVICES OF CALIF., INC	001	TRAVEL AND CONFERENCES	\$175.00	
211375	12/01/09	03	SANSOM WILLIS LAFOE LLP	001	LEGAL FEES	\$2,859.79	
211376	12/01/09	03	BOWIE ARNESON WILES & GIANNONE	001	LEGAL FEES	\$3,762.00	
211377	12/01/09	03	STUTZ, ARTIANO, SHINOFF &	001	LEGAL FEES	\$8,639.08	
211378	12/01/09	13	AMAZON.COM CREDIT	001	MATERIALS AND SUPPLIES	\$100.05	
211379	12/02/09	03	A TONER WAREHOUSE	007	INST MAT/SUP GEN PURPOSE	\$619.88	
211380	12/02/09	03	FAGEN FRIEDMAN & FULFROST, LLP	001	LEGAL FEES	\$54.00	
211381	12/02/09	03	SMILEMAKERS	004	INST MAT/SUP GEN PURPOSE	\$109.82	
211382	12/02/09	06	AZTEC APPLIANCE	001	NON-CAPITALIZED EQUIPMENT	\$1,184.35	
211383	12/02/09	06	LANDMARK MECHANICAL	001	REPAIRS BLDGS/GRNDS	\$2,679.30	
211384	12/02/09	03	CAMEO PAPER & JANITOR SUPPLY	001	CUSTODIAL SUPPLIES	\$9,000.00	
211385	12/02/09	03	JR COMMERCIAL CLEANING EQUIP.	001	REPAIRS TO MACHINES	\$736.66	
211386	12/04/09	03	CSBA	005	TRAVEL AND CONFERENCES	\$350.00	
211387	12/04/09	03	OFFICE DEPOT, B.S.D.	013	NON CAPITALIZED COMP EQUIP	\$402.36	
211388	12/04/09	06	SYLVIA MENDE	001	OTHER CONTRACTS	\$25,000.00	
211389	12/04/09	03	A PLUS EDUCATORS, LLC	001	OTHER CONTRACTS	\$6,400.00	
211390	12/04/09	03	CHRISTINA BURRESS	001	OTHER CONTRACTS	\$1,775.00	
211391	12/04/09	03	PACIFIC ANIMAL PRODUCTIONS	001	ZOO CREW	\$315.00	
211392	12/04/09	06	COYNE & ASSOCIATES EDUCATION	001	OTHER CONTRACTS	\$25,000.00	
211393	12/07/09	06	EVAN-MOOR EDUC PUBLISHERS	012	MATERIALS AND SUPPLIES	\$24.74	
211394	12/07/09	03	COMPANION CORPORATION	012	OTHER SUPPLIES	\$100.00	
211395	12/07/09	06	BARNES & NOBLE, INC	012	MATERIALS AND SUPPLIES	\$35.24	
211396	12/07/09	03	UNITED PARCEL SERVICE	012	TEXTBOOKS	\$200.00	
211397	12/07/09	03	BOUND TO STAY BOUND BOOKS INC	006	BOOKS OTHER THAN TEXTBOOKS	\$1,136.17	
211398	12/07/09	03	CAITLIN WILLIAMS	006	\$100 TEACHER STIPEND	\$39.00	
211399	12/07/09	03	LIBERTY PAPER	013	OFFICE SUPPLIES	\$306.68	
211400	12/07/09	03	COACH USA	008	TRANS SPEC TRIPS	\$2,447.40	
211401	12/07/09	03	MARCY COOK MATH	008	INST MAT/SUP GEN PURPOSE	\$36.23	
211402	12/07/09	03	SAX ARTS & CRAFTS	008	INST MAT/SUP GEN PURPOSE	\$69.51	
211403	12/07/09	03	BEARCOM, INC.	008	INST MAT/SUP GEN PURPOSE	\$657.70	
211404	12/07/09	06	J & S ASPHALT PAVING, INC.	001	REPAIRS BLDG/GRND-TH	\$455.00	
211405	12/07/09	03	EDUCATORS PUBLISHING SERVICE	008	INST MAT/SUP GEN PURPOSE	\$1,291.72	
211406	12/07/09	03	BELLWORK EDUCATIONAL MATERIALS	005	INST MAT/SUP GEN PURPOSE	\$769.50	
211407	12/07/09	03	GAIL MORAN	003	INST MAT/SUP GEN PURPOSE	\$19.69	
211408	12/07/09	03	HARCOURT ACHIEVE	008	INST MAT/SUP GEN PURPOSE	\$118.63	
211409	12/07/09	03	GREAT SOURCE ED GROUP	008	INST MAT/SUP GEN PURPOSE	\$135.14	
211410	12/07/09	03	SDCOE	005	INST MAT/SUP GEN PURPOSE	\$400.00	
211411	12/07/09	03	ACADEMIC SUPPLIER	010	INST MAT/SUP GEN PURPOSE	\$875.50	
211412	12/07/09	03	PAMELA A. BARGER	005	TRAVEL AND CONFERENCES	\$343.00	
211413	12/07/09	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$147.41	
211414	12/07/09	03	SHELLEY PETERSEN	006	PTA DONATIONS	\$75.57	
211415	12/07/09	03	FREE SPIRIT PUBLISHING	005	MISC. SUPPLIES	\$124.51	
211416	12/07/09	03	GABBY CARCAMO	009	\$100 TEACHER STIPEND	\$81.00	
211417	12/07/09	03	NATIONWIDE LEARNING, INC.	005	BOOKS OTHER THAN TEXTBOOKS	\$447.50	
211418	12/07/09	03	HERE COMES MONEY, INC.	005	FUNDRAISER	\$326.25	
211419	12/07/09	03	FANON COURIER	005	EQUIP REPAIR	\$36.00	
211420	12/07/09	03	UNITED PARCEL SERVICE	005	EQUIP REPAIR	\$7.37	
211421	12/07/09	03	ALICIA SAUNDERS	009	\$100 TEACHER STIPEND	\$81.00	
211422	12/07/09	06	DATTEL SYSTEMS, INC.	011	NON-CAPITALIZED EQUIPMENT	\$909.63	
211423	12/07/09	03	DAVID JONES	005	MILEAGE REIMBURSEMENT	\$385.34	

DEL MAR UNION		FROM 12/01/09 THRU 12/31/09					
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
211424	12/07/09	03	FANON COURIER	008	EQUIP REPAIR	\$184.00	
211425	12/07/09	03	UNITED PARCEL SERVICE	008	EQUIP REPAIR	\$12.18	
211426	12/07/09	03	IMAGE MARKET	006	FUNDRAISER	\$207.93	
211427	12/07/09	03	ANNE LEEK	005	\$100 TEACHER STIPEND	\$81.00	
211428	12/07/09	03	GOPHER SPORT	003	INST MAT/SUP GEN PURPOSE	\$58.40	
211429	12/07/09	03	EILEEN GRADDY	003	INST MAT/SUP GEN PURPOSE	\$166.78	
211430	12/07/09	03	BRAINPOP LLC	006	PTA DONATIONS	\$255.00	
211431	12/07/09	03	CDW-G	001	COMPUTER SUPPLIES	\$259.58	
211432	12/07/09	03	APPLE COMPUTER, INC.	001	COMPUTER SUPPLIES	\$1,625.81	
211433	12/07/09	03	CDW-G	001	OTHER EXPENSES	\$2,563.90	
211434	12/08/09	03	PACIFIC NW PUBLISHING	008	INST MAT/SUP GEN PURPOSE	\$70.25	
211435	12/08/09	03	AMTRAK GROUP SALES	006	FIELD TRIP	\$823.00	
211436	12/09/09	13	AMAZON.COM CREDIT	001	MATERIALS AND SUPPLIES	\$215.67	
211437	12/10/09	03	BLACKBOARD CONNECT INC.	001	OTHER CONTRACTS	\$12,240.00	
211438	12/10/09	06	AMERICAN PARK SPECIALTIES	001	REPAIRS BLDG/GRND-CDM	\$1,100.00	
211439	12/10/09	03	DIAMOND ENVIRONMENTAL SERVICES	001	OTHER CONTRACTS	\$2,381.12	
211440	12/10/09	03	SARAH GRAHAM	009	\$100 TEACHER STIPEND	\$78.40	
211441	12/10/09	06	FOLLETT EDUCATIONAL SERVICES	007	TEXTBOOKS	\$14.85	
211442	12/10/09	06	BARNES & NOBLE.COM	007	TEXTBOOKS	\$5.16	
211443	12/10/09	03	GLEN PRODUCTS	008	EQUIP REPAIR	\$189.23	
211444	12/10/09	03	UMA (LAKSHMY) KRISHNAN	007	\$100 TEACHER STIPEND	\$81.00	
211445	12/10/09	03	UMA (LAKSHMY) KRISHNAN	007	INSTR SUPPLIES-SCIENCE	\$75.48	
211446	12/10/09	03	MAREN AHLQUIST PASTER	007	FIELD TRIP	\$56.00	
211447	12/10/09	03	CALIF FUTURE PROBLEM SOLVING	010	INST MAT/SUP GEN PURPOSE	\$1,415.00	
211448	12/10/09	06	FERGUSON ENTERPRISES, INC.	001	MAINT SUPPLIES	\$328.69	
211449	12/10/09	03	APPLE COMPUTER, INC.	006	COMPUTER SUPPLIES	\$159.86	
211450	12/10/09	03	COSTCO BUSINESS DELIVERY	006	INST MAT/SUP GEN PURPOSE	\$170.06	
211451	12/10/09	03	CLONE PRINTING	005	MISC. SUPPLIES	\$119.63	
211452	12/10/09	03	XEROX PAPER ORDERS	005	INST MAT/SUP GEN PURPOSE	\$126.36	
211453	12/10/09	03	CAROL NEWBERRY	010	\$100 TEACHER STIPEND	\$81.00	
211454	12/10/09	03	STAPLES	013	MISC. SUPPLIES	\$160.93	
211455	12/10/09	03	LIBRARY VIDEO COMPANY	010	INST SUPP-LIBRARY A.V.	\$1,142.78	
211456	12/10/09	03	SOUTHWEST SCHOOL SUPPLY	010	INST MAT/SUP GEN PURPOSE	\$63.06	
211457	12/10/09	03	LAUREN MARKARIAN	006	\$100 TEACHER STIPEND	\$79.95	
211458	12/11/09	06	AREY JONES EDUCATIONAL	001	NON-CAPITALIZED EQUIPMENT	\$11,317.98	
211459	12/11/09	03	MARIEBELLE OLIVA	006	\$100 TEACHER STIPEND	\$81.00	
211460	12/11/09	03	SOUTHWEST SCHOOL SUPPLY	010	DISASTER PREP SUPPLIES	\$194.28	
211461	12/11/09	06	FUN & FUNCTION	011	INST MAT/SUP GEN PURPOSE	\$86.67	
211462	12/11/09	03	OFFICE DEPOT, B.S.D.	011	MISC. SUPPLIES	\$53.43	
211463	12/11/09	06	SCHOOL SPECIALTY	011	INST MAT/SUP GEN PURPOSE	\$166.10	
211464	12/11/09	06	BRIANA DAMBACHER	011	MILEAGE REIMBURSEMENT	\$37.67	
211465	12/11/09	06	OFFICE DEPOT, B.S.D.	011	NON-CAPITALIZED EQUIPMENT	\$75.87	
211466	12/11/09	03	DONNA KURIYAMA	011	OFFICE SUPPLIES	\$99.59	
211467	12/11/09	06	OFFICE DEPOT, B.S.D.	011	INST MAT/SUP GEN PURPOSE	\$85.48	
211468	12/11/09	06	OFFICE DEPOT, B.S.D.	011	INST MAT/SUP GEN PURPOSE	\$71.21	
211469	12/11/09	06	MARIUM GORGAS	011	INST MAT/SUP GEN PURPOSE	\$127.23	
211470	12/11/09	03	EVE VANCE	011	OFFICE SUPPLIES	\$22.00	
211471	12/11/09	06	MARIUM GORGAS	011	INST MAT/SUP GEN PURPOSE	\$127.23	
211472	12/11/09	06	LINGUI SYSTEMS INC.	011	INST MAT/SUP GEN PURPOSE	\$390.69	
211473	12/11/09	06	LAKESHORE LEARNING MATERIALS	011	NON-CAPITALIZED EQUIPMENT	\$261.01	
211474	12/11/09	03	COACH USA	006	FIELD TRIP	\$1,427.12	
211475	12/15/09	03	DICK BLICK ART MATERIALS	008	INST MAT/SUP GEN PURPOSE	\$64.16	

DEL MAR UNION		FROM 12/01/09 THRU 12/31/09					
PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT	
211476	12/15/09	03	HERITAGE TOURS	010	FIELD TRIP	\$885.00	
211477	12/15/09	03	COACH USA	010	FIELD TRIP	\$1,333.92	
211478	12/15/09	03	KATIE SHANAHAN	012	MILEAGE REIMBURSEMENT	\$400.90	
211479	12/15/09	06	GLENCOE MCGRAW/HILL	012	TEXTBOOKS	\$507.26	
211480	12/15/09	03	SHIRLEY BALES	012	MILEAGE REIMBURSEMENT	\$145.09	
211481	12/15/09	03	COACH USA	007	FIELD TRIP	\$463.01	
211482	12/15/09	03	COACH USA	007	FIELD TRIP	\$897.76	
211483	12/15/09	03	CITY OF VISTA	007	FIELD TRIP	\$304.00	
211484	12/15/09	03	CITY OF VISTA	007	FIELD TRIP	\$448.00	
211485	12/15/09	03	ANDERSON'S IT'S ELEMENTARY	005	ZOO CREW	\$22.94	
211486	12/15/09	03	JONES SCHOOL SUPPLY CO., INC.	005	ZOO CREW	\$61.02	
211487	12/15/09	03	GARY WILSON	010	MILEAGE REIMBURSEMENT	\$131.34	
211488	12/15/09	03	UMA (LAKSHMY) KRISHNAN	007	INST MAT/SUP GEN PURPOSE	\$662.49	
211489	12/15/09	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$159.60	
211490	12/15/09	06	ACP DIRECT	007	INST MAT/SUP GEN PURPOSE	\$20.29	
211491	12/15/09	03	APPLE COMPUTER, INC.	007	INST MAT/SUP GEN PURPOSE	\$53.29	
211492	12/15/09	03	HOME DEPOT CREDIT SERVICES	007	INST MAT/SUP GEN PURPOSE	\$14.44	
211493	12/15/09	03	NASCO MODESTO	010	INST MAT/SUP GEN PURPOSE	\$1,150.21	
211494	12/15/09	03	BARNES & NOBLE, INC	010	INST MAT/SUP GEN PURPOSE	\$207.06	
211495	12/15/09	03	BRIANA DAMBACHER	007	INST MAT/SUP GEN PURPOSE	\$52.55	
211496	12/15/09	03	ATKINSON, ANDELSON, LOYA, RUUD	007	INST MAT/SUP GEN PURPOSE	\$33.13	
211497	12/15/09	03	OFFICE DEPOT, B.S.D.	008	INST MAT/SUP GEN PURPOSE	\$3,000.00	
211498	12/15/09	63	NAEYC	060	DUES AND MEMBERSHIPS	\$165.75	
211499	12/15/09	03	LIBERTY PAPER	007	INST MAT/SUP GEN PURPOSE	\$1,185.38	
211500	12/15/09	03	SCHOOL OUTFITTERS	007	PTA DONATIONS	\$424.11	
211501	12/15/09	03	DISCOUNT TWO WAY RADIO	007	PTA DONATIONS	\$128.33	
211502	12/15/09	03	DONALD BIRKETT	003	\$100 TEACHER STIPEND	\$81.00	
211503	12/15/09	03	GOPHER SPORT	003	INST MAT/SUP GEN PURPOSE	\$139.47	
211504	12/15/09	03	SPORTIME	003	INST MAT/SUP GEN PURPOSE	\$119.61	
211505	12/15/09	03	BELLWORK EDUCATIONAL MATERIALS	003	4TH GR - FUNDRAISING	\$416.81	
211506	12/15/09	03	OFFICE DEPOT, B.S.D.	003	OFFICE SUPPLIES	\$495.77	
211507	12/15/09	03	AMTRAK GROUP SALES	005	FIELD TRIP	\$925.60	
211508	12/15/09	03	MISSION OF SAN JUAN CAPISTRANO	005	FIELD TRIP	\$528.00	
211509	12/15/09	03	OFFICE DEPOT, B.S.D.	006	INST MAT/SUP GEN PURPOSE	\$203.07	
211510	12/15/09	03	STAPLES	006	INST MAT/SUP GEN PURPOSE	\$78.29	
211511	12/16/09	03	STUTZ, ARTIANO, SHINOFF &	001	LEGAL FEES	\$4,554.09	
211512	12/16/09	03	BARBER & GONZALES	001	OTHER CONTRACTS	\$2,423.43	
211513	12/16/09	03	FAGEN FRIEDMAN & FULFROST, LLP	001	LEGAL FEES	\$237.63	
211514	12/17/09	03	OFFICE DEPOT, B.S.D.	001	MISC. SUPPLIES	\$263.38	
211515	12/17/09	03	ARENSON OFFICE FURNITURE	001	MISC. SUPPLIES	\$297.52	
211516	12/17/09	03	SOLUTION TREE, LLC	005	TRAVEL AND CONFERENCES	\$575.00	
211517	12/17/09	03	BRIGHT HOSPITALITY, INC	004	INST MAT/SUP GEN PURPOSE	\$146.37	
211518	12/17/09	03	FOLLETT LIBRARY RESOURCES	008	BOOKS OTHER THAN TEXTBOOKS	\$1,183.18	
211519	12/17/09	63	S&S WORLD WIDE	060	INST SUPPLIES CHILD DEV	\$93.87	
211520	12/17/09	63	ORIENTAL TRADING CO.	060	INST SUPPLIES CHILD DEV	\$26.53	
211521	12/17/09	63	OGGI'S PIZZA & BREWING	060	SUPP STAFF DEV CHILD DEV	\$106.33	
211522	12/17/09	03	COMMUNICATIONS USA	005	INST MAT/SUP GEN PURPOSE	\$357.20	
211523	12/17/09	03	RIANN BALLENGER	006	\$100 TEACHER STIPEND	\$81.00	
211524	12/17/09	03	AMY DOYLE	006	ART SUPPLIES	\$96.68	
211525	12/17/09	03	LINDA TUCKER	003	BOOKS OTHER THAN TEXTBOOKS	\$49.72	
211526	12/17/09	03	GAIL MORAN	003	DOLPHIN LEADERSHIP	\$26.05	
211527	12/17/09	03	NASCO MODESTO	003	4TH GR - FUNDRAISING	\$36.65	

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
211528	12/17/09	03	APPLE COMPUTER, INC.	003	GARDENING SUPPLIES	\$54.32
211529	12/17/09	03	AG PALS	003	GARDENING SUPPLIES	\$1,900.00
211530	12/17/09	63	DIGITAL ONE PRINTING, INC.	060	PRINTING EXPENSE	\$2,839.75
211531	12/18/09	03	FOLLETT EDUCATIONAL SERVICES	003	BOOKS OTHER THAN TEXTBOOKS	\$2,212.56
211532	12/18/09	03/06	BEST BEST & KRIEGER ATTORNEYS	001	LEGAL FEES	\$4,692.28
211533	12/18/09	06	KM TEST ONLY SMOG CHECK	001	RENTAL OF EQUIPMENT	\$271.60
211534	12/21/09	03	STEVEN J. EBNER	003	BAN SUPPLIES	\$440.00
211535	12/21/09	03	PRO SAFETY SUPPLIES, LLC	007	PTA DONATIONS	\$84.44
211536	12/21/09	03	ZOOLOGICAL SOCIETY-SAN DIEGO	006	FIELD TRIP	\$310.00
211537	12/21/09	03	COACH USA	006	FIELD TRIP	\$1,036.24
211538	12/21/09	03	ACADEMIC SUPPLIER	006	INST MAT/SUP GEN PURPOSE	\$365.60
211539	12/21/09	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$36.32
211540	12/21/09	03	STAPLES	005	INST MAT/SUP GEN PURPOSE	\$249.42
211541	12/21/09	03	SCHOOL ADMINISTRATOR'S	013	MISC. SUPPLIES	\$247.50
211542	12/21/09	03	JUST ASK PUBLICATIONS	007	INST MAT/SUP GEN PURPOSE	\$76.02
211543	12/21/09	03	SOCRATIC SEMINARS INTL.	005	TRAVEL AND CONFERENCES	\$585.00
211544	12/21/09	03	SOUTHWEST SCHOOL SUPPLY	010	INST MAT/SUP GEN PURPOSE	\$125.97
211545	12/21/09	03	KATHARIN ROTH	005	TRAVEL AND CONFERENCES	\$364.00
211546	12/21/09	03	SPORT SUPPLY GROUP	005	INST MAT/SUP GEN PURPOSE	\$372.34
211547	12/21/09	03	GOPHER SPORT	005	INST MAT/SUP GEN PURPOSE	\$692.09
211548	12/21/09	03	SPORTIME	005	INST MAT/SUP GEN PURPOSE	\$236.90
211549	12/21/09	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$945.47
211550	12/21/09	03	NASCO MODESTO	007	INST MAT/SUP GEN PURPOSE	\$172.42
211551	12/21/09	03	B AND H PHOTO AND VIDEO	007	INST MAT/SUP GEN PURPOSE	\$26.05
211552	12/21/09	03	WALSWORTH PUBLISHING CO.	004	YEARBOOK	\$2,187.50
211553	12/21/09	06	OFFICE DEPOT, B.S.D.	004	MATERIALS AND SUPPLIES	\$77.42
211554	12/21/09	03	BARNES & NOBLE, INC	004	INST MAT/SUP GEN PURPOSE	\$60.81

REPORT TOTAL

\$190,161.64

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

FUND	DATE	WARRANT #	AMOUNT
FUND 03 & 06	12/7/2009	711627-711734	\$ 217,593.74
	12/8/2009	713739-713784	\$ 15,397.50
	12/9/2009	714742-714749	\$ 17,009.41
	12/10/2009	715486	\$ 6,260.00
	12/16/2009	718232-718265	\$ 57,103.38
	12/18/2009	720045-720084	\$ 57,017.59
	12/21/2009	720816-720831	\$ 19,497.43
	12/22/2009	721243-721258	\$ 15,754.71
GENERAL FUND TOTAL			\$ 405,633.76
FUND 13	12/7/2009	711735	\$ 88.08
Cafeteria	12/16/2009	718266-718269	\$ 393.63
	12/21/2009	720832	\$ 92.00
FUND 14			
Deferred Maintenance			
FUND 25-19			
Developer Fees			
FUND 35-00			
State School Building Project			
FUND 40			
Special Reserve-Capital			
FUND 63	12/7/2009	711736-711745	\$ 7,385.57
Other Enterprise - Child Development	12/8/2009	713785-713786	\$ 507.81
	12/16/2009	718270-718273	\$ 444.00
	12/18/2009	720085-720086	\$ 414.41
	12/22/2009	721259	\$ 46.00
FUND 73-20			
Foundation Trust			
OTHER FUND TOTAL			\$ 9,371.50
GRAND TOTAL			\$ 415,005.26

Revolving Cash Fund December 1 - 31, 2009[illegible]

\$ 3,447.60

Custodian, Revolving Cash

Date _____

1-14-2010

January 13, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

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

SCHOOL	CONTRACTOR	SERVICE	AMOUNT	FUNDING
Del Mar Heights	Outside the Lens	3 rd Grade Literacy and Photography Workshops, 26 Sessions	\$10,000.00	Site Fundraising
Sage Canyon	Rosalind Richards	Flute Coach, 15 Sessions	\$450.00	Site Fundraising
Carmel Del Mar	Lux Art Institute	Valise Project, 5 Presentations	\$1,000.00	Site Fundraising
Del Mar Heights	Sarah Sutton	Piano Accompanist, Vocal Coaching for 6 th Grade Play	\$2,500.00	Site Fundraising

FISCAL IMPACT: Cost – \$13,950.00 as listed above.
Program or Department - As listed above.
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

RECOMMENDED: The Superintendent recommends approval of site performance agreements.

January 13, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.4: Board Consideration of Standard Business Mileage Rate of 50 Cents Per Mile, Effective January 1, 2010

The Internal Revenue Service has announced the standard business mileage rate in effect for expenses incurred on or after January 1, 2010 to be 50 cents. The new rate is down 5 cents from the 55 cents per mile rate in effect since January 1, 2009. Mileage reimbursement requests are paid out of site, department or program existing budgets. Board approval is requested to allow for this decrease in the mileage rate as part of the District travel authorization procedure.

FISCAL IMPACT: Cost – Reimbursed as used and upon submittal of claim.
Program or Department – Unrestricted and Restricted General Fund
Is this a Restricted Program – Unrestricted and Restricted General Fund
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends that the Board approves the standard business mileage rate of 50 cents per mile, effective January 1, 2010.

The FISCAL REPORT *an informational update*

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Volume 29

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No. 26

Bid Limit to Be Raised Effective January 1, 2010

In accordance with requirements of the Public Contract Code, the Superintendent of Public Instruction (SPI) has adjusted the bid limit that governs competitive bid contracts. The bid limit will be raised by 2.31% to \$78,500, effective January 1, 2010. This higher bid limit only applies to (1) the purchase of equipment, materials, and supplies; (2) services, except construction services; and (3) repairs, including maintenance, as defined in Public Contract Code Section 20115, that are not public projects as defined in Section 22002(c). The \$15,000 threshold for construction contracts under Section 20111(b) remains unchanged.

Pursuant to Public Contract Code Section 20111(d), the bid amount is increased annually by the SPI to reflect the change in the Implicit Price Deflator at a rate that is computed on an annual basis and is thus different from the revenue limit cost-of-living adjustment.

—Maureen Evans and Lewis Wiley, Jr.

posted 12/15/2009

January 12, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.5: Bid Limit to Be Raised Effective January 1, 2010

Competitive bid limits have been adjusted in accordance with requirements of the Public Contract Code. The State Superintendent of Public Instruction is required to annually adjust the bid limit amount to reflect the percentage change in the annual average value of the Implicit Price Deflator for state and local government.

As of January 1, 2010 the bid limit has been raised 2.31% to \$78,500. This higher bid limit only applies to the purchase of equipment, materials, and supplies; services, except construction; and repairs, including maintenance as defined in the Public Contract Code Section 20115 that are not public projects as defined in Section 22002(c). The public projects construction contract bid threshold defined under Section 20111(b) remains unchanged at \$15,000. A copy of a School Services Fiscal Report confirming the raised bid limit is attached.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

January 15, 2010

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.6: Board Approval of Renewal Agreement
Between the Del Mar Union School District and San Diego Medical
Services Enterprise for Project Heart Beat

It is time to renew the current agreement between the San Diego Medical Services Enterprise and the Del Mar Union School District which expired on November 7, 2009. The San Diego Medical Services Enterprise (SDMSE) will provide program management for Project Heart Beat Automatic External Defibrillators (AED) that are placed at all school sites throughout the District. Elements of program management that are mandated by California state law are covered by this agreement. This agreement will cover 9 AED units at a cost of \$275.00 between November 8, 2009 and November 7, 2010.

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

FISCAL IMPACT: Cost – \$275.00
Program or Department – General Fund
Is this a Restricted Program – Unrestricted
Was this expenditure anticipated in the adopted budget?
Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends approval of the agreement between the Del Mar Union School District San Diego Project Heart Beat.

January 15, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent, Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.7: Approval of Agreement Between the Del Mar Union School District and Best Best & Krieger for Legal Services

The Del Mar Union School District has used the services of Best Best & Krieger, Attorneys at Law as members of the legal services consortium through the San Diego County Office of Education. The legal services consortium has been inactive in recent years. Therefore, Best Best & Krieger is requesting the establishment of a direct relationship with the District. The agreement for 2009-2010 will cover all services through June 30, 2010 at no rate change with fees ranging from \$110 - \$179 per hour. Proposed rates for 2010-2011 will be increased to \$150 - \$215 per hour. After 2010-2011 the annual increase will be tied to the Consumer Price Index for San Diego for the preceding twelve months. The term of this agreement shall be from the date of execution by both parties until terminated by giving thirty days' written notice. The chart below summarizes the pricing through 2010-2011.

	Current Rate eff. 07/01/06	2009-2010 proposed contract rate	2010-2011 proposed contract rate
Partner	\$179.00	\$179.00	\$215.00
Of Counsel	\$179.00	\$179.00	\$205.00
Senior Associate			\$195.00
Associate 10+ years	\$179.00	\$179.00	
Associate 5-9 years	\$173.00	\$173.00	
Junior Associate			\$182.00
Associate 2-4 years	\$160.00	\$160.00	
Associate < 2 years	\$147.00	\$147.00	
Paralegal and Clerk	\$114.00	\$110.00	\$150.00

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

FISCAL IMPACT: **Cost** – Invoiced as used based hourly rates.
Program or Department – Unrestricted and Restricted
General Fund
Is this a Restricted Program – Unrestricted and Restricted
General Fund
Was this expenditure anticipated in the adopted budget? Yes
**Will this Program or Department be over budget after this
expenditure:** No

RECOMMENDED: The Superintendent recommends approval of the agreement
between the Del Mar Union School District and Best Best &
Krieger for Legal Services.

January 13, 2010

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 Office Depot and the Del Mar Union School District for Classroom and Office Supplies February 1, 2010 – December 31, 2010

The Del Mar Union School District went to bid for classroom and office supplies in May, 2008. The original contract with Office Depot awarded by the Board at the regular board meeting on July 23, 2008 for a 17 month period ending December 31, 2009 included an agreement to extend, dependent on performance, for up to an additional two years.

Office Depot has successfully provided supplies to the sites and departments for the last 17 months with no price increases. However, due to manufacturer price increases, Office Depot needs to increase District pricing. Office Depot has provided copies of manufacturer letters substantiating all proposed price increases. A complete evaluation of all 579 items on the bid was completed by both Office Depot and District personnel. All proposed increases are substantiated by letters from the manufacturers and are the only costs that are passed on to the District. The calculated average increase is 6.03% or approximately \$2,500.00. District personnel agree that the service provided by Office Depot warrants an extension of the agreement for the next calendar year.

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

Fiscal Impact: **Cost** – Items included on the bid are estimated to cost approximately \$45,000 in 2010

Program or Department - Unrestricted and Restrict General Fund

Is this a Restricted Program – Unrestricted – no, Restricted-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 agreement between Office Depot and the Del Mar Union School District for classroom and office supplies February 1, 2010 – December 31, 2010.

January 19, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.9: Board Review and Acceptance of the Annual Audit Report for the 2008-2009 Fiscal Year Prepared by Wilkinson Hadley King & Co., LLP Certified Public Accountants

The Board of Trustees is required by Education Code 41020.3 to review the annual audit report at a regularly scheduled public meeting before January 31, of the year following the fiscal year for which the report was prepared. This review is to include a discussion of any audit exceptions and the associated recommendations or findings that have been prepared by the auditor.

The 2008-2009 annual audit report was distributed to the board members prior to today's meeting. The report is also available in the Business Services section of the Del Mar Union School District website at www.dmusd.org. The report presents the financial position of the District as of June 30, 2009.

A representative from the audit firm of Wilkinson Hadley King & Co., LLP will be present tonight to discuss the audit report.

FISCAL IMPACT: Cost – Presentation of the report to the board was included in contract price previously approved by the Board of Trustees of \$11,000.
Program or Department – Government Wide
Is this a Restricted Program? Restricted and Unrestricted funds enclosed
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: Superintendent Recommends acceptance of the June 30, 2009 Annual Audit Report prepared by Wilkinson Hadley King & Co., LLP Certified Public Accountants.

Regular Board Meeting of January 27, 2010
10.9

January 19, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.10: Solar Energy – Updated

From the December 9, 2009 Regular Board Meeting

Attached is an article from School Services of California, Inc. titled “Solar Projects-Don’t Get Burned”. The article addresses the complexity of solar projects. And the importance of evaluating the District’s energy needs.

There are a couple of options in purchasing a solar facility. One is a Power Purchase Agreement. The District would enter into a contract with a provider that would finance, design install, monitor and maintain the facility. The District would also enter into a ground lease or easement with a third party to place the solar facility on the ground, roof or shade structure. The District would have the option of purchasing the facility at fair market value after seven years, or would enter a long term agreement for 20+ years. Although the district would receive a discounted price there is a profit margin built into the cost. Another option is Direct Purchase. The District would design and construct, operate and maintain the facility. Financing for this project may be done with GO bonds, federal funds, loan incentives or with district funds. There is a federal investment tax credit, but that is available to private taxable entities. The District would not be eligible because of its tax exempt status.

A nonmonetary goal may be achieved by teaching staff and students new energy habits.

The District’s electric cost was approximately 1.5% or \$591,507 of the total General Fund expenditures for 2008-2009 and is currently budgeted at \$635,478 or approximately 1.5% for 2009-2010.

In January 2009 an energy study by T.A.C. showed the District’s current energy policies to be very efficient. The Maintenance and Operations Department has implemented strategies in reducing energy costs to the district by monitoring thermostats centrally. In 2005-2006 the District went through a light fixture retrofit. The Business Services Department tracked electricity consumption the following year and recognized a significant drop in usage.

Updated Information

It would be prudent for the District to hire an independent contractor with expertise in this area to review and further evaluate a proposed solar project.

Since this board item was originally prepared, the district has been approached by vendors with a Power Purchase Agreement. The 20-year lease price of the agreement may be 85% of the district's current electrical costs. During this 20-year agreement, the vendor will be benefiting from both Federal and State Rebates the district is not eligible for. If technology advances, or the SDG&E rate structure changes, the district would not be able to take advantage of the changes.

In addition, all roof tops would need to be evaluated to determine how many solar panels would fit, and the amount of energy they would generate. It is possible that shade structures be put in the parking lots to hold additional solar panels. This would not be possible at sites where the parking lot is not owned by the District.

The solar panels are placed on the roof for a 20-year period. The current life cycle of each roof would have to be determined. It would be prudent to replace all roofs prior to placing the solar panels. This would be an additional expense that would prematurely deplete our Deferred Maintenance Fund.

The topic of renewable energy is a very technical endeavor with long term benefits and obligations. Eric Hall & Associates has the experience to complete such a task. The amount of time necessary for Eric Hall & Associates to develop bid specifications and to assist in the bidding process for solar projects at all sites is \$17,625.

FISCAL IMPACT: **Cost** – \$17,625 for bid process
 Program or Department – Facilities (Funds from CFD's may be able to offset costs)
 Is this a Restricted Program? Unrestricted
 Was this expenditure anticipated in the adopted budget? No
 Will this Program or Department be over budget after this expenditure? Yes

RECOMMENDED: The Superintendent recommends approval of the contract with Eric Hall and Associates.

The FISCAL REPORT *an informational update*

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No. 18

Solar Projects—Don't Get Burned

By Jonathan Edwards & Keith Weaver
 Certified Independent Public Finance Advisors
 Government Financial Strategies Inc.
 (916) 444-5100

[Editor's note: From time to time, we publish guest articles that we think inform readers on topics of interest. Necessarily, the views and opinions of the authors are their own, but we think the article below is interesting and informative.]

Solar energy generation/photovoltaic projects are a hot topic right now (no pun intended). Solar projects can provide financial and nonfinancial benefits. The most obvious potential financial benefit is a savings in utility costs. Nonfinancial benefits include being environmentally friendly, the project being an education opportunity, etc.

In terms of the financial aspects, school districts should proceed cautiously when considering a solar project, whether district owned or a power purchase agreement (PPA), because they are very complicated, and the savings are often less than the cost to implement the project (i.e., solar projects can lose money!). Since solar projects often do not "pencil out," it is extremely important that school districts undertake the appropriate due diligence before committing to a project.

We believe that the keys to a successful solar project are:

1. Implementing the right process to become an informed consumer.
2. Understanding the public procurement requirements.
3. Understanding the financing and funding options.

The Right Process Leads to Informed Decision-Making

Because solar projects are very complex, it is natural that school districts may look to an outside party for a feasibility analysis (including project design, which is very important because design is a key driver of feasibility). In order to ensure the integrity of the savings projections, when using an outside party with technical expertise, it is important that they do not have a financial stake in the project actually being implemented. This is

true whether a district is considering a project where it would own the solar system or a power purchase agreement, where a third party would own the system and sell energy to the district. "Guaranteed savings" cannot protect a district from faulty analysis, as there are often loopholes in such guarantees that make it very difficult for the "guarantee" to be enforced.

Because of the complexity of solar projects, in order for a school district to be a well-informed consumer, we advise the following process:

1. Have a feasibility analysis conducted by an independent third party solar expert with no financial stake in whether or not a project is undertaken. One such entity is the California Energy Commission (CEC), which is a state agency and which, through its Bright Schools program, can provide feasibility analysis services at no cost to a school district. There are also other entities that can provide an independent analysis.
2. After the independent feasibility analysis is completed, if a district wishes to continue exploring the possibility of a solar project, using the analysis as a guide, request bids or proposals (RFPs) for the provision of solar projects. The CEC can assist with reviewing a bid or RFP document.
3. Using the independent feasibility analysis as a guide, evaluate the bids/proposals to identify the contractors and/or vendors needed to implement the project. The CEC can assist with evaluating the bids/proposals received.
4. Decide whether or not to implement the project.

We find that many districts miss the first step, which is the most important. Specifically, some districts either do not engage in a public bid or RFP process, and instead begin working with a company that has solicited the business, or, even if they invite bids/proposals, the districts rely on the feasibility analysis subsequently produced by the company chosen. In both situations, an independent, impartial analysis is lacking.

Bidding Solar Projects

California law (Public Contract Code Section 20110 et. seq.) requires that school districts publicly bid for public projects, with certain limited exceptions. Since public bidding is the norm, if a school district wishes to consider, for business reasons (e.g. faster project implementation, avoid change orders, etc.), using a different method, then it is important to carefully implement a process in accordance with the rules of the exception.

One exception to the public bidding requirement is for energy projects pursuant to Government Code Section 4217.10 et. seq. Under this code section, school districts may utilize a proposal request process or may sole source the project; however, there must be a public hearing, after which the school board must make certain findings related to the project having financial benefits to the district.

Paying for Solar Projects

In terms of financing, obviously the lower the financing costs to the district, the more likely it is that a solar project can provide a net benefit. A relatively new feature that can be incorporated into a financing is called Qualified School Construction Bonds (QSCBs), which effectively provides financing at a zero (or very low) interest rate, because investors receive a tax credit in lieu of interest. The CEC also has financing programs, the interest rates on which are currently 1% or 3%, depending on the program.

Finally, even if the projected savings from a solar project are less than the project costs, it may still be worthwhile considering the project if the project can be funded with facilities funds that are restricted (e.g., redevelopment revenues, Mello-Roos taxes, general obligation bond proceeds, etc.), since the utility cost savings will be experienced in the general fund.

Conclusion

In summary, there can be financial and nonfinancial reasons for a school district to implement a solar project. Even if a project does not "pencil out" financially, it is a policy decision for a school board whether or not to pursue a project for the nonfinancial benefits; however, it is the responsibility of district staff to communicate accurate and unbiased financial information. The best way to achieve this goal is to have the feasibility analysis conducted by an entity both with the expertise and no financial stake in whether or not a project is undertaken.

posted 09/02/2009

January 19, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.11: Update, Proposals for the 2010-2011 State Budget

Del Mar Union School District will continue our Basic Aid status. This will result in retaining property tax funds here in our district. The Federal Special Education programs will not receive any negative or positive adjustments. Child Nutrition Program will receive slight increases in funding for the 2010-2011 school year. There is some one-time funding for fresh fruit and vegetables, which our district does not qualify for. State programs for the 2010-2011 school year will receive a .38% reduction, which is less than the current year's 4.45% reduction. At this time there are no mid-year reductions to State programs including Class-Size Reduction for the current 2009-2010 school year. All of this information is subject to change once the Governor's Budget is adopted by this fall.

The State did impose a one-time Revenue Limit adjustment for the 2009-10 school year of \$252. The Del Mar Union School District participated in a "Fair Share" reduction in State funding of the same amount. The one-time Revenue Limit adjustment will now be continued for another year. It is anticipated that Basic Aid districts will also be experiencing a comparable reduction in State funding.

FISCAL IMPACT: **Cost** – The Business Department with input from Cabinet will be quantifying the fiscal impact of the Governor's Proposed Budget to Del Mar Union School District.

Program or Department – Government Wide

Is this a Restricted Program? Restricted and Unrestricted funds

Was this expenditure anticipated in the adopted budget? At this time there is no anticipated impact to the 09-10 budget.

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

RECOMMENDED: For information only. The board will adopt the DMUSD 2010-2011 budget at a regularly scheduled meeting in June of 2010.

January 22, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.12: Update, Strategic Planning Finance Task Force

At the December 9, 2009 Regular Board Meeting the Board expressed interest in the formation of a Strategic Planning Financial Task Force consisting of one Cabinet member, one principal, one certificated employee, one classified employee, one parent from each school site, one member selected by each board member, and one representative selected by the DMSEF for a total of 18 participants.

As of this writing, all but one parent have been identified to serve on the task force. The first meeting of the task force is Wednesday, January 27, 2010 from 1:00-4:00 p.m. in the Performing Arts Center at Del Mar Hills Academy.

Based on Board input at the December 9, 2009 meeting, the outline of the purpose and task of the task force was revised and is attached for your information.

FISCAL IMPACT: Cost – \$0.00, task force will be chaired by Asst. Supt. of Business Services
Program or Department – Government Wide
Is this a Restricted Program? Restricted and Unrestricted funds enclosed
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure? Yes

RECOMMENDED: For information only. No action required.

Strategic Plan Financial Task Force

The purpose of the Strategic Plan Financial Task Force will be to provide input regarding current school year budgets, provide recommendations for savings, recommend guidelines for reserves and recommend long term budgetary goals for the Del Mar Union School District (DMUSD). The task force will provide recommendations to the DMUSD Board of Trustees following an extensive public outreach process to assist during these unprecedented economic times. The Task Force will present its first report to the Board of Trustees at the February 24 Board meeting and will conclude its work within 3 to 4 months.

The Strategic Plan Financial Task Force will be modeled after the City of San Diego Select Committee on Government Efficiency and Fiscal Reform, and will adhere to the open meeting regulations of the Brown Act.

Composition

The task force will be comprised of the following appointed members (total: 18):

- One Citizen Appointee each from Board of Trustees member (5)
- One Appointee each from School's PTA (8)
- One Appointee from DMCTA (1)
- One Appointee from DMSEF (1)
- One Appointee from the District Office Cabinet (1)
- One Principal (1)
- One Classified Staff Member (1)

The Superintendent and Business CBO will serve as advisors to the task force. Appointees should possess a strong financial background, knowledge of public financing and/or familiarity with school budgeting processes.

Co-Chairs

The task force will be Co- Chaired by one member of the School Board and one appointee from the PTAs designated by the Board President.

Task

The task force will make recommendations on the following:

1. Conduct Short Term Financial Planning including the development of a near-term financial plan and a priority ranking of budget cuts.
 - a. Review the document "List of Potential Budget Reductions Under Consideration for the 09/10 School Year"
2. Identify and recommend Guidelines for the DMUSD's Reserve including recommending the amount of necessary reserve and recommending a list of economic and financial triggers for the use of the reserve.

3. Identify Long Term Planning Criteria, which would include a plan to address budget cuts should the district lose its Basic Aid status.
4. Examine revenue enhancement opportunities.

Meeting #1 January 27, 2009 1 – 4 p.m., Del Mar Hills Academy:

Review of District's Mission Statement, budget funding sources and reserve policies. Determine need for a formal facilitator, cost not to exceed \$3,000.

The task force will conduct regular updates to the School Board and community.

December 1, 2009

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.13: Budget Reduction Areas Under Consideration for the Fiscal Year 2009-2010 and Future Years

At the December 9, 2009 Regular Board meeting, the Business Department provided the Board with a list of "Savings Being Explored Not Subject to Collective Bargaining." The information in the list, which is divided into the following sections, has not changed since it was presented in December.

- Potential budgetary savings not subject to the collective bargaining process
- Potential budgetary savings subject to the collective bargaining process
- Areas that were investigated that did not result in budgetary savings
- Areas that were investigated which the district was unable to implement due to compliance issues
- Budget savings implemented indicating if they were a one-time or ongoing savings

This item is for information only. Any budget reductions implemented will require board action on a separate agenda item.

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

RECOMMENDED: For information only.

Savings Being Explored Not Subject To Collective Bargaining

Description	Potential Savings	Impact on District Programs
Eliminate cell phones for District Office Administrators.	\$2,500 annually.	Administrators will be unable to respond to emergencies or maintain contact with district while outside the office. Will also delay response to e-mails.
Reduce Board of Trustees travel and conference budget.	2009-2010 travel and conference budget for the Board of Trustees is \$5,625	Further reductions will limit professional development for Board of Trustees and access to current developments.
Reduce work year and salary by 1 day for Classified employees.	Unable to calculate due to variations of FTE's and calendar days, i.e. 180, 210, 246	Impact would have to be determined for each group i.e. Aides, School Site Support, Maintenance, District Office.
Roll all salary schedules back by 1% for Classified employees while maintaining same work year.	\$30,638 for year implemented.	Reduced earnings for employees. It would have to be determined whether it was one-time or ongoing.
Freeze Step and Column for Classified employees.	\$62,196 in 2010-2011	Step and Column earnings must be made whole once funding resumes.
Reduce work year by 1 day for Classified Management.	Reduce salary expenses by .40% or \$625	Business and Maintenance responsibilities would go unattended.
Roll all salary schedules back by 1% for Classified Management while maintaining same work year.	\$1,537 for year implemented.	Reduced earnings for employees. It would have to be determined whether it was one-time or ongoing.
Freeze Step and Column for Classified Management.	\$7,280 for year implemented.	Step and Column earnings must be made whole once funding resumes.

Savings Being Explored Not Subject To Collective Bargaining

Description	Potential Savings	Impact on District Programs
Reduce work year by 1 day for Certificated Management.	\$6,863 for year implemented.	Instruction related responsibilities would go unattended.
Roll all salary schedules back by 1% for Certificated Management while maintaining same work year.	\$14,112 for year implemented.	Reduced earnings for employees. It would have to be determined whether it was one-time or ongoing.
Freeze Step and Column for Certificated Management.	No savings. All Certificated Management have reached Step 5	None
Reduce Administrative support at school sites.	Unable to quantify at this time.	New proposals expected in Spring 2010.
Further reduce Specialist Teachers	In 09-10 district funded \$1.5 million of Specialist Teachers	Students will have less time with Specialist Teachers
Reduce Gardening staff.	The district currently staffs one Gardener.	Gardening has been outsourced during the past few years, continue with outsourcing.
Reduce Night Custodian staff by having classrooms cleaned less frequently.	\$47,000 salary and benefits for one Night Custodian position eliminated.	Night crew is short two employees, making it challenging to complete tasks and cover for absences. Please see Custodial staffing formula.
Change landscaping to require less maintenance.	Initial investment for modified landscaping would be offset by reduced maintenance.	Staff is currently replacing existing plants with low maintenance and water wise plants.
Close a school site.	660,000 Please see detail in 09-10 First Interim Report	7/11 Committee was commissioned by the Board of Trustees at the March 24, 2009 Board Meeting. Please check Board packets for updates.

Savings Being Explored Not Subject To Collective Bargaining

Description	Potential Savings	Impact on District Programs
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. Grade level passcodes have been established at each site.
Eliminate Certificated staff noon-duty stipend.	\$31,000	Duties would be absorbed by Principal and/or Office Staff.
Eliminate \$82. Teacher stipend for supplies from lottery funds.	\$19,000	Less district resources available for supplies to Teachers. Funds could be diverted to instructional program.

Savings Being Explored Subject to Collective Bargaining

Description	Potential Savings	Impact on District Programs
Reduce work year by 1 day for Certificated staff	Reduce salary expenses by .5% \$92,575	Must be negotiated in the collective bargaining process
Roll all salary schedules back by 1% for Certificated staff while maintaining same work year.	Reduce salary expenses by 1% \$185,150	Must be negotiated in the collective bargaining process
Freeze Step and Column for Certificated staff	Temporarily reduces salary expenses by 2.03%. Must be made whole as soon as possible. \$377,700	Must be negotiated in the collective bargaining process
Eliminate Retiree Benefits	Please see GASB 45 Actuarial Study	Must be negotiated in collective bargaining process for future employees
Decline K-3 Class Size Reduction Funding and increase classes to 27:1	Potential savings to Unrestricted General Fund of \$200,000	Must be negotiated in the collective bargaining process
Decline K-3 Class Size Reduction Funding and increase classes to 30:1	Potential savings to Unrestricted General Fund of \$875,000	Must be negotiated in the collective bargaining process
Accept K-3 Class Size Reduction Funding and Increase K-3 class size to 21:1 with penalty	Potential savings to Unrestricted General Fund of \$485,014	Must be negotiated in the collective bargaining process. Program flexibility expires 11-12 school year
Accept K-3 Class Size Reduction Funding and Increase K-3 class size to 22:1 with penalty	Potential savings to Unrestricted General Fund of \$726,042	Must be negotiated in the collective bargaining process. Program flexibility expires 11-12 school year

Savings Being Explored Subject to Collective Bargaining

Description	Potential Savings	Impact on District Programs
Accept K-3 Class Size Reduction Funding and Increase K-3 class size to 23:1 with penalty	Potential savings to Unrestricted General Fund of \$892,699	Must be negotiated in the collective bargaining process. Program flexibility expires 11-12 school year
Accept K-3 Class Size Reduction Funding and Increase K-3 class size to 24:1 with penalty	Potential savings to Unrestricted General Fund of \$1,109,829	Must be negotiated in the collective bargaining process. Program flexibility expires 11-12 school year
Accept K-3 Class Size Reduction Funding and Increase K-3 class size to 25:1 with penalty	Potential savings to Unrestricted General Fund of \$1,226,608	Must be negotiated in the collective bargaining process. Program flexibility expires 11-12 school year
Increase 4-6 class size to 28:1	Potential savings to Unrestricted General Fund of \$417,286	Must be negotiated in the collective bargaining process
Increase 4-6 class size to 29:1	Potential savings to Unrestricted General Fund of \$621,793	Must be negotiated in the collective bargaining process.
Increase 4-6 class size to 30:1	Potential savings to Unrestricted General Fund of \$812,667	Must be negotiated in the collective bargaining process
Increase 4-6 class size to 31:1	Potential savings to Unrestricted General Fund of \$991,226	Must be negotiated in the collective bargaining process
Increase 4-6 class size to 32:1	Potential savings to Unrestricted General Fund of \$1,158,625	Must be negotiated in the collective bargaining process

Savings That Were Explored And Did Not Result In Savings

Description	Potential Savings	Impact on District Programs
Investigate alternative Worker's Compensation. District currently spends \$288,280 annually for all employees	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. Re-investigate carriers again next Spring
Investigate alternative Property and Liability Carriers. District currently spends \$135,000 annually to insure all sites and programs	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. Re-investigate carriers again next Spring
Close District 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. Essential staff required for financial reports
Close District Office for the 5 Friday's of the 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
Reduce outside consultant expenses for the strategic planning process	The 2009-10 Budget is \$0.00	No savings to be made in 2010-11
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.
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
Early Retirement Incentive Program	No cost savings available in 08-09, 09-10 or 10-11	The District will re-evaluate offering an Early Retirement Incentive Program for the 09-10 school year

Savings That Were Explored And Did Not Result In Savings

Description	Potential Savings	Impact on District Programs
Reduce District Administration	The Education Code states the district is allowed 22.62 Administrators. Currently the district has 13 including Principals with 1 vacancies (14 total)	Limited leadership for Instructional programs
Accept Title I funds	Increase in expenditures	Compliance requirements associated with accepting Title I funds would exceed apportionment
Do not approve transfers of students from other districts	No cost savings since current policy allows for students to transfer in if space is available	Continue with current policy

Savings That were Explored and Resulted In Compliance Issues

Description	Potential Savings	Impact on District Programs
Stagger start times for transported students.	Currently the district transports students per their Individual Education Plan (IEP).	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.
Eliminate the Child Nutrition Program.	Current Board Policy requires the Child Nutrition Program to be self-supporting and not require any financial support from the General Fund.	Continue with current program.
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.
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.
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.
Transfer proceeds for sale of Shores Property to the General Fund.	Ed Code 17463.7 must be followed.	Board of Trustees will discuss on December 9, 2009 regular Board Meeting.
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.

Savings That Were Expected And Implemented

Description	Potential Savings	Impact on District Programs
Reduced District cost for cell phone use	During the 2008-2009 school year, cell phone charges have been reduced by over 50% or \$15,000	Ongoing
Reduced outside consultant expenses for the strategic planning process	2008-2009 strategic planning expenditures totaled \$70,000	Ongoing
Increased revenues derived from after school program.	Please see agenda item on March 25, 2009 Board Meeting	Ongoing
Eliminated "Teacher in Residence" with Cal State San Marcos	Salary savings of \$36,000	Ongoing
Eliminated full-time BTSA position	Salary savings of \$31,000	Ongoing
Reduced Specialist Teachers (ESC) to minimum required to cover contractual prep time	\$1,286,640 reduction in District's cost from 08-09 to 09-10	Ongoing
Eliminated Instructional Aides that assist with Specialist Teachers	Salary savings of \$161,524 actual savings in 2008-09 costs	Ongoing
Eliminated Instructional Aides in blended classes	Salary savings of \$193,031 actual savings in 2008-2009 costs	Ongoing
Do not fill the vacancy of Asst. Supt. of Human Resources for 09-10 school year	The Education Code states the District is allowed 22.62 Administrators. Currently the District has 13 with 1 vacancies (14 total)	One-time
Accept Title I funds	Increase in expenditures	Ongoing
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	Ongoing

Savings That Were Expected And Implemented

Description	Potential Savings	Impact on District Programs
Reduce Night Custodian staff by having classrooms cleaned less frequently	One FTE Night Custodian has been eliminated, saving \$47,000 salary and benefits.	Ongoing
Increase class size by one student in all grades for 2009-2010 school year	\$188,000 estimated savings in Teacher salaries	One-time per current letter of agreement with DMCTA
Eliminate additional work days for school site Classified Staff one week prior to calendar days	\$25,000	Reduced staff time available to prepare for start of school
Reduce cost of shared contracts	Salary savings of \$60,000 for additional 5 days for each Teacher. Savings would be offset by increased salary of shared Teachers returning to full time and lower paid temp Teachers not being renewed	Negotiations took place during the summer of 2009. Please see Joint Agreement for details
Have the Childcare program pay for district services it uses to operate	The Childcare Program pays for 9% of all Night Custodians, 20% of Payroll Supervisor and Personnel Technician, 7% of Business Coordinator, 7% of Accounting Technician, 15% of Asst. Supt. of Curriculum, 10% of Asst. Supt. of Business, 10% of Admin. Asst. to Business Svc., 100% of all childcare staff	Ongoing

January 12, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.14: 2009-2010 Monthly Budget Update, Legal Fees and Cash Balance Report

The attached sheets represent each district fund individually. The actual revenues and expenditures are as of December 31, 2009. Budget amounts are those reflected in the 2009-2010 First Interim Budget which was presented to the board on December 9, 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? First Interim 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
December 31, 2009**

	2009-10 First Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ 31,936,826	\$ 13,173,890	59%
Federal Revenue	-	-	-
Other State Revenue	2,665,375	1,261,919	53%
Other Local Revenue	2,034,974	1,940,111	5%
Total Revenues	\$ 36,637,175	\$ 16,375,920	55%
Expenditures			
Certificated Salaries	\$ 19,112,267	\$ 8,414,021	56%
Classified Salaries	3,290,467	1,541,243	53%
Employee Benefits	5,232,914	2,375,287	55%
Books and Supplies	1,734,077	1,021,304	41%
Services and Other Operating	2,542,089	1,164,543	54%
Capital Outlay	198,318	248,687	-25%
Other Outgo	23,674	145	99%
Transfers of Indirect/Direct Support	(22,121.00)	-	-
Total Expenditures	\$ 32,111,685	\$ 14,765,228	54%
Excess (Deficiency) Revenues and Expenditures	\$ 4,525,490	\$ 1,610,692	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ (5,433,207)	\$ -	
Other Financing Sources and Uses	\$ (5,433,207)	\$ -	
Net Increase (Decrease) In Fund Balance	\$ (907,717)	\$ 1,610,692	
Beginning Fund Balance (audited)	\$ 12,192,980		
Ending Fund Balance**	\$ 11,285,263		

* 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
December 31, 2009

Revenues	2009-10 First Interim	Actuals to Date	% of Budget Remaining
Revenue Limit Sources*	\$ 365,458	\$ -	100%
Federal Revenue	1,784,645	399,269	78%
Other State Revenue	250,984	68,553	73%
Other Local Revenue	1,479,799	585,269	60%
Total Revenues	\$ 3,880,886	\$ 1,053,091	73%
Expenditures			
Certificated Salaries	\$ 3,275,810	\$ 1,511,014	54%
Classified Salaries	2,377,340	1,017,214	57%
Employee Benefits	955,906	396,201	59%
Books and Supplies	339,239	91,638	73%
Services and Other Operating	2,277,623	567,591	75%
Capital Outlay	-	-	-
Other Outgo	88,175	44,088	50%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 9,314,093	\$ 3,627,746	61%
Excess (Deficiency) Revenues and Expenditures	\$ (5,433,207)	\$ (2,574,655)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ 5,433,207	\$ -	
Other Financing Sources and Uses	\$ 5,433,207	\$ -	
Net Increase (Decrease) In Fund Balance	\$ -	\$ (2,574,655)	
Beginning Fund Balance (audited)	\$ 465,000		
Ending Fund Balance**	\$ 465,000		

* 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
December 31, 2009**

Revenues	2009-10 First Interim	Actuals to Date	% of Budget Remaining
Revenue Limit Sources*	\$ 32,302,284	\$ 13,173,890	59%
Federal Revenue	1,784,645	399,269	78%
Other State Revenue	2,916,359	1,330,472	54%
Other Local Revenue	3,514,773	2,525,380	28%
Total Revenues	\$ 40,518,061	\$ 17,429,011	57%
Expenditures			
Certificated Salaries	\$ 22,388,077	\$ 9,925,035	56%
Classified Salaries	5,667,807	2,558,457	55%
Employee Benefits	6,188,820	2,771,487	55%
Books and Supplies	2,073,316	1,112,941	46%
Services and Other Operating	4,819,712	1,732,135	64%
Capital Outlay	198,318	248,687	-25%
Other Outgo	111,849	44,233	60%
Transfers of Indirect/Direct Support	(22,121)	-	-
Total Expenditures	\$ 41,425,778	\$ 18,392,974	56%
Excess (Deficiency) Revenues and Expenditures	\$ (907,717)	\$ (963,963)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ (907,717)	\$ (963,963)	
Beginning Fund Balance (unaudited)	\$ 12,657,980		
Ending Fund Balance**	\$ 11,750,263		

* 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
December 31, 2009

	2009-10 First Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	103,968	21,500	79%
Other State Revenue	6,638	1,281	81%
Other Local Revenue	674,432	304,889	55%
Total Revenues	\$ 785,038	\$ 327,670	58%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	148,407	57,829	61%
Employee Benefits	39,231	20,136	49%
Books and Supplies (food)	520,178	161,871	69%
Services and Other Operating	17,386	4,151	76%
Capital Outlay	-	-	-
Other Outgo	22,121	-	100%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 747,323	\$ 243,987	67%
Excess (Deficiency) Revenues and Expenditures	\$ 37,715	\$ 83,683	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 37,715	\$ 83,683	
Beginning Fund Balance (audited)	\$ 22,031		
Ending Fund Balance**	\$ 59,746		

* 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
Deferred Maintenance
December 31, 2009

	2009-10 First Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	8,000	2,191	73%
Total Revenues	\$ 8,000	\$ 2,191	73%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies	-	-	-
Services and Other Operating	245,830	245,829	0%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 245,830	\$ 245,829	0%
Excess (Deficiency) Revenues and Expenditures	\$ (237,830)	\$ (243,638)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ (237,830)	\$ (243,638)	
Beginning Fund Balance (audited)	\$ 796,706		
Ending Fund Balance**	\$ 558,876		

* 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
December 31, 2009**

	2009-10 First Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	38,000	16,789	56%
Total Revenues	\$ 38,000	\$ 16,789	56%
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	\$ 16,789	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 38,000	\$ 16,789	
Beginning Fund Balance (audited)	\$ 1,338,789		
Ending Fund Balance**	\$ 1,376,789		

* 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
December 31, 2009

		2009-10 First	Actuals to	% of Budget
		Interim	Date	Remaining
Revenues				
	Revenue Limit Sources*	\$ -	\$ -	-
	Federal Revenue	-	-	-
	Other State Revenue	-	-	-
	Other Local Revenue	93,400	16,789	82%
Total Revenues		\$ 93,400	\$ 16,789	82%
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	\$ 16,789	
Other Financing Sources and Uses				
	Transfers In	\$ -	\$ -	
	Transfers Out	\$ -	\$ -	
	Contributions	\$ -	\$ -	
Other Financing Sources and Uses		\$ -	\$ -	
Net Increase (Decrease) In Fund Balance		\$ 83,400	\$ 16,789	
Beginning Fund Balance (audited)		\$ 192,685		
Ending Fund Balance**		\$ 276,085		

* 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
December 31, 2009**

	2009-10 First	Actuals to	% of Budget
Revenues	Interim	Date	Remaining
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	275,000	33,001	88%
Total Revenues	\$ 275,000	\$ 33,001	88%
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	\$ 33,001	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 275,000	\$ 33,001	
Beginning Fund Balance (audited)	\$ 8,111,282		
Ending Fund Balance**	\$ 8,386,282		

* 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)
December 31, 2009

	2009-10 First	Actuals to	% of Budget
Revenues	Interim	Date	Remaining
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	2,573,043	462,816	82%
Total Revenues	\$ 2,573,043	\$ 462,816	82%
Expenditures			
Certificated Salaries	\$ -	\$ -	-
Classified Salaries	-	-	-
Employee Benefits	-	-	-
Books and Supplies (Non Cap F & E)	12,880	9,116	-
Services and Other Operating	106,874	19,452	82%
Capital Outlay	1,801,394	51,545	97%
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 1,921,148	\$ 80,112	96%
Excess (Deficiency) Revenues and Expenditures	\$ 651,895	\$ 382,704	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ (2,014,094)	\$ (1,279,913)	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ (2,014,094)	\$ (1,279,913)	
Net Increase (Decrease) In Fund Balance	\$ (1,362,199)	\$ (897,209)	
Beginning Fund Balance (audited)	\$ 7,466,813		
Ending Fund Balance**	\$ 6,104,614		

* 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)
December 31, 2009**

Revenues	2009-10 Interim	First Actuals to Date	% of Budget Remaining
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	\$ 1,279,913	36%
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 2,014,094	\$ 1,279,913	36%
Excess (Deficiency) Revenues and Expenditures	\$ (2,014,094)	\$ (1,279,913)	
Other Financing Sources and Uses			
Transfers In	\$ 2,014,094	\$ 1,279,913	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ 2,014,094	\$ 1,279,913	
Net Increase (Decrease) In Fund Balance	\$ -	\$ -	
Beginning Fund Balance (audited)	\$ -		
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
December 31, 2009**

	2009-10 First Interim	Actuals to Date	% of Budget Remaining
Revenues			
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	2,873,582	1,116,412	61%
Total Revenues	\$ 2,873,582	\$ 1,116,412	61%
Expenditures			
Certificated Salaries	\$ 70,187	\$ 15,991	77%
Classified Salaries	1,883,731	844,289	55%
Employee Benefits	386,291	178,593	54%
Books and Supplies	202,589	68,717	66%
Services and Other Operating	94,495	35,731	62%
Capital Outlay	-	-	-
Other Outgo	-	-	-
Transfers of Indirect/Direct Support	-	-	-
Total Expenditures	\$ 2,637,293	\$ 1,143,321	57%
Excess (Deficiency) Revenues and Expenditures	\$ 236,289	\$ (26,909)	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 236,289	\$ (26,909)	
Beginning Fund Balance (audited)	\$ 1,530,520		
Ending Fund Balance**	\$ 1,766,809		

* 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
December 31, 2009**

Revenues	2009-10 Interim	First Actuals to Date	% of Budget Remaining
Revenue Limit Sources*	\$ -	\$ -	-
Federal Revenue	-	-	-
Other State Revenue	-	-	-
Other Local Revenue	1,400	147	90%
Total Revenues	\$ 1,400	\$ 147	90%
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	\$ 147	
Other Financing Sources and Uses			
Transfers In	\$ -	\$ -	
Transfers Out	\$ -	\$ -	
Contributions	\$ -	\$ -	
Other Financing Sources and Uses	\$ -	\$ -	
Net Increase (Decrease) In Fund Balance	\$ 1,400	\$ 147	
Beginning Fund Balance (audited)	\$ 43,151		
Ending Fund Balance**	\$ 44,551		

* 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 Attorney Fees
December 31, 2009

Resource No.	Department	2009-10 First Interim	Actuals to Date	% of Budget Remaining
0000-420	Pupil Services	\$ 7,837	\$ 3,003	62%
0000-503	Personnel	15,000	16,800	-12%
0000-504	Business (District General Counsel)	60,000	15,129	75%
0000-772	Facilities	20,000	127	99%
		\$ 102,837	\$ 35,060	66%

DEL MAR UNION SCHOOL DISTRICT
County Treasury, General Ledger Balances
FISCAL YEAR 2009-2010

DISTRICT 11											
GOVERNMENTAL FUNDS - SPECIAL RESERVE & CAPITAL PROJECTS											
Cty Tres. Fund #	F/Y 08/09 6/30/2009	F/Y 09/10 7/31/2009	F/Y 09/10 8/31/2009	F/Y 09/10 9/30/2009	F/Y 09/10 10/31/2009	F/Y 09/10 11/30/2009	F/Y 09/10 12/31/2009	increase (decrease)	SACS Fund #	Fund Description	
412101 / 55695	\$ 13,461,681	\$ 17,596,394	\$ 15,111,188	\$ 12,193,175	\$ 9,270,798	\$ 7,438,802	\$ 16,091,027	\$ 8,652,225	03 & 06	Res / Unres General Fun	
412104 / 55701	\$ 44,492	\$ 38,208	\$ 38,678	\$ 129,700	\$ 145,285	\$ 119,064	\$ 115,692	\$ (3,373)	13-00	Cafeteria Fund	
412112 / 55710	\$ 794,180	\$ 615,941	\$ 550,876	\$ 550,876	\$ 553,068	\$ 553,068	\$ 553,068	\$ -	14-00	Deferred Maintenance	
412142 / 55725	\$ 1,333,937	\$ 1,338,789	\$ 1,338,789	\$ 1,338,789	\$ 1,343,345	\$ 1,343,345	\$ 1,343,345	\$ -	17-42	Endowment - Special Re	
412119 / 55716	\$ 192,309	\$ 194,035	\$ 204,753	\$ 205,643	\$ 206,320	\$ 208,685	\$ 209,475	\$ 790	25-19	Developer Fees	
412146 / 55731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	35-00	State School Facility Fun	
412102 / 55698	\$ 8,081,889	\$ 8,116,660	\$ 8,116,660	\$ 8,116,660	\$ 8,144,282	\$ 8,144,282	\$ 8,144,282	\$ -	40-00	Special Res Capital Outla	
Subtotal	\$ 23,908,488	\$ 27,900,026	\$ 25,360,944	\$ 22,534,843	\$ 19,663,099	\$ 17,807,247	\$ 26,456,888	\$ 8,649,641			
PROPRIETARY & FIDUCIARY FUNDS - INTERNAL SERVICE, EXPENDIBLE TRUST & ENTERPRISE											
412122 / 55720	\$ 1,558,258	\$ 1,498,945	\$ 1,362,069	\$ 1,424,731	\$ 1,501,085	\$ 1,535,948	\$ 1,532,461	\$ (3,487)	63-00	Enterprise - Childcare	
412120 / 55719	\$ 42,990	\$ 43,151	\$ 43,151	\$ 43,151	\$ 43,298	\$ 43,298	\$ 43,298	\$ -	73-20	Foundation Trust Funds	
Subtotal	\$ 1,601,248	\$ 1,542,096	\$ 1,405,220	\$ 1,467,882	\$ 1,544,383	\$ 1,579,246	\$ 1,575,759	\$ (3,487)			
DIST. 11 TOTAL	\$ 25,509,735	\$ 29,442,122	\$ 26,766,165	\$ 24,002,725	\$ 21,207,481	\$ 19,386,493	\$ 28,032,647	\$ 8,646,154			
DISTRICT 72											
FUND BALANCES - GOVERNMENTAL & CAPITAL PROJECTS											
	F/Y 08/09 6/30/2009	F/Y 09/10 7/31/2009	F/Y 09/10 8/31/2009	F/Y 09/10 9/30/2009	F/Y 09/10 10/31/2009	F/Y 09/10 11/30/2009	F/Y 09/10 12/31/2009	increase/ (decrease)	SACS Fund #	Fund Description	
Community Facilities District No. 95-1											
458001 / 54976	\$ 2,961,283	\$ 2,964,504	\$ 2,098,836	\$ 2,091,393	\$ 2,116,188	\$ 2,165,431	\$ 2,356,575	\$ 191,144	49-01	CFD 95-1 General Fund	
TOTAL CFD 95-1	\$ 2,961,283	\$ 2,964,504	\$ 2,098,836	\$ 2,091,393	\$ 2,116,188	\$ 2,165,431	\$ 2,356,575	\$ 191,144			
Community Facilities District No. 99-1											
458002 / 54977	\$ 3,782,097	\$ 3,797,850	\$ 3,366,512	\$ 3,369,081	\$ 3,382,632	\$ 3,413,674	\$ 3,534,051	\$ 120,377	49-02	CFD 99-1 General Fund	
TOTAL CFD 99-1	\$ 3,782,097	\$ 3,797,850	\$ 3,366,512	\$ 3,369,081	\$ 3,382,632	\$ 3,413,674	\$ 3,534,051	\$ 120,377			
DIST. 72 TOTAL	\$ 6,743,380	\$ 6,762,355	\$ 5,465,347	\$ 5,460,474	\$ 5,498,820	\$ 5,579,105	\$ 5,890,626	\$ 311,521			

Date: January 21, 1010
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
Garcia, Devon	Physical Education Teacher	1.00	Torrey Hills	Approve Increase from 60% FTE to 100% FTE Effective 1/4/10	Expansion
Gerdes, Elizabeth	School Psychologist	1.00	Torrey Hills	Approve Reclassification from Temporary to Probationary 1 Effective 8/26/09	
McCarley, Wendy	School Psychologist	0.00	Leave of Absence	Approve Change from Unpaid Leave of Absence to Resignation Effective 6/12/09	

Date: January 21, 2010
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
Allen, Erika	Child Care Worker I	0.55	Child Care	Approve Assignment Effective 1/6/09	Replacement
Beer, Alma	Noon Duty Aide	0.125	Carmel Del Mar	Approve Assignment Effective 1/4/10	Replacement
Fox, Deanna	Noon Duty Aide	0.08	Carmel Del Mar	Approve Resignation Effective 11/30/09	
Galdamez, Adolfo	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 26.5 Hours per Week to 30 Hours per Week Effective 8/31/09	Replacement
Garcia, Devon	Child Care Worker I	0.06	Child Care	Approve Resignation Effective 12/18/09	
Gold, Patricia	Instructional Aide I	0.5125	Torrey Hills	Approve Reduction in Hours from 24 Hours per Week to 20.5 Hours per Week Effective 12/7/09	
Holtkamp, Jamie	Special Education Aide I	0.75	Ocean Air	Approve Assignment Effective 1/4/10	Expansion

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Komosinski, Charlene	Director, After School Programs	1.00	Child Care	Approve Retirement Effective 3/16/10	
Mariani, Tara	Special Education Aide II	0.75	Sage Canyon	Approve Assignment Effective 1/6/10	Replacement
Moses, Lauren	Child Care Worker I	0.2875	Child Care	Approve Reduction in Hours from 19 Hours per Week to 11.5 Hours per Week Effective 1/4/10	
Nieves, Katherine	Child Care Worker I	0.75	Child Care	Approve Assignment Effective 1/4/10	Replacement
O'Callaghan, Brenna	Child Care Worker I	0.45	Child Care	Approve Reduction in Hours from 30 Hours per Week to 18 Hours per Week Effective 1/4/10	
Parra, Danielle	Noon Duty Aide	0.125	Del Mar Hills	Approve Resignation Effective 12/18/09	
Perez, Amanda	Child Care Worker I	0.45	Child Care	Approve Resignation Effective 12/8/09	
Ramirez, Veronica	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 22.5 Hours per Week to 25 Hours per Week Effective 8/31/09	Replacement
Ramirez, Veronica	Child Care Worker I	0.45	Child Care	Approve Decrease in Hours from 25 Hours per Week to 18 Hours per Week Effective 1/25/10	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Ratliff, Kevin	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 25 Hours per Week to 30 Hours per Week Effective 8/31/09	Replacement
Sarg, Jennifer	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 20 Hours per Week to 30 Hours per Week Effective 8/31/09	Replacement
Shea, Robin	Child Care Worker I	0.55	Child Care	Approve Assignment Effective 1/6/10	Replacement
Slayter, Lauren	Noon Duty Aide	0.125	Del Mar Hills	Approve Resignation Effective 12/18/09	
Smith, Amanda	Child Care Worker I	0.55	Child Care	Approve Assignment Effective 1/6/10	Replacement
Stephens, Susan	Instructional Aide I	0.25	Ocean Air	Approve Assignment Effective 1/4/10	Replacement
Stoltz, Christina	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 18 Hours per Week to 30 Hours per Week Effective 8/31/09	Replacement
Templeton, Kelly	Child Care Worker I	0.75	Child Care	Approve Increase in Hours from 18 Hours per Week to 30 Hours per Week Effective 8/31/09	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Trust, Heather	Child Care Worker I	0.45	Child Care	Approve Reduction in Hours from 30 Hours per Week to 18 Hours per Week Effective 11/30/09	
Widders, Gail	Special Education Aide II	0.75	Carmel Del Mar	Approve Assignment Effective 1/4/10	Replacement

January 19, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.2: Second Reading and Board Approval,
Updated Job Description, Human Resources & Pupil Services
Administrative Assistant

The job description of Administrative Assistant is being revised to match the current duties of the position. This position will be vacant due to the current employee accepting a Program Assistant position that is open due to a retirement. Whenever there is a vacancy, the job description is reviewed to determine if revisions are needed. The changes are noted by strikethroughs of items being removed and/or changed and bolding of the new text.

This is a second reading. No changes have been made since the first reading.

FISCAL IMPACT: **Cost** – No additional expense as position already exists.
Program or Department - Human Resources & Pupil Services
Is this a Restricted Program – Unrestricted
Was this expenditure anticipated in the adopted budget? - Yes
Will this department be over budget after this expenditure?
No

RECOMMENDED: The Superintendent recommends approval of the revised job description of Administrative Assistant, Human Resources and Pupil Services.

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: **ADMINISTRATIVE ASSISTANT, *HUMAN RESOURCES AND PUPIL SERVICES***

BASIC FUNCTION:

Under the direction of the ~~Director of~~ *Assistant Superintendent*, Human Resources and the Director of Pupil Services, organize and perform complex secretarial and administrative functions for the ~~two three~~ departments as assigned. ~~Serve as coordinator for the use of district facilities.~~

REPRESENTATIVE DUTIES:

- Coordinate, organize and perform complex secretarial functions for the Human Resources and ~~Facilities Planning~~ Pupil Services Departments.
- Prepare and type letters, bulletins, newsletters, memoranda, agendas, lists, logs, and other written communications on a ~~typewriter or computer terminal~~ *or typewriter* as assigned.
- Prepare, compile and maintain data, reports, files, and records.
- *Coordinate and schedule meetings and appointments; maintain appointment calendar.*
- *Prepare Power Point presentations.*
- *Assist with applicant testing and new employee orientations.*
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public and District personnel and members of the Board of Trustees orally and in writing.
- Serve as receptionist for the ~~two three~~ departments and direct visitors to appropriate District personnel and offices.
- Receive, screen and route mail and other documents within the ~~two three~~ departments.
- ~~Coordinate and schedule the use of district facilities by the community and maintain related records.~~
- Operate computers, applicable software programs and peripheral equipment to enter, process, revise, and update information; operate a telephone, copier, typewriter, calculator and other office equipment as assigned.
- *Responsible for maintaining office equipment and requesting repair service as needed.*
- Order supplies for the ~~two three~~ departments.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic practices, policies and procedures for assigned position.
- Common office clerical terminology, skills, and practices.
- Basic financial and statistical accounting and record-keeping.

- Record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of various office machines including a computer terminal.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and programs
- *Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point, File Maker Pro*

ABILITY TO:

- Ability to perform a variety of complex secretarial tasks
- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Communicate effectively both orally and in writing.
- Perform duties effectively with frequent interruptions.
- Maintain accurate records and prepare reports.
- Understand and follow accurately oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, effective working relationships with the public and District staff.
- Work confidentially and use appropriate discretion in disseminating information.
- Type at 50 words per minute from clear copy.

QUALIFICATIONS:

- Any combination equivalent to graduation from high school and three years increasingly responsible clerical or secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Frequent interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Lifting items up to twenty-five pounds

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 Salary Schedule on Range 26.

January 20, 2010

To: Board Members

From: Darlene Nadlonek, Personnel Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.3: Update of Process for Hiring Assistant Superintendent, Human Resources

Attached is a timeline for the hiring of a Superintendent, Human Resources. The review of applications will be conducted by selected members of the Cabinet and a selected Board member. The interview team will be comprised of a selected Board member, members of the Cabinet, teachers, classified employees and possibly a Human Resource professional from a nearby school district, depending on availability.

If a sufficient pool of candidates is not available, reposting will occur and a new timeline will be developed.

FISCAL IMPACT: Cost – Maximum of \$158,433.78 per year (13,202.82 per month). Cost will be dependent upon start date and experience level of candidate. Example: if start date is 4/1/10 and experience level is step 5: cost for 2009/10 will be 39,608.46.

Program or Department – District Office

Is this a Restricted Program – Unrestricted

Was this expenditure anticipated in the adopted budget? - Yes

Will this department be over budget after this expenditure?

No. There has been a savings due to the position being vacant since July, 2009.

RECOMMENDED: Information Only.

**Timeline for
Assistant Superintendent of Human Resources**

<u>EVENT</u>	<u>DATE</u>
Advertise Position on Website	12/16/09
Advertise Position on EdJoin	12/16/09
Advertise in EdCal	1/11 & 1/18/10
Position Closes	2/1/10
Review of Applications	2/1/10 – 2/15-10
Round I and Round II Interviews for Position	To be determined (2/15/10 – 3/15/10)
Start Date	Dependent on candidate

January 20, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.4: Board Approval, Posting of Assistant Principal of Sage Canyon Elementary School

Attached is a timeline for the hiring of an Assistant Principal at Sage Canyon Elementary. Due to the promotion of Ryan Stanley to Principal of Ocean Air a search for a new assistant principal needs to occur.

The review of applications will be conducted by selected members of the Cabinet, the principal of Sage Canyon and a selected Board member. The interview team will be comprised of a selected Board member, selected members of the Cabinet, teachers, classified employees and principal of Sage Canyon.

If a sufficient pool of candidates is not available, reposting will occur and a new timeline will be developed.

FISCAL IMPACT: **Cost** – Maximum of \$120,850.25 per year (10,070.85 per month). Cost will be dependent upon start date. Example: if start date is 5/1/10 cost for 2009/10 will be 20,141.70.

Program or Department – District Office

Is this a Restricted Program – Unrestricted

Was this expenditure anticipated in the adopted budget? - Yes

Will this department be over budget after this expenditure?

 No. There is a savings due to the position being vacant since January 2010.

RECOMMENDED: The Superintendent recommends approval of posting the position of Assistant Principal at Sage Canyon

**Timeline for
Assistant Principal of Sage Canyon**

<u>EVENT</u>	<u>DATE</u>
Advertise Position on Website	1/28/10
Advertise Position on EdJoin	1/28/10
Advertise in EdCal	2/8 & 2/15/10
Position Closes	3/1/10
Review of Applications	3/1/10 – 3/15-10
Round I and Round II Interviews for Position	To be determined (3/15/10 – 3/30/10)
Start Date	Dependent on candidate