



DELMAR

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

February 10, 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 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)-Property: 225 9th Street, Del Mar, CA —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 – THERE WILL BE NO STUDENT RECOGNITION

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 **Report**
Board Report/Comments

- 5.2 **Report**
Superintendent's Report

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

- *10.1 Board Approval of Agreement Between Air America Testing and the Del Mar Union School District 40
- *10.2 Board Approval of Addendum to Agreement Between Dr. Elizabeth Christensen, Optometrist, POC and the Del Mar Union School District 41
- *11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status 51-52

7.0 CURRICULUM AND INSTRUCTION

- 7.1 Board Approval, Board Approval, Extended Studies Curriculum Program 1-12

Motion ___ *Second* ___ *Ayes* ___ *Nays* ___

8.0 ADMINISTRATION AND POLICY

- 8.1 First Reading, 2010/2011, 2011/2012 and 2012/2013 School Year Calendars 13-16
- 8.2 Board Discussion/Action, 7/11 District Advisory Committee Proposals 17
 - Motion* ___ *Second* ___ *Ayes* ___ *Nays* ___
- 8.3 Update, School-Located Vaccination (SLV) Clinic 18-19g
- 8.4 Discussion, Resolution for Retiring Employee 20
- 8.5 Update, 7th Annual DMUSD Blood Drive – January 20, 2010 21
- 8.6 Board Ratification, Nexus 22
 - Motion* ___ *Second* ___ *Ayes* ___ *Nays* ___
- 8.7 Approval of Interdistrict Attendance Agreement Between the Del Mar Union School District and Other School Districts 23
 - Motion* ___ *Second* ___ *Ayes* ___ *Nays* ___
- 8.8 Board Direction, Request for Proposal, Space Planner 24-35
- 8.9 Reminder of Upcoming Events 36-37

9.0 OPERATIONS AND FACILITIES

- 9.1 Facilities Report for December and January 38-39

10.0 BUSINESS AND FINANCE

- 10.3 Solar Energy 42-43

10.4	Update, Governor's Proposals for the 2010-2011 State Budget	44-49
10.5	Update – Eric Hall & Associates	50

11.0 PERSONNEL

11.2	First Read: Revision of Director, After School Programs/Child Care Services Job Description	53-59
11.3	Update of Process for Hiring Director, After School Programs/Child Care Services	60-61
11.4	Board Approval, Revised Classified Management Salary Schedule <i>Motion ___ Second ___ Ayes ___ Nays ___</i>	62-64
11.5	Update of Process for Hiring Assistant Superintendent, Human Resources	65-66
11.6	Board Approval, Resolution 2010-01, Determination of Seniority Among Certificated Employees with the Same Seniority Date ("Tie-Breaker Resolution") <i>Motion ___ Second ___ Ayes ___ Nays ___</i>	67-69
11.7	Selection of Board Members to Serve on Screening/Interview Panels <i>Motion ___ Second ___ Ayes ___ Nays ___</i>	70

12.0 ARTICLES OF INTEREST

None.

13.0 ITEMS FOR FEBRUARY 17, 2010 BOARD MEETING

- Second Reading and Approval, 2010/2011, 2011/2012 & 2012/2013 School Year Calendar
- Library Materials Selection Policy
- 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

DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES

Minutes of Special Board Meeting

December 2, 2009
2:00 p.m.

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

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

Administrators Present: Dr. Sharon McClain, Superintendent

DMUSD Staff Present: Katherine Weidmann, Karen Holty, Carol Sharpe, Danielle Roche,
Debbie Hanna, Eric Bell, Cinda Peck

Others Present: Approximately 17 community members.

BUSINESS TRANACTED WAS LIMITED TO THE FOLLOWING:

Board President White called the meeting to order at 2:00 p.m.

1. Motion to Approve the Agenda

Motion White

Second Perkins

Unanimous

2. PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

There was no input from the public.

Motion to adjourn to Closed Session:

Motion Easton

Second McDowell

Unanimous

The Board adjourned to Closed Session at 2:02 p.m. to discuss the following:

- 1.1 Consider Personnel Issues**, (Government Code Sections 11126 and 54957); limited to consideration of the appointment, employment, evaluation of performance, discipline /release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session.

1.2 Conference with Legal Counsel – Potential Litigation (Government Code Section 54956.9(c); Name of Case: One case

Motion to adjourn Closed Session:

Motion Easton
Second Rodriguez
 Unanimous

The Board reconvened into Open Session at 3:35 p.m.

3. REPORT OUT OF CLOSED SESSION

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

4. BOARD DISCUSSION REGARDING ATTENDANCE OF ANY BOARD MEMBERS AT 7/11 DISTRICT ADVISORY COMMITTEE MEETINGS

Superintendent McClain reported that in previous meetings the Board accepted the recommendation of staff that they not attend the meetings and public hearings of the 7/11 Committee but that recently Board members expressed an interest in attending.

PUBLIC INPUT:

Heidi Niehart, DMUSD parent, spoke against Board members attending the meetings of the 7/11 Committee.

Kelli Politoske, DMUSD parent, spoke against Board members attending the meetings of the 7/11 Committee.

BOARD DISCUSSION:

The Board thanked public for their input and discussed whether or not Board members should attend the meetings and the impact, if any, their attendance may have on the process. The discussion concluded with the Board agreeing that they do not want to influence the process or outcome of the committee's proposals and to continue with the practice of not attending the meetings and public hearings of the 7/11 Committee.

5. DISCUSSION REGARDING STATE OF THE DISTRICT AND COMMUNICATIONS WITH THE COMMUNITY TO AVOID PERCEIVED LACK OF CONFIDENCE IN CURRENT GOALS AND OBJECTIVES FOR THE DISTRICT

PUBLIC INPUT:

- *Amy Caterina*, DMUSD parent, spoke to the Board about the lack of confidence that exists in the DMUSD.
- *Anita Frazier*, DMUSD parent, spoke in support of the new principal at Ocean Air to be someone familiar with the DMUSD.

- *Karen Holty*, DMUSD Administrative Assistant, spoke regarding the lack of Goals and Objectives of the DMUSD.
- *Liz Shopes*, DMUSD parent, spoke regarding misinformation provided to the 7/11 Committee and discontent in the community.

BOARD DISCUSSION:

The Board discussed concerns expressed by the public and how to ensure the information in the community is accurate. Board discussed topics of concern, including the following:

- School Improvement Program funds and their approval for the 2009/2010 school year.
- The perceived lack of textbooks.
- Concern about the effectiveness of the Strategic Planning Communication Plan.
- The lack of Goals and Objectives for the DMUSD.
- The Strategic Planning process.

PUBLIC INPUT:

Beth Westburg, DMUSD parent, spoke about an increase in expenses and the lack of a plan.

Heidi Niehart, DMUSD parent, expected to hear answers about rumors in the community.

Kelli Politoske, DMUSD parent, addressed the Board regarding the approval of the SIP funds.

Charles Thorpe, DMUSD parent, expressed his concern that how an agenda item is framed contributes to misconceptions in the community.

Karen Holty, DMUSD Administrative Assistant, addressed the Board regarding the process for ordering the new math adoption textbooks.

Katrina Graupmann, DMUSD teacher, spoke in support of Board members responding to the questions and comments from the public.

Liz Shopes, DMUSD parent, spoke about the wealth of knowledgeable people in the district and having the means to avoid closing a school.

Board President White itemized some topics for the December Agenda, which will address comments made by the public, i.e. solar energy, Strategic Planning Financial Planning Task Force and the use of the proceeds from the sale of the Shores property.

Assistant Superintendent, Instructional Services, Holly McClurg, explained the challenges districts experience with a new textbook adoption. She clarified that the problems the district experienced were followed up on promptly and resolved.

The Board suggested the Superintendent revisit the Communication Plan and the Strategic Planning process. The Board requested staff to discuss and present a method by which the Board could have a question and answer period with members of the community.

6. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 5:12 p.m.

Motion Easton

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

UNAPPROVED

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
*Minutes of Regular Board Meeting***

December 9, 2009

Closed Session: 3:00 p.m.

Open Session: 5:45 p.m.

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

Board President White called the Regular Board Meeting to order at 3:02 p.m.

PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

PUBLIC COMMENT

There was no input from the public.

Motion to adjourn to Closed Session at 3:02 p.m.

Motion Perkins

Second Easton

Unanimous (4-0-0, Member Rodriguez was absent at the time of the vote.)

Member Rodriguez arrived at 3:05 p.m.

RECONVENE OPEN SESSION

Motion to reconvene to Open Session at 5:46 p.m.

Motion Easton

Second Rodriguez

Unanimous

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

The Board met in Closed Session from 3:02 to 5:55 p.m. to discuss:

- 1.1 **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
- 1.2 **Public Employment Appointment/Employment:** Title: Principal (G.C. 54957)
- 1.3 **Consider Personnel Issues,** (Government Code Sections 11126 and 54957); limited to consideration of the appointment, employment, evaluation of performance,

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discipline/release, dismissal of a public employee or to hear complaints or charges brought against such employee by another person or employee unless the employee requests a public session

- 1.4 **Conference with Legal Counsel – Potential Litigation** (Government Code Section 54956.9(c); Name of Case: One case

REPORT OF ACTION TAKEN IN CLOSED SESSION:

Board President White reported that the Board unanimously approved the Superintendent's recommendation to appoint Ryan Stanley, the current Assistant Principal at Sage Canyon, as the new principal of Ocean Air School.

The Board thanked Superintendent McClain for gathering input from all Ocean Air stakeholders regarding the desired characteristics for a new principal.

CALL TO ORDER

Board President White called to order the Open Session of the Regular Board Meeting of the Del Mar Union School District, Board of Trustees, at 5:59 p.m.

1. PLEDGE OF ALLEGIANCE

Ashley Falls School 2nd & 3rd grade students led Board members and guests in the Pledge of Allegiance.

ROLL CALL

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

Members Absent: None

Administrators Present: Dr. Sharon McClain, Superintendent
Dena Whittington, Assistant Superintendent, Business Services
Holly McClurg, Assistant Superintendent, Instructional Services
Sheila Weinberg, Director of Pupil Services
Mike Casey, Director of Technology
Randy Wheaton, Director of Maintenance & Operations

Official Minutes, Regular Board Meeting • December 9, 2009

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

Principals Present: Shelley Petersen, Ashley Falls
Susan Fitzpatrick, Del Mar Hills Academy

DMUSD Staff Present: Bill Porter, Karen Holty, Karen Westbrook, Jodi Neilson, Natasha Rosario, Lauren Kvalstad, Heather Sullivan Kowieski, Meg Jackson, Nancy Swanberg, Michelle Beeson, Marina Russo, Andrea Sleet, Cinda Peck, Erica Bell, Katrina Graupmann, Tanya Lubomudrov, Erik Bienke, Katherine Weidmann, David Skinner, Sandy Johnson

Others Present: Approximately 56+ community members were present.

2. STUDENT RECOGNITION – ASHLEY FALLS SCHOOL

Second and third grade students, instructed by music specialist, Michelle Beeson, performed several selections of patriotic songs they learned as part of their Extended Studies Curriculum (ESC). Each month students from different grade levels perform for the entire school at a school wide assembly.

3.0 ORGANIZATIONAL MEETING

Board President White called the Organizational Meeting to order at 6:32 p.m.

3.0.1 Election of President of the Board of Trustees

Motion to elect Member Rodriguez as the 2010 President of the Board of Trustees.

Motion Easton

Second White

Carried

Ayes 4

Noes 1 (Member Rodriguez)

Abstain 0

~~Motion to elect Member White as the 2010 President of the Board of Trustees.~~

~~Motion Rodriguez~~

~~Second White~~

~~Motion failed~~

~~Ayes 1~~

~~Noes 4 (Members Easton, McDowell, Perkins, White)~~

~~Abstain 0~~

Official Minutes, Regular Board Meeting • December 9, 2009

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3.0.2 Election of Clerk of the Board of Trustees

Motion to elect Member McDowell as the 2010 Clerk of the Board of Trustees.

Motion Perkins
Second Rodriguez
Unanimous

3.0.3 Appointments of Board Members

- **Secretary to the Board of Trustees - District Superintendent**
Nomination: Sharon McClain

- **Member as Representative to the North Coastal Consortium for Special Education (NCCSE)**
Nomination: Annette Easton

- **Member as Representative to the North City West School Facilities Finance Authority / CFD No. 1**
Nomination: Katherine White

- **Member as ex officio Representative to the Del Mar Schools Education Foundation**
Nomination: Doug Perkins

- **Member as Representative to the Legislative Action Network (LAN)**
Nomination: Steven McDowell
Nomination: Doug Perkins

Motion to approve the Board Member appointments as nominated in 3.0.3 above.

Motion Easton
Second Rodriguez
Unanimous

3.0.4 Adoption of Dates, Time and Place of Regular Board of Trustees Meetings for the period of January 1, 2010 through November 30, 2010

Member Easton requested the Board President discuss the viability of having two Regular Board Meetings per month in 2010 with the Superintendent.

Motion to approve the Time and Place of Regular Board of Trustees Meetings for the period of January 1, 2010 through November 30, 2010

Motion Easton
Second Rodriguez
Unanimous

- 3.0.5 **ADJOURNMENT, ORGANIZATIONAL MEETING**
Motion to adjourn the 2009 Organizational Meeting.
Motion Easton
Second Rodriguez
Unanimous

The Board members took a brief recess to assume their new positions on the Board.

3. **APPROVAL OF AGENDA**

Amendments to the Agenda

Item 10.4 and Item 10.6 pulled from the Consent Agenda
Item 10.9 to follow item 6.1

Motion to Approve Agenda, as amended.

Motion White
Second Easton
Unanimous

4. **CORRESPONDENCE/COMMUNICATION**

4.1 **Correspondence**

4.2 **Public Comment (for items not on the Agenda)**

- *Tatiana Schnieron*, DMUSD parent, spoke against closing Del Mar Hills Academy.
- *Katherine Weidmann*, DMUSD teacher, spoke against closing Del Mar Hills Academy.
- *Andrea Sleet*, DMUSD teacher, spoke against closing Del Mar Hills Academy.
- *Kerry Traylor*, DMUSD parent, spoke in support of Superintendent McClain.
- *Beth Westberg*, DMUSD parent, spoke against closing Del Mar Hills Academy.
- *Matt Zevin*, DMUSD parent, spoke in support of Superintendent McClain.

5. **REPORTS, RECOGNITIONS AND HEARINGS**

5.1 **Staff Recognition – Employees of the Month for November/December 2009**

Board President ~~White~~ Rodriguez thanked Jakes Del Mar for its continued support of the DMUSD Employees of the Month program by donating gift certificates for the honorees, as follows:

Employees of the Month for November/December 2009:
Ashley Falls – Gerardo Hernandez, Custodian
Carmel Del Mar – Janet Wolfertz, Tech Teacher

Official Minutes, Regular Board Meeting • December 9, 2009

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Del Mar Heights – Tracy Polivka, Kindergarten Teacher

Del Mar Hills – Sandra Martinez, RSP Teacher

Ocean Air – Meg Jackson, Kindergarten Teacher

Sage Canyon – Jodi Lack, 1st grade Teacher

Sycamore Ridge – Chris Ray, Custodian

Torrey Hills – Jessica Scott, 6th Grade Teacher

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

Mr. Skinner welcomed Comischell Rodriguez as the new Board President. Mr. Skinner is confident that she is ready for the job and appreciates her stepping up at a difficult time. He expressed his appreciation for her willingness to consider many points of view and for listening with an open mind and heart. Mr. Skinner also congratulated Ryan Stanley as the new principal of Ocean Air School.

Mr. Skinner echoed the sentiments that were expressed in support of Dr. McClain and spoke against a change in superintendent at this time. On behalf of the teachers, he thanked Assistant Superintendent, Instructional Services, Holly McClurg, and Director of Technology, Mike Casey, for organizing the training sessions on the technology component of the math adoption for all grade levels. He received outstanding feedback from all the grade levels. Tanya Lubomudrov, DMUSD teacher, presented a binder summarizing the volunteer hours of the DMUSD teachers for the month of November totaling 2,215 hours of personal time, which equates to \$119,610. The total contribution of hours to enhance student learning in October and November equals 5,215, which, in the business world, equates to \$281,610.

5.3 DMSEF Report: Chris Stevenson, DMSEF President

Ms. Stevenson congratulated the Board members on their new roles on the Board. The DMSEF 2010/2011 fundraising total, with the added pledge dollars from the phone-a-thon, is \$475,000. The DMSEF is working in partnership with principals to send customized newsletters to each school highlighting the benefits of the District's ESC program. Ms. Stevenson thanked Dr. McClain for her participation in the DMSEF forums being held at each school, which provide parents with information on the continuing budget crisis and its effect on ESC funding. The DMSEF is planning the DMSEF Challenge Week from January 18-22 to be sponsored at all schools, with events specific to each school. Ms. Stevenson thanked the Ashley Falls teachers for donating 100% to the DMSEF. The challenges in the District are impacting fundraising, and the DMSEF is increasing their communication activities as a result. The goal is to raise \$800 per child with 100% participation by February 15, 2010. The current contribution rate is 25% across the district. The participation rate last year was 65%, one of the highest the DMSEF has

experienced. The DMSEF is working hard to increase the participation rate and to meet the goal by February 15.

Mr. Robert Quolmos, Sr. Vice President of Keenan and Associates, presented a check to the DMSEF in the amount of \$500 on behalf of Jim Gianola, DMUSD Teacher of the Year.

5.4 **PTA Report: PTA Report: Zuliya Khawaja, Carmel Del Mar PTA President**
Ms. Khawaja was not available to report.

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

5.6 **Report – Board Reports/Comments**

Member Perkins:

- Attended Gary Wilson's Farewell Party.
- Attended several presentations on the State budget and was told, "the easy cuts were made last year".

Member Rodriguez:

- Attended workshops and presentations at the CSBA Conference focusing on budgets.
- Attended the meeting with the PTA Presidents and Supt. McClain.
- Met with realtors to identify property within the DMUSD for new District Offices.

Member Easton:

- Wished everyone happy holidays.
- Expressed appreciation to all staff for the wonderful work all year.
- Looks forward to "setting this ship on the right course" and focusing on children in the classroom.

Member McDowell:

- Wished staff safe and happy holidays.
- Attended the Farewell Party for Gary Wilson.
- Thanked David Skinner for his kind words.
- Attended the CSBA Conference.

Member White:

- Shared her reflection of the student recognition performance, which reminds us that our "American voices" are respectful and thoughtful.
- Appreciated speakers being passionate but respectful.
- Wished everyone happy holiday.

Official Minutes, Regular Board Meeting • December 9, 2009

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5.7 Report – Superintendent’s Report

- Attended the Farewell Party for Principal Gary Wilson.
- Announced the retirement of Marilyn Wyman, Administrative Assistant, Pupil Services.
- Participated in the DMSEF Forums held at each of the school sites.
- Conducted meetings for Ocean Air parents and staff to gather input regarding a new principal.
- Congratulated Ryan Stanley on his appointment as the new Principal of Ocean Air School.
- Shared the excitement of a Torrey Hills student who received a letter from President Obama.

6. APPROVAL OF MINUTES

Amendments to Minutes:

- Remove the underline on page four of the Minutes of the November 18, 2009 Regular Board Meeting.

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

- Minutes of Regular Board Meeting of November 18, 2009
- Minutes of the Special Board Meeting/Visitation of November 18, 2009

Motion White

Second Easton

Unanimous

6.1 APPROVAL OF CONSENT ITEMS

Amendment to Consent Items:

- Change “his” to “her” in Item 10.5.

Under item 6, Approval of Agenda, Consent Items *10.4, *10.6 and *11.1 were removed from Consent and item *10.9 was moved to come after item 6.1.

Motion to approve Consent Items *10.1, *10.2, *10.3, *10.5, as amended

Motion White

Second Perkins

Unanimous

Pursuant to amendments to the Agenda, Item 10.9 was discussed at this time.

Move to extend the time limit for speakers on Item 10.9 to allow all speakers their entire three minutes to address the Board.

Motion White

Second Perkins

Unanimous

Official Minutes, Regular Board Meeting • December 9, 2009

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7. CURRICULUM & INSTRUCTION

7.1 Board Approval, Memo of Understanding with Alpine Union School District and Dehesa Elementary School District to form a Consortium for Title III – Limited English Proficient Funds

Katie Shanahan, Coordinator of State & Federal Projects, confirmed there is no expense associated with the formation of the Consortium for Title III.

Motion to approve the Memo of Understanding with Alpine Union School District and Dehesa Elementary School District to form a Consortium for Title III – Limited English Proficient Funds

Motion White
Second McDowell
Unanimous

7.2 Update, Early Childhood Education Program Proposal

Holly McClurg, Assistant Superintendent, Instructional Services, confirmed the staff's recommendation is to move forward with merging the existing employee preschool program and the special education preschool program and to discontinue plans for expanding the district's Early Childhood Education Program, at this time. Staff anticipates a steady growth of the current fee based preschool offered by the DMUSD and is in favor of new preschool facilities that will accommodate future growth.

8. ADMINISTRATION AND POLICY

8.1 Board Approval, 2009/2010 Single Site Plans for Student Achievement: Vision for Excellence Site Strategic Plan

Katie Shanahan, Coordinator of State & Federal Projects, reported all Site Strategic Plans were reviewed and approved by the School Site Council at each of the eight DMUSD schools.

Motion to approve 2009/2010 Single Site Plans for Student Achievement: Vision for Excellence Site Strategic Plan

Motion McDowell
Second White
Unanimous

Official Minutes, Regular Board Meeting • December 9, 2009

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8.2 **Update, Strategic Planning**

Superintendent McClain gave a brief explanation of the Strategic Planning process, purpose and goals: 1) What do we do? 2) For whom do we do it? 3) How will we be successful?

Board asked clarifying questions regarding:

- 1) the plan for involving parents/community
- 2) the use of the word "maintains" in the goals
- 3) the use of "character counts" vs "peacebuilders"

The Board requested to have Peace Builders information added to the schools and district websites.

The Strategic Plan will go through one more review and be presented to the Board for approval at the January 27, 2010 Board meeting.

8.3 **Update, School Located Vaccination Clinic**

Sheila Weinberg, Director of Pupil Services, updated the Board on the vaccination clinics and the challenges some clinics are experiencing. The county recommends one of the following two flu clinic models: 1) during school or, 2) on weekends.

Director Weinberg is researching the staff requirements and costs of holding a clinic and will report her findings at a future Board meeting.

8.4 **Strategic Planning, Finance Task Force**

Dena Whittington, Assistant Superintendent Business Services, reported that the current Budget Committee has been reviewing revenue, expenses and contracts. It was suggested that the Board elect a Board Member to serve as representative on the Budget Committee, aka Strategic Planning Finance Task Force. The Board is interested in the formation of a Strategic Planning, Finance Task Force including community members and staff members.

Public Input:

- *Beth Westburg*, DMUSD parent, requested the formation of a Strategic Planning Financial Task Force.
- *Deborah Muns Park*, DMUSD parent, spoke in favor of the Strategic Planning Financial Task Force.
- *Heidi Niehart*, DMUSD parent, spoke in favor of the formation of a Strategic Financial Planning Task Force.

Official Minutes, Regular Board Meeting • December 9, 2009

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

The Board and staff discussed the composition of the Financial Task Force to include a parent representative from each school, a community member appointed by each Board member, one principal, one administrator, one DMSEF member, one certificated employee and one classified employee.

The Board directed the Superintendent to bring this item back with a recommendation.

8.5 Report, CSBA Annual Education Conference

There being no time to report on item 8.5, it will be placed on the January 27, 2010 Agenda.

8.6 Recommendation to Consider Nominations for the California School Boards Association (CSBA) Delegate Assembly

President White nominated Member McDowell, seconded by Member Perkins. Member Easton nominated Member Rodriguez, seconded by Member White.

Motion to approve the nomination of Members McDowell and Rodriguez to run for election to the CSBA Delegate Assembly.

Motion Easton

Second White

Unanimous

8.7 Discussion, Board Fiscal Workshop

Staff recommended the Board participate in a Board Fiscal Workshop to receive the most current information available on the state of the District's budget. Staff will identify dates and confirm the Board's availability.

8.8 Discussion, Posting Emails vs. Correspondence on the District Website

There being no time to discuss item 8.8, it will be placed on the January 27, 2010 Agenda.

8.9 Reminder of Upcoming Events

(For information only.)

9. OPERATIONS AND FACILITIES

9.1 December Facilities Report

There being no time to discuss item 9.1, it will be placed on the January 27, 2010 Agenda.

Official Minutes, Regular Board Meeting • December 9, 2009

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10. BUSINESS AND FINANCE

10.4 Board Approval of Agreement Between the Del Mar Union School District and Eric Hall & Associates

The Board removed item 10.4 from the Consent Agenda in order to request the agreement be amended to include "not to exceed".

Motion to approve Board Agreement Between the Del Mar Union School District and Eric Hall & Associates, as amended.

Motion White
Second McDowell
Unanimous

10.6 Board Approval of Renewal of Agreement Between the Del Mar Union School District and the Dolinka/Decision Insight Group for Updating Enrollment Projections

Staff reported they met with the Dolinka/Decision Insight Group regarding renewing their contract and learned of additional services available to the district at no additional cost. Additionally, key personnel at the district office will be trained on how to further utilize the software and data, and the DMUSD street guide will become accessible by parents from the Del Mar Union School District website. Staff contacted neighboring school districts that are contracted with Dolinka/Decision Insight and received high recommendations.

Public Input:

- *Deborah Muns-Park*, DMUSD parent, expressed concern in the accuracy of information to be given to Dolinka/Decision Insight.

Motion to approve the Agreement Between the Del Mar Union School District and the Dolinka/Decision Insight Group for Updating Enrollment Projections.

Motion White
Second Easton
Unanimous

10.7 Board Approval, 2009-2010 First Interim Financial Reporting

Assistant Superintendent, Business Services, Dena Whittington, presented the First Interim Report and fielded questions from the Board.

Official Minutes, Regular Board Meeting • December 9, 2009

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

Motion to approve the 2009-2010 First Interim Financial Reporting.

Motion White

Second Perkins

Unanimous

10.8 Solar Energy

There being no time to report on item 10.8, it will be placed on the January 27, 2010 Agenda.

10.9 Budget Reduction Areas Under Consideration for the Fiscal Year 2009-2010 and Future Years

Assistant Superintendent, Business Services, Dena Whittington presented the newly formatted list of Reduction Areas Under Consideration for information only. The Board expressed its appreciation to Ms. Whittington for the reformatted list.

The Board requested the addition of administrative offices to be closed during school breaks, and to include the total savings at the bottom of the list. The Board requested an update on the estimated cost savings of closing a school

Public Input:

- *Chris Wallace*, DMUSD parent, spoke in opposition to the closure of any school.
- *Estela deLlanos*, DMUSD parent, spoke in opposition to the closure of any DMUSD school.
- *Karen Aiken*, DMUSD parent, spoke in opposition to the closure of Del Mar Hills Academy.
- *Vanessa Black*, DMUSD parent, spoke in opposition to the closure of any DMUSD school.
- *Liz Shopes*, DMUSD parent, spoke regarding the accuracy of information provided to the 7/11 DAC.
- *Amy Caterina*, DMSD parent, spoke in opposition to the closure of any DMUSD school.
- *Juli Oh*, DMUSD parent, spoke in favor of a long term and timely solution to the problems facing the District.
- *Marybeth Norgren*, DMUSD parent, spoke in opposition to the closure of Del Mar Hills Academy.
- *Joel Holiday*, DMUSD parent, spoke in opposition to the closure of any of the DMUSD schools.
- *Tom Sohn*, DMUSD parent, spoke in opposition to the closure of any of the DMUSD schools.

Official Minutes, Regular Board Meeting • December 9, 2009

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- *Nicole Holiday*, DMUSD parent, spoke in opposition to the closure of any of the DMUSD schools.
- *Obie Roy*, DMUSD parent, spoke in opposition to the closure of Del Mar Hills Academy.

Supt. McClain reported that an additional Public Hearing for the 7/11 Committee has been scheduled for December 14, 2009 at which time the committee will also discuss scheduling a meeting to present the committee's proposals to the Board of Trustees. The Board requested the 7/11 DAC present its formal proposals to the Board as early as possible.

The Board asked clarifying questions regarding items on the list of Budget Reduction Areas, which were explained by Assist. Supt., Business Services, Dena Whittington.

10.10 Potential Use of Proceeds from Sale of Surplus Real Property

There being no time to report on item 10.10, it will be placed on the January 27, 2010 Agenda.

10.11 2009/2010 Monthly Budget Update, Legal Fees and Cash Balance Report

(Presented for information only.)

11. PERSONNEL

Motion to extend the time for public comment on item 11.1

Motion Easton

Second Perkins

Unanimous

11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

Public Input

- *Karen Holty*, Administrative Assistant, Ocean Air, expressed the sentiments of the Ocean Air staff in the departure of Gary Wilson.
- *Jeff Bales*, DMUSD teacher, expressed concerns on the number of and the reasons why experienced administrators are leaving the DMUSD.
- *Betsy Mackey*, DMUSD parent, expressed concerns on the number of and the reasons why experienced administrators are leaving the DMUSD and the Board being held accountable.

Official Minutes, Regular Board Meeting • December 9, 2009

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- *Evan Sorem*, DMUSD parent, expressed concerns on the number of and the reasons why experienced administrators are leaving the DMUSD and the future of the district.
- *Noelle Gately*, DMUSD parent, addressed the Board about accusations made against the Board; Board Bylaw 9005, Governance Standards, and the plan for a new principal at Ocean Air.
- *Meg Jackson*, DMUSD teacher, expressed concerns on the number of and the reasons why experienced administrators are leaving the DMUSD and the lack of respect shown by the Board.
- *Enrique Lopez Calva*, DMUSD parent, expressed the feeling of uncertainty and anxiety in the District.
- *Scott Wooden*, DMUSD parent, expressed disappointment in the actions by the Board of Trustees.
- *April Barduson*, former DMUSD parent, addressed the Board regarding the dedication and leadership shown by Gary Wilson.

Board President ~~White~~ **Rodriguez** outlined the process for hiring a new principal, including receiving input from staff, parents and community, forming an Interview Committee for first round interviews, conducting second round interviews with administrators and a Board member to be followed by a recommendation being made to the Board of Trustees.

Public Input

- ~~*April Barduson*, former DMUSD parent, addressed the Board regarding the dedication and leadership shown by Gary Wilson.~~

Motion to approve Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

Motion White

Second Easton

Carried

Ayes 4 (~~Members Easton, McDowell, Perkins, White~~)

Noes 1 (Member Rodriguez)

Board President ~~White~~ **Rodriguez** reminded the audience that the Board and staff valued the input of the community and would continue to support this historic practice of reaching out to the community for their input in selecting the new principal for Ocean Air School.

11.2 **First Reading, Updated Job Description, Human Resources & Pupil Services Administrative Assistant**

The Board was asked to send questions and comments regarding item 11.2 to staff.

11.3 **Process for Hiring New Principal of Ocean Air School**

In Board President White's report out of closed session she reported that the Board unanimously approved the Superintendent's recommendation to appoint Ryan Stanley, the current Assistant Principal at Sage Canyon, as the new principal of Ocean Air School.

12. **ARTICLES OF INTEREST**

12.1 "A Negative Consumer Price Index Will Lead to Lower Property Tax Collections" – Fiscal Report, December 11, 2009.

13. **ITEMS FOR THE JANUARY 27, 2010 BOARD MEETING**

- Facilities Report
- Monthly Budget Update
- Second Reading/Board Approval Updated Job Description, Human Resources Pupil Services Administrative Assistant
- First Reading, 2010/2011, 2011/2012, 2012/2013 School Year Calendar
- Process for hiring Assistant Superintendent, Human Resources
- ESC Funding for prep time
- Potential Use of Proceeds from Sale of Surplus Real Property
- Practice of presenting a resolution and certificate of appreciation to retiring employees
- Discussion, Posting Emails vs. Correspondence on the District Website
- Solar Energy
- **Financial Task Force**

ADJOURNMENT

There being no further business to come before the Board, there was a **Motion to Adjourn at 10:57 p.m.**

Motion Easton

Second Perkins

Unanimous

Official Minutes, Regular Board Meeting • December 9, 2009

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Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

Unapproved

Official Minutes, Regular Board Meeting • December 9, 2009

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DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES

Minutes of Special Board Meeting

December 16, 2009
12:45 p.m.

Ashley Falls School
13030 Ashley Falls Drive, San Diego, CA 92130

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

Administrators Present: Dr. Sharon McClain, Superintendent

DMUSD Staff Present: Cinda Peck, Evon Carpenter, Sandy Johnson, Abby Farricker, Lindsay Farmer, Allison Warren, Janet Orr, Fred Bettig, David Skinner, Erica Bell, Katrina Graupmann, Tracy Garber, Erik Bienke, Andrea Sleet, Hayley Kantner, Debbie Hanna, Lauren Kvalstad, Kim Cunningham, Lauri Carpenter, Cassie Bruncker, Karen Holty, Meg Jackson, Patrice James, 111111Scott Wilken, Shelley Petersen, Danielle Roche, Bill Porter, Katherine Weidmann, Susan Brubaker, Nancy Swanberg, Tori Hemerick, Jeri Sipe, Monica Tech, Amy Tan-Zamora, Laurel Zitko

Others Present: Approximately 40 community members.

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President Rodriguez called the meeting to order at 12:50 p.m.
2. **APPROVAL OF THE AGENDA**
Amendment to the Agenda:
Remove item 6, Public Employee Discipline/Dismissal/Release (Government Code Sections 11126 and 54957); Parent Complaint, from the Agenda.

Motion to Approve the Agenda, as amended.

Motion White

Second Easton

Unanimous

3. **PUBLIC INPUT CONCERNING ITEMS ON THE SPECIAL MEETING AGENDA**
There was no public input.
4. **VISIT WITH MAINTENANCE & OPERATIONS DEPARTMENT**

Director of Maintenance & Operations, Randy Wheaton, led the Board on a tour to give an overview of the daily maintenance and operations at a DMUSD school site. The Board viewed the maintenance & operations vehicles, site electrical rooms, and HVAC system including equipment on the roof among other site operations.

5. BOARD TOUR OF PROPERTIES TO BE CONSIDERED FOR NEW DISTRICT OFFICE FACILITY; 11250 EL CAMINO REAL, SAN DIEGO, CA 92130 AND 4106 SORRENTO VALLEY BLVD., SAN DIEGO, CA 92127

The Board toured two potential properties for the relocation of the District Office with realtors Chuck Wasker and Mark Kagan, as listed above.

6. Item 6.0 was removed from the Agenda per amendment in item 2.

7. The Board relocated the meeting to Del Mar Hills Academy at 14085 Mango Drive, Del Mar, CA 92014 for the following:

PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

Heidi Niehart, DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Karen Holty, DMUSD parent, spoke to call for the resignation of three board members and dissatisfaction in the state of the district.

Kate Takahashi, DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Zuliya Khawaja; DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Janet Leutel; DMUSD staff member, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

David Skinner, DMCTA President, speaking on behalf of 200+ staff members he spoke in support of Superintendent McClain.

Wendy Maron, DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Doug Rafner, DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Kerry Traylor, DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Chris Stevenson, DMUSD parent & DMSEF President, spoke in support of Superintendent McClain and the time wasted in meetings and "ping-pong management".

Marybeth Norgren, DMUSD parent, spoke in support of Superintendent McClain and the lack of Board transparency.

Vicki Mirandon, DMUSD parent, spoke of dissatisfaction in the state of the district and asked that the needs of the children be considered first.

Allison Healy-Poe DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Molly Schneider, DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district and presented emails from parents not in attendance.

Eileen Hoppen, DMUSD parent, spoke in support of Superintendent McClain and dissatisfaction in the state of the district.

Genevieve Thunder, DMUSD parent, spoke in support of the Board and action against Superintendent McClain.

Superintendent McClain clarified that there have not been 20 complaints filed against her. The Board met in Closed Session on December 2, 2009 to consider disciplinary action due to a parent complaint. Superintendent McClain supports the actions of the principal, and reaffirmed her belief that all staff acted appropriately. The parent complaint initiated a review of DMUSD policy and procedures. Superintendent McClain reiterated her support of the actions of the principal, staff and herself.

Motion to adjourn into Closed Session:

Motion White
Second Perkins
 Unanimous

8. The Board adjourned to Closed Session to discuss:

8.1 Conference with Legal Counsel – Potential Litigation (Government Code Section 54956.9(c); Name of Case: One case

8.2 Public Employee Discipline/Dismissal/Release (Government Code Sections 11126 and 54957); Parent Complaint

Motion to reconvene to Open Session at 5:35 p.m.

Motion White
Second McDowell
 Unanimous

9. REPORT OUT OF CLOSED SESSION

Regarding 8.2 Public Employee Discipline/Dismissal/Release (Government Code Sections 11126 and 54957); Parent Complaint

Board President Rodriguez reported the Board concluded its investigation and deliberation and after hearing all of the evidence, there is no action to report out. Both parties will be advised of the decision.

Staff and community members in attendance asked for clarification on the meaning of "concluded". Board President Rodriguez clarified that the Board met to discuss the hearing held two weeks ago regarding a parent complaint, that the investigation has been completed and the Board concluded the investigation and there was no action to report out. Board

President Rodriguez clarified that discussion on Item 8.1 had not been completed.

10. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 5:45 p.m.

Motion White

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon L. McClain, Superintendent

Date

Date

Unapproved

February 10, 2010

To: Board Members

From: Holly McClurg, Assistant Superintendent of Instructional Services

Subject: Agenda Item 7.1: Board Approval, Extended Studies Curriculum Program

It is recommended by district administration and principals that the 2010-2011 Extended Studies Curriculum (ESC) provided by the district continue to follow the criteria established and approved by the Board on 02/25/09. This option, referred to as the *DMUSD Specialist Program – Option #2* at the time of approval, is described in the attachment. No changes to the ESC program delivery are recommended at this time.

Program staffing needs are estimates based on projections for the 2010-2011 school year. Staffing allocations are explained on the attached pages. In summary, the suggested ESC staffing allocations for the 2010 – 2011 school year are:

Music and/or Art Specialists:	7.5
Science Specialists:	5.1
Technology Specialists:	4.8
Physical Education Specialists:	<u>2.0</u>
Total ESC Specialists:	19.4

FISCAL IMPACT: Cost – Additional 0.40 FTE in 2010/11 from 2009/10. Average ESC Teacher is \$86,000 per year including benefits in 2009/10. Additional cost for 2010/11 will be \$34,400.

Program or Department – Unrestricted General Fund

Is this a Restricted Program? No

Was this expenditure anticipated in the adopted budget? Yes

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

RECOMMENDED: The Superintendent recommends the Board approve to continue the current Extended Studies Program and the suggested allocations for 2010/11.

2

DMUSD Specialist Program Proposal
(Science, Technology, Physical Education, Visual Art and General Music)
Program Board Approved 2-25-09
Program Staffing Needs Section Updated for 2010/11

Assumption: Instruction for each subject will be in a continuous block of time (i.e. 40 or 45 minutes once a week). This maximizes instructional time while minimizing the need for separate set-up operations.

Kindergarten

Kindergarten students may receive some Specialist time on a limited basis and with their classroom teachers present.

First Grade

- General Music and/or Visual Art instruction (one 40-minute period per week).
- Laboratory Science (one 40-minute period per week).
- Kindergarten teachers will provide Language Arts two days per month for 40 minutes (all K teachers to provide for common planning time for 1st grade teachers) and Technology instruction will be provided two days per month for 40 minutes.
- PE Specialist will provide support for classroom teachers to teach PE.

Second and Third Grades

- General Music and/or Visual Art instruction (one 40 minute period per week).
- Laboratory Science (one 40-minute period per week).
- Technology (one 40-minute period per week).
- PE Specialist will provide support for classroom teachers to teach PE.

Fourth, Fifth, and Sixth Grades

- General Music and/or Visual Art instruction (two 45-minute periods per week).
- Laboratory Science (one 45-minute period per week).
- Technology/Project-Based Research and Presentation (one 45-minute period per week).
- PE Specialist will provide support for classroom teachers to teach PE.

“A Week in the Life of a Del Mar Union School District Student”

Fourth, Fifth, and Sixth Grades: Each student in grades 4-6 will have 90 minutes of General Music and/or Visual Art instruction with a specialist, 45 minutes of Laboratory Science with a Specialist, and 45 minutes of Information Literacy/Research Skills with a Technology Specialist along with the daily instructional time with their regular classroom teacher. Physical Education will be taught by the classroom teacher with guidance from a district Physical Education Specialist.

Second and Third Grades: Each student in grade 2-3 will have 40 minutes of Visual Art or General Music instruction with a Specialist, 40 minutes of Laboratory Science with a Specialist

and 40 minutes once a week with a Technology Specialist. This is coupled with the daily instructional time with each student's regular classroom teacher. Physical education will be taught by the classroom teacher with guidance from a district Physical Education Specialist.

First Grade: Each student in grade 1 will have 40 minutes of Art/General Music with a Specialist, 40 minutes of Laboratory Science with a Specialist and 40 minutes twice a month of Language Arts provided by a Kindergarten teacher to provide for common planning time for 1st grade teachers and two 40 minute periods of Technology instruction per month provided by a Specialist. This is coupled with the daily instructional time with each student's regular classroom teacher. Physical education will be taught by the classroom teacher with guidance from a district Physical Education Specialist.

Program Staffing Needs

The tables following this written narrative use current "rolled up" enrollment and the number of upper and primary classes or sections at each school site (based on the 1/29/10 enrollment report) to determine the number of teaching periods of coverage needed by the different specialists. The calculation is based on each full time specialist teaching 26 teaching periods per week. (Note: Kindergarten is not included in this calculation since they do not receive prep time coverage by the specialists.) The first spreadsheet shows totals for all schools and the district's suggested allocations. Subsequent pages show each school individually.

Prep Period Requirements Grades 1 - 3 (Estimate 2010/11)

		Music/			
	Sections	Prep Time Teaching Periods	Art Teaching Periods	Science Teaching Periods	Tech Teaching Periods
AF	8.5	22.5	7.47	7.47	6.42
CDM	9	24	7.98	7.98	6.68
HTS	10	26.5	8.81	8.81	7.51
HILLS	6.5	17.5	5.83	5.83	4.93
OA	16	43	14.35	14.35	12.14
SAGE	16	43	14.35	14.35	11.74
SR	10	26.5	8.81	8.81	7.51
TH	14	37.5	12.51	12.51	10.3
Total	90	240.5	80.11	80.11	67.23

Prep Period Requirements Grades 4 - 6 (Estimate 2010/11)

		Music/			
	Sections	Prep Time Teaching Periods	Music/ Art Teaching Periods	Science Teaching Periods	Tech Teaching Periods
AF	9.5	25.5	12.77	6.38	6.38
CDM	8	21.5	10.77	5.38	5.38
HTS	7.5	20	10	5	5
HILLS	6.5	17.5	8.77	4.38	4.38
OA	11.5	31	15.54	7.76	7.76
SAGE	14	37.5	18.77	9.38	9.38
SR	7	19	9.54	4.76	4.76
TH	12	32.5	16.31	8.14	8.14
Total	76	204.5	102.47	51.18	51.18

Prep Period Requirements Grades 1 - 6 (Estimate 2010/11)

		Music/				
	Sections	Prep Time Teaching Periods	Art Teaching Periods	Science Teaching Periods	Tech Teaching Periods	Total FTEs
AF	18	48	20.24	13.85	12.8	
CDM	17	45.5	18.75	13.36	12.06	
HTS	17.5	46.5	18.81	13.81	12.51	
HILLS	13	35	14.6	10.21	9.31	
OA	27.5	74	29.89	22.11	19.9	
SAGE	30	80.5	33.12	23.73	21.12	
SR	17	45.5	18.35	13.57	12.27	
TH	26	70	28.82	20.65	18.44	
Total	166	445	182.58	131.29	118.41	16.63
FTEs			7.02	5.05	4.55	16.63

SUGGESTED ALLOCATIONS

	Music/ Art	Science	Technology	Total
	0.8	0.5	0.5	1.8
	0.8	0.5	0.5	1.8
	0.8	0.5	0.5	1.8
	0.6	0.4	0.4	1.4
	1.2	1	0.8	3
	1.3	0.9	0.8	3
	0.8	0.5	0.5	1.8
	1.2	0.8	0.8	2.8
	7.5	5.1	4.8	17.4
			District PE Teachers	2
			Grand Total ESC	19.4

Ashley Falls

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A									
1	50	2.5	300.0	6.7	-0.2	6.5	2.15	2.15	1.10	1.1	6.5
2	46	2.5	300.0	6.7	-0.2	6.5	2.15	2.15	2.15	N/A	6.5
3	64	3.5	420.0	9.3	0.2	9.5	3.17	3.17	3.17	N/A	9.5
4	70	3.5	420.0	9.3	0.2	9.5	4.77	2.38	2.38	N/A	9.5
5	81	3.0	360.0	8.0	0.0	8.0	4.00	2.00	2.00	N/A	8.0
6	75	3.0	360.0	8.0	0.0	8.0	4.00	2.00	2.00	N/A	8.0
Total	386.0	18.0	2160.0	48.0	0.0	48.0	20.25	13.86	12.81	1.1	48.0
							0.8	0.5	0.5		1.8

1.8 Allocation

Suggest 1.8 Allocation for 2010/11

2.1 Allocation in 2009/10

USING 20/27 CLASS SIZE

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Adjustment	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	49	2.5	0.0	2.5	N/A				
1	53	2.7	-0.2	2.5	294.00	0.10	6.5	0.0	6.5
2	50	2.5	0.0	2.5	300.00	0.00	6.7	-0.2	6.5
3	71	3.6	-0.1	3.5	414.00	0.10	9.2	-0.2	9.0
4	70	2.6	-0.1	2.5	299.11	0.02	6.6	-0.1	6.5
5	79	2.9	0.1	3.0	363.11	-0.08	8.1	-0.1	8.0
6	80	3.0	0.0	3.0	355.56	0.11	7.9	0.1	8.0
Total	452.0	19.6		19.3	2025.78		45.0	-0.5	44.5

1.7 Allocation

Carmel Del Mar

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A									
1	60	3.0	360.0	8.0	0.0	8.0	2.66	2.66	1.36	1.4	8.0
2	61	3.0	360.0	8.0	0.0	8.0	2.66	2.66	2.66	N/A	8.0
3	60	3.0	360.0	8.0	0.0	8.0	2.66	2.66	2.66	N/A	8.0
4	62	3.0	360.0	8.0	0.0	8.0	4.00	2.00	2.00	N/A	8.0
5	56	2.0	240.0	5.3	0.2	5.5	2.77	1.38	1.38	N/A	5.5
6	72	3.0	360.0	8.0	0.0	8.0	4.00	2.00	2.00	N/A	8.0
Total	371.0	17.0	2040.0	45.3	0.2	45.5	18.76	13.38	12.07	1.4	45.6
							0.7	0.5	0.5		1.7

1.8 Allocation Adjust to 0.8

Suggest 1.8 Allocation for 2010/11

2.0 Allocation in 2009/10

USING 20/27 CLASS SIZE

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Adjustment	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	68	3.4	0.1	3.5	N/A				
1	68	3.4	0.1	3.5	420.00	0.10	9.3	0.2	9.5
2	72	3.6	-0.1	3.5	420.00	0.00	9.3	0.2	9.5
3	62	3.1	-0.1	3.0	360.00	0.10	8.0	0.0	8.0
4	67	2.5	0.0	2.5	297.78	0.02	6.6	-0.1	6.5
5	61	2.3	0.2	2.5	295.11	-0.08	6.6	-0.1	6.5
6	81	3.0	0.0	3.0	360.00	0.11	8.0	0.0	8.0
Total	479.0	21.2		21.5	2152.89		47.8	0.2	48.0

1.8 Allocation

Del Mar Heights

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A									
1	62	3.0	360.0	8.0	0.0	8.0	2.66	2.66	1.36	1.4	8.0
2	55	3.0	360.0	8.0	0.0	8.0	2.66	2.66	2.66	N/A	8.0
3	78	4.0	480.0	10.7	-0.2	10.5	3.49	3.49	3.49	N/A	10.5
4	61	3.0	360.0	8.0	0.0	8.0	4.00	2.00	2.00	N/A	8.0
5	57	2.0	240.0	5.3	0.2	5.5	2.77	1.38	1.38	N/A	5.5
6	62	2.5	300.0	6.7	-0.2	6.5	3.23	1.62	1.62	N/A	6.5
Total	375.0	17.5	2100.0	46.7	-0.2	46.5	18.81	13.81	12.51	1.4	46.5
							0.7	0.5	0.5		1.7
						1.8 Allocation	Adjust to 0.8			Suggest 1.8 Allocation for 2010/11	
										2.0 Allocation in 2009/10	

USING 20/27 CLASS SIZE

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	67	3.4	0.1	3.5				
1	68	3.4	0.1	3.5	420.00	9.3	0.2	9.5
2	61	3.1	-0.1	3.0	354.00	7.9	0.1	8.0
3	88	4.4	0.1	4.5	540.00	12.0	0.0	12.0
4	66	2.4	0.1	2.5	458.00	10.2	-0.2	10.0
5	60	2.2	-0.2	2.0	364.00	8.1	-0.1	8.0
6	67	2.5	0.0	2.5	446.67	9.9	0.1	10.0
Total	477.0	21.3		18.0	2582.67	57.4	0.1	57.5
								2.2 Allocation

Del Mar Hills

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A									
1	38	2.0	240.0	5.3	0.2	5.5	1.84	1.84	0.94	0.9	5.6
2	40	2.0	240.0	5.3	0.2	5.5	1.84	1.84	1.84	N/A	5.5
3	45	2.5	300.0	6.7	-0.2	6.5	2.15	2.15	2.15	N/A	6.5
4	44	2.5	300.0	6.7	-0.2	6.5	3.23	1.62	1.62	N/A	6.5
5	53	2.0	240.0	5.3	0.2	5.5	2.77	1.38	1.38	N/A	5.5
6	49	2.0	240.0	5.3	0.2	5.5	2.77	1.38	1.38	N/A	5.5
Total	269.0	13.0	1560.0	34.7	0.4	35.0	14.61	10.22	9.32	0.9	35.1
						1.3 Allocation	0.6	0.4	0.4		1.4
										Suggest 1.4 Allocation for 2010/11	
										1.6 Allocation in 2009/10	

USING 20/27 CLASS SIZE

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	42	2.1	-0.1	2.0				
1	43	2.2	-0.2	2.0	234.00	5.2	-0.2	5.0
2	44	2.2	-0.2	2.0	240.00	5.3	0.2	5.5
3	51	2.6	-0.1	2.5	294.00	6.5	0.0	6.5
4	52	1.9	0.1	2.0	364.67	8.1	-0.1	8.0
5	58	2.1	-0.1	2.0	368.67	8.2	-0.2	8.0
6	51	1.9	0.1	2.0	358.00	8.0	0.0	8.0
Total	341.0	15.0		14.5	1859.33	41.3	-0.3	41.0
								1.6 Allocation

Ocean Air

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A									
1	105	5.0	600.0	13.3	0.2	13.5	4.51	4.51	2.30	2.3	13.6
2	124	6.0	720.0	16.0	0.0	16.0	5.33	5.33	5.33	N/A	16.0
3	99	5.0	600.0	13.3	0.2	13.5	4.51	4.51	4.51	N/A	13.5
4	105	5.0	600.0	13.3	0.2	13.5	6.77	3.38	3.38	N/A	13.5
5	82	3.0	360.0	8.0	0.0	8.0	4.00	2.00	2.00	N/A	8.0
6	90	3.5	420.0	9.3	0.2	9.5	4.77	2.38	2.38	N/A	9.5
Total	605.0	27.5	3300.0	73.3	0.8	74.1	29.87	22.11	19.90	2.3	74.2
						2.9 Allocation	1.1	0.9	0.8		2.8
							Adjust to 1.2	Adjust to 1.0	Suggest 3.0 Allocation for 2010/11		

USING 20/27 CLASS SIZE

2.9 Allocation in 2009/10

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	114	5.7	-0.2	5.5				
1	116	5.8	0.2	6.0	720.00	16.0	0.0	16.0
2	127	6.4	0.1	6.5	774.00	17.2	-0.2	17.0
3	102	5.1	-0.1	5.0	600.00	13.3	0.2	13.5
4	108	4.0	0.0	4.0	720.00	16.0	0.0	16.0
5	83	3.1	-0.1	3.0	535.33	11.9	0.1	12.0
6	93	3.4	0.1	3.5	638.00	14.2	-0.2	14.0
Total	743.0	33.5		33.5	3987.33	88.6	-0.1	88.5
								3.4 Allocation

Sage Canyon

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A									
1	114	6.0	720.0	16.0	0.0	16.0	5.33	5.33	2.72	2.7	16.1
2	102	5.0	600.0	13.3	0.2	13.5	4.51	4.51	4.51	N/A	13.5
3	102	5.0	600.0	13.3	0.2	13.5	4.51	4.51	4.51	N/A	13.5
4	105	5.0	600.0	13.3	0.2	13.5	6.77	3.38	3.38	N/A	13.5
5	122	4.5	540.0	12.0	0.0	12.0	6.00	3.00	3.00	N/A	12.0
6	123	4.5	540.0	12.0	0.0	12.0	6.00	3.00	3.00	N/A	12.0
Total	668.0	30.0	3600.0	80.0	0.6	80.6	33.11	23.72	21.12	2.7	80.7
						3.1 Allocation	1.3	0.9	0.8		3.0
							Adjust to 1.4	Adjust to 1.0	Suggest 3.2 Allocation for 2010/11		
									3.4 Allocation in 2009/10		

USING 20/27 CLASS SIZE

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	120	6.0	0.0	6.0				
1	122	6.1	-0.1	6.0	720.00	16.0	0.0	16.0
2	103	5.2	-0.2	5.0	594.00	13.2	-0.2	13.0
3	103	5.2	-0.2	5.0	594.00	13.2	-0.2	13.0
4	104	3.9	0.1	4.0	711.33	15.8	0.2	16.0
5	120	4.4	0.1	4.5	818.00	18.2	-0.2	18.0
6	121	4.5	0.0	4.5	806.67	17.9	0.1	18.0
Total	793.0	35.2		35.0	4244.00	94.3	-0.3	94.0
								3.6 Allocation

Sycamore Ridge

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
1	57	3.0	360.0	8.0	0.0	8.0	2.66	2.66	1.36	1.4	8.0
2	69	4.0	480.0	10.7	-0.2	10.5	3.49	3.49	3.49	N/A	10.5
3	55	3.0	360.0	8.0	0.0	8.0	2.66	2.66	2.66	N/A	8.0
4	43	2.0	240.0	5.3	0.2	5.5	2.77	1.38	1.38	N/A	5.5
5	66	3.0	360.0	8.0	0.0	8.0	4.00	2.00	2.00	N/A	8.0
6	55	2.0	240.0	5.3	0.2	5.5	2.77	1.38	1.38	N/A	5.5
Total	345.0	17.0	2040.0	45.3	0.2	45.5	18.35	13.58	12.28	1.4	45.6
						1.8 Allocation	0.7	0.5	0.5		1.7
							Adjust to 0.8			Suggest 1.8 Allocation for 2010/11	
										1.9 Allocation in 2009/10	

USING 20/27 CLASS SIZE

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	59	3.0	0.0	3.0				
1	60	3.0	0.0	3.0	360.00	8.0	0.0	8.0
2	70	3.5	0.0	3.5	420.00	9.3	0.2	9.5
3	57	2.9	0.1	3.0	354.00	7.9	0.1	8.0
4	43	1.6	-0.1	1.5	268.67	6.0	0.0	6.0
5	68	2.5	0.0	2.5	453.33	10.1	-0.1	10.0
6	58	2.1	-0.1	2.0	368.67	8.2	-0.2	8.0
Total	415.0	18.6		35.0	2224.67	49.4	0.0	49.4
								1.9 Allocation

Torrey Hills

	Rolled Up Enrollment using 1/29/10 Data	Rolled up Sections in 2009/10	Prep Teaching Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed	Music/Art Teaching Periods	Science Teaching Periods	Technology Teaching Periods	KI Teachers covering Prep (Teaching Periods)	Totals
K	N/A	N/A									
1	105	5.0	600.0	13.3	0.2	13.5	4.51	4.51	2.30	2.3	13.6
2	94	5.0	600.0	13.3	0.2	13.5	4.51	4.51	4.51	N/A	13.5
3	84	4.0	480.0	10.7	-0.2	10.5	3.49	3.49	3.49	N/A	10.5
4	100	5.0	600.0	13.3	0.2	13.5	6.77	3.38	3.38	N/A	13.5
5	92	3.5	420.0	9.3	0.2	9.5	4.77	2.38	2.38	N/A	9.5
6	98	3.5	420.0	9.3	0.2	9.5	4.77	2.38	2.38	N/A	9.5
Total	573.0	26.0	3120.0	69.3	0.8	70.1	28.80	20.65	18.44	2.3	70.2
						2.7 Allocation	1.1	0.8	0.7		2.6
							Adjust to 1.2	Adjust to 0.8			
										Suggest 2.8 Allocation for 2010/11	
										3.0 Allocation in 2009/10	

USING 20/27 CLASS SIZE

	Decision Insite 2010/11 Projected Enrollment	Sections	Adjustment	Adjusted Sections	Prep Minutes Needed	Prep Teaching Periods Needed	Prep Period Adjustments	Adjusted Prep Teaching Periods Needed
K	111	5.6	-0.1	5.5				
1	112	5.6	-0.1	5.5	660.00	14.7	-0.2	14.5
2	102	5.1	0.1	5.2	624.00	13.9	0.1	14.0
3	92	4.6	-0.1	4.5	540.00	12.0	0.0	12.0
4	106	3.9	0.1	4.0	724.67	16.1	-0.1	16.0
5	93	3.4	0.1	3.5	638.00	14.2	-0.2	14.0
6	103	3.8	0.2	4.0	722.67	16.1	-0.1	16.0
Total	719.0	32.0		32.2	3909.33	86.9	-0.5	86.4
								3.3 Allocation

February 5, 2010

To: Board Members

From: Sharon McClain, Superintendent

Subject: Agenda Item 8.1: First Reading, 2010/2011, 2011/2012 and 2012/2013 School Year Calendars

Following this narrative are the proposed school calendars for the Del Mar Union School District for 2010/2011, 2011/2012 and 2012/2013. These calendars are aligned with the adopted calendars for the San Dieguito Union High School District with the exception of the last day of school. The SDUHSD's last day for students is one day later than the proposed calendars for the DMUSD.

The proposed calendars will be reviewed with the DMCTA Professional Relations Committee on Monday, February 8, 2010. Staff will report on the meeting at the Board meeting on February 10, 2010.

FISCAL IMPACT: There is no fiscal impact associated with the first reading of the proposed calendars.

RECOMMENDED: For information only. No action required.

**DEL MAR UNION SCHOOL DISTRICT
2010-2011 SCHOOL CALENDAR**

DRAFT

School Month	Attendance					Cumulative		Holidays and Other Information	
	M	T	W	Th	F	Days	Attendance Days		
June/July	28	29	30	1	2	0	0	6/28	First Day of Extended School Yr. *Independence Day Observed Last Day of Extended School Yr.
	*5	6	7	8	9	0	0	*7/5	
	12	13	14	15	16	0	0		
	19	20	21	22	23	0	0	07/23	
July/Aug	26	27	28	29	30	0	0		School Offices Open
	2	3	4	5	6	0	0		
	9	10	11	12	13	0	0		
	16	17	18	19	20	0	0	8/23	
1)Aug/Sept	23	√24	√25	√26	√27	0	0	8/24 – 8/27	√Teacher Work Days First Day for Students *Labor Day Observed
	30	31	1	2	3	5	5		
	*6	7	8	9	10	4	9	8/30	
	13	14	15	16	17	5	14	*9/6	
	20	21	22	23	24	5 (19)	19		
2)Sept/Oct	27	28	29	30	1	5	24		Parent Conferences (minimum days)
	4	5	6	7	8	5	29		
	11	12	13	14	15	5	34	10/18-10/22	
	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	5 (20)	39		
3)Oct/ Nov	25	26	27	28	29	5	44		*Veteran's Day Observed (*11/12, In lieu of Admissions Day)
	1	2	3	4	5	5	49		
	8	9	10	*11	*12	3	52	*11/11-*11/12	
	15	16	17	18	19	5 (18)	57		
4)Nov/Dec/ Jan	22	23	24	*25	*26	0	57	11/22 - 11/26	Thanksgiving Week Winter Recess
	29	30	1	2	3	5	62		
	6	7	8	9	10	5	67		
	13	14	15	16	17	5	72		
	20	21	22	23	*24	0	72	12/20 – 12/31	
	*27	28	29	*30	*31	0	72		
5)Jan/Feb	3	4	5	6	7	5 (20)	77		*Martin Luther King Day Obs. Local Release Days (no school)
	10	11	12	13	14	5	82		
	*17	18	19	20	21	4	86	*1/17	
	24	25	26	27	28	5	91		
6)Feb/Mar	31	1	2	4	4	3 (17)	94	1/31, 2/1	*Presidents' Days Observed Parent Conferences (minimum days)
	7	8	9	10	11	5	99		
	14	15	16	17	*18	4	103	*2/18-*2/21	
	*21	22	23	24	25	4	107	2/28-3/4	
	<u>28</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	5 (18)	112		
7)Mar/Apr	7	8	9	10	11	5	117		
	14	15	16	17	18	5	122		
	21	22	23	24	25	5	127		
	28	29	30	31	1	5 (20)	132		
8) April	4	5	6	7	8	5	137		Spring Break
	11	12	13	14	15	0	137	4/11 – 4/15	
	18	19	20	21	22	5	142		
	25	26	27	28	29	5 (15)	147		
9)May	2	3	4	5	6	5	152		
	9	10	11	12	13	5	157		
	16	17	18	19	20	5	162		
	23	24	25	26	27	5 (20)	167		
10)May/June	*30	31	1	2	3	4	171	*5/30	*Memorial Day Observed Full Day - Dismissal: 2:30 p.m. Last Day–Students–Dismissal: 12:30 p.m. Last Day – Teachers
	6	7	8	9	10	5	176	◆6/15	
	13	14	◆15	16	17	4 (13)	180	6/16	
	20	21	22	23	24			6/16	

Total Attendance Days ----- 180
√Teacher Work Days: 8/24/10, 8/25/10, 8/26/10, 8/27/10

Dates of legal holidays *
Italics Denotes Minimum Days for Student

Contracted Teacher Workdays ----- 184

Boxed Dark Shading Denotes No School for Students

**DEL MAR UNION SCHOOL DISTRICT
2011-2012 SCHOOL CALENDAR**

DRAFT

School	Attendance					Cumulative		Holidays and Other Information
Month	M	T	W	Th	F	Days	Attendance Days	
June/July	27	28	29	30	1	0	6/27	First Day of Extended School Yr.
	*4	5	6	7	8	0	0	*Independence Day Observed
	11	12	13	14	15	0	0	
	18	19	20	21	22	0	0	7/22 Last Day of Extended School Yr.
July/Aug	25	26	27	28	29	0	0	
	1	2	3	4	5	0	0	
	8	9	10	11	12	0	0	
	15	16	17	18	19	0	0	8/22 School Offices Open
1)Aug/Sept	22	√23	√24	√25	√26	0	0	8/23 – 8/26 √Teacher Work Days
	29	30	31	1	2	5	5	8/29 First Day for Students
	*5	6	7	8	9	4	9	*9/5 *Labor Day Observed
	12	13	14	15	16	5	14	
	19	20	21	22	23	5 (19)	19	
2)Sept/Oct	26	27	28	29	30	5	24	
	3	4	5	6	7	5	29	
	10	11	12	13	14	5	34	10/17-10/21 Parent Conferences
	<i>17</i>	<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i>	5 (20)	39	<i>(minimum days)</i>
	24	25	26	27	28	5	44	
3)Oct/ Nov	31	1	2	3	4	5	49	
	7	8	9	10	*11	4	53	*11/11 *Veteran's Day Observed
	14	15	16	17	18	5 (19)	58	
	21	22	23	*24	*25	0	58	11/21 - 11/25 Thanksgiving Week
	28	29	30	1	2	5	63	
4)Nov/Dec/ Jan	5	6	7	8	9	5	68	
	12	13	14	15	16	5	73	
	*19	20	21	22	*23	0	73	*12/19 In lieu of Admissions Day
	*26	27	28	29	*30	0	73	12/20-1/2 Winter Recess
	*2	3	4	5	6	4 (19)	77	
	9	10	11	12	13	5	82	
5)Jan/Feb	*16	17	18	19	20	4	86	*1/16 *Martin Luther King Day Obs.
	23	24	25	26	27	5	91	
	30	31	1	2	3	3 (17)	94	1/30-1/31 Local Release Days (no school)
	6	7	8	9	10	5	99	*2/17-*2/20 *Presidents' Days Observed
6)Feb/Mar	13	14	15	16	*17	4	103	
	*20	21	22	23	24	4	107	2/27-3/2 Parent Conferences
	<i>27</i>	<i>28</i>	<i>29</i>	<i>1</i>	<i>2</i>	5 (18)	112	<i>(minimum days)</i>
	5	6	7	8	9	5	117	
7)March	12	13	14	15	16	5	122	
	19	20	21	22	23	5	127	
	26	27	28	29	30	5 (20)	132	
	2	3	4	5	6	5	137	
8) April	9	10	11	12	13	0	137	4/9 – 4/13 Spring Break
	16	17	18	19	20	5	142	
	23	24	25	26	27	5 (15)	147	
	30	1	2	3	4	5	152	
9)April/May	7	8	9	10	11	5	157	
	14	15	16	17	18	5	162	
	21	22	23	24	25	5 (20)	167	
	*28	29	30	31	1	4	171	*5/28 *Memorial Day Observed
10)May/June	4	5	6	7	8	5	176	◆6/13 Full Day - Dismissal: 2:30 p.m.
	11	12	◆13	14	15	4 (13)	180	6/14 Last Day–Students–Dismissal: 12:30 p.m.
	18	19	20	21	22			6/14 Last Day – Teachers

Total Attendance Days ----- 180
 √Teacher Work Days: 8/23/11, 8/24/11, 8/25/11, 8/26/11

Dates of legal holidays *
Italics Denotes Minimum Days for Students

Contracted Teacher Workdays ----- 184

Boxed Dark Shading Denotes No School for Students

**DEL MAR UNION SCHOOL DISTRICT
2012-2013 SCHOOL CALENDAR**

DRAFT

School	Attendance					Cumulative			
Month	M	T	W	Th	F	Days	Attendance Days	Holidays and Other Information	
June/July	25	26	27	28	29		0	6/25	First Day of Extended School Yr.
	2	3	*4	5	6	0	0	*7/4	*Independence Day Observed
	9	10	11	12	13	0	0		
	16	17	18	19	20	0	0	07/20	Last Day of Extended School Yr.
July/Aug	23	24	25	26	27	0	0		
	30	31	1	2	3	0	0		
	6	7	8	9	10	0	0		
	13	14	15	16	17	0	0	8/20	School Offices Open
1)Aug/Sept	20	√21	√22	√23	√24	0	0	8/21-8/24	√Teacher Work Days
	27	28	29	30	31	5	5	8/27	First Day for Students
	*3	4	5	6	7	4	9	*9/3	*Labor Day Observed
	10	11	12	13	14	5	14		
	*17	18	19	20	21	4 (18)	18	*9/17	In lieu of Admissions Day
2)Sept/Oct	24	25	26	27	28	5	23		
	1	2	3	4	5	5	28		
	8	9	10	11	12	5	33	10/15-10/19	Parent Conferences (minimum days)
	15	16	17	18	19	5 (20)	38		
3)Oct/ Nov	22	23	24	25	26	5	43		
	29	30	31	1	2	5	48		
	5	6	7	8	9	5	53		
	*12	13	14	15	16	4 (19)	57	*11/12	*Veteran's Day Observed
4)Nov/Dec	19	20	21	*22	*23	0	57	11/19 - 11/23	Thanksgiving Week
	26	27	28	29	30	5	62		
	3	4	5	6	7	5	67		
	10	11	12	13	14	5	72		
	17	18	19	20	21	5	77	12/24 - 1/4	Winter Recess
	*24	*25	26	27	28	0	77		
	*31	*1	2	3	4	0 (20)	77		
5)Jan/Feb	7	8	9	10	11	5	82		
	14	15	16	17	18	5	87	*1/21	*Martin Luther King Day Obs.
	*21	22	23	24	25	4	91		
	28	29	30	31	1	3 (17)	94	1/28, 1/29	Local Release Days (no school)
6)Feb/Mar	4	5	6	7	8	5	99	*2/15-*2/18	*Presidents' Days Observed
	11	12	13	14	*15	4	103		
	*18	19	20	21	22	4	107	2/25-3/1	Parent Conferences (minimum days)
	25	26	27	28	1	5 (18)	112		
7)March	4	5	6	7	8	5	117		
	11	12	13	14	15	5	122		
	18	19	20	21	22	5	127		
	25	26	27	28	29	5 (20)	132		
8) April	1	2	3	4	5	5	137		
	8	9	10	11	12	0	137	4/8 - 4/12	Spring Break
	15	16	17	18	19	5	142		
	22	23	24	25	26	5 (15)	147		
9)April/May	29	30	1	2	3	5	152		
	6	7	8	9	10	5	157		
	13	14	15	16	17	5	162		
	20	21	22	23	24	5 (20)	167		
10)May/June	*27	28	29	30	31	4	171	*5/27	*Memorial Day Observed
	3	4	5	6	7	5	176	◆6/12	Full Day - Dismissal: 2:30 p.m.
	10	11	◆12	13	14	4 (13)	180	6/13	Last Day--Students--Dismissal: 12:30 p.m.
	17	18	19	20	21			6/13	Last Day - Teachers

Total Attendance Days ----- 180
 √Teacher Work Days: 8/21/12, 8/22/12, 8/23/12, 8/24/12

Dates of legal holidays *
Italics Denotes Minimum Days for Students

Contracted Teacher Workdays ----- 184

Boxed Dark Shading Denotes No School for Students

February 4, 2010

To: Board Members
From: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 8.2: Board Discussion/Action, 7/11 District Advisory Committee Proposals

The staff recommends the Board of Trustees discuss and eliminate and/or validate proposals presented by the 7/11 District Advisory Committee at the January 13, 2010 Special Board Meeting.

FISCAL IMPACT: Cost – Board approval of this item will not increase or decrease projected expenses in 2010/2011.
Program or Department – Unrestricted General Fund
Is this a Restricted Program? No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: The Superintendent recommends the Board take action on the 7/11 District Advisory Committee Proposals.

February 5, 2010

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.3: 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>
<p>Mark Lindstrom, Administrative Analyst III Public Health Services (619) 692-6613 mark.lindstrom@sdcounty.ca.gov</p>	

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: _____

February 5, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.4: Discussion, Resolution of Service for Retiring Employees

A Board member has requested a discussion about presenting retiring employees with a resolution of service for their years of service to the DMUSD. The Board member informed staff that the County Office of Education's practice has been to honor a retiring employee, who has worked for 10 years or more, with a Resolution of Service.

The DMUSD's practice has been to honor retiring employees at a year-end celebration for all staff. The retiree is presented with a cherry wood memory box engraved with the DMUSD logo, their name and years of service.

It has been past practice for the Board of Trustee's to recognize DMUSD staff having received various honors throughout the year at the May board meeting. Staff requests the Board discuss and give direction regarding the honoring of retirees at the May board meeting.

FISCAL IMPACT: Not applicable.

RECOMMENDED: The Superintendent recommends the Board discuss and give direction for honoring DMUSD retirees.

February 5, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.5: 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 their 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

February 5, 2010

To: Board Members
From: Michael Casey, Director of Technology
Through: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 8.6: Nexus: Ratification

The current placement of specific assets on the district network does not follow best practices. The current configuration places our Call Manager, NEC 2400 Voice Mail, Voice PRI, and First Class Voice Mail services on the Ashley Falls network segment. As a result, a failure of the Ashley Falls network segment would render all of the above services unavailable to the rest of the district. These services need to be migrated to our core Metro Switch.

The migration of the above services requires a Senior Level Engineer as well as a Level 2 Engineer. Nexus originally engineered the implementation of these services and has the correct resources to migrate to our core Metro Switch.

This item is being submitted as a ratification. The migration will create outages of email, voice mail, and voice services. The work was scheduled for February 1st and 2nd in order to minimized disruption to the district.

FISCAL IMPACT: Cost – \$4,425.00
Program or Department – Technology
Is this a Restricted Program? No
Was this expenditure anticipated in the adopted budget? YES
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: The Superintendent recommends approval of this expenditure.

February 4, 2010

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.7: Approval of Interdistrict Attendance Agreement Between the Del Mar Union School District and the Districts Listed Below

Interdistrict Attendance Agreements must be approved by the Board of Trustees in order for students residing in the Del Mar district to attend schools in other districts, and for students residing in other districts to attend Del Mar schools. This is a routine countywide procedure. The District administration is asking for Board approval of Interdistrict Attendance Agreements between the Del Mar Union School District and the following school districts for the 2010-2011 school year.

Cardiff School District
Carlsbad Unified School District
Encinitas Union School District
Escondido School District
Jamul-Dulzura School District
La Mesa-Spring Valley School District
Oceanside Unified School District
Poway Unified School District
San Diego Unified School District
San Marcos Unified
Santee School District
Solana Beach School District
Vista Unified School District

FISCAL IMPACT: There will be no fiscal impact.

RECOMMENDED: The Superintendent recommends approval of the school year 2010-2011 Interdistrict Attendance Agreement between school districts.

February 5, 2010

To: Board Members

From: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 8.8: Board Direction, Request for Proposal,
Space Planner

In the Board meeting of January 20, 2010, the Board directed staff to bring information about facility space planners for the District Office and Maintenance & Operations. Staff has received information from the following firms:

- Studio West Interiors
- Smith Consulting
- Facilities Solutions
- San Diego Office Interiors

Information on all firms, except Facilities Solutions, follows this narrative. Facilities Solutions quoted the following rates: Space Planning @ \$.35 per square foot; Construction Drawings @ \$1.10 per square foot; Construction Administration @ \$110.00 per hour.

Staff requests direction on whether the Board would like a Request for Proposal from the firms presented.

FISCAL IMPACT: None.

RECOMMENDED: For information only. No action required



January 26, 2010

Kristine Gonsaves
Del Mar Union Schools
225 9th Street
Del Mar, Ca 92014

Kristine,
Thank you for your interest in Studio West Interiors. The services that are provided for a typical tenant improvement are as follows:

Space Planning

Programming Meeting with the Tenant
Field Verification of the Proposed Space
Drafting of the Existing Floor Plan
Design of the Space Plan

To be billed at .38 per square foot

Construction Documents

Additional Field Verification
Preparation of the Construction Documents

To be billed at .67 per square foot

Permitting and Consultant Coordination

Building Permit Coordination
Building Permit Processing Service

Flat rate of \$1400
The cost of the permit is the responsibility of the tenant or owner.

Other Consultant Coordination (if needed)
Flat rate of \$400

Hourly Services:

Interior Design (Finish Specifications or Interior Detailing)
Cabinetry Design
Accessibility Study and Associated Design of Accessible
Items on the Property or within the Building (Parking, Restrooms, etc.)
Specification of new furniture or equipment
Bid Reviews
Move Coordination
Construction Administration.

To be billed at \$80 per hour

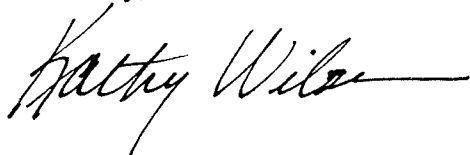
Reimbursable Expenses

Actual cost plus 15% including:

Blueprinting
Plotting
Messenger Service

I would like to again thank you for your interest and the opportunity to provide this information on the services I can provide to you. I look forward to hearing from you.

Sincerely,

A handwritten signature in cursive script that reads "Kathy Wilson". The signature is written in black ink and has a long horizontal flourish extending to the right.

Kathy Wilson
Studio West Interiors

architecture

planning

interiors

sustainable design

COVER LETTER

January 27, 2010

Ms. Kristine Gonsalves
DEL MAR UNION SCHOOL DISTRICT
225 Ninth Street
Suite 100
Del Mar, CA 92014-2716

Re: A/E Interior Design Services

Dear Ms. Gonsalves:

Thank you for contacting Smith Consulting Architects (www.sca-sd.com).

An office tenant improvement for Del Mar Union School District (like the one you briefly described over the phone) would warrant a proposal similar to the attached sample.

Smith Consulting Architects would attend an initial scoping meeting with District staff, view the project location/conditions, and develop a Project Description and Scope of Services for District approval. Thereafter, SCA and our engineering consultants would formulate a project approach, determine the necessary deliverables, and calculate the A&E compensation/fee amounts for the various services and tasks in each project phase.

Hopefully this information helps. Please let me know if you would like to get together with members of our firm to discuss further details regarding the Del Mar Union School District's tenant improvement, and its aggressive timeline.

Sincerely,

Thomas J. Noto III
Director of Business Development
Smith Consulting Architects
12220 El Camino Real, Suite 200
San Diego, CA 92130
858.793.4777
thomasn@sca-sd.com

SmithConsultingArchitects

SmithConsultingArchitects

SAMPLE ARCHITECTURAL PROPOSAL
Tenant Improvements for Del Mar Union School District
 January 27, 2010

PROJECT DESCRIPTION

Smith Consulting Architects is pleased to submit this proposal to design office tenant improvements for Del Mar Union School District. Our services and fee are based on the following description and conditions:

1. This proposal is for the design of an approximately 5,000 sq. ft. interior office tenant improvement / modifications in an existing office building. The improvements shall be designed with light commercial materials and details to match the existing improvements.
2. Interior improvements shall include the following scope items:
 - Space plan shall accommodate nine or ten systems furniture cubicles to be relocated from the Client's existing office to the open office area. Architect shall field-verify sizes, orientations, groupings, etc.
 - Space plan shall indicate three or four hard-wall offices.
 - Space plan shall indicate three or four locations where existing offices shall be re-sized to create larger offices.
 - Space plan shall accommodate eighteen lateral filing cabinets.
 - Indicate new and relocated power receptacle and tel/data jack locations on the floor plan, for Client's approval.
 - Existing carpet shall be re-used and/or patched as necessary.
 - Materials and paint colors for new or remodeled areas shall be noted to match existing. Client does not anticipate re-painting the entire office.
3. This proposal includes architectural and interior design services, and mechanical, plumbing and electrical engineering. Structural engineering is not included, as it is not required for the scope of work.
4. This proposal does not include the design of specialty rooms, computer rooms, kitchens and restrooms.
5. This proposal does not include the design of exterior building and site modifications. Architect assumes that the existing building and parking facilities are already accessible.
6. Architect assumes that Client will provide CAD files of the existing building plans. If CAD is not available, then Architect can field-measure the building and create CAD plans as an Additional Service.

SCOPE OF BASIC SERVICES

The Architect shall design the improvements described above, in accordance with the services outlined in the following project phases:

A. SCHEMATIC DESIGN PHASE (2 to 3 Weeks)

1. Architect shall conduct programming interviews with the Client to establish office space requirements, room sizes and adjacencies, work flow, existing systems furniture configurations and other factors that influence the office space plan.
2. Architect shall prepare space plan(s) for Client's review and approval. Includes reasonable changes to plans per Client's requests.
3. Based on the final approved space plan, Architect shall coordinate with the Client to select the initial interior finish palette.
4. Architect shall prepare pricing notes to allow a contractor to develop a preliminary cost estimate. Pricing plans shall include the space plan and a preliminary reflected ceiling plan with notes, legends, sketches and details describing the improvements, materials, fixtures and anticipated sustainable design solutions.
5. Services in this phase include (3) two-hour design meetings.

B. CONSTRUCTION DOCUMENTS (2 to 3 Weeks)

1. Architect shall prepare Construction Documents based on the approved Schematic Design, for the Client's review and approval. Construction Documents may include the following:
 - a. reference site plan
 - b. construction floor plan
 - c. egress plan
 - d. reflected ceiling plan
 - e. interior and casework elevations
 - f. finish plan
 - g. power and signal plan
 - h. door schedule
 - i. details
 - j. power and lighting plans, schedules, calculations and details
 - k. HVAC and plumbing plans, schedules, calculations and details
2. Architect shall coordinate with the Client to select the final sustainable design solutions.
3. Architect shall coordinate with the Client to select the final interior finish palette and fixtures.
4. Architect shall prepare project specifications.
5. Services in this phase include (3) two-hour design meetings.

C. PLAN CHECK / PERMITTING / BIDDING PHASE (4 Weeks)

1. Architect shall submit a comprehensive set of construction documents to the local jurisdiction for plan check.
2. Architect shall manage the correction and approval process and coordinate with other team members.
3. The Client shall be responsible for paying fees.
4. Architect shall prepare a Bid Invitation and Instructions, and assist the Client to conduct a competitive bid among approximately three General Contractors.
5. Architect shall issue construction documents to the bidders, attend a pre-bid job walk, respond to requests for clarification during the bid process, prepare Bid Addenda and assist the Client to review the bids
6. Services in this phase include (1) two-hour bid review meeting.

D. CONSTRUCTION ADMINISTRATION PHASE (12 to 16 Weeks)

1. Architect shall perform limited construction administration services:

The Architect shall visit the project site periodically during construction to become generally familiar with the quality of the work completed and to determine, in general, if the work is being performed in a manner indicating that the work, when complete, will be in accordance with the drawings and specifications. However, the Architect shall not be required or relied upon to make regularly scheduled on-site inspections, nor be responsible for the performance of the General Contractor or its subcontractors, for their errors and/or omissions or for the construction schedule. The Architect shall also answer questions and interpret the construction documents, if requested, via email, telephone and fax from the Architect's office. Other Construction Administration services shall be limited to the following:

 - a. Site visits for construction progress observations and/or project meetings shall be performed as indicated above. Architect includes six (6) bi-weekly site observation trips plus one trip to prepare the punch list. Additional site visits may be provided as an additional service.
 - b. Review shop drawings and submittals.
 - c. Issue Clarification Drawings if necessary. Drawings may be hand drawn or in sketch form.
 - d. Prepare one project punch list. Subsequent site visits to verify compliance with punch list corrections may be provided as an additional service.

SAMPLE ARCHITECTURAL PROPOSAL
Tenant Improvements for Del Mar Union School District
 January 27, 2010
 Page 3 of 3

COMPENSATION

For the Basic Services outlined above, we propose the following lump-sum fee schedule:

Schematic Design Phase	\$ 3,500.00
Construction Documents Phase:	\$ 17,000.00
Plan Check / Permitting / Bidding Phase:	\$ 6,000.00
<u>Construction Administration Phase:</u>	<u>\$ 8,000.00</u>
TOTAL	\$ 34,500.00

HOURLY RATE SCHEDULE

If the Architect is authorized to perform his services on an hourly basis under this agreement or subsequent additional service agreements, the Client shall be charged based upon the following hourly rate schedule:

<u>POSITION</u>	<u>HOURLY RATE</u>
President	\$135.00
Vice President	\$120.00
Sr. Project Architect/ TI Project Manager	\$110.00
Project Architect/Sr. Project Mgr./Sr. Interior Designer I	\$100.00
Project Manager/Sr. Job Captain/Int. Designer II	\$ 95.00
Job Captain/Architectural Designer II/Interior Designer I	\$ 85.00
Architectural Drafter/Design Drafter/Architectural Designer I	\$ 75.00
Clerical / Project Assistant	\$ 45.00

REIMBURSABLE EXPENSES

Reimbursable expenses shall be billed separately at 1.20 times the direct costs. We estimate that reimbursable expenses could amount to \$4,000 (in addition to the service fees.)

1. Reprographics and printing costs.
2. Postage and package delivery.
3. Consultant fees for Additional Services, if any.
4. Mileage for trips outside San Diego County shall be charged at \$.70 per mile.

ADDITIONAL SERVICES

The following services are not included, but are Additional Services available at the Client's option, for additional compensation. Compensation for additional services shall be on an hourly basis per the rate schedule or by negotiated lump sum.

1. Renderings and colored graphics.
2. Audio-Visual systems design and coordination.
4. Construction management tasks.
5. Structural engineering.
6. Design of exterior building modifications and site work.
7. Furniture designs, specifications and coordination.
8. Incorporation of changes or value engineering after construction document base drawings have been issued to the engineering consultants.
9. Preparation of project budgets or cost estimates
10. Services not specifically included in the Scope of Basic Services.

EXCLUDED SERVICES

1. Design services related to environmental hazards.
2. Coordination of Client's vendors' services.

January 27, 2010

Ms. Kristine Gonsalves
 Del Mar Unified School District
 225 9th Street
 Del Mar, CA 92014

Dear Ms. Gonsalves:

We are pleased that **San Diego Office Interiors (sdoi)** has been given the opportunity to submit this proposal for Interior Design, Permit, Construction Document and Project Management services proposal for the proposed 15,000 square foot Del Mar Unified School District Administration Offices (**DUSD**) located at 225 9th Street, Del Mar, CA 92014.

Following is a list of services that sdoi feels will be necessary to complete your prospective project in the most effective manner possible. The list can be utilized, as a "Cafeteria Plan" to select the phase of the project DMUSD would like sdoi to complete. For each phase, there is a "Not to Exceed" dollar figure listed beside it. We will bill for actual time only. Where possible, we have indicated whether the dollar amount is based on an hourly rate or a per square foot rate. As each phase is requested, we would require a Purchase Order for the dollar amount listed.

Objective

DUSD has expanded consistently over the past decade and that the growth in district staff and community services combined with impacted administrative space has made it difficult to develop the optimum organizational space plan.

- Understand the entire functional organizational structure
- Develop functional department space requirements
- Assess potential expansion requirements
- Assess the most effective organizational configuration
- Develop the most functional adjacency requirements
- Ensure the proposed single facility will accommodate the new program
- Ensure the new facility will accommodate a 10-year growth plan
- Assess the feasibility of creating revenue-generating space in the new facility

Every victorious campaign begins with a good plan. Our experience with numerous public and private organizations has consistently proven that proper programming gives you the opportunity to perform critical analysis on a proposed solution to a perceived problem. In some cases the customer's original hypothesis is correct, in other cases our programming exercise disproves the original theory yet uncovers an even better series of options.

The process is open, professional, thorough, and honest.

The breakdown of the Proposed Scope of Work is detailed below.

PHASE 1:**Programming Study (\$5,000.00):**

This work is to be performed as soon as possible and will take approximately 4 weeks to fully complete. There will be a kick-off meeting to discuss **DMUSD** standards as far as space requirements per employee, broad end-user requirement, what the **DMUSD** image should be, and similar topics. This also includes, two meeting per each internal department, a group meeting to discuss the findings from the individual meetings, and a preliminary block planning exercise to determine current and future **DMUSD** space and adjacency requirements. We will use this phase as a venue to think outside the box and place everything on the table. By the time this phase is completed, **DMUSD** will have a better understanding of where you are and where you would like to be.

PHASE 2:**Feasibility Study (\$10,000.00):**

This work will occur parallel to the inspection and selection of new tenant space. Using the information gathered from the Programming Study, **sdoi** will provide recommendations as to which potential space would be the best for the future growth of **DMUSD**. **We will evaluate (2) 15,000 square foot facilities for this fee. Additional facilities may be added for an additional fee.** We will vet the concept of creating your new interiors from scratch or developing your space by utilizing a large percentage of your existing assets. This is a thorough process and not simply a space planning cursory service. We will be answering questions from **DMUSD** about which layouts will be possible within the new space, what the possible layout solutions will cost, and how long the approved build-out will take to complete before occupancy can be expected. We will perform an inspection of the proposed facility and gather pertinent information from the engineers and contractors for the building in order to understand the potential infrastructure limitations of the facility. It is important to note that we can only gather the information that is provided to us and we will do our best to evaluate the accuracy of said information. Our construction team will develop a construction budget and further project estimates that will be accurate to within 10%. We will incorporate a detailed project schedule, which shall include milestone identification of each of the more than 100 specific project items.

PHASE 3:**Design Development (\$.75 Cents per Square Foot):**

Part One - Technical: **sdoi** will perform a detailed field measure of the new space and transfer our data into a complete as-built AutoCAD drawing and produce a detailed inventory of existing equipment and furniture in your existing space. We will begin to discuss items like the re-use of existing furniture vs. new, new and existing equipment requirements, data cabling requirements and similar items.

Part Two – Design Concept and Development: Define and review a Design Concept for the new location. There will be a meeting to brainstorm ideas about how **DMUSD** would like the space to look and feel upon completion. We will determine a color scheme, begin the finish selections for the new build-out and begin to further hone down the function of various spaces within the new layout such as Multi-Purpose Rooms, Conference Room and the Reception Area.

Engineering Services – Design-Bid-Build (\$1.00 per Square Foot):

DMUSD has the option to engage *sdoi* as a design-build firm or as a design-build-bid firm. In either case, *sdoi* will be responsible for the production, integration and oversight of all work performed by engineers on this project.

In the event we are chosen to design-bid-build, we will hire and manage the specialty trades that are required to create a fully engineered set of tenant improvement drawings for Mechanical, Electrical, Plumbing, Life Safety and Structural Services.

LEED Commissioning Services (\$10,000 Flat Fee if Required):

sdoi will develop a sustainable project program so that the project will be built to LEED CI (Commercial Interiors) 2009 Certification Standards. If possible we will attempt to push to LEED CI SILVER standards. As part of the sustainability plan, we will work with the contractor to build the space using LEAN Construction standards as well as insure that sustainable programs exist for all vendors that are involved in the project. We will build the project team and administer the US Green Building Council process. Additionally, we will research solutions that make the building more energy efficient, water efficient and insure a resource management plan is in effect – which shall include such items as FF&E.

Construction Documents (\$.75 cents per Square Foot):

Once a final space plan has been approved, *sdoi* will review all design elements with DMUSD. Samples of finish materials and design elements, images of furniture and a color palette will be presented for final approval. *sdoi* will prepare specifications of all required items upon approval of Interior Design presentations, furnish design working drawings of all custom design items, furnish paint color and material finish schedules of walls, floors and building standards, produce biddable and permitable construction drawings for the new build-out for approval by the landlord and coordinate Design-Build M.E.P. engineering drawings produced by sub-contractors. *sdoi* will also be responsible for the permit process through the appropriate department.

Specification of FF&E and Design Details (\$.50 per Square Foot):

sdoi will work with your internal team to develop innovative –highly functional office work spaces. Working with pre-defined workstation typicals, *sdoi* will plan and detail the entire working floor plan. We will also address issues related to advanced filing solutions, common area furniture and lighting accessories for the furniture. We will coordinate all of the furniture so that the color scheme is consistent with the tenant improvement scheme. We will create an inventory of existing furniture and equipment to be relocated to the new space. We will determine the feasibility of existing furniture re-use. We will furnish coded drawings and workstation details indicating finishes, componentry, lighting and power distribution of all system furniture, prepare completed keyed installation plans validating approved spaced studies and showing disposition of all new and existing furnishings and equipment, determine any parts required to complete the modular furniture installation, prepare a detailed, computer generated floor plan with furniture and equipment color coded with specific locations of all product and review the preliminary telephone and electrical outlet plan. We will produce detailed FF&E specifications including part numbers and photos of the specified items so that they can be ordered and processed.

Contract Administration and Project Meetings (\$.25 cents per Square Foot):

sdoi will coordinate with vendors, subcontractors and suppliers to ensure the accuracy of the subcontractor submittals and that the submittals are completed in a timely manner. In addition, we will review with owner and/or contractor all schedules and site installations to meet occupancy requirements. We will also attend construction meetings as required throughout the course of the project.

Project Management (\$.75 cents per Square Foot):

sdoi will take responsibility for managing the project from the current position to conclusion. We estimate that the project will require at least 5 months of part to full-time work. We will assign a senior Project Manager and a PM Assistant to the project. Responsibilities shall include the following: creation of the master project schedule; organizing construction/project meetings; updating and dissemination of relevant project data including follow up and task management of the project team; creation of master punch list; collection of project close-out binders; management of the lien process and final presentation to **DMUSD** board.

Site Management (\$.10 cents per Square Foot):

During construction, supervise at job site all areas of responsibility to *sdoi* (4 hours per week). Upon completion of project, we will conduct a walk-through inspection with punch-list of *sdoi* areas.

Current Fee structure for time and materials work is as follows:

Interior Designer Hourly Rate

\$125.00 Senior Designer

Project Manager Hourly Rate

\$95.00 General

Architect Hourly Rate

\$150.00 General Architect

\$200.00 ICBO Certified

M.E.P. Engineers Hourly Rate

\$125.00 - \$150.00

Depending on Engineering Discipline

Where we list our fees as time and materials, our fees shall be based upon actual time spent on the project by *sdoi's* design and project management team and represents a not to exceed the dollar amounts listed above. Should the scope be expanded, additional hours will be required.

Invoicing for design services will be made on a monthly basis or in 25% completion increments, whichever comes first. We will maintain for your inspection a complete project record of all time expended.

Direct costs and expenses such as permitting and plan check fees incurred in the performance of Design, Construction and Project Management services are reimbursable. However, **DMUSD** agrees to allow *sdoi* to utilize their applicable accounts for such services as reproduction of drawings, courier services, etc., whenever possible. When reimbursable expenses such as parking are incurred, they will be invoiced at cost plus 15% (fifteen percent).

Billed to you at net cost shall be any out-of-pocket expenses for travel and living expenses beyond a 50-mile radius of San Diego and when approved by you, the fee for the use of any specialists or consultants.

If *sdoi* is to provide procurement management services to execute the project, *sdoi* will place all orders on behalf of the **DMUSD** for merchandise, materials, and labor and endeavor to achieve timely delivery and installation in accordance with the expected occupancy of the client and/or contractor. All orders will be placed using existing pre-bid contracts that **DMUSD** has legal access to (US Communities Purchasing Agreement #12-906; GSA purchasing contracts; GSA

IDIQ design and construction contract, etc). Our fee for procurement services shall be the cost of materials plus 11% (eleven percent).

Terms

The terms of this proposal are effective for 30 days from the date noted above. Following the signing of this proposal and prior to initiating the project, a purchase order in the amount of the selected phases is requested to begin work on your project.

Should this project be terminated prior to completion, **DMUSD** agrees to pay *sdoi* for its actual time and reimbursables as of the date of "Notification to Terminate Services" by **DMUSD**.

Please indicate the steps you wish to initiate at this time by initialing below and issuing a purchase order in the corresponding amount.

- Programming Study** (\$5,000.00)
- Feasibility Study** (\$10,000.00)
- Design Development** (\$.75 cents per Square Foot)
- Engineering Services/Design-Bid-Build** (\$1.00 per Square Foot)
- LEED Commissioning Services** (\$10,000 Flat Fee if Required)
- Construction Documents** (\$.75 cents per Square Foot)
- Specification of FF&E and Design Details** (\$.50 per Square Foot)
- Contract Administration & Project Meetings** (\$.25 cents per Square Foot)
- Project Management** (\$.75 cents per Square Foot)
- Site Management** (\$.10 cents per Square Foot)

We appreciate your consideration of **San Diego Office Interiors** and look forward to working with you and your organization.

Sincerely,

Vincent Mudd
President & CEO
San Diego Office Interiors

Approved: _____ Date _____ PO# _____

February 5, 2010

To: Board Members
From: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 8.9: Reminder of Upcoming Events and Schedules

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

Thursday, March 4, 2010

District Invention Showcase, Torrey Hills MUR, 6:30 p.m.

Wednesday, March 10, 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 14, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

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.

May 3-7, 2010

STAR Testing Week

Wednesday, May 12, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

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.

Wednesday, June 9, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

Thursday, June 17, 2010

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

Wednesday, June 23, 2010

Regular Board Meeting, Del Mar Hills Academy PAC

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

February 5, 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.

February 2, 2010

To: Board Members

From: Randy Wheaton, Director of Maintenance and Operations

Through: Dr. Sharon McClain, Superintendent

Subject Agenda Item *10.1: Board Approval of Agreement Between Air America Testing and the Del Mar Union School District

Randy Wheaton, Director of Maintenance, recommends that the Board approves an agreement with Air America Testing in the amount of \$5,000.00 for services provided between January 1 and June 30, 2010.

Air America Testing will provide industrial hygienist services and inspections as required by the District. They will provide consulting, testing, lab services and reports for indoor air quality, mold, water and facility issues relating to occupant health and safety. Air America Testing will assist in developing work safety plans for performing required work and provide written reports on assigned work completion.

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

FISCAL IMPACT: Cost – \$5,000.00
Program or Department – Restricted Maintenance, General Fund
Is this a Restricted Program – Yes
Was this expenditure anticipated in the adopted budget?
Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends approval of the agreement between Air America Testing and the Del Mar Union School District.

February 2, 2010

To: Board Members

From: Sheila Weinberg, Director of Pupil Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item *10.2: Board Approval of Addendum to Agreement Between Dr. Elizabeth Christensen, Optometrist, POC and the Del Mar Union School District

The Board approved a contract between Dr. Elizabeth Christensen, Optometrist, POC and the District at the regular board meeting on July 22, 2009 in the amount of \$10,000.00. This addendum is to increase the total to \$20,000.00. The additional \$10,000.00 is needed because the original amount has already been expended for students requiring services the first half of the school year. The contract covers services through June 30, 2010.

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

FISCAL IMPACT: Cost – \$10,000.00
Program or Department – Special Education, General Fund
Is this a Restricted Program – Yes
Was this expenditure anticipated in the adopted budget?
Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends approval of the Addendum to Agreement Between Dr. Elizabeth Christensen, Optometrist, POC and the Del Mar Union School District

February 5, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.3: 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.

February 5, 2010

To: Board Members

From: Dena Whittington, Assistant Superintendent of Business Services

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 10.4: Governor's 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.



President

Richard Douglas, Montecito Union ESD

Northern California Vice President

Christine Carter, Reed Union SD

Central California Vice President

Dr. Kevin Skelly, Palo Alto USD

Southern California Vice President

Leslie Fausset, Solana Beach SD

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Dr. Laurie Kimbrel

Consultants

SCHOOL SERVICES OF CALIFORNIA

Schools For Sound Finance

25 Churchill Avenue • Palo Alto, CA 94306 • (650) 329-3700

45

Schools For Sound Finance Talking Points—2010

The following talking points are at the heart of our organization:

1. The state must preserve local control.
2. Education funding should be leveled up, not down.
3. We must stand with our revenue limit neighbors—A threat to one is a threat to all.
4. We must demonstrate a willingness to share in a revenue reduction in line with the reduction imposed on other publicly funded school districts.
5. Any “Fair Share” reduction must come from state-funded categoricals and, **most importantly**, that “fair share” reduction cannot, under any circumstances, extend into the local property tax revenues.
6. Under no circumstances shall a basic aid district be forced to suffer a deeper reduction than their revenue limit counterparts.

**Del Mar Union School District
General Fund - Combined
Multiyear Projection**

Revised January 25, 2010

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014
Revenues	\$ 40,718,299	\$ 40,434,418	\$ 40,203,389		
One-time ARRA Funds	\$ 838,214	\$ -	\$ -		
"Fair Share" - Legislated	\$ (1,038,452) (A)	\$ (1,472,941) (B)			
"Fair Share" - Not Legislated			\$ (1,472,941) (B)	\$ (1,472,941)	\$ (1,472,941)
"Fair Share" - Not Legislated		\$ (787,080) (A)	\$ (787,080) (A)	\$ (787,080)	\$ (787,080)
Revised Revenues	\$ 40,518,061	\$ 38,174,397	\$ 37,943,368		
Expenses	\$ 41,425,778	\$ 41,815,709	\$ 41,808,541		
Net Increase/(Decrease) in Fund Balance	\$ (907,717)	\$ (3,641,312)	\$ (3,865,173)		
<i>Additional Property Taxes Needed</i>	2.7%	10.9%	11.5%		
Cumulative Percent			25.1%		

<i>Available Reserves 6/30/09</i>	\$ 11,233,945
<i>09/10 Deficit Spending</i>	\$ (907,717)
<i>10/11 Deficit Spending</i>	\$ (3,641,312)
<i>11/12 Deficit Spending</i>	\$ (3,865,173)
<i>Possible Ending Balance 6/30/12</i>	\$ 2,819,743
3% Minimum Requirement	\$ 1,254,256
	\$ 1,565,487

(A) \$252 per Average Daily Attendance in 2009-10

\$191 per Average Daily Attendance in 2010-11

(B) 5.81% of Revenue Limit Calculation

**Del Mar Union School District
2009-2010 Estimated Property Tax
From San Diego County Tax Assessor**

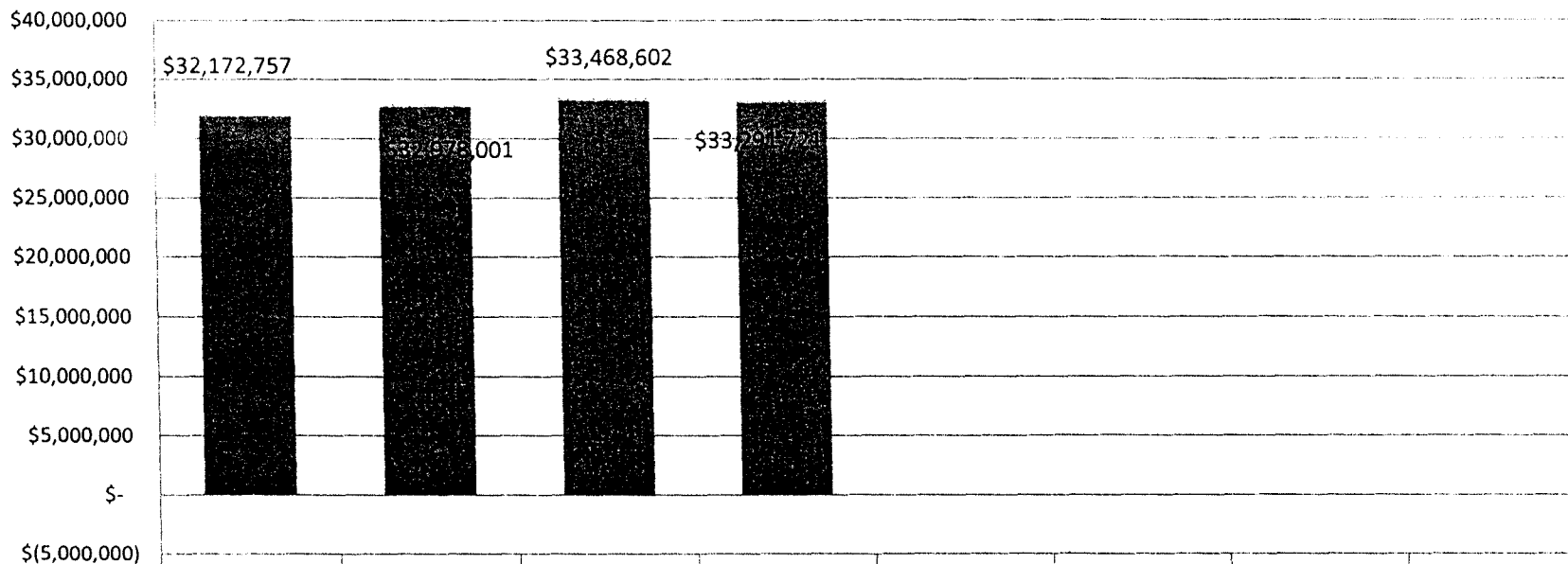
08-09 Final \$ 31,177,394 \$ 1,078,468 \$ 307,556 (33,761) \$ 32,529,657

Date of Estimate	Secured	Unsecured	Homeowner's Exemptions	Prior Years	Grand Total	Increase from 08-09
<i>Budget</i>	\$ 30,818,609	\$ 1,085,040	\$ 307,537	(38,429)	\$ 32,172,757	-1%
May	\$ 31,590,254	\$ 1,075,176	\$ 312,571	-	\$ 32,978,001	1%
November	\$ 31,984,512	\$ 1,199,859	\$ 323,341	(39,110)	\$ 33,468,602	3%
January	\$ 31,803,274	\$ 1,196,720	\$ 323,361	(31,634)	\$ 33,291,721	2%

Estimated but unreceived Property Tax Revenue \$ 1,118,964

* Estimated property taxes in the financial system remain at the budgeted amount

09-10 Estimated Property Taxes SD County Tax Assessor



	Budget	May	November	January				
■ Prior Years' Taxes	(38,429)	-	(39,110)	(31,634)			-	
■ Homeowner's Exemption	\$307,537	\$312,571	\$323,341	\$323,361				
■ Unsecured Taxes	\$1,085,040	\$1,075,176	\$1,199,859	\$1,196,720				
■ Secured Property Taxes	\$30,818,609	\$31,590,254	\$31,984,512	\$31,803,274				

Basic Aid Districts' Revenue Estimates as of January 2010 (Apportionment 6)
Summary

FUND #	DISTRICT NAME	SECURED A-1	UNSECURED A-2	PRIOR YEAR A-6	HOE A-3	TOTAL	AB1389 RDA PAYMENTS (PROPERTY TAX PORTION) A-12
School Districts							
411501	Cardiff General	5,196,566	195,041	(5,246)	52,654	5,439,015	
412101	Del Mar Union	31,803,274	1,196,720	(31,634)	323,361	33,291,721	
412601	Encinitas Union	31,886,696	1,197,895	(32,651)	323,153	33,375,093	
417601	Rancho Santa Fe	7,849,507	295,467	(7,972)	79,703	8,216,705	
418101	Solana Beach	27,400,047	1,029,932	(27,726)	278,024	28,680,277	16,319
425501 (1)	San Dieguito Union High	76,224,481	2,865,122	(77,073)	773,409	79,785,939	
431201	Carlsbad Unified	58,410,469	4,648,347	40,076	584,624	63,683,516	
Total		238,771,040	11,428,524	(142,226)	2,414,928	252,472,266	16,319

February 1, 2010

To: Board Members
From: Dena Whittington, Assistant Superintendent of Business Services
Through: Dr. Sharon McClain, Superintendent
Subject: Agenda Item 10.5: Update – Eric Hall & Associates

At the December 2009 regularly scheduled board meeting, a contract was approved for Eric Hall & Associates for Department of School Architecture coordination. After their initial review, it has been determined to complete their scope of work for a “not to exceed” amount of \$10,000 will be sufficient.

FISCAL IMPACT: Cost – \$10,000 as approved in December 2009.
Program or Department – Facilities
Is this a Restricted Program? Unrestricted General Fund and CFD-95, CFD-99, North City West JPA
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: Superintendent recommends approval of the \$10,000 “not to exceed” .

Date: February 10, 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 Sta

CERTIFICATED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Birkett, Donald	Special Day Class Teacher	1.00	Del Mar Heights	Approve Retirement Effective 6/18/10	
Mannes, Leslie	Teacher	1.00	LOA	Approve Change from Leave of Absence to Resignation Effective 11/12/08	
Schoen-Dowgiewicz, Tami	Resource Specialist	1.00	LOA	Approve Change from Leave of Absence to Resignation Effective 5/28/08	
Shillito, Andrea	Teacher	1.00	LOA	Approve Change from Leave of Absence to Resignation Effective 6/12/09	

Date: February 10, 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
Burkett, Colleen	Special Education Aide	0.75	Sycamore Ridge	Approve Resignation Effective 1/22/10	
Dylong, Alicia	Administrative Assistant - Human Resources & Pupil Services	1.00	District Office	Approve Promotion from Office Assistant to Administrative Assistant	Replacement
Granger, Ashley	Child Care Worker I	0.30	Child Care	Approve Resignation Effective 1/20/10	
Lamont, Silvia	Child Nutrition Services Assistant	0.25	Sage Canyon	Approve Resignation Effective 1/29/10	
Smith, Amanda	Child Care Worker I	0.55	Child Care	Approve Resignation Effective 1/21/10	
Stivers, Caitlin	Child Care Worker I	0.35	Child Care	Approve Assignment Effective 1/21/10	Replacement

February 3, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources, Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.2: First Read: Revision of Director, After School Programs/Child Care Services Job Description

The job description of Director, After School Programs/Child Care Services is being revised to match the current duties of the position. The previous job description was done by the Ewing Company in 1998. There is no evidence that there were any Board approved revisions since that time. Attached are the draft of the revised job description and a copy of the original Ewing Company description.

FISCAL IMPACT: Not applicable.

RECOMMENDED: Not applicable; this is a first reading.

DEL MAR UNION SCHOOL DISTRICT**CLASS TITLE: DIRECTOR, AFTER SCHOOL PROGRAMS/CHILD CARE SERVICES****BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Instructional Services, plan, coordinate, and direct the day-to-day activities related to the District School Age Child Care Programs and the Employee Child Care and Preschool; ensure compliance with state and federal regulations and district policies; train, supervise, and evaluate the performance of assigned staff.

RESPONSIBILITIES:

- Establish a positive environment for all children attending child care and/or after school programs.
- Coordinate the development and implementation of goals established by the District Strategic Plan.
- Recruit, select, supervise, and evaluate staff for the child care programs; schedule appropriate staffing to meet state guidelines; supervise personnel to assure effective and smooth operation at program sites.
- Supervise the development of program sites; conduct regular staff meetings with all personnel; provide staff development throughout the year.
- Work cooperatively with district and site personnel.
- Access district resources such as nurses, psychologists, and speech therapists when children or families need special help.
- Work with site staff to ensure a smooth transition from school to child care in support of the academic program.
- Practice sound budgetary management. Prepare annual budget for programs in coordination with district administrative personnel; monitor expenditures, receipts, fiscal reports and contract agreements.
- Supervise program accountant and assume budgetary responsibilities for an expanding enterprise fund.
- Maintain records of compliance for independent contractors hired to provide services for the after-school enrichment program.
- Coordinate and implement ongoing registration for all programs designated under the direct responsibility of the Director of After-School Programs/Child Care Services.
- Design, produce, and distribute brochures, newsletters, flyers, and calendars for all programs under the auspices of the Director of After-School Programs/Child Care Services.
- Represent the school district child care program at community, regional, and state meetings as appropriate; maintain a positive and supportive relationship by articulating programs to the community while promoting the district's image as a provider of quality child care for children.
- Communicate district/site program information to parents, staff, and students.

- Publish quarterly news updates to parents.
- Ensure that facilities for after-school programs and child care are safe, clean, attractive, and conducive to a high quality program.
- In conjunction with the Director of Maintenance and Operations, effectively manage the site's custodial/maintenance program as it applies to the after-school and child care programs.
- In conjunction with the Director of Maintenance and Operations, effectively manage the site's safety program.
- Support and carry out Board/Superintendent directives and policies.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Planning, organization and direction of a child care center.
- Theories, research, and contemporary issues regarding child care and associated programs.
- Principles and methods of child development.
- Applicable laws, codes, regulations, policies and procedures.
- District policies.
- Budget preparation and control.
- Principles and practices of management.
- Proper evaluation methods.
- Oral and written communication skills.

ABILITY TO:

- Plan, organize and administer the operation of a child care center.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Prepare comprehensive narrative and statistical reports.
- Conduct effective program evaluations.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Bachelor's degree in child development or closely related field.
- Valid First Aid and CPR certifications within 3 months of employment and maintain certification for duration of employment.
- Valid California driver's license.
- California credential in Administrative Services (*Only applicable to individuals who participate in California's State Teachers' Retirement System.*)

EXPERIENCE:

- Three to five years experience working with children to grade 6 in an organized setting.
- Minimum of five years of management level experience.

WORKING CONDITIONS:**ENVIRONMENT:**

- Child Care Center environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Lifting children and moderately heavy objects.
- Bending at the waist, kneeling, crouching and crawling.
- Seeing, including close, distance, and peripheral vision, to ensure proper supervision of students and to facilitate communication with students, staff, parents and community.
- Standing and/or sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.

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 and/or Certificated Management Salary Schedule.

CLASS TITLE: CHILD CARE DIRECTOR

BASIC FUNCTION:

Under the direction of the Child Care Supervisor, plan, coordinate and direct the day-to-day activities related to the District School Age Child Care Programs and the Employer Sponsored Child Care Center; assure compliance with State and federal regulations and District policies; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Prepare forms for enrolling children in the child care programs; present program information at kindergarten orientation and child care registrations; enroll families according to State guidelines and school district policies. *E*

Supervise the set-up of program sites; conduct regular staff meetings with staff; provide in-service and workshops to staff as needed throughout the year; communicate with staff individually, in groups or teams to discuss program and children=s needs; prepare monthly staff calendar and staff handbook. *E*

Prepare annual child care budget in coordination with District administrative personnel; monitor expenditures, receipts, fiscal reports and contract agreements. *E*

Train, supervise and evaluate assigned staff; recruit, select and evaluate personnel for the child care programs; schedule appropriate staffing to meet State guidelines; supervise personnel to assure effective and smooth operation of program sites. *E*

Establish eligibility, obtain health records and review center policies and procedures with new enrollees; provide and maintain records and reports as required by State guidelines and school district policy. *E*

Prepare grant applications, preparation of fiscal reports and fiscal management; prepare scholarship applications and conduct reviews of completed applications with scholarship committee. *E*

Assure child care curriculum is age-appropriate and assure programs provided are in compliance with licensing and school District regulations; balance programs to assure structured and unstructured activities, and teacher directed and child initiated experiences; assure that activities capitalize on the interests of the children, build on the talents of the staff and utilize the community as much as possible. *E*

Prepare written maintenance requests for maintenance needs; maintain a record of completed jobs and jobs which are still open; contact custodian for emergency needs such as toilet or sink overflowing and broken heaters or air conditioners; prepare monthly custodial calendars. *E*

Assure parent or child problems are handled efficiently and fairly; work with other school District staff to assure success of the child care programs. *E*

Represent the School District Child Development Program at community, regional and State meetings as appropriate; maintain a positive and supportive relationship by articulating programs to the community; promote the agency's image as a provider of quality child care for children. *E*

Observe, document, suggest and direct staff to achieve the objectives of the child care program. *E*

Use District resources such as nurses, psychologist and Speech Therapist when children or families need special help. *E*

Assure that snacks are age-appropriate, well balanced and nutritious. *E*

Maintain current information on new rules and regulations; inform parents and staff of pending legislation that relates to child care issues.

Confer with District administrators on issues related to program needs; prepare annual child care plan and summer child care plan for principals and Superintendent; present annual report for school board.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Planning, organization and direction of a Child Care Center.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- Computer software applications for child development reporting.
- Principles and methods of child development.
- Proper evaluation methods.

ABILITY TO:

- Plan, organize and administer the operation of a Child Care Center.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Train and evaluate the performance of assigned staff.
- Establish and maintain working relationships with faculty, staff, parents, community members and others.
- Conduct effective program evaluations.
- Secure successful grants.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor=s degree in child development or closely related field and five years experience working with infants, toddlers and children to grade 6 in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

- Children=s Center Director=s Permit.
- Valid California driver=s license.
- Valid First Aid and CPR certifications.

WORKING CONDITIONS:

ENVIRONMENT:

- Child Care Center environment.
- Outdoor play area with climbing structures, sand, and riding toys.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Lifting children and moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Crawling.
- Standing for extended periods of time.
- Seeing to monitor children.

February 3, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources, Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.3: Update of Process for Hiring Director, After School Programs/Child Care Services

Attached is a timeline for the hiring of a Director, After School Programs/Child Care Services. The review of applications will be conducted by selected members of the Cabinet, a selected Board member, and selected employees from the after school program. The interview team will be comprised of members of the Cabinet, a selected Board member, a teacher, a principal, and classified employees from Child Care.

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

FISCAL IMPACT: Cost – 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 \$29,303.06.

Program or Department – After School Programs

Is this a Restricted Program – No: Enterprise Fund

Was this expenditure anticipated in the adopted budget? - Yes

Will this department be over budget after this expenditure?
No.

RECOMMENDED: Information Only.

**Timeline for
Director, After School Programs/Child Care**

<u>EVENT</u>	<u>DATE</u>
Advertise Position on Website	Week of 2/1/10
Advertise Position on EdJoin	Week of 2/1/10
Advertise Position on California School-Age Consortium	Week of 2/1/10
Advertise in EdCal	2/15/10
Position Closes	3/1/10
Review of Applications	3/2/10 - 3/8/10
Round I and Round II Interviews for Position	To be determined (3/9/10 – 3/31/10)
Start Date	Dependent on candidate

February 5, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.4: Board Approval, Revised Classified Management Salary Schedule

The Classified Management Salary Schedule was revised in October, 2009. At that time there was a discussion regarding the additional TSA and mileage stipend attached to the range for Director, After School Programs/Child Care Services. With the departure of the current Director, and the current state of the budget, this is the ideal time to remove these items. With this change, the Director, After School Programs/Child Care Services and the Director, Maintenance and Operations will be treated equally and will be on the same range (2). In addition, we are aligning the vacation day verbiage with Board Policy 4262 adopted in 2006. Attachments are provided.

FISCAL IMPACT: Cost – The change will create a savings of \$4,400 per year.
Program or Department – After School Programs
Is this a Restricted Program? Enterprise 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 revised Classified Management Salary Schedule.

DEL MAR UNION SCHOOL DISTRICT GROUP 13 - CLASSIFIED MANAGEMENT

CLASSIFIED MGMT & CONFIDENTIAL SALARY SCHEDULE: Effective 04/01/2010
ADOPTED BY BOARD OF TRUSTEES - February 10, 2010

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

District pays professional association dues - Range 1 only

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

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

Earns 22 vacation days per year or 1.83 days per month - Range 1, 2 and 3

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

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

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

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

<u>Range</u>	<u>IDENTIFICATION</u>
1	Assistant Superintendent Business Services-Classified Manager as of February 1, 2006
2	Director of After-School Programs/Child Care Services - Classified Manager as of Director of Maintenance and Operations - Classified Manager as of October 1, 2004
3	Executive Assistant as of March 9, 2006

**DEL MAR UNION SCHOOL DISTRICT
CLASSIFIED PERSONNEL**

BOARD POLICY 4262: VACATION PLAN

A. Eligibility:

All classified employees shall be provided paid vacations. Employees shall not be permitted to take vacation days during their initial 6-month probationary period.

B. Paid Vacation:

Employees shall accrue paid vacation according to hours of daily service, for each month they are in paid status. Upon completing six (6) months of employment, employees may request from their Director/Supervisor to use vacation leave. However, employees may only use the vacation leave, which they earned during those six (6) months. Any exception to this directive must be approved by the Superintendent. All employees shall earn vacation benefits on a fiscal year basis (July 1 – June 30).

C. Vacation Schedule For 12-Month Employees:

- 12 working days with pay after one year
- 15 working days with pay after five years
- 18 working days with pay after ten years

Vacation Schedule For Less Than 12-Month Employees:

Employees who work less than 12 months shall accrue paid vacation prorated on the basis of the length of their regularly assigned work year.

Vacation Schedule For Management Employees:

Employees who are designated as management employees and who are 12-month employees shall receive twenty-two (22) working days paid vacation per year. Such management employees who work less than twelve months shall receive paid vacation prorated on the basis of the length of their regularly assigned work year.

D. Vacation Pay:

Pay for vacation days for classified employees shall be the same as that which the employee would have received had they been in a working status.

E. Vacation Pay Upon Termination:

An employee terminating for any reason, after six (6) months of service, shall be paid for any unused vacation earned. The termination date will be the employee's last day of service, and any unused vacation to be paid will be computed to that date.

F. Vacation Postponement:

1. If an employee's vacation becomes due during a period when they are on leave due to illness or injury, they may request that their vacation date be changed, and the District shall grant such request in accordance with vacation dates available at

Board Policy 4262 (was Board Policy 4206 Adopted by the Board: January 10, 1996; Revisions Approved April 15, 1998, December 8, 1999, January 23, 2002) Approved by the Board of Trustees: April 25, 2006

February 4, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.5: Update of Process for Hiring Assistant Superintendent, Human Resources

Attached is a revised timeline for the hiring of a Superintendent, Human Resources. The original timeline reflected a closing date for applications of February 1, 2010. Due to a poor response, we are reposting.

FISCAL IMPACT: Cost – 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 – Human Resources

Is this a Restricted Program – No: Unrestricted General and Enterprise Fund

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. Using above example savings would be \$118,825.32 (\$158,433.78 - \$39,608.46)

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, 2/15, & 2/22/10
Position Closes	3/8/10
Review of Applications	3/9/10 – 3/15/10
Round I and Round II Interviews for Position	To be determined (3/15/10 – 4/15/10)
Start Date	Dependent on candidate

February 4, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources, Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.6: Board Approval, Resolution 2010-01, Determination of Seniority Among Certificated Employees with the Same Seniority Date (“Tie-Breaker Resolution”)

As part of the process of conducting layoffs of certificated personnel, the Board is required to adopt a set of criteria that will be utilized if two or more employees who are subject to layoff have the same seniority date. The criteria that are presented in Resolution 2010-01 are commonly used for this purpose and were successfully used in 2009.

The tie-breaking criteria in this resolution have been reviewed by the district’s legal counsel. The criteria have also been discussed with the leadership representatives of the Del Mar Union California Teachers Association in 2009 and will be again discussed on February 8, 2010, prior to the Board meeting on February 10, 2010. To the best of our knowledge, there are no concerns related to this set of criteria.

FISCAL IMPACT: Cost – There is no cost associated with the adoption of the tie-breaking criteria.
Program or Department – Human Resources
Is this a Restricted Program – No
Was this expenditure anticipated in the adopted budget? – N/A
Will this department be over budget after this expenditure?
No

RECOMMENDED: The Superintendent recommends approval, Resolution 2010-01, Determination of Seniority Among Certificated Employees with the same Seniority Date (“Tie-Breaker Resolution”)

**BEFORE THE GOVERNING BOARD OF THE
DEL MAR UNION SCHOOL DISTRICT
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA
RESOLUTION NO. 2010-01**

**DETERMINATION OF SENIORITY AMONG CERTIFICATED EMPLOYEES WITH
THE SAME SENIORITY DATE (“Tie-Breaker Resolution”)**

WHEREAS, pursuant to Education Code Section 44955, the Board is required, as between employees who first rendered paid service to the District on the same date, to determine the order of termination solely on the basis of the needs of the District and its students; and

WHEREAS, Education Code Section 44955 requires that upon the request of any employee whose order of termination is determined as stated above, the governing board shall furnish in writing no later than five days prior to the commencement of the hearing held in accordance with Section 44949, a statement of the specific criteria used in determining the order of termination and the application of the criteria in ranking each employee relative to the other employees in the group.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. That this Board determines that the needs of the District and the students of this District are best served by resolving seniority ties within the meaning of Education Code Sections 44955, subdivision (b) (third paragraph) and Section 44846, by applying the criteria set forth below;
2. That as between employees who first rendered paid service to the district in a probationary position on the same date, the order of termination of said employees shall be determined by reference to the criteria which follow and the application thereof to each employee;
3. That the criteria set forth in paragraphs 3(a) through 3(l) below are listed in priority order and each criterion shall be used only if the preceding criteria do not delineate the order of termination:
 - (a) Possession of a currently valid professional clear credential (or equivalent, if any, under previous provisions of law)
 - (b) Possession of a valid Crosscultural Language and Academic Development (CLAD) Emphasis or Certificate, English Language Learner Authorization, Specially Designed Academic Instruction in English (SDAIE), California Teacher of English Certificate (CTEL), Bilingual Crosscultural Language and Academic Development (BCLAD) or Bilingual Certificate of Competence (or their equivalent, if any, under previous provisions of law or other document permitting the instruction of English Language Learners)
 - (c) The broader scope of services, as defined by additional credentials, supplementary authorizations, as the case may be. Possession of a single subject credential will be regarded as equivalent for purposes of application of this criterion.

- (d) Possession of a valid master’s degree
- (e) Earlier date of issuance of a professional clear credential (or equivalent, if any, under previous provisions of law)
- (f) Earlier date of awarding of master’s degree
- (g) Greater number of semester units of education above a bachelor’s degree
- (h) Earlier date of issuance of preliminary credential
- (i) Greater number of years of paid certificated service in the District
- (j) Greater number of years of paid certificated service outside the District.
- (k) Greater number of paid classified service in the District.
- (l) Random drawing by lot

Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law;

The Governing Board of the Del Mar Union School District adopted the foregoing Resolution on the on the 10th day of February, 2010 by the following vote:

AYES: _____
 NOES: _____
 ABSENT: _____

 President, Governing Board of the
 Del Mar Union School District

I, Steven McDowell, Clerk of the Governing Board of the Del Mar Union School District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on February 10, 2010.

 Clerk, Governing Board of the
 Del Mar Union School District

February 4, 2010

To: Board Members

From: Darlene Nadlonek, Human Resources Technician

Through: Dr. Sharon McClain, Superintendent

Subject: Agenda Item 11.7: Selection of Board Members to Serve on Screening/Interview Panels

The District Office is requesting that the Board select members to serve on the following screening and interview panels. A single Board member should not be on both screening and interview panels for a particular position.

1. Panel to Screen Applications for the Assistant Superintendent, Human Resources
2. Interview Panel for the Assistant Superintendent, Human Resources
3. Panel to Screen Applications for Director, After School Programs/Child Care Services
4. Interview Panel for Director, After School Programs/Child Care Services
5. Panel to Screen Applications for the Assistant Principal
6. Interview Panel for the Assistant Principal

FISCAL IMPACT: Cost – There is no cost associated with this item.

RECOMMENDED: The Superintendent recommends the Board select members for the above panels.