

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

Minutes of Regular Board Meeting

January 27, 2010

Closed Session: 4:00 p.m.

Open Session: 5:45 p.m.

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

Board President Rodriguez called the Regular Board Meeting to order at 4:06 p.m.

PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

There was no input from the public.

Adjourned to Closed Session at 4:07 p.m.

RECONVENE OPEN SESSION

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

The Board met in Closed Session from 4:07-6:35 p.m. to discuss:

- 1.1 **Conference with Legal Counsel – Potential Litigation** (Government Code Section 54956.9(c); Name of Case: Two cases

- 1.2 **Conference with Real Property Negotiator** (G.C. 54956.8)-Properties: 11250 El Camino Real, San Diego, CA 92130 and 4106 Sorrento Valley Blvd., San Diego, CA 92127; Corner of Jimmy Durante Blvd. & San Dieguito Rd., Del Mar, CA 92014 —Agency Negotiator: Sharon McClain, Superintendent; 225 9th Street, Del Mar, CA, 92014 — Under Discussion: Sale/Lease Terms Between the City of Del Mar and the DMUSD

REPORT OF ACTION TAKEN IN CLOSED SESSION:

Board President Rodriguez reported that no action was taken.

CALL TO ORDER

Board President Rodriguez called to order the Open Session of the Regular Board Meeting of the Del Mar Union School District, Board of Trustees, at 6:35 p.m.

1. PLEDGE OF ALLEGIANCE

Board President Comischell Rodriguez led Board members and guests in the Pledge of Allegiance.

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ROLL CALL

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

Principals Present:

Emily Disney, Sycamore Ridge
Susan Fitzpatrick, Del Mar Hills Academy
Peg LaRose, Sage Canyon
Ryan Stanley, Ocean Air

DMUSD Staff Present:

Jennifer Olivera, AJ Pearce, Katherine Weidmann, Danielle Roche,
Carol Sharpe, Jodi Neilson, Eileen Randall, Bill Porter, Sandy
Johnson

Others Present:

Approximately 30+ community members.

2. STUDENT RECOGNITION – SYCAMORE RIDGE

Sycamore Ridge fifth grade students and teachers, along with the technology teacher, shared a project based science assignment focused on offering enrichment options to address varying learning preferences and modalities. To celebrate Sycamore Ridge School's fifth birthday, the program wrapped up with some 6th grader's thoughts about their school.

3. APPROVAL OF AGENDA

Amendments to the Agenda:

Table Item 10.10 to a future meeting.

Pull Item 11.1 from consent

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Motion to Approve Agenda, as amended

Motion White

Second Easton

Unanimous

4. CORRESPONDENCE/COMMUNICATION

4.2 Correspondence

Board President Rodriguez read a letter from the League of Women Voters informing the Board that a member of the League of Women Voters will regularly attend the meetings of the DMUSD Board of Trustees.

4.2 Public Comment (for items not on the Agenda)

- *Deborah Muns-Park*, DMUSD parent, spoke about readjusting boundaries and balancing the district enrollment.
- *Kerry Traylor*, DMUSD parent, spoke of the legal fees accumulated by the Board and paid by the district in an effort to fire the Superintendent.

5. **REPORTS, RECOGNITIONS AND HEARINGS**

5.2 Staff Recognition – Employees of the Month for January 2010

Board President 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 January 2010:

Ashley Falls – Cindy Crew, 3rd Grade Teacher

Carmel Del Mar – Juan Castro, SDC Classroom Aide

Del Mar Heights – Michelle Beeson, Music Teacher

Del Mar Hills – Allison Warren, 6th Grade Teacher

Ocean Air – Erica Bell, 2nd Grade Teacher

Sage Canyon – Alison Fieberg, 5th Grade Teacher

Sycamore Ridge – Emily Mackie, 4th Grade Teacher

Torrey Hills – Sarah Grosso, 1st Grade Teacher

5.2 DMCTA Report: Danielle Roche, DMCTA Acting-President, Ocean Air

Ms. Roche expressed best wishes to David Skinner and his speedy recovery.

The teachers are concerned about pink slip notifications although they understand the necessity to distribute them. The teachers asked that they be held to a minimum and served with consideration. The DMCTA is grateful to the DMSEF and to the families for donating in support of the Extended Studies Curriculum Program. The DMCTA is striving for 100% participation of teachers donating to the DMSEF.

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To date, three of the DMUSD schools have reached 100% participation. The DMCTA anticipates 100% participation at all school sites. Ms. Roche expressed the DMCTA's disappointment that teachers are almost exclusively eliminated from serving on the Financial Task Force. The DMCTA feels its members offer many years of experience in education and training, along with a historical perspective. The DMCTA requested the Board consider a reconfiguration of the Task Force.

5.2 **DMSEF Report: Chris Stevenson, DMSEF President**

Ms. Stevenson reported that donations are up with a growth rate of 42%. Torrey Hills is up 200% from last year. The DMSEF is approaching \$700,000 in donations with over \$100,000 coming in the last several days. A number of events are being planned. The DMSEF needs \$1.7 million to maintain the ESC program at its current level. The DMSEF is strategizing on how to raise \$1 million before the February 15, 2010 deadline.

5.2 **PTA Report: PTA Report: Stephanie Jansen, Sage Canyon PTA President**

Ms. Jansen commented on the increase in student enrollment this year and the loss of the Assistant Principal. She reported that Sage Canyon is a vibrant school thanks to the many volunteers, teachers and staff. The Sage Canyon PTA began the year with the Annual Teachers Luncheon. The membership drive resulted in 100% participation by the staff. In October the PTA held its Annual Fall Festival, which is the most successful fundraising event of the year. More than \$60,000 was raised to fund many programs at Sage Canyon. Ms. Jansen thanked the many volunteers who make it all possible. The Sage Canyon PTA contributed almost \$13,000 to the DMSEF with the jog-a-thon and other events. The PTA works hard to keep families informed and united.

5.2 **Report – Monthly Staff Development, Travel & Conference Update**

(Presented for information only.)

The Board requested to have items reimbursable by another entity be added to the report as well as the funding source supporting the activity.

5.2 **Report – Board Reports/Comments**

Member Perkins:

- Attended the DMSEF meeting.
- Listened to a budget briefing from governor.
- Attended briefing with representative of Sacramento regarding the State budget.

Member Rodriguez:

- Echoed best wishes to David Skinner and wished him a speedy recovery.
- Attended CSBA President Workshop with Supt. McClain in Sacramento.
- Attended State budget workshop at SDCOE.
- Attended SDUHSD Board meeting.

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- Attended grand opening of the Ocean Air Recreation Center.
- Has received many letters and attended meetings with DMUSD stakeholders.
- Had a wonderful visit with the After School Programs Department

Member Easton:

- No report.

Member McDowell:

- Thanked parents who volunteer as crossing guards for keeping students safe.
- Thanked Charlene Komosinski, Director of After School Programs/Childcare, for the visit with the After School Programs/Childcare Department.
- Attended a meeting on the State budget.
- Expressed best wishes to David Skinner.

Member White:

- Extended best wishes to David Skinner and hopes to see him back soon.
- Worked with SDUHSD on their curricular program.
- Stated she has not disclosed Closed Session information to the press (claim made in public comment at prior meeting).
- Stated she has not used district legal services for her personal use (claim made in public comment earlier)

5.2 Report – Superintendent’s Report

- The California Business for Education Excellence congratulated the DMUSD schools for the outstanding student achievement.
- An attorney from the law firm Atkinson, Andelson, Loya, Rudd and Romo made a donation to the American Red Cross to help victims of Haiti earthquake in the name of the Del Mar Union School District.
- Attended CSBA Presidents’ Workshop with President Rodriguez.
- Enjoyed the visit with the After School Programs/Childcare Department.
- Attended Principals’ Meeting – principals are working as a PLC and are working to structure education for the future.
- Is proud of the DMUSD principals on all there are doing.

6. APPROVAL OF MINUTES

The following Minutes presented for approval were tabled to a future Board meeting:

- 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

6.2 APPROVAL OF CONSENT ITEMS

Amendment to the Consent Agenda:

Item 11.1 was pulled from the Consent Agenda under Approval of the Agenda, as amended.

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- *7.1 Board Approval of 2009-2010 Consolidated Application for Funding Categorical Aid Programs, Part II
- *8.1 Board Approval, Del Mar Union School District's Uniform Complaint Quarterly Report for October 1 – December 31, 2009
- *10.1 Board Approval and Acceptance of Donations to the Del Mar Union School District
- *10.2 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements
- *10.3 Board Ratification of Site Performance Agreements
- *10.4 Board Approval of Standard Business Mileage Rate of 50 Cents Per Mile, Effective January 1, 2010
- *10.5 Board Approval of Bid Limit to Be Raised Effective January 1, 2010
- *10.6 Board Approval of Renewal Agreement Between the Del Mar Union School District and San Diego Medical Services Enterprise for Project Heart Beat
- *10.7 Approval of Agreement Between the Del Mar Union School District and Best Best & Krieger for Legal Services
- *10.8 Board Approval of Agreement Between Office Depot and the Del Mar Union School District for Classroom and Office Supplies February 1, 2010 – December 31, 2010
- *11.1 *Pulled from Consent*
~~Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status~~

Motion to approve Consent Items *7.1, *8.1, *10.1 -*10.8, as amended.

Motion Easton

Second McDowell

Unanimous

7. CURRICULUM & INSTRUCTION

8. ADMINISTRATION AND POLICY

8.2 Board Approval, 2009/2010 Strategic Plan

Superintendent McClain presented an overview of the 2009/2010 Strategic Plan consisting of: 1) enrollment and demographics, 2) evaluation and achievement indicators, 3) district resources 4) beliefs, appraisals, goals and recommended actions.

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The fiscal impact supporting the recommended actions in each area above is included in the plan presented for approval, which is a revision from the first reading at the Regular Board Meeting on December 9, 2009.

Principals shared the process used at the school site to gain input for the Strategic Plan, which included teachers, PTA and School Site Council members. Sage Canyon met for two hours on a Wednesday afternoon with a group of 56 people contributing. Data from all sites was shared with the Superintendent and Cabinet to define trends across all eight schools. Although the input was site specific it was discovered that the DMUSD schools are more alike than different resulting in a vision for the entire district.

The Board requested the following amendments to the Strategic Plan:

- 1) The last bullet under Recommended Actions for 2009-2010 for SCHOOL CLIMATE will read, "Meet with the Del Mar City Manager, the City of San Diego City Manager, Police Department, Fire Department and Sheriff to coordinate safety services."
- 2) The first sentence of the sixth bullet under Recommended Actions for 2009-2010 for ALIGNMENT OF FINANCIAL PLAN AND FACILITIES WITH INSTRUCTIONAL GOALS will read, "The District *will explore maintaining* the available reserves recommended by School Services of California for Basic Aid school districts."
- 3) The first sentence of the ninth bullet under Recommended Actions for 2009-2010 for ALIGNMENT OF FINANCIAL PLAN AND FACILITIES WITH INSTRUCTIONAL GOALS will read, "The District *will explore making progress* toward "budgeting in arrears.""

Motion to approve the 2009/2010 Strategic Plan, as amended:

Motion Perkins

Second Rodriguez

Unanimous

8.3 Update, Search for Properties for District Office, Chuck Wasker, Colliers International, Realtor

Chuck Wasker, realtor, reported on the activities of the realtors since February 2009, to identify properties for purchase, lease or land development. The Board asked clarifying questions on purchase versus leasing, properties located outside the District's boundaries, availability of buildings coming up for sale, and a lease with an option to buy. Mr. Wasker informed the Board that there are a number of tenant opportunities that exist at this time.

Mr. Wasker expressed his and Mr. Kagan's interest in continuing to work with the district to identify properties suitable for the district office. The Board requested the search be expanded to include a building up to 30,000 square feet.

Public Input:

- *Beth Westburg*, DMUSD parent, spoke in support of purchasing a building for a new District Office.
- *Lee Parnell*, DMUSD parent, spoke against locating District services at Torrey Hills School.
- *Heidi Niehart*, DMUSD parent, spoke against locating the District Office at Ashley Falls.
- *John Spence*, DMUSD parent, asked the Board to make a decision.
- *Joel Holliday*, DMUSD parent, encouraged the Board to give guidance and for staff to make recommendations with solid backup.
- *Yang Liu*, DMUSD parent, spoke against locating the District Office at Torrey Hills.

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

Superintendent McClain clarified that the current contract with the realtors self-renews indefinitely and is cancelled with a 30-day written Notice of Cancellation. Supt. McClain supported the efforts of Mr. Wasker and Mr. Kagan and recommended approval of the contract with Mr. Wasker and Mr. Kagan.

Motion to approve an extension of the Contract between the DMUSD and Chuck Wasker, Colliers International & Mark Kagan, MarkJen Corporation, real estate brokers, for a six-month period.

Motion McDowell

Second Perkins

Unanimous

8.5 Discussion and Board Action, Revision to the 2010 Schedule of Board Meetings

The Board discussed the need for two Regular Board meetings per month, per the recommendation of the Superintendent, and the proposed revision to the 2010 Board Meeting Schedule. The Board requested the October 20, 2010 meeting be amended to October 27, 2010.

Motion to approve the revision to the 2010 Schedule of Board Meetings, as amended.

Motion Perkins

Second Easton

Unanimous

8.6 Discussion and Board Action, Holding Open Dates for Wednesday Special Board Meetings

The Board discussed scheduling a Special Board meeting to discuss the 7/11 District Advisory Committee's recommendations on February 3, 2010. The Board members agreed to hold Wednesday evenings starting at 7:00 p.m. open for DMUSD Special Board meetings.

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

Darlene Nadlonek, Human Resources Technician, presented a revision to Administrative Regulation 4261.2 for Board review and approval. The Board asked clarifying questions, which were responded to by Mrs. Nadlonek.

Motion to waive the second reading of the revision of AR 4261.2 and approve Revision, Classified Personnel, Administrative Regulation 4261.2: Personal Leaves

Motion White

Second Easton

Unanimous

8.8 Report, CSBA Annual Education Conference

Member McDowell and Member Rodriguez reported on the sessions they participated in at the CSBA Annual Education Conference held on December 3, 4 & 5, 2009 at the San Diego Convention Center.

8.9 Update, 7th Annual DMUSD Blood Drive – January 20, 2010

Tabled to February 10, 2010 Regular Board Meeting.

8.10 Update, School-Located Vaccination (SLV) Clinic

Tabled to February 10, 2010 Regular Board Meeting.

8.11 Discussion, Resolution and Certificate for Retiring Employee

Tabled to February 10, 2010 Regular Board Meeting.

8.12 Reminder of Upcoming Events

(For information only.)

9. OPERATIONS AND FACILITIES

9.1 Facilities Report for December and January

Director of Maintenance & Operations, Randy Wheaton, updated the Board on the progress of the Ocean Air childcare facility and the park at Ocean Air. The District completed the School Site Property Information booklet, containing source documents for each of the district's school sites. The District continues to pursue

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the feasibility of sharing facilities with the City of Del Mar and the SDUHSD. The District has developed a timeline to move the District Office, Preschool/Employee Childcare and Maintenance & Operations, beginning in July 2010 with completion in December 2010.

Public Input:

- *Beth Westburg*, DMUSD parent, spoke against closing a DMUSD school without a current master facility plan.

The Board asked staff clarifying questions on the need for a current Facility Master Plan. Randy Wheaton, Director of Maintenance & Operations, confirmed that the DMUSD has a very thorough maintenance plan that meets all requirements. Board requested staff bring a recommendation to the Board on the current and future usage of the portables.

Staff reported they pursued the feasibility of a joint use space with the City of Del Mar and SDUHSD and learned that both the City and SDUHSD occupy 100% of their space.

10. BUSINESS AND FINANCE

10.9 Board Approval, 2008/2009 Audit Report

Assistant Superintendent, Business Services, Dena Whittington, introduced Brian Hadley of Wilkinson Hadley King & Co., LLP Certified Public Accountants, who was available to discuss the Annual Audit Report prepared by his firm. The report presents the financial position of the District as of June 30, 2009. Mr. Hadley reported an unqualified approval of the audit.

The Board expressed its appreciation to Asst. Supt Whittington and her staff for the exemplary audit report.

Motion to approve the 2008/2009 Audit Report.

Motion White

Second McDowell

Unanimous

10.10 Solar Energy

The Board requested to have Solar Energy planed on the Agenda for the Financial Task Force.

10.11 Update, Proposals for the 2010/2011 State Budget

Tabled to February 10, 2010 Regular Board Meeting.

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10.12 **Update, Strategic Planning Financial Task Force**

Member Perkins reported the task force held its first meeting early in the day. They discussed the possibility of working with a sub-committee structure. They agreed that all information will be available on the website for the community. Parents will have an opportunity to make their recommendations on the website.

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

Staff had no information regarding the list of Budget Reduction Areas. The Financial Task Force is planning to review the list and make suggestions.

Public Input

- *Beth Westburg*, DMUSD parent, spoke against closing Del Mar Hills Academy.
- *Liz Shopes*, DMUSD parent, spoke against closing Del Mar Hills Academy.
- *Amy Caterina*, DMUSD parent, spoke against closing Del Mar Hills Academy.
- *Marybeth Norgren*, DMUSD parent, spoke against closing Del Mar Hills Academy.

The Board requested information on the savings associated with a change in class size ratios, which will be presented at a future meeting.

Time: 10:29 p.m.

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

Motion McDowell

Second Rodriguez

Unanimous

10.14 **Update, 2009/2010 Monthly Budget, Legal Fees and Cash Balance Report**
(Presented for information only.)

11. PERSONNEL

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

Board President Rodriguez pulled item 11.1 from Consent to acknowledge Director of After School Programs/Childcare, Charlene Komosinski, for her dedication and pending retirement.

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

Motion White

Second Easton

Unanimous

11.2 **Second Reading/Board Approval Updated Job Description, Human Resources & Pupil Services Administrative Assistant**

Darlene Nadlonek, Human Resources, Technician, presented the revised job description for the Human Resources & Pupil Services Administrative Assistant for the second reading and Board approval.

Motion to approve the updated Job Description, Human Resources & Pupil Services Administrative Assistant.

Motion White

Second McDowell

Unanimous

11.3 **Update, Process for Hiring Assistant Superintendent, Human Resources**

Tabled to February 10, 2010 Regular Board Meeting.

11.4 **Board Approval, Posting of Assistant Principal Position, Sage Canyon**

Staff requested approval to post and fill the position of Assistant Principal at Sage Canyon.

Public Input:

- *Lesley Ballard*, DMUSD parent, spoke in support of filling the vacant Assistant Principal position at Sage Canyon.
- *Stephanie Jansen*, DMUSD parent, spoke in support of filling the vacant Assistant Principal position at Sage Canyon.

The Board asked clarifying questions on the current and future needs of assistant principals in the district and the impact on the budget. The Board discussed the option of filling the position temporarily.

Motion to post the position of Assistant Principal for Sage Canyon.

Motion Rodriguez

Second _____

Motion died.

Motion to approve posting the position of Assistant Principal for the DMUSD, with the understanding the position may include serving at more than one school site and/or a revised job description.

Motion McDowell
Second Easton
Unanimous

12. ARTICLES OF INTEREST

None.

13. ITEMS FOR FEBRUARY 17, 2010 BOARD MEETING

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

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

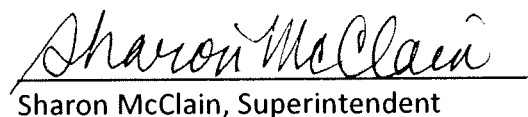
Motion Easton
Second McDowell
Unanimous



Steven McDowell, Clerk

4/2/2010

Date



Sharon McClain, Superintendent

3-29-10

Date

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