

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

***Minutes of Regular Board Meeting***

December 15, 2010

Closed Session: 4:45 p.m.

Open Session: 5:45 p.m.

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

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Board President Rodriguez called the Regular Board Meeting to order at 4:45 p.m.

**PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA**

- There was no input from the public.

**Adjourn to Closed Session**

The Board adjourned to Closed Session at 4:47 p.m.

**RECONVENE OPEN SESSION**

The Board reconvened to Open Session at 5:45 p.m.

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 4:47 – 5:40 p.m. to discuss:

- 1.1 **Superintendent's Report on – Anticipated Litigation** (Government Code Section 54956.9(b); Name of Case: One case
- 1.2 **Conference with Real Property Negotiator** (G.C. 54956.8)-  
*Under Discussion: Purchase of Property:* 4106 Sorrento Valley Blvd., San Diego, CA 92121; 11232 El Camino Real, San Diego, CA 92130 — Agency Negotiator: James Peabody, Superintendent  
*Under Discussion: Possible Lease Extension Between the City of Del Mar and the DMUSD:* 225 9<sup>th</sup> Street, Del Mar, CA, 92014 — Agency Negotiator: James Peabody, Superintendent
- 1.3 **Conference with Labor Negotiator** G.C. 54957.6) Agency Designated Representatives: James Peabody, Superintendent and Tim Asfazadour, Assistant Superintendent, Human Resources; Employee Organization: Del Mar California Teachers Association

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- 1.4 **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

**REPORT OF ACTION TAKEN IN CLOSED SESSION:**

Board President Rodriguez reported that based on the reports and investigations by Board Members, the Board of Trustees directed staff to continue the escrow process for the purchase of 11232 El Camino Real, San Diego, CA for a new District Office. Staff was also directed to follow the appropriate procedures to complete the sale, should all pending reports and inspections warrant, on or before December 21, 2010 with closure by the end of 2010.

**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 5:49 p.m.

**1. PLEDGE OF ALLEGIANCE**

Superintendent James Peabody led Board members and guests in the Pledge of Allegiance.

**ROLL CALL**

Members Present (5): Comischell Rodriguez, President of the Board  
Scott Wooden, Clerk of the Board  
Kristin Gibson  
Doug Perkins  
Doug Rafner

Administrators Present: James Peabody, Superintendent  
Holly McClurg, Assistant Superintendent, Instructional Services  
Tim Asfazadour, Assistant Superintendent, Human Resources  
Cara Schukoske, Director of Pupil Services  
Mike Casey, Director of Technology  
Randy Wheaton, Director of Maintenance & Operations  
Julie Geisbauer, Director of After School Programs

Principals Present: Ryan Stanley, Ocean Air  
Chris Delehanty, Ocean Air, Assistant Principal  
Wendy Wardlow, Del Mar Heights

DMUSD Staff Present: David Skinner, Danielle Roche

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**2. STUDENT RECOGNITION – Ocean Air**

Principal Ryan Stanley introduced students in the Ocean Air Chorus.

The Ocean Air chorus performed two selections from their concert, “Celebrate with JOY”, celebrating different holidays around the world. The final selection was about the universal desire for peace in our world, which supports Ocean Air’s PeaceBuilders Program.

**3. APPROVAL OF AGENDA**

Motion to Approve Agenda

Motion Wooden

Second Perkins

**Unanimous**

**4. CORRESPONDENCE/COMMUNICATION**

**4.1 Correspondence**

There was no correspondence presented.

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

- There was no input from the public.

**5. REPORTS, RECOGNITIONS AND HEARINGS**

**5.1 Staff Recognition**

Superintendent Peabody 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 2010:

Ashley Falls – Adrienne Sheffield, 6th Grade Teacher

Carmel Del Mar – Janice Chan, SDC Lead Teacher

Del Mar Heights – Stefani Mazepa, 6th Grade Teacher

Del Mar Hills – Cindy Post, ELL Instructional Aide

Ocean Air – Tanya Lubomudrov, Science Teacher

Sage Canyon – Parissa Esmaili, Technology Specialist

Sycamore Ridge – Jen Litt, Kindergarten Teacher

Torrey Hills – Rachelle Armstrong, 3rd Grade Teacher

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

David Skinner welcomed the new Board members and expressed that the DMCTA is looking forward to working with them. Mr. Skinner thanked Tim Asfazadour, Assistant Superintendent, Human Resources, and Cara Schukoske, Director of Pupil Services, for working proactively with teachers over the last few weeks. On behalf of all the teachers he wished Happy Holidays to the Board and staff and presented poinsettias to them all.

**5.3 DMSEF Report: Drew Isaacman, DMSEF President**

Drew Isaacman thanked Superintendent Peabody and Dr. Holly McClurg, Assistant Superintendent, Instructional Services, for attending DMSEF/Principal Coffees throughout the district to share information on how the DMSEF supports teachers and the Extended Studies Curriculum. The DMSEF has surpassed the \$500,000 mark for contributions. Phone-a-thon pledges have exceeded \$600,000. The participation rate currently exceeds 25% for actual contributions. One-third of all DMUSD families have participated in contributing to the DMSEF when actual contributions and pledges are combined. The DMSEF participation goal is 100%.

Wendy Wardlow, Principal of Del Mar Heights; Amy Duncan, DMSEF Representative and Ruthie Kaminskas, Event Chair, presented the DMSEF with \$86,000 raised at their December 5 fundraising event.

**5.4 PTA Report: Britton Bliss, Ocean Air PTA President**

Britton Bliss welcomed new Board members and gave a summary of the PTA events at Ocean Air School. The PTA started the year with the PTA Volunteer Fair and Kindergarten Boo-hoo Breakfast. The PTA continues with many events, programs and fundraisers. Over 500 people including families and staff have joined the PTA. Other PTA events included International Walk to School Day, 2<sup>nd</sup> Annual International Night, Book Fair, lunchtime Roadrunners, Playground Partners, Red Ribbon Week, and the jog-a-thon. Currently mini-grant checks for much needed supplies are being distributed to teachers and staff. The Dads' Club is busy with Dad's Lunch, Dad's Morning in the Classroom and Field Day. In January the first Ocean Air website will be online at [www.oceanairpta.org](http://www.oceanairpta.org). The PTA is currently planning the 2<sup>nd</sup> Annual Spring Carnival. PTA Association Meetings and Coffee with Principal and Assistant Principal are held to keep parents informed. Ms. Bliss thanked the Board of Trustees, Principal Ryan Stanley; Assistant Principal, Chris Delehanty, and the Ocean Air teachers and staff for providing an exceptional learning experience for children and for their support of the PTA. Ms. Bliss thanked Ocean Air PTA Board and countless volunteers for giving their time and energy.

**5.5 Monthly Staff Development, Travel & Conference Update**

*Presented for information only.*

**5.6 Monthly Enrollment Report – For Information Only.**

*Presented for information only.*

Superintendent Peabody reported the total enrollment has dropped by six students in the last month. The DMUSD enrollment is currently 4,406 students.

**5.7 Report – Board Reports/Comments**

*Member Rafner:*

- Attended the Ocean Air holiday musical program
- Visited with Sage Canyon while they watched The Imagination Machine, an improvisational performance of stories written by Sage Canyon students.

*Member Perkins:*

- Thanked Supt. Peabody and Business Services for gathering the figures on expenditures for the school lunch program an informal group of participants from the DMUSD and neighboring districts for the purpose of looking for healthy lunch options for our students.

*Member Gibson:*

- Attended a very productive DMSEF Board meeting, as Board representative to the DMSEF

*Member Wooden:*

- Attended workshops for new board members at the CSBA Conference with Members Gibson and Rafner.
- Participated in Dad's in the Classroom Day with his daughter and learned about the Kumeyaay Indians.

*Member Rodriguez:*

- Attended CSBA Convention with fellow board members and will submit a summary of the classes attended.
- Thanked her colleagues for their confidence in electing her president.

**5.8 Report – Superintendent's Report**

- Complimented Dr. Holly McClurg, Assistant Superintendent, Instructional Services, and the English/Language Arts Committee for working hard and moving forward with the *Nancy Fetzer Writing Program* with Nancy Fetzer in the classroom demonstrating how the program works. A second training will take place in early winter or spring. He thanked Dr. McClurg for her foresight in planning the training and to the staff for taking time out of their classroom to be trained in the program.
- Has been Attending DMSEF/Principal's Coffee throughout the district to hear from parents and share information on the DMSEF.
- Attended Becky Ross' retirement event along with other past and present employees of the DMUSD.

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## **6. APPROVAL OF MINUTES**

Motion to approve Minutes of the following Board Meeting:

- Minutes of Regular Board Meeting of November 17, 2010
- Minutes of Special Board/Organizational Meeting of December 8, 2010

**Motion** Rafner

**Second** Gibson

**Unanimous**

### **6.1 APPROVAL OF CONSENT ITEMS**

- \*10.1 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements
- \*10.2 Board Approval and Acceptance of Donations to the Del Mar Union School District
- \*10.3 Board Approval/Ratification of Site and Department Performance Agreements and Memorandums of Understanding
- \*10.4 Renewal of Agreement Between the Del Mar Union School District and the Dolinka/Decision Insite Group for Updating Enrollment Projections
- \*10.5 Board Approval of Contract Between the Del Mar Union School District and Zasueta Contracting, Inc.
- \*10.6 Board Approval, Attendance at 28th Learning and the Brain Conference
- \*10.7 Board Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)
- \*10.8 Board Approval of Resolution 2010-30, Resolution of the Board of Trustees of the Del Mar Union School District Relative to Conditions For and Receiving Class Size Reduction Program Funds
- \*10.9 Board Approval of Agreement Between the Del Mar Union School District and Susan Berkowitz
- \*10.10 Board Approval of Agreement Between Consulting & Inspection Services and the Del Mar Union School District
- \*10.11 Board Approval of Agreement Between School Web Lockers and the Del Mar Union School District
- \*11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

Motion to approve Consent Items \*10.1 - \*10.11 and \*11.1.

**Motion** Wooden

**Second** Perkins

**Unanimous**

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**7. CURRICULUM & INSTRUCTION**

**7.1 2010-2011 Board Approval, Single Plans for Student Achievement: *Vision for Excellence Site Strategic Plan***

Superintendent Peabody presented all DMUSD schools' Single Plan for Student Achievement, required of all schools receiving categorical funding, to the Board for approval. Member Rafner thanked parents and staff for giving of their time and expertise in developing the site plans.

Motion to approve the Single Plans for Student Achievement: *Vision for Excellence Site Strategic Plan*.

Motion Rafner

Second Gibson

Unanimous

**8. ADMINISTRATION AND POLICY**

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

Member Rafner nominated Member Rodriguez for the California Schools Boards Association Delegate Assembly.

Motion to approve the nomination of Member Rodriguez to run for election to the CSBA Delegate Assembly.

Motion Rafner

Second Perkins

Unanimous

**8.2 Board Approval, Initial Proposal to Facilitate a Strategic Management Process**

Superintendent Peabody presented the *Initial Proposal to Facilitate a Strategic Management Process* from the Haines Centre for Strategic Management for approval. The process, which includes all stakeholders, i.e. teachers, staff, parents, and two board members, will create a *Strategic Management System and Annual Review Cycle* to support the future vision of the District through the year 2015. With approval from the Board, the district will move forward to create a plan to include a district-wide annual strategic review and evaluation process that assesses future district direction and accommodates change when needed.

Motion to approve the Initial Proposal to Facilitate a Strategic Management Process.

Motion Rafner

Second Perkins

Unanimous

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**8.3 Update, Relocation of the District Office**

Superintendent Peabody reported on the current status of the relocation of the District Office and shared office space plans for the property at 11232 El Camino Real prepared by San Diego Office Interiors. The plans presented addressed two scenarios: 1) occupying the ground floor only, and 2) occupying both the first and second floors. Whether the district will occupy the first and/or second floors will be determined by the second floor occupant opting to stay or relocate, which at this time is unknown. The plans indicate that the first floor will accommodate the current District Office personnel. At such time as the second floor occupants vacate, the District has the option of moving District personnel currently located at school sites to the building and will have room for future growth in the District Office.

**8.4 Reminder of Upcoming Events**

*(For information only.)*

**9. OPERATIONS AND FACILITIES**

**10. BUSINESS AND FINANCE**

**10.12 Board Approval, 2010-11 First Interim Financial Report**

Superintendent Peabody acknowledged and expressed appreciation to Cathy Birks, Business Services Specialist, for stepping forward, in the absence of a Chief Business Officer, to produce the 2010/2011 First Interim Financial Report. Supt. Peabody presented an overview of the report for the Board. He stated that all indications, at this time, are that the District will not need to deliver layoff notices this school year. If adjustments in staff are needed, it will most likely be made through attrition. Superintendent Peabody answers clarifying questions by the Board.

Motion to approve 2010/2011 First Interim Financial Report.

Motion Gibson

Second Wooden

Unanimous

**11. PERSONNEL**

**11.2 Board Approval of Memorandum of Understanding (MOU) Between the Del Mar Teachers Association (DMCTA) and the Del Mar Union School District (DMUSD) on Unit Member Salary and Benefits (Article 19) for 2010-2011 and Corresponding Consideration for Classified and Management Employees**

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Superintendent Peabody presented the MOU between the DMCTA and DMUSD and ratified by DMCTA unit members, for approval. Representatives of the DMCTA and the DMUSD reached agreement on the MOU during interest based negotiations on September 23, 2010. The Superintendent recommended approval of applicable salary and benefit improvement for all classified and management employees. The one time employee cash incentive will be pro-rated to the percentage of time worked.

Motion to approve Memorandum of Understanding (MOU) Between the Del Mar Teachers Association (DMCTA) and the Del Mar Union School District (DMUSD) on Unit Member Salary and Benefits (Article 19) for 2010-2011 and Corresponding Consideration for Classified and Management Employees

**Motion** Perkins  
**Second** Rafner  
**Unanimous**

**12. ARTICLES OF INTEREST**

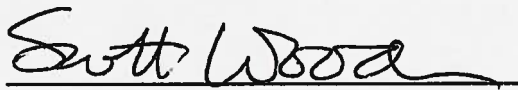
None.

**13. ITEMS FOR JANUARY 2011 BOARD MEETING**

- Minutes of Regular Board Meeting of December 15, 2010
- School Lunch Program – Informational
- Update, District Office/M & O Relocation

There being no further business to come before the Board, there was a Motion to Adjourn at 7:43 p.m.

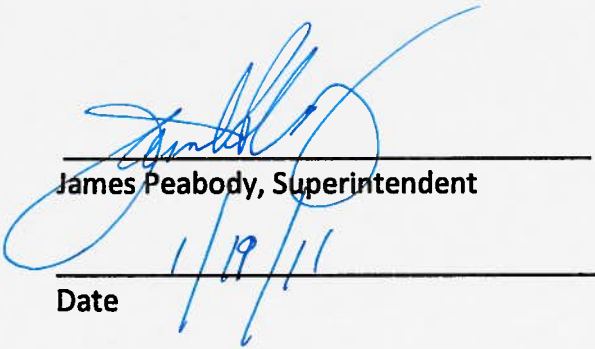
**Motion** Rafner  
**Second** Wooden  
**Unanimous**

  
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Scott Wooden, Clerk

1/19/2011  
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Date

  
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James Peabody, Superintendent

1/19/11  
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Date

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