



DEL MAR UNION SCHOOL DISTRICT

Mission Statement

Supported by an involved community, an outstanding staff, and a shared vision for academic excellence, the Del Mar Union School District is committed to providing a rigorous, inspiring, and nurturing education program that is continually evolving to develop well-rounded individuals who embrace learning for life and who are prepared to meet the challenges of the future.

We believe that...

- Every individual has worth
- Individuals deserve the opportunity to reach their potential
- Learning is a life-long process
- Everyone has the right to be safe
- Everyone can make a difference
- Individuals and communities have responsibilities to each other
- The uniqueness of individuals enriches the community

We believe in...

- Honesty and integrity
 - Treating others with respect
 - The principles of Democracy
- www.dmusd.org

Board of Trustees

Kristin Gibson
 Doug Perkins
 Doug Rafner
 Comischell Rodriguez
 Scott Wooden



Superintendent

James D. Peabody

DEL MAR UNION SCHOOL DISTRICT

Board of Trustees Regular Board Meeting

March 23, 2011
 Closed Session: 5:00 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. A report of action(s) taken in Closed Session will be presented as an item in the Open Session Agenda.

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*

1.0 CLOSED SESSION – 5:00 P.M.

- 1.1 **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
- 1.2 **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
 - Superintendent Evaluation/Contract

RECONVENE OPEN SESSION

REPORT OF ACTION TAKEN IN CLOSED SESSION

CALL TO ORDER OPEN SESSION – 5:45 P.M.

2.0 FLAG SALUTE

3.0 APPROVAL OF THE AGENDA

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

4.0 CORRESPONDENCE/COMMUNICATIONS

- 4.1 Correspondence:
- 4.2 Public Input

5.0 REPORTS, RECOGNITIONS AND HEARINGS

- 5.1 **Staff Recognition** 1
 Employees of the Month for March 2011:
Ashley Falls – Thalia Ormsby, 1st Grade Teacher
Carmel Del Mar – Kelly Hoover, Special Day Class Aide
Del Mar Heights – Nicki Waldal, 2nd Grade Teacher
Del Mar Hills – Cristin Ebright, 1st Grade Teacher
Ocean Air – Christine Williams, 1st Grade Teacher
Sage Canyon – Trent Tracy, ESC P.E. Teacher
Sycamore Ridge – Alicia Saunders, 1st Grade Teacher
Torrey Hills – Mandy Jackson, 5th Grade Teacher
- 5.2 **Student Recognition by North Coastal PTA** 2
 2010-2011 Reflections, Recipients of Award of Excellent – Medal

5.3	<u>Public Hearing</u> Public Hearing To Review Resolution No. 2011-09 and Resolution No. 2011-10 Regarding the Sufficiency of Instructional Materials for the 2009/2010 and 2010/2011 School Year, as Required by Education Code Section 6011	3
5.4	<u>Public Hearing</u> Public Hearing to Review Resolution No. 2011-08 for Fiscal Year 2010/2011 Categorical Flexibility Funds	4
5.5	<u>Report</u> DMCTA Report: David Skinner, DMCTA President	5
5.6	<u>Report</u> PTA Report: Stephanie Jansen, Sage Canyon	6
5.7	<u>Report</u> Board Report/Comments	
5.8	<u>Report</u> Superintendent's Report	

BOARD PRESIDENT CALLS FOR BLUE SPEAKER SLIPS

6.0 APPROVAL OF THE MINUTES

▪	Minutes of Special Board Meeting/Visitation of February 2, 2011	7-8
▪	Minutes of Regular Board Meeting of February 16, 2011	9-19
▪	Minutes of Special Board Meeting/Visitation of March 2, 2011	20-21
▪	Minutes of Governance Workshop/Special Board Meeting of March 2, 2011	22-23
▪	Minutes of Special Board Meeting of March 14, 2011	24-25

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 Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements	72-78
*10.2	Board Approval and Acceptance of Donations to the Del Mar Union School District	79
*10.3	Board Approval/Ratification of Site and Department Performance Agreements and Memorandums of Understanding	80
*10.4	Board Approval of Contract Between the Del Mar Union School District and AssetWorks for the Annual Inventory for Three Fiscal Years Ending June 30, 2011, 2012 and 2013 in the Amount of \$7,400.00 Per Year	81
*10.5	Board Approval of Contracts and Contract Amendments for Special Education Services for the 2010-2011 School Year	82
*10.6	Board Approval of Advertising to Solicit Requests for Proposals for Lunch Service Providers at all District School Sites	83
*10.7	Board Approval of Advertising for Bids for Special Education Transportation and Field Trip Service Providers	84

*10.8	Board Ratification, Agreement Between the Del Mar Union School District and The Epler Company for GASB Actuarial Valuation Services	85
*10.9	Board Ratification of Agreement Between the Del Mar Union School District and Southern California Soil and Testing, Inc.	86
*10.10	Board Approval of Agreement Between the Del Mar Union School District and C & M Relocation Systems	87
*10.11	Board Approval of agreement between the Del Mar Union School District and Gould Electric Inc.	88
*10.12	Board Approval of Agreement Between the Del Mar Union School District and System Electric Co. d.b.a. McBride Electric	89
*10.13	Board Approval to Advertise for Bids for Summer Maintenance Work	90
*11.1	Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status	95-987

7.0 CURRICULUM AND INSTRUCTION

8.0 ADMINISTRATION AND POLICY

8.1	Discussion, School Lunch Program	26
8.2	Board Approval, Extension of Contract between James D. Peabody and the Del Mar Union School District <i>Motion ___Second___Ayes___Nays___</i>	27
8.3	Board Approval of Interdistrict Attendance Agreement Between the Del Mar Union School District and Other School Districts	28
8.4	Board Approval, Agreement with SyTech Solutions, Inc. <i>Motion ___Second___Ayes___Nays___</i>	29-39
8.5	Review/Discussion, Governance Workshop, March 2, 2011	40
8.6	Board Approval, Revisions to Existing Community Relations Board Policy with Inclusion of new Administrative Regulation 1312.3: Uniform Complaint Procedure <i>Motion ___Second___Ayes___Nays___</i>	41-55
8.7	First Reading, New Community Relations, Administrative Regulation 1312.4: Uniform Complaint Procedure	56-63
8.8	Board Approval, Resolution 2011-09 and Resolution 2011-10 of the Board of Trustees of the Del Mar Union School District Regarding the Sufficiency of Instructional Materials for the 2009/2010 and 2010/2011 School Years <i>Motion ___Second___Ayes___Nays___</i>	64-68
8.9	Reminder of Upcoming Events	69

9.0 OPERATIONS AND FACILITIES

9.1	Facilities Report, Month of March, Fencing Update	70
9.2	Update, New District Office & Maintenance & Operation Facility	71

10.0 BUSINESS AND FINANCE

Time Certain: 7:00 p.m.

- 10.14 Board Approval of Construction Agreement, Lease and Sub-Lease for District Office Tenant Improvements at 11232 El Camino Real and Maintenance and Operations Tenant Improvements at 11189 Sorrento Valley Rd. 91
Motion ___ *Second* ___ *Ayes* ___ *Nays* ___
- 10.15 Board Approval, Resolution 2011-08 of the Board of Trustees of the Del Mar Union School District for Fiscal Year 2010/2011 Categorical Flexibility Funds 92-94
Motion ___ *Second* ___ *Ayes* ___ *Nays* ___

11.0 PERSONNEL

12.0 PRELIMINARY ITEMS FOR APRIL, 2011 BOARD MEETING

- Minutes, March 23, 2011 Strategic Management Workshop
- Minutes, March 23, 2011 Regular Board Meeting

ADJOURNMENT OF MEETING..... *Motion* ___ *Second* ___ *Ayes* ___ *Nays* ___
_____Time

March 20, 2011

To: Board Members

From: James Peabody, Superintendent

Subject: Agenda Item 5.1: Staff Recognition – Employees of the Month

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

Employees of the Month for March are:

Ashley Falls	Thalia Ormsby, 1 st Grade Teacher
Carmel Del Mar	Kelly Hoover, Special Day Class Aide
Del Mar Heights	Nicki Waldal, 2 nd Grade Teacher
Del Mar Hills Academy	Cristin Ebright, 1 st Grade Teacher
Ocean Air	Christine Williams, 1 st Grade Teacher
Sage Canyon	Trent Tracy, ESC P.E. Teacher
Sycamore Ridge	Alicia Saunders, 1 st Grade Teacher
Torrey Hills	Mandy Jackson, 5 th Grade Teacher

RECOMMENDED: For information only. No action is required.

March 18, 2011

To: Board Members

From: James Peabody, Superintendent

Subject: Agenda Item 5.2: 2010-2011 Reflections, Recipients of Award of Excellence – Medal

Kym Szalkiewicz, president of the North Coastal PTA Council and Adrienne Gallo, PTA Reflections Chair, North Coastal Council & Carmel Valley Middle School, will be present to honor twelve DMUSD students who are recipients of the 2010/2011 Reflections, Award of Excellence – Medal. Students will be presented with a medal, a certificate, and their artwork. Shawna Straw, another NCC Board member, will be present to take pictures.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

March 14, 2011

To: Board Members

From: Cathy Birks, Assistant Superintendent, Business Services

Through: James Peabody, Superintendent

Subject: Agenda Item 5.3: Public Hearing to Review Resolution No. 2011-09 and Resolution No. 2011-10 Regarding the Sufficiency of Instructional Materials for the 2009/2010 and 2010/2011 School Year, as Required by Education Code Section 60119

This Public Hearing is conducted for the purpose of hearing from the public prior to the consideration and possible adoption of Resolution No. 2011-09 and 2011-10 by the Board of Trustees of the Del Mar Union School District regarding the sufficiency of instructional materials for the 2009/2010 and 2010/2011 School Year.

Public Hearing Procedure:

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

March 14, 2011

To: Board Members
From: Cathy Birks, Assistant Superintendent, Business Services
Through: James Peabody, Superintendent
Subject: Agenda Item 5.4: Public Hearing to Review Resolution No. 2011-08
for Fiscal Year 2010/2011 Categorical Flexibility Funds

This Public Hearing is conducted for the purpose of hearing from the public prior to the consideration and possible adoption of Resolution No. 2011-08 by the Board of Trustees of the Del Mar Union School District regarding the estimated amount of flexible funds to be used in the general fund for educational purposes

Public Hearing Procedure:

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

March 17, 2011

To: Board Members

From: James Peabody, Superintendent

Subject: Agenda Item 5.5: Report: DMCTA President, David Skinner

DMCTA President, David Skinner, will be present to give a brief report to the Board.

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

March 17, 2011

To: Board Members
From: James Peabody, Superintendent
Subject: Agenda Item 5.6: Report: PTA

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

FISCAL IMPACT: Not applicable.

RECOMMENDED: For information only. No action required.

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

Minutes of Special Board Meeting/Visitation

February 2, 2011
8:30 a.m.

Ashley Falls
13030 Ashley Falls Drive
San Diego, CA 92130

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

Administrators Present: James Peabody, Superintendent

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President Rodriguez called the meeting to order at 8:34 a.m.

2. Motion to Approve the Agenda
Motion Wooden
Second Rafner
Unanimous

3. PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA

- There was no public input.

4. VISIT TO ASHLEY FALLS SCHOOL

Principal Shelley Petersen welcomed the Board of Trustees and Superintendent Peabody. The board visited Ashley Falls classrooms and welcomed new teachers to the district. They heard details about the Community Book Study taking place at Ashley Falls using *The Global Achievement Gap* by Tony Wagner.

5. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 9:58 a.m.

Motion Gibson

Second Perkins

Unanimous

Scott Wooden, Clerk

James Peabody, Superintendent

Date

Date

Unapproved

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

Minutes of Regular Board Meeting

February 16, 2011

Closed Session: 4:30 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 4:30 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 4:31 p.m.

RECONVENE OPEN SESSION

The Board reconvened to Open Session at 5:50 p.m.

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

1. The Board met in Closed Session from 4:32 – 5:45 p.m. to discuss:

1.1 Conference with Real Property Negotiator (G.C. 54956.8)-

Under Discussion; Purchase of Property: 11189 Sorrento Valley Road, San Diego, CA 92121, — Agency Negotiator: James Peabody, Superintendent

Under Discussion; Possible Lease Extension Between the City of Del Mar and the DMUSD: 225 9th Street, Del Mar, CA, 92014 — Agency Negotiator: James Peabody, Superintendent

1.2 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

1.3 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

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employee requests a public session

REPORT OF ACTION TAKEN IN CLOSED SESSION:

Board President Rodriguez reported that the Board will reconvene to Closed Session at the conclusion of Open Session to continue discussion on the Closed Session Agenda. The Board instructed Superintendent Peabody to sign all documents pertaining to the purchase of 11189 Sorrento Valley Road, San Diego, CA as directed by the Board. The superintendent was also directed to release all temporary certificated employees at the end of the school year with the intention of having them all return.

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 5:50 p.m.

2. PLEDGE OF ALLEGIANCE

James Peabody, Superintendent, 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
 Scott Wooden

Administrators Present:

James Peabody, Superintendent
 Holly McClurg, Assistant Superintendent, Instructional Service
 Tim Asfazadour, Assistant Superintendent, Human Resources
 Cara Schukoske, Director of Pupil Services
 Mike Casey, Director of Technology
 Randy Wheaton, Director of Maintenance & Operations

DMUSD Staff Present:

David Skinner, Erik Bienke, Bill Porter

Others Present:

Becky Ross, Lee Yen Anderson, Mara Bickett, Juli Oh and approximately 10 community members

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3. APPROVAL OF AGENDA

Amendments to the Agenda:

- Item 10.14 to follow item 6.1
- Item 10.15 to follow 10.14
- Item 11.2 to follow 10.15
- Item *10.5 pulled from the Consent Agenda

Motion to Approve Agenda, as amended.

Motion Perkins

Second Wooden
Unanimous

4. CORRESPONDENCE/COMMUNICATION

4.1 Correspondence

- No correspondence was received.

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 February 2011:

- Ashley Falls – John Sp, Team Leader
- Carmel Del Mar – Erika Thomas, Child Care Worker
- Del Mar Heights – Callen Gartrell, Child Care Worker
- Del Mar Hills – Kara Skinner, Child Care Worker
- Ocean Air – Kate Sullivan, Child Care Worker
- Sage Canyon – Paul Hackett, Team Leader
- Sycamore Ridge – Elizabeth Stanley, Child Care Worker
- Torrey Hills – Veronica Ramirez, Child Care Worker
- Preschool/Child Development Care – Dianna Cao, Child Care Worker

5.2 Report – Board Reports/Comments

Member Perkins:

- Attended the Legislative Action Network meeting. No one seems to have a clear picture on the outcome of the Ed budget. Should know more on the budget in July and August.

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

Member Rafner:

- Elected as a director to the North City West Joint Powers Authority
- Visited Ashley Falls with the other Board members.

Member Gibson:

- Visited Ashley Falls and enjoyed seeing work of Dr. Tony Wagner.

Member Wooden:

- Attended Legislative Action Network meeting to hear Dr. Jack Frost, legislative advocate.
- Visited Ashley Falls with other Board members.
- Visited Ocean Air for Valentine's Day and attended a Patriotic Assembly.
- Urged everyone to support DMSEF.

Member Rodriguez:

- Visited Ashley Falls with other Board members.
- Received correspondence: 1) A congratulations for job well done on the Agenda, 2) Correspondence on the presidents' speech to be shown on Feb. 18.

5.3 Report – Superintendent's Report

- Welcomed all guests to the meeting.
- Met with DecisionInsite to understand assumptions used to predict enrollment.
- Met with area superintendents of the north coastal area.
- Met with the PTA Presidents re activities at schools and district business.
- Thanked Randy Wheaton, Director of M & O for his hard work on DSA close outs.
- Reported the fencing projects will be started at three DMUSD schools.
- Announced that the President's speech will be shown at 2 pm on Friday, Feb. 18.
- Reported that the Lunch Committee met and split into sub committees.
- The parent lunch survey has had 995 responses, to date.
- The DMUSD 8th Annual Blood Drive collected 33 units of blood.

6. APPROVAL OF MINUTES**Motion to approve Minutes of the following Board Meeting:**

- Minutes of Regular Board Meeting of January 19, 2011
- Minutes of Special Board Meeting/Visitation of January 19, 2011

Motion Rafner**Second** Gibson**Unanimous***Official Minutes, Regular Board Meeting • February 16, 2011*

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

6.1 APPROVAL OF CONSENT ITEMS

- *7.1 Board Approval, Revisions to Existing Curriculum and Instruction Board Policy 6172, "Gifted and Talented Student Program"
- *7.2 Approval, 2010-11 Consolidated Application for Funding Categorical Aid Programs, Part II
- *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 Board Approval of the Lease/Lease-Back Pre-Construction Agreement for District Office Tenant Improvements for Administrative and Maintenance Facilities
- *10.5 *Pulled from Consent*
~~Board Award and Approval of Agreement Between for Security Fencing at Ashley Falls, Carmel Del Mar and Torrey Hills Schools~~
- *10.6 Board Approval of Contracts and Contract Amendments for Special Education Services for the 2010-2011 School Year
- *10.7 Board Adoption of Resolution No. 2011-03 and Resolution No. 2011-04 Authorizing Designated Signatures for February 1 through June 30, 2011
- *10.8 Board Adoption of Resolution No. 2011-05 and Resolution No. 2011-06 Authorizing Designated Representatives to San Diego County Schools Risk Management Joint Powers Authority and to San Diego County Schools Fringe Benefits Consortium
- *10.9 Board Adoption of Resolution No. 2011-07 Authorizing the Replacement of Warrants
- *10.10 Board Approval of the Architect Agreement for District Tenant Improvements for Administrative and Maintenance Facilities
- *10.11 Board Action to Declare District Personal Property Obsolete and Surplus Property and to Dispose of or Donate per Education Code 17546(a)(b)(c)
- *10.12 Board Approval of Agreement Between Secure Content Solutions and the Del Mar Union School District
- *10.13 Board Approval of Attendance at SharePoint Training Class
- *11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status

Motion to approve Consent Items *7.1, *7.2, *10.1 -*10.4, *10.6-*10.13 and *11.1

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Motion Wooden
Second Rafner
Unanimous

Items 10.14, 10.15, *10.5 and 11.2. were discussed after Item 6.1

7. CURRICULUM & INSTRUCTION

8. ADMINISTRATION AND POLICY

8.1 Board Approval, Agreement between the California School Boards Association and the DMUSD

Superintendent Peabody presented the agreement for Board approval. CSBA offers a Governance Leadership Workshop that focuses on building effective governance teams. The Board is looking forward to conducting a workshop on March 2, 2011.

Motion to approve
Motion Wooden
Second Perkins
Unanimous

8.2 Board Approval, 2011 CSBA Delegate Assembly Election

The Board of Trustees selected six San Diego County nominees to serve on the California School Board Association Delegate Assembly.

Motion to approve the submission of six nominees to serve on the 2011 CSBA Delegate Assembly

Motion Rafner
Second Wooden
Unanimous

8.3 Board Approval, Revised Board Policy and Administrative Regulations 5116.1: Intradistrict Open Enrollment

Public Input:

- J.Z. Keegan, DMUSD parent, spoke in favor of intradistrict students being considered a resident of the school of attendance and for early notification of approval.
- Mara Bickett, DMUSD parent, spoke in favor of intradistrict students being considered a resident of the school of attendance and for early notification of approval.

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The Board did the annual review of Board Policy and Administrative Regulations 5116.1 with minor revisions suggested by staff. The Board requested the deletion of "graduates or" from BP 5116.1. Supt. Peabody responded to clarifying questions from the Board.

Motion to approve Revised Board Policy and Administrative Regulations 5116.1: Intradistrict Open Enrollment, as amended.

Motion Gibson
Second Rafner
Unanimous

(Item 10.18 was discussed at this point in the agenda.)

8.4 Board Approval, Agreement between the Del Mar Union School District and the Dolinka Group for Consulting Services

Superintendent Peabody presented an agreement with the Dolinka Group for approval. Dolinka will provide financing and demographic services for the District to include revisiting the master facilities plan.

Motion to approve Agreement between the Del Mar Union School District and the Dolinka Group for Consulting Services

Motion Gibson
Second Wooden
Unanimous

8.5 Board Approval, Professional Service Agreements for the Del Mar Union School District After School Enrichment Program

Superintendent Peabody presented professional service agreements with independent vendors offering classes in the District's After School Enrichment Program.

Motion to approve Professional Service Agreements for the Del Mar Union School District After School Enrichment Program

Motion Wooden
Second Rafner
Unanimous

8.6 Update, Relocation of District Office and Maintenance & Operations Facility

Superintendent Peabody reported that the District is moving forward with plans for tenant improvements on the first floor of 11232 El Camino Real. Currently a Cingular cell unit is being installed on the roof of the building. The District's request for a month-to-month Lease between the DMUSD and City of Del Mar will be on

the Del Mar City Council's agenda for approval. The District is moving forward with due diligence on the purchase of 11189 Sorrento Valley Road for the relocation of the Maintenance & Operations Department. The Board requested the Superintendent Peabody work with Board Member Rafner on a letter to Andrews, Lagasse, Branch and Bell confirming their tenancy, based on the terms of their current lease.

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

9. OPERATIONS AND FACILITIES

10. BUSINESS AND FINANCE

10.5 Board Award and Approval of Agreement Between for Security Fencing at Ashley Falls, Carmel Del Mar and Torrey Hills School

Randy Wheaton, Director of Maintenance & Operations fielded clarifying questions from the Board regarding the number of bids received and the materials to be used to construct the fences.

Motion to approve Agreement Between for Security Fencing at Ashley Falls, Carmel Del Mar and Torrey Hills School

Motion Perkins
Second Gibson
Unanimous

10.14 Board Acceptance of the Del Mar Schools Education Foundation Donation for the 2011-2012 School Year

Drew Isaacman, DMSEF President, presented a check to the District in the amount of \$725,000. Mr. Isaacman shared that an additional \$125,000 has been contributed to the DMSEF since the check was issued.

Motion to approve the Del Mar Schools Education Foundation Donation for the 2011-2012 School Year

Motion Gibson
Second Perkins
Unanimous

10.15 **Board Approval, New DMSEF Fundraising Campaign for the 2011/2012 School Year**

Drew Isaacman, DMSEF President, requested the Board approve a new fundraising campaign to end no later than April 30, 2011. The current participation rate is at 50% with a goal of 100% participation of DMUSD families.

Motion to approve New DMSEF Fundraising Campaign for the 2011/2012 School Year

Motion Perkins
Second Wooden
Unanimous

10.16 **Board Approval, Resolution No. 2011-01 in support of Full State Funding of County Mental Health Services for Children with Disabilities**

Superintendent Peabody reported the Governor's recent veto of funding to provide county mental health services to our children with disabilities means greater increased costs to the district if it is not reversed.

The resolution presented for approval urged the Governor and State Legislature to provide full funding for mental health services for children with disabilities

Motion to approve Resolution No. 2011-01 in support of Full State Funding of County Mental Health Services for Children with Disabilities

Motion Rafner
Second Perkins
Unanimous

10.17 **Board Approval, Reimbursement Agreement between the San Diego County Superintendent of Schools and the Del Mar Union School District to Fund Excess Costs for Mental Health Services**

There was no further Board discussion as this item relates to item 10.16.

Motion to approve Reimbursement Agreement between the San Diego County Superintendent of Schools and the Del Mar Union School District to Fund Excess Costs for Mental Health Services

Motion Gibson
Second Wooden
Unanimous

10.18 Board Review and Acceptance of the Annual Audit Report for the 2009/2010 Fiscal Year Prepared by Wilkinson & Hadley, LLP Certified Public Accountants

A representative from Wilkinson & Hadley presented the annual audit report for the school year 2010-2011 with an unqualified opinion and one finding regarding the posting of public hearings 10 days in advance of the hearing in a minimum of three locations.

Motion to approve Acceptance of the Annual Audit Report for the 2009/2010 Fiscal Year Prepared by Wilkinson & Hadley, LLP Certified Public Accountants

Motion Gibson
Second Perkins
Unanimous

10.19 2010-2011 Monthly Budget Update, Legal Fees and Cash Balance Report

Cathy Birks, Assistant Superintendent, Business Services, reported the update is looking at the budget as of the First Interim and actual expenditures through January 31, 2011. The Second Interim report will be presented to the Board in March.

11. PERSONNEL

11.2 Board Approval, Resolution No. 2011-02 to Adopt a Supplemental Employee Retirement Plan (SERP)

Tim Asfazadour, Assistant Superintendent, Human Resources, presented a Supplemental Employee Retirement Plan (SERP) proposal for consideration as a cost saving solution for the district. SERP is an innovative turnkey program, which has been utilized by many public entities to:

- > Create Fiscal Saving
- > Assist with Staff Reorganization
- > Reward Long-Term Employees

Mr. Keenan presented an overview of the program being offered to all employees meeting the eligibility guidelines of two years of service in the DMUSD, is 55 years of age by June 30, 2011, must be eligible to retire from CalSTRS/CalPERS and must resign or retire from the district.

Upon Board approval the DMUSD will offer the SERP with the caveat that it will be rescinded if, at least, eight certificated employees do not participate in the SERP.

Staff fielded clarifying questions from the Board regarding the anticipated savings to the district and the criteria used.

Official Minutes, Regular Board Meeting • February 16, 2011

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

12. ITEMS FOR MARCH 2011 BOARD MEETING

- Minutes of Regular Board Meeting of February 16, 2011
- Minutes of Special Board Meeting/Visitation of March 2, 2011
- Possible item for the Hot Lunch Program

RECONVENED TO CLOSED SESSION

The Board reconvened to Closed Session at 7:29 p.m.

RECONVENED TO OPEN SESSION

The Board reconvened to Open Session at 8:39 p.m.

REPORT OF ACTION TAKEN IN CLOSED SESSION:

Board President Rodriguez reported that no action was taken in closed session.

There being no further business to come before the Board, there was a Motion to Adjourn at 8:40 p.m.

Motion Gibson

Second Rafner

Unanimous

Scott Wooden, Clerk

James Peabody, Superintendent

Date

Date

Official Minutes, Regular Board Meeting • February 16, 2011

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

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

Minutes of Special Board Meeting/Visitation

March 2, 2011
8:30 a.m.

Sycamore Ridge School
5333 Old Carmel Valley Road
San Diego, CA 92130

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

Members Absent: Doug Perkins

Administrators Present: James Peabody, Superintendent

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President Rodriguez called the meeting to order at 8:29 a.m.
2. Motion to Approve the Agenda
 Motion Rafner
 Second Gibson
 Unanimous
3. **PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA**
 - There was no input from the public.
4. **VISIT TO SYCAMORE RIDGE SCHOOL**

After a welcome and overview by Principal Morris, Board Members learned about school programs that promote a positive school climate and good citizenship at Sycamore Ridge. Sixth grade students presented information about the *Village and Peace Coach* programs as well as Lunch Club and extra curricular offerings. Board members visited classrooms and ended their visitation with a quick look at the Village program in action.

5. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 10:45 a.m.

Motion Wooden

Second Gibson

Carried/Unanimous

Scott Wooden, Clerk

James Peabody, Superintendent

Date

Date

Unapproved

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

Minutes of Governance Workshop/Special Board Meeting

March 2, 2011

Open Session: 2:00 p.m

Closed Session: Immediately following the Governance Workshop

Del Mar Hills Academy

14085 Mango Drive

Del Mar, CA 92014

Members Present : Comischell Rodriguez, President of the Board
 Scott Wooden, Clerk of the Board
 Kristin Gibson
 Doug Perkins (arrived at 2:12 p.m.)
 Doug Rafner

Administrators Present: James Peabody, Superintendent

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President Rodriguez called the meeting to order at 2:02 p.m.

2. Motion to Approve the Agenda

Motion Gibson

Second Wooden

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

3. **PUBLIC COMMENT**

- There was no input from the public.

4. **Time Certain: 2:00 p.m.**

Board Approval, Award of Technology Contract for District Office Tenant Improvements at 11232 El Camino Real and 11189 Sorrento Valley Road.

Mike Casey, Director of Technology, presented a contract for approval with Nexus IS for the installation of technology improvements at 11232 El Camino Real and 11189 Sorrento Valley Road, San Diego. Approval of the contract will allow Nexus IS to begin the procurement of equipment for the project.

Randy Wheaton, Director of Maintenance & Operations and Mr. Casey responded to the clarifying questions from the Board.

Motion to Approve the Award of Technology Contract for District Office Tenant Improvements at 11232 El Camino Real and 11189 Sorrento Valley Road.

Motion Wooden

Second Gibson

Unanimous (3-0-0) (Members Perkins & Rafner were not present at the time of the vote.)

5. Board Governance Workshop

Leslie Demersseman, CSBA Governance Consultant, facilitated the Governance Workshop, which focused on:

- creating an understanding of the common ground (unity of purpose) shared by governance team members
- gaining clarity on the role of the board and the role of the superintendent
- building and sustaining a positive culture based on trust and respect (norms)
- agreeing on the structures and processes team members will utilize to fulfill their governance responsibilities. (protocols)

6. 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 8:10 p.m.

7. CLOSED SESSION

7.1 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

RECONVENE OPEN SESSION

The Board reconvened to Open Session at 8:18 p.m.

8. REPORT OF ACTION TAKEN IN CLOSED SESSION:

Board President Rodriguez reported no action was taken in Closed Session

9. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 8:19 p.m.

Motion Rafner

Second Gibson

Unanimous

Scott Wooden, Clerk

James Peabody, Superintendent

Date

Date

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

Minutes of Special Board Meeting

March 14, 2011
Closed Session: 5:00 p.m.

Del Mar Union School District
225 9th Street
Del Mar, CA 92014

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

Administrators Present: James Peabody, Superintendent

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1. Board President Rodriguez called the meeting to order at 5:10 p.m.
2. Motion to Approve the Agenda
Motion Rafner
Second Wooden
Unanimous
3. **PUBLIC INPUT CONCERNING ITEMS ON THE CLOSED SESSION AGENDA**
There was no input from the public.
4. **BOARD APPROVAL, SECOND INTERIM**
Cathy Birks, Assistant Superintendent, Business Services, responded to clarifying questions from the Board.

Motion to Approve the Second Interim
Motion Rafner
Second Gibson
Unanimous
5. **DISCUSSION, DATES FOR STRATEGIC MANAGEMENT**
The Board discussed availability for a 2.5-day retreat for Strategic Management and agreed on Thursday, Friday, Saturday, June 2, 3 & 4 to be held in a district MUR. Thursday and Friday sessions will be held from 3:30 to 7:30 pm. The session on Saturday will be held from 8:30 am to 1:00 pm.

ADJOURN TO CLOSED SESSION

The Board adjourned to Closed Session at 5:25 p.m.

6. CLOSED SESSION

6.1 Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(b); Name of Case: One case

RECONVENE OPEN SESSION

The Board reconvened to Open Session at 5:59 p.m.

7. REPORT OF ACTION TAKEN IN CLOSED SESSION:

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

8. ADJOURNMENT

There being no further business to come before the Board, there was a Motion to Adjourn at 6:00 p.m.

Motion Gibson
Second Perkins
Unanimous

Scott Wooden, Clerk

James Peabody, Superintendent

Date

Date

March 17, 2011

To: Board Members

Through: James Peabody, Superintendent

Subject: Agenda Item 8.1: Discussion, School Lunch Program

The Governing Board requested that staff and parents form a committee to explore options to the school lunch program. Tonight the parent group will share the results of their survey, tastings and other information.

FISCAL IMPACT: None

RECOMMENDED: Discussion only item.

March 17, 2011

To: Board Members

From: James Peabody, Superintendent

Subject: Agenda Item 8.2: Board Approval, Extension of Contract between James D. Peabody and the Del Mar Union School District

Upon successful evaluation of the superintendent, the Board will consider an extension and revision of the contract between James D. Peabody and the Del Mar Union School District.

FISCAL IMPACT: Cost – Additional \$4,600 for the 2010/2011 school year.
Program or Department – District Admin., Supt.
Is this a Restricted Program? No
Was this expenditure anticipated in the adopted budget? No
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: The Superintendent recommends the Board discuss and consider approval of the Extension of Contract between James D. Peabody and the Del Mar Union School District

March 18, 2011

To: Board Members

From: Cara Schukoske

Through: James Peabody

Subject: Agenda Item 8.3: Board Approval of Interdistrict Attendance Agreement Between the Del Mar Union School District and Other School Districts

Interdistrict Attendance Agreements must be approved by the Board of Trustees in order for students residing in the Del Mar Union School 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 2011-2012 school year.

Cardiff School District
Carlsbad Unified School District
Encinitas Union School District
Escondido Union School District
Jamul-Dulzura Union School District
La Mesa-Spring Valley School District
Oceanside Unified School District
Poway Unified School District
Ramona Unified School District
San Diego Unified School District
San Marcos Unified School District
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 Interdistrict Attendance Agreement between Sschool Districts for the 2011-2012 School Year.

March 17, 2011

To: Board Members

From: James Peabody, Superintendent

Subject: Agenda Item 8.4: Board Approval, Agreement with SyTech Solutions, Inc.

As the District re-locates to its new facility on El Camino Real, The District would like to address document management, and our current backlog of records, as a part of the process.

The document describes the proposed approach by SyTech Solutions to provide the Del Mar Union School District (the District) with document management services. It is based on their initial survey of the district's current document backlog and SyTech's significant experience with similar California school districts.

FISCAL IMPACT: Cost -\$18,250 for initial scanning; \$4,200 annually for data storage.
Program or Department – District Admin., Business
Is this a Restricted Program – No
Was this expenditure anticipated in the proposed budget? No
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends approval of the Agreement with SyTech Solutions, Inc.

Project Proposal

The SyTech Solutions Document Management Services: Archival Records Conversion



Prepared for

**James D. Peabody
Superintendent
Del Mar Union School District**

February 15, 2011

Bryan Golden
SyTech Solutions, Inc.
9362 Studio Court
Elk Grove, CA 95758
(916) 381-3010
Fax (916) 381-3350

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1. BACKGROUND

This document describes the proposed approach by SyTech Solutions to provide the Del Mar Union School District (the District) with document management services. It is based on our initial survey of the district's current document backlog and our significant experience with other similar California school districts.

In July the District plans to re-locate to new facility on El Camino Real. Ideally, the Del Mar School District would like to address document management, and their current backlog of records, as a part of the move process.

Del Mar is a small school district with relatively basic records management needs. Based on my initial visit, it appears that right now each different department manages their active own records. As the records become less relevant, older records are placed in a storage room just outside the main district office area. This process frees up limited office areas for more recent, time-sensitive paper files. Once in storage, the older records are pretty much left untouched unless there is a need to access a file. In short, there does not appear to be any active records management process. Rather, Del Mar currently uses an ad/hoc method where more current files are kept and older files are put into one of two make shift storage areas (either the storage room immediately out back or the C-Train storage container located near the Maintenance Department).

Presently, there appears to be around 85 boxes in the first adjacent storage room. In addition, while I was unable to see inside the container, I would estimate that there are approximately 350 boxes of stored records in this space. This volume would be typical of similar storage containers used by other California school districts. In total, I estimate that the district is storing around 435 boxes of old records. While the majority of these records are likely classified as "Class 1 Permanent" by state mandated retention policies, some records are probably not permanent. According to California retention guidelines, permanent records must be stored into perpetuity (in paper, film, or a permanent electronic medium). Non permanent records can be set-aside and destroyed after the retention period expires.

Proposed below is a proven approach deployed by SyTech at other school districts across California. It addresses the comprehensive requirements of Del Mar both immediately and in the future: to effectively manage their permanent records and comply with state mandated retention requirements. It is simple, affordable, and open. Equally important, the solution can be implemented in simple steps, thereby spreading the cost over multiple fiscal years and minimizing complexity. It can be deployed prior to the facility re-location so as to reduce the amount of files to be stored and transported to the new building.



2. PROPOSED SOLUTION

SyTech envisions a three-part approach to address the needs of the Del Mar Union School District.

- i. Establish a Records Management Process
- ii. Provide Backlog Conversion Services
- iii. Document Management System: Installation and Training

Part I. Establish a Records Management Process

SyTech will meet with the Del Mar Union School District and establish a process for managing their current records. Our expectation is that this will be a relatively simple and short meeting with each department head. During the brief 15 to 30 minute meeting with each department head, SyTech will assess which records are being kept and how they are presently being stored. In addition, SyTech will evaluate the current filing structure used by the District and create manageable, easy-to-search index fields that will become the method of retrieval once the documents have been scanned. This way, the transition from paper to electronic record storage is truly seamless.

In order to avoid scanning and storing unnecessary documents, SyTech will work with the District to locate and set aside any non-permanent records. This will be based on the CASBO Record Retention Guidelines. SyTech will provide up to five hours of document assessment and professional services. Although not anticipated, any additional professional services will be charged a standard rate of \$125 an hour.

Jonathan Pritt will provide document assessment services. Mr. Pritt has extensive experience managing imaging projects in the state and local government environment. Mr. Pritt has also managed projects that have analyzed records management practices and procedures, and was the Project Manager for the design and installation of numerous document management systems, including systems for Alameda County, Department of Child Support Services, San Francisco International Airport, and Water Resources Control Board. Mr. Pritt has a Bachelors Degree (Cum Laude) from Pepperdine University and a Juris Doctor (with Honors) from Washburn University.

Mr. Pritt is familiar with CASBO retention requirements and will use these guidelines to distinguish permanent from non-permanent records based on the box description of the District's archived records. After the records are separated by retention period, a plan to scan the records will be established. This will be based on the districts time requirements and budget. In most cases, SyTech will store the records for the district and then scan their backlog over multiple fiscal years. This eliminates a large up-front cost while allowing SyTech to manage the retention lifecycle of non-permanent records.



Part II. Provide Backlog Conversion Services

As mentioned earlier, most districts scan the backlog of records over multiple fiscal years. SyTech will work with the Del Mar to determine the best approach to maximize time and limited resources.

Prior to scanning any records, SyTech will meet with the Del Mar to verify the general requirements and any special instructions. SyTech will establish other project parameters such as document preparation instructions, a date for record pick-up, and turn-around time.

Document Pickup

We will provide secure transportation of the documents from your office to our facility located in Elk Grove, California.

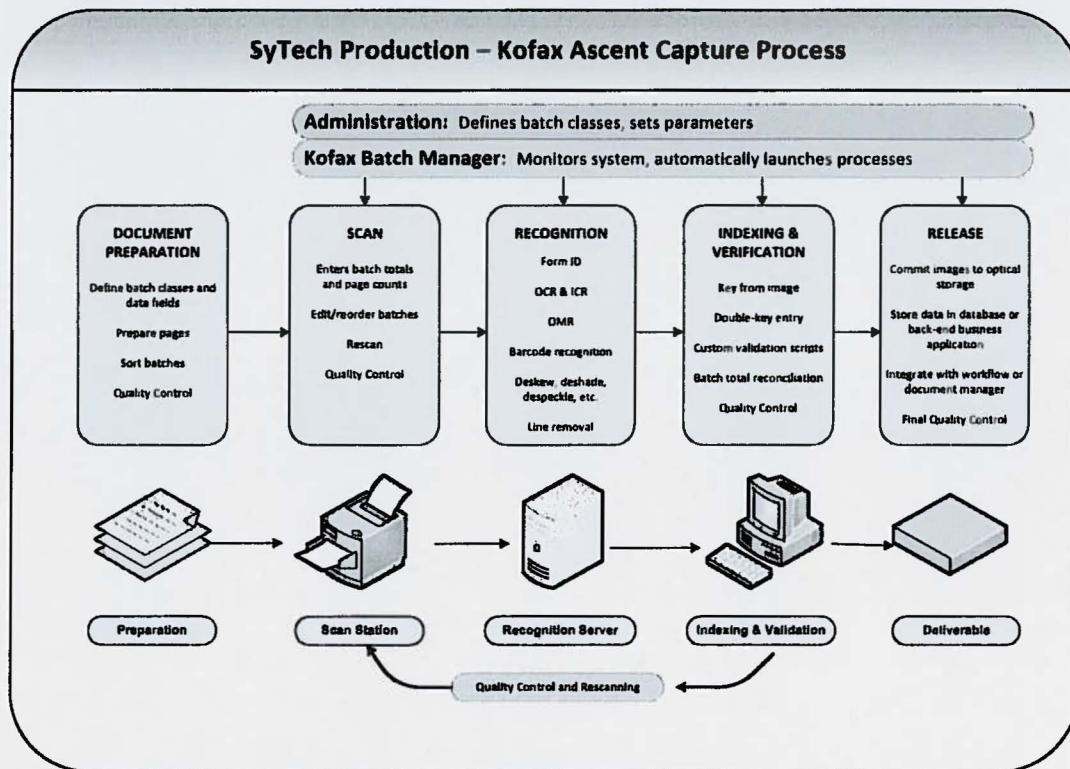
Document Preparation

Upon arrival, each box of documents will be given a label that tracks the customer, pickup, document type, and box number; for example, DMUSD.0001.0103_11. This standardizes an electronic workflow process that organizes, groups, and tracks each set of records through the various steps of the project. Document preparation will include removing any staples and paper clips, unfolding and taping of any poor quality paper, etc. Automated barcode sheets will be inserted for electronic file separation. During this process, our qualified production team pays special attention to each document's condition and its affect on the future image.



SyTech uses Kofax, the industry's leading capture software. This software tracks each box of documents through the entire conversion process, from scan to release. Kofax is simply the best production scanning environment for data accuracy and image quality. Captured images will be scanned at 200 dpi into a non-proprietary file format. SyTech recommends Group IV TIFF images.

Below is a diagram of SyTech's proven Kofax scanning process.



Indexing and Verification

Once the documents are scanned, the Indexing is manually populated from the image. The index fields will be specific to each document type and identified during the project setup phase. For example, student records are usually indexed by last name, first name and Date of Birth. Double key verification is available for any or all fields to ensure greater accuracy. Each batch is then checked to ensure it has gone through the scanning and indexing process without error.

Files Uploaded to 1DocStop

All images will be viewed as PDF format. Images will be uploaded to the hosted document management solution, 1DocStop. Should the District desire additional data storage and backup, they can be provided.

Optional Record Destruction and Storage

SyTech will not destroy any physical records unless authorized by the Del Mar Union School District in writing. Most schools have SyTech either return the boxes or destroy them after a set destruction period. Secure destruction of records is available for \$6.00 per box. After 90 days a document storage fee will be assessed of one dollar per box per month. In addition, SyTech can provide lifecycle document management, wherein the storage and destruction of records follows an agreed-upon schedule and is completely managed by SyTech.



Part III. Document Management System

Most schools pay large up-front costs to utilize document storage software, without even addressing the scanning and conversion portion of their record management problem. SyTech eliminates the need for expensive technology costs.

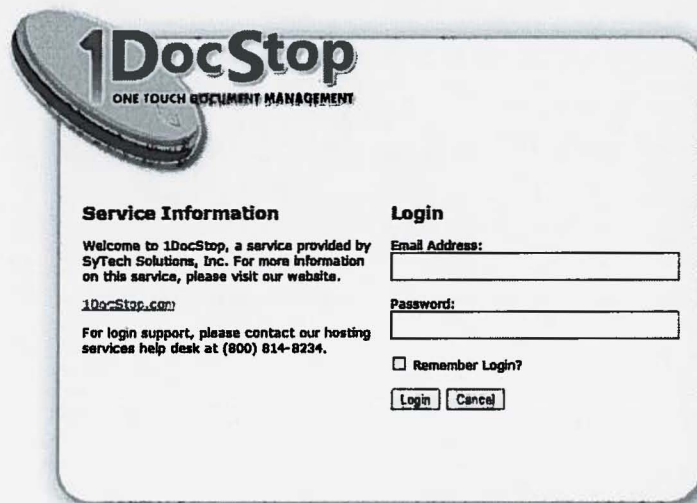
- 1. **1DocStop.** SyTech will provide the District with a hosted solution that allows easy access to important documents via the internet. This solution utilizes an ASP.NET Framework environment which can be leveraged for future needs and made available to various departments. SyTech’s experience with document management technology and conversion services make us uniquely qualified to successfully complete and deploy this project for the District.

SyTech will custom build a portal type web interface using Microsoft’s ASP.NET Framework. This interface is the key component of 1DocStop. The District will determine the document types and the corresponding indexing structure they would like to use for the project. The interface will be customized to reflect the indexing structure and document setup. It will also include the District’s logo and reflect the appearance of a website owned by the District. Additional customization is available and charged at an hourly rate.

The newly created interface will allow authorized users to search, view, and retrieve documents via the web using a login username and password. They can also add comments to documents and bookmark documents for later review. All of these features are provided without altering the original document in any way. This forward-thinking approach requires minimal up-front investment and enables future flexibility. It can be expanded to include additional document types spreading across multiple departments.

Sample screenshots of the online interface are below:

Secure Login



Search Results



Home Search Add Document My Account Administration Logout

Search Results

[New Search](#)

Last Name	First Name	SSN	Employee Id
Smith	Robert	481-10-00	1254849

1 records matched your search.

Document View



The screenshot shows a web-based document viewer interface. On the left, there are search filters for Name (Robert), SSN (481-10-00), and Employee ID (1254849). The main area displays a scanned document titled "Department of Motor Vehicle Eligibility Verification". The document includes fields for Name (Robert Smith), Address (484 2nd St, Hayward, CA 94527), and SSN (481-10-0001). It also contains checkboxes for "I am under 21 years of age" and "I am under 18 years of age". The document is signed by Robert Smith and dated 01/21/10.

- ✓ All https connections are secured with 128-Bit SSL certificates
- ✓ Store nearly unlimited file formats and sizes
- ✓ Easily incorporate both electronic records and imaged documents
- ✓ Access records virtually anywhere with internet access
- ✓ Thin client application: no need to install non-standard ActiveX controls
- ✓ Ability to print, email, and comment on any document
- ✓ Full auditing capabilities: know who accessed what record, and when
- ✓ Secure authentication via username and password

3. ESTIMATED PRICING

Our solution will deliver the images in an organized, simple-to-search document management database. SyTech will work with the District as a partner to minimize any unnecessary expenditure. We provide exactly what is needed: a simple archival solution to manage, view, and access imaged permanent records. The table below is the total estimated cost to scan approximately 100 boxes of permanent records (\$18,250.00). This does not include any applicable sales tax. Pickup and delivery will be charged at \$200.00 per event. While the district may decide to do less, the following tables provide a general understanding of cost.

Software Solution

Service/Product Description	Rate	Ext. Cost
Document management software solution (up to 200 gigs of storage; includes module for web access; 1 MFP Device).	\$350 per month	\$4200 annually
Set-up and Configuration	No Cost	No Cost
Annual Maintenance and Support for Software	No cost	No cost

Please note that the proposed solution provides up to 200 gigabytes of storage. Although not anticipated, additional storage will be provided at a rate of 20 dollars for each additional 50 gigabytes of storage (see Miscellaneous Services below).

Scanning Services

100 Boxes

Scanning Services	Amount	Rate	Ext. Cost
Document Prep	400 hours	\$15	\$6000
Image Scan	220,000 images	\$0.05	\$11000
Document Indexing	250,000 keystrokes	\$0.005	\$1250
TOTAL			\$18,250

Below are the costs associated with optional, miscellaneous services.

Miscellaneous Services

Quantity	Units	Service or Product	Rate	Annual Price
	Hour	Data Migration/Professional Services	\$125.00	x
	Box	Document Storage (Per month) – up to 6 months no cost	\$1.00	x
	Month	50 additional gigabytes of storage	\$20.00	x
	Box	Lifecycle Records Management (Per month)	\$2.00	x
	Image	Remote Capture	\$.01	x
	Box	Certified Shredding	\$6.00	x



4. CONCLUSION

In conclusion, SyTech's approach offers many benefits to the District:

- It is cheaper and far more comprehensive than an in-house method. The all-inclusive services provided by SyTech cannot be matched.
- It eliminates the need to purchase a more expensive scanning and retrieval system, as both proposed document management systems have zero up-front costs and annual maintenance costs.
- It is *simple*. SyTech takes ownership for the project so that district staff can focus on their jobs. Long-term, it provides an open solution that can be leveraged to achieve even greater business efficiencies without proprietary limits.

SyTech greatly appreciates your consideration and looks forward to creating a long-term, successful partnership with the Del Mar Union School District.

5. ABOUT SYTECH SOLUTIONS

Our mission is to forge long-term partnership with the Del Mar Union School District through delivering the greatest comprehensive value; a partnership that ties us to your success. SyTech has extensive experience with school record keeping practices and retention guidelines. We have helped over 50 education agencies in the K-12 environment comply with state mandated record retention guidelines. Our familiarity with school records allows us to provide an unparalleled level of customer service, letting us to serve more as a partner than a contractor. In addition, we are members of CASBO and the California School Board Association (CSBA) and frequently attend their conferences and workshops. We frequently present seminars for these associations on current issues facing information technology in schools as we continue to employ cutting edge solutions. We truly understand the required technology and essential methods that accompany the records management needs of schools and school districts alike.

In addition to California K-12 public organizations, SyTech provides data and document technology services for over a hundred public agencies large and small. These include the Department of Water Resources, the Department of Health Services, the City of Sonoma, and the County of Alameda. Our innovative technology services were twice awarded "The Best Solution," by GTC (The Government Technology Conference), one of the nation's largest conferences for public technology providers. Both prestigious awards recognized SyTech's innovation and affordable document technology services, first at the California Department of Parks and second at Del Mar Union School District.

March 17, 2011

To: Board Members

From: James Peabody, Superintendent

Subject: Agenda Item 8.5: Review/Discussion, Governance Workshop,
March 2, 2011

The workshop conversations were focused on:

- creating an understanding of the common ground (unity of purpose) shared by governance team members
- gaining clarity on the role of the board and the role of the superintendent
- building and sustaining a positive culture based on trust and respect (norms)
- agreeing on the structures and processes team members will utilize to fulfill their governance responsibilities. (protocols)

Workshop expectations identified by the team were to discuss how to:

- Sustain the feeling of “calm” that exists right now in the district
- Continue to work productively with each other and still be sure each of our voices is heard
- Get a feeling for where we are each coming from so we can all be on the same page
- Establish a system to address difficult situations and or decisions.
- Establish a process to prioritize our business
- Communicate effectively with each other:
 - Board Member ↔ Board Member
 - Board ↔ Superintendent
 - Board Member ↔ Superintendent

The Workshop Notes from the March 2, 2011 Governance Workshop are available for review at the Del Mar Union School District Office.

FISCAL IMPACT: None

RECOMMENDED: Discussion only item.

March 17, 2011

To: Board Members
From: Holly McClurg, Assistant Superintendent, Instructional Services
Through: James Peabody, Superintendent
Subject: Agenda Item 8.6: Board Approval, Revisions to Existing Community Relations Board Policy with Inclusion of new Administrative Regulation 1312.3: Uniform Complaint Procedure

Staff completes periodic review of existing Governing Board Policies and Administrative Regulations in order to insure that they remain up-to-date and continue to meet the needs of the district. It is recommended that the Board adopt revisions to existing Community Relations Board Policy 1312.3, "Uniform Complaint Procedure." The state legislature enacted revised requirements for a school district's Uniform Complaint Procedures. In keeping with these new regulations, revisions need to be made to our current Board Policy 1312.3. Some content that was previously contained in Board Policy 1312.3 has been changed and/or excluded from that Board Policy (noted in bold) and is now included in the newly-added Administrative Regulations 1312.3 and Administrative Regulation 1312.4.

FISCAL IMPACT: Cost – None
Program or Department – N/A
Is this a Restricted Program? N/A
Was this expenditure anticipated in the adopted budget? N/A
Will this Program or Department be over budget after this expenditure? N/A

RECOMMENDED: Superintendent recommends that the Governing Board adopt revisions to existing Board Policy 1312.3: Uniform Complaint Procedure with Inclusion of new Administrative Regulation 1312.3.

DEL MAR UNION SCHOOL DISTRICT
COMMUNITY RELATIONS

BOARD POLICY 1312.3: UNIFORM COMPLAINT PROCEDURE

Purpose and Scope:

The Board of Trustees ("Board") recognizes that the District is *primarily* responsible for complying with applicable state and federal laws and regulations governing educational programs. *The District shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations and/or alleging discrimination, and seek to resolve those complaints in accordance with procedures set out in sections 4600-4687 of the Title 5 California Code of Regulations and in accordance with the policies and procedures of the Governing Board.* The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination *against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics* in any program or activity that receives or benefits from state financial assistance. The District shall also use uniform complaint procedures when addressing complaints alleging failure to comply with state and/or federal laws, consolidated categorical aid programs, *child care and development programs*, child nutrition programs, ~~and~~ special education programs, *and federal school safety planning requirements.*

The Board clarifies that these same uniform complaint procedures may be used to file complaints with the District or to appeal District decisions which concern unlawful discrimination under the following federal/state laws: Section 504 or the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 (ADA) for the charges of discrimination based on mental or physical disability; Title IX of the Education Amendments of 1972 charges of discrimination/harassment based on sex including charges of sexual harassment; and Title VI of the Education Amendments of 1964 for charges of discrimination based on race, color, or national origin. Title 5, California Code of Regulations, Section 4900, et, seq. includes sexual identification, gender identity, ethnic identification, and ancestry.

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, and teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4)

Board Policy 1312.3 (was B.P. 6006 last revised by the Board: December 15, 2004)

Date B.P. 1312.3 reviewed by the Board of Trustees: November 16, 2005

2nd Reading and Approval by the Board of Trustees: December 14, 2005

Approved by the Board of Trustees with Revisions: June 24, 2009

Presented with revisions for approval by the Board of Trustees: March 23, 2011

~~Additionally, the District shall use uniform complaint procedures to address complaints regarding insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, including:~~

- ~~1. The following issues related to insufficiency of instructional materials:
 - ~~a. A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state adopted or district adopted textbooks of other required instructional materials to use in class.~~
 - ~~b. A pupil does not have access to instructional materials to use at home or after school in order to complete the required homework assignments.~~
 - ~~c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.~~~~
- ~~2. Facility conditions that pose an emergency or urgent threat to the health or safety of pupils or staff such as:
 - ~~a. Gas leaks~~
 - ~~b. Nonfunctioning heating, ventilation, fire sprinklers, or air conditioning systems~~
 - ~~c. Electrical power failure~~
 - ~~d. Major sewer line stoppage~~
 - ~~e. Major pest or vermin infestation~~
 - ~~f. Broken windows or exterior doors or gates that will not lock and that pose a security risk~~
 - ~~g. Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff~~
 - ~~h. Structural damage creating a hazardous or uninhabitable condition~~
 - ~~i. Any other emergency conditions that the school district determines appropriate~~
 - ~~j. Emergency facilities needs do not include any cosmetic or nonessential repairs~~~~
- ~~3. The following teacher vacancy and misassignment issues:
 - ~~a. A semester begins and a credentialed teacher is not assigned to teach the class.~~
 - ~~b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.~~~~

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~~**c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.**~~

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects student and employee rights to privacy under the law. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts as required by law. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee on a case-by-case basis, or as required by law.

The Board prohibits unlawful retaliation in any form for participation in the uniform complaint procedures, including but not limited to the filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Legal Reference:

- EDUCATION CODE**
- 200-262.3 *Prohibition of discrimination*
- 8200-8498 *Child care and development programs*
- 8500-8538 *Adult basic education*
- 18100-18172 *School libraries*
- 32289 *School safety plan, uniform complaint procedure*
- 35186 *Alternative uniform complaint procedure*
- 48985 *Notices in language other than English*
- 49060-49079 *Student records*
- 49490-49590 *Child nutrition programs*
- 52160-52178 *Bilingual education programs*
- 52300-52499.6 *Vocational education*
- 52500-52616.24 *Adult schools*
- 52800-52870 *School-based coordinated programs*
- 54000-54041 *Economic impact aid programs*
- 54100-54145 *Miller-Unruh Basic Reading Act*
- 54400-54425 *Compensatory education programs*
- 54440-54445 *Migrant education*
- 54460-54529 *Compensatory education programs*
- 56000-56885 *Special education programs*
- 59000-59300 *Special schools and centers*
- 62000-62005.5 *Evaluation and sunseting of programs*
- 64000-64001 *Consolidated application process*

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CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4671 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

PENAL CODE

422.6 Interference with constitutional right or privilege

UNITED STATES CODE, TITLE 20

6301-6577 Title I Basic Programs

6601-6777 Title II Preparing and Recruiting High Quality Teachers and Principals

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act, including

7114 Local educational program, safety plans

7201-7283g Title V Promoting Informed Parental Choice and Innovative Programs

7301- 7372 Title VI Rural and Low-Income School Programs

Management Resources:

WEB SITES

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/offices/OCR>

Board Policy 1312.3 (was B.P. 6006 last revised by the Board: December 15, 2004)

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DEL MAR UNION SCHOOL DISTRICT
ADMINISTRATIVE REGULATION

COMMUNITY RELATIONS

ADMINISTRATIVE REGULATION 1312.3: UNIFORM COMPLAINT PROCEDURE

Designation of Person to Receive Complaints

The Governing Board designated the following compliance officer(s) to receive and investigate complaints and to ensure District compliance with the law:

Superintendent of Schools
225 Ninth Street
Del Mar, CA 92014

The compliance officer shall ensure that employees designated to investigate such complaints are knowledgeable about the laws and programs for which they are responsible.

For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or his or her designee at the school site where the complaint arises.

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians of its students, school and district advisory committees, appropriate private school officials or representatives, and other interested parties.

The compliance officer shall meet the notification requirements of California Code of Regulations, Title 5, Section 4622, and all other applicable law, including the annual dissemination of District complaint procedures and information about available appeals, civil law remedies and conditions under which a complaint may be taken directly to the State Department of Education.

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

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~~Additionally, the school principal is responsible for ensuring that each classroom has the required standardized notice posted to notify parents and guardians of the opportunity to complain about instructional materials and facility issues. The notice shall be conspicuously posted in each classroom (Exhibit 2).~~

~~California Administrative Code, Title 5, Section 4611 mandates that the complaints listed below shall be referred to the specified agencies for appropriate resolution and are not subject to the local Board of Education and/or to the State Department of Education's complaint procedures, as set forth in this policy unless these procedures are made applicable by separate interagency agreements or by other applicable law:~~

- ~~1. Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.~~
- ~~2. Health and safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.~~
- ~~3. Discrimination issues involving Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR). Title IX complainants will only be referred to the OCR if there is not a state discrimination law or regulation at issue. Unless otherwise negotiated through a memorandum of understanding/agreement, a preliminary inquiry and/or investigation concerning these complaints will be conducted by OCR. The complainant shall be notified by certified mail if his/her complaint is transferred to OCR by the State Superintendent of Public Instruction.~~
- ~~4. Civil rights complaints involving Child Nutrition Programs will be investigated and the complaint and results of the investigation will be sent to the USDA Food and Consumer Service. A courtesy copy of this complaint will be sent to the Complaint Coordinator with the Department of Education, Child Nutrition and Food Distribution Division. Program complaints involving Child Nutrition Programs that are non-discriminatory issues such as program service or violation of Federal or State laws or regulations that cannot be resolved shall be directed to the Complaint Coordinator with the Department of Education, Child Nutrition and Food Distribution Division.~~

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- ~~5. Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410. The complainant shall be notified by certified mail of any DFEH transferal.~~
- ~~6. Allegations of fraud shall be referred to the responsible Department Division Director and Department's Legal Office.~~

The notice shall:

- 1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
- 2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
- 3. Advise complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies.
- 4. Include statements that:
 - a. The district is primarily responsible for compliance with state and federal law and regulations.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision.
 - d. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

(“Definition of Terms” has been relocated to the end of the Administrative Regulation)

Procedures

~~The following procedures shall be used to address all written complaints by any individual, public agency, or organization based on one or more of the grounds as cited above.~~

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The following procedures shall be used to address all complaints which allege that the district has violated federal or state regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Filing of Complaint

~~Complaints shall be made using the standard form attached. (Exhibit 1)~~

~~For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint may be anonymous. However, if the complainant requests a response, he or she must provide contact information.~~

~~Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the compliance officer, upon written request by the complainant setting forth the reasons for the extension, for good cause for a period not to exceed 90 calendar days following the expiration of the time allowed. The compliance officer shall respond immediately upon receipt of requests for extensions.~~

~~The complaint shall be presented to either the compliance officer or principal/designee, depending on the nature of the complaint. The compliance officer or principal/designee will maintain a log of complaints received, providing each one with a number and a date stamp.~~

~~If the complaint concerns insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or the designee at the school site where the complaint arises. If the complaint is beyond the authority of the school principal, he or she must forward it to the appropriate school district official within ten (10) working days of receipt of the complaint.~~

~~If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint.~~

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Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. Complaints shall be made using the standard form. (AR 1312.4 Exhibit 2)

For complaints concerning insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint may be anonymous. However, if the complainant requests a response, he or she must provide contact information.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six (6) months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination, unless the time for filing is extended by the compliance officer, upon written request by the complainant setting forth the reasons for the extension, for good cause for a period not to exceed 90 calendar days following the expiration of the time allowed. The compliance officer shall respond immediately upon receipt of requests for extensions.

The complaint shall be presented to either the compliance officer or designee, depending on the nature of the complaint. The compliance officer or designee will maintain a log of complaints received, providing each one with a number and a date stamp.

If the complaint concerns insufficiency of instructional materials, emergency or urgent facility conditions, and/or teacher vacancy or misassignment issues, the complaint shall be filed with the school principal or the designee at the school site where the complaint arises. If the complaint is beyond the authority of the school principal, he or she must forward it to the appropriate school district official within ten (10) working days of receipt of the complaint.

If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other disabilities, District staff shall help him/her to file the complaint.

California Administrative Code, Title 5, Section 4611 mandates that the complaints listed below shall be referred to the specified agencies for appropriate resolution and are not subject to the local Board of Education and/or to the State Department of Education's complaint procedures, as set forth in this policy unless these procedures are made applicable by separate interagency agreements or by other applicable law:

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1. Allegations of child abuse shall be referred to the applicable County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.
2. Health and safety complaints regarding a Child Development Program shall be referred to Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.
3. Discrimination issues involving Title IX of the Educational Amendments of 1972 shall be referred to the U.S. Office of Civil Rights (OCR). Title IX complainants will only be referred to the OCR if there is not a state discrimination law or regulation at issue. Unless otherwise negotiated through a memorandum of understanding/agreement, a preliminary inquiry and/or investigation concerning these complaints will be conducted by OCR. The complainant shall be notified by certified mail if his/her complaint is transferred to OCR by the State Superintendent of Public Instruction.
4. Civil rights complaints involving Child Nutrition Programs will be investigated and the complaint and results of the investigation will be sent to the USDA Food and Consumer Service. A courtesy copy of this complaint will be sent to the Complaint Coordinator with the Department of Education, Child Nutrition and Food Distribution Division. Program complaints involving Child Nutrition Programs that are non-discriminatory issues such as program service or violation of Federal or State laws or regulations that cannot be resolved shall be directed to the Complaint Coordinator with the Department of Education, Child Nutrition and Food Distribution Division.
5. Employment discrimination complaints shall be sent to the State Department of Fair Employment and Housing (DFEH) pursuant to Title 22, CCR, Section 98410. The complainant shall be notified by certified mail of any DFEH transferal.
6. Allegations of fraud shall be referred to the responsible Department Division Director and Department's Legal Office.

Investigation of Complaint

The compliance officer or principal/designees shall make all reasonable efforts to investigate any problem within his or her authority. The investigation shall provide an opportunity for the complainant, or the complainant's representative, to present information relevant to the complaint. The investigation may include an opportunity for the parties to the dispute to meet to discuss the complaint or to question each other or each other's witnesses.

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Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by the LEA to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail to refuse or cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Response

For complaints processed by the compliance officer, a written decision shall be issued to the complainant within ~~thirty (30)~~ sixty (60) calendar days of receiving the complaint. This decision shall contain the *following elements*: findings of fact based on the evidence gathered, conclusion of the law, disposition of the complaint, the rationale for such a disposition, corrective actions if any are warranted, and notice of the complainant's right to appeal the District's decision to the California Department of Education, and the procedures to be followed for initiating and appeal to the Department. ~~and disposition of the complaint, including corrective actions, if any, the rationale for such disposition, notice of the complainant's right to appeal the local educational agency decision to the Department, and the procedures to be followed for initiating an appeal to the Department.~~ If an employee is disciplined according to established District policy as a result of the complaint, this report shall simply state that effective action was taken and that the employee was informed of District expectations. The report shall not give any additional information as to the nature of the disciplinary action. This time period may be extended by written agreement between the complainant and the District.

~~For complaints processed by the principal or designee, valid complaints must be remedied within a reasonable time period but not to exceed thirty (30) working days from the date the complaint was received. If a response was requested in the complaint, the principal/designee shall prepare and send to the complainant a written report within forty five (45) working days of the initial filing of the complaint. This time period may be extended by written agreement between the complainant and the District.~~

Appeal

For complaints processed by the compliance officer, if a complainant is dissatisfied with the compliance officer's decision, he/she may, within five (5) calendar days of receiving the written decision, file his/her complaint in writing with the Board. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be

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final. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the sixty (60) calendar days time limit in which the complaint must be answered.

If dissatisfied with the District's decision, the complainant may appeal in writing to the California Department of Education within fifteen (15) calendar days of receiving the District's decision. For good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. When appealing to the California Department of Education, the complainant must specify the reason(s) for appealing the District's decision and must include a copy of the locally filed complaint and the District's decision.

For complaints processed by the principal or designee, if the complainant is dissatisfied with the resolution of the complaint, he or she has the right to describe the complaint to the Governing Board of the school district at a regularly scheduled hearing of the Board. The Governing Board will then respond to the appeal in writing within sixty (60) calendar days of the District's initial receipt of the complaint or within an extended time period that has been specified in a written-agreement with the complainant. The final decision must be issued within sixty (60) calendar days from the date of receipt of the complaint, unless the complainant has agreed in writing to extend the timeline.

If the complaint involves facility issues that pose an emergency or urgent threat, an appeal can be sent directly to the Superintendent of Public Instruction (SPI). The SPI will provide a written report to the State Board of Education describing the complaint and a proposed remedy, as appropriate.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the District's complaint procedures as provided by law. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. Except as provided by law, for discrimination complaints, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the District has properly notified in writing, as applicable, its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, and other interested parties of the District's complaint procedures, including the complainant's opportunity to appeal if dissatisfied with a decision.

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Direct State Intervention

The California Department of Education may directly intervene in the complaint without waiting for action by the District when one of the conditions listed in 5 CCR 4650 and other applicable law exists. In addition, the California Department of Education may also intervene in those cases where the District has not taken action within sixty (60) calendar days of the date the complaint was first filed with the District.

Reporting Requirements

The District's designee must submit a quarterly report, ~~in the format as attached (Exhibit 3)~~, to the County Superintendent and the Governing Board on the nature and resolution of complaints addressing insufficient instructional materials, teacher vacancies and misassignments, an emergency or urgent facilities issues.

The summaries must be publicly reported on a quarterly basis at a regularly scheduled meeting of the Governing Board.

Public Records

Complaints, responses and quarterly reports concerning insufficient instructional materials, teacher vacancies and misassignments, and emergency or urgent facilities issues will all be considered public records, to the extent required by law.

Definition of Terms

As used in these procedures, the definitions of terms are:

- a) **Appeal** shall mean a request made in writing to the State Superintendent of Public Instruction by a complainant requesting reconsideration or a reinvestigation of the District's decision.
- b) **Complainant** shall mean any individual including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination in programs and activities funded by the state or receiving any financial assistance from the state.
- c) **Complaint** shall mean a written and signed statement alleging a violation of a federal or state law or regulation, which may include an allegation of unlawful discrimination.

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- d) **Complaint Investigation** shall mean an administrative process used by the District for the purpose of gathering data regarding the complaint.
- e) **Complaint Procedure** shall mean an internal process used by the District to process and resolve complaints.
- f) **Compliance Agreement** shall mean an agreement between the Department of Education and the District, following a finding of non-compliance by the Department, developed by the District, and approved by the Department to resolve the non-compliance.
- g) **Days** shall mean calendar days unless designated otherwise.
- h) **Department** shall mean the California Department of Education.
- i) **Direct State Intervention** shall mean the steps taken by the Department of Education to initially investigate complaints or effect compliance.
- j) **Mediation** shall mean a problem-solving activity whereby a third party assists the complainant and District to a dispute in resolving the problem.
- k) **Misassignment** shall mean the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential, or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by the statute to hold.
- l) **State Mediation Agreement** shall mean a written voluntary agreement, approved by the Department of Education, which is developed by the local agency and complainant with assistance from the Department to resolve an allegation of non-compliance.
- m) **Teacher vacancy** shall mean a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year, or if the position is for a one-semester course, a position of which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

March 17, 2011

To: Board Members
From: Holly McClurg, Assistant Superintendent, Instructional Services
Through: James Peabody, Superintendent
Subject: Agenda Item 8.7: First Reading, New Community Relations, Administrative Regulation 1312.4: Uniform Complaint Procedure

New Community Relations, Administrative Regulation 1312.4: Uniform Complaint Procedure is being presented to the Board of Trustees for a first reading. Some content that was previously contained in Board Policy 1312.3, Uniform Complaint Procedure, has been changed and/or excluded from Board Policy 1323.3 and is now included in Administrative Regulations 1312.4. Staff requests the Board review and discuss the new Administrative Regulation.

The Administrative Regulation: 1312.4 will return to the Board for a 2nd reading and approval at the April 27, 2011 regular board meeting.

FISCAL IMPACT: Cost – None
Program or Department – Instructional Services
Is this a Restricted Program? No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure? No

RECOMMENDED: Superintendent recommends that the Governing Board review and discuss Administrative Regulation 1312.4.

DEL MAR UNION SCHOOL DISTRICT
COMMUNITY RELATIONS

ADMINISTRATIVE REGULATION 1312.4:
WILLIAMS UNIFORM COMPLAINT PROCEDURE

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. For further information, please contact the Superintendent or designee.

Types of Complaints

The district shall use the following procedures to investigate and resolve complaints when the complainant alleges that any of the following has occurred: (Education Code 35186; 5 CCR 4681, 4682, 4683)

1. Textbooks and instructional materials
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Teacher vacancy or misassignment
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
 - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

New Administrative Regulation 1312.4 (was part of B.P. 1312.3) presented for a first reading by the Board of Trustees: March 23, 2011

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

Beginning of the year or semester means the first day classes necessary to serve all the pupils enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day pupils attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

3. Facilities

- a. A condition poses an emergency or urgent threat to the health or safety of pupils or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when pupils are not in classes and has kept a sufficient number of restrooms open during school hours when pupils are in classes. This does not apply when the temporary closing of the restroom is necessary for pupil safety or to make repairs. (Education Code 35292.5)

Filing of Complaint

A complaint alleging any condition(s) specified in items #1-3 in the section entitled "Types of Complaints" above shall be filed with the principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days. (Education Code 35186; 5 CCR 4680)

Investigation and Response

The principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 35186; 5 CCR 4685)

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the principal or designee shall report the resolution of the complaint to him/her within 45 working days of the initial filing of the complaint. If a response is requested, the response shall be made to the mailing address of the complainant as indicated on the complaint form. At the same time, the principal or designee shall report the same information to the Superintendent or designee. (Education Code 35186; 5 CCR 4680, 4685)

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of pupils or staff as described in item #3a in the section entitled "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 35186; 5 CCR 4686)

Reports

The Superintendent or designee shall report summarized data on the nature and resolution of all complaints to the Board and the County Superintendent of Schools on a quarterly basis. (AR 1312.4 Exhibit 1) The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. These summaries shall be publicly reported on a quarterly basis at a regularly scheduled Board meeting. (Education Code 35186; 5 CCR 4686)

New Administrative Regulation 1312.4 (was part of B.P. 1312.3) presented for a first reading by the Board of Trustees: March 23, 2011

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. (AR 1312.4 Exhibit 2) However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes. (Education Code 35186; 5 CCR 4680)

The Superintendent or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186. (Education Code 35186) (AR 1312.4 Exhibit 3)

Legal Reference:**EDUCATION CODE**

1240 County superintendent of schools, duties
 17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account
 33126 School accountability report card
 35186 Williams uniform complaint procedure
 35292.5 Restrooms, maintenance and cleanliness
 37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
 48985 Notice to parents in language other than English
 60119 Hearing on sufficiency of instructional materials

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures, especially:
 4680-4687 Williams complaints

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
 California County Superintendents Educational Services Association: <http://www.ccsesa.org>
 California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc/index.asp>
 State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>
 (3/07 11/07) 11/10

New Administrative Regulation 1312.4 (was part of B.P. 1312.3) presented for a first reading by the Board of Trustees: March 23, 2011

QUARTERLY UNIFORM COMPLAINT REPORT SUMMARY

For submission to Board of Trustees and San Diego County Office of Education

District Name: Del Mar Union School District

Quarter covered by this report (ex. Jan-Mar 2011):

Please fill in the following table. Enter 0 in any cell that does not apply.

	Number of Complaints received In quarter	Number of Complaints resolved	Number of Complaints unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
Totals:			

Submitted by:

Title:

AR 1312.4 Exhibit 2

Sample Uniform Complaint Procedure Form
For Education Code Section 35186 Complaints

Education Code Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: Yes No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade Level and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

Please file this complaint at the following location:
(Principal or the designee of the district superintendent and address)



AR 1312.4 Exhibit 3

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:
COMPLAINT RIGHTS**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>.

March 14, 2011

To: Board Members

From: Cathy Birks, Assistant Superintendent, Business Services

Through: James Peabody, Superintendent

Subject: Agenda Item 8.8: Approval of Resolution No. 2011-09 and Resolution No. 2011-10 Regarding the Sufficiency of Instructional Materials for the 2009/2010 and 2010/2011 School Year, as Required by Education Code Section 60119

The Audit Report for fiscal year 2009/2010 indicated that the Del Mar Union School District public hearing as to the sufficiency of textbooks or other instructional material did not conform to the provision of Education Code 60119. The District failed to post in three public places 10 days in advance of the public hearing. The District posted in one public place 10 days in advance and seven days in advance at other locations.

Resolution 2011-09 and 2011-10 are presented this evening for the Board's approval. Approval of this resolution allows the District to secure textbook funding from the state and to rectify the compliance issue.

..

FISCAL IMPACT: Cost – No additional cost.
Program or Department: Instructional Services
Is this a Restricted Program: No
Was this expenditure anticipated in the adopted budget?
Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends approval of Resolution No. 2011-09 and 2011-10 regarding the Sufficiency of Instructional Materials for the 2009/2010 and 2010/2011 School Year, as required by Education Code Section 60119.

Resolution 2011-09

**Resolution 2011-09 of the Board of Trustees of the Del Mar Union
School District Regarding the Sufficiency of Instructional Materials
for the 2009/2010 School Year**

On motion of Member _____ seconded by Member _____, the following resolution is adopted:

WHEREAS, in order to receive state instructional materials funds, the Governing Board is required by Education Code Section 60119 to hold a public hearing and adopt a resolution determining that each pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: mathematics, science, history-social science, English/Language Arts, including the English language development.

WHEREAS, as part of the hearing required, the Governing Board must also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects.

WHEREAS, "sufficient textbooks or instructional materials" means that each pupil, including English learners, has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. This does not require two sets of textbooks or instructional materials for each pupil.

THEREFORE BE IT RESOLVED, that the Governing Board of the Del Mar Union School District hereby determines, as required by Education Code Section 60119, that the school district has sufficient instructional materials for each pupil in the following areas:

1. Mathematics
2. Science
3. History-Social Science
4. English/Language Arts, including the English language development component of an adopted program
5. Health

PASSED AND ADOPTED by the Governing Board on March 23, 2011 by the following vote:

AYES:

NOES:

ABSENT:

Resolution 2011-10

Resolution 2011-10 of the Board of Trustees of the Del Mar Union School District Regarding the Sufficiency of Instructional Materials for the 2010/2011 School Year

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, in order to receive state instructional materials funds, the Governing Board is required by Education Code Section 60119 to hold a public hearing and adopt a resolution determining that each pupil has sufficient textbooks or instructional materials in each of the following subjects that are consistent with the content and cycles of the curriculum framework adopted by the State Board of Education: mathematics, science, history-social science, English/Language Arts, including the English language development.

WHEREAS, as part of the hearing required, the Governing Board must also make a written determination as to whether each pupil enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the curriculum frameworks adopted by the state board for those subjects.

WHEREAS, "sufficient textbooks or instructional materials" means that each pupil, including English learners, has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments. This does not require two sets of textbooks or instructional materials for each pupil.

THEREFORE BE IT RESOLVED, that the Governing Board of the Del Mar Union School District hereby determines, as required by Education Code Section 60119, that the school district has sufficient instructional materials for each pupil in the following areas:

1. Mathematics
2. Science
3. History-Social Science
4. English/Language Arts, including the English language development component of an adopted program
5. Health

PASSED AND ADOPTED by the Governing Board on _____ by the following vote:

AYES:

NOES:

ABSENT:

March 18, 2011

To: Board Members
From: James Peabody, Superintendent
Subject: Agenda Item 8.9: Reminder of Upcoming Events

Friday, March 25, 2011

CANCELLED - Legislative Action Network (LAN) meeting
(Next meeting April 29th)

Wednesday, April 6, 2011

Board visitation to Ocean Air

Thursday, April 7, 2011

NCW/JPA Meeting, 2:30 p.m., Solana Beach School District

Monday – Friday, April 11 – 15, 2011

Spring Break. No school.

Wednesday, April 27, 2011

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

Friday, April 29, 2011

LAN Meeting, 10:30 a.m., SDUHSD Board Room

Monday-Friday, May 2-6, 2011

STAR Testing

Wednesday, May 25, 2011

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

Monday, May 30, 2011

Holiday. Memorial Day

Thursday-Saturday, June 2, 3 & 4, 2011

Strategic Planning, Ashley Falls MUR

RECOMMENDED: For information only. No action required.

March 16, 2011

To: Board Members
From: Randy Wheaton, Director of Maintenance & Operations
Through: Jim Peabody, Superintendent
Subject: Agenda Item 9.1: Facilities Report for March, Fencing Update

Maintenance and Operations continues to work on security fencing throughout the District. Chain link fencing (minus gates) at Carmel Del Mar, Ashley Falls and Torrey Hills will be completed by March 25, 2011. Chain link gate and hardware installation will be completed over the next several weeks. Wrought iron fence fabrication and installation for Carmel Del Mar, Ashley Falls and Torrey Hills will begin March 21, 2011 and continue for several weeks.

The Department of State Architect approved fencing plans for Del Mar Heights and Del Mar Hills. M&O plans to advertize for bids beginning in April. The bids will include joint use fencing at Sage Canyon. Sage Canyon wrought iron fencing will be delayed until all previously submitted change orders are approved by DSA.

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.

March 17, 2011

To: Board Members
From: Randy Wheaton, Director of Maintenance & Operations
Through: Jim Peabody, Superintendent
Subject: Agenda Item 9.2: Update, New District Office & Maintenance & Operation Facility

Pending Board approval of the tenant improvement contract with Barnhart Balfour Beatty the tentative construction and moving timeline is proposed.

Maintenance Department

- 4/1/2011 – 5/16/2011 Construction
- 5/9/2011 – 5/12/2011 Move M&O/vacate 215 9th Street, Del Mar
- 5/9/2011 – 5/12/2011 Remove storage containers from 215 9th Street

District Office

- 4/1/2011 – 5/31/2011 First floor tenants vacate
- 5/31/2011 – 7/18/2011 Construction
- 7/13/2011 – 7/15/2011 Move DO/vacate 225 9th Street
- 7/18/2011 – 7/22/2011 Remove trailers B&C from 225 9th Street

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.

March 17, 2011

To: Board Members
From: Cathy Birks, Assistant Superintendent Business Services
Through: James Peabody, Superintendent
Subject: Agenda Item *10.1: Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements

It is recommended that the Board of Trustees approves the purchase orders listed in the amount of \$722,856.68. It is also recommended that the Board of Trustees ratifies the commercial warrants listed in the amount of \$266,561.05 and ratifies the revolving cash disbursements listed in the amount of \$1,752.19.

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



Signed

3/17/2011
Date

FISCAL IMPACT: The purchase order amounts listed have been verified by the Business Department. There are sufficient account balances to cover these expenditures. Remaining account balances after processing the purchase orders, commercial warrants and revolving cash expenditures are sufficient to pay expected expenses for the remainder of the year.

RECOMMENDED: The Superintendent recommends that the Board of Trustees approves the purchase orders, ratifies the commercial warrant payments and ratifies the revolving cash disbursements as listed.

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
312021	02/01/11	06	APPLE COMPUTER, INC.	011	NON-CAPITALIZED EQUIPMENT	\$1,113.08
312022	02/01/11	06	APPLE COMPUTER, INC.	011	NON-CAPITALIZED EQUIPMENT	\$2,226.15
312023	02/01/11	06	UNITED PARCEL SERVICE	011	EQUIP REPAIR	\$27.65
312024	02/01/11	03	HAINES CENTRE FOR	001	STRATEGIC PLANNING	\$22,000.00
312025	02/01/11	03	MAD SCIENCE OF SAN DIEGO	001	FIELD TRIP	\$423.00
312026	02/01/11	06	DAVID NOVAK	001	OTHER CONTRACTS	\$500.00
312027	02/01/11	03	MELINDA SUE WELSH	001	OTHER CONTRACTS	\$10,000.00
312028	02/02/11	40	SAN DIEGO GAS & ELECTRIC CO.	001	ELECTRIC EXPENSE	\$10,000.00
312029	02/02/11	40	GREEN LEAF TREE CARE INC.	001	OTHER CONTRACTS	\$2,900.00
312030	02/02/11	40	SHASTA LANDSCAPING INC.	001	OTHER CONTRACTS	\$2,160.00
312031	02/02/11	40	C.E.B.M. INC.	001	OTHER CONTRACTS	\$3,390.00
312032	02/03/11	03	ACADEMIC SUPPLIER	003	OFFICE SUPPLIES	\$398.46
312033	02/03/11	03	AMAZON.COM CREDIT	009	INST MAT/SUP GEN PURPOSE	\$173.49
312034	02/04/11	06	AREY JONES EDUCATIONAL	013	NON-CAPITALIZED EQUIPMENT	\$2,978.62
312035	02/04/11	06	CONSULTING & INSPECTION	001	OTHER CONTRACTS	\$15,000.00
312036	02/04/11	40	THE BRICKMAN GROUP, LTD.	001	OTHER CONTRACTS	\$550.00
312037	02/04/11	03	THE CHIP MERCHANT	001	COMPUTER SUPPLIES	\$378.53
312038	02/07/11	06	PACIFICA DEL MAR	011	OTHER CONTRACTS	\$730.80
312039	02/07/11	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$65.90
312040	02/07/11	06	ARENSON OFFICE FURNITURE	011	INST MAT/SUP GEN PURPOSE	\$159.55
312041	02/07/11	06	PRENTKE ROMICH COMPANY	011	OTHER CONTRACTS	\$525.00
312042	02/07/11	03	NORTH COUNTY TIMES	001	ADVERTISING	\$149.12
312043	02/07/11	03	SAN DIEGO COUNTY VECTOR	001	OTHER CONTRACTS	\$44.95
312044	02/08/11	06	SAN DIEGO INT'L DYSLEXIA ASSOC	011	TRAVEL AND CONFERENCES	\$250.00
312045	02/08/11	03	CALLOWAY HOUSE, INC.	004	PTA MINI GRANTS	\$497.12
312046	02/08/11	03	OFFICE DEPOT, B.S.D.	001	OFFICE SUPPLIES	\$152.14
312047	02/08/11	03	CDW-G	001	COMPUTER SUPPLIES	\$116.72
312048	02/08/11	03	XEROX CORPORATION	011	OFFICE SUPPLIES	\$237.08
312049	02/08/11	06	DATTEL SYSTEMS, INC.	011	NON-CAPITALIZED EQUIPMENT	\$802.58
312050	02/08/11	06	CCS PRESENTATION SYSTEMS	011	NON-CAPITALIZED EQUIPMENT	\$651.41
312051	02/08/11	03	SANDRA MARTINEZ	004	\$100 TEACHER STIPEND	\$40.00
312052	02/08/11	03	LINDSAY FARMER	004	\$100 TEACHER STIPEND	\$40.00
312053	02/08/11	03	CARLSBAD FLOWER FIELDS	007	FIELD TRIP	\$1,000.00
312054	02/08/11	03	COACH USA	007	FIELD TRIP	\$815.78
312055	02/08/11	03	BETH WALSH	007	\$100 TEACHER STIPEND	\$40.00
312056	02/08/11	03	XEROX CORPORATION	008	INST MAT/SUP GEN PURPOSE	\$243.60
312057	02/08/11	03	O'BRIEN'S BOULANGERIE	012	OTHER EXPENSES	\$1,667.25
312058	02/08/11	63	NUTRITION DIRECTION	060	OTHER EXPENSES	\$276.00
312059	02/08/11	63	CDW-G	060	GEN SUPPLIES CHILD DEV	\$37.95
312060	02/08/11	03	TIM ASFAZADOUR	022	TRAVEL AND CONFERENCES	\$392.16
312061	02/08/11	03	AT A GLANCE	009	INST MAT/SUP GEN PURPOSE	\$49.62
312062	02/08/11	03	JESSICA MORALES	010	\$100 TEACHER STIPEND	\$40.00
312063	02/08/11	03	MEG JACKSON	010	INST MAT/SUP GEN PURPOSE	\$65.95
312064	02/08/11	03	KARYN CONNER	008	\$100 TEACHER STIPEND	\$40.00
312065	02/08/11	03	SDCOE	010	OFFICE SUPPLIES	\$129.48
312066	02/08/11	03	PAR, INC	011	TESTING SUPPLIES	\$206.63
312067	02/08/11	03	SCHOOL HEALTH SUPPLY CO.	011	HEALTH SUPPLIES	\$98.96
312068	02/08/11	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$50.90
312069	02/08/11	06	AMAZON.COM CREDIT	011	INST MAT/SUP GEN PURPOSE	\$29.36
312070	02/09/11	03	UNITED HEALTH SUPPLIES	011	HEALTH SUPPLIES	\$57.20
312071	02/09/11	03	BUSINESS MACHINE UNLIMITED	006	EQUIP REPAIR	\$135.00
312072	02/09/11	03	AMAZON.COM CREDIT	006	INST MAT/SUP GEN PURPOSE	\$64.58

PO NBR	DATE	FUND	DESCRIPTION	LOC	AMOUNT
312073	02/09/11	03	OFFICE DEPOT, B.S.D.	008	INST MAT/SUP GEN PURPOSE \$500.00
312074	02/09/11	03	AMAZON.COM CREDIT	003	INST MAT/SUP GEN PURPOSE \$152.23
312075	02/09/11	03	NORTH COUNTY TIMES	001	ADVERTISING \$335.38
312076	02/09/11	06	ZASUETA CONTRACTING, INC.	001	REPAIRS BLDG/GRND-TH \$1,717.00
312077	02/09/11	03	SPARKLETT'S DRINKING WATER	001	MISC. SUPPLIES \$200.00
312078	02/09/11	03	SDCOE	012	TRAVEL AND CONFERENCES \$50.00
312079	02/09/11	03	CARLSBAD FLOWER FIELDS	010	FIELD TRIP \$1,200.00
312080	02/09/11	03	COACH USA	010	FIELD TRIP \$1,223.67
312081	02/09/11	03	APPLE COMPUTER, INC.	013	NON-CAPITALIZED EQUIPMENT \$2,352.73
312082	02/09/11	03/06	LIBERTY PAPER	007	INST MAT/SUP GEN PURPOSE \$1,398.88
312083	02/09/11	03	ACADEMIC SUPPLIER	013	MISC. SUPPLIES \$118.92
312084	02/09/11	03	SOUTHWEST SCHOOL SUPPLY	013	OFFICE SUPPLIES \$297.16
312085	02/09/11	03	ACADEMIC SUPPLIER	013	OFFICE SUPPLIES \$589.53
312086	02/09/11	03	CARLSBAD FLOWER FIELDS	006	FIELD TRIP \$500.00
312087	02/09/11	03	COACH USA	006	FIELD TRIP \$407.89
312088	02/09/11	03	AMAZON.COM CREDIT	005	INST MAT/SUP GEN PURPOSE \$63.03
312089	02/09/11	03	HANDWRITING WITHOUT TEARS	012	TEXTBOOKS \$115.78
312090	02/09/11	03	CYT	003	FIELD TRIP \$444.00
312091	02/09/11	03	COACH USA	003	FIELD TRIP \$815.78
312092	02/09/11	03	DESIREE GUITIERREZ	006	\$100 TEACHER STIPEND \$40.00
312093	02/09/11	03	STEPHANIE SULLINS	004	\$100 TEACHER STIPEND \$40.00
312094	02/09/11	03	KAREN WESTBROOK	010	\$100 TEACHER STIPEND \$40.00
312095	02/09/11	03	FERESHTEH JENKINS	007	\$100 TEACHER STIPEND \$40.00
312096	02/09/11	03	SOUTHWEST SCHOOL SUPPLY	004	INST MAT/SUP GEN PURPOSE \$173.57
312097	02/09/11	03	SUSAN FITZPATRICK	004	INST MAT/SUP GEN PURPOSE \$24.76
312098	02/10/11	40	ACCREDITED INSPECTION	001	APPRAISAL FEES \$550.00
312099	02/11/11	03	LINDA TUCKER	003	BOOKS OTHER THAN TEXTBOOKS \$141.73
312100	02/11/11	03	NASCO MODESTO	003	INST MAT/SUP GEN PURPOSE \$107.40
312101	02/11/11	03	COACH USA	005	FIELD TRIP \$743.37
312102	02/11/11	03	CARA SCHUKOSKE	011	MILEAGE REIMBURSEMENT \$73.90
312103	02/11/11	03	MARIAN RUBINO	008	INST MAT/SUP GEN PURPOSE \$28.13
312104	02/11/11	03	BARNES & NOBLE, INC	004	INST MAT/SUP GEN PURPOSE \$24.32
312105	02/11/11	03	SOUTHWEST SCHOOL SUPPLY	009	INST MAT/SUP GEN PURPOSE \$1,648.00
312106	02/11/11	06	DISCOUNT SCHOOL SUPPLY	011	INST MAT/SUP GEN PURPOSE \$74.23
312107	02/11/11	03	ANDREA APPEL	005	INST MAT/SUP GEN PURPOSE \$116.09
312108	02/11/11	03	FOLLETT LIBRARY RESOURCES	008	BOOKS OTHER THAN TEXTBOOKS \$426.94
312109	02/11/11	03	BERTRAND'S MUSIC MART	004	PTA MINI GRANTS \$55.00
312110	02/11/11	03	LAKESHORE LEARNING MATERIALS	004	PTA MINI GRANTS \$67.82
312111	02/11/11	03	CALLOWAY HOUSE, INC.	004	PTA MINI GRANTS \$301.35
312112	02/11/11	03	OFFICE DEPOT, B.S.D.	005	INST MAT/SUP GEN PURPOSE \$202.32
312113	02/11/11	03	US-GAMES	010	INST MAT/SUP GEN PURPOSE \$252.23
312114	02/11/11	03	SOUTHWEST SCHOOL SUPPLY	010	INST MAT/SUP GEN PURPOSE \$264.26
312115	02/11/11	03	KC DIGITAL SOLUTIONS, INC.	008	EQUIP REPAIR \$258.00
312116	02/11/11	03	LINDA DUGGER	005	ZOO CREW \$283.15
312117	02/14/11	03	CASIE	005	TRAVEL AND CONFERENCES \$375.00
312118	02/16/11	03	BEST BEST & KRIEGER ATTORNEYS	001	LEGAL FEES \$262.78
312119	02/16/11	03	STUTZ, ARTIANO, SHINOFF &	001	LEGAL FEES \$513.87
312120	02/16/11	06	FAGEN FRIEDMAN & FULFROST, LLP	001	LEGAL FEES \$7,096.04
312121	02/16/11	06	ATKINSON, ANDELSON, LOYA, RUUD	001	LEGAL FEES \$1,710.00
312122	02/16/11	06	CASBO	001	TRAVEL AND CONFERENCES \$1,500.00
312123	02/16/11	03	CINDA PECK	005	MUSIC SUPPLIES \$169.76
312124	02/16/11	03	XEROX CORPORATION	006	INST MAT/SUP GEN PURPOSE \$243.60

PO NBR	DATE	FUND	VENDOR	LOC	DESCRIPTION	AMOUNT
312125	02/16/11	06	SCHOLASTIC BOOK CLUBS, INC.	007	INST MAT/SUP GEN PURPOSE	\$192.05
312126	02/16/11	03	XEROX CORPORATION	007	INST MAT/SUP GEN PURPOSE	\$266.00
312127	02/16/11	03	OFFICE DEPOT, B.S.D.	007	INST MAT/SUP GEN PURPOSE	\$398.57
312128	02/16/11	03	NASCO MODESTO	007	INST MAT/SUP GEN PURPOSE	\$700.07
312129	02/16/11	03	SCHOOL SPECIALTY	007	INST MAT/SUP GEN PURPOSE	\$94.34
312130	02/16/11	03	PEARSON LEARNING GROUP	012	TEXTBOOKS	\$147.74
312131	02/16/11	03	ONE DAY SIGNS	003	SCHOOL CLIMATE ACCOUNT	\$41.33
312132	02/16/11	03	HARCOURT OUTLINES, INC.	003	BOOKS OTHER THAN TEXTBOOKS	\$156.90
312133	02/16/11	03	COACH USA	007	FIELD TRIP	\$1,109.72
312134	02/16/11	03	BIRCH AQUARIUM AT SCRIPPS	007	FIELD TRIP	\$1,110.00
312135	02/16/11	03	COACH USA	007	FIELD TRIP	\$1,278.81
312136	02/16/11	03	COACH USA	007	FIELD TRIP	\$1,609.47
312137	02/16/11	03	COACH USA	007	FIELD TRIP	\$407.89
312138	02/16/11	03	CYT	007	FIELD TRIP	\$102.00
312139	02/16/11	03	ZOOLOGICAL SOCIETY-SAN DIEGO	007	FIELD TRIP	\$110.00
312140	02/16/11	03	RANCHO BUENA VISTA ADOBE	007	FIELD TRIP	\$1,008.00
312141	02/16/11	03	MARINA RUSSO	010	INST MAT/SUP GEN PURPOSE	\$250.44
312142	02/16/11	03	MARINA RUSSO	010	INST MAT/SUP GEN PURPOSE	\$273.50
312143	02/16/11	03	MARINA RUSSO	010	INST MAT/SUP GEN PURPOSE	\$53.93
312144	02/16/11	03	COACH USA	007	FIELD TRIP	\$1,109.72
312145	02/16/11	03	COACH USA	007	FIELD TRIP	\$1,109.72
312146	02/16/11	03	COACH USA	009	FIELD TRIP	\$1,042.00
312147	02/16/11	03	REUBEN H. FLEET SCIENCE CENTER	009	FIELD TRIP	\$1,010.00
312148	02/16/11	06	BENIK CORPORATION	011	OTHER SUPPLIES	\$113.08
312149	02/16/11	03	SOUTHWEST SCHOOL SUPPLY	005	INST MAT/SUP GEN PURPOSE	\$332.61
312150	02/16/11	03	CAROLINE DRAPER	005	\$100 TEACHER STIPEND	\$40.00
312151	02/16/11	03	DEPARTMENT OF JUSTICE	001	FINGERPRINTING	\$2,040.00
312152	02/16/11	63	DEPARTMENT OF JUSTICE	001	FINGERPRINTING	\$2,896.00
312153	02/18/11	03	ACADEMIC SUPPLIER	007	INST MAT/SUP GEN PURPOSE	\$304.49
312154	02/18/11	06	AREY JONES EDUCATIONAL	011	NON-CAPITALIZED EQUIPMENT	\$1,234.85
312155	02/18/11	03	FOLLETT LIBRARY RESOURCES	009	BOOKS OTHER THAN TEXTBOOKS	\$1,000.00
312156	02/18/11	03	PACIFIC ANIMAL PRODUCTIONS	001	FIELD TRIP	\$325.00
312157	02/18/11	40	BARNHART BALFOUR BEATTY	001	BUILDING & IMPROVMT OF BUI	\$10,000.00
312158	02/18/11	06	GEM INDUSTRIAL INC.	001	REPAIRS BLDGS/GRNDS	\$97,800.00
312159	02/18/11	06	ARCH ACADEMY	001	OTHER CONTRACTS	\$32,000.00
312160	02/18/11	03	NEW HORIZONS	001	TRAVEL AND CONFERENCES	\$2,475.00
312161	02/18/11	03	AYRES HOTEL ANAHEIM	001	TRAVEL AND CONFERENCES	\$579.45
312162	02/18/11	06	AMERICAN TRAINCO, INC.	001	TRAVEL AND CONFERENCES	\$980.00
312163	02/18/11	03	AMAZON.COM CREDIT	006	INST MAT/SUP GEN PURPOSE	\$84.83
312164	02/24/11	06	DOOR-MAN	001	REPAIRS BLDGS/GRNDS-OA	\$4,839.00
312165	02/24/11	03	KEARNY PEARSON FORD	001	REPAIRS TO VEHICLES	\$3,000.00
312166	02/24/11	03	SDCOE	011	TRAVEL AND CONFERENCES	\$40.00
312167	02/24/11	03	MOORE MEDICAL CORPORATION	011	HEALTH SUPPLIES	\$83.11
312168	02/24/11	03	LRP PUBLICATIONS	011	PERIODICALS/INSTRUCTIONAL	\$69.00
312169	02/24/11	06	ARENSON OFFICE FURNITURE	011	OTHER SUPPLIES	\$247.08
312170	02/24/11	03	DICK BLICK ART MATERIALS	010	CLASSROOM DONATIONS	\$317.41
312171	02/24/11	03	THE SHORT BOOKS	010	INST MAT/SUP GEN PURPOSE	\$303.80
312172	02/24/11	03	KARINA GREENWAY	006	BOOKS OTHER THAN TEXTBOOKS	\$53.70
312173	02/24/11	03	STUDENT SUPPLY COMPANY	006	PTA DONATIONS	\$112.76
312174	02/24/11	03	JULIANN HATT AVALOS	005	ZOO CREW	\$527.77
312175	02/24/11	03	ADVANCED COMMUNICATION SYSTEMS	007	INST MAT/SUP GEN PURPOSE	\$897.75
312176	02/24/11	03	TERRI O'BRIEN	007	BOOKS OTHER THAN TEXTBOOKS	\$444.29

PO NBR	DATE	FUND	DESCRIPTION	LOC	AMOUNT	
312177	02/24/11	03	DEMCO, INC.	007	BOOKS OTHER THAN TEXTBOOKS	\$491.80
312178	02/24/11	03/06	ACADEMIC SUPPLIER	007	INST MAT/SUP GEN PURPOSE	\$1,062.38
312179	02/24/11	03	CURRICULUM ASSOCIATES, INC.	008	INST MAT/SUP GEN PURPOSE	\$4,517.43
312180	02/24/11	03	OFFICE DEPOT, B.S.D.	007	OFFICE SUPPLIES	\$500.00
312181	02/24/11	03	COACH USA	007	FIELD TRIP	\$738.58
312182	02/24/11	03	DEMCO, INC.	008	BOOKS OTHER THAN TEXTBOOKS	\$126.30
312183	02/24/11	03	WESTERN PSYCHOLOGICAL SERVICES	011	TESTING SUPPLIES	\$1,196.25
312184	02/24/11	03	LAKESHORE LEARNING MATERIALS	003	INST MAT/SUP GEN PURPOSE	\$76.07
312185	02/24/11	03	OLIVER AND ANDY'S BOOK COMPANY	003	BOOKS OTHER THAN TEXTBOOKS	\$723.19
312186	02/24/11	03	TEACHER'S DISCOVERY	003	ART SUPPLIES	\$205.10
312187	02/24/11	06	KAREN ULRICH	011	MILEAGE REIMBURSEMENT	\$57.70
312188	02/24/11	03	LIBERTY PAPER	008	INST MAT/SUP GEN PURPOSE	\$3,346.67
312189	02/24/11	63	EARTH BIRTHDAY PROJECT	060	INST SUPPLIES CHILD DEV	\$221.90
312190	02/24/11	63	NATIONAL GEOGRAPHIC KIDS	060	PERIODICALS/ADMINISTRATIVE	\$159.60
312191	02/24/11	03	HODGES BADGE COMPANY	004	INST MAT/SUP GEN PURPOSE	\$96.34
312192	02/24/11	03	SUPPLIESOUTLET.COM	006	INST MAT/SUP GEN PURPOSE	\$346.91
312193	02/24/11	03	MARIEBELLE OLIVA	006	\$100 TEACHER STIPEND	\$38.65
312194	02/24/11	03	SCHOOL WEB LOCKERS	001	OTHER CONTRACTS	\$4,575.00
312195	02/25/11	40	SAN DIEGO OFFICE INTERIORS	001	SITES AND IMPROVEMENT OF SI	\$165,759.75
312196	02/25/11	06	AUTISM SPECTRUM CONSULTANTS	001	AUTISM-SPEC ED	\$5,800.00
312197	02/25/11	06	PAULA KURDAY	001	OTHER CONTRACTS	\$1,000.00
312198	02/25/11	06	MAXIM HEALTHCARE SVCS., INC	001	NURSING-S/E	\$10,000.00
312199	02/25/11	03	CSBA	001	OTHER CONTRACTS	\$2,800.00
312200	02/25/11	03	SOLARWINDS	001	SERVICE AGREEMENTS	\$1,095.00
312201	02/25/11	06	GOULD ELECTRIC, INC.	013	REPAIRS BLDG/GRND SYCAMORE	\$1,063.51
312202	02/25/11	06	DOOR-MAN	013	REPAIRS BLDG/GRND-TH	\$1,078.00
312203	02/25/11	06	J & S ASPHALT PAVING, INC.	013	REPAIRS BLDG/GRND-HILLS	\$715.00
312204	02/25/11	06	J & S ASPHALT PAVING, INC.	013	REPAIRS BLDGS/GRNDS-OA	\$1,455.00
312205	02/25/11	06	SHAKE, SHINGLE & ROLL ROOFING	013	REPAIRS BLDG/GRND-SAGE	\$1,100.00
312206	02/25/11	03	ARIELLA LEEDER	010	INST MAT/SUP GEN PURPOSE	\$34.83
312207	02/25/11	03	LEGO EDUCATION	010	INST MAT/SUP GEN PURPOSE	\$308.69
312208	02/25/11	03	MICHELLE TURNBULL	008	\$100 TEACHER STIPEND	\$40.00
312209	02/25/11	03	NATIONAL COUNCIL OF TEACHERS	006	INST MAT/SUP GEN PURPOSE	\$168.00
312210	02/25/11	06	JDL DEVELOPMENT INC	013	REPAIRS BLDG/GRND SYCAMORE	\$1,750.00
312211	02/25/11	06	JDL DEVELOPMENT INC	013	REPAIRS BLDGS/GRNDS-OA	\$2,866.00
312212	02/25/11	06	JANUS CORPORATION	013	REPAIRS BLDG/GRND-CDM	\$3,684.00
312213	02/25/11	06	ELESCO	013	REPAIRS BLDGS/GRNDS-OA	\$1,575.00
312214	02/25/11	06	GOULD ELECTRIC, INC.	013	REPAIRS BLDGS/GRNDS	\$5,000.00
312215	02/28/11	03	SECURE CONTENT SOLUTIONS	001	SERVICE AGREEMENTS	\$5,909.48

REPORT TOTAL \$722,856.68

March 17, 2011

To: Board Members

From: Cathy Birks, Assistant Superintendent, Business Services

Through: James Peabody, Superintendent

Subject: Agenda Item *10.2: Board Approval and Acceptance of Donations to the Del Mar Union School District

Items	School Site	Donor
\$1,070.00 2009/2010 Be True to Your School	Ashley Falls	PTA
\$200.00 Mini Grant	Carmel Del Mar	PTA
\$921.29 Mini Grants	Del Mar Hills	PTA
\$1,140.57 for site fund	Ocean Air	PTA
\$1,207.13 for copy paper	Ocean Air	PTA
\$974.00 Music Grant	Ocean Air	Bertrand's Music
\$245.00 for instructional supplies	Sycamore Ridge	PTA

FISCAL IMPACT: Cost – \$5,757.99
Program or Department – Other Local Revenue.
Is this a Restricted Program – No
Was this expenditure anticipated in the adopted budget? No
Will this Program or Department be over budget after this expenditure: No

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

March 17, 2011

To: Board Members

From: Cathy Birks, Assistant Superintendent Business Services

Through: James Peabody, Superintendent

Subject: Agenda Item *10.3: Board Approval/Ratification of Site and Department Performance Agreements and Memorandums of Understanding

SCHOOL/DEPT	CONTRACTOR	SERVICE	AMOUNT	FUNDING
Del Mar Hills	Dr. Adria O'Donnell	Teacher Workshop 3/16/2011	\$375.00	SIP
Curriculum	Healthy Chats, LLC	2 Healthy Chats Sessions for 6 th grade students on March 21 and March 29, 2011	\$1,000.00	General Fund
Curriculum	Melinda Sue Welsh	Professional Development for Administrators and Teachers, March – April, 2011	\$4,500.00	Staff Development Block Grant
Curriculum	Nancy Fetzer	Professional Development, Student Writing February – June 2011	\$13,500.00	Staff Development Block Grant

FISCAL IMPACT: Cost – \$19,375.00 as listed above.

Program or Department - As listed above.

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 Board approval/ratification of site performance agreements.

March 17, 2011

To: Board Members

From: Cathy Birks, Assistant Superintendent, Business Services

Through: James Peabody, Superintendent

Subject: Agenda Item *10.4: Board Approval of Contract Between the Del Mar Union School District and AssetWorks for the Annual Inventory for Three Fiscal Years Ending June 30, 2011, 2012 and 2013 in the Amount of \$7,400.00 Per Year

AssetWorks will perform a complete re-inventory of all asset additions and record retirements based on District-provided information. The inventory will be performed utilizing the latest in barcode hardware and systems.

All capitalized assets that cost \$500 or more at the time of purchase will be individually inventoried recording pertinent data on each asset including manufacturer, model number and serial number.

AssetWorks completed this service for the District on the most recent contract for 2009-2010 and the new proposal continues at the same cost. AssetWorks has provided the option to maintain the fee structure with no increases for the next three years.

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

FISCAL IMPACT: Cost – \$7,400.00 per year.

Program or Department - General Fund, Business Services.

Is this a Restricted Program –No

Was this expenditure anticipated in the adopted budget? Yes

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

RECOMMENDED: The Superintendent recommends Board approval of contract between the Del Mar Union School District and AssetWorks for the annual inventory for fiscal year ending June 30, 2011, 2012 and 2013 in the amount of \$7,400.00 per year.

March 17, 2011

To: Board Members

From: Cara Schukoske, Director of Pupil Services

Through: James Peabody, Superintendent

Subject: Agenda Item *10.5: Board Approval of Contracts and Contract Amendments for Special Education Services for the 2010-2011 School Year

During the operation of the school year it becomes necessary to contract with various schools, agencies and contractors to provide services for District students as required. The list below represents contracts and addendums to existing agreements that are needed at this time to continue providing these required services. District staff has reviewed these agreements and addendums and recommends Board approval and ratification.

Interpreters Unlimited

Approve agreement for interpreter services between January and June, 2011 \$3,300.00

Sylvia Mende

Approve addendum to increase independent contractor agreement \$32,500.00

Autism Spectrum Consultants Inc.

Approve increase to Non Public Agency, NPA, Master Contract \$5,800.00

TOTAL \$41,600.00

Fiscal Impact: Cost – \$41,600.00
Program or Department - Restricted General Fund, Special Education
Is this a Restricted Program – Yes
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: The Superintendent recommends approval of Contracts and Contract Amendments for Special Education Services for the 2010-2011 school year.

March 17, 2011

To: Board Members

From: Cathy Birks, Assistant Superintendent Business Services

Through: James Peabody, Superintendent

Subject: Agenda Item *10.6: Board Approval of Advertising for Proposals for Lunch Service Providers at all District School Sites

The Del Mar Union School District strives to provide a school lunch program that is delicious, nutritious and meets the expectations of District families. The District has been working with a lunch committee to review the District program and gather recommendations. A survey to gather information in preparation for contracting with a vended meal provider for the 2011/2012 school year was completed in February. District requirements, procedures and survey results will be used to develop request for proposal criteria. The District's current contract with San Dieguito High School District expires June 30, 2011. At this time, staff is requesting Board approval to advertise for Proposals for lunch service providers.

Upon Board approval to advertise requesting for proposals, the ad will appear on March 28 and April 4, 2011. All proposals will be due on April 21, 2011 and a recommendation for award prepared to be presented to the Board at the regular meeting of April 27, 2011. Board award on April 27 will allow for the projected 4 – 6 week timeline required for California Department of Education review and approval to be completed well before the beginning of the 2011/2012 school year.

Fiscal Impact: **Cost** – The cost of advertising is projected to be \$200.00
Program or Department – Child Nutrition Services
Is this a Restricted Program – Yes
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: The Superintendent recommends approval of advertising for proposals for lunch service providers at all District school sites.

March 17, 2011

To: Board Members
From: Cathy Birks, Assistant Superintendent Business Services
Through: James Peabody, Superintendent
Subject: Agenda Item *10.7: Board Approval of Advertising for Bids for Special Education and Field Trip Transportation Service Providers

The Del Mar Union School District currently contracts with Care-A-Van for the transport of students with special needs and with Coach USA for specials trips including 6th grade camp and site scheduled field trips. Both of these contracts expire on June 30, 2011.

Pursuant to Education Code 39802, whenever an expenditure of more than \$10,000.00 for transportation services is involved, the bidding process outlined in Public Contract Code 20111 & 20112 must be followed. The Board may award to the lowest possible vendor consistent with proper and satisfactory service.

District staff will publish ads on March 28, 2011 and April 4, 2011 requesting bids for transportation services upon Board approval. This schedule will allow sufficient time to receive bids for review and recommendation to the Board for award at the June 22, 2011 regular board meeting.

Fiscal Impact: **Cost – The cost of advertising is projected to be \$200.00**
Program or Department – General Fund
Is this a Restricted Program – No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

Recommends: The Superintendent recommends approval of advertising for bids for Special Education and field trip transportation providers.

March 17, 2011

To: Board Members

From: Cathy Birks, Assistant Superintendent, Business Services

Through: James Peabody, Superintendent

Subject: Agenda Item *10.8: Board Ratification of Agreement Between the Del Mar Union School District and The Epler Company for GASB Actuarial Valuation Services

The Governmental Accounting Standards Board (GASB) issued Statements 43 and 45 in 2004. These statements require public agencies to report their costs and obligations pertaining to health and other benefits of current and future retired employees. GASB 43 and 45 require that the liability for these other post-employment benefits (OPEBs) including such benefits as medical, dental, vision, hearing, life insurance, long-term care and long-term disability, be reported as part of the District's annual financial statements.

The District met original compliance requirements using an actuarial valuation study completed by The Epler Company. Continued compliance requires that the actuarial valuation be updated at this time. The results of the updated actuarial study will be shared with the Board once completed and when the future liability of the District is quantified, the business office will present the options for funding this liability.

District staff is requesting Board ratification at this time because it was necessary for the Epler Company to start working with District staff prior to board approval of this agreement to comply with the state mandated report timeline.

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

FISCAL IMPACT: Cost – \$5,500.00 as listed above.
Program or Department - General Fund.
Is this a Restricted Program –No
Was this expenditure anticipated in the adopted budget? Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends Board ratification of the agreement between the Del Mar Union School District and The Epler Company for GASB actuarial valuation services.

March 23, 2011

To: Board Members
From: Randy Wheaton, Director Maintenance & Operations
Through: James Peabody, Superintendent
Subject: Agenda Item *10.9: Board Ratification of Agreement Between the Del Mar Union School District and Southern California Soil and Testing, Inc.

Southern California Soil and Testing, Inc. (SCS&T) is a professional engineering firm that is locally owned and operated. Their expertise includes geotechnical and materials engineering, soils and materials testing, special inspection, third-party quality assurance, and forensic investigation services. SCS&T will provide testing and inspection services by International Council of Building Officials (ICBO) certified special inspectors throughout the district. Scope of services will include, providing sampling & testing of reinforced concrete, provide periodic inspection of welds not greater than 5/16", sample, transport and test six sets of cylinders, provide daily inspection reports describing work and stating compliance with the project documents, submission of a final verification of special inspection report stating compliance with the approved plans and specifications for the security fencing project at Ashley Falls, Carmel Del Mar and Torrey Hills. Services will be in an amount not to exceed \$9,757.00.

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

FISCAL IMPACT: Cost – \$9,757.00
Program or Department – Restricted Maintenance
Is this a Restricted Program –Yes
Was this expenditure anticipated in the proposed budget? Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends approval of the Agreement between the Del Mar Union School District and Southern California Soil and Testing, Inc.

March 23, 2011

To: Board Members
From: Randy Wheaton, Director Maintenance & Operations
Through: James Peabody, Superintendent
Subject: Agenda Item *10.10: Board Approval of Agreement Between the Del Mar Union School District and C & M Relocation Systems

C & M Relocation Systems is a professional relocation company that is locally owned and operated. Their expertise includes assisting businesses in making competitive, cost effective decisions in already existing relocation plans. The Del Mar Union School District Maintenance & Operations Dept. is scheduling to move into its new location during May 2011. To help facilitate a smooth transition while maintaining services at sites, Mr. Wheaton is recommending using a relocation company. A relocation company will allow maintenance staff to respond to site needs with minimal interruptions. Using this service also allows the M&O Dept. to better prepare for the upcoming District Office move. Services will be in an amount not to exceed \$4,885.00.

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

FISCAL IMPACT: Cost – \$4,885.00

Program or Department - Restricted Maintenance

Is this a Restricted Program - Yes

Was this expenditure anticipated in the proposed budget? Yes

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

RECOMMENDED: The Superintendent recommends approval of the Agreement between the Del Mar Union School District and C & M Relocation Systems.

Regular Board Meeting March 23, 2011

March 17, 2011

To: Board Members

From: Randy Wheaton, Director Maintenance & Operations

Through: James Peabody, Superintendent

Subject: Agenda Item *10.11: Board Approval of agreement between the Del Mar Union School District and Gould Electric Inc.

Gould Electric Inc. is a professional electrical firm that is locally owned and operated. Their expertise includes lighting commercial service and repairs, safety and compliance, monitoring, reporting, investigations. The interior ceiling fluorescent light fixtures have been failing throughout the Del Mar Hills Academy campus. The Director of M&O has determined that the light fixtures are in need of repair to eliminate failures. Gould Electric will disassemble and repair ceiling fixtures throughout the campus to correct the problem. Services will be in an amount not to exceed \$4,480. This work will be completed over spring break.

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

FISCAL IMPACT: Cost – \$4,480.00
Program or Department - Restricted Maintenance
Is this a Restricted Program - Yes
Was this expenditure anticipated in the proposed budget? Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends approval of the Agreement between the Del Mar Union School District and Gould Electric Inc.

*Regular Board Meeting March 23, 2011
10.11

March 23, 2011

To: Board Members
From: Randy Wheaton, Director Maintenance & Operations
Through: James Peabody, Superintendent
Subject: Agenda Item *10.12: Board Approval of Agreement Between the Del Mar Union School District and System Electric Co. d.b.a. McBride Electric

System Electric Co., d.b.a. McBride Electric, is a professional electrical firm that is locally owned and operated. Their expertise includes lighting retrofits, technology rollouts, commercial service and repairs, critical infrastructure and fiber optics. Ashley Falls' main data frame upgrade: The current electrical services to the district's main data frame are no longer sufficient. With equipment replacement, upgrades and planned future expansions the Director of M&O recommends upgrading the current electrical service. The main data frame provides Internet, email, voice mail and telephone service throughout the district. McBride Electric will supply and install one 225A panel board with a new 225A main breaker. Included in these services are the feeder service, wiremold, branch circuits, devices, and breaker in the technology room. Services will be in an amount not to exceed \$14,950 installed and tax included.

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

FISCAL IMPACT: Cost – \$14,950.00

Program or Department - Restricted Maintenance

Is this a Restricted Program - Yes

Was this expenditure anticipated in the proposed budget? Yes

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

RECOMMENDED: The Superintendent recommends approval of the Agreement between the Del Mar Union School District and System Electric CO., d.b.a. McBride Electric

March 17, 2011

To: Board Members

From: Randy Wheaton, Director Maintenance & Operations

Through: James D. Peabody, Superintendent

Subject: Agenda Item *10.13: Board Approval to Advertise for Bids for Summer Maintenance Work

Randy Wheaton, Director of Maintenance & Operations, advises that several maintenance projects are proposed for the upcoming summer break. These projects are projected to be over the bid limit threshold, which requires the District to follow bid guidelines. The timeline for successful completion of the work by the end of the summer break will require advertising for bids. This approval will allow for contract awards at the Board meeting following the bid process.

Mr. Wheaton recommends Board approval to advertise requesting bids on the following projects to be completed during the upcoming summer break.

1. Exterior/interior painting at Torrey Hills - proposed
2. Roof repair at Del Mar Heights - proposed
3. Slurry seal at Ashley Falls & Torrey Hills - proposed
4. Playground equipment replacement at Del Mar Hills Academy & Carmel Del Mar - proposed

The cost of these renovations will be paid by restricted and deferred maintenance.

FISCAL IMPACT: Cost – The cost to advertise for four requests for bids will be approximately \$2,000.00
Program or Department – Restricted Maintenance
Is this a Restricted Program – Yes
Was this expenditure anticipated in the adopted budget?
Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends that the Board of Trustees approve advertising for bids for summer maintenance work.

March 17, 2011

To: Board Members

From: Randy Wheaton, Director of Maintenance and Operations

Through: James Peabody, Superintendent

Subject: Agenda Item 10.14: Board Approval of Construction Agreement, Lease and Sub-Lease for District Office Tenant Improvements at 11232 El Camino Real and Maintenance & Operations Tenant Improvements at 11189 Sorrento Valley Road

District staff continues to move forward on planning for improvements at 11232 El Camino Real and 11189 Sorrento Valley Road for District Office administration offices and Maintenance and Operations, respectively, through the Lease Lease-Back, LLB, construction delivery method. A pre-construction agreement was the first of four agreements to be approved by the Board on February 9, 2011. Since that time, Barnhart Balfour Beatty has been working with San Diego Office Interiors and District staff on reviewing plans for consistency, constructability and value engineering potential. On Thursday, March 17, 2011 a pre-bid job walk was completed and bids are being submitted to Barnhart who is working on developing the Guaranteed Maximum Price (GMP) and a preliminary work schedule. The GMP, construction agreement, Lease and Sub-lease will be presented to the Board for approval on March 23, 2011. These documents are all part of the LLB construction delivery method.

FISCAL IMPACT: Cost – The Guaranteed Maximum Price, GMP, will be presented to the Board on March 23, 2011.
Program or Department - Special Reserve Fund for Capital Outlay Projects
Is this a Restricted Program – Yes
Was this expenditure anticipated in the proposed budget? Yes
Will this Program or Department be over budget after this expenditure: No

RECOMMENDED: The Superintendent recommends Board approval of construction agreement, Lease and Sub-lease for District Office tenant improvements at 11232 El Camino Real and Maintenance & Operations tenant improvements at 11189 Sorrento Valley Road.

March 14, 2011

To: Board Members
From: Cathy Birks, Assistant Superintendent, Business Services
Through: James Peabody, Superintendent
Subject: Agenda Item 10.15: Approval of Resolution No. 2011-08 of the Board of Trustees of the Del Mar Union School District for Fiscal Year 2010/2011 Categorical Flexibility Funds

The Budget trailer bill (SBX3 4) gives local agencies the authority to use funds received from the state for Tier III programs. The flexibility for these programs is authorized for five years to 2012/2013.

The attached schedule reflects the estimated amount of the Del Mar Union School Districts flexible categorical funds in the general fund and the proposed use of the funds.

FISCAL IMPACT: Cost – No additional cost.
Program or Department: Unrestricted Flexible Categoricals
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 the Board of Trustees of the Del Mar Union School District for Fiscal Year 2010/2011 Categorical Flexibility Funds.

DEL MAR UNION SCHOOL DISTRICT

CATEGORICAL FLEXIBILITY FUNDS

FY 2010-11

Resource Number	Tier 3 Categorical Programs	Amount	Use of Funds
0915	Deferred Maintenance	\$ 135,933	To offset the reduction to Basic Aid-"Fair Share"
0916	PE Teacher Incentive Grant	\$ 117,441	To offset the reduction to Basic Aid-"Fair Share"
0922	Arts & Music Block Grant	\$ 56,832	To offset the reduction to Basic Aid-"Fair Share"
0926	GATE	\$ 14,204	To offset the reduction to Basic Aid-"Fair Share"
0927	IMFRP-Instructional Materials	\$ 224,416	To offset the reduction to Basic Aid-"Fair Share"
0931	Peer Assistance & Review	\$ 20,655	To offset the reduction to Basic Aid-"Fair Share"
0935	Math & Reading Prof. Development	\$ 26,063	To offset the reduction to Basic Aid-"Fair Share"
0937	Staff Development Admin Training	\$ 2,426	To offset the reduction to Basic Aid-"Fair Share"
0944	Professional Development Block Grant	\$ 134,124	To offset the reduction to Basic Aid-"Fair Share" and Staff Development
0946	School & Library Improvement (SIP)	\$ 229,810	To offset the reduction to Basic Aid-"Fair Share" and Site Plan Use
0965	Math & Reading Prof. Development-EL	\$ 9,022	To offset the reduction to Basic Aid-"Fair Share"
0000	Oral Health	\$ 4,028	To offset the reduction to Basic Aid-"Fair Share"

Date: March 16, 2011
To: Board Members
From: Timothy Asfazadour
Through: James Peabody
Subject: Approval of Recommended Personnel Actions: Employment, Resignations, Dismissals, Leaves of Absences and Change of Status

CERTIFICATED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Baker, Jennifer	Art Teacher	1.00	Torrey Hills	Approve Unpaid Leave of Absence Effective 2011/12	
Ellis, Marina	Early Childhood Special Education Teacher	1.00	Sycamore Ridge	Approve Assignment Effective 3/11/11	Replacement
Van Dillen, Trisha	Speech Language Pathologist	0.60	Ashley Falls	Approve Decrease in Hours from 100% FTE to 60% FTE Effective 3/1/11	

Regular Board Meeting of March 23, 2011

Date: March 16, 2011
To: Board Members
From: Tim Asfazadour
Through: James Peabody
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
Bath, Jennifer	Special Education Aide II	0.75	Carmel Del Mar	Approve Assignment Effective 2/2/11	Replacement
Belford, Branden	Special Education Aide II	0.75	Sycamore Ridge	Approve Increase in Hours from 27.5 Hours per Week to 30 Hours per Week Effective 3/21/11	Replacement
Colker, Jessica	Noon Duty Aide	0.075	Sycamore Ridge	Approve Assignment Effective 1/24/11	Replacement
DiMatteo, Cara	Special Education Aide I	0.75	Torrey Hills	Approve Assignment Effective 3/3/11	Replacement
Graff, April	After School Programs Worker	0.55	After School Programs	Approve Assignment Effective 2/28/11	Replacement
Hackett, Paul	After School Programs Site Team Leader	0.938	After School Programs	Approve Promotion from After School Program Worker to Site Team Leader Effective 3/1/11	Replacement

*11.1

Regular Board Meeting of March 23, 2011

Regular Board Meeting of March 23, 2011

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Hall, Stephanie D.	Special Education Aide II	0.75	Del Mar Heights	Approve Resignation Effective 3/18/11	
Huppert, Patricia	Instructional Aide I - ALP	0.45	Ashley Falls	Approve Temporary Assignment Effective 3/14/11 through 6/10/11	Temporary
Jewell, Christopher	Special Education Aide II	0.71875	Ocean Air	Approve Increase in Hours from 25 Hours per Week to 28.75 Hours per Week	Expansion
Lantz, Ann-Charlotte	Special Education Aide II	0.75	Del Mar Heights	Approve Assignment Effective 3/17/11	Replacement
Mahoney, Chanel	Noon Duty Aide	0.125	Sage Canyon	Approve Assignment Effective 1/18/11	Replacement
Martinelli, Julia	Special Education Aide I	0.75	Del Mar Hills	Approve Assignment Effective 2/28/11	Replacement
Medrano, Jorge	After School Programs Worker	0.65	After School Programs	Approve Increase in Hours from 22 Hours per Week to 26 Hours per Week Effective 3/11/11	Replacement
Pandza, Carly	After School Programs Worker	0.75	After School Programs	Approve Resignation Effective 4/1/11	
Perez, Steven	Special Education Aide II	0.75	Torrey Hills	Approve Assignment Effective 3/7/11	Replacement
Samuels, Micah	Special Education Aide II	0.75	Sycamore Ridge	Approve Resignation Effective 3/18/11	

*11.1

Regular Board Meeting of March 23, 2011

Regular Board Meeting of March 23, 2011

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Son, Lan Kim	After School Programs Worker	0.55	After School Programs	Approve Assignment Effective 3/3/11	Replacement
Thomas, Erika	After School Programs Worker	0.60	After School Programs	Approve Increase in Hours from 22 Hours per Week to 24 Hours per Week Effective 3/18/11	Replacement
Wassman, Samuel	After School Programs Worker	0.60	After School Programs	Approve Decrease in Hours from 30 Hours per Week to 24 Hours per	
Yantis-Joudrey, Day	LVN	0.50	Sycamore Ridge	Approve Increase in Hours from 10 Hours per Week to 20 Hours per Week Effective 2/16/11	Expansion