

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

***Minutes of Regular Board Meeting***

May 25, 2011

Closed Session: 4:45 p.m.

Open Session: 5:45 p.m.

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

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

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

- There was no input from the public.

**ADJOURN TO CLOSED SESSION**

The Board adjourned to Closed Session at 4:46 p.m.

**RECONVENE OPEN SESSION**

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

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

1. The Board met in Closed Session from 4:46 to 5:43 p.m. to discuss:

- 1.1 **Conference with Legal Counsel – Existing Litigation** (Government Code Section 54956.9(a); Name of Case: One case
- 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 employee requests a public session

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

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

**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 5:45 p.m.

**2. PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

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

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

DMUSD Staff Present: David Skinner, Dr. Bill Porter, Katrina Graupmann, Pam Baldwin,  
Erik Bienen, Tamara Radford

Others Present: Connie Ulrich, Yana Mohanty, Lola Walker, Keith Cosby

**3. APPROVAL OF AGENDA**

Motion to Approve Agenda

**Motion** Wooden

**Second** Gibson

**Unanimous**

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#### 4. CORRESPONDENCE/COMMUNICATION

##### 4.1 Correspondence

- Letter from an anonymous source regarding the traffic pattern and use of cell phones in front of Torrey Hills.

##### 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 May 2011:

Ashley Falls – Joni DeGroot, School Psychologist

Carmel Del Mar – Linda Dugger, Extended Studies Teacher

Del Mar Heights – Ian Phillip, ESC Physical Education Teacher

Del Mar Hills – Donna Kuriyama, School Psychologist

Ocean Air – Carol Sharpe, 3rd Grade Teacher

Sage Canyon – Parrisa Esmaili, ESC Technology Teacher

Sycamore Ridge – Cindy Monaghan, Speech & Language Specialist and  
Kylie Hopwood, Speech & Language Specialist

Torrey Hills – Susan Andre, 2nd Grade Teacher

##### 5.2 Report – Board Reports/Comments

*Member Perkins:*

- Met with teachers at CDM and also with teachers at Ocean Air to discuss the state of education.

*Member Rafner:*

- Enjoyed the Board's visit to Carmel Del Mar
- Received phone calls regarding the RFP for the lunch program
- Is looking forward to attending 6<sup>th</sup> grade promotion at Carmel Del Mar.

*Member Gibson:*

- Enjoyed the Board's visit to Carmel Del Mar which included the special education program.
- Attended the teachers' Political Action Committee meeting.
- Introduced DMSEF President, Drew Isaacson, who reported the fundraising for 2010/11 totaled \$1.25 million and presented a check for \$450,000 to the DMUSD.

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*Member Wooden:*

- Enjoyed the Board's visit to Carmel Del Mar seeing the depth of the district's Special Ed program at CDM.
- Proctored the chemistry exam at University of San Diego, which emphasized the importance of our ESC program.

*Member Rodriguez:*

- Congratulated all retirees in the DMUSD and wished them well.
- Participated in the Board visit to Carmel Del Mar.
- Attended her first CSBA Delegate Assembly in Sacramento; the main discussion among educators dealt with the budget.
- Visited Sage Canyon.

### 5.3 **Report – Superintendent's Report**

- Attended award ceremonies for several DMUSD students who received awards from the Outdoor Education Program as well as for students receiving Children's Challenge Awards from the Optimist's Club.
- Administrators are looking forward to 6<sup>th</sup> grade promotion ceremonies.

## 6. **APPROVAL OF MINUTES**

Motion to approve Minutes of the following Board Meeting:

- Minutes of Regular Board Meeting of April 27, 2011
- Minutes of Special Board Meeting/Visitation of May 12, 2011
- Minutes of Special Board Meeting of May 12, 2011, as amended

**Motion** Rafner

**Second** Gibson

**Unanimous**

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

- \*10.1 Board Approval of Purchase Orders and Ratification of Commercial Warrant Payments and Revolving Cash Disbursements
- \*10.2 Board Approval and Acceptance of Donations to the Del Mar Union School District
- \*10.3 Board Approval/Ratification of Site and Department Performance Agreements and Memorandums of Understanding
- \*10.4 *Pulled from Consent*  
~~Approval of Resolution No. 2011-15, Resolution No. 2011-16, Resolution No. 2011-17 and Resolution No. 2011-18 Authorizing Designated Signatures and Release of Credential Held Warrants for July 1, 2011 through June 30, 2012~~

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- \*10.5 Approval of Resolution No. 2011-19 Authorizing Temporary Interfund Transfers of Special or Restricted Fund Moneys
- \*10.6 Board Award and Approval of Agreement Between for Security Fencing at Del Mar Heights, Del Mar Hills and Sage Canyon Schools
- \*10.7 Board Approval of Agreement for Intel-Assess License Renewal
- \*10.8 Board Approval of Agreement Between Xerox and the Del Mar Union School District for School Site Copier Update
- \*10.9 Board Approval of Resolution No. 2011-14 Authorizing District Standardization of Playground Equipment
- \*10.10 Board Approval of a Change Order for San Diego Office Interiors to Architect Agreement for Tenant Improvements
- \*10.11 Board Approval of Contracts and Contract Amendments for Special Education Services for the 2010-2011 School Year
- \*10.12 Board Approval of Agreement Between Apple Inc. and the Del Mar Union School District for lease of Apple Computers
- \*10.13 Board Approval of Agreement Between the Del Mar Union School District and CIS, Consulting & Inspection Services, LLC
- \*10.14 Board Approval of Agreement Between the Del Mar Union School District and Charles Forte Architect re Entrance to Del Mar Heights School
- \*10.15 Board Approval of Agreement Between the Del Mar Union School District and Charles Forte Architect
- \*10.16 Board Approval, Agreement Between the Del Mar Union School District and C&M Relocation Systems
- \*11.1 Board Approval of Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status
- \*11.2 Board Approval of "Declaration of Need for Fully Qualified Educators" 2011/2012 School Year"

Motion to approve Consent Items \*10.1 -\*10.3, \*10.5-\*10.16, \*11.1 & \*11.2

**Motion** Wooden

**Second** Perkins

**Unanimous**

## 7. CURRICULUM & INSTRUCTION

### 7.1 Board Approval, School Accountability Report Cards 2009-2010

Dr. Holly McClurg, Assistant Superintendent, Instructional Services, presented School Accountability Report Cards 2009-2010 for the annual approval.

Motion to approve School Accountability Report Cards 2009-2010

**Motion** Wooden

**Second** Perkins

**Unanimous**

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7.2 **Board Approval, Performance Agreements for Summer Camp**

Julie Geisbauer, Director of After School Programs/Child Care, presented Summer Camp Performance Agreement for Board approval.

Motion to approve Performance Agreements for Summer Camp

**Motion** Gibson

**Second** Perkins

**Unanimous**

7.3 **DMUSD Summer Programs**

Julie Geisbauer, Director of After School Programs/Child Care, reported on the summer programs being offered including, Summer Camp, Preschool and Children's Creative Workshops.

Cara Schukoske, Director of Pupil Services, reported that two sessions of the Extended School Year are being offered to prevent a student in special education from going without services for longer than two weeks.

8. **ADMINISTRATION AND POLICY**

8.1 **Board Discussion/Approval of the Formation and Timeline of a Child Nutrition Committee**

Superintendent Peabody presented a timeline for the formation of the Child Nutrition Committee for the purpose of providing input to the Board regarding the school lunch, snack and wellness programs in the district, if it is identified as a priority in the Strategic Planning process.

**Public Input**

- *Tamra Atwood*, DMUSD parent, thanked the Board for considering the formation of the Brown Act committee.

**Board Discussion**

Superintendent Peabody fielded clarifying questions from the Board including the formation, purpose and tasks of the committee.

Motion to approve the Formation and Timeline of a Child Nutrition Committee, amended by adding a #6 under Tasks, "Provide input on vendor selection"

**Motion** Perkins

**Second** Wooden

**Unanimous**

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8.2 **Reminder of Upcoming Events**

*(Presented for information only.)*

Superintendent Peabody reminded the Board of the June 2, 3 & 4, 2011 Strategic Planning Process.

9. **OPERATIONS AND FACILITIES**

9.1 **Facilities Report, Month of May**

Superintendent Peabody commended Director Randy Wheaton and his staff for the hard work currently being performed to move the M & O Department to its new location.

Director of Maintenance & Operations, Randy Wheaton, reported on the security fencing at Carmel Del Mar, Ashley Falls and Torrey Hills, which has a completion date of June 10. A second contractor has been selected for fencing projects at Del Mar Heights, Del Mar Hills and Sage Canyon. Mr. Wheaton reported that the tenant improvement work at 11232 El Camino Real is scheduled to begin June 1, 2011 with a projected completion date of July 1, 2011.

10. **BUSINESS AND FINANCE**

10.4 **Approval of Resolution No. 2011-15, Resolution No. 2011-16, Resolution No. 2011-17 and Resolution No. 2011-18 Authorizing Designated Signatures and Release of Credential Held Warrants for July 1, 2011 through June 30, 2012**

Cathy Birks, Assistant Superintendent, Business Services, presented the resolutions authorizing designated signatures and the release of warrants for approval. The Board requested Resolution No. 2011-15 be amended by deleting the names of Dena Whittington and Paulette Anderson and replacing them with Cathy Birks and Brenda Heskett, respectively.

Motion to approve Resolution No. 2011-15, Resolution No. 2011-16, Resolution No. 2011-17 and Resolution No. 2011-18 Authorizing Designated Signatures and Release of Credential Held Warrants for July 1, 2011 through June 30, 2012, as amended.

**Motion**            Perkins  
**Second**           Wooden  
**Unanimous**

10.17 **2010-2011 San Diego County Office of Education Oversight Letter Regarding 2010-2011 Second Interim Report**

Superintendent Peabody reported that the Second Interim Report indicates deficit spending of \$1.6 million, which is down from the First Interim Report projection of \$4 million. Supt. Peabody reported the district's Fair Share will be increased from 5.81% to 8.92% for 2011/2012 with possible further cuts creating deficit spending in the amount of approximately \$4 million. Supt. Peabody reported the budget to be presented to the Board in June 2011 is projected to be much lower in deficit spending. Supt. Peabody fielded clarifying questions from the Board.

10.18 **Board Approval of Temporary Loans from County Treasury within 2011-2012 Fiscal Year, Resolution No. 2011-13**

Supt. Peabody presented Resolution No. 2011-13 for approval, which gives the District an opportunity to make temporary loans should a shortfall arise during the month of October and November due to the timing of cash receipts from property taxes which are received mid December. Staff fielded clarifying questions from the Board.

Motion to approve Temporary Loans from County Treasury within 2011-2012 Fiscal Year, Resolution No. 2011-13

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

10.19 **Board Approval, Request for Proposal (RFP) for Vended Meal Service Provider**

Superintendent Peabody presented a revised Request for Proposal for a vended meal service provider for Board approval.

**Public Input**

- *Yana Mohanty*, DMUSD parent, presented a list of suggested revisions prior to approval of the RFP.

**Board Discussion**

The Board asked clarifying questions relating to the verbiage in the RFP, which were responded to by staff. The Board requested the RFP be amended to reflect more open-ended requirements, i.e. "whenever possible", "when in season", etc.

Motion to approve Request for Proposal (RFP) for Vended Meal Service Provider, as amended.

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

10.20 **Proposed Budget Reductions**

Superintendent Peabody presented a list of budget reductions that may be under consideration and the estimated cost savings that may be recognized. In addition to reductions, the district is generating some revenue for the General Fund to help offset expenditures.

**Public Input**

- *David Skinner*, DMUSD teacher, spoke on behalf of DMCTA, for staff to consider that big dollars are certificated teachers – the success of students is dependent on dedicated and skilled teachers.

The Board expressed interest in pursuing the opt-out option for staff. The Board asked clarifying questions regarding the possible reductions in library services, class size reductions, etc.

10.21 **First Reading, 2011/2012 Proposed Budget**

Superintendent Peabody reported that district staff attended presentations on the proposed budget and that some adjustment in the district budget may occur before the final budget is presented at the June 15, 2011 board meeting. Staff is waiting for clarification from the state on some items that may have a positive affect on the proposed budget. Supt. Peabody reported the goal will be to balance the budget over a two year period.

**Public Input**

*David Skinner*, asked for clarification relating to the increase in enrollment.

The staff fielded clarifying questions from the Board.

**11. PERSONNEL**

11.3 **Board Approval, New Position Job Description for Coordinator/Assistant Director, Early Child Care Services**

Superintendent Peabody presented a new position for Coordinator/Assistant Director, Early Child Care Services, to the Board for approval. The new position is revenue neutral and addresses the functions of the Early Childhood Center and Special Education Preschool programs to work more effectively for the students.

Motion to approve New Position Job Description for Coordinator/Assistant Director, Early Child Care Services

**Motion** Gibson

**Second** Perkins

**Unanimous**

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11.4 **Board Approval, Salary Schedule Change for Director, Early Childhood Center/Afterschool Programs**

Superintendent Peabody presented a revised salary schedule for the Director of Early Childhood/Afterschool Programs for Board approval.

Motion to approve Salary Schedule Change for Director, Early Childhood Center/Afterschool Programs

**Motion** Wooden

**Second** Gibson

**Unanimous**

11.5 **Board Approval, New Job Description for the Position of After School Program Enrichment Worker**

Tim Asfazadour, Assistant Superintendent, Human Resources presented the new job description for Board approval. Approval will provide a job description for the existing position, which is currently filled by one employee at each site.

Motion to approve New Job Description for the Position of After School Program Enrichment Worker

**Motion** Rafner

**Second** Perkins

**Unanimous**

11.6 **Board Approval, New Job Description for the Position of After School Program Summer Office Assistant/Health Technician**

*No Board discussion.*

Motion to approve New Job Description for the Position of After School Program Summer Office Assistant/Health Technician

**Motion** Gibson

**Second** Rafner

**Unanimous**

11.7 **Public Hearing Regarding the Del Mar Union School District's Initial Proposal to negotiate the 2011 Collective Bargaining Agreement**

Board President Rodriguez opened the Public Hearing at 7:50 pm.

**Public Input**

There was no input from the public.

There being no further discussion, the Public Hearing was closed at 7:51 pm by Board President Rodriguez.

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Tim Asfazadour, Assistant Superintendent, Human Resources, reported that annually the DMCTA and DMUSD are obligated to present a maximum of three articles plus Article 19, Salaries and Benefits, as negotiation openers for collective bargaining. The DMUSD is opening Article 19, plus Article 18, Class Size and Article 13, Hours of Employment/Duty. The DMCTA presented openers to include Article 9, Grievance Procedure; Article 26, Site-Based Decision Making; Article 18, Class Size and Article 19, Salaries and Benefits.

Board directed staff to move forward with the Interest Based Bargaining process.

**11.8 Board Information, Principal Recruitment Timeline**

Superintendent Peabody congratulated principals Susan Fitzpatrick and David Jones who will be leaving the DMUSD to begin positions as the Assistant Superintendent, Business Services for the El Centro School District and Superintendent/Principal of the Vallecitos School District, respectively.

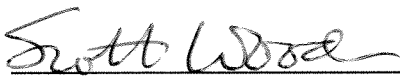
Superintendent Peabody presented a timeline for the recruitment and hiring of two new principals to fill the positions. District staff will meet with parents and school staffs to gather input.

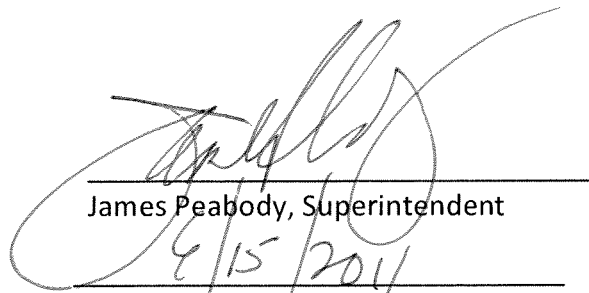
**12. ITEMS FOR JUNE 2011 BOARD MEETING**

- Minutes of Regular Board Meeting of May 25, 2011
- Update, Interdistrict Transfers
- 2<sup>nd</sup> Reading of Budget
- Recycling and Reducing Waste with Potential Income

There being no further business to come before the Board, there was a Motion to Adjourn at 7:58 p.m.

**Motion** Rafner  
**Second** Gibson  
**Unanimous**

  
\_\_\_\_\_  
Scott Wooden, Clerk  
6/15/2011  
\_\_\_\_\_  
Date

  
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James Peabody, Superintendent  
6/15/2011  
\_\_\_\_\_  
Date

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