

**Governing Board of Trustees Regular Meeting  
Wednesday, September 26, 2018**

**Members present:**

Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

**Member absent:**

Kristin Gibson

**Meeting called to order at 5:48 PM.**

**1. CALL TO ORDER OPEN SESSION**

Procedural: 1.1 CALL TO ORDER OPEN SESSION

Governing Board Clerk Halpern called the meeting to order at 5:48pm.

**2. WELCOME**

Procedural, Report: 2.1 WELCOME

Procedural: 2.2 PLEDGE OF ALLEGIANCE/ROLL CALL

**3. AGENDA APPROVAL**

Action, Procedural: 3.1 APPROVAL OF THE AGENDA

Approve agenda for the Regular Meeting of the Governing Board of Trustees.

Motion by Doug Rafner, second by Scott Wooden.

Final Resolution: Motion Carries

Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

**4. CORRESPONDENCE/COMMUNICATIONS**

Report: 4.1 CORRESPONDENCE

Superintendent's Office received the following correspondence regarding District business:

- (2) community members expressing interest in school safety education.
- (2) regarding moving ahead with the purchase of Pacific Highlands Ranch property.

Procedural: 4.2 HEARING OF THE PUBLIC REGARDING NON-AGENDA ITEMS

No public input.

**5. REPORTS, RECOGNITIONS AND HEARINGS**

Recognition: 5.1 BOARD RECOGNITION: DMUSD EMPLOYEES OF THE MONTH, SEPTEMBER 2018

Superintendent McClurg recognized the September 2018 Employees of the Month:

Ashley Falls School: Lauren Lemoine, Kindergarten Teacher

Carmel Del Mar School: Britney Massimino, Speech Language Pathologist

Del Mar Heights School: Stefani Mazepa, Third Grade Teacher

Del Mar Hills Academy: Arah Allard, Fourth Grade Teacher

Ocean Air School: Jennifer Luce, STEAM+ Art Specialist

Sage Canyon School: Paris Esmaili, STEAM+ Technology Specialist

Sycamore Ridge School: Katie Walsh, Sixth Grade Teacher

Torrey Hills School: Shannon McAfee, Fourth Grade Teacher

Early Childhood Education Program: Krissi Bittner-Godinez, Site Team Leader

District Office: Gilbert Araiza, Human Resources Technician

**Report: 5.2 BOARD REPORT: DEL MAR CALIFORNIA TEACHERS ASSOCIATION (DMCTA)**

The 2018-2019 DMCTA President, Erik Bienke, provided a report on DMCTA activities to date, including:

- DMCTA held its first Professional Relations Committee Meeting, where site representatives collaborate with District Staff using a total team process of consensus for problem solving.
- DMCTA Political Action Committee held endorsement interviews for candidates for the DMUSD Governing Board of Trustees. The PAC endorsed Katherine Fitzpatrick, Doug Rafner, and Chris Tyler.
- Introduced Torrey Hills DMCTA representative and Preschool Teacher, who shared a presentation on the Torrey Hills Special Day Preschool Program.

**Report: 5.3 BOARD REPORT: DEL MAR SCHOOLS EDUCATION FOUNDATION (DMSEF)**

2018-2019 DMSEF President, Samantha Madhosingh, provided a report on DMSEF activities to date, including:

- Held the September DMSEF Meeting where they set a fundraising goal of \$1.8M. Thanked Member Wooden for attending the September meeting.
- All schools will hold a jog-a-thon in springtime.
- Planning for contributions throughout the year and hope each school will reach their goal prior to the job-a-thons.
- Restructuring the DMSEF Board where they have more of a district perspective and support all the schools, together; a strategic plan for helping everyone. Will need PTA and community involvement this year.
- Trying to educate more people this year regarding DMSEF.
- Board of Directors positions:
  - Looking for Del Mar Hills Academy director for this year.
  - Have a confirmed director at Ashley Falls School.
  - Sycamore Ridge currently has one director; needs two additional directors.
- Setting up a fundraising committee to look at local corporate relationships.

**Report: 5.4 BOARD REPORT: GOVERNING BOARD MEMBERS**

Member Wooden:

- Attended the DMSEF Board Meeting where they set \$1.8 goal and are seeking corporate sponsorships.

Member Rafner:

- Serving as Chairman on the Board for North City West School Financing Association. At recent NCW meeting, approved cost overruns be paid back to DMUSD in the amount of \$533,323.

Member Cochrane:

- Thanked Samantha Madhosingh & DMSEF for their hard work in the community.
- Appreciated the research-based instruction the teachers are addressing that was seen in the preschool video.

**Report: 5.5 BOARD REPORT: SUPERINTENDENT**

Superintendent McClurg reported on current District activities:

- Attended the 'Cox Presents: A Salute to Teachers Event' with Shelley Petersen and Jason Romero to honor DMUSD's Teacher of the Year – Jennifer Munoz. Congratulated Jennifer Munoz.
- The District is planning a Districtwide School Safety Summit to be held in October/November. At this summit, members of the community will have an opportunity to provide input about children's safety. The Board will make a decision on how to proceed after considering all input.
- Shared a letter the District received from a wounded warrior who was a recent industry expert at one of our schools and worked with students on a tiny homes project.

**Procedural: 5.6 OPEN PUBLIC HEARING TO REVIEW SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR THE 2018-2019 SCHOOL YEAR, AS REQUIRED BY EDUCATION CODE SECTION 60119**

This Public Hearing conducted for the purpose of hearing from the public prior to the consideration and possible adoption of Resolution No. 2018-14 by the Board of Trustees of the Del Mar Union School District regarding the sufficiency of instructional materials for the 2018-2019 School Year.

Written notice was given in accordance with Education Code 60119, and other applicable law that the following public hearing be held before the Board of Trustees of the Del Mar Union School District, for the Sufficiency of Instructional Materials for the 2018-2019 school year.

**PUBLIC HEARING PROCEDURE:**

Hearing Opened at 6:22pm by Board Clerk Halpern.

No Public Comment.

Action, Procedural: 5.7 BOARD APPROVAL, RESOLUTION NO. 2018-14 REGARDING THE SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR THE 2018-2019 SCHOOL YEAR, AS REQUIRED BY EDUCATION CODE SECTION 60119  
Resolution 2018-14 presented for the Board's approval. Approval of this resolution allows the District to secure textbook funding from the state.

Resolution 2018-14 incorporates additional language specified in the Williams settlement of 2004, which specifically identifies curriculum framework texts in various subject areas and requires school districts to confirm sufficiency of materials in these subject areas.

Resolution No. 2018-14 reviewed.

Motion to Adopt Resolution No. 2018-14 regarding the Sufficiency of Instructional Materials for the 2018-2019 school year, as required by Education Code Section 60119

Hearing Closed at 6:24pm by Board Clerk Halpern.

Approve Resolution No. 2018-14 regarding the Sufficiency of Instructional Materials for the 2018-2019 school year, as required by Education Code Section 60119.

Motion by Doug Rafner, second by Steve Cochrane.

Final Resolution: Motion Carries

Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

**Procedural: 5.8 HEARING OF THE PUBLIC REGARDING AGENDA ITEMS**

Public requests to address the Governing Board regarding Item 9.1 Board Report, East Pacific Highlands Ranch School (reference Item 9.1)

**Action, Minutes, Procedural: 5.9 BOARD APPROVAL OF MINUTES**

Approve Minutes:

August 29, 2018 Regular Meeting

Motion by Scott Wooden, second by Steve Cochrane.

Final Resolution: Motion Carries

Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

**6. CONSENT**

Action (Consent): 6.1 BOARD APPROVAL, RESOLUTION 2018-15 OF THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT PROCLAMATION SUPPORTING INTERNATIONAL WALK TO SCHOOL DAY ON OCTOBER 10, 2018

Resolution: Approve Resolution No. 2018-15 of the Board of Trustees of the Del Mar Union School District proclamation supporting International Walk to School Day on October 10, 2018.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.

Final Resolution: Motion Carries

Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.2 BOARD APPROVAL, RESOLUTION 2018-16 OF THE BOARD OF TRUSTEES OF THE DEL MAR UNION SCHOOL DISTRICT PROCLAMATION ENDORSING RED RIBBON WEEK, OCTOBER 23, 2018 - OCTOBER 31, 2018

Resolution: Approve Resolution No. 2018-16 of the Board of Trustees of the Del Mar Union School District proclamation endorsing Red Ribbon Week, October 23-31, 2018.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.3 BOARD APPROVAL, ACTION TO DECLARE DISTRICT PERSONAL PROPERTY AS OBSOLETE AND SURPLUS AND TO DISPOSE PER EDUCATION CODE 17540 and 17546(a)(b)(c).

Resolution: Approve action to declare district personal property as obsolete and surplus to be disposed of per Education Code 17540 and 17546(a)(b)(c).

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.4 BOARD APPROVAL AND ACCEPTANCE OF DONATIONS TO THE DEL MAR UNION SCHOOL DISTRICT  
Resolution: Approve and accept donations to the Del Mar Union School District.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.5 BOARD APPROVAL, PURCHASE ORDERS AND RATIFICATION OF COMMERCIAL WARRANT PAYMENTS, REVOLVING CASH DISBURSEMENTS AND PURCHASE CARD TRANSACTIONS

Resolution: Approve the purchase orders, ratify the commercial warrant payments, revolving cash disbursements and purchase card transactions as listed.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.6 BOARD APPROVAL AND RATIFICATION, DEL MAR UNION SCHOOL DISTRICT AGREEMENTS AND AMENDMENTS

Resolution: Approve and ratify Del Mar Union School District agreements and amendments.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.7 BOARD APPROVAL, SCHOOL-SPONSORED FIELD TRIP

Resolution: Approve School-Sponsored Field Trip

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.8 BOARD APPROVAL, ATTENDANCE AT CALIFORNIA MATH COUNCIL SOUTH 2018 ANNUAL CONFERENCE  
Resolution: Approve attendance at California Math Council South 2018 Annual Conference.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.9 BOARD APPROVAL, REVISIONS TO BOARD POLICY 3110: TRANSFER OF FUNDS  
Resolution: Approve revisions to Board Policy 3110: Transfer of Funds.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.10 BOARD APPROVAL, REVISIONS TO BOARD POLICY 3300: EXPENDITURES AND PURCHASES  
Resolution: Approve

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.11 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6141: CURRICULUM DEVELOPMENT AND AND EVALUATION  
Resolution: Approve revisions to Board Policy 6141: Curriculum Development and Evaluation.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.12 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6142.5: ENVIRONMENTAL EDUCATION  
Resolution: Approve revisions to Board Policy 6142.5: Environmental Education.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.13 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6142.6: VISUAL AND PERFORMING ARTS EDUCATION  
Resolution: Approve revisions to Board Policy 6142.6: Visual and Performing Arts Education.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.14 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6142.7: PHYSICAL EDUCATION AND ACTIVITY  
Resolution: Approve revisions to Board Policy 6142.7: Physical Education and Activity.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.15 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6142.91: READING/LANGUAGE ARTS INSTRUCTION  
Resolution: Approve revisions to Board Policy 6142.91: Reading/Language Arts Instruction.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.16 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6142.92: MATHEMATICS INSTRUCTION  
Resolution: Approve revisions to Board Policy 6142.92: Mathematics Instruction.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.17 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6142.93: SCIENCE INSTRUCTION  
Resolution: Approve revisions to Board Policy 6142.93: Science Instruction.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.18 BOARD APPROVAL, REVISIONS TO BOARD POLICY/ADMINISTRATIVE REGULATION 6143: COURSES OF STUDY  
Resolution: Approve revisions to Board Policy/Administrative Regulation 6143: Courses of Study.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.19 BOARD APPROVAL, REVISIONS TO BOARD POLICY 6145.8: ASSEMBLIES AND SPECIAL EVENTS  
Resolution: Approve revisions to Board Policy 6145.8: Assemblies and Special Events.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent), Information: 6.20 BOARD INFORMATION, REVIEW (NO REVISIONS) OF BOARD POLICIES  
Resolution: No action; for review only.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.21 BOARD APPROVAL, UPDATED JOB DESCRIPTION: HUMAN RESOURCES ASSISTANT  
Resolution: Approve updated job description: Human Resources Assistant.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.22 BOARD APPROVAL, RECOMMENDED PERSONNEL ACTIONS: EMPLOYMENT, RESIGNATIONS, DISMISSALS, LEAVES OF ABSENCE, AND CHANGE OF STATUS  
Resolution: Approve recommended Personnel actions: employment, resignations, dismissals, leaves of absence, and change of status.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Action (Consent): 6.23 BOARD APPROVAL, CONSENT CALENDAR  
Resolution: Approve Consent Items 6.1 - 6.22.

Approve Consent Items 6.1 - 6.22.

Motion by Scott Wooden, second by Doug Rafner.  
Final Resolution: Motion Carries  
Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

## 7. CURRICULUM AND INSTRUCTION

Report: 7.1 BOARD REPORT, DMUSD EARLY CHILDHOOD DEVELOPMENT CENTER PROGRAM

Shelley Petersen, Assistant Superintendent of Instructional Services, introduced Brigitte Blazys, Director of Early Childhood Development Center. Ms. Blazys shared a presentation on the ECDC program, including:

- Quality Matters:
  - Social Development
  - Physical Development
  - Health and Safety
  - Mathematical Development
  - Language and Literacy
  - Cognitive Development
  - Emotional Development
- Torrey Hills Preschool
- Ashley Falls Preschool

**Report: 7.2 BOARD REPORT, DMUSD AFTER SCHOOL PROGRAM AND ENRICHMENT PROGRAM**

Shelley Petersen, Assistant Superintendent of Instructional Services, introduced Justin Slagle, Manager of the After School Program. Mr. Slagle shared a presentation on the DMUSD After School Program and Enrichment Program, including:

- Camps
- After School Program
- Enrichment
  - Berlitz
- Following Up
  - Frontline - Time and Absence Management System
- Looking Ahead:
  - 6crickets - New Enrichment Registration and Management Platform
  - Second Step - Problem Solving Steps

Justin Slagle and Shelley Petersen responded to clarifying questions from the Governing Board.

**8. ADMINISTRATION AND POLICY****Report: 8.1 BOARD REPORT, GOVERNANCE TEAM/SUPERINTENDENT GOALS 2018-2019**

Superintendent McClurg provided a report regarding the Superintendent Governance Goals for 2018-2019, including:

- Framework of an Optimum Education System
  - Caring Relationships
  - High Expectations
  - Pedagogical Expertise
- Superintendent Governance Goals
  - Educational Leadership Goals
  - Staff and Personnel Goals
  - Business, Finance, and Facilities Matters Goals
  - Community and External Relations Goals
  - Student Safety and Well-being

**9. MAINTENANCE, OPERATIONS AND FACILITIES****Report: 9.1 BOARD REPORT, EAST PACIFIC HIGHLANDS RANCH SCHOOL**

Chris Delehanty, Executive Director of Capital Programs and Technology, including:

- Evaluation of the Site
  - Compliance
  - Investigation
- The Site
- Actions Taken
- Actions Underway

Chris Delehanty responded to clarifying questions from the Governing Board.

Public request to address the Governing Board regarding Item 9.1 Board Report, East Pacific Highlands Ranch School:

Kathy Huang

**Action: 9.2 BOARD APPROVAL, SELECTION OF ENVIRONMENTAL CONSULTANT FOR POTENTIAL PARDEE SCHOOL SITE**

Chris Delehanty, Executive Director of Capital Programs and Technology, reported on the selection of environmental consultant for environmental analysis of potential Pardee school site, and presented for approval. Chris Delehanty responded to clarifying questions from the Governing Board.

Approve selection of environmental consultant for environmental analysis of potential Pardee school site.

Motion by Scott Wooden, second by Doug Rafner.

Final Resolution: Motion Carries

Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane



Report: 9.3 BOARD REPORT, FACILITIES ADVISORY TASK FORCE

Chris Delehanty, Executive Director of Capital Programs and Technology, introduced Eric Hall, President, Eric Hall and Associates, shared a presentation on the Facilities Advisory Task Force process, including:

- Facilities Advisory Task Force
  - Purpose & Function
  - Goals
- Options for Task Force Membership
- Options for Appointing Task Force Members
- Next Steps

Eric Hall and Chris Delehanty responded to clarifying questions from the Governing Board.

10. BUSINESS AND FINANCE

11. PERSONNEL

12. CLOSING ITEMS

Information: 12.1 BOARD REVIEW, REMINDER OF UPCOMING DMUSD EVENTS

Information: 12.2 BOARD REVIEW, REMINDER OF UPCOMING DMUSD PTA EVENTS

Information: 12.3 BOARD REVIEW, PRELIMINARY ITEMS FOR THE OCTOBER REGULAR BOARD MEETING

Preliminary items for the October Regular Governing Board Meeting:

Board Approval, Minutes of Regular Board Meeting, September 26, 2018

Board Approval, Minutes of Special Visitation, October 3, 2018

Action: 12.4 ADJOURNMENT OF MEETING

Governing Board Clerk Halpern adjourned the meeting at 7:55pm.

Motion to Adjourn meeting.

Motion by Scott Wooden, second by Doug Rafner.

Final Resolution: Motion Carries

Aye: Doug Rafner, Erica Halpern, Scott Wooden, Steve Cochrane

Minutes of September 26, 2018 Adopted:

Signature of Governing Board Clerk:

Erica Halpern

10-24-2018

Date

Signature of Superintendent:

Holly McClurg, Ph.D.

10-25-2018

Date

Generated by Holly Palmer, Executive Assistant to the Superintendent