

**Governing Board of Trustees Regular/Organizational Meeting  
Wednesday, December 13, 2017**

**Members present**

Doug Rafner, Kristin Gibson, Erica Halpern, Scott Wooden, Steve Cochrane

**Meeting called to order at 5:45pm**

**1. CALL TO ORDER OPEN SESSION**

**Procedural: 1.1 CALL TO ORDER OPEN SESSION**

Governing Board President Rafner called the meeting to order at 5:45pm.

**2. WELCOME / AGENDA APPROVAL**

**Procedural: 2.1 WELCOME/PLEDGE OF ALLEGIANCE/ROLL CALL**

**Action, Procedural: 2.2 APPROVAL OF THE AGENDA**

Approve agenda for the December 13, 2017 Regular/Organizational Meeting of the Governing Board of Trustees.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

**3. HOLD ORGANIZATIONAL MEETING 2017**

**Procedural: 3.1 CALL TO ORDER ORGANIZATIONAL MEETING 2017**

Governing Board President Rafner called to order the Annual Governing Board of Trustees Organizational Meeting at 5:48pm.

Education Code requires the Governing Board of Trustees hold its annual organizational meeting on a date between December 1, 2017 and December 15, 2017. The purposes of the organizational meeting are:

1. To elect Board officers for the 2018 calendar year.
2. To appoint Board members to external committees.
3. To adopt the dates, time and place of regular meetings of the Governing Board of Trustees for the calendar year 2018.

**Action: 3.2 ELECTION OF PRESIDENT OF THE GOVERNING BOARD OF TRUSTEES**

Governing Board Members elected Member Kristin Gibson as the 2018 President of the Governing Board of Trustees.

Approve the selection of the President of the Governing Board of Trustees to serve in 2018: Member Gibson.

Motion by Scott Wooden, second by Steve Cochrane.

Final Resolution: Motion Carries

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

**Action: 3.3 ELECTION OF CLERK OF THE GOVERNING BOARD OF TRUSTEES**

Governing Board Members elected Member Erica Halpern as the 2018 Clerk of the Governing Board of Trustees.

Approve the selection of the Clerk of the Governing Board of Trustees to serve in 2018: Member Halpern.

Motion by Kristin Gibson, second by Steve Cochrane.

Final Resolution: Motion Carries

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

**Action: 3.4 SELECTION OF THE GOVERNING BOARD OF TRUSTEES 2018 APPOINTMENTS**  
Governing Board Members make the following appointments for the 2018 calendar year:

Secretary to the Governing Board of Trustees – Holly McClurg, Ph.D., Superintendent

Governing Board Representative to the North Coastal Consortium for Special Education (NCCSE)  
Representative: Member Steve Cochrane

Governing Board Representatives to the North City West School Facilities Finance Authority (CFD)  
Representative: Member Doug Rafner  
Alternate: Superintendent Holly McClurg

Governing Board Liaison to the Del Mar Schools Education Foundation (DMSEF)  
Representative(s): Governing Board Members will alternate attendance at DMSEF meetings.

Governing Board Representatives to the Legislative Action Network (LAN)  
Representative: Member Scott Wooden  
Representative: Member Erica Halpern

Approve the selection of the Governing Board of Trustees 2018 appointments for Secretary to the Board, Representative to the North Coastal Consortium for Special Education (NCCSE), Representative to the North City West (NCW) School Facilities Finance Authority (CFD), Liaison to the Del Mar Schools Education Foundation (DMSEF), and Representatives to the Legislative Action Network (LAN).

Motion by Erica Halpern, second by Scott Wooden.

Final Resolution: Motion Carries

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

**Action: 3.5 ADOPTION OF DATES, TIMES, AND LOCATIONS OF THE 2018 REGULAR BOARD OF TRUSTEES MEETINGS**  
2018 Proposed Governing Board of Trustees Meeting Dates:

January 17, 2018, 3rd Wednesday, District Office Training Center

February 28, 2018, 4th Wednesday, District Office Training Center

March 28, 2018, 4th Wednesday, District Office Training Center

April 25, 2018, 4th Wednesday, District Office Training Center

May 23, 2018, 4th Wednesday, Del Mar Hills Academy, PAC

June 27, 2018, 4th Wednesday, District Office Training Center

July 25, 2018, 4th Wednesday, District Office Training Center

August 29, 2018, 5th Wednesday, District Office Training Center

September 26, 2018, 4th Wednesday, District Office Training Center

October 24, 2018, 4th Wednesday, District Office Training Center

November 28, 2018, 4th Wednesday, District Office Training Center

\*December 12, 2018, 2nd Wednesday, District Office Training Center

\*The official approval of this date occurs at the November 2018 Governing Board of Trustees Meeting in preparation for the Organizational Meeting in December. It must be on a date between December 7, 2018 and December 21, 2018.

The administration recommends that the Board hold the meetings of the 2018 calendar year in the Training Center at the Del Mar Union School District Office, 11232 El Camino Real, San Diego, CA 92130, with the exception of the May 23, 2018 Governing Board Meeting. The May 23, 2018 Governing Board Meeting includes the Board Recognition of staff and community members with a reception following. It is recommended this meeting be held at the Del Mar Hills Academy PAC, 14085 Mango Drive, Del Mar, CA 92014.

The administration also recommends continuation of the 5:45pm start time for all regular Board meetings.

Whenever possible, the Administration recommends meeting on the fourth Wednesday of the month, which aligns with state and county fiscal reporting deadline requirements.

Adopt proposed dates, times, and locations for 2018 Board of Trustees Regular Meetings.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action, Procedural: 3.6 ADJOURN ORGANIZATIONAL MEETING

Board President Rafner adjourned the Organizational Meeting at 5:55pm.

Motion to adjourn Organizational Meeting.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Procedural: 3.7 RECONVENE REGULAR MEETING

Governing Board President Rafner reconvened the Regular Meeting at pm.

#### 4. CORRESPONDENCE/COMMUNICATIONS

Report: 4.1 CORRESPONDENCE

Superintendent McClurg's office received the following correspondence from the community:

- (1) parent expressing high regards for long-term substitute teacher in child's classroom.
- (1) family regarding an Interdistrict Transfer.
- (2) parents regarding 6th grade Camp Marston.

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

No public input.

#### 5. REPORTS, RECOGNITIONS AND HEARINGS

Report: 5.1 REPORT: DEL MAR CALIFORNIA TEACHERS ASSOCIATION (DMCTA)

The 2017-2018 DMCTA President, Erik Bienenke, provided a DMCTA report to the Board.

- Very proud of all the great work happening in the district.
- Thanked families, staff, teacher, administration and board members to do all they do to make this a fantastic school district
- Introduced students from Carmel Del Mar School to present the work they have done designing their own online education corporation using the Design Thinking process.

Report: 5.2 REPORT: DEL MAR SCHOOLS EDUCATION FOUNDATION (DMSEF)

The 2017-2018 DMSEF President, Susan Polizzotto, provided a report on DMSEF activities to date, including:

- November 28, 2017 held DMSEF Giving Tuesday
- Planning goals for fundraising for the rest of the year.
- Working on their impact statement that shares foundation initiatives and how the contributions impact the district.

**Report: 5.3 BOARD REPORT: DEL MAR PARENT TEACHERS ASSOCIATION (PTA)**

The Ashley Falls School PTA President, Candy Fink, provided a report to the Board regarding volunteer outreach.

**Report: 5.4 REPORT: BOARD REPORTS/COMMENTS**

Governing Board President Rafner reported the following Board Member activities:

- Members attended Governing Board of Trustees Visitation at Sycamore Ridge School.
- Members and the Superintendent attended the California School Boards Association/Annual Education Conference 2107 (CSBA/AEC 2017) in San Diego.

**Member Cochrane:**

- Welcomed Jason Romero back.
- Enjoyed first CSBA/AEC 2017.

**Member Halpern:**

- Thanked Doug for leadership during his five years as President.
- Thanked Susan Polizzotto, DMSEF president, for clarity and a great start to program this year.

**Member Wooden:**

- Received information at the CSBA/AEC 2017 about retirement benefits and options for long-term investment.
- Attended the DMSEF December meeting; encouraged community to contribute.

**Member Rafner:**

- Thanked everyone for kind words as he begins his eighth year on board. Thanked community for allowing him to sit on the Governing Board and represent community and students.

**Kristin Gibson**

- Thanked district for sending Board Members to CSBA/AEC 2017; valuable conference to attend to ensure strong and cohesive Governing Board.

**Report: 5.5 REPORT: SUPERINTENDENT**

Superintendent McClurg reported on current district activities, including:

- Expressed appreciation for the high functioning Governing Board of Trustees and thanked the Board for their leadership.
- Thanked President Rafner for serving as president; always a respected leader.
- Congratulated Kristin Gibson and Erica Halpern for their elections as board president and board clerk.
- Attended Governing Board of Trustees Visitation to Sycamore Ridge School.
- Held the Superintendents Legislative Action Network (LAN) meeting, joined by Members Halpern and Wooden. Those present included surrounding superintendents, Assemblymember Rocky Chavez and a representative from the office of Senator Toni Atkins.

Topics discussed:

- Fully funding LCFF.
- Special Education Funding - lack of equity in funding throughout the state.
- Commitment to career and technical education.
- Tort Reform related to laws that get in the way of doing the good work that we do.
- Commended SDCOE for their leadership during the recent fires in San Diego County. DMUSD joined other districts:
  - Monitored fires closely.
  - Sent eblasts to community, staff and board.
  - Participated in three conference calls with the SD County Office of Education, including Superintendent Paul Gothold.
  - Conference call and constant email communication with surrounding area superintendents.

**Procedural: 5.6 HEARING OF THE PUBLIC REGARDING AGENDA ITEMS**

No public input.

**Action, Minutes: 5.7 BOARD APPROVAL, GOVERNING BOARD OF TRUSTEES MEETING MINUTES**

Approve Minutes:

October 23, 2017 Special Workshop: Facilities & Funding

November 15, 2016 Regular

December 6, 2017 Special Visitation

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

**6. CONSENT**

Action (Consent): 6.1 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 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.2 BOARD APPROVAL, PURCHASE ORDERS AND RATIFICATION OF COMMERCIAL WARRANT PAYMENTS AND PURCHASE CARD TRANSACTIONS

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

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.3 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 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.4 BOARD APPROVAL, CHILD NUTRITION SERVICES - PIZZA PRICES WILL INCREASE BY \$0.50 ON JANUARY 1, 2018

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.5 BOARD APPROVAL, RESOLUTION 2017-15 APPROVING THE ANNUAL AND FIVE YEAR REPORTABLE FEES REPORTS FOR FISCAL YEAR 2016-2017 IN COMPLIANCE WITH GOVERNMENT CODE SECTION 66006 AND 66001

Resolution: Approve Resolution 2017-15, approving the annual and five year reportable fees reports for fiscal year 2016-2017 in compliance with government code section 66006 and 66001

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.6 BOARD APPROVAL OF PROFESSIONAL SERVICES AGREEMENTS FOR THE DEL MAR UNION SCHOOL DISTRICT'S EARLY CHILDHOOD DEVELOPMENT CENTER

Resolution: APPROVE AGREEMENTS FOR THE DEL MAR UNION SCHOOL DISTRICT'S EARLY CHILDHOOD DEVELOPMENT CENTER

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.7 BOARD APPROVAL FOR SPECIAL EDUCATION SERVICES INDEPENDENT CONTRACTORS FOR THE 2017-2018 SCHOOL YEAR

Resolution: Board approval and ratification of contracts for Special Education Services for the 2017-2018 school year.

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.8 BOARD APPROVAL, WEVIDEO CONTRACT

Resolution: Board approval WeVideo contract January 2018 - June 2019

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent), Information: 6.9 BOARD INFORMATION, CAL200 SETTLEMENT AGREEMENT REPORT

Resolution: No action. Informational only.

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.10 BOARD APPROVAL, ATTENDANCE AT THE CALIFORNIA ASSOCIATION OF SCHOOL BUSINESS OFFICIALS (CASBO) ANNUAL CONFERENCE AND SCHOOL BUSINESS EXPO

Resolution: Approve attendance at CASBO Annual Conference and School Business Expo

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.11 BOARD APPROVAL, MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS AND LOCAL EDUCATION AGENCIES WITH CANDIDATES FOR ENROLLMENT IN PRELIMINARY AND/OR CLEAR ADMINISTRATIVE SERVICES CREDENTIAL PROGRAMS WITH SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS

Resolution: Approve Memorandum of Understanding (MOU) between San Diego County Superintendent of Schools and Local Education Agencies with candidates for enrollment in Preliminary and/or Clear Administrative Services Credential Programs with San Diego County Superintendent of Schools

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.12 BOARD APPROVAL, NEW JOB DESCRIPTION: OFFICE MANAGER - MAINTENANCE, OPERATIONS AND FACILITIES

Resolution: Approve new job description: Office Manager, Maintenance, Operations & Facilities.

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.13 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 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Action (Consent): 6.14 CONSENT CALENDAR

Resolution: Approve Consent Items 6.1 - 6.13.

Approve Consent Items 6.1 - 6.13.

Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

## 7. CURRICULUM AND INSTRUCTION

Action: 7.1 BOARD APPROVAL, 2017-2018 SINGLE PLANS FOR STUDENT ACHIEVEMENT

Superintendent McClurg presented the 2017-2018 Single Plans for Student Achievement to the Governing Board for Approval.

Approve 2017-2018 Single Plans for Student Achievement.

Motion by Kristin Gibson, second by Erica Halpern.

Final Resolution: Motion Carries

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

Information: 7.2 BOARD REPORT, THE CALIFORNIA SCHOOL DASHBOARD

Vivian Firestone, Coordinator of Assessment, Data and Integrated Technology, presented available reports on the California School Dashboard to the Governing Board for review, including:

- Academic Indicator
- State Board of Education Changes to the Academic Indicator
- State Board of Education Action Academic Indicator
- Equity Report/Del Mar Union Elementary - San Diego County
- Status and Change Report/Del Mar Union Elementary - San Diego County
- Student Group Report/Del Mar Union Elementary - San Diego County
- Suspension/15-16 to 16-17 Comparison for Two Subgroups
- English Language Arts Assessment Report/Del Mar Union Elementary - San Diego County
- Math Assessment Report/Del Mar Union Elementary - San Diego County
- Chronic Absenteeism
- Chronic Absenteeism/Equity Report

8. ADMINISTRATION AND POLICY

Discussion, Information: 8.1 BOARD RECOMMENDATION TO CONSIDER NOMINATIONS FOR THE CALIFORNIA SCHOOL BOARDS ASSOCIATION (CSBA) DELEGATE ASSEMBLY

No nominations submitted by Governing Board of Trustees.

9. OPERATIONS AND FACILITIES

10. BUSINESS AND FINANCE

Action, Presentation: 10.1 BOARD REVIEW AND APPROVAL, 2017-2018 FIRST INTERIM BUDGET REPORT

Cathy Birks, Assistant Superintendent of Business Services, presented variances from adopted budget to first interim and the multiyear projection, including:

- Adopted Budget vs. First Interim
- Revenue and Expenditure Variances
- General Fund Summary
- 2017-2018 Revenues and Expenditures
- Multi-year Projection
- Looking Ahead

Ms. Birks responded to clarifying questions from the Governing Board.

Approve the 2017-2018 First Interim Budget Report as of October 31, 2017

Motion by Scott Wooden, second by Kristin Gibson.

Final Resolution: Motion Carries

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

11. PERSONNEL

12. CLOSING ITEMS

Information: 12.1 BOARD REVIEW, REMINDER OF UPCOMING DMUSD EVENTS

Information: 12.2 BOARD REVIEW, REMINDER OF UPCOMING DISTRICT DMSEF AND PTA EVENTS

Information: 12.3 PRELIMINARY ITEMS FOR THE JANUARY 2017 REGULAR BOARD MEETING

Board Approval, Minutes of Regular/Organizational Meeting, December 13, 2017

Board Approval, Minutes of the Special Visitation, January 10, 2018

Action: 12.4 ADJOURNMENT OF MEETING

Governing Board President Rafner adjourned the meeting at 7:14pm.

Motion to Adjourn meeting.


Motion by Kristin Gibson, second by Scott Wooden.

Final Resolution: Motion Carries

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

Minutes of December 13, 2017 Adopted:

Signature of Board Clerk:

  
\_\_\_\_\_  
Erica Halpern

11/7/18  
\_\_\_\_\_  
Date

Signature of Superintendent:

  
\_\_\_\_\_  
Holly McClure, Ph.D.

11/18/2018  
\_\_\_\_\_  
Date

Generated by Holly Palmer, Executive Assistant to the Superintendent