

Date: October 18, 2006
To: Board Members
From: Roger Smith
Through: Tom Bishop
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
Bakhtar, Sheila	Teacher	1.00	Torrey Hills	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Bales, Jeffrey	Teacher	1.00	Ashley Falls	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	66
Braund, Kristyn	Teacher	1.00	Sage Canyon	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Carroll, Brian	Teacher	1.00	Carmel Del Mar	Approve Reclassification from Temporary to Permanent Effective 8/23/06	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Cunningham, Kimberly	Teacher	1.00	Del Mar Hills	Approve Reclassification from Temporary to Permanent Effective 8/23/06	
Gordon, Robin	Teacher	1.00	Sage Canyon	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Hasler, Brigida	Teacher	1.00	Sycamore Ridge	Approve Reclassification from Temporary to Permanent Effective 8/23/06	
Jackson, Michelle	Teacher	1.00	Torrey Hills	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	67
Joyce, Allison	Teacher	1.00	Sage Canyon	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Osicki, Eric	Teacher	1.00	Carmel Del Mar	Approve Reclassification from Temporary to Permanent Effective 8/23/06	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Roche, Danielle	Teacher	1.00	Torrey Hills	Approve Reclassification from Temporary to Permanent Effective 8/23/06	
Rosario, Natasha	Teacher	1.00	Torrey Hills	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Saunders, Alicia	Teacher	1.00	Sycamore Ridge	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Schengel, Audrey	Teacher	1.00	Sycamore Ridge	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Syrengelas, Athanasia	Teacher	1.00	Sycamore Ridge	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	
Uzelac, Christie	Teacher	1.00	Sage Canyon	Approve Reclassification from Temporary to Probationary 2 Effective 8/23/06	

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CLASSIFIED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Anderson, Michael	Child Nutrition Services Assistant	0.25	Ashley Falls	Approve Appointment Effective 10/2/06	Expansion
Baldwin, Pam	Child Nutrition Services Assistant	0.25	Torrey Hills	Approve Appointment Effective 10/2/06	Expansion
Berger, Tracy	Health Care Technician	0.625	Del Mar Heights	Approve Increase in Hours from 20 Hours per Week to 25 Hours per Week Effective 10/2/06	Expansion
Brewster, Suzanne	Noon Duty	0.0375	Sycamore Ridge	Approve Appointment Effective 8/31/06	Replacement
Brown, Linda	Child Nutrition Services Assistant	0.125	Del Mar Heights	Approve Appointment Effective 10/2/06	Expansion
Bush, Doreen	Child Nutrition Services Assistant	0.125	Del Mar Hills	Approve Appointment Effective 10/2/06	Expansion
Cadawallader, Cara	Child Care Worker I	0.45	Child Care	Approve Appointment Effective 9/27/06	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Cazares, Sonya	Noon Duty	0.09375	Del Mar Hills	Approve Appointment Effective 10/9/06	Replacement
Cho, Tracie	Child Care Worker I	0.75	Child Care	Approve Appointment Effective 10/2/06	Replacement
Clontz, Jodi	Child Care Worker I	0.50	Child Care	Approve Appointment Effective 9/27/06	Replacement
Cruz, Sierra	Child Care Worker I	0.75	Child Care	Approve Appointment Effective 9/21/06	Replacement
Desenfans, Jaime	Noon Duty	0.05625	Sycamore Ridge	Approve Appointment Effective 9/25/06	Replacement
Devasirvatham, Marianne	Health Care Technician	0.625	Del Mar Hills	Approve Increase in Hours from 20 Hours per Week to 25 Hours per Week Effective 10/2/06	Expansion
Dymerski, Courtney	Special Education Aide I	0.75	Del Mar Heights	Approve Appointment Effective 10/2/06	Replacement
Estes, Joshua	Child Care Worker II	0.9375	Child Care	Approve Appointment Effective 10/2/06	Replacement
Gleissner, Shawn Dee	Child Care Teacher - Preschool	0.75	Child Care	Approve Resignation Effective 9/6/06	

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Glenn, Emily	Noon Duty	0.0375	Torrey Hills	Approve Appointment Effective 9/11/06	Replacement
Gonzalez, Veronica	Noon Duty	0.03125	Carmel Del Mar	Approve Appointment Effective 8/28/06	Replacement
Harlow, Erica	Child Care Worker I	0.75	Child Care	Approve Appointment Effective 9/27/06	Replacement
Harlow, Erica	Noon Duty	0.0625	Torrey Hills	Approve Appointment Effective 10/2/06	Replacement
Herreria, Carrie	Instructional Aide II - Good for Me Program	0.45	Sycamore Ridge	Approve Appointment Effective 10/2/06	Expansion
Hoffman, Ann	Child Nutrition Services Assistant	0.125	Carmel Del Mar	Approve Appointment Effective 10/2/06	Expansion
Holmes, Scott	Child Care Worker I	0.30	Child Care	Approve Appointment Effective 9/21/06	Replacement
Johnson, Carrie	Child Care Worker I	0.80	Child Care	Approve Appointment Effective 9/21/06	Replacement
Johnson, Carrie	Noon Duty	0.0625	Torrey Hills	Approve Appointment Effective 9/25/06	Replacement
Kim, Elizabeth	Noon Duty	0.05	Carmel Del Mar	Approve Appointment Effective 8/28/06	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Koyl, Megan	Child Care Worker I	0.80	Child Care	Approve Resignation Effective 9/25/06	
Krimper, David	Child Care Worker I	0.6875	Child Care	Approve Resignation Effective 3/20/06	
Lee, Candice	Noon Duty	0.0125	Torrey Hills	Approve Appointment Effective 8/28/06	Replacement
Lettner, Haley	Special Education Aide I	0.45	Del Mar Heights	Approve Appointment Effective 10/18/06	Replacement and Expansion
Lukkk, Danielle	Instructional Aide II	0.05	Del Mar Heights	Approve Temporary Appointment Effective 10/2/06 to 6/14/06	Temporary
Malave, Adrienne	Office Assistant	0.875	Sage Canyon	Approve Resignation Effective 10/24/06	
Marshall, Angela	Noon Duty	0.01875	Torrey Hills	Approve Appointment Effective 9/20/06	Replacement
Mattingly, Lori	Noon Duty	0.0375	Torrey Hills	Approve Appointment Effective 9/22/06	Replacement
Moses, Lauren	Child Care Worker I	0.50	Child Care	Approve Appointment Effective 9/21/06	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Nguyen, Anna	Noon Duty	0.075	Sycamore Ridge	Approve Appointment Effective 9/25/06	Replacement
Noack, Derek	Child Care Worker I	0.55	Child Care	Approve Appointment Effective 10/5/06	Replacement
Olivas, Terri	Special Education Aide II	0.65	Sycamore Ridge	Approve Increase in Hours from 25 Hours per Week to 26 Hours per Week Effective 9/19/06	Expansion
Pagan, Katie	Special Education Aide I	0.75	Sage Canyon	Approve Appointment Effective 10/2/06	Expansion
Peyton, Danielle	Noon Duty	0.0125	Carmel Del Mar	Approve Appointment Effective 8/28/06	Replacement
Randall, Eileen	Child Nutrition Services Assistant	0.125	Sycamore Ridge	Approve Appointment Effective 10/9/06	Expansion
Read, Maria	Child Nutrition Services Assistant	0.25	Sage Canyon	Approve Appointment Effective 10/13/06	Expansion
Smith, Trudi	Health Care Technician	0.625	Del Mar Hills	Approve Increase in Hours from 20 Hours per Week to 25 Hours per Week Effective 10/2/06	Expansion

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Titus, Jamillah	Child Care Worker I	0.45	Child Care	Approve Appointment Effective 9/20/06	Replacement
Titus, Jamillah	Noon Duty	0.0375	Torrey Hills	Approve Appointment Effective 9/25/06	Replacement
Tosetti, Sandra	Noon Duty	0.05	Carmel Del Mar	Approve Appointment Effective 9/25/06	Replacement
Van Gorder, Rosemary	Instructional Aide I	0.125	Torrey Hills	Approve Appointment Effective 10/2/06	Replacement
Vinland, Erik	Special Education Aide I	0.30	Torrey Hills	Approve Appointment Effective 10/9/06	Replacement and Expansion
Webster, Dustin	Child Care Worker I	0.75	Child Care	Approve Appointment Effective 9/27/06	Replacement
Webster, Dustin	Noon Duty	0.09375	Del Mar Hills	Approve Appointment Effective 10/9/06	Replacement
Yates, Ryan	Night Custodian	1.00	Sycamore Ridge	Approve Resignation Effective 9/29/06	

Regular Board Meeting of October 25, 2006

October 18, 2006

To: Board Members
 From: Rodger Smith
 Through: Tom Bishop
 Subject: Calendar for Selection of a New School Principal for the
 Del Mar Union School District

The following calendar is proposed for the selection process for hiring a new principal for the Del Mar Union School District (Due to the possibility that a principal who is currently serving at another district school may be reassigned to Ocean Air School, the selection process does not identify a specific school site for the new principal's assignment at this time.):

<u>Date</u>	<u>Event</u>
January 8, 2007	Begin advertising for applications
February 7, 2007	Deadline for submitting applications
February 15, 2007	Screening applications completed, identify candidates to be interviewed
March 1, 2007	Conduct interviews
March 9, 2007	Reference checks, site visitation completed
March 28, 2007	Board appoints new principal

FISCAL IMPACT: Due to the fact that the district will eliminate one Assistant Principal position when Ocean Air School opens, the impact of employing an additional principal is likely to represent a net increase in annual expenditures of approximately \$25,000.

RECOMMENDED: This item is for information only. No action is recommended at this time.

Regular Board Meeting of October 25, 2006

October 18, 2006

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Approval of the New Job Description and Salary Range Placement at Range 19 for the New Position of Child Nutrition Services Assistant II

Due to the unanticipated increase of participation in the Child Nutrition Program we have found the need to add additional support staff in the form of an additional position of Child Nutrition Services Assistant II. This position will substitute for absent Child Nutrition Services Assistants as needed and will be responsible for the ordering of milk and meals as well as processing the student orders and respond to parent phone calls.

This position will require more advanced computer and customer service skills which warrant a salary placement of Range 19 on the Regular Classified Salary Schedule. This range begins at \$14.75 per hour at Step 1 and increases to \$20.75 per hour at Step 8. The highest allowable step placement for individuals with similar, prior experience is Step 3 which is \$16.26 per hour.

FISCAL IMPACT: Due to lower than budgeted expenditures for Child Nutrition Services staff, the addition of this position represents a net increase in anticipated expenditures of \$19,660. (The estimated cost for the position is \$36,221.) The Cafeteria Fund will provide financial support for this increase in expenditures.

RECOMMENDED: The Superintendent Recommends Board Approval of the New Job Description and Salary Range Placement at Range 19 for the position of Child Nutrition Services Assistant II.

9.3

DEL MAR UNION SCHOOL DISTRICT**CLASS TITLE: CHILD NUTRITION SERVICES ASSISTANT II****BASIC FUNCTION:**

Under the direction of the Assistant Superintendent for Business Services, *assist with all aspects of the child nutrition program including ordering milk and meals, processing student orders, respond to phone inquiries and act as substitute for Child Nutrition Services Assistants.* distributes food items for consumption by students and school personnel; provides complete and accurate documentation and audit trail records for meals served; maintains facilities in a sanitary condition.

REPRESENTATIVE DUTIES:

Process student orders and deposit checks.

Place orders with vendors.

Keep accurate records using programs such as Excel and File Maker Pro.

Receive and respond to parent phone calls.

Assist with training of Child Nutrition Services Assistants.

Troubleshoot problems related to child nutrition services program.

Substitute for absent Child Nutrition Services Assistants as needed which includes the following duties:

- Arranges food and beverage items (e.g. placing on tables, stocking serving containers, etc.) for the purpose of making the items available to students and staff.
- Cleans equipment, storage areas, and serving areas for the purpose of maintaining sanitary conditions.
- Collects payments for food items (e.g. cash, daily adult sales, etc.)
- Unloads carts for the purpose of ensuring that food and/or beverage items are available for service at designated district site(s).
- Maintains cashiering files and/or records for the purpose of providing an up-to-date reference and audit trail for compliance and state and federal reimbursements.
- Monitors work area for the purpose of ensuring a safe and clean working environment.

- Prepares documentation and/or reports (e.g. daily cash sheets, meal counts, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Reports cash transactions and item counts (e.g. daily cash, etc.) for the purpose of compliance with reporting procedures.
- Responds to inquiries of students, staff and the public for the purpose of providing information on the meal program.

Attends meetings for the purpose of receiving and/or conveying information.

Other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Customer service skills and proper phone etiquette

Word, Excel, File Maker Pro and other computer programs

Methods for operating standard tools and equipment related to food service functions

Basic bookkeeping procedures

Basic math, including calculations using fractions, percents, and/or ratios

Pertinent codes, policies, regulations and/or laws relative to food service programs in public schools

Practices and procedures for safe and sanitary handling and storage of food and beverage items

ABILITY TO:

Understand and follow multi-step written and oral directions, procedures, regulations and communications in English

Communicate effectively orally and in writing

Collate data

Operate basic job-related equipment and tools

Work cooperatively with others

Meet deadlines and schedules

Complete assigned work with frequent interruptions

Lift objects weighing up to twenty-five pounds

Stand for up to two hours

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and some job related experience. *Computer skills including Word, Excel, File Maker Pro and other programs.*

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license
Food Safety Certificate from a Department of Health Approved Organization
Successfully passing the following screening activities:
 Pre-employment drug screening
 Pre-placement physical exam indicating ability to perform the physical requirements for the position
 Pre-employment proficiency test
 Criminal Justice Fingerprint clearance
 Tuberculosis clearance

WORKING CONDITIONS:

ENVIRONMENT:

Indoor/outdoor work environment
Seasonal heat and cold, occasional adverse weather conditions

PHYSICAL CONDITIONS:

Significant lifting, pushing, pulling, carrying heavy objects
Occasional stooping, kneeling, crouching
Significant fine finger dexterity

HAZARDS

Exposure to adverse weather conditions
Exposure to individuals with common communicable diseases such as colds and influenza
Exposure to common cleaning chemicals used in the food service industry