

Date: December 6, 2006
 To: Board Members
 From: Rodger 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
Delliquadri, Jennifer	Teacher	1.00	Carmel Del Mar	Approve Unpaid Leave of Absence Effective from the End of Maternity Leave for the Remainder of 2006/2007	
Kalt, Leandra	Teacher	0.53	Sage Canyon	Approve Unpaid Leave of Absence Effective from the End of Maternity Leave for the Remainder of 2006/2007	

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CLASSIFIED

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Ashworth, Rebecca	Child Care Worker I	0.40	Child Care	Approve Appointment Effective 11/13/06	Replacement
Boysen, Elisa	Special Education Aide II	0.75	Carmel Del Mar	Approve Appointment Effective 12/1/06	Replacement
Brown, Linda	Child Nutrition Services Assistant II	1.00	District Office	Approve Transfer from School Office Assistant to Child Nutrition Services Assistant II Effective 11/27/06	Expansion
Clontz, Jodi	Noon Duty Aide	0.025	Torrey Hills	Approve Appointment Effective 10/12/06	
Deignan, Justin	Child Care Worker I	0.45	Child Care	Approve Appointment Effective 10/23/06	Replacement
Donnette, Erin	School Office Assistant Child Nutrition Services Assistant	0.875 0.125	Del Mar Heights	Approve Appointment Effective 11/27/06	Replacement

*9.1

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Gilligan, Jenny	Special Education Aide I	0.75	Torrey Hills	Approve Appointment Effective 11/14/06	Replacement
Hall, Stephanie	Child Care Worker I	0.40	Child Care	Approve Resignation Effective 11/3/06	
Keylon, Jessie	Child Care Worker I	0.45	Child Care	Approve Resignation Effective 7/6/06	
Markarian, Lauren	Library Media Specialist	0.8125	Ashley Falls	Approve Appointment Effective 12/13/06	Replacement
Newlin, Danielle	Instructional Aide I- ELL	0.50	Sage Canyon	Approve Resignation Effective 12/19/06	
O'Brien, Terri	Noon Duty Aide	0.0875	Torrey Hills	Approve Appointment Effective 11/17/06	Replacement
Peacock, Michelle	Special Education Aide II	0.75	Ashley Falls	Approve Promotion from Special Education Aide I to Special Education Aide II Effective 11/14/06	Expansion
Templeton, Kelly	Child Care Worker I	0.75	Child Care	Approve Appointment Effective 11/3/06	Replacement
Tosetti, Sandra	Special Education Aide I	0.5625	Carmel Del Mar	Approve Promotion from Noon Duty Aide to Special Education Aide I Effective 11/14/06	Replacement

Name	Position	FTE	Location	Action	If New Hire, Position is Expansion or Replacement
Wolff, Sara	Library Media Specialist	0.8125	Ashley Falls	Approve Resignation Effective 12/15/06	

Regular Board Meeting of December 13, 2006

December 6, 2006

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Approval of Proposed Modifications to the Children's Creative Workshop Salary Schedule

For the past three summers, the Del Mar Union School District has operated the Children's Creative Workshop (CCW), an enrichment program featuring a number of opportunities for children to explore creative activities of various types. Prior to the time that the district took over management of CCW, it was operated by a private organization that rented space for the program in one of the district's schools each summer. The program generally attracts an average of five hundred children during the two sessions that are offered each summer.

Included with the district's assumption of management responsibilities for CCW was a salary schedule that attempted to address issues such as longevity of teacher service in the program and class size. Addressing these issues resulted in five different salary ranges for CCW teachers. Based upon three years of experience with this salary schedule, Charlene Komosinski, the program administrator, has encountered significant confusion and concerns among CCW instructors relative to their rate of compensation and the fairness thereof.

Based upon Ms. Komosinski's experience with the current CCW salary schedule, modifications to simplify the salary schedule are proposed through this agenda item. Copies of both the current and proposed schedules follow this narrative. The modifications that are proposed include:

- Changing the salary for instructional aides from \$6.75 per hour to "minimum wage" in order to accommodate two changes in minimum wage requirements that will take place in each of the next two years.
- Changing the salary range for the CCW Office Assistant from \$11.53 to \$11.81 in order to represent a salary range that currently exists on our classified salary schedule at Range 10, Step 1.

- Reducing the number of ranges for CCW teacher compensation from five to one at \$27.00 per hour in order to match the current level of compensation provided to members of the certificated bargaining unit for “extra assigned duties.”

Ms. Komosinski supports the proposed modifications to the CCW salary schedule as described above.

FISCAL IMPACT: If staffing for CCW occurs at the same level as last year, the proposed modifications would result in a 14% increase in salary costs for program costs in 2006. The increased costs will be supported by a moderate increase in tuition for participants.

RECOMMENDED: The Superintendent Recommends Approval of Proposed Modifications to the Children’s Creative Workshop Salary Schedule.

CURRENT CCW SALARY SCHEDULE

DEL MAR UNION SCHOOL DISTRICT

GROUP 12 - CCW/Enrichment Temporary Classified Hourly

1		\$6.75
2		<i>\$11.53</i>
3		\$20.00
4		\$22.50
5		\$25.00
6		\$27.50
7		\$30.00

Range

- 1 **Instructional Aide**
- 2 *Office Assistant*
- 3 **Instructor I small class (11 students or less)**
- 4 **Instructor II small class, 6 – 10 years longevity in the CCW program**
- 5 **Instructor III small class, 10 years or more longevity in the CCW program
 large class (12 students or more)**
- 6 **Instructor IV large class, 6 – 10 years longevity in the CCW program**
- 7 **Instructor V large class, 10 years or more longevity in the CCW program**

PROPOSED MODIFIED SALARY SCHEDULE**DEL MAR UNION SCHOOL DISTRICT****GROUP 12 - CCW/Enrichment
Temporary Classified Hourly**

Range 1	Instructional Aide	Minimum Wage
Range 2	Office Assistant	\$11.81
Range 3	Instructor	\$27.00

Regular Board Meeting of December 13, 2006

December 6, 2006

To: Board Members

From: Rodger Smith

Through: Tom Bishop

Subject: Approval of New Job Description for the Position of "Information Management Coordinator" and Salary Placement at Range 40 on the Regular Classified Salary Schedule

The position of "Information Management Coordinator" is proposed to replace the position of "Student Information Data Management Coordinator." Both the current and proposed new job descriptions follow this memorandum. The position of "Student Information Data Management Coordinator" was initiated approximately one year ago. Up to that time, data management in the district had been conducted either by the Superintendent's secretary or a retired site level administrative assistant. As testing data and reporting requirements increased due to both state and federal initiatives to improve student performance, the volume of work could no longer be managed in conjunction with another employee's array of responsibilities.

The original vision for the position of "Student Information Data Management Coordinator" was clerical in nature. Since the district's past experience with data management had been performed by senior-level administrative assistants, the logic of the new position was simply to provide more time to perform the same types of responsibilities. When the position was filled in November of 2005, however, we were fortunate to employ an individual, Jonathan Guertin, whose capabilities exceeded the original vision for the position by a substantial margin.

The addition of this Mr. Guertin has had a dramatic impact on the district's ability to manage and report data, to train staff in the use of various software and hardware applications. The impact has been so significant that it has become apparent that the original vision for the role of this position was short-sighted; the actual functions performed by Mr. Guertin have been instructive in terms of the expectations that should have been part of the vision for a position of this type from its inception.

The rationale for proposing a new job description for this position is to put an accurate statement of the responsibilities in place. The expansion of the vision for

a position that involves significant expertise and capability in the management and reporting of district data, substantial experience and knowledge of software and hardware applications and staff training capabilities was a precipitating factor in the creation of the new job description. Among the new expectations for the position are:

- A significant increase in expectations for the person in the position to be able to work independently with minimal supervision
- A higher degree of expertise and experience in software and hardware applications
- A significant increase in expectations to work directly with district-level and site-level personnel to provide customized reports designed to assist staff members in analyzing student achievement data and evaluating program effectiveness.
- A significant increase in expectations to provide consultation services and staff training on all elements of data inquiry and management and analysis.
- An increased level of expectations for coordination of data management methods and reporting requirements with county, state and federal agencies.
- An increased level of expectations to anticipate future needs and opportunities to enhance the use of data in all aspects of district operations.

In summary, the position of “Information Management Coordinator” is intended to be broader in scope, provide a higher degree of expertise in data management and reporting capabilities, be more independent in nature and to have a significantly greater orientation towards customer service than the previous position.

Salary Range Placement

Due to the proposed increase in responsibilities for the position of “Information Management Coordinator, an increase in compensation should also be considered. A study of several other districts in San Diego County relative to compensation for similar positions yielded the following:

<u>District</u>	<u>Position</u>	<u>Salary Range</u>
Cajon Valley Union	Database Specialist	\$21.99 – 26.79
Carlsbad Unified	Database Administrator	\$22.11 – 26.87

Escondido Union	Student Database Administrator	\$21.77 – 27.78
Poway Unified	Database Administrator	\$30.57 – 37.25
SDCOE	Database Analyst	\$30.38 – 38.78
Average		\$25.36 – 31.49

With the information above in mind, the recommended salary placement for the position of “Information Management Coordinator” on the DMUSD Regular Classified Salary Schedule is Range 40; the current range placement is Range 32. Placement at Range 40 would start below the average for the comparison group above at \$23.85 but the top attainable salary after eight years in the DMUSD position would exceed the average for the comparison group at \$33.56. (This methodology has been applied in several recent salary comparisons that have been conducted for DMUSD positions. Due to the fact that our salary schedule is an eight step schedule and most of the other districts maintain either a five or six step schedule, most of the salary comparisons involve a lower than average starting salary but a higher than average top attainable salary.)

If approved, both the new job description and the salary range placement are proposed to go into effect on January 1, 2007.

FISCAL IMPACT: Changing the salary schedule range placement for the position of “Information Management Coordinator” from Range 32 to Range 40 represents an increased cost of \$9680 per year. The increase in costs would be supported by the district’s general fund.

RECOMMENDED: The Superintendent Recommends Approval of New Job Description for the Position of “Information Management Coordinator” and Salary Placement at Range 40 on the Regular Classified Salary Schedule

CURRENT JOB DESCRIPTION

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: STUDENT INFORMATION DATA MANAGEMENT COORDINATOR

BASIC FUNCTION:

Under the direction of the Director of Technology, work in collaboration with the District Superintendent, District Curriculum staff, District Pupil Services staff, District Personnel Technician, and District Technology staff to manage student data throughout the District to facilitate compliance with the state-mandated CSIS Student Identifier Project requirements, STAR testing requirements, and federally-mandated No Child Left Behind requirements; provide support for the Technology department and school site offices to meet the expanding requirements of specialized student data reports/projects, District and site technology reports/projects, and District website student data compilation.

REPRESENTATIVE DUTIES

- Act as DMUSD liaison to the SDCOE for all electronic state and federal student data reporting, such as CBEDS, R-30, SNOR, SARC and standardized testing
- Provide leadership and training to appropriate District and site staff members in student data reporting requirements
- Oversee the maintenance of DMUSD student databases for SIS/CSIS alignment with website and "all call" student databases
- Working with the District Human Resources Department staff, prepare employee directory information for the District, county and state
- Working with site office personnel, commence the electronic archiving of student data records
- Support the technology needs of student data management as mandates/needs expand Statewide/Countywide/District-wide

- Implement/facilitate future needs/opportunities for coordination of student data management for administrative staff, such as: electronic classroom daily attendance reporting; implementation of a handheld student database information program for site administrators; implementing a handheld electronic program to assist principals in classroom observations
- Provide technical assistance to site administrative staff regarding updated processes and procedures as computer program upgrades are installed
- Independently identify and resolve issues over the phone pertaining to SIS/CSIS programming and data reporting
- Assist others in the use of computer equipment/programs/procedures.
- Maintain records of completed work.
- Communicate with District/Site Office support personnel as needed when troubleshooting computer and project needs.
- Provide user instructions and forms for various technology projects and reports; respond to questions, issues or concerns related to the projects/forms.
- Maintain current knowledge of technology programs and practices used by the District and San Diego County Office of Education
- Other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- District computer systems and their uses
- Requirements and procedures for Student Data Reporting at the District/County/State level
- Computer troubleshooting techniques
- Strong leadership skills
- Strong communication skills
- Knowledge in the area of technology programs/procedures
- Extensive experience with the SDCOE Student Information System/California Student Information System

- District procedures relating to computing tasks and procedures and requirements
- Modern office methods and practices including filing systems, receptions and telephone techniques
- Correct business English usage, spelling, grammar and punctuation
- Expertise with a wide variety of computer programs

ABILITY TO:

- Ability to take initiative and problem-solve
- Ability to establish and maintain cooperative and effective working relationships with others
- Maintain confidentiality
- Demonstrated use of technology to communicate effectively
- Independently analyze problems and implement solutions
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Compile and maintain accurate and complete records and reports
- Work effectively under pressure
- Work independently with minimum direction

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and training and experience sufficient to demonstrate possession of the various qualifications detailed above. Typical qualifying experience would be: training in computer programs; work experience performing word processing and database program maintenance; experience with using the San Diego County Office of Education Student Information System and the California Student Information System; acting as a resource for problem identification and resolution concerning computer programs and procedures.

WORKING CONDITIONS

ENVIRONMENT:

Office environment, travel between school locations.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other technology equipment.

Hearing and speaking to exchange information in person and on the telephone, seeing to read and analyze information.

Sitting for extended periods of time.

PROPOSED NEW JOB DESCRIPTION

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: INFORMATION MANAGEMENT COORDINATOR

BASIC FUNCTION:

Under the supervision of the Director of Technology, responsible for coordination and management of all data and software support activities.

REPRESENTATIVE DUTIES

- Intake and respond to all data requests from school sites and DMUSD departments. Assist staff to clarify purpose of request and to understand analysis and reporting once completed. Export data for analysis from data sources and combine with data from other sources as needed. Complete analysis in database and/or statistical software and produce needed reports.
- Provide consultation and training to staff on all elements of data inquiry: introduction to school and student data, data analysis, and facilitation of the cycle of inquiry within schools and departments.
- Process data extracted from Student Information System for use with database applications and data analysis.
- Design and maintain relational database applications for processing, reporting, and analyzing staff and student information.
- Conduct a wide range of analyses including, but not limited to, the following areas: Student achievement indicators (STAR results, Course Enrollment/Completion, Attendance rates, Benchmark success rates, and others as needed), Program implementation and evaluation, and Assessment results.
- Support the technology needs of data management as mandates/needs expand Statewide/Countywide/District-wide
- Implement/facilitate future needs/opportunities for coordination of data management and maintain current knowledge of technology, programs, and practices used by the District and San Diego County Office of Education.
- Test, maintain, and monitor computer programs and systems, including implementation and installation of computer programs and systems

- Develop methods for integrating different products to ensure interoperability as well as customizing commercial databases to fit specific needs
- Other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- District computer systems and their uses
- Applicable laws, codes, regulations, policies, and procedures
- Requirements and procedures for Student Data Reporting at the District/County/State level
- Computer troubleshooting techniques
- Strong leadership skills
- Strong communication skills
- Knowledge in the area of technology programs, procedures, and practices
- Extensive experience with the SDCOE Student Information System, Infinite Campus, and California Student Information System
- District procedures relating to computing tasks and procedures and requirements
- Modern office methods and practices including filing systems, receptions and telephone techniques
- Correct business English usage, spelling, grammar, and punctuation
- Expertise with a wide variety of computer programs

ABILITY TO:

- Ability to take initiative and problem-solve
- Ability to establish and maintain cooperative and effective working relationships with others
- Maintain confidentiality
- Demonstrated use of technology to communicate effectively
- Independently analyze problems and implement solutions
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Compile and maintain accurate and complete records and reports
- Work effectively under pressure
- Work independently with minimal supervision

EDUCATION AND EXPERIENCE

Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with course work in tests and measurement,

computer technology, computer science, information technology, information management, or business administration

WORKING CONDITIONS

ENVIRONMENT:

Office environment, travel between school locations

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and technology equipment

Hearing and speaking to exchange information in person and on the telephone, seeing to read and analyze information

Sitting for long periods of time

October 2006