

**DEL MAR UNION SCHOOL DISTRICT  
BOARD PERSONNEL COMMITTEE  
District Office – Conference Room  
225 Ninth Street  
Del Mar, CA 92014  
Committee Meeting Minutes  
November 15, 2007**

**OPENING PROCEDURES**

1. Board Member and Personnel Committee Chair White called the meeting to order at 3:07 p.m.

**Members Present:**

Katherine White, Chair  
Rodger Smith, Director of Human Resources  
Shirley Bales  
Jennifer Foley-Shipitalo  
Laurie Francis  
Lisa Furnas  
JJ Mokaio  
Darlene Nadlonek  
Bill Porter  
Kathy Zack

**Members Absent:**

Terry Kurtenback, Leslie Mannes, Cinda Peck

**Others In Attendance:**

None

2. **Public Comment**

There was none.

3. **Welcome**

Committee Chair White welcomed everyone.

4. **Introductions**

Committee members introduced themselves.

**5. Approval of three-minute time limit for individual public input**

**6. Charter of Group**

Chair White provided a verbal description of the charter of the group. The members discussed the charter and questions were asked and answered. Chair White was directed to provide copies of the charter to the members in e-mail and to have the charter posted on the district web site.

Chair White provided a description of the challenge from the DMUSD Board of Trustees given at their November 14<sup>th</sup> Board meeting. This was to provide feedback from this committee in the areas of Special Education/Pupil Services and Technology. The leadership in these two areas have retired or are planned to retire and the district is starting the hiring process. The committee agreed to address this request and meet in December for that main purpose.

**8. What do we need to do this job**

Chair White started the discussion on what tools and information would be needed to do the task the group was chartered to accomplish.

The group wanted more information on how the district is currently organized. Director Smith provided the group with a district org chart and lead a discussion on the current structure. He also provided a handout showing the responsibilities of the Human Resources organization. This was a presentation given to the DMUSD School Board in the past year. The group directed Director Smith to provide similar packages for the other major organizations in the district.

The committee wants to look at other districts that are similar in size and with a similar technology/ special education situation. The committee wants to look at basic aid districts and districts with similar demographics as much as possible. The committee wants to look at Solana Beach. The committee wants to look at districts with stellar technology programs and districts with great reputations for special education.

The committee would like to collect org charts and job descriptions from these districts.

The committee would like to see the current district technology plan.

The committee discussed how to get input from the existing staff in these two organizations. The committee agreed to solicit current employee feedback on the structure of their organization and that this request for feedback would extend to all technology teachers, special education

teachers and aides, speech and language, OT, PTs etc. Current Director Trish Snider was to be contacted to ensure everyone was offered the opportunity. The committee wanted to make sure paper versions were available for those who are not on district e-mail.

Director Smith informed the group that there is a huge turnover in the special education area with aides (along with child care workers).

#### **7. Setting of future meetings**

The group agreed to meet again in December to discuss the organizational areas of Special Education/Pupil Services and Technology and secondarily the areas of curriculum and Human Resources/Facilities. The next meeting is set for Tuesday Dec 4<sup>th</sup> from 3:00PM to 5:00PM at the DMUSD district offices.

#### **9. WRAP UP**

The meeting was adjourned at 4:15PM.

Thanks to Shirley Bales for providing the tasty cookies.