

**DEL MAR UNION SCHOOL DISTRICT
BOARD PERSONNEL COMMITTEE
District Office – Trailer B Conference Room
225 Ninth Street
Del Mar, CA 92014
Committee Meeting Minutes
December 4, 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
Laurie Francis
Leslie Mannes
Darlene Nadlonek
Cinda Peck
Bill Porter
Kathy Zack

Members Absent:

Jennifer Foley-Shipitalo
Terry Kurtenback
JJ. Mokaio
Lisa Furnas

Others In Attendance:

Cathy Birks
Margaret Mendenhall

2. **Public Comment**

There was none

3. **Welcome**

Committee Chair White welcomed everyone.

4. **Introductions**

Committee members introduced themselves as several members were attending their first meeting

5. **Approval of the November 15, 2007 meeting minutes**

The minutes were approved unanimously.

6. **Presentation of the district structure – special education and technology by Rodger Smith, Director of Human Resources/Facilities**

Director Smith provided the groups with several documents.

The first document provided a list of school districts. These districts met the basic criteria outlined by the committee at the prior meeting; they were mostly Basic Aid, had similar economics, served elementary ages and were similar area of special education but opted to keep to the original list. The districts are as follows (enrollment in parenthesis). Del Mar's enrollment is close to 4000 students.

Belmont-Redwood
Shores Elem (2517)
Encinitas Union (5744)
Goleta Union (3525)
Los Altos Elem. (4161)\
Los Gatos Elem. (2587)
Solana Beach (2696)
Sunnyvale Elem. (6003)
Eureka Union (3989)
Rescue Union (3936)

Director Smith reported each district had been asked for their organizational structure and job descriptions and he felt we should get these back in a few weeks.

7. Discussion of research – special education organizational structure

Director Smith passed out the responses to the survey sent to district special education staff. Chair White provided a response she had received. The group took time to read the responses.

The committee spent about 45 minutes discussing the responses. The group also discussed all the various staff assigned to special education. The group discussion included clearer roles and definitions, legal requirements, the value of the NCCSE staff position and Linda Haggerty in particular, and having the director position defined for the current sized district. The committee was interested in seeing the models from the other districts.

The committee requested an organizational chart which shows all the resources and staffing. This would include NCCSE staff, preschool staff, and then at the school sites staff including aides, teachers, specialists. Director Smith agreed to provide this.

The group was interested in the continuing role of NCCSE staff and this information will be present at the January meeting.

8. Discussion of research – Technology organizational structure

Director Smith passed out the responses to the survey sent to district technology staff. The group took time to read the responses.

The committee spent about 45 minutes discussing the responses. The group discussion also included use of teacher on special assignment, that there are two needs – curricular and technical hardware/software, and the logic in having credentialed staff work as staff computer repair/support.

The committee was able to discuss the similarities and differences between the aggregate responses for both areas. The committee was interested in seeing the organizational models of the other districts previously identified.

The committee requested an organizational chart which shows all the resources and staffing. This would include district office, consultants and site staff.

The committee agreed to send Laurie Francis and Rodger Smith to the next technology team meeting to solicit feedback from the group as a whole.

9. Recommendations for the December 12 DMUSD school board meeting

In the area of special education, the committee has no recommendation at this time.

In the area of technology, the committee has no recommendation at this time.

The committee is willing to meet again, before the January school board meeting to review the data from other districts and to provide a recommendation at that time.

10. Setting of committee meeting dates in 2008 and further requests for information

The committee agreed to meet again for 2 hours on Tuesday January 15th from 3-5 PM at the district office to discuss the technology and special education organizations.

The committee agreed to extend the deadline for surveys. While we thought our response was good, we felt some people may not have been able to reply with the very short deadline and since we will be covering these two areas next meeting, we would welcome additional survey responses.

11. Conclusion

The meeting was adjourned at 5:04.

Thanks to Shirley Bales for providing the delicious gingerbread cookies.