

**DEL MAR UNION SCHOOL DISTRICT
BOARD PERSONNEL COMMITTEE
District Office – Conference Room
225 Ninth Street
Del Mar, CA 92014
Committee Meeting Minutes
January 23, 2008**

OPENING PROCEDURES

1. Board Member and Personnel Committee Chair White called the meeting to order at 1:06 p.m.

Members Present: Katherine White, Chair
Rodger Smith, Director of Human Resources
Shirley Bales
Laurie Francis
Lisa Furnas
Leslie Mannes
Darlene Nadlonek
Cinda Peck
Bill Porter

Members Absent: Kathy Zack

Others In Attendance: Margaret Mendenhall

2. **Public Comment**

There was none

3. **Approval of the December 4, 2007 meeting minutes**

The minutes were approved unanimously.

4. Special Education Organization

Director Smith provided the groups with several documents. Director Smith passed out job descriptions from other district and provided a matrix showing position responsibilities in this job in the responding district's data.

The committee discussed the special education/pupil services organization for approximately 1 hour. During this discussion, the group reviewed additional responses and feedback from employees that had been received since the last committee meeting. The group gave strong consideration to the comments from staff regarding the large scope of the special education component and the desire for staff to have more support and time from the director position, especially given the growth in students and scope of special education. The group spent considerable time discussing the possibility of removing the enrollment component of this job from the Director of Pupil Services job description. The committee reached consensus regarding this position:

- a) Based on the financial concerns, the group did not want to see this job split into two positions
- b) The best thing for students would be to keep the enrollment in this job description since the director would have the best knowledge of families and situations and would be the best person to make child based decisions
- c) To pass all the data collected and input to the new director
- d) To thank the staff who took their time to provide all the input

5. Technology Organization

Director Smith provided the groups with several documents. Director Smith passed out job descriptions from other district and provided a matrix showing position responsibilities in this job in the responding district's data.

The committee discussed the technology organization for approximately 1 hour. During this discussion, the group reviewed additional responses and feedback from employees that had been received since the last committee meeting.

The committee heard a report from Principal Laurie Francis and Director Smith, who had met again with the technology employees per this committee's decision last month. The provided the following points: 1) the group feels morale is impacted and they need a leader 2) the group is worried that having no interim director sends a message that they are devalued 3) the group feels they

are missing out in staff development and training, especially the classified employees 4) the technology group is committed to technical growth for the district 5) the group believes they would be better served with 1 leader who could help all the technology employees 6) the group values collaboration. Director Smith and Principal Francis commented on the high quality of thought and consideration that went into the input they received.

The committee discussed the proposal of splitting this position into two positions and paid special attention to the feedback from staff. The group also considered the qualifications needed for this position, including the discussion of classified versus certificated. Director Smith informed the committee that the job could be posted to allow for recruitment for individuals with either background. The committee reached consensus regarding this position:

- a) Based on the financial concerns and staff input, the group did not want to see this job split into two positions
- b) The committee requested the job be posted in 2 arenas (classified and certificated) to see what candidates we would attract
- c) The committee recommended keeping the existing reporting structure and title (Director of Technology reporting to the Assistant Superintendent of Curriculum and Instruction)

6. Next Steps

The committee would like to ask Janet Bernard to attend the next meeting to discuss her Curriculum and Instruction area and to discuss the proposed new position of Coordinator of Special Projects. The committee requests that if Assistant Superintendent Bernard has any materials (or bulleted lists) regarding this area that she might provide it at or before the next meeting.

The next meeting of the Board Personnel Committee is Thursday Feb 21st 3-5pm at the District Office.

Chair White thanked members and attendees for their participation, agreed to provide the consensus report to the School Board at their next meeting and apologized for the rescheduling of the meeting.