

**DEL MAR UNION SCHOOL DISTRICT  
BOARD PERSONNEL COMMITTEE  
District Office – Conference Room  
225 Ninth Street  
Del Mar, CA 92014**

**Committee Meeting Minutes  
February 21, 2008**

**OPENING PROCEDURES**

**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  
Kathy Zack

**Members Absent:** None

**Others In Attendance:** Margaret Mendenhall  
Cathy Birks

- 1. Call to Order**  
Board Member and Personnel Committee Chair White called the meeting to order at 3:05 p.m.
- 2. Public Comment**  
There was none.
- 3. Approval of the minutes of January 23, 2008**  
The minutes were approved unanimously.
- 4. Presentation of Curriculum and Instruction organization- Janet Bernard, Assistant Supt. of Curriculum and Instruction**  
Assistant Supt. of Curriculum and Instruction Janet Bernard was not able to attend due to personal conflict.

**5. Discussion of Curriculum and Instruction organization**

Director Smith provided the groups with several documents. He walked the committee through a matrix of comparable districts showing job titles and staffing within the curricular area. Director Smith stepped the committee through the draft job description for Coordinator of State and Federal Projects, including changes to this draft. He finished with some explanation on the Orange County Department of Education Categorical Programs Reference Guide Fall 2005 as it applied to Del Mar. Director Smith informed the committee that his wife holds a position related to this area in a neighboring district.

The committee discussed the materials provided. The committee noted our district was the only one with no additional staff in the curriculum and instruction area. The group discussed career planning, succession planning, career growth opportunities for teachers and principals within the district and the extent of the categorical programs. Cathy Birks provided us with a rough estimate of \$1.2 million for categorical programs (excluding special education). The committee reached consensus as follows:

- a) Support is needed in this area
- b) The committee needs to speak with the current leader of this area Janet Bernard
- c) The committee agreed to tell the Board the prior two items, to state to the Board that the committee was unable to meet with Assistant Superintendent Bernard and that the committee would like to provide feedback to the board, requesting the Board delay action until that time.

**6. Next Steps**

The committee would still like to have 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 March 13th 3-5pm at the District Office.

**7. Adjournment**

Chair White adjourned the meeting at 4:10 p.m.