

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

**Committee Meeting Minutes
April 24, 2008**

OPENING PROCEDURES

Members Present: Katherine White, Chair
Rodger Smith, Director of Human Resources
Laurie Francis
Leslie Mannes
Darlene Nadlonek
Bill Porter
Kathy Zack
Shirley Bales

Members Absent: Cinda Peck
Lisa Furnas

Others In Attendance: Cathy Birks
Randy Wheaton
Shannon Parson
Travis Gordon
AJ Pearce
Julian Martinez

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 March 13, 2008

The minutes were approved unanimously.

4. Presentation of maintenance and operations organization – Randy Wheaton, Director of Maintenance and Operations

Director Wheaton provided a detailed description of the tasks and responsibilities of this organization including a document outlining who the group was, what their mission is and how they accomplish it. Director Wheaton gave many examples as he went along of cost tradeoffs made by their group, including outsourcing landscaping and hiring for AC. The committee was able to ask questions throughout and at the end. The committee thanked Director Wheaton for the depth of his information and the quality of the schools and facilities in our district and the job he and his staff do in maintaining them.

Director Smith passed out feedback forms from the members of the organization who had responded. Director Smith and Board Member White met with Director Smith a week earlier and drafted a set of two questions focused on the structure of this area, similar to the questionnaire sent out to the Technology and Special Education organizations.

5. Presentation of Facilities Organization – Rodger Smith, Director of Human Resources and Facilities

Director Smith provided some historical background on the Facilities Organization including the project position vacated by Linda Luce. Directors Smith and Wheaton talked about the clerical components of both areas and how they are done today by a large variety of people. Director Wheaton stated his number one need in his organization is for clerical, to free up existing staff to do their respective jobs in their respective departments and for more efficient and accurate records. The committee learned of Eve's role in field rental and facilities (1/3 time) and heard issues regarding warehousing.

6. Next Steps

The committee would like to discuss the maintenance, operations, facilities, drivers, related paperwork areas for our next meeting. Committee members have the feedback forms to read before the next meeting. Director Smith will provide any addition forms to the group as well as collect some information from the responding districts as to how they are structured in this area.

The next meeting of the Board Personnel Committee is Thursday May 15th from 3-5 pm at the District Office. This will be our last meeting of the school year and we will resume again in the fall of 2008.

7. Adjournment

Chair White adjourned the meeting at 4:35 p.m.