

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

**Committee Meeting Minutes
March 13, 2008**

OPENING PROCEDURES

Members Present: Katherine White, Chair
Rodger Smith, Director of Human Resources
Laurie Francis
Lisa Furnas
Leslie Mannes
Darlene Nadlonek

Members Absent: Bill Porter
Cinda Peck
Kathy Zack
Shirley Bales

Others In Attendance: Cathy Birks
Janet Bernard

1. Call to Order

Board Member and Personnel Committee Chair White called the meeting to order at 3:08 p.m.

2. Public Comment

There was none

3. Approval of the minutes of February 21, 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 and Interim Superintendent Janet Bernard led a more detailed description of the tasks and responsibilities of this organization

along with providing the group with document (Monitoring Instrument for EL) as an example of the detail required in tracking these categorical programs. Interim Superintendent Bernard stated she has been alone in this department since 1999 although she does make use of teacher Pam Martin as a teacher liaison and San Marco professor Jennifer Jeffries. She fielded questions from the committee on the proposed job description Coordinator of State and Federal Projects and discussed her reasoning for this approach versus a teacher on special assignment, an option utilized by some of the comparison districts. The committee thanked Interim Superintendent Bernard, who left the meeting, but was available for questions.

5. Discussion of Curriculum and Instruction Organization

The committee discussion included the aspects of succession planning, how having one key person is better than piecemeal and the need for the position to be able to address issues with principals regarding deficiencies at a site and to supervise. The committee reached consensus as follows:

- a) The committee recommends the Board approve hiring a Coordinator of State and Federal Projects per the draft job description as annotated by Director Rodger Smith.
- b) The committee weighed the current financial situation and budget impact including the use of dollars allocated and budgeted for the prior teacher on special assignment Grant Writer position
- c) The committee recognized and reached consensus on the opinion that non-compliance issues costs might easily outweigh the cost of this additional hire.
- d) That all other districts reviewed (including smaller sized and revenue limit) had at least one additional employee in the curricular area.

6. Next Steps

The committee would like to discuss the maintenance, operations, facilities, drivers, related paperwork areas for our next meeting. Director Smith will invite Director Randy Wheaton to attend and ask him to provide the committee with any materials he has on his current areas of responsibility.

The next meeting of the Board Personnel Committee is Thursday April 24 from 3-5 pm at the District Office.

7. Adjournment

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