

**DEL MAR UNION SCHOOL DISTRICT
BOARD OF TRUSTEES**

Minutes of Special Board Meeting

May 11, 2009
12:00 p.m.

Del Mar Union School District
225 9th Street, Del Mar, CA 92014

CALL TO ORDER

Board President White called to order the Special Board Meeting of the Del Mar Union School District, Board of Trustees, at 12:04 p.m.

ATTENDANCE

Members Present (5): Katherine White, President of the Board
Steven McDowell, Clerk of the Board
Annette Easton
Doug Perkins
Comischell Rodriguez

Members Absent: (0)

Board President White requested to have Public Input on the Agenda for future Special Board Meetings.

1.0 APPROVAL OF AGENDA

Motion to Approve Agenda

Motion Easton

Second McDowell

Unanimous

2.0 BOARD APPROVAL OF RESOLUTION 2009-07, “RESOLUTION AND DECISION NOT TO REEMPLOY CERTAIN CERTIFICATED EMPLOYEES FOR THE 2009-2010 SCHOOL YEAR”

Rodger Smith, Director of Human Resources and Facility Planning, submitted for Board approval Resolution 2009-07 which completed the layoff process. The Board asked clarifying questions regarding the Teacher Layoff Hearing of the Del Mar Union School District held on April 24, 2009. The Administrative Law Judge upheld the District’s layoff procedure.

Motion to Approve Resolution 2009-07, “Resolution and Decision Not to Reemploy Certain Certificated Employees for the 2009-2010 School Year”

Motion Perkins

Second Rodriguez

Unanimous

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

3.0 BOARD APPROVAL OF REVISED JOB DESCRIPTION FOR DIRECTOR, CURRICULUM AND INSTRUCTION

Superintendent McClain presented the revised Job Description for the Director of Curriculum and Instruction for Board approval. The Board discussed and asked clarifying questions regarding the job description, as well as how job descriptions for other administrative positions may be impacted. The Board discussed the various District departments and to whom they report.

The Board requested staff provide an Organizational Chart showing the structure of the District Office administrative staff and the relationship of the departments, positions and job, at the next Board meeting.

The Board requested staff revise and update all job descriptions for the administrative positions for consistency in formatting and content. The Board discussed salary schedules, titles of current positions and the opportunities provided for career paths within the District.

4.0 BOARD APPROVAL OF REVISED JOB DESCRIPTION FOR DIRECTOR, HUMAN RESOURCES

Superintendent McClain presented the revised Job Description for the Director of Human Resource/Facility Planning for approval. The Board asked clarifying questions regarding the elimination of the Facility Planning responsibilities from the Job Description and to whom the responsibilities are transferring. Superintendent McClain will present a revised Job Description at the next Board Meeting.

The Board requested that job descriptions be kept up to date and consistent. The use of an outside consultant for a classification and job description study was also discussed.

The Board requested the following revisions to the Job Description:

- Ensures that Board and District policies, State and federal laws and collective bargaining agreements are ~~correctly~~ **legally** and fairly administered; develops policies and administrative regulations.
- Supervise and evaluate the performance of assigned staff; interview and select employees; **provide post-interview employee feedback**; make decisions or recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.
- **Maintain up-to-date job descriptions**
- **Chair the District Personnel Committee**

5.0 FIRST READING OF REVISED JOB DESCRIPTION FOR COMPUTER REPAIR TECHNICIAN

Mike Casey, Director of Technology, presented the Job Description for Computer Repair Technician for a first reading. The position will be a 12-month position with benefits. The cost of the position is a savings over outsourcing the work. The applicants who will qualify for this new position must have the ability to provide the technical assistance services that are currently provided by the Technology Teachers. The District anticipates hiring two technicians who will work on a districtwide basis, rotating from school to school during the week.

6.0 SECOND READING/APPROVAL OF NEW POSITION JOB DESCRIPTION FOR SENIOR SYSTEMS ANALYST/PROGRAMMER

Mike Casey, Director of Technology, presented the job description for Senior Systems Analyst/Programmer to the Board for approval. Mr. Casey summarized the responsibilities of the position and the qualifications needed to increase the District's ability to move to higher levels of technology use. The cost of the position will be absorbed in the current budget of the Technology Department. No extra cost to the District will be incurred.

Motion to Approve Job Description for Senior Systems Analyst/Programmer

Motion Easton
Second Perkins
Unanimous

7.0 BOARD APPROVAL OF RECOMMENDED PERSONNEL ACTIONS: EMPLOYMENT, RESIGNATIONS, RETIREMENTS, DISMISSALS, LEAVES OF ABSENCE, AND CHANGE OF STATUS

Rodger Smith, Director of Human Resources and Facility Planning, requested to have Wendy McCarley, School Psychologist, removed from the Certificated Recommended Personnel Actions for reconsideration of her Leave of Absence request.

Motion to Approve Recommended Personnel Actions: Employment, Resignations, Retirements, Dismissals, Leaves of Absence, and Change of Status, as amended.

Motion Perkins
Second Rodriguez
Unanimous

8.0 ADJOURNMENT OF SPECIAL BOARD MEETING OF MAY 11, 2009

There being no further business to come before the Board, there was a Motion to Adjourn at 1:30 p.m.

Motion Easton
Second McDowell

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An audio recording and a detailed description of all agenda items is available at www.dmusd.org, - Board of Trustees - Board Meetings.

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

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