

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

Minutes of Special Board/Visitation Meeting

May 20, 2009
12:45 p.m.

Del Mar Hills Academy
14085 Mango Drive, Del Mar, CA 92014

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

Members Absent: (0)

DMUSD Staff: Sharon McClain, Superintendent
Susan Fitzpatrick, Principal
Rodger Smith, Director of Human Resources/Facility Planning
Dena Whittington, Assistant Superintendent, Business Services
Sheila Weinberg, Director of Pupil Services

BUSINESS TRANSACTED WAS LIMITED TO THE FOLLOWING:

1.0 Board President White called to order the Special Board Meeting of the Del Mar Union School District, Board of Trustees, at 12:52 p.m.

2.0 APPROVAL OF AGENDA

Motion to Approve Agenda

Motion Perkins

Second Rodriguez

Unanimous

3.0 PUBLIC INPUT

There was no input from the public.

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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.

4.0 VISITATION TO DEL MAR HILLS ACADEMY AND OBSERVATION OF PROFESSIONAL LEARNING COMMUNITY PRACTICES AT 12:45 P.M.

Susan Fitzpatrick, Principal, welcomed the Board of Trustees and Superintendent McClain and presented an overview of the visitation schedule.

The Board observed PLC Grade Level Meetings in Kindergarten through 6th grade from 12:55 to 2:45 p.m.

The Board stopped by the 7/11 District Advisory Committee Meeting, taking place in the Performing Arts Center, to welcome and thank the committee members for their service.

The Board adjourned to Closed Session at 3:15 p.m. to discuss the following:

5.0

5.1 **Public Employee Discipline/Dismissal/Release** pursuant to (Government Code 54957)

5.2 **Receive Advice of Legal Counsel – Anticipated Litigation** (Government Code section 54956.9(b); Name of Case: Significant Exposure to Litigation: Two cases

The Board reconvened to Open Session at 3:27 p.m.

6.0 REPORT OUT OF CLOSED SESSION

The Board approved termination of employee number #293-364.

7.0 BOARD APPROVAL OF UPDATED JOB DESCRIPTION FOR DIRECTOR, CURRICULUM AND INSTRUCTION

The Board reviewed and discussed the revised Organizational Chart of the District Office staff administration. The Board asked clarifying questions and requested the Facilities Construction Coordinator to be revised from “Vacant” to “Anticipated”.

The Board reviewed and asked clarifying questions regarding the updated Job Description for the Director, Curriculum and Instruction. The Board discussed stating prior principal experience as “strongly desired” instead of “required” to provide greater flexibility in hiring

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Motion to revise “required” to “highly desired” in the updated Job Description for the Director, Curriculum and Instruction.

Motion Easton
Second White
Unanimous

Motion to approve the updated Job Description for the Director, Curriculum and Instruction, as amended.

Motion Perkins
Second Easton
Unanimous

8.0 BOARD APPROVAL OF UPDATED JOB DESCRIPTION FOR DIRECTOR, HUMAN RESOURCES

The Board discussed the updated Job Description for Director, Human Resources and the importance of applicants having Human Resource experience. Board requested that “ACSA Personnel Academy or equivalent completion” be added under “Qualifications.”

Staff explained the revision in title from Director to Assistant Superintendent is being recommended due to: 1) additional responsibilities have been added, 2) it will attract highly qualified candidates and, 3) the title is in keeping with comparable districts.

Motion to approve the updated Job Description for Director, Human Resources, as amended.

Motion Rodriguez
Second Easton
Unanimous

9.0 BOARD APPROVAL OF UPDATED JOB DESCRIPTION FOR ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

The Board reviewed and discussed the updated Job Description for Assistant Superintendent Business Services. The Board requested additions and deletions, as follows:

Under RESPONSIBILITIES:

- Add ***Assist the Superintendent in coordinating Strategic Planning and implementing the Strategic Planning Process.***
- Add ***Represent the District at Community Facilities Districts’ meetings.***

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Under KNOWLEDGE OF:

- Theory and practice of **current** school business....
- Educational supplies, **materials** and equipment.
- **California public education agency Standardized Filing Requirements, including the Standard Account Code Structure.** ~~for public education agencies in the state of California.~~

Under QUALIFICATIONS

- Add **Certificate of Completion of the Chief Business Official Certification Program from the California Association of School Business Officials or equivalent.**

Under EXPERIENCE

- ~~Progressively responsible~~ **Experience as** Chief Business Official....

The Board directed staff to place the approval of the updated Job Description on the Consent Agenda for the Regular Board Meeting scheduled for May 27, 2009.

10.0 ADJOURNMENT OF SPECIAL BOARD MEETING OF MAY 20, 2009

There being no further business to come before the Board, there was a Motion to Adjourn at 4:46 p.m.

Motion Easton

Second Perkins

Unanimous

Steven McDowell, Clerk

Sharon McClain, Superintendent

Date

Date

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