

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

REGULAR MEETING

Albany Community Center
1249 Marin Avenue
Albany, CA 94706

TUESDAY

March 17, 2009

A G E N D A

- I. **OPENING BUSINESS** 6:30 p.m.
 A. Call to Order
 B. Roll Call
 C. Identify Closed Session Topics for Discussion Pursuant to Agenda Section III Below
- II. **PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS**
General public comment on any Closed Session item will be heard. The Board may limit comments to no more than three (3) minutes.
- III. **CLOSED SESSION** 6:35 p.m.
 A. With respect to every item of business to be discussed in Closed Session pursuant to:
 Government Code Section 54957: Personnel Assignment Order and Consent Calendar
- Certificated
1. Teacher
 2. Track Coach
 3. Substitute Teacher
 4. Speech Therapist
- Classified
- B. With respect to every item of business to be discussed in Closed Session pursuant to
 Education Code Section 35146, Student Personnel Matters
- C. With respect to every item of business to be discussed in Closed Session pursuant to
 Government Code sec. 54957.6: CONFERENCE WITH LABOR NEGOTIATOR
 (Superintendent Marla Stephenson, District Representative), Regarding Negotiations as
 Pertains to:
- California School Employees Association (CSEA)
 - Albany Teachers Association (ATA)
 - SEIU Local 1021
- IV. **OPEN SESSION** 7:30 p.m.
Depending upon completion of Closed Session items, the Board of Education intends to convene to Open Session at 7:30 p.m. to conduct the remainder of its meeting, reserving the right to return to Closed Session at any time.
 A. Reconvene to Open Session
 B. Roll Call

- C. Pledge of Allegiance
- D. Report of Action Taken in Closed Session
- E. Approval of Agenda
 Moved: _____ Seconded: _____ Vote: _____
- F. Approval of Consent Calendar
 Moved: _____ Seconded: _____ Vote: _____

(The Consent Calendar includes routine items that may be handled with one action. Board Members may request any item be removed from the Consent Calendar without formal action).

1. **Approval of Board Minutes**

- November 5, 2008
- February 3, 2009
- February 10, 2009

2. **Personnel Assignment Order**

A. **Certificated Personnel – Public Employee Assignment, Appointment, Employment, Evaluation, Leave Requests:**

- 1. Teacher
- 2. Track Coach
- 3. Substitute Teacher

B. **Classified Personnel – Public Employee Assignment, Appointment, Employment, Leave Requests:**

3. **Curriculum and Instruction**

- A. AHS Government, Journalism, and Mock United Nations Club to attend a field trip to San Francisco on 4/1/09 to hear a presentation on Middle Eastern politics Pg 4
- B. Document Tracking Services Licensing Agreement Pg 8

4. **Business and Operations**

- A. Williams Complaint Quarterly Report Pg 13

V. **STUDENT BOARD MEMBER REPORTS**

VI. **STAFF REPORTS**

- A. Enrichment Task Force - Oral Report Pg 14
- B. Regional Occupational Program Report - Oral Report Pg 15

VII. **PERSONS TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA**

Board practice limits each speaker to no more than three (3) minutes. The Brown Act limits Board ability to discuss or act on items which are not on the agenda; therefore, such items may be referred to staff for comment or for consideration on a future agenda.

VIII. **REVIEW AND ACTION ITEMS**

(Members of the public will have the opportunity to speak on all issues)

- A. Approve 2009-2010 Budget Reductions Pg 16
 Moved: _____ Seconded: _____ Vote: _____
- B. 2008-09 2nd Interim Report (included in packet under separate cover) Pg 19
 Moved: _____ Seconded: _____ Vote: _____
- C. Approve AUSD Board Candidate Interview Process Pg 20
 Moved: _____ Seconded: _____ Vote: _____

IX. **REVIEW AND DISCUSSION ITEM**

X. BOARD AND SUPERINTENDENT COMMENTS

- A. Board Members
- B. Superintendent

XI. FUTURE AGENDA ITEMS

(dates are tentative and subject to change)

- A. Reallocation of 2005 Parcel Tax April
- B. Albany Children's Center Report April
- C. Parks and Recreation Report April
- D. Review Addition of 20 minutes to the 1-3 Instructional Day April
- E. Increase of 1987, 1999, and 2005 Parcel Tax Rate I June
- F. Consolidated Application Part I for Funding Categorical Programs June

XII. FUTURE BOARD MEETINGS

- A. Tuesday, April 14, 2009 7:30 p.m., Regular Meeting, *Cornell Elementary School, 901 Cornell Elementary School,*
- B. Tuesday, April 28, 2009 7:30 p.m., Regular Meeting, *Cornell Elementary School, 901 Cornell Elementary School,*
- C. Tuesday, May 5, 2009 7:30 p.m., Regular Meeting, *Albany Community Center, 1249 Marin Avenue, Albany*

XIII. ADJOURNMENT

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board Meetings shall be adjourned at 10:00 p.m. unless extended to a specific time determined by a majority of the Board.

- The Board of Education meeting packet is available for public inspection at the Albany Public Library, 1247 Marin Avenue, all school sites, and the lobby of the Albany Unified School District office, 904 Talbot Avenue, Albany. The agenda is available on the Albany Unified School District web site: www.albany.k12.ca.us
- If you provide your name and/or address when speaking before the Board of Education, it may become a part of the official public record and the official minutes will be published on the Internet.
- In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact the Superintendent's Office at 510-558-3766. Notification must be give forty-eight (48) hours prior to the meeting to make reasonable arrangements for accessibility (28 CFR 35.102.104 ADA Title II).

EXTENDED FIELD TRIP BEYOND REGULAR SCHOOL HOURS
OVERNIGHT FIELD TRIP
OUT OF STATE FIELD TRIP

Page 1 of 4

MUST BE SUBMITTED FOUR WEEKS PRIOR TO FIELD TRIP

Date of Request: 3/9/09

Sponsoring Teacher(s): Jemel, Purdue

School: Albany HS

Class(es) Involved: AP Comp Gov., Journalism, MUN Club

Grade Level(s): 9-12 (almost entirely 11-12)

Days and Dates of Trip: 4/1/09 through 4/1/09

Number of Students Involved: 20

Each adult will be assigned responsibility for 10 students
 (Refer to page 4 for guidelines)

Day and Time of Departure: 4/1/09 3³⁰ (from El Cerrito DART)

Day and Time of Return: 4/1/09 9⁰⁰ (to El Cerrito DART)

General Statement of Proposed Trip:

To hear a presentation by Pakistani journalist Hamid Mir on "The Resurgence of al-Qaeda and the Taliban in Pakistan." Reception for the students to precede speech; general reception to follow.

OVERNIGHT EXTENDED FIELD TRIP APPLICATION

Page 2 of 4

Objectives to be Accomplished by Students:

- Learn about journalism in a dangerous part of the world
- Learn about the ongoing crisis in Pakistan and Afghanistan
- Learn about "elite" public affairs programs conducted by philanthropic foundations

Proposed Itinerary:

(Please be specific regarding dates, times and locations)

- 4/11/09 3:30 pm El Cerrito BART to Montgomery St. BART. Walk to SSJ California St. (McKinstry Co.)
- 4:30 pm Reception with Heidi Mir for ATU students
- 5:00 pm Walk to 595 Market St. (Commonwealth Club)
- 6:30 pm Presentation by Heidi at Commonwealth Club
- 7:30 pm Reception at Commonwealth Club

Estimated Costs to District: 8:00 Leave for Montgomery St. BART
 9:00 Arrive El Cerrito BART

If tickets available:

$$\text{BART } - (\$7.40 \times 20) \times .0625 = \$9.25 \text{ TOTAL for ALL STUDENTS}$$

(only if tickets remain available - otherwise students will pay)

Estimated Costs to Students:

\$7.40 each if no AWD BART tickets available

Incidental expenses if water, etc. desired en route

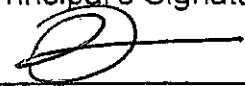
Name of Adult Sponsors:

Kevin James

Ned Purdon

OVERNIGHT EXTENDED FIELD TRIP APPLICATION

Principal's Recommendation:

Tamm M. Benner 3/9/09
Kst. Principal's Signature Date
 3/12/09
Director of Curriculum Date

BOARD ACTION:

(Required for out of state field trips)

Approved as Requested:

Approved with Following Changes:

Superintendent's Signature

Date

MINIMUM GUIDELINES FOR ADULT SUPERVISION ON FIELD TRIPS

VEHICLE FIELD TRIPS	
<u>Grade</u>	<u>Adult/Student Ratio</u>
Pre K-2	1:5
3-5	1:6
6-8	1:10
9-12	1:15

WATER TRIPS*	
<u>Grade</u>	<u>Adult/Student Ratio</u>
Pre K-2	1:3
3-5	1:5
6-8	1:8
9-12	1:10

*Excludes Albany Pool


**FORMS TO BE SUBMITTED PRIOR TO FIELD TRIP:
(to be completed by Principal)**

- K-12 FIELD TRIP PERMISSION FORM
- HIGH SCHOOL FIELD TRIP/CLASS ABSENCE FORM
- OVERNIGHT EXTENDED FIELD TRIP APPLICATION
- ASSUMPTION OF RISK AND WAIVER, RELEASE AND INDEMNITY AGREEMENT
(for a trip beyond regular school hours, Student participation in school sports and water trips)
- PERSONAL VEHICLE USE PERMISSION FORM
(for Vehicle Field Trips)

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 17, 2009

ITEM: Document Tracking Services Licensing Agreement

PREPARED BY: Lynda Hornada, Director of Curriculum and Instruction 

TYPE OF ITEM: *Approve the Document Tracking Services Licensing Agreement*

BACKGROUND INFORMATION:

Document Tracking Services provides AUSD with secure web-based templates for the School Accountability Report Card, The Single School Plan for Student Achievement, the Comprehensive School Safety Plan, and the Local Education Agency Plan. These templates meet all current Education Code and NCLB requirements. The agreement is attached.

FINANCIAL INFORMATION: The amount is \$1,525 per year for two years.

RECOMMENDATION:

Approve the Document Tracking Services Licensing Agreement



LICENSING AGREEMENT

This Agreement effective **April 1, 2009**, is made and entered into by **Albany Unified School District** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
 - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
 - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **two (2) years** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
 - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.
- I. License Fee. Licensee shall pay a fee of **\$1,525**.



DOCUMENT TRACKING SERVICES

- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
- (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
- * Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
- (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Jessica Turner, Account Executive
Document Tracking Services
6365 Nancy Ridge Drive
San Diego, CA 92121

Date: March 5, 2009

Licensee

By:

A handwritten signature in black ink, appearing to be "J. Turner", is written over a horizontal line.

Date:

3/12/09



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2009 School Accountability Report Card, English (CDE Template)
2. 2009 Single Plan for Student Achievement (CDE Template)
3. 2009 Comprehensive School Safety Plan (Custom Template)
4. 2009 Local Education Agency Plan (CDE Template)
5. Others to be identified as needed.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 17, 2009

ITEM: Staff Report on Enrichment Task Force and Committee

PREPARED BY: Lynda Hornada, Director of Curriculum and Instruction 

TYPE OF ITEM: Staff Report

BACKGROUND INFORMATION:

The Enrichment Task Force was formed in October 2008. The Task Force met twice from October to February 2009. The Enrichment Committee was formed as of March 2009 and has met once. The Director of Curriculum will give an oral report on the work of the Task Force and Committee. Currently, the committee consists of a district administrator, a site administrator, and parent representatives from each elementary school site.

FINANCIAL INFORMATION: No Fiscal Impact

RECOMMENDATION:

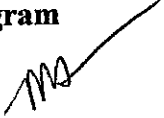
This is an informational report only.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

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Regular Meeting of March 17, 2009

ITEM: AHS Regional Occupational Program

PREPARED BY: Marla Stephenson, Superintendent 

TYPE OF ITEM: Staff Report

BACKGROUND INFORMATION:

ROP (Regional Occupational Program) is the Contra Costa County Office of Education's career training program designed for high school juniors and seniors. The goal of ROP is to help students gain knowledge and skills for future careers and advanced education.

Contra Costa County ROP is a leader among the state's ROP programs offering 34 college prep courses which meet the UC "a-g" approved course offerings.

Contra Costa ROP Facts & Statistics

- Is operated by the Contra Costa County Office of Education
- Is accredited by the Western Association of Schools and Colleges and approved by the California State Department of Education
- Provides training for current and emerging careers
- Employs highly qualified teachers with industry experience
- Provides state-of-the-art instructional equipment
- Courses include California State Academic Standards and Career Technical Education Standards, as well as Industry Standards
- Courses reviewed annually by an Industry Advisory Committee

Albany High School's ROP Program, is the primary source for hands-on, state-of-the-art technology, applied arts and health education. This year, Approximately 350 students participate in 12 ROP sections: Digital Photography (4), Graphic Design (2), Journalism (2), Video Production (2) and Sports Medicine (2)

ROP funds the instructors for these courses, and also provides and maintains workplace-ready computer labs and facilities. The hardware, software, cameras and other equipment our students use are what they will find – often better – in professional settings.

The three ROP labs - digital photography, journalism, video production/graphic design – not only facilitate hands-on instruction in these courses, but also allow the school to direct limited technology resources elsewhere, such as the library media center or mobile laboratories.

FINANCIAL INFORMATION:


No fiscal impact.

RECOMMENDATION: Staff Report

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 17, 2009

ITEM: Preliminary Budget Reduction Recommendations

PREPARED BY: Laurie Harden, Assistant Superintendent, Business Services 

TYPE OF ITEM: Action

BACKGROUND INFORMATION

The Board, at the February 24th and March 3rd meeting, approved resolutions authorizing the following: Release of Temporary Certificated Teachers; Non-reelection of Probationary Certificated Teachers; Intention to Decrease the Number of Certificated Employees of Particular Kinds of Service and Reduction of Classified Services. All resolutions, except Classified Services, were done per legal notification requirements of March 15th.

Additionally, the Board has reviewed and discussed the attached preliminary Budget Reduction Recommendation list. This list incorporates Certificated reductions (Board approved) Classified reductions (partially approved) as well as other non-employee related reductions (not yet approved). The preliminary Budget Reduction Recommendation list is substantial and very aggressive totaling \$1.9 million dollars in reductions.

While we hope that we will not need to implement all reductions, there are several variables that necessitate the need for an aggressive plan.

Without an approved list of reductions, the district will be unable to submit a 2nd Interim positive certification to the Alameda County Office of Education. The reductions may vary between now and budget adoption as budget development unfolds, but it is imperative the Board acknowledge and approve a preliminary reduction list. A finalized reduction list will need to be submitted with the final 2009-10 budget.

2009-10 budget development presents a unique set of challenges. With the substantial reduction in revenue coupled with the newly authorized categorical flexibility, districts are ultimately forced to reconstruct the entire budget. An aggressive reduction plan allows the district flexibility while reconstructing the budget.

The State budget is contingent upon a May election for additional funds. If the election results are not positive the State budget could face drastic revisions.

The categorical flexibility is a welcome option and the details are still forthcoming. There are several items that require clarification and they ultimately may be interpreted differently than currently anticipated which would impact budget development.

Personal income tax, property tax and sales tax may still be overstated at the State level. Until these numbers become more certain, the May Revise could result in deeper cuts to education.

RECOMMENDATION: It is recommended that the Board approve the Preliminary Budget Reduction plan.

AUSD Preliminary 2009-10 Budget Reductions

Site	Position	FTE	Cost	Replacement	Net Savings	Rationale
DO	Network Administrator	1.00	126,320	40,000	86,320	Add to Dir of C & I and Student Support Mgr & contract
DO	Personnel Coordinator	1.00	123,992	93,992	30,000	Downgrade position/add to duties of Dir of Sped
DO	Supt. Admin. Asst.		88,481	28,000	60,481	Granicus contract and hourly position for Board mtgs
DO	Skilled Main Worker	1.00	93,015	45,000	48,015	Move duties to Main. Staff and contracts
DO	Chief Lead Main	Differential	4,000		4,000	Move duties to Fac. Supervisor
DO	Corn Support	0.50	39,056	54,056	(15,000)	Replace with .50 network support non-management
DO	Chief Lead Main	Differential	4,000		4,000	Move duties to Fac. Supervisor
DO	Pool Mech Custodian	1.00	49,849		49,849	Pool is closed
DO	Custodian	1.00	36,000		36,000	Move to team cleaning at night
DO	Sub Caller		22,000		22,000	Have contract with web based sub program
DO	SRO	1.00	80,000		0	Use safe schools \$\$ to backfill cuts to Sec VP's
DO	5% Food Service		25,000		25,000	
DO	10% Spec Ed		200,000		0	To be determined if reductions can be made
DO	Psychologist	0.40	38,000		38,000	Backfill with non-paid intern
DO	Gen Main Worker	2.50	100,000	90,000	10,000	All day lead custodians are .50 FTE SMW/
					398,665	
AHS	Asst. Princ	0.50	57,500		57,500	Backfill with .50 dean position using safe schools \$\$
AHS	Athletic Director	0.40	28,000		28,000	Move duty to Admin
AHS	Counselors	1.00	70,000		70,000	Reduce ratios to contract
AHS	Sec/Clerk	1.00	44,000		44,000	Duties moved to other secretaries
AHS	Bookroom Clerk	0.50	28,000		28,000	Have ASB fund .50
AHS	Library Tech	1.00	32,000		32,000	Have full time librarian
AHS	Tighten Master Sched	1.80	126,000		126,000	Fill to contract limits
AHS	9th Grade CSR	0.80	56,000	45,000	11,000	
AHS	Materials & Supplies		20,000		20,000	
AHS	7th period day	4.00	280,000		280,000	
					696,500	
MAC	Teacher	0.60	21,000		21,000	Split schedule and have Princ. teach more sections
					21,000	


AUSD Preliminary 2009-10 Budget Reductions

AMS	Asst. Princ	1.00	130,000	130,000	Backfill with .50 dean position using safe schools \$\$
AMS	Secretary I	1.00	58,000	58,000	Move duties to Princ. Secretary
AMS	Grade 8 -6th period	1.00	70,000	70,000	No credit requirements
AMS	Grade 7-6th period	1.00	70,000	70,000	No credit requirements
AMS	Library Tech	1.00	49,000	49,000	Have full time librarian
AMS	ELL advanced	0.20	14,000	14,000	Move funding to support general classroom FTE
AMS	ELL intermediate	0.20	14,000	14,000	Move funding to support general classroom FTE
AMS	At-risk Teacher	0.80	56,000	56,000	Move funding to support general classroom FTE
AMS	Counselors	0.40	28,000	28,000	Reduce ratios to contract
AMS	Materials & Supplies		15,000	15,000	
			504,000		
ELEM	Materials & Supplies		25,000	25,000	
ELEM	Instrumental Music	0.90	53,000	53,000	Move to 1.0 AMS music teacher covering 4-8
ELEM-CO	Clerk	0.40	11,000	11,000	Move funding to support classroom FTE
ELEM-CO	Para educator	1.00	34,000	34,000	Move funding to support classroom FTE
ELEM-MA	Librarian	1.00	53,000	53,000	Move funding to 2005 parcel tax
ELEM-MA	Clerk	0.80	26,000	26,000	Move funding to support classroom FTE
ELEM-MA	Para educator	1.20	35,000	35,000	Move funding to support classroom FTE
ELEM-MA	Reading Specialist	0.10	15,000	15,000	Move funding to support classroom FTE
ELEM-OV	Asst. Princ	0.50	59,000	14,000	Net savings .50 beginning teacher salary
ELEM-OV	Clerk	0.67	21,000	21,000	Move duties to Secretary
ELEM-OV	PE Specialist	0.40	25,000	25,000	Move funding to support classroom FTE
ELEM-OV	Para educator	1.10	35,000	35,000	Move funding to support classroom FTE
			347,000		
DO				398,665	
AHS				696,500	
MAC				21,000	
AMS				504,000	
ELEM				347,000	
TOTAL				1,967,165	

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 17, 2009

ITEM: 2008-09 2nd Interim Financial Report

PREPARED BY: Laurie Harden, Assistant Superintendent, Business Services 

TYPE OF ITEM: Action

BACKGROUND INFORMATION

The 2nd Interim Financial Report is the second of two interim budget reports required by AB 1200, which was passed into law in 1991, and became effective on January 1, 1992. AB 1200 was enacted to establish a process of fiscal monitoring to ensure fiscal solvency for school districts and county offices. Districts are required by Education Code 42130 to submit a report on their financial status as of October 31 and January 31. The purpose of the report is to determine an appropriate certification to the State of California regarding the District's ability to meet its financial obligations for the current and two subsequent fiscal years. The Alameda County Office of Education is responsible for reviewing the report and the District's certification (positive, qualified or negative).

FINANCIAL INFORMATION

As of the 2nd Interim Financial Report, the Albany Unified School District will be able to meet its financial obligations for the current and two subsequent years. The positive certification is contingent upon the implementation of budget reductions and utilization of the newly authorized Categorical Flexibility.

In certifying the 2008/09 2nd Interim Report as positive, the Board understands its fiduciary responsibility to maintain fiscal solvency for the current and subsequent two fiscal years. Due to the magnitude of reductions needed, the District has yet to finalize reductions for the 2009/10 fiscal year. As a result, the Board recognizes that the District must implement \$1,200,000 in ongoing budget reductions to maintain the positive certification. It is further recognized that the District will submit a detailed list of Board-approved ongoing budget reductions with the 2009/10 Adopted Budget

The 2nd Interim Financial Report is separately bound and accompanies the Board agenda. Additional copies are available at the District Office.

RECOMMENDATION: It is respectfully recommended that the Board approve a positive certification for the 2008-09 2nd Interim Report.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of March 17, 2009

ITEM: Approve AUSD Board Candidate Interview Process

PREPARED BY: Marla Stephenson, Superintendent *MS*

TYPE OF ITEM: Action

BACKGROUND INFORMATION:

The Board's process for selecting an appointee must be completely public and equitable. The selection must be made by a majority vote of the four elected Board members.

1. All applicants are requested to attend in person or by telephone, a meeting of the Board on Tuesday, April 14, 2009, at 6:00 pm.
2. The public will have the opportunity to attend the interview and appointment process, and all of the proceedings will be recorded on tape, and in the minutes of the meeting. All of the documents that candidates have submitted, absent personal contact information, will be public information.
3. All applicants are asked to make a two minute opening statement. This would be an opportunity to summarize qualifications and interests.
4. Board members will ask questions. There will be approximately eight pre-determined questions, depending on time and the number of applicants. The questions will be chosen by the Board and designed to cover some of the evaluation criteria on the attached list created by the California School Boards Association.
5. Candidates will be asked to keep their answers to two minutes.
6. At the end of the questions, candidates will have one minute to make a final statement.
7. After the interviews, there will be a time for public comment. We will not accept questions for the applicants from the public.
8. Board members will take time to analyze the applicants using whatever criteria or logic they choose. They will have the CSBA evaluation criteria as a guide.
9. Board President will ask Board members for a motion to appoint. When a motion to appoint any particular applicant is made and seconded, there will be a brief time for discussion, followed by a roll call vote. If a motion receives 3 or more votes, it will pass and that applicant will be appointed to serve on the Board.
10. Applicants will be sworn in and take office at the beginning of the next Regular board meeting, at 6:30 pm on April 28, 2009 in the Cornell multi-purpose room. A copy of the Board's policies and other background information will be provided to the appointee.

FINANCIAL INFORMATION:

No fiscal impact.

RECOMMENDATION: Approve AUSD Board Candidate Interview Process