

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION**

REGULAR MEETING

Albany Community Center

1249 Marin Avenue
Albany, CA 94706

TUESDAY

April 14, 2009

A G E N D A

I. OPEN SESSION

5:00 p.m.

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
Moved: _____ Seconded: _____ Vote: _____
- E. 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

February 23, 2009
February 24, 2009
March 3, 2009
March 10, 2009
March 17, 2009

2. Personnel Assignment Order

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

- 1. Adult Education – Teacher
- 2. Assistant Track Coach

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

- 1. Special Education Para
- 2. Food Services - Substitute
- 3. Yard Duty Supervisor
- 4. Assistant Track Coach

C. Network Technician Job Description-Salary Schedule

Pg. 4

D. CSU East Bay Agreement-Internship Program

Pg. 8

3. Curriculum and Instruction

- A. Point Bonita Field Trip, Marin Teachers: DeWitt, Daniel, Bishop, Allen, Winnacker
- B. Point Bonita Field Trip, OceanView Teachers: Sinclair, Yoo, Goldberg, Merlino
- C. Independent Contractor Agreement Titia Martin-Nagel, Music Therapy Services

Pg 10

Pg 14

Pg 18

- D. Independent Contractor Agreement Alison Seevak, Poetry Pg 22
- E. Model UN Club Field Trip to UC Davis Pg 26

4. Business and Operations

- A. Summer School Meal Waiver Pg 30
- B. Board Meeting Schedule for 2009-2010 Pg 39
- C. Notice of Completion – McGuire and Hester Pg 40
- D. Declaration and Sale of Surplus Property Pg 42
- E. Contract Change Order to Fencecorp for DSA mandated changes Pg 43

5. Student Services

- A. Approve an increase to PO9-00239 for Language People, Inc. in the amount of \$15,000.00 for computer assisted real time captioning services at a cost of \$140.00/hour for one student. (Funding Source: Special Education).
- B. Approve an increase to PO9-00224 for Quality Behavioral Outcomes (QBO) for specialized behavior intervention services at a cost of \$110/hour not to exceed an additional \$2,200.00 for one student. (Funding Source: Special Education).
- C. Approve an increase to PO9-00306 for Center for Early Intervention on Deafness (CEID) as a result of increased IEP services for one student at a cost of \$160/day for specialized deaf/hearing impaired instruction and at a cost of \$94.00/hour for Occupational Therapy at a cost not to exceed an increase of \$24,166.00. This will bring the total purchase order amount not to exceed \$42,255.00. (Funding Source: Special Education).
- D. Approve an increase to PO9-00282 for Si Se Puede Behavioral Intervention, Inc. at a cost not to exceed \$14,600.00 for special academic behavior services for one student. (Funding Source: Special Education).

II. STAFF REPORTS

- A. Measure E Bond Oversight Annual Report Ending 6/30/08 Pg 45
- B. Parks and Recreation Report – Oral Report

III. 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.

IV. REVIEW AND DISCUSSION ITEMS

- A. Additional Follow-Up Discussion of 2nd Interim Report Pg 47

REVIEW AND ACTION ITEMS

- V. A. Approve Resolution 2008-09-26 60th Anniversary Universal Declaration of the Rights of the Child Pg 48
 Moved: _____ Seconded: _____ Vote: _____
- B. Wellness Mission Statement Pg 50
 Moved: _____ Seconded: _____ Vote: _____
- C. Approve Resolution 2008-09-27 Lay off Vacant Classified and Management Positions Pg 52
 Moved: _____ Seconded: _____ Vote: _____

VI. IDENTIFY CLOSED SESSION TOPICS FOR DISCUSSION PURSUANT TO AGENDA SECTION

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.

VII. CLOSED SESSION

6:00 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
- B. With respect to every item of business to be discussed in Closed Session pursuant to Education Code Section 35146, Student Personnel Matters, CAHSEE Waiver Student ID 200468 and Student ID 205517
- 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

VIII. RECONVENE OPEN SESSION

6:30 p.m.

- A. Report out actions taken in Closed Session

IX. RECONVENE REVIEW AND ACTION ITEMS

- D. Interview Process – Approve and Appoint Provisional Board Member
 Moved: _____ Seconded: _____ Vote: _____

Pg 55

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

April
 April
 May
 June
 June

XII. FUTURE BOARD MEETINGS

- A. Tuesday, April 28, 2009, 7:30 p.m., Regular Meeting, *Albany Community Center, 1249 Marin Avenue, Albany*
- B. Tuesday, May 5, 2009, 7:30 p.m., Regular Meeting, *Albany Community Center, 1249 Marin Avenue, Albany*
- C. Tuesday, May 19, 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).

Job Description Albany Unified School District

Title: Network Technician

Months: 12

Range: 42

JOB DESCRIPTION:

Under general supervision of the Director of Technology, identify, troubleshoot and resolve problems encountered by District-wide users of various servers, desktop systems, District network Internet and other computer technology; troubleshoot and solve local-area network problems; provide technical support to end-users regarding computer hardware and software; test, certify and troubleshoot networking cabling systems; install configured network equipment; provides technical expertise to end-users regarding optimal set-up for software, hardware and network use; install, configure, monitor and troubleshoot a wide range of network and data communications software and hardware.

The Network Technician analyzes computer- and network-related problems reported by end-users, diagnoses the most effective method to resolve the problem and implements the solution; installs, maintains, and troubleshoots the District's Local Area Network (LAN), Wide Area Network (WAN), data communications, microcomputers and all peripheral equipment.

Does related work as required.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Identifies, troubleshoots and resolves hardware-, software- and network-related problems encountered by end-users of the District network, the Internet, the mainframe, PCs and Macintoshes and new computer technology.
2. Configures and installs Windows workstations and Macintosh operating systems in response to the demands of a complex network design.
3. Performs primary network system administration on network servers as needed.
4. Installs, certifies and troubleshoots campus and remote-campus network cabling infrastructure, including a wide variety of local area network equipment and software.
5. Uses established tracking system to log requests; monitors progress, tracks problem resolution, identifies patterns of failure, researches bug fixes and implements solutions; communicates with manager regarding unresolved problems.
6. Works with vendors to resolve hardware operating system issues; researches and tests possible solutions and implements solutions.

7. Analyzes bugs in system and application software; researches and tests possible solutions; implements solutions.
8. Writes scripts and batch files as needed to enhance the function of the operating system.
9. Optimizes computer usage by researching and recommending enhancements to system capabilities and performance.
10. Enforces the District's network security and installation procedures.
11. Monitors and maintains network documentation, network material and supply inventories.

EMPLOYMENT STANDARDS ABILITY TO:

Identify, analyze and troubleshoot a wide range of complex technical computer- and network-related problems effectively; listen and communicate information to a wide variety of clients and vendors at all levels of skill; deliver customer support both in-person and over the phone in a professional manner; support the District's objectives by training others in use of their computers and application; learn and provide support for the District's network; learn and apply new technical knowledge quickly; communicate effectively with a diverse client base both verbally and in writing; work independently and as a member of a team; maintain cooperative work relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Capabilities and limitations of various computer systems, including local area networks and wide area networks; the principles of information systems design, especially related to multi-protocol, multi-platform client/server environments; principles and practices of networking technologies; thorough understanding of LAN/WAN protocols; theory and practice of LAN/WAN administration; mastery of desktop operating systems and various software applications.

Qualifications/Requirments

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. Education: Associate's degree with at least two years of coursework in computer sciences.
2. Experience:
3. Current experience providing Level Two technical desktop and network support in a large multi-platform and multi-operating systems environment OR one year of experience and an MCP (Microsoft Certified Professional) certificate. Demonstrated experience implementing local area networks using multioperating systems and platforms, network and computer trouble-shooting and problem solving skills required, including knowledge of networking theory, principles and practices. Specific knowledge of TCP/IP and Windows Server. Previous technical support of Macintosh computers is helpful.

DESIRABLE EXPERIENCE:

Ability to configure and install routers and hubs. Understanding of transport protocols such as TCP/IP, Appletalk, Novell, and MS Windows.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy equipment (up to 50 lbs).

ALBANY UNIFIED CLASSIFIED SALARY SCHEDULE
 CSEA - OFFICE/PARAEDUCATORS/AIDES UNIT
 Based on 8.0 Hours/Day - 173.33 Hours/Month
 Effective 07/01/08

RANGE	POSITION TITLE	A		B		C		D		E	
		HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY	HOURLY	MONTHLY
18		12.11	2,098.59	12.71	2,203.85	13.36	2,314.98	14.02	2,430.79	14.73	2,552.46
19		12.42	2,152.39	13.03	2,258.84	13.69	2,372.31	14.38	2,491.62	15.09	2,615.62
20		12.72	2,205.04	13.36	2,314.98	14.03	2,431.97	14.73	2,553.62	15.47	2,681.13
21		13.04	2,260.00	13.69	2,372.31	14.38	2,492.78	15.11	2,619.13	15.86	2,748.98
22		13.37	2,317.34	14.03	2,431.97	14.75	2,555.97	15.48	2,682.31	16.26	2,817.99
23		13.69	2,373.48	14.38	2,492.78	15.12	2,620.31	15.87	2,750.16	16.66	2,888.18
24	Student Data Clerk, Attendance Clerk	14.04	2,433.13	14.75	2,555.97	15.48	2,683.48	16.26	2,819.16	17.07	2,959.53
25	Student Bookroom, Benefits/Purchase Clerk	14.39	2,493.97	15.12	2,620.31	15.87	2,751.32	16.67	2,889.35	17.50	3,033.23
26		14.75	2,557.13	15.48	2,683.48	16.28	2,821.51	17.09	2,961.88	17.95	3,110.44
27	DO Secretary	15.12	2,621.47	15.87	2,751.32	16.68	2,890.52	17.51	3,035.58	18.39	3,187.35
28	School Secretary I, Workability Coordinator	15.50	2,686.98	16.28	2,821.51	17.09	2,963.05	17.95	3,111.61	18.86	3,268.35
29	School Secretary II	15.89	2,753.66	16.68	2,890.52	17.52	3,036.75	18.40	3,189.97	19.32	3,349.07
30	Computer System Coordinator	16.29	2,822.68	17.09	2,963.05	17.96	3,112.79	18.86	3,269.52	19.81	3,433.29
31	School Secretary III	16.69	2,892.86	17.52	3,036.75	18.42	3,192.33	19.34	3,351.42	20.31	3,519.87
32	Account Clerk, Benefits Specialist, Secretary IV	17.10	2,964.23	17.96	3,112.79	18.88	3,271.87	19.82	3,435.64	20.81	3,607.59
39	Computer Specialist, Campus Supervisor	20.33	3,523.36	21.35	3,701.17	22.42	3,886.00	23.54	4,080.19	24.72	4,284.89
42	Network Technician	22.44	3,889.53	23.56	4,084.00	24.74	4,288.20	25.98	4,502.61	27.28	4,727.74



CALIFORNIA STATE
UNIVERSITY
EAST BAY

College of Education and Allied Studies
Credentials Student Service Center

25800 Carlos Bee Boulevard, Hayward, CA 94542-3075
510.885.2272 • 510.885-3250 (fax) • www.csueastbay.edu

February 2, 2009

Albany City Unified School District
Margaret Romero, Assistant Superintendent
Business Services
904 Talbot Avenue
Albany CA 94706-2020

Dear Ms. Romero:

Our current Memorandum of Understanding (MOU) between California State University, East Bay and Albany City Unified School district is dated September 9, 2003.

It is important to our candidates to be able to accept Internships in your district. In order to keep our files current, we are asking that you provide an update.

Enclosed, please find a new form. I trust that you will be able to obtain the appropriate signatures and return the form to me before March 6, 2009. You may mail the completed MOU to the following address:

California State University, East Bay
Attention: Marites Angeles, Credential
25800 Carlos Bee Blvd., AE-235
Hayward CA 94542

Please do not hesitate to call me at (510) 885-7587 for further information.

Sincerely,

Marites Angeles

Marites Angeles
MOU Coordinator
Credential Student Service Center



CALIFORNIA STATE UNIVERSITY EAST BAY

College of Education and Allied Studies
Credentials Student Service Center
25800 Carlos Bee Boulevard, Hayward, CA 94542-3075
510.885.2272 • 510.885-3250 (fax) • www.csueastbay.edu

DISTRICT/TEACHERS' ASSOCIATION INTERNSHIP MEMORANDUM OF UNDERSTANDING (MOU)

The Albany City Unified School District wishes to participate in the California State University, East Bay Internship Program. As part of the Intern partnership, we

- Certify that the salary of the intern shall not be less than the Minimum salary base paid to a regular certificated person (EC 44462);
• Authorize intern to assume the functions that are authorized by the regular standard credential to meet specific instructional needs of the district;
• Certify that Intern do not displace certificated employees: Personnel are unavailable for the position and an effort is being made to develop a future applicant pool in high need areas.

In addition we agree to

- advise intern of expectations and support upon rehire;
• orient interns to the district and the school site; and
• assign partner teachers to support interns.

[Signature] 3/24/09
(Signature, District Representative) (Date)

Superintendent of Schools, Albany USD
(Title, District Representative)

[Signature] 3/15/09
(Signature, Teachers' Association Representative) (Date)

President ATA
(Title Teachers' Association Representative)

ALBANY UNIFIED SCHOOL DISTRICT

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: March 24, 2009

Sponsoring Teacher(s): Dewitt, Daniel, Bishop, Allen & Winnacker

School: Marin

Class(es) Involved: 4th grades. Marin School

Grade Level(s): 4th

Days and Dates of Trip: May 13 through May 15, 2009

Number of Students Involved: 90 approx

Each adult will be assigned responsibility for 5 students
(Refer to page 4 for guidelines)

Day and Time of Departure: Wed, May 13th, 2009 9am

Day and Time of Return: Fri, May 15th, 2009 2pm

General Statement of Proposed Trip:

Children will visit the Pt. Bonita Outdoor Education Center & will be involved in the centers of the Outdoor Education Program.

OVERNIGHT EXTENDED FIELD TRIP APPLICATION

Page 2 of 4

Objectives to be Accomplished by Students:

Children will have the opportunity to explore an area of the Marin Headlands under the direction of incredibly well-trained naturalists. In addition, they will have the opportunity of working w/ their peers in a cooperative spirit in many new situations over a 3-day period.

Proposed Itinerary:

(Please be specific regarding dates, times and locations)

All activities will take place in the Ymca Pt. Bonita Outdoor & Conf. Center & the surrounding Marin Headlands

May 13th: Arrive about 10am
orientation
lunch & group hike
4:15 back @ site, rest,
dinner & night program

May 14th:
8am Breakfast
All day hikes
4:15 - same as 5/14

May 15th
7am Wake up, pack,
clean-up
8am Breakfast
9:15 short hike, closing
12:00 lunch
1pm leave for Marin Sch
2pm Back to Marin

Estimated Costs to District:

2

Estimated Costs to Students:

\$199.00

Name of Adult Sponsors:

To be determined

OVERNIGHT EXTENDED FIELD TRIP APPLICATION
Page 3 of 4

Principal's Recommendation:

<u><i>[Signature]</i></u>	<u>3/24/09</u>
Principal's Signature	Date
<u><i>[Signature]</i></u>	<u>3/25/09</u>
Deputy Superintendent	Date

BOARD ACTION:
(Required for out of state field trips)

Approved as Requested:

Approved with Following Changes:

Superintendent's Signature Date

OVERNIGHT EXTENDED FIELD TRIP APPLICATION
Page 4 of 4

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

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: 3/5/09

Sponsoring Teacher(s): Sinclair / Yoo / Goldberg / Merlin

School: Ocean View

Class(es) Involved: Sinclair / Yoo / Goldberg / Merlin

Grade Level(s): 4th grade

Days and Dates of Trip: May ~~6~~ / ~~7~~ / ~~8~~ / ~~9~~ through ~~15~~ / ~~16~~ / ~~17~~ / ~~18~~ / ~~19~~ May 8, 2009

Number of Students Involved: 85-90

Each adult will be assigned responsibility for 6 students
(Refer to page 4 for guidelines)

Day and Time of Departure: Wed, May 6, 9 am

Day and Time of Return: Friday, May 8, 3 pm

General Statement of Proposed Trip:

The Pt. Bonita trip is probably the most highly anticipated fieldtrip of elementary schools in Albany! Students spend 3 days and 2 nights at a YMCA camp located in the Marin Headlands at Point Bonita.

OVERNIGHT EXTENDED FIELD TRIP APPLICATION
Page 2 of 4

Objectives to be Accomplished by Students:

Students will learn about eco systems and the environment. Students will learn about their responsibilities for helping keep the environment clean. Students will participate in team building activities.

Proposed Itinerary:

(Please be specific regarding dates, times and locations)

5/6 9-9:30 Leave OV
10-10:45 Arrive Pt. Bonita
5/8 12:30-1:30 Leave P.B
2-2:30 Arrive OV

Estimated Costs to District:

Ø

Estimated Costs to Students:

@ \$235 a student - including bus costs

Name of Adult Sponsors:

Judy Sindair Margaret Goldberg
Dina Yoo Marilyn Merlino

OVERNIGHT EXTENDED FIELD TRIP APPLICATION
Page 3 of 4

Principal's Recommendation:

Terry Gess 3/16/09
Principal's Signature Date
[Signature] 3/23/09
Deputy Superintendent Date

BOARD ACTION:

(Required for out of state field trips)

Approved as Requested:

Approved with Following Changes:

Superintendent's Signature Date

OVERNIGHT EXTENDED FIELD TRIP APPLICATION

Page 4 of 4

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
- N/A 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)
- N/A PERSONAL VEHICLE USE PERMISSION FORM
(for Vehicle Field Trips)

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**
Regular Meeting of April 14, 2009

ITEM: **INDEPENDENT CONTRACTOR AGREEMENT FOR TITIA MARTIN-NAGEL**

PREPARED BY: Lynda Hornada, Director of Curriculum and Instruction

TYPE OF ITEM: *Approve the Independent Contractor Agreement for Titia Martin-Nagel*

BACKGROUND INFORMATION:

Titia Martin-Nagel is providing music therapy classes for three students at Albany High School. The contractor's fees are paid by PTSA and Albany Music Fund donations. The agreement is attached.

FINANCIAL INFORMATION: No Fiscal Impact

RECOMMENDATION:

Approve The Independent Contractor Agreement for Titia Martin-Nagel

Albany Unified School District
Independent Contractor Agreement

THIS AGREEMENT, made this 7th day of January '09 between Titia Martin-Nagel, an independent contractor ("Contractor") having a principal place of business at Richmond, CA, and the Albany Unified School District ("District"), mutually agree as follows:

I. TERMS OF THE CONTRACT

- A. This Agreement will become effective as of the date above and will continue in effect through June, 2009, unless sooner terminated.

II. SCOPE OF WORK TO BE PERFORMED BY CONTRACTOR

- A. Contractor agrees to perform the services specified in the "Description of Services" attached to this Agreement and incorporated by reference herein as Exhibit "A".
- B. Contractor shall perform within the time set forth in Exhibit "A": everything required to be performed.

III. COMPENSATION

- A. In consideration for the services and/or materials referenced in Article II, scope of work by contract, District agrees to pay \$ 90.00 per hour. Unless otherwise provided for in Article II, payment of expenses shall be made within sixty (60) days upon completion/delivery of goods and accompanied by invoices and appropriate supporting documentation. Invoices shall be submitted to the attention of the Albany Unified School District, Attention: Accounts Payable, along with completed W-9 Form (copy attached).
- B. The District reserves the right to withhold payment until order is completed and/or accepted by the District.

IV. OBLIGATION OF CONTRACTOR

- A. While performing services hereunder, Contractor is an independent contractor and not an officer, agent or employee of the District.
- B. The Contractor shall provide and furnish all necessary tools, labor, materials, equipment and all transportation services as described and required to perform the services under this Agreement. The Contractor shall assume all other expenses incurred in connection with the performance of this contract and the District shall not be responsible for payment of any other expenses. The Contractor is personally liable for among other things, taxes, personal health and car insurance. Workers'

5825

200.28

\$1150.00

legal proceedings that any be instituted against the District for any such claim or demand and pay or satisfy and judgment, including attorney fees and costs, that may be rendered against the District in any such action, suit or legal proceeding.

VI. ENTIRETY OF AGREEMENT

This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for the District and contains all the covenants and agreements between the parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed and dated by both the Contractor and the District.

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.


VII. ATTORNEY FEES

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney fees, which may be set by the court in the same action or in a separate action brought for the purpose, in addition to any other relief to which the party may be entitled.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

EXECUTED AT _____, California, on the date first written above.

ALBANY UNIFIED SCHOOL DISTRICT

By: 
District Superintendent


Independent Contractor

1-7-'09
Date

Social Security or Federal I.D. #

Exhibit "A"

Description of Services

Description of Services:

Individual and/or small group Music Therapy sessions for 3 students in the AHS special Day class as funded by AHS/PTSA and private family donations.

Date(s) Services to be performed:

Music Therapy sessions to be provided over time per week during spring semester. Specific dates to be determined. Provider to submit and be reimbursed vis-a-vis monthly invoice.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 14, 2009

ITEM: **INDEPENDENT CONTRACTOR AGREEMENT FOR ALISON SEEVAK**

PREPARED BY: Lynda Hornada, Director of Curriculum and Instruction

TYPE OF ITEM: *Approve the Independent Contractor Agreement for Alison Seevak*

BACKGROUND INFORMATION:

Alison Seevak is providing poetry classes for three 4th grade classes at Marin School. The contractor's fees are paid by PTA donations. The agreement is attached.

FINANCIAL INFORMATION: No Fiscal Impact

RECOMMENDATION:

Approve The Independent Contractor Agreement for Alison Seevak

Albany Unified School District

Independent Contractor Agreement

THIS AGREEMENT, made this 25 day of March, 2009 between Alison Seevalk, an independent contractor, (Contractor), having a principal place of business at 1079 Neilson St, Albany and the Albany Unified School District ("District"), mutually agree as follows:

I. TERMS OF THE CONTRACT

- A. This Agreement will become effective as of the date above and will continue in effect through June 30, 2009, unless sooner terminated.

II. SCOPE OF WORK TO BE PERFORMED BY CONTRACTOR

- A. Contractor agrees to perform the services specified in the "Description of Services" attached to this Agreement and incorporated by reference herein as Exhibit "A".
- B. Contractor shall perform within the time set forth in Exhibit "A": everything required to be performed.

III. COMPENSATION

- A. In consideration for the services and/or materials referenced in Article II, scope of work by contract, District agrees to pay \$1800. Unless otherwise provided for in Article II, payment of expenses shall be made within sixty (60) days upon completion/delivery of goods and accompanied by invoices and appropriate supporting documentation. Invoices shall be submitted to the attention of the Albany Unified School District, Attention: Accounts Payable, along with completed W-9 Form (copy attached).
- B. The District reserves the right to withhold payment until order is completed and/or accepted by the District.

IV. OBLIGATION OF CONTRACTOR

- A. While performing services hereunder, Contractor is an independent contractor and not an officer, agent or employee of the District.
- B. The Contractor shall provide and furnish all necessary tools, labor, materials, equipment and all transportation services as described and required to perform the services under this Agreement. The Contractor shall assume all other expenses incurred in connection with the performance of this contract and the District shall not be responsible for payment of any other expenses. The Contractor is personally liable for among other things, taxes, personal health and car insurance. Workers'

claim or demand and pay or satisfy and judgment, including attorney fees and costs, that may be rendered against the District in any such action, suit or legal proceeding.

VI. ENTIRETY OF AGREEMENT

This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to the rendering of services by Contractor for the District and contains all the covenants and agreements between the parties. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other agreement, statement or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing, signed and dated by both the Contractor and the District.

If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

VII. ATTORNEY FEES

If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney fees, which may be set by the court in the same action or in a separate action brought for the purpose, in addition to any other relief to which the party may be entitled.

This Agreement will be governed by and construed in accordance with the laws of the State of California.

EXECUTED AT Albany, California, on the date first written above.

ALBANY UNIFIED SCHOOL DISTRICT

By: _____
District Superintendent

Alison Seevak
Independent Contractor

3/25/09
Date Social Security or Federal I.D. # _____

Exhibit "A"

Description of Services

Description of Services:

Poetry classes for 3 Marvin School
4th grade classrooms

Date(s) Services to be performed:

3/26, 3/30, 4/14, 4/23, 4/30, 5/7, 5/12, 5/21

ALBANY UNIFIED SCHOOL DISTRICT

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: 24 March 2009

Sponsoring Teacher(s): James

School: AHS

Class(es) Involved: Model UN club

Grade Level(s): 9-12

Days and Dates of Trip: 5/15/09 through 5/17/09

Number of Students Involved: 20-22

Each adult will be assigned responsibility for 10-11 students.
(Refer to page 4 for guidelines)

Day and Time of Departure: 5/15/09 5:00 pm (ET (arrive BART))

Day and Time of Return: 5/17/09 4:00 pm (ET (arrive BART))

General Statement of Proposed Trip:

To attend UC Davis Model UN Conference

OVERNIGHT EXTENDED FIELD TRIP APPLICATION

Page 2 of 4

Objectives to be Accomplished by Students:

- Students will:
- improve speaking, writing and negotiating skills
 - learn about international relations
 - learn about the UN and its constituent committees and agencies

Proposed Itinerary:

(Please be specific regarding dates, times and locations)

- 5/15/09 - 5⁰⁰ p.m. Meet at El Cerrito Plaza BART; travel to Richmond BART/Amtrak
 5⁵⁷ p.m. Depart Richmond BART/Amtrak to Davis; walk to Best Western Davis
- 5/16/09 In Davis
- 5/17/09 2³⁰ p.m. Depart Davis via Amtrak, returning to Richmond BART/Amtrak at 3⁴⁰ p.m.
 4⁰⁰ p.m. Arrive El Cerrito Plaza BART

Estimated Costs to District:

BART Tickets (if available) at approx. \$450 (inc. discount)

Estimated Costs to Students:

- Meals (breakfasts, lunches and dinners -- 2 of each)
- BART/AMTRAK expenses of ~ \$45 (unless we can secure discount as a group -- depends on number and availability)
- Previously paid registration/hotel expenses of \$135/student

Name of Adult Sponsors:

Kevin Jones

Tom Reilly (Kevin's spouse)

OVERNIGHT EXTENDED FIELD TRIP APPLICATION

Page 3 of 4

Principal's Recommendation:

<i>bst</i>	<u>Tam M. B...</u>	<u>3/24/09</u>
	Principal's Signature	Date
	<u>[Signature]</u>	<u>3/25/09</u>
	Director of Curriculum	Date

BOARD ACTION:

(Required for out of state field trips)

Approved as Requested:

Approved with Following Changes:

Superintendent's Signature

Date

OVERNIGHT EXTENDED FIELD TRIP APPLICATION

Page 4 of 4

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)

<p style="text-align: center;">ALBANY UNIFIED SCHOOL DISTRICT BOARD AGENDA BACKUP</p> <p style="text-align: center;">Regular Meeting of April 14, 2009</p>
--

ITEM: Summer School Meal Waiver

PREPARED BY: Laurie Harden, Assistant Superintendent, Business Services



TYPE OF ITEM: *Consent Agenda*

BACKGROUND INFORMATION:

Effective January 1, 2006, public schools must meet one out of three conditions established by Assembly Bill 1392 in order to receive approval to waive the requirement to provide a meal during summer school sessions as specified in EC Section 49550. EC 49550 requires that public school districts and county offices of education maintaining kindergarten or any of grades 1 to 12 shall "... provide for each needy pupil one nutritionally adequate free or reduced-price meal each school day ..."The meal can be breakfast or lunch. It must meet the federal meal pattern requirement and the meals should be made available for all students in attendance. Reimbursements are eligible for needy pupils only.

Summer School Meal Waivers can apply to one of three conditions:

1. There is a Summer Food Service Program for Children within one-half mile (elementary schools) or one mile (middle, junior high or high school).
- OR
2. Serving meals during the summer school session would result in a financial loss to the school district.
- OR
3. The district operates summer school days of two hours or less hours including breaks and recess.

Our District shall apply the waiver based on condition two that if we provide meals during the summer school session, it would result in a financial loss to the school district. The Department of Education shall review our application and notify us if the waiver is accepted.

<p>RECOMMENDATION: Approve the Summer School Meal Waiver application for 2009.</p>

SPECIFIC WAIVER REQUEST

**SUMMER SCHOOL MEAL WAIVER
DISTRICT INFORMATION**

SSM-1 (Rev. 01-6-09) <http://www.cde.ca.gov/re/lr/wr/>

Page 1 of 2

Send original plus one copy to:

Waiver Office, California Department of Education
1430 N Street, Suite 5602
Sacramento, CA 95814

CDS CODE						
0	1	6	1	1	2	7

Local educational agency: Albany Unified School District		Contact name and recipient of approval/denial notice: Clell Hoffman		Contact person's e-mail address: Clell.hoffman@albany.k12.ca.us
Address: 904 Talbot Ave	(City) Albany	(State) CA	(ZIP) 94706	Phone (and extension, if necessary): 510-558-2608 Fax number: (510) 559 - 6560
Period of request: (Summer School Session) From: June 22, 2009 To: July 17, 2009		Local board approval date: (Required) April 14, 2009		

LEGAL CRITERIA

- Authority for the waiver:** *Education Code (EC) Section 49548 (a):* The State Board of Education, in order to comply with legislation findings expressed in Section 49547, shall restrict the criteria for the issuance of waivers from the requirements of Section 49550 to feed children during a summer school session. A waiver shall be granted for a period not to exceed one year with specific conditions. (New: AB 1392, Statutes of 2005)
- Education Code (EC) Section to be waived:** 49550 (*whole section*)
Brief description of the topic of the waiver: State Meal Mandate for meals during summer school sessions.
49550 (a) Notwithstanding any other provision of law, each school district or county superintendent of schools maintaining any kindergarten or any of grades 1 to 12, inclusive, shall provide for each needy pupil one nutritionally adequate free or reduced-price meal during each school day, except for family day care homes that shall be reimbursed for 75 percent of the meals served.
- Desired outcome/rationale.**
Our agency would like to receive a waiver of the requirement to serve meals to students at this year's summer school session for (2) school sites. We understand that we must meet one of the three conditions of EC 49548(a):

Condition One: There is a Summer Food Service Program for Children (SFSP) within one-half mile (elementary site) or one mile (middle, junior high, or high school) and the SFSP site either: a) begins serving meals one-half hour after the summer session ends, or b) finishes serving meals one hour after the summer session; OR

Condition Two: Serving meals during the summer school session would result in a financial loss (as specifically defined); OR

Condition Three: The site operates summer school days of two hours or less (including breaks and recess).

ATTACH SITE INFORMATION FORM TO COMPLETE WAIVER REQUEST

District or County Certification – I hereby certify that the information provided on this application is correct and complete.

Signature of Superintendent or Designee: 	Title: Assistant Superintendent for Business Services	Date: March 31, 2009
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FOR CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY

Staff Name (<i>type or print</i>):	Staff Signature:	Date:
Unit Manager (<i>type or print</i>):	Unit Manager Signature:	Date:
Division Director (<i>type or print</i>):	Division Director Signature:	Date:
Deputy (<i>type or print</i>):	Deputy Signature:	Date:

SPECIFIC WAIVER REQUEST

**SUMMER SCHOOL MEAL WAIVER
SITE INFORMATION**

SI-1 (Rev. 01/06/09) <http://www.cde.ca.gov/re/lr/wr/>
Page 2 of 2

List all sites for this waiver request. If you check Conditions One or Two, the paperwork can be found here: <http://www.cde.ca.gov/re/lr/wr/documents/conditionone.doc> for Condition One and <http://www.cde.ca.gov/re/lr/wr/documents/updatecondition2.xls> for Condition Two. Attach additional sheets if more sites are included.

Site Name: Albany High School		
Summer session at this site begins: 8:30 AM and ends: 12:30 PM Total Time: 4 hours (Hrs/Min)		
Meal time at this site for the summer session begins: 12:30 and ends: 1:00 pm		
Check which condition below meets your circumstances:		
Condition ONE <input type="checkbox"/>	Condition TWO <input checked="" type="checkbox"/>	Condition THREE <input type="checkbox"/>

Site Name:		
Summer session at this site begins: _____ and ends: _____ Total Time: _____ (Hrs/Min)		
Meal time at this site for the summer session begins: _____ and ends: _____		
Check which condition below meets your circumstances:		
Condition ONE <input type="checkbox"/>	Condition TWO <input type="checkbox"/>	Condition THREE <input type="checkbox"/>

Site Name:		
Summer session at this site begins: _____ and ends: _____ Total Time: _____ (Hrs/Min)		
Meal time at this site for the summer session begins: _____ and ends: _____		
Check which condition below meets your circumstances:		
Condition ONE <input type="checkbox"/>	Condition TWO <input type="checkbox"/>	Condition THREE <input type="checkbox"/>

Site Name:		
Summer session at this site begins: _____ and ends: _____ Total Time: _____ (Hrs/Min)		
Meal time at this site for the summer session begins: _____ and ends: _____		
Check which condition below meets your circumstances:		
Condition ONE <input type="checkbox"/>	Condition TWO <input type="checkbox"/>	Condition THREE <input type="checkbox"/>

For more details on the conditions, please see the California Department of Education (CDE) website at: <http://www.cde.ca.gov/re/lr/wr/othertopics.asp#summermeal>. For submission deadlines, see the [Waiver Calendar for 2009](#).

Summer meal waivers must be received by the CDE Waiver Office no later than 30 days prior to the last regular meeting of the State Board of Education (SBE) before the commencement of the summer school session for which the waiver is sought. Therefore, please have your completed summer school meal waiver into the CDE Waiver Office by February 11, 2009 or April 6, 2009 at the latest.

If you have questions on the waiver form, timeline or process, please call the waiver office at (916) 319-0824; if you have questions regarding the attachments to the waiver, or how to meet

MEAL WAIVER CONDITION TWO School Meal Profit/Loss Worksheet National School Lunch Program

This form is an Excel Spreadsheet. If you are completing this form online, the fields below will self-calculate as you enter information.

PLEASE NOTE: If your school district participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) you will need to fill out a separate worksheet for breakfast and one for lunch. You will need to select the tab at the bottom of this worksheet entitled "STD Worksheet Breakfast" to access the worksheet for the SBP. Attach these worksheets to the application (waiver request) that you submit to our office. You may obtain an electronic version of these forms by sending an e-mail to Jennifer Sheldon at: jsheldon@cde.ca.gov or Noel Davis at: ndavis@cde.ca.gov

This worksheet applies to (Check One):	Summer		OR	Saturday	
Check which meal program will be offered:	Lunch	x	OR	Breakfast	
Specify time of meal service:	Begins at:	10:00		Ends at:	11:30
Enter the district's total enrollment:					3824
Enter the "anticipated" total summer/Saturday school enrollment:					100
Enter the prior year summer/Saturday school enrollment:					300
Enter the total <u>regular school year</u> Average Daily Participation (ADP) of free, reduced-price, and paid:					167

Participation Percent **4%** Expected ADP **4**

DETERMINING YOUR PROGRAM INCOME

Based on your current level of reimbursement, please complete the appropriate "Category" below that corresponds to the NSLP to estimate your program income, using these instructions:

INSTRUCTIONS FOR COMPLETING PROGRAM INCOME

Under "# of Students," enter the projected number of students that will be attending summer/Saturday School eligible for Free, Reduced-Price, and Paid meals.

Under "# of Op Days," enter the total number of days that summer/Saturday School will operate for Free, Reduced-Price, and Paid.

Under "Meal Prices," enter the price students will pay for meals (including reduced, if different).

Category # 1							
NSLP = Served less than 60% needy 2 years prior				Reimbursement			
Category	# of Students	# of Op Days	Meals Served	Federal	State	Meal Prices	Total Income
Free	48	29	1392	\$2.57	\$0.2195	\$0.00	\$3,882.98
Reduced-Price	11	29	319	\$2.17	\$0.2195	\$0.40	\$889.85
Paid	41	29	1189	\$0.24	\$0.00	\$3.75	\$4,744.11
Total	100		2900				\$9,516.94

OR

Category # 2							
NSLP = Served more than 60% needy 2 years prior				Reimbursement			
Category	# of Students	# of Op Days	Meals Served	Federal	State	Meal Prices	Total Income
Free			0	\$2.59	\$0.2195	\$0.00	\$0.00
Reduced-Price			0	\$2.19	\$0.2195	\$0.40	\$0.00
Paid			0	\$0.26	\$0.00		\$0.00
Total	0		0				\$0.00

**MEAL WAIVER CONDITION TWO
School Meal Profit/Loss Worksheet
National School Lunch Program**

PROGRAM EXPENSES

The calculations below determine the amount that would be paid in salaries if a meal were to be offered during the summer or Saturday school session.

PLEASE NOTE: Labor hours are scrutinized very closely; therefore, please indicate only the amount of time that is necessary for meal service. Additional documentation and justification will be required when estimated expenses appear higher than normal.

INSTRUCTIONS FOR COMPLETING PROGRAM EXPENSES

Under "# Staff Needed," enter the numeric number of staff needed.

Under "Total # of Hours Needed," enter the numeric number of hours (e.g. 12, not twelve) needed based on the number of total operating days.

Under "Hourly Wage," enter the hourly wage for each position using two decimal points (e.g. \$8.55). You may include employee benefits within the hourly wage or list them under "other costs."

Under "Other Staff" and "Explain," provide justification.

Under "Other Costs" and "Explain," provide explanation of other costs, if listed.

Positions	# of Staff Needed	Total # of Hours Needed	Hourly Wage	Total Wages
Cook	1	87	\$16.89	\$1,469.43
Cook	1	43.5	\$16.02	\$696.87
Cook			\$0.00	\$0.00
Nutritionist			\$0.00	\$0.00
Food Service Director	1	87	\$46.66	\$4,059.42
Janitor	1	43.5	\$16.02	\$696.87
Other Staff:			\$0.00	\$0.00
Explain Other Staff:				

Total Salaries	\$6,922.59
Indirect Costs	\$602.24
Food & Supplies	\$5,220.00
Other Costs	\$0.00
Explain Other Costs:	

TOTAL PROGRAM EXPENSES

\$12,744.83

FOR INTERNAL USE ONLY	

**MEAL WAIVER CONDITION TWO
School Meal Profit/Loss Worksheet
National School Lunch Program
FINANCIAL LOSS STATEMENT**

Will providing meals during the summer/Saturday school session result in a financial loss for your district as indicated below?

NO YES If "Yes," check "Option One" or "Option Two" below:

OPTION ONE: Check this box if the loss is equal to 1/3 of the Net Cash Resources →

Net cash resources is equal to all monies as determined in accordance with the State agency's established accounting system at any given time, less cash payable [in the Cafeteria Fund] (Title 7, Code of Federal Regulations, Part 210.2). You may obtain the NSLP CRE Net Cash Resources form for computing net cash resources upon request by e-mail to Jennifer Sheldon at: jsheldon@cde.ca.gov

Enter your:

Program Income:	\$9,516.94
Program Expenses:	\$12,744.83
Program Income/Loss	<u>-\$3,227.89</u>

Net Cash Resources 1/3 = \$0.00
 Financial Loss (if any):

OR

OPTION TWO: Check this box if the loss is equal to one month's operating costs →

or

Check this box if the loss is equal to operating costs for the year if for Saturday School →

Enter your:

Program Income:	\$9,516.94
Program Expenses:	\$12,744.83
Program Income/Loss	<u>-\$3,227.89</u>

Listed below is the calculation for one month's operating costs (as averaged over the summer) or one month's operating costs for the year if for Saturday School:

OPERATING COSTS: \$12,744.83
 (same as Program Expenses above)
 Enter the total number of Operating Days:
COST PER DAY* \$439.48

*Dividing the Operating Costs by Total Operating Days gives the Cost Per Day

Enter the highest number of **OPERATING DAYS** for either a. or b. below:

- a. one month of the summer.
- b. the school year if this is for a Saturday school waiver.

Multiply the Cost Per Day above by the highest number of operating days (e.g., if the cost per day is \$900 and the operating days are 21 then \$900 x 21 = \$18,900)

The difference of Program Expenses from Program Income equals the Program Loss.

a. One Month's Operating Costs for the summer is:	\$10,107.97
b. Operating Costs for the year for Saturday School is:	10107.96862
	The Program Loss from above is:
	-\$3,227.89

MEAL WAIVER CONDITION TWO School Meal Profit/Loss Worksheet School Breakfast Program

This form is an Excel Spreadsheet. If you are completing this form online, the fields below will self-calculate as you enter information.

PLEASE NOTE: If your school district participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) you will need to fill out a separate worksheet for breakfast and one for lunch. You will need to select the tab at the bottom of this worksheet entitled "STD Worksheet Breakfast" to access the worksheet for the SBP. Attach these worksheets to the application (waiver request) that you submit to our office. You may obtain an electronic version of these forms by sending an e-mail to Jennifer Sheldon at: jsheldon@cde.ca.gov or Noel Davis at: ndavis@cde.ca.gov

This worksheet applies to (Check One):	Summer	x	OR	Saturday	
Check which meal program will be offered:	Lunch		OR	Breakfast	x
Specify time of meal service:	Begins at:	7:30		Ends at:	9:00
Enter the district's total enrollment:					3824
Enter the "anticipated" total summer/Saturday school enrollment:					100
Enter the prior year summer/Saturday school enrollment:					300
Enter the total <u>regular school year</u> Average Daily Participation (ADP) of free, reduced-price, and paid:					113

Participation Percent **3%** Expected ADP **3**

DETERMINING YOUR PROGRAM INCOME

Based on your current level of reimbursement, please complete the appropriate "Category" below that corresponds to the NSLP to estimate your program income, using these instructions:

INSTRUCTIONS FOR COMPLETING PROGRAM INCOME

Under "# of Students," enter the projected number of students that will be attending summer/Saturday School eligible for Free, Reduced-Price, and Paid meals.

Under "# of Op Days," enter the total number of days that summer/Saturday School will operate for Free, Reduced-Price, and Paid.

Under "Meal Prices," enter the price students will pay for meals (including reduced, if different).

Category # 1							
SBP = Served less than 40% needy 2 years prior							
				Reimbursement			
Category	# of Students	# of Op Days	Meals Served	Federal	State	Meal Prices	Total Income
Free	48	29	1392	\$1.40	\$0.2195	\$0.00	\$2,254.34
Reduced-Price	11	29	319	\$1.10	\$0.2195	\$0.30	\$516.62
Paid	41	29	1189	\$0.25	\$0.00	\$1.50	\$2,080.75
Total	100	29	2900				\$4,851.71

OR

Category # 2							
SBP = Especially Needy Served 40% or more 2 years prior							
				Reimbursement			
Category	# of Students	# of Op Days	Meals Served	Federal	State	Meal Prices	Total Income
Free			0	\$1.68	\$0.2195	\$0.00	\$0.00
Reduced-Price			0	\$1.38	\$0.2195	\$0.30	\$0.00
Paid			0	\$0.25	\$0.00		\$0.00
Total	0	0	0				\$0.00

**MEAL WAIVER CONDITION TWO
School Meal Profit/Loss Worksheet
School Breakfast Program**

PROGRAM EXPENSES

The calculations below determine the amount that would be paid in salaries if a meal were to be offered during the summer or Saturday school session.

PLEASE NOTE: Labor hours are scrutinized very closely; therefore, please indicate only the amount of time that is necessary for meal service. Additional documentation and justification will be required when estimated expenses appear higher than normal.

INSTRUCTIONS FOR COMPLETING PROGRAM EXPENSES

Under "# Staff Needed," enter the numeric number of staff needed.

Under "Total # of Hours Needed," enter the numeric number of hours (e.g. 12, not twelve) needed based on the number of total operating days.

Under "Hourly Wage," enter the hourly wage for each position using two decimal points (e.g. \$8.55). You may include employee benefits within the hourly wage or list them under "other costs."

Under "Other Staff" and "Explain," provide justification.

Under "Other Costs" and "Explain," provide explanation of other costs, if listed.

Positions	# of Staff Needed	Total # of Hours Needed	Hourly Wage	Total Wages
Cook	1	87	\$16.89	\$1,469.43
Cook	1	43.5	\$16.02	\$696.87
Cook			\$0.00	\$0.00
Nutritionist			\$0.00	\$0.00
Food Service Director	1	87	\$46.66	\$4,059.42
Janitor	1	43.5	\$16.02	\$696.87
Other Staff:			\$0.00	\$0.00
Explain Other Staff:				

Total Salaries	\$6,922.59
Indirect Costs	\$451.24
Food & Supplies	\$2,175.00
Other Costs	\$0.00
Explain Other Costs:	

TOTAL PROGRAM EXPENSES

\$9,548.83

FOR INTERNAL USE ONLY	

**MEAL WAIVER CONDITION TWO
School Meal Profit/Loss Worksheet
School Breakfast Program**

FINANCIAL LOSS STATEMENT

Will providing meals during the summer/Saturday school session result in a financial loss for your district as indicated below?

NO YES If "Yes," check "Option One" or "Option Two" below:

OPTION ONE: Check this box if the loss is equal to 1/3 of the Net Cash Resources →

Net cash resources is equal to all monies as determined in accordance with the State agency's established accounting system at any given time, less cash payable [in the Cafeteria Fund] (Title 7, Code of Federal Regulations, Part 210.2). You may obtain the NSLP CRE Net Cash Resources form for computing net cash resources upon request by e-mail to Jennifer Sheldon at: jsheldon@cde.ca.gov

Enter your:	
Program Income:	\$4,851.71
Program Expenses:	\$9,548.83
Program Income/Loss	-\$4,697.12

Net Cash Resources 1/3 = \$0.00
 Financial Loss (if any): -\$4,697.12

OR

OPTION TWO: Check this box if the loss is equal to one month's operating costs →

or

Check this box if the loss is equal to operating costs for the year if for Saturday School →

Enter your:	
Program Income:	\$4,851.71
Program Expenses:	\$9,548.83
Program Income/Loss	-\$4,697.12

Listed below is the calculation for one month's operating costs (as averaged over the summer) or one month's operating costs for the year if for Saturday School:

OPERATING COSTS:	\$9,548.83
(same as Program Expenses above)	
Enter the total number of Operating Days:	<input type="text" value="29"/>
COST PER DAY*	\$329.27

*Dividing the Operating Costs by Total Operating Days gives the Cost Per Day

Enter the highest number of OPERATING DAYS for either a. or b. below:

- a. one month of the summer.
- b. the school year if this is for a Saturday school waiver.

Multiply the Cost Per Day above by the highest number of operating days (e.g., if the cost per day is \$900 and the operating days are 21 then \$900 x 21 = \$18,900)

The difference of Program Expenses from Program Income equals the Program Loss.

a. One Month's Operating Costs for the summer is:	7573.21
b. Operating Costs for the year for Saturday School is:	7573.21
The Program Loss from above is:	-\$4,697.12

ALBANY UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Board Meeting Schedule
 2009-2010 School Year

	DATE	TIME	LOCATION
Tuesday	August 4, 2009	7:30 p.m.	Albany Community Center
Tuesday	August 18, 2009	7:30 p.m.	Albany Community Center
Tuesday	September 1, 2009	7:30 p.m.	Albany Community Center
Tuesday	September 15, 2009	7:30 p.m.	Albany Community Center
Tuesday	October 6, 2009	7:30 p.m.	Albany Community Center
Tuesday	October 20, 2009	7:30 p.m.	Albany Community Center
WEDNESDAY*	November 4, 2009	7:30 p.m.	Albany Community Center
Tuesday	November 17, 2009	7:30 p.m.	Albany Community Center
Tuesday	December 1, 2009	7:30 p.m.	Albany Community Center
Tuesday	January 5, 2010	7:30 p.m.	Albany Community Center
Tuesday	January 19, 2010	7:30 p.m.	Albany Community Center
Tuesday	February 2, 2010	7:30 p.m.	Albany Community Center
THURSDAY**	February 18, 2010	7:30 p.m.	Albany Community Center
Tuesday	March 2, 2010	7:30 p.m.	Albany Community Center
Tuesday	March 16, 2010	7:30 p.m.	Albany Community Center
Tuesday	April 6, 2010	7:30 p.m.	Albany Community Center
Tuesday	April 20, 2010	7:30 p.m.	Albany Community Center
Tuesday	May 4, 2010	7:30 p.m.	Albany Community Center
Tuesday	May 18, 2010	7:30 p.m.	Albany Community Center
Wednesday*	June 2, 2010	7:30 p.m.	Albany Community Center
Tuesday	June 15, 2010	7:30 p.m.	Albany Community Center

*Changed to Wednesday due to Election Day.

**Changed to Thursday due to President's Day Holiday.

Board Meeting:
April 14, 2009

TO: Board of Education
FROM: Marla Stephenson
SUBJECT: **NOTICE OF COMPLETION – McGUIRE & HESTER CONSTRUCTION
COMPANY - COUGAR FIELD RENOVATION PROJECT**

SUPPORT INFORMATION:

The Cougar Field Renovation Project, Sitework: Track & Field Construction & Associated Mechanical Electrical Plumbing Services contract was awarded to McGuire & Hester Construction Company, at the District's July 2, 2007 Board meeting.

The contractor has met the requirements set forth in the construction documents and work has been completed to the satisfaction of the Superintendent.

Upon approval by the Board, the Superintendent will file the Notice of Completion with the Alameda County Recorder's Office.

FISCAL IMPLICATION:

Thirty-five (35) days following the filing of the Notice of Completion with the Alameda county Recorder's Office, the District may release the 10% contractor's retention. The 10% retention is included within the contract price; there is no fiscal impact to the District.

RECOMMENDED ACTION:

Approve the Notice of Completion for McGuire & Hester Construction Company for the Cougar Field Renovation Project; Sitework, Track & Field Construction and Associated Mechanical, Electrical, Plumbing Services.

RECORDING REQUESTED BY

Albany Unified School District


And when recorded mail to:

Albany Unified School District
904 Talbot Ave
Albany, CA 94706

NOTICE OF COMPLETION


NOTICE IS HEREBY GIVEN:

1. Name and address of owner(s): Albany Unified School District, 904 Talbot Ave. Albany, CA 94706.
2. That the nature of the interest or estate of owner: **In Fee.**
3. That on the **14** day of **April 2009** a work of improvement on the real property herein described was completed.
4. That the name of the original contractor, for said work of improvement was: **McGuire & Hester Corporation Company, 9009 Railroad Ave., Oakland, CA 94603.**
5. That the real property herein referred to is situated in the **City of Albany, County of Alameda, State of California**, and is described as follows: **Cougar Field Renovation, located at 1259 Brighton Ave., Albany, CA 94706.**
6. **Government Code: 27383** No fee shall be charged by the recorder for services rendered to the State, to any municipality, county in the state or other political subdivision thereof, except for making a copy of paper or record.



 Marla Stephenson, Superintendent
 Albany Unified School District


ACKNOWLEDGEMENTS, PROOFS AND VERIFICATIONS

"I certify (or declare) under penalty of perjury that the foregoing is true and correct."	
_____ Albany Unified School District (Date and Place)	 _____ (Signature) Marla Stephenson, Superintendent

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 14, 2009

ITEM: Declaration and Sale of Surplus Property

PREPARED BY: Laurie Harden, Assistant Superintendent, Business Services 

TYPE OF ITEM: *Consent Agenda*

BACKGROUND INFORMATION:

The Governing Board may dispose of personal property belonging to the district by the following method:

If the Board members attending a meeting unanimously agree that the property is worth no more than \$2,500, the Board may designate any district employee to sell the property without advertising. (Education Code 17546)

It is recommended that the Board declare the following items as surplus property, agree that the property is worth no more than \$2,500, and designate Tom Murphy, Supervisor of Facilities, to sell the property without advertising:

Vehicle	License	VIN Number	Rationale
1971 Ford Dump Truck	583195	F50BRL84812	Age / Unusable
1987 Ford Van	1113385	1FMHE21I6HHA58941	Age/ Unusable
1989 Ford Ranger Pick-up	334025	1FTCR10T3KUA22296	Age / Unusable

FINANCIAL INFORMATION:

Money received from the sale of surplus property shall be either deposited in the district reserve or general fund or credited to the fund from which the original purchase was made. (Education Code 17547)

RECOMMENDATION: Declare listed vehicles as surplus property valued at less than \$2,500.00 and designate district employee to sell the property.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 19, 2009

ITEM: Cougar Field Sound Fence Contract Change Order #1 – Fencecorp Inc
PREPARED BY: Tom Murphy, Supervisor of Facilities
TYPE OF ITEM: Consent

BACKGROUND INFORMATION:

DSA, Division of the State Architect, made structural changes to the fence design between bid time and approval/award time. These changes are due to a more stringent wind specification being implemented, ASCE 7-05 Wind Exposure B, 85 mph basic wind speed. The changes are as follows:

Item 1	Increase post size from 4"x4" to 5"x5" for 26 posts	\$ 9,217
Item 2	Increase post wall thickness from 1/4" to 5/16" for 56 posts	\$10,650
Item 3	Add 12 posts at corners and ends	\$15,880
Less allowance for change		-\$20,000
Total		\$15,747

FINANCIAL INFORMATION:

Project	Contractor	Original Contract Amount	Previous Change Orders	Current Change Order	Revised Contract Price	Percent Change
CougarField SoundFence	Fencecorp	\$244,333	\$0	\$15,747	\$260,080	6.4%

RECOMMENDATION: Approve Change Order #1 for Fencecorp Inc.

Proposal

License # 886544

Contract P44

Fencecorp Inc.

CORPORATE OFFICE

2420 # A Industry st.
Oceanside, CA 92054
Ph. 760-754-8372
Fax. 760-754-9810

891 Corporation St.
Santa Paula, CA 93060
Ph. 805-933-4522
Fax. 805-933-4521

930 N. Main Street
Riverside, CA 92501
Ph. 951-686-3170
Fax. 951-788-7759

4750 Burr street
Bakersfield, CA 93306
Ph. 661-323-3380
Fax. 661-323-3406

5700 88th street
Sacramento, CA 95828
Ph. 916-388-0887
Fax. 916-383-5769

2861 La Cresta Ave
Anaheim, CA 92806
Ph. 714-238-0091
Fax. 714-238-0096

35656 N. Sierra Hwy
Palmdale, CA 93550
Ph. 661-265-0082
Fax. 661-265-0179

4724 US Hwy 111
Brawley, CA 92227
Ph. 760-344-8896
Fax. 760-344-8086

1250 N. Backer park Blvd
Fresno, CA 93727
Ph. 559-454-1712
Fax. 559-454-1713

1125 Vanderbilt Circle
Manteca, CA 95337
Ph. 209-824-7328
Fax. 209-824-7842

PROPOSAL SUBMITTED TO: **Albany Unified School District** PHONE FAX DATE **2/2/2009**

STREET **Cougar Field Sound Fence** JOB NAME

CITY STATE & ZIP CODE **Albany, Ca.** JOB LOCATION

We hereby submit an estimate to furnish Labor and Materials for:

EXTRA WORK PER DELTA /CONSTRUCTION DRAWINGS

1) 26 ea 5"x5"x1/4 wall post replacing 4" post @ \$354.50	Total \$9,217.00
2) 56 ea 4" x 4" x 5/16" wall post replacing 1/4" wall post @ 190.18	Total \$10,650.08
3) 12 ea post at corners and ends @ \$1,323.31	Total \$15,879.72
subtotal	\$35,746.80
less allowance	\$20,000
total	\$15,747

Please Call Steve Reid at (916) 388-0887 or (916) 752-8537 if you have any questions on this project

We Propose hereby to furnish Materials and Labor - complete in accordance with above specs for the sum of:

dollars (**15,747.00**

Payments to be made as follows:

Notice

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's Compensation insurance. All property markers must be visible at the start of construction or otherwise we do not assume any responsibility whatsoever for any fences in their wrong location

"Under the Mechanics' Lien law (California Code of Civil Procedure, Section 1181 et seq. Any contractor, subcontractor, laborer, supplier, or other person who helps to improve your property but is not paid for his work or supplies. Has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer or supplier remains unpaid."

ACCEPTANCE OF PROPOSAL:

AUTHORIZED SIGNATURE: _____

SIGNATURE _____

Steve Reid

DATE _____

NOTE: This proposal shall be deemed withdrawn by us if not accepted within 30 days

FIRST ANNUAL REPORT
TO BOARD OF EDUCATION, AUSD
FROM MEASURE E BOND OVERSIGHT COMMITTEE

The voters of Albany, California approved the Albany Community Pool Improvement Bond Measure E at the election held on February 5, 2008. The results of that election were entered into the minutes of the Board of Education of the Albany Unified School District at its meeting on April 15, 2008. The text of Measure E required that "the Board of Education shall establish an independent Citizens' Oversight Committee (pursuant to Education Code Section 15278 and following), to ensure bond proceeds are spent only for the school facilities projects listed in the Bond Project List." The Board of Education appointed Bob Jacobs, Jesse Nawy, Peggy Thomsen, Alan Riffer, Chris Donahue, David Clahan, and Greg Lunkes to serve as the Measure E Bond Oversight Committee at its meeting on June 10, 2008. Anni Tilt was subsequently appointed to serve on the Committee by the Board of Education at its meeting on August 5, 2008.

Education Code requires that the Committee present a report to the Board of Education at least once a year. The Committee discussed the timing of its first report at its meeting on January 22, 2009. Various options were considered. The Committee decided to report on the period ended June 30, 2008 in order to correspond to the District's fiscal year. This will reduce the burden on the District's staff and minimize the cost of the required independent financial and performance audits. However, this results in a report that covers a short period with little activity.

As of June 30, 2008 no bonds had been sold pursuant to Measure E. The attached independent auditor report confirms that was no reportable activity as of that date. The Committee will issue its next report for the twelve months ended June 30, 2009.

Subsequent to the period covered by this report, the Committee held its first meeting on August 7, 2008. The Committee reviewed the statutory requirements established by Proposition 39 for the Committee, reviewed draft Committee Bylaws and heard a status report on the Measure E project from the project manager.

The Committee held its second meeting on October 30, 2008. At that meeting, the Committee established Bylaws, elected Alan Riffer as Chair and Greg Lunkes as Vice-Chair, established a schedule of quarterly meetings and heard a status report on the Measure E project from the project manager. As of that date, district staff reported that \$110,872 had been expended for Project E activities, largely for project management and architectural fees. These funds have been advanced from unexpended prior bond funds pending the sale of bonds.

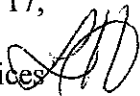
The Committee held its third meeting on January 22, 2009. At that meeting the Committee reviewed its Bylaws, the text of Measure E and the composition of the Committee. It also heard a status report on the Measure E project from the project manager. As of that date, district staff reported that \$261,959 had been expended for Project E activities since the beginning of the project, largely for project management and

architectural fees. These funds have been advanced from unexpended prior bond funds pending the sale of bonds.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 14, 2009

ITEM: Follow-up Discussion of the 2nd Interim, Approved March 17, 2009

PREPARED BY: Laurie Harden, Assistant Superintendent of Business Services 

TYPE OF ITEM: Review and Discussion

BACKGROUND INFORMATION:

Per Board request, staff has aigenized 2nd Interim Report for follow-up questions. Two questions were asked at the March 17, 2009 Board meeting that I did not have time to respond to:

Q. Please explain why the FTE listed on the multi-year projections does not change.

A. The FTE is not changed due to we do not know at this time how many FTE will change and how many are certificated vs. classified. The reductions on the MYP are shown in dollars, which as budget development occurs will then be equated to the number of FTE.

Q. Please explain the enrollment projections.

A. Enrollment projections are very tentative. The software is a standardized statewide program the uses historical data to project future enrollment. This will be updated when two important pieces of information are available---Period 2 (P2) attendance and a better sense of kindergarten enrollment. We also will be requesting sites to submit their "best guess" for 09-10 enrollment. We will then recalculate and reevaluate enrollment.

FINANCIAL INFORMATION:

No fiscal impact.

RECOMMENDATION: Discussion of follow up questions on the 2nd Interim

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 14, 2009

ITEM: Resolution 2008-09-26
60th Anniversary Universal Rights of the Child

PREPARED BY: Marla Stephenson, Superintendent *MS*

TYPE OF ITEM: ACTION

BACKGROUND INFORMATION:

On 10th December 1948, the General Assembly of the United Nations adopted the Universal Declaration of Human Rights. Thanks to its universal nature, the Declaration has become a customary law act and has been providing a basis for a number of documents protecting human rights. What is more, it has substantiated actions taken by the human rights activists for many years. Available in 360 languages, the Declaration is the most frequently translated document in the world.

The Convention on the Rights of the Child is an international treaty that recognizes the human rights of children, defined as persons up to the age of 18 years. In 41 substantive articles, it establishes in international law that States Parties must ensure that all children – without discrimination in any form – benefit from special protection measures and assistance; have access to services such as education and health care; can develop their personalities, abilities and talents to the fullest potential; grow up in an environment of happiness, love and understanding; and are informed about and participate in, achieving their rights in an accessible and active manner.

FINANCIAL INFORMATION:

No fiscal impact.

RECOMMENDATION: Approve Resolution 2008-09-26 60th Anniversary Universal Rights of the Child

ALBANY UNIFIED SCHOOL DISTRICT

**Board of Education
RESOLUTION 2008-09-26**

**DRAFT PROCLAMATION FOR APPROVAL BY AUSD
CITY OF ALBANY and AUSD
DRAFT JOINT PROCLAMATION HONORING 60th ANNIVERSARY
DECLARATION OF THE RIGHTS OF THE CHILD**

WHEREAS November 20, 2009 will be the 60th Anniversary of the signing
of the Declaration of the Rights of the Child and,
WHEREAS the citizens of the City of Albany, the Albany City Council, and
the Albany Unified School District take pride that Albany is a city which
honors the rights of all children and
WHEREAS the rights of children are clearly defined by this declaration;
It is hereby proclaimed that November 20, 2009 will be celebrated as
Children's Rights Day in the City of Albany.

AYES:
NOES:
ABSTAIN:
ABSENT:

Marla Stephenson
Secretary, Board of Education

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 14th, 2009

ITEM: CONDUCT THE SECOND READING OF THE INTEGRATED WELLNESS POLICY MISSION STATEMENT

PREPARED BY: Lynda Hornada, Director of Curriculum and Instruction

TYPE OF ITEM: *Review and Action*

BACKGROUND INFORMATION:

Albany Unified School District is seeking Board of Education approval for the Integrated Wellness Policy Mission Statement.

The Wellness Committee that consists of staff and community members developed the Mission Statement over the course of several meetings since September 2008.

The Mission Statement is attached.

FINANCIAL INFORMATION: No Fiscal Impact

RECOMMENDATION:

APPROVE WELLNESS POLICY MISSION STATEMENT

Albany Unified School District Integrated Wellness Policy

Mission: The Albany School Board recognizes that an Integrated Wellness Policy seeks to improve the health and fitness of our entire community through a deliberate focus on nutrition, fitness, health education and mental health. We believe that addressing the whole child, with attention to our community's diversity, is critical for academic preparedness and success. AUSD intends to integrate school and community resources in order to promote healthy development of students and their families. The board further recognizes the important connection between nutritional, physical, and mental health, and a student's ability to learn effectively and achieve high standards in school.

The Board recognizes that is the District's role, as part of the larger community, to model our Wellness Policy.

This mission is accomplished through the following services:

- Food service which provides optimal opportunity for the enjoyment of adequate, nourishing food.
- Food policy which promotes ecoliteracy, nutrition education, and the importance of food for optimal learning.
- Physical education that promotes healthy fitness habits.
- Classroom instruction aimed at increasing knowledge about health, nutrition, fitness, and emotional well-being.
- Mental health programs, serving students at the elementary, middle and high school levels.

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 14, 2009

ITEM: Resolution 2008-09-27
Lay-Off Vacant Classified and Management Positions

PREPARED BY: Marla Stephenson, Superintendent *MS*

TYPE OF ITEM: ACTION

BACKGROUND INFORMATION:

As part of staff efforts to develop a procedures manual for Human Resources, a review of classified and management positions, job descriptions and salary schedules was conducted. There are some management positions that are obsolete. There are classified positions that are vacant and the District does not intend to fill them at this time.

In an effort to assure that all positions are relevant and tied to position control we propose eliminating these vacant positions.

FINANCIAL INFORMATION:

No fiscal impact.

RECOMMENDATION: Approve Resolution 2008-09-27 Lay-Off Vacant Classified and Management Positions

BEFORE THE GOVERNING BOARD
OF ALBANY UNIFIED SCHOOL DISTRICT

In the Matter of the) RESOLUTION 2008-09-27
Reduction of Classified School Services)
for the 2008 - 2009 School Year)

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize the district to layoff classified employees for lack of work and/or lack of funds upon forty-five (45) days prior notice; and

WHEREAS due to a lack of work and/or a lack of funds, certain services now being provided by the District must be reduced for the current school year;

NOW, THEREFORE, BE IT RESOLVED that as of the 29th day of May, 2009, the following positions be reduced:

<u>Position</u>	<u>Number of FTE</u>
Director of Fiscal Services	(1) 8 hour position
District Office Secretary II	(1) 8 hour position
Director of Food Services	(1) 8 hour position
Director of Maintenance/Operation	(1) 8 hour position
Director Facilities and Planning	(1) 8 hour position
Substitute Contact Clerk	(1) 8 hour position
SASI Coordinator	(1) 8 hour position

BE IT FURTHER RESOLVED that the District Superintendent or designee be authorized and directed to give notice of termination of employment to the affected employee(s) of this District pursuant to District rules and regulations and applicable provisions of the Education Code not later than forty-five (45) days prior to the effective date of such reduction or discontinuance as set forth above.

BE IT FURTHER RESOLVED that the District Superintendent or designee be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

The foregoing Resolution was adopted at a regularly called meeting of the governing board of the Albany Unified School District on the 14th of April, 2009 by the following vote:

AYES:
NOES:
ABSENT:

David Glasser, President
Governing Board, Albany Unified School District

**ALBANY UNIFIED SCHOOL DISTRICT
BOARD AGENDA BACKUP**

Regular Meeting of April 14, 2009

ITEM: **Approve Appointment of Provisional Board Member**

PREPARED BY: Marla Stephenson, Superintendent

TYPE OF ITEM: Action

BACKGROUND INFORMATION:

1. Board President will make an opening statement and review the interview process.
 2. All applicants are asked to make a two minute opening statement.
 3. Board members will ask questions. There will be seven questions. Candidates will rotate in order of response.
 4. Candidates will be asked to keep their answers to one minute.
 5. At the end of the questions, candidates will have one minute to make a final statement.
 6. After the interviews, there will be a time for public comment. Questions from the public directed to applicants will not be accepted.
 7. Board members will be asked to make general comments.
 8. The Board President will ask Board members for a motion to appoint.
 9. 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. The Superintendent will make an orientation appointment with the new Board member. A copy of the Board's policies and other background information will be provided at that time.
 11. The new Board member 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.
-

FINANCIAL INFORMATION:

No fiscal impact.

RECOMMENDATION: Approve Appointment of Provisional Board Member

March 17, 2009

RECEIVED

MAR 23 2009

SUPT'S OFFICE

APPLICATION FOR BOARD OF EDUCATION PROVISIONAL MEMBER

Name of Applicant:

ADNEY MICHAEL J. Last Initial

Home Address:

Telephone Number:

QUESTIONS: (please answer in the space provided)

- 1. Why do you desire to serve on the Albany Unified School District Board of Education? THE NEXT YEARS ARE CRITICAL IN TERMS OF EXPECTATIONS AND PERCEPTIONS ON THE PART OF THE BOARD AS WELL AS THE PUBLIC AT LARGE. SETTING AND MAINTAINING REALISTIC GOALS IS NO LAKE WALK - I DESIRE ACCOUNTABILITY LASTLY - I UNDERSTAND THE BROWN ACT WELL.
2. What has been your association or level of involvement with the District during the past 35 years? (PTA, School Site Council, Budget Advisory Committee, Curriculum Council, Key Communicator, other) PRIMARILY IN TANGENTIAL ACTIVITIES, BUT THIS ALLOWED ME TO SEE & BETTER UNDERSTAND KEY PEOPLE ON BOTH A PERSONAL & PROFESSIONAL LEVEL. I WAS VERY INVOLVED WITH BOOSTERS, FIELD/SPORTS ACTIVITIES, WATERFRONT COMMITTEE, SHORELINE PARK, PARK & RER, ETC. I BECAME VERY STUDIED IN THE BUDGETS & LOGISTICS OF EACH.
3. What in your background qualifies you to be considered as a provisional appointed member to the Board of Education? (community activities, business background, special training, other qualifications) I'M SELF EMPLOYED & MANAGING MULT-MILLION \$ BUDGETS FOR CLIENTS. I HAVE ENG. & LEGAL TRAINING. I WRITE PROPOSALS & CONTRACTS FOR A LIVING. I HAVE DEDICATED THOUSANDS OF HOURS OF VOLUNTARY TIME IN ALBANY AS MY 4 KIDS HAVE GROWN UP.
4. What could be done to help improve communications and relationships among the board, staff, students, parents, and community? YOU CAN'T HAVE EVERYTHING SO ALLOW ME TO PRIORITIZE THEM MOST-TO-LEAST.
1) BOARD - STAFF
2) PARENTS - STUDENTS
3) STAFF - COMMUNITY
4) BOARD - PARENTS
5) BOARD - STUDENTS
6) BOARD - COMMUNITY.
THE COMMUNITY NEEDS TO BE VETTED, NOT JUST "SHOWING UP FOR A CAUSE".
CONTINUED

5. What do you see as the strengths of the Albany Unified School District?

SCHOOL BOARDS FUNCTION TO SET DISTRICT POLICY, THEY ARE NOT A GROUP OF MAGICIANS. I AM ALWAYS IMPRESSED WITH HOW SKILLED SELECTED BOARD MEMBERS ARE IN DIFFUSING, GUIDING AND STEERING VERY DEDICATED STAFF, ADMINISTRATORS AND KEY PUBLIC PERSONS. ALSO, OUR FACILITIES & CURRICULUM ARE TOP NOTCH.

6. What do you see as the areas most needing improvement in the school district?

PUBLIC KNOWLEDGE. AWARENESS IS EASY, ANYBODY CAN PRINT FLYERS OR RUN ADS. I THINK ONE BOARD MEMBER SHOULD SPECIALIZE IN THE AREA OF "DETAILED ENGAGEMENT" WITH COMMUNITY LEADERS. LET THEM PASS ON AN INTERPRETATION BASED ON FACTS NOT ALL EMOTIONS.

DEADLINE FOR SUBMITTAL OF APPLICATION: March 27, 2009, 4:30 p.m.
Applications to be mailed or hand-delivered **March 27, 2009, 4:30 p.m.**
to the Office of the Superintendent of Schools,
Albany Unified School District Office, 904 Talbot Avenue, Albany, CA 94706

Interviews: April 14, 2009

Sworn in and seated Provisional Board Member: April 28, 2009

I HOPE ITS OK IF I MAKE ONE MORE POINT.
I ATTENDED A RECENT BOARD MEETING.
I COUNTED 188 THE NUMBER OF TIMES THE
PUBLIC USED THE WORDS FELL, FEELINGS OR
FELT, I COUNTED 3 TIMES THE NUMBER
USED FOR THINK, THINKING OR THOUGHT.
THERE IS AN INTENSE INTELLECTUAL "PLAIN TALK"
GAP WHICH NEEDS TO BE FILLED. I CAN
FILL THAT IN 18 MONTHS WHETHER I AM
RE-ELECTED OR NOT.

RECEIVED
MAR 18 2009
SUPTS OFFICE

March 17, 2009

P58

APPLICATION
FOR
BOARD OF EDUCATION PROVISIONAL MEMBER

Name of Applicant:

BARNES MICHAEL H.
Last First Middle Initial

Home Address: _____

Telephone Number: Home: _____

Work: _____

Cell: _____

QUESTIONS: (please answer in the space provided)

1. Why do you desire to serve on the Albany Unified School District Board of Education?
MY EXPERIENCE AS FORMER BOARD MEMBER
WOULD ALLOW ME TO GET UP TO SPEED QUICKLY,
AND HELP RESOLVE CURRENT ISSUES.
2. What has been your association or level of involvement with the District during the past 3-5 years? (PTA, School Site Council, Budget Advisory Committee, Curriculum Council, Key Communicator, other)
BOARD MEMBER 2002-2006. ACTIVE IN
CAMPAIGN FOR BOND FOR NEW POOL.
3. What in your background qualifies you to be considered as a provisional appointed member to the Board of Education? (community activities, business background, special training, other qualifications)
IN ADDITION TO ~~FOR~~ PREVIOUS BOARD DUTY,
MY JOB AS UC SCIENCE EDITOR GIVES ME
UNIQUE PERSPECTIVE ON EDUCATION ISSUES.
4. What could be done to help improve communications and relationships among the board, staff, students, parents, and community?
MAKE CLEAR TO COMMUNITY THAT ALBANY
SCHOOLS YATCO GROUP IS DYSFUNCTIONAL.
MORE PROACTIVE MESSAGES ARE NEEDED
BEYOND BOARD NOTES.

CONTINUED

5. What do you see as the strengths of the Albany Unified School District?

BRIGHT, ENGAGED STUDENTS, COMMUNITY SUPPORT. HISTORY OF COMPETENT MANAGEMENT.

6. What do you see as the areas most needing improvement in the school district?

SHORT TERM: RESOLVE ISSUES W/ POOL, BUDGET CUTS, PARCEL TAXES.

LONGER TERM: MORE CONTINUED IMPROVEMENT IN CURRICULUM. INVOLVE PARENTS IN REFORM IN SACRAMENTO.

DEADLINE FOR SUBMITTAL OF APPLICATION: March 27, 2009, 4:30 p.m.
Applications to be mailed or hand-delivered March 27, 2009, 4:30 p.m.
to the Office of the Superintendent of Schools,
Albany Unified School District Office, 904 Talbot Avenue, Albany, CA 94706

Interviews: April 14, 2009

Sworn in and seated Provisional Board Member: April 28, 2009

March 17, 2009

**APPLICATION
FOR
BOARD OF EDUCATION PROVISIONAL MEMBER**

Name of Applicant:

Black Paul R

Last Middle Initial

Home Address: _____

Telephone Number: Home: _____
Work: _____
Cell: _____

QUESTIONS: (please answer in the space provided)

1. Why do you desire to serve on the Albany Unified School District Board of Education?
My son graduated from AHS last year after going all the way through the Albany school system, where he got a terrific education. In return, I'd like to help the Albany schools weather the current economic climate and continue on its path of continuous improvement.

2. What has been your association or level of involvement with the District during the past 3-5 years? (PTA, School Site Council, Budget Advisory Committee, Curriculum Council, Key Communicator, other)

AHS IIC, .2 years, AHS Site Council 1 year, District Curriculum Committee, 2 years, Writer Coach, 4 years, volunteer at AHS registration, test proctor, etc.

3. What in your background qualifies you to be considered as a provisional appointed member to the Board of Education? (community activities, business background, special training, other qualifications)

My volunteer work with the school, experience as a manager and supervisor, experience as a college professor, service on numerous standards committees and design teams requiring collaborative effort.

4. What could be done to help improve communications and relationships among the board, staff, students, parents, and community?

When the board makes a decision, it's very important to explain the reasoning behind the decision. When the decision is controversial, the board should promise to come back at a specified later date to evaluate whether the decision was correct—and to modify it as necessary if it was not. It's also important to promulgate this information through every available communications outlet, including having board members make regular visits to PTSAs and other governance and volunteer groups.

CONTINUED

5. What do you see as the strengths of the Albany Unified School District?
The school district has excellent teachers, administrators and staff, and a core of highly involved parents. Our students are (in general) highly motivated and willing to learn. We have a town community that has been willing to support parcel taxes and to donate time and money through the years.

6. What do you see as the areas most needing improvement in the school district?
We need greater involvement by parents who are members of minority and disadvantaged communities. Like nearly every other school district in California, we need to deal with the achievement gap. Our funding has been inconsistent (to say the least) over the years. Finding a way to even out school operating funds over longer periods would help with achievement of long-term goals and ensure that all students get a good education, regardless of when they happen to be enrolled in our schools.

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Applications to be mailed or hand-delivered **March 27, 2009, 4:30 p.m.**

to the Office of the Superintendent of Schools,

Albany Unified School District Office, 904 Talbot Avenue, Albany, CA 94706

Interviews: April 14, 2009

Sworn in and seated Provisional Board Member: April 28, 2009

APPLICATION FOR BOARD OF EDUCATION PROVISIONAL MEMBER

RECEIVED MAR 27 2009 SUPT'S OFFICE

Name of Applicant:

GONZALES

ROSALIE

L.

Last

First

Middle Initial

Home Address:

Telephone Number:

Home:

Work:

Cell:

QUESTIONS: (please answer in the space provided)

1. Why do you desire to serve on the Albany Unified School District Board of Education?

Serving on the Board would give me an opportunity to serve the community where I have lived for the past 27 years, and to serve the school district that educated my two sons. It would be a personal challenge, as I have not in the past been in such a public position. It would also afford me the opportunity demonstrate my level of commitment to and respect for the students and staff of the AUSD.

2. What has been your association or level of involvement with the District during the past 3-5 years? (PTA, School Site Council, Budget Advisory Committee, Curriculum Council, Key Communicator, other)

After twenty years as school librarian in AUSD, I have recently retired. I served on many committees and groups during that time, most recently on the Site Council at AUSD, and on the District Curriculum Advisory Committee. I was also involved with the grant writing process at AHS that resulted in funding for the small school Connect Program.

3. What in your background qualifies you to be considered as a provisional appointed member to the Board of Education? (community activities, business background, special training, other qualifications)

As librarian for the AUSD, I have worked at all three elementary schools, and at the high school. That experience has given me a strong working knowledge of educational process and practice across the district. I currently serve on the city Library Board.

4. What could be done to help improve communications and relationships among the board, staff, students, parents, and community?

Members of the board need to continue to be visible at school campuses and events. Continue to make use of technology such as School Loop, and encourage school sites to use that tool, so it is a reliable and current source for information. Continue to advertise the televising of board meetings and the access to the archive site. At the same time, the Board needs to continue to reach out to families without Internet access.

5. What do you see as the strengths of the Albany Unified School District?

Major strengths of the district are its dedicated, professional staff, and a passionately supportive parent community. In addition, a strongly supportive community at large has resulted in significant financial backing for the district.

6. What do you see as the areas most needing improvement in the school district?

The district needs to improve its efforts towards shared decision making. To the extent possible, given the realities of the budget process, the district should engage in long range planning, and since the financial climate is precarious, financial information should be communicated in a clear and timely manner.

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See next page

March 17, 2009

APPLICATION FOR BOARD OF EDUCATION PROVISIONAL MEMBER

RECEIVED MAR 27 2009 SUPT'S OFF

Name of Applicant:

Pitch Nick Last Middle Initial

Home Address:

Telephone Number: Home: Work: Cell:

QUESTIONS: (please answer in the space provided)

- 1. Why do you desire to serve on the Albany Unified School District Board of Education?
2. What has been your association or level of involvement with the District during the past 3-5 years?
3. What in your background qualifies you to be considered as a provisional appointed member to the Board of Education?
4. What could be done to help improve communications and relationships among the board, staff, students, parents, and community?

CONTINUED

Nick Pilch

Board of Education Provisional Member application, March 27, 2009

1.

I see a chance to make a difference in the Albany Unified School District. The District faces multiple serious challenges right now, and I believe I can use my skills and experience effectively to help solve problems and deal with ongoing hard choices.

2.

My son has attended Marin School since kindergarten. He is now a 4th-grader. I have been involved with the Traffic and Safety Committee of the Marin PTA and I brought Marin's first organized activities to Walk To School Day, an effort that has paid off with with closer involvement of TransForm in the District, and volunteer efforts such as Walking School Buses and monthly Walk and Roll to School days. Additionally, I have volunteered at school activities and in the classroom.

3.

My qualifications include the activities mentioned above, as well as many other volunteer activities in town. I co-founded Albany Strollers and Rollers, a pedestrian and bicycle advocacy group that has seen tremendous growth in membership and outreach. I have served on the Traffic and Safety Commission, and currently serve as a School Board appointee to the Parks and Recreation Commission (and chair for over a year). As a Parks and Recreation Commissioner, I have reviewed budgets, voted on funds allocations, and consistently looked out for the needs of children and the School District. I ran for Albany City Council in the past election. Finally, I am serving on the Pool Sustainability Committee.

4.

Outreach. The Board and the District must be proactive reaching out to the teachers and parents. I suggest a series of meetings to get to the bottom of needs of stakeholders and a series of brainstorming meetings to hash out potential solutions. One thing I've learned in my time as a volunteer is that people need to feel that they are heard.

5.

First and foremost, it is a District that excels, and that cares tremendously about its students. The parents are extraordinarily active and the teachers are high-caliber, committed, and often go way above and beyond the call of duty for our students.

6.

The District's economy-driven financial woes are high on the list of things I want to improve. In other areas, there's always room for improvement, but I would focus on two things. Currently, there is an atmosphere of distrust between the District/Board and the teachers. This should not be. My number one priority would be to attempt to heal the bad feelings and move towards more mutually agreeable solutions to the issues. Secondly, and relatedly, I want to make sure that all stakeholders feel that they are listened to.

March 17, 2009

APPLICATION FOR BOARD OF EDUCATION PROVISIONAL MEMBER

RECEIVED MAR 27 2009 SUPTS OFFICE

Name of Applicant:

Riffer Alan E Last First Middle Initial

Home Address:

Telephone Number:

QUESTIONS: (please answer in the space provided)

1. Why do you desire to serve on the Albany Unified School District Board of Education?

I have the experience and skills to listen fully and work collaboratively to make the best decisions in guiding the Albany Unified School District through these very difficult times and into the better period that will eventually come. I have decades of financial management experience, relevant professional skills and involvement in Albany organizations.

2. What has been your association or level of involvement with the District during the past 3-5 years? (PTA, School Site Council, Budget Advisory Committee, Curriculum Council, Key Communicator, other)

Measure E Bond Oversight Committee, Member and Chair 2008 - present; Albany Education Foundation, Board Member and Treasurer, 1997 - present; Active supporter of Bond Measures A and E; Parks and Recreation Commission, City of Albany, Member 2001-2006, Chair 2006; Friends of the Albany Library, Board Member and Treasurer, 1989 - present;

3. What in your background qualifies you to be considered as a provisional appointed member to the Board of Education? (community activities, business background, special training, other qualifications)

I was an AUSD Board Member from 1989 to 1996 and Board President for 1991-92 and 1995-96. We were successful in making sound, collaborative decisions that resulted in protecting the District during years of budget reductions, and in strengthening the District when we were able to restore programs.

4. What could be done to help improve communications and relationships among the board, staff, students, parents, and community?

The Board must continue to work to be open and honest with staff, students and community. All of these important constituents have key priorities that require the Board to consider and develop optimal solutions for the most people when there is a problem. The recent addition of televised meetings is a great communication tool. The District could and should make better use of the internet to communicate.

CONTINUED

5. What do you see as the strengths of the Albany Unified School District?

The excellent staff, rich population diversity, and strong community support for the schools are AUSD's greatest strengths. Each year, Albany is able to attract exceptional new teachers because of the strength of the faculties and the decades-long support that the community has provided. That support comes in the form of volunteers, additional funding and high expectations.

6. What do you see as the areas most needing improvement in the school district?

The most needed improvement for the next several years is wise decisions that will reduce the impact of the funding shortfall. The Board must work hard to assure that AUSD continues to provide the best possible education for its students and community despite reduced resources.

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Interviews: April 14, 2009

Sworn in and seated Provisional Board Member: April 28, 2009

APPLICATION
FOR
BOARD OF EDUCATION PROVISIONAL MEMBER

March 17, 2009 P68

Name of Applicant:

Toomey, Ellen M.

RECEIVED
MAR 27 2009
SUPT'S OFFICE

Home Address:

Telephone Number:

Home:

Work:

Cell:

QUESTIONS: (please answer in the space provided)

1. *Why do you desire to serve on the Albany Unified School District Board of Education?*

I'd like to give back to the school district and community from which I have so richly benefitted. I wish to bring my experience, energy and connections to participate in making decisions for optimal use of resources—to support what's best in and for our community.

2. *What has been your association or level of involvement with the District during the past 3–5 years? (PTA, School Site Council, Budget Advisory Committee, Curriculum Council, Key Communicator, other)*

Current involvement includes: AUSD Health & Wellness Committee, AHS PTSA Executive Committee, AUSD Schools Greening Committee, teaching yoga at Mac High. Founding board member of SchoolCARE—continuing off-board participation in strategizing yearly fund raising message-content; creation of brochure, banners, logo. PTA participant Ocean View & AMS, AMS parent ed committee.

3. *What in your background qualifies you to be considered as a provisional appointed member to the Board of Education? (community activities, business background, special training, other qualifications)*

I'm well-woven into the fabric of Albany community via participation in schools and civic life for much of my 13.5 years as resident. I have positive connections with school and city leaders and staff; also with community organizations. Recently appointed to Albany Community Media Access Committee. My interest in the health of kids, community, and environment takes form in advocacy around sustainability. I am a professional communicator.* My work has included design of elementary school curriculum and teacher training materials, giving me some immersion in learning methods and needs. And more generally, my work is a practice of distilling and presenting information in the optimal form for a given audience.

(*Bachelor of Fine Arts, Communications Design from the Pratt Institute, with honors, Brooklyn, NY)

4. *What could be done to help improve communications and relationships among the board, staff, students, parents, and community?*

Respectful listening to the concerns and needs of all. Adequate forums and channels for people's voices to be heard. Decisions made based on thoughtful consideration, clear priorities, and with clearly expressed rationale. Continued information sharing through all available channels.

The Albany schools funding crisis of 2001 taught me that challenge can be a time of rich and fertile benefit/growth, albeit not comfortable at the time. Like many, I got a crash course then in schools and district workings and funding—via attending school board meeting, speaking with teachers, participating in parent-community educational/teacher support meetings led by Miriam Walden, participating in meetings of a fledgling fund raising group (SchoolCARE) initiated by Amy Tick, and other immersion-learning. There was not full agreement from all quarters for how to resolve the challenges at the time. But there was full agreement on the importance of strong schools in our community. Amazing talent, intelligence, and community and school member skills were brought to the task, which stimulated useful change and created structures of on-going benefit.

5. *What do you see as the strengths of the Albany Unified School District?*

People. We are very fortunate to have an experienced, knowledgeable, smart and dedicated superintendent, following one of like description who managed to bring fiscal well-being to the school district, along with the work and dedication of a talented, intelligent group of school board members. I don't take any of this for granted. We have over-all strong teaching and administrative staff. The contribution of time, skills, and resources given to the school district by some of the parents in our community is awe-inspiring. There is a value of school well-being by the entire community, which has contributed to the strength of Albany schools through round after round of untenable budget challenge. **Place.** Our small size allows healthy connections for kids and community—bike-able, walkable access to school and friends. Beautiful natural environment and nearby cultural riches are barely-tapped resources for the schools.

6. *What do you see as the areas most needing improvement in the school district?*

I see our current, biggest challenge as a lack of adequate funding. We will need to explore options for addressing this locally, and for advocating at a state level, for a viable long-term structure for adequate school funding. Channels of communication can always be improved.

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