



## Albany Unified School District

Albany Unified School District Board of Education

904 Talbot Ave.  
Albany, CA 94706

### MINUTES FOR MEETING

September 15, 2009

Albany Community Center  
Albany, CA 94706

#### I. OPENING BUSINESS 6:30 p.m.

##### A) Call to Order

Meeting was called to order at 6:32 by President Glasser

##### B) Roll Call

**PRESENT :** President Glasser, Vice President Rosenbaum, and Member Low.

**ABSENT :** Member Walden, and Member Black.

**STAFF:** Superintendent Stephenson, Director Harden, Director Hornada, and Secretary Suwczynsky.

#### II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS

#### III. CLOSED SESSION 6:35 p.m.

#### IV. OPEN SESSION 7:30 p.m.

##### A) Reconvene to Open Session

##### B) Roll Call

**PRESENT :** President Glasser, Vice President Rosenbaum, Member Low, Student Member Lee, and Student Member Chiang.

**ABSENT :** Member Walden, and Member Black.

**STAFF:** Superintendent Stephenson, Director Harden, Director Hornada, and Secretary Suwczynsky.

##### C) Pledge of Allegiance

##### D) Report of Action Taken in Closed Session

Approved settlement for employee ID# 1579.

##### E) Approval of Agenda

*Motion by Vice President Rosenbaum, seconded by Member Low to approve Agenda*

*The Board was polled and passed unanimously. Members: President Glasser, Vice President Rosenbaum, Member Low, Student Member Lee, and Student Member Chiang voting AYE*

##### F) Approval of Consent Calendar

Member Low has a question on item 3a.

Vice President Rosenbaum has a question on item 3b and would like to pull 3c.

President Glasser has questions on items after that.

President Glasser summarized that more information will be obtained on the two items from Orrick Herrington, item 3c will be pulled, and there will be additional follow up information on the number of hours for item 4a teacher support contract.

President Glasser asked for any further questions from the board or the public.

*Motion by Vice President Rosenbaum, seconded by Member Low to approve Consent Calendar  
The Board was polled and passed unanimously. Members: President Glasser, Vice President Rosenbaum, Member Low, Student Member Lee, and Student Member Chiang voting AYE*

### **3. Personnel - Job Description**

#### **a) Approve the Job Description for Parent Liaison**

Member Low referred to page 7. Aware that position existed at the high school last year and asked if that was the first year position was in place.

Superintendent Stephenson confirmed.

Member Low expressed interest in position and goals. Question about need for knowledge of basic data systems and need to access student data.

Superintendent Stephenson explained that they will need to be able to use the system to access parents' phone number, identified groups of students, etc.

Member Low inquired about discussion regarding evaluation of position.

Superintendent Stephenson has looked at that item with the high school principal. Last year it was difficult to fill the position. Funds for position are soft money funds, however looking for a teacher-like person to fill the position. Looking to increase parent participation in school activities and parent willingness and ability to interact with counselors. Students who are at risk tend to have parents that are not participatory in school. Looking for targeted students to show academic improvement.

Member Low would like to see basic data; number of students served, ethnic and socio-economic break down of those students, what GPA is at end of year and at graduation. If continuing position, would like to see some post-high school data.

Superintendent Stephenson noted that new student information system requires post graduation data.

President Glasser commented on representative duties number 3, identify low achieving students of all language groups. Believes that district does not track by language groups, rather by ethnic groups.

Director Hornada noted that students can be identified both ways.

#### **b) Approve the Job Description for CAHSEE Coordinator Albany High School**

Vice President Rosenbaum noted that the number of hours per day is not listed. Superintendent Stephenson noted that it is a .2 position. As a certificated salary position specific hours tend not to be listed. Would be dependent on funding level as to how many sections.

#### **c) Approve the Job Description for Athletic Clerk**

Vice President Rosenbaum asked about specific number of hours.

Superintendent Stephenson noted that this is a 7.5 hour per day position, which needs to be added. When approving a job description, the actual hire is not being approved. The hire will show on the consent calendar at that time. Approving the position is approving for full time.

Vice President Rosenbaum commented that he has been directly involved in four high schools, two of which were larger than Albany High School, one which was Albany High School, and one that was slightly smaller and is very familiar with other high schools. Not familiar with a single school that has an athletic clerk. Was always the job of the athletic director to confirm games, schedule buses, etc. Before voting to approve, would like to see comparison of like schools.

Superintendent Stephenson noted that last year the board approved an athletic clerk which was in place all last year. Believe it was considered an aide clerk. This is coming back because during last year's lay-offs it was found that people were in the same category of position with very different job descriptions and abilities. For example, an account clerk in food service and an account clerk in the district office, two very different jobs and abilities. Trying to go back and divide out specific jobs. People were bumping into jobs that they were not necessarily qualified for due to a very broad category. Glad to do comparison. Reminded that position was approved last year, called an aide clerk.

Vice President Rosenbaum suggested that due to very different financial situation from last year, would like to look at this issue. Would like to table for now and bring back.

Member Low asked for clarification of requested information.

Vice President Rosenbaum would like to see who plays what role at different high schools, do they have an athletic clerk, how much .2 or .4 athletic directors are at other schools.

Member Low agreed it would be a good idea to see what is around.

President Glasser reminded that board is not filling the job today, rather approving a job description.

Public comment from Loring Barker, President of the Albany Teacher's Association, former teacher and former coach at the high school. Spoke with the present athletic director, Debbie Wanlin, yesterday about the athletic director jobs and need for a clerk. Last year the athletic director position was a .4 position, there were two .2 people doing it. That was cut to one .2 position this year. Over the last several years the athletic program at Albany High has increased significantly, as has the number of students and athletes. Additionally, the athletic director is taking on significantly more roles than in the past in terms of eligibility, medical clearance, paperwork, transportation issues, etc. There is an increased amount of job and the position was cut this year with the budget cuts. Understands that Debbie Wanlin asked for an athletic clerk 12 hours per week and was told that it would be 10 hours per week, and that the funding was all coming out of sport's booster funds, not general funds.

Superintendent Stephenson reiterated that this is just the description of the job, not the job itself.

Mr. Barker noted that there is a clear need for the position.

Vice President Rosenbaum is concerned because the athletic budget is tapped out for this school year already. If a position needs to be cut, would prefer it be a position rather than a sport.

Member Low clarified that description is not clear if full or part time.

Superintendent Stephenson noted that when approving a description it is based on a 7.5 hour day, which should be listed. Then when hiring, it would be for whatever amount the funding will warrant.

#### *4. Curriculum and Instruction*

- a) Approve Independent Contractor Agreement Between AUSD Carmen Burks to Provide Teacher Support at an Annual Cost not to Exceed \$4,000.00 for the 2009-2010 School Year*

President Glasser has a question on Carmen Burks contract. The way the position is described, we provide \$1,000 per teacher coached, but doesn't indicate how many hours the person is going to work. What are the expectations for this contract regarding time commitment.

Superintendent Stephenson commented that this is the former BTS program. There is a program called Beginning Teacher Support that we still belong to through the Contra Costa County Department of Education. It is the expectation of the state that, as a credentialing agent, requires 6 to 10 hours per week. BTSA contract is now rolled in to the general fund, so the specific outline of the expectations is missing. Still have the expectation because still have to provide all of the functions. Can add hours and email information to the Board.

President Glasser would like to see that information as contract is too vague in case of a problem.

Superintendent Stephenson will email performance targets that used to be in the BTSA contract and then can add an addendum to this contract, clarifying expectations.

President Glasser agreed. Asked if approval is needed today.

Superintendent Stephenson would appreciate it being approved today as Ms. Burks is already performing the job.

Vice President Rosenbaum clarified that it can be approved with proviso that board will get addendum.

**c) *Approve Warrant Listing - August 2009***

President Glasser re 930624, break room supplies, asked if district is buying coffee.

Superintendent Stephenson stated that this is a reimbursement, funds are collected for reimbursing district.

President Glasser re 930628 and 936855 for 2008 bonds. Asked for clarification of items being paid and their relation to the 2008 bonds.

Director Harden will review and clarify.

President Glasser pulled these 930628 and 936855.

President Glasser re 935875, 50,000 for serving line at AHS. Asked for clarification.

Superintendent Stephenson stated that the lunch shack was demolished when the pool was taken out. Have transformed the multi-use room into a cafeteria. Bought a portable serving line which is now installed in the multi-purpose room. Tables and chairs, etc. are also listed.

Vice President Rosenbaum commented that they did a really impressive job.

Superintendent Stephenson noted that students are actually sitting in it and using it.

President Glasser would like to have Clell Hoffman come talk about changes.

President Glasser re 936814, assuming also related, 3,500 for LCD display.

Director Harden explained that they had been writing the menus on a chalk board or white board which was not very efficient. Many of the students could not see or read it. Now it is up on the LCD daily so they are readable.

President Glasser noted that this is an expensive TV. Also noted that Clell Hoffman has broken even or even made some money. Would like to learn more about what is going on with all of the changes.

## 6. Student Services

- a) *Approve One (1) Independent Contractor Agreement Between Albany Unified School District and Marywin Deegan to Provide Alternate and Augmentative Communication Services for One Student at a Rate of \$95.00/hour. Cost not to Exceed \$13,680.00. Funding Source: Special Education*

President Glasser referred to page 41, exhibit A, dates of service to be performed, assuming it should be June 30, 2010, lists June 30, 2009.

Superintendent Stephenson confirmed that it should read 2010.

President Glasser noted that the contractor initialed that item and does not know that board can make that change.

Superintendent Stephenson confirmed that change can be made.

On page 39 item 4 is checked. Unclear what item 4 means.

Superintendent Stephenson stated that checking item 4 indicates if it should be 'is' or 'is not' applicable.

Director Harden explained that it refers to subcontractors. This contractor can not sub-contract part of this contract to someone else because district is not approving that.

President Glasser asked where that is stated in the agreement.

Superintendent Stephenson referred to item IV above. IVc: contractor shall not assign, transfer, convey, sub-let. That is applicable to the agreement. Not applicable would be when they do sub-let.

President Glasser noted that item 4 is relevant to all three of the contracts being reviewed.

Vice President Rosenbaum suggested changing it to Roman Numeral IV.

## V. STUDENT BOARD MEMBERS

### A) Student Reports

Student Member Lee informed of need for early departure due to test prep.

Many students have had recent schedule changes, about 200, due to a lot of classes being cut, changed, etc. For example, AP French was on the borderline of being cut and was changed to merge with French 4 resulting in period changes, etc. Also happened with some math classes. Students are uncomfortable with schedule changes at this time of year rather than at the beginning of the year. Have missed some curriculum in their new classes.

President Glasser suggested that Ted come in after things settle down and talk about strategies for resolving the schedule sooner.

Superintendent Stephenson stated that it really can not be done. This is about the time each year that there is a full count at the high school, the enrollments are entered and re-balancing is done. This year about 4 classes were changed and 2 added. Always unfortunate, very disruptive, counselors work very hard to minimize schedule changes and disruption. There are contract limits to be observed, have to balance high class sizes with low enrollment classes, making very difficult trade offs. In the end, look at what is good for the high school and the majority of students.

President Glasser asked if standards need to be developed.

Superintendent Stephenson commented that a protocol could be developed, but a required class is very different than an elective. They are looking at it at the high school administration. There is always a difference between expected enrollment, based on prior years, and actual enrollment. Unfortunate for AP French students, but were still able to offer that class.

President Glasser suggested that this is reflective of the current budgetary considerations. Asked if it is more severe this year.

Superintendent Stephenson noted that, thanks to ATA, able to offer 7 period day. Very difficult with the current budget to offer the amount of sessions that would like to offer. Will likely be difficult over the next couple of years.

Vice President Rosenbaum asked that data on the 7 periods be brought in as soon as possible.

Student Member Chiang stated that bathrooms do not have soap which is a problem as we come into flu season. Some have broken towel dispensers.

Student Member Lee stated that if there are 5 or 6 dispensers in a bathroom, maybe 1 has soap in it.

President Glasser noted issues with H1N1.

Superintendent Stephenson stated that it will be fixed right away.

Student Member Lee brought up Homecoming, which is coming up soon. This year thinking about a canned food drive to raise funds. Details have not yet been established.

Student Member Chiang suggested that this is a good time. Considering a discount on homecoming dance tickets for whichever class brings in the most cans. The entire class might get a dollar or two off their tickets.

Student Member Lee stated that this year there are consent forms for activities around homecoming. In previous years anyone who wanted to play could just sign up, but this year there are consent forms to be filled out, signed, and turned in to provide accurate information about who is playing, etc. Traditionally, each year gets to decorate the school on a certain day of the week. There are restrictions on what time of day you can come to school for decorations. Last year they were from 9:00 am to 6:00 pm. This year the same restrictions. Students are trying to negotiate later time, perhaps with parent chaperons and security guards.

Member Low asked about consent forms and if they are to be completed by the students themselves.

Student Member Chiang stated that last year there was some issue about vandalism and clean up. This year they are trying to track things more carefully.

Student Member Lee described restrictions such as no paint, no decorations above first floor on outside of school due to dangerous height.

Member Low asked where the consent forms are getting to the students.

Student Member Lee stated that they have not yet been distributed. They have been made and leadership has them. Will print and distribute through class representatives, a way for leadership to connect to student body. Also having meetings for people interested in homecoming where forms can be distributed.

## VI. STAFF REPORTS

### A) STAR Report

Director Hornada presented preliminary CST data analysis for language arts and math based on the results of the STAR test. Report examines results, discusses challenge, looks at the API and AYP update, and summarizes above. (Specific percentages are shown on charts within presentation)

Three elementary schools are combined for language arts. There are some improvements in each grade from 2008 to 2009. These are the number of students that are proficient or advanced. District wide math scores for the elementary schools show some large gains for grades 2, 3, and 4. Grade 5 had a small drop. Looking at these scores, would like to thank everybody who worked so hard to implement Everyday Math, which may be reflected. For fifth grade, the hardest year for a new adoption, did a great job with students staying in essentially the same place. Moving through the years, as each grade progresses to the next, and they've had the experience and background with Everyday Math, predict and hope that there will also be a large increase in fifth grade.

Breakdown by site:

Ocean View had positive increases at every grade level in both language arts and math.

Marin had large increases in language arts. In math there were increases in grades 2, 3, and 4. Grade 5 had a bit of a stagnant year, with a small drop.

Cornell had gains in language arts in second grade, in third grade had a slight decrease, and had increases in fourth and fifth grades. In math second and fourth grade had the largest gains. Third and fifth had smaller drops.

The middle school had similar scores. In language arts sixth grade topped off even, grade 7 had a slight decrease, and eighth grade had a slight gain.

In math holding steady across the board with a slight increase in grade 6 and a slight increase in proficiency ratings for algebra 1. Working with a group of teachers this year, from 5th through 10th grade, looking at data and some of the issues with the state implementation of algebra 1 for all students in the 8th grade. These numbers will play into decision making in terms of next steps and improving student performance in 8th grade general math and how to get all students prepared and ready for algebra 1.

Member Low asked about algebra 1 statistic, clarified that it reflects only a select group of students who were taking algebra 1 last year. Asked what percentage of the 8th grade population is represented.

Superintendent Stephenson stated that it is about 50%.

Director Hornada stated that on the STAR test web site it does break down the actual percentages of the number of students who took the particular test. Will look up and forward information.

Superintendent Stephenson discussed struggle with offering two types of algebra at the 8th grade, one is algebra 1 which counts as a high school course, and the other is called algebra AB or algebra 8 where the students are actually taking algebra at a much slower pace. Unfortunately, the grade 8 scores for general math are not reflective of actual work being done. The children are taking algebra, but because it is not a legitimate algebra course, they are being tested in general math. Director Hornada is working hard to move the majority of those grade 8 numbers to algebra 1. The general math should reflect a very small fraction of the 8th grade population. Need to move the middle school toward algebra for all.

President Glasser asked if that means that algebra 8 a and b will be taking the STAR test for algebra in the 8th grade.

Superintendent Stephenson confirmed. Further explained that in grade 8, taking algebra 1, they have to repeat algebra 1 in 9th grade even though they have already covered half of the book. Need to do a good job looking at the 6th and 7th grade curriculum to see what the stumbling block is that is prohibiting the majority of the 8th grade students from entering and being successful in algebra 1. Looking for a minimal population in general math.

Director Hornada presented the high school language arts results. Grade 9 stayed even, at grades 10 and 11 there were some increases. Math scores are broken down by grade. There are a small percentage of 9th grade students taking general math with a drop. This is another issue for committee to tackle, how to get more students out of general math in 8th grade and how to get them intervention if needed.

President Glasser confirmed that students who took algebra 1 in 8th grade are the students now taking geometry in 9th grade.

Superintendent Stephenson confirmed and noted that their success rate is not bad which suggests that they could be taking algebra in the 8th grade. Geometry reflects the stellar students that took algebra 1 in the 8th grade.

Director Hornada presented math scores for 10th grade algebra 2 and geometry. Algebra 2 had a slight decrease and an increase in geometry.

In grade 11 the sequence goes on to algebra 2 and then to the summative, a test that students take after completing the full sequence and ranges from skills learned from 9th grade through 11th grade. Increases in algebra 2 and summative. Commended work that high school staff is doing. Many departments have done impressive work with their professional learning communities and work on benchmarks and assessments, etc. Commended staff on their professionalism and the work that they are doing around assessment and looking at data.

Director Hornada discussed the challenges. Capturing the momentum of the upward trend, analyzing data, providing opportunities for staff collaboration, and building and engaging K-12 standards based curriculum meeting 21st century learning needs of all students. Looking into 21st century learning skills, working with technology director and teachers and administrators to move forward in terms of curriculum.

Update of API and AYP. State released preliminary AYP and API scores. Information just presented was released to the public on 08/18/09 and the scores on the standardized tests are the first step in the reporting cycle, they reflect the exact number of students that took the tests, scores were scanned in by STAR management, and then reported to the state in their quintiles. The second step is the release of the Academic Performance Index (API) and Adequate Yearly Progress (AYP) report. Information is taken from the test results and they look at demographics, about 10 different categories. This information was released to the public today along with a press release, on all the schools' web sites. Albany is one of about 15 districts across the state experienced a computer data base error. Possibly an issue arising from the aging student information system, or an issue with the STAR database or the CDE's database. Had 2911 students tested and only 202 students showed as being enrolled in October. Looking at pre-IDs, somehow yes responses were changed to no. There are actual scores posted, but they are incorrect, for example, shows only 14 students at Ocean View. Issue seems to be about enrollment dates.

API and AYP scores are not valid at this time. Working with STAR and CDE and will be able to correct errors. Period starts today and goes through the end of October allowing district to re-upload scores to STAR and then on to CDE. They will recalculate the right API and AYP based on the right data. Students with disabilities were not identified. That data will also be corrected. New results will be released in December when new demographic and achievement gap information will be presented to the board in a complete report.

Wanted to present this preliminary report to show the proficiencies. Very proud of the teachers and the district



for doing an excellent job serving students.

In conclusion, working together as a collaborative team, we are making a difference and improving student achievement in Albany. Last year's conclusion stated that 'we will' make a difference and this year, 'we are' making a difference.

Thank you to teachers and staff. Open to questions.

Member Low confirmed what Director Hornada said in being very proud of the district and the staff for their openness in looking at data and using that to address the needs of students. Asked if California Department of Education (CDE) will be putting a disclaimer with the information.

Director Hornada indicated that the state will not be posting a disclaimer and that is why care was taken to get the press release out to the community and to the board.

Vice President Rosenbaum confirmed that the data shown were accurate.

Director Hornada confirmed. Presented data is the first step straight from the students answer sheets and will not be effected by the demographics information, only the API and AYP will be.

President Glasser asked, given some of the new programs and instructional practices over the past year and the different levels of success at the different sites, how the team is putting together and disceminating best practices throughout the other sites so that they can benefit from lessons learned.

Director Hornada discussed two large committees this year, one being the language arts curriculum committee and the math curriculum committee. Trying to bring together K-8th grade to discuss language arts curriculum. For the math curriculum committee working with teachers from 5th through 10th grade. Goal for the district is to have at least a yearly K-12 articulation. In looking at what the high school is doing, they are working with the middle school on a regular basis, meeting three times per year. Elementary schools are meeting once per month for a cross-site articulation. Wants to reach out to the high school and the teachers that are identifying those best practices and get information from them, finding a way to get the information to the middle school and how to get the elementary schools on board with what will be most beneficial. Looking for a purposeful and valuable way to do this.

President Glasser offered kudos to Director Hornada and teachers and everybody who implemented alot of these changes. Benefit was shown, recognizing the amount of effort involved, moving the district from good to great.

Director Hornada commented that the STAR test is an important measure, but it is not the only measure that will be used to judge where the district is. Unfortunately, the STAR tests are how the state judges districts. Multiple measures are being developed while paying close attention to the STAR.

Vice President Rosenbaum commented that a test is a test, but it is not what education is all about.

President Glasser asked for comments from the public. There were none.

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

None present.

#### **VIII. REVIEW AND ACTION ITEMS**

##### **B) 2008-2009 Unaudited Actuals Financial Report (Under Separate Cover)**

Director Harden introduced report. There are copies of the unaudited actuals financial report and the presentation. Used to be favorite report because it was a good check in point to see how you did from budget

adoption, through the interims, through estimated actuals, to unaudited actuals. However, due to all of the changes last year, it was almost impossible to monitor the budget. There were dramatic changes at every check in point. Skewed due to flexibility options, changes in deficits, federal stimulus dollars, etc. Difficult report and very unique to last year. Required to be presented to the board for approval by today. Purpose is to identify, in 08 - 09, general fund ending balance, and the components of the ending balance.

Quick summary of changes. Estimated Actuals column was included in 09-10 budget adoption. At that point tried to look at the budget and get the best estimate possible for the unauditeds. Difference between estimated and unaudited of 2.5 million is a significant change and not typical.

Items that need to be deducted from that number to get a real undesignated balance; revolving cash, restricted fund balance (including 1.3 million in federal stimulus dollars), designated unrestricted programs, and 3% reserve which is required. In June the state said they would not reduce 08-09 revenue limit, funding source from student attendance, as significantly as anticipated, but will shift reduction to 09-10 and take 252 per student. This was not in the adopted budget because information was not known. Ending balance is 1.9 million.

At estimated in June anticipated actuals were 1.7, which roll into the 09-10, 10-11, 11-12 multi year projection. Unaudited and estimated actuals are very important as they impact the multi-year projections. The difference is 265 thousand. Since implementing a freeze in January of hiring and spending, anticipated that number would be far greater. In the actual report there is a page that shows the change in how revenue dollars are received which really shows what the state has done, giving less each month and stretching out over 14 months rather than 12, making a big difference in cash flow, etc. The Albany Children's Center did not deficit spend and was actually able to repay a portion of the relocatable loan to the building fund, still owing about 50,000 which they should be able to cover this year. The Cafeteria Fund has done an amazing job reducing their deficit from an anticipated 123,000 to 24,722 in June through increased revenue, and staffing. Should that trend continue, there is the potential for the cafeteria fund to make money. All of the other funds have a positive ending balance, reflected in the report.

Some of the concerns are state budget issues and imbalance, anticipated mid-year reductions, and revenue deferrals continue to impact cash.

Information about the 1.3 million in the American Recovery and Reinvestment Act (ARRA) is available on CDE's website. Working on an expenditure plan. One time dollars. Should 1 million dollars be spent on staffing now, lay off process would need to happen again in February because funds are one time only. Funds must be expended by September 2011, allowing little time to work out a plan. Want plan to have the least impact on the budget and the best use of those dollars, so don't come up short later, making it difficult to figure out how to utilize dollars. Reporting requirements are intense, could almost use a full time person to meet requirements, challenging the business department.

Concludes the report summarizing the unaudited actuals. Invite questions.

President Glasser had a question about positive fund balance endings in all funds and if pool fund has been pulled out as a separate fund.

Director Harden identified it as a separate resource. It must be included in with all of the bond funds because it is the building fund. Tracked entirely separately within building fund as far as the state is concerned, but tracked entirely separately at the district level.

President Glasser asked if it will show as a separate enterprise fund in actual audited report in December or January.

Director Harden stated that the auditors will audit each bond resource.

President Glasser clarified that he is discussing the operations piece, not the capital piece. Looking to track the enterprise in the same way the children's center and cafeteria are tracked in the district audits. Important to track operations so as not to encroach on the general fund in the operation of the pool.

Director Harden will research to see if a separate fund is allowable. Believes that all bond funds in a school district must be deposited into the building fund.

President Glasser explained that he is not discussing capital expenditures or the building, rather, next year when the pool is opened, how will revenues be tracked for the operation of the pool.

Director Harden stated that it would be entirely possible, setting up a fund similar to the cafeteria.

President Glasser stated that it will be necessary as the district will be held accountable to the public for the operation as a break even enterprise as much as possible. Public has been informed of previous costs, profit, etc., and certain assumptions have been made in the construction of the pool and programming decisions to assure the public that district will operate the pool as an enterprise.

Superintendent Stephenson stated that it cannot be run as an enterprise because it is not an enterprise program, but it can be tracked separately. Suggested using another word other than enterprise.

President Glasser looking for the differentiation between a general fund and a revenue supported program, operated as a business.

Director Harden suggested that it is a bit different for school districts. The cafeteria and children's center are not run as businesses, rather as part of district programs.

President Glasser stated that they are. One of the justifications behind raising the fees was to reduce the subsidies for those programs. Public has been promised that the pool will be operated in a certain manner.

Superintendent Stephenson indicated that the resources can be set up to track separately. The benefit of the pool having shut down is that it allows tracking the new pool completely separately including meters, etc. No qualms about being able to report to the board on specific revenue and expenses, but will be called something other than an enterprise program.

Vice President Rosenbaum thinks of them as educational entities that generate funds. The first job of the pool and the cafeteria and the children's center is to take care of our kids. Agrees that the public will watch the pool carefully.

Director Harden stated that there are several processes that will have to be put into place; cash collecting, etc. Things that may not have been tracked as efficiently as they could have been in the past.

Vice President Rosenbaum acknowledged that the pool might not break even. The children's center and cafeteria fund get huge kudos because has not seen those kinds of programs break even before. Excellent people are working there and doing their jobs.

President Glasser emphasized that direction has been given to program the activities of the pool to maximize the revenues and minimize the subsidies from the general fund. Need to have financial controls and systems in place to track those things.

Director Harden informed that it is very easy to set up tracking systems for the pool.

Superintendent Stephenson suggested future discussion after construction starts to look at start up. How soon

should pool manager be brought on board, what type of publicity should be put forward and how early in order to re-attract those former pool users. Will be part of thinking moving forward.

President Glasser discussed 3% reserve. Tend to think of it as a cushion. It is really not because we don't get our money and referred to some of the deferrals the state is doing. 3% reserve is really there to pay for payroll because money comes in lumps so this carries district between lumps. With state stretching out the time between the lumps, the state talking about lowering the reserve to 1% seems counter-intuitive.

Director Harden agreed. State did actually lower it to 1% for two years. If lowered, must have a plan to replenished reserve within 2 years, with a written plan. County offices are strongly against the reduction and are asking districts not to do that, although some districts may have to out of necessity. Done to try to help districts manage within then next few years. Director Harden does not support it.

President Glasser referred to impact of cuts imposed this year, 252 per student, and asked about effect of delayed payments and impact on this year's budget.

Director Harden explained that they will calculate that amount, deduct it from the revenue limit, and spread it over the percentages that they have changed for the monthly, so it will come out monthly but at different percentages. It will not be paid in one large sum.

Member Low referred to the large report on the 4th page from the cover where it lists inter-fund transfers. It lists 345,470 related to GASB45 and then on page 2 of the report there is another mention of GASB. Trying to figure out after having the actuarial report and the descriptions of the different ways to fund and save money if this has something to do with changing things.

Director Harden stated that there was a document the board approved for the 05 parcel tax indicating what was to be done with any remaining funds, fund GASB45. That has been transferred in to fund GASB for 08-09. Going forward, know what actuarial study said, what liability said, will probably not transfer any more in for GASB45. Would be nice, but potential is limited. Really having to do with 08-09.

Member Low confirmed that the figure of the one time monies is still the same as from 08-09.

Director Harden confirmed.

Member Low referred to the expenditure of the stimulus money, impression that most districts are using it to back-fill staff cuts.

Director Harden stated that moving forward if funding is shifted for staff, will need to look at multi-year projections, if it can be sustained, how it will all work. Don't want to move in enough staff in one year and deplete funds because it would be devastating for the district later. Need to think about how it should be done. Caveat, intent of the funds is to be spent quickly. Concerns about what it does to budget and programs. Will be process to figure out how to best make funds work for our district. Funds will all be integrated into the first interim report which will show what they are being used for, how they are being used, and what the impact is on the multi-year projections.

Superintendent Stephenson thanked Director Harden for stellar job with the unauditeds and in to the county on time, one of the first in the county.

Many thanks to Director Harden from the board.

President Glasser asked for questions from the public. There were none.

*Motion by Member Low, seconded by Vice President Rosenbaum to approve 2008-2009 Unaudited Actuals*

*Financial Report (Under Separate Cover)*

*The Board was polled and passed unanimously. Members: President Glasser, Vice President Rosenbaum, and Member Low voting AYE*

**IX. REVIEW AND DISCUSSION ITEMS**

**A) Review and Discuss BP6146.1(B) Identity, Health, and Society Graduation Requirement Effective with the Class of 2010**

Moved from Review and Action to Review and Discussion portion of the agenda with approval from the board.

Director Hornada, referring to page 79 of agenda, confirming a review and discussion item and not a review and action item. Brought to attention by Principal Barone at the high school regarding a significant number of students who still do not have, as seniors, their identity, health, and society (IHS) requirement for graduation, prompting review of history of course. Worked with Superintendent Stephenson and Doug Kagawa to gather information necessary.

In April 2006 attached board policy was adopted by the board at that time and it included all of the A-G requirements that the state requires for graduation. It also included the IHS requirement. On page 82 it shows that a student needs to acquire 10 credits in IHS to be effective 2010, this year's class. The board was responding to a difficult time in history, experiencing a suicide, and unprecedented number of suspensions, intoxication, etc. resulting in a former student's death. The year-long course came out of that information and meant to educate students in the areas of self exploration, community building, sexuality, public health, alcohol, tobacco, and drugs, mental health, nutrition, violence, conflict resolution, internet safety, and multi-cultural studies. There is a board packet from 2006 that has curriculum information and can be sent to current board members via pdf. According to principal Barone's records, there are about 122 seniors who still need to take and pass the course. A small percentage of those students transferred in after their freshman year and never had the course because they were not here during that time. The remainder of the students either failed it once or actually took it more than once and did not pass. Does not have exact number information. A huge concern right now that these students still need to take this requirement to graduate. Do not have FTE to put 122 students into IHS at this point and is not part of A-G requirements for graduation. Added by district for concern for community and their mental, emotional, and social needs. Staff is recommending that the IHS class be reviewed this year and confirm that the board's objectives are being met as originally intended. Also want to explore high rate of not passing class, if it should continue as a year long course, and if it should remain as a graduation requirement. Want to report back in March after reviewing questions and getting some answers. Seeking direction from the board on this issue so that these students can graduate on time. Also recommending some type of waiver for this year and continuing on for students who transfer in to Albany High School either in the last quarter of their freshman year or later, hoping that they come in having had some form of health class and don't have to go back and take the IHS class if they've missed the majority of their freshman year due to transfer. Again, that represents the smaller portion of the students.

Superintendent Stephenson identified this issue as a big problem. Only comfortable asking for a waiver for students that have come in at the very tail end of their freshman year or beyond. That does not address what to do with over 100 students.

Vice President Rosenbaum commented that during that year there was a huge health summit so this came not only out of desires of high school administration, but also the community and particularly the students. Has had discussions with Mr. Kagawa about what the intention was versus what the actual policy turned out to be. Information put in catalog and given to students is not what is in board policy. Also, A-G is not the graduation requirement, rather the University of California entrance requirement and are separate, although have been moving over time to parallel requirements, as have many other districts.

President Glasser clarified that 10 of the 220 credits must be earned by passing one year of this course. Asked if that is also the state requirement.

Superintendent Stephenson stated that it is not.

President Glasser confirmed that the 220 credit requirement is also a district requirement.

Vice President Rosenbaum stated that the state requires that health be covered somewhere within the curriculum. Some schools bury it in PE or biology, etc.

President Glasser confirmed that they must pass a class with health in it.

Superintendent Stephenson confirmed.

President Glasser confirmed that, right now, the only class that the district is claiming has health in it is this class, so from a state perspective these 100 students that haven't passed that health piece, we can't waive that. Follow up question about the smaller portion of students, if they haven't had the health component in their prior school, how do we have the authority to waive a state requirement that they can graduate without having a health component in their curriculum.

Superintendent Stephenson stated that health is not clearly addressed in transcripts, it is not listed anywhere. It is part of ed. code that is an enigma. Don't know if students actually pass a health course or not in their transcripts because so few districts actually offer an isolated health class. It is somewhere in the syllabus of PE or biology. Very rarely is it spelled out as it is in Albany.

Vice President Rosenbaum commented that it was a bold move at the time to address a real problem, particularly for incoming 9th grade students. Looking forward to discussion, why course has not done what it was intended to do, and why we have such a high rate of failure.

President Glasser stated that the 100 students have not completed their health requirement based on district curriculum so district cannot graduate them.

Vice President Rosenbaum stated that is accurate technically unless you can show that they had that as part of their PE curriculum in 9th grade, etc.

President Glasser confirmed that board cannot certify the students in Albany have completed this requirement.

Superintendent Stephenson agreed that at this time they cannot be certified because it is a board requirement.

President Glasser is trying determine if the district does not have health anywhere else in the curriculum, that this is where the health education has been identified that is required to graduate.

Superintendent Stephenson stated that the course encompasses far more than health and we don't know if they passed the health component of the class or other parts of the class.

Vice President Rosenbaum referred to ed. code which believes says that class must be taken, not that class must be passed. Another enigma.

Doug Kagawa stated that numbers are a little bit off. The reference to 122 seniors actually refers to a total of 122 students that have not taken the class and of those, 52 are in the class of 2010. Added the 52 that have not taken the class and to the 10 that failed. The failure rate is not that high. This year there are 13 brand new seniors, 87 total new students. There are a total of 75 current seniors that have not had a health class. There are 321 seniors. Of those, 75 have not taken the class and most of them, 65, are new over the past few years. 10 have failed.

Member Low thanked Mr. Kagawa for the clarification on the failure rate. Asked if the 75 have been scheduled in to the IHS class.

Mr. Kagawa stated that they have not. Since inception the class has been a 9th grade class. When originally started, recommendation was that it be a 9th grade recommended class, not a graduation required class because of all of the problems that are going to occur for new students transferring into the school, which is what is happening now. Since this was adopted, the assumption has been that it is a recommended course, not a required course. Nowhere in school publications does it list the course as a graduation requirement. Originally it was part of 4 9th grade core class groups including IHS, earth space science, applied tech, and an English class. Those 4 teachers would be part of a renewal program and have a common prep. Over the years there were changes to the science class, number of students, etc. Now the IHS class is paired with an English class. For it to be a graduation requirement there would be huge problems. Would need about 5 IHS classes to pick up the students due to tight schedules relating to graduation and college requirements. In 9th grade there are core classes. Starting in 10th grade, if they are college bound, the required classes take up 6 classes with one elective. In 11th grade they still have 6 required classes and one elective. There isn't a place for the health class to fit.

Member Low asked how the state health requirement was dealt with in the past.

Mr. Kagawa stated that about 20 years ago there was a health class / driver's ed. Due to budget cuts, for about 10 years there was no health class. Teachers were pushing for some sort of health class, and then IHS class came in.

Member Low confirmed that there has not been a problem with the state requirement.

Mr. Kagawa stated that it was embedded in biology and PE classes. Health is not listed on transcripts of students coming in to the district.

Vice President Rosenbaum stated that this was taken on as a challenge. The last superintendent was looking to embed health, then this year happened and the class was developed.

President Glasser stated that, unfortunately, none of the current board members were seated in April 2006. This is a major disconnect if the board established this as a graduation requirement and the staff did not implement that as a graduation requirement. Questioned how that could occur. Given the significant occurrences that year, believes that the board thoughtfully and deliberately established this as a graduation requirement. Concerned that, beyond the current logistical questions, would probably be helpful to have the minutes from that period.

Superintendent Stephenson stated that the minutes can be sent to current board members.

President Glasser having difficulty understanding how, if the board said it is a graduation requirement, the staff's understanding could be so different.

Vice President Rosenbaum does not recall the board saying that at that time, and was present at the time. It was not a calm time. Recollect the board talking about it as a 9th grade requirement.

Member Low suggested discussion to look at possible solutions for now, for 2010 graduates, for students who have failed as well as those who transferred in after. Then there is the long term. Would like pdf of the syllabus. Sees no problem with waiver for students after the time because district does not have any capacity to have what they need.

Superintendent Stephenson commented that at this point their schedules are set.

Vice President Rosenbaum stated that there are really 10 students who didn't pass. Question is about how their needs can be met. Perhaps internet, etc.

Superintendent Stephenson asked if notes included information about how many students failed both semesters.

Mr. Kagawa stated that, as of June 09, 44 students have failed one or more of the semesters and 10 are in the class of 2010. The teacher said that the students that do fail.... interruption due to technical difficulties.

Vice President Rosenbaum agreed comfortable with waiver for the 65, but then there are the 10.

Member Low referred to limited resources at this time and impact on things like summer school.

Superintendent Stephenson stated that summer school may need to be considered, perhaps distance learning.

Vice President Rosenbaum confirmed that a summer program would not save those 10 students. Asked about BYU curriculum, Brigham Young on-line, which many students use to remediate classes so that they can graduate.

Member Low suggested that is a good idea.

President Glasser asked if any of the community colleges in the area offer appropriate classes.

Vice President Rosenbaum noted that it would be at their expense.

Mr. Kagawa stated that community classes will not let you remediate. If you have failed a class, they will not let you take it.

Member Low confirmed that the board is comfortable with waivers for the students that transferred in later and that for the 10 students, would let them know about distance learning, etc. Asked about cost.

Mr. Kagawa stated that it is about 122 per semester. One of the problems is that it is a total surprise to the students and staff. The students are being held responsible for something they didn't know about. If they knew that it was a graduation requirement at the time, they might have passed the class.

President Glasser stated that we know that it is a graduation requirement of the state that they pass a health class.

Mr. Kagawa stated that they have to be exposed to a health curriculum of some type.

President Glasser clarified that the state's requirement for a health curriculum has been identified as this class, so how can it be waived.

Member Low stated that it wasn't clearly conveyed and asked if 10 students should be punished for it.

President Glasser stated that the board specifically directed that to occur, the state requires that it is part of the curriculum, this is where we put it in our curriculum, if we then say that it wasn't meant to be part of the curriculum, does not see how students can be waived, unfortunately.

Vice President Rosenbaum suggested that the original minutes be reviewed. Not clear that this is an accurate document. Even if in writing, not clear that it was the intent of the board at that time.

President Glasser stated that if the board took that action, it was taken. Can review materials.

Vice President Rosenbaum confirmed that this is a discussion item.



Superintendent Stephenson looking for some board thinking. Poses a problem for the high school. The faster the students and administration can be given some direction the better. Would be well appreciated.

President Glasser confirmed that only 10 students failed the course.

Superintendent Stephenson reiterated that it is not know how many failed one semester, versus both.

Vice President Rosenbaum clarified that the entire issue will be brought up again in March to resolve issue for other students, depending on what is found out about board policy and what makes sense.

President Glasser stated that people were given information about what classes would be offered this fall, they were guaranteed certain classes. At some point the board has to hold the administration and the staff accountable for what has been directed as policy. Was not here in 2006 when this was implemented. Asked how the board holds people accountable if it is said that board didn't really mean what they asked staff to do.

Member Low stated that is not what might be said. Suggested waiting and looking at the minutes.

Superintendent Stephenson concerned that an ill conceived policy could have been put in place without addressing issues such as transfer students, etc. Need to revisit in order to develop an implementable policy. If the board in 2006 took an action that in unimplementable, it is not too late to correct it. Would like to bring back additional information, working with Director Hornada and high school administration, as well as sending out the pdf of the minutes.

Member Low thanked Mr. Kagawa for coming and clarifying all of the numbers.

President Glasser would appreciate Mr. Kagawa's input on how to fix this as well.

Superintendent Stephenson thanked Mr. Kagawa as well.

**B) 1st Reading of Board Policy Section 4000 - Personnel (Under Separate Cover)**

Superintendent Stephenson reminded board that 4000s were adopted earlier this summer and they are being brought back for review item by item. Informed board that policies were reviewed along with Cynthia Atea, Human Resources Administrator, and have some recommendations. Await board's additional recommendations and, or changes. Packet includes a draft of an administrative workstation policy. Would like to start with board policy 4040, Technology. Recommending that the workstation internet use agreement be attached as an appendix to that policy and be a requirement for all staff to sign. Technology director and management team have worked through all of the points and approved. Believe it should be part of board policies, not sit in isolation. Asked that board review for second reading when it is brought back.

Member Low asked if administrative workstation policy is base on models from other districts.

Superintendent Stephenson confirmed. This is the first addition to be considered under technology 4040.

President Glasser asked if teachers have looked at this. Some of the policy items state that they won't put anything from anybody else in to their computer. Asked how teachers can read assignments if students bring them electronically.

Superintendent Stephenson stated that teacher's workstation should not be used for that purpose. This is an administrative workstation, not a classroom workstation, and includes access by teachers, secretaries, etc. Need some basic standards and agreements. Was worked on last year as a memorandum of understanding. New adopted policy on internet use and technology, which board adopted in the spring and reconfirmed in the 4000s in June, now adding next layer, laying out for all staff what is expected in terms of what happens on an

administrative workstation.

President Glasser trying to distinguish between computer use policy and an administrative workstation policy. The workstation policy applies if teacher is given a computer to use for grades, etc. This is their dedicated computer.

Superintendent Stephenson stated that the computer use policy is for students. The internet use and technology policy exists in two places in the new board policies, one in the 5000s for students, and one under the 4000s for personnel, as part of the hiring process. Have a new student internet use and agreement which students have signed and returned. This one would retro all existing staff that would not be coming through personnel department.

Under recruitment, board policy 4111a, recruitment and selection, suggested to board that a piece of policy that resided in old policies for many years be included in current policy, which is that staff should be reflective of racial ethnic backgrounds of the K-12 population of schools. Recommendation is to include that, or similar language. Asked that board direct staff to craft that language or bring language when it comes back to next board meeting.

President Glasser referred to equal opportunity goals, prop 218, some language may be illegal.

Superintendent Stephenson clarified suggestion that the one piece from the old policy be included. It was mission critical to prior boards.

Board policy 4139a, peer assistance and review: recommend to board that it be deleted as it is part of the flexibility option that has taken par money and no longer exists in that way. This policy refers to the funds that come along with peer assistance and review. Might want to re-craft language that might be called teacher coaching or something that would be reflective of what the board desires to do when a teacher is in need of peer assistance.

Vice President Rosenbaum confirmed that the program no longer exists and that it would be good to craft language to talk about the kinds of coaching or assistance for struggling teachers.

Superintendent Stephenson suggested that elements of this can be kept. Asked if the board would like to direct staff to craft language or would the board like to do it.

Member Low would like to have the staff craft language for board review in both cases.

Vice President Rosenbaum asked if there is language from other districts.

Superintendent Stephenson stated that CSBA is recommending that the policy be pulled and there is not language from other districts. Many districts have it in the collective bargaining agreement. Albany does not.

Vice President Rosenbaum asked if Superintendent Stephenson would like to see that kind of language in the policy. Agrees with Member Low on having the staff craft some language. Willing to work with staff on the policy.

Superintendent Stephenson asked for any other changes from the board. If so, please email.

Member Low asked when 5000s and 4000s will be reviewed again.

Superintendent Stephenson stated that 4000s should be complete for the first meeting in October. This is the time to look at them. At the second board meeting in October will look at 3000s. The 5000s and 6000s will come in November. Expect that a study session will be required for 5000s and 6000s because they are so

comprehensive.

Member Low thanked Superintendent Stephenson for clarification.

President Glasser asked if an electronic version is available for marking changes.

Superintendent Stephenson confirmed and asked that board utilize track changes when returning the policies.

#### **X. BOARD AND SUPERINTENDENT COMMENTS**

Superintendent Stephenson is continuing to work with the city on the Buchanan bike path and the dedicated left turn signals. Currently proposed as a two way dedicated left hand turn. Some discussion, a group of concerned citizens would like to see that be a four way dedicated. That would take 8 parking spaces away from Ocean View teachers, staff, and parents. All at the same time as the EIR for Whole Foods where the staff will be bringing response to the EIR to the next board meeting. Issues of parking, crossing guards, possibility of turning Jackson into a one way street.

President Glasser is concerned about increasing the level of traffic in front of the school. Between Whole Foods and the turn lanes it seems to be a process that would include an increase. Currently have an unacceptable situation because the street is too narrow. These things may make things worse.

Superintendent Stephenson would like the city traffic planner to come and present to the board in October, perhaps the second meeting.

President Glasser mentioned earlier discussion about soap and H1N1, and asked if there are areas to be concerned about.

Superintendent Stephenson stated that Susan Charlotte, Disaster and Emergency Preparedness Coordinator, has put out guidelines to all sites for student safety in terms of covering your mouth when you cough, etc. and they are posted in every classroom. Letters have gone out at the secondary level and will go out to all parents with some guidelines for the flu. Recently read that the H1N1 virus seems to remain contagious even after the fever has passed and looking at possibly being able to pass the contagion until the cough has stopped. Could be looking at longer periods of student and staff absences. Management has taken this on and will meet with all of their staff next week to discuss the guidelines and what may need to be done about prolonged staff and student absence.

#### **XIII. ADJOURNMENT**

President Glasser adjourned meeting at 9:55 pm.