



Albany Unified School District

Albany Unified School District Board of Education

904 Talbot Ave.

Albany, CA 94706

MINUTES FOR MEETING

October 20, 2009

Albany Community Center

Albany, CA 94706

I. OPENING BUSINESS 6:30 p.m.

A) Call to Order

President Glasser called the meeting to order at 6:32 p.m.

B) Roll Call

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

ABSENT : Member Walden.

STAFF: Superintendent Stephenson, Assistant Superintendent Harden, Director Hornada, and Secretary Suszczinsky.

II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS

No public comment.

III. CLOSED SESSION 6:35 p.m.

Adjourned to closed session at 6:33 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, and Member Black.

ABSENT : Member Walden.

STAFF: Superintendent Stephenson, Assistant Superintendent Harden, Director Hornada, and Secretary Suszczinsky.

C) [Pledge of Allegiance](#)

D) [Report of Action Taken in Closed Session](#)

President Glasser reported that no action was taken in closed session.

E) Approval of Agenda

Motion by Vice President Rosenbaum, seconded by Member Black to approve Agenda

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

F) [Approval of Consent Calendar](#)

Member Black had questions on item 3c. Item 4a, just in the agenda, the word 'pool' is missing.

President Glasser asked that the page numbers be added back into the agenda.

Superintendent Stephenson will have that done.

Member Black noted inconstant spelling regarding item 3c. Matt Matuska's name is spelled differently in different pages; page 13 and 16. Repeated in second contract; page 18 and 21. Company name is spelled e-report card in one place and ereport card with out the dash in another.

Superintendent Stephenson stated that the contract came from Mr. Matuska with the noted spellings.

President Glasser stated that he will be paid as signed.

President Glasser would like to propose pulling several positions, deferring them to future meeting due to funding issues. Assistant Wrestling Coach, Head Wrestling Coach for the Extra Assignment Personnel Order, on page 1 of 7. On page 4 of 7, pull both Assistant Coaches for Wrestling, the Athletic Clerk, the Men's JV Basketball Coach, the Men's JV Soccer Coach, the Men's Varsity Basketball Coach and Men's Varsity Soccer Coach. On page 5 of 7, pull Substitute Custodian Alan Reed off the agenda, not defer it. Also on page 5 of 7, pull and defer Women's JV Basketball Coach and the Women's JV Soccer Coach.

President Glasser had a few questions on the check register. On page 1 of 11 there are a couple of negative items. Asked if that means money was received.

Assistant Superintendent Harden identified the items as voided checks.

President Glasser noted on page 3 of 11 a 318 dollar payment to City of El Cerrito for the utility user tax. Might be exempt from the tax.

Assistant Superintendent Harden will check.

President Glasser had a question for Director Hornada, item of about 28,000 for Everyday Math. Was this for additional materials?

Director Hornada stated for ancillary materials needed on a yearly basis, additional student journals, etc. Ongoing for next few years.

Member Black asked what type of professional services are received from URS Corporation.

Superintendent Stephenson stated that is Parcel Tax.

Assistant Superintendent Harden stated that they send a cd with all parcel tax information, residential, commercial, square footage, etc. Updated yearly.

President Glasser noted a lot of 20 dollar print reimbursements. Also had Ricoh copier repaired.

Assistant Harden explained that those charges are for finger print reimbursements.

President Glasser referred to page 7 of 11, credit card expenses. Asked if Assistant Superintendent Harden could come back at some future time and talk about controls, who is approving those expenses, etc.

Vice President Rosenbaum asked about Arrowhead Mountain Spring Water and if it is for the PTA.

Superintendent Stephenson confirmed.

President Glasser would like to pull item 4b, noting that someone is here to talk about that.

Superintendent Stephenson introduced Tom Murphy, Facilities Supervisor.

Tom Murphy spoke about the notice of completion of pool demolition. Facilities Manager. Thanked board. The pool was demoed this summer. Completed. Final change order being approved now. Pool itself is going very quickly. By end of this month want to have submitted for DSA review and approval cycle. Anticipate that will take about 5 months and then contract will be bid out in Spring. Start construction around June 1st, a good time time for construction because school is out. Two pool committees, one for all of the utilities, mechanical, electrical, and plumbing. The second for the overall design, working with architect design. Great endeavor. Sure it will be worthy of Albany.

President Glasser thanked Mr. Murphy for making demolition go so smoothly and quickly. And very well supported in neighborhood.

Motion by Vice President Rosenbaum, seconded by Member Low to approve Consent Calendar with items that were pulled and corrected.

The Board was polled and passed unanimously. Members: President Glasser, Vice President Rosenbaum, Member Low, and Member Black voting AYE
Member Black abstained from check number 938186.

President Glasser abstained from check number 942096.

1. [Approval of Minutes](#)

President Glasser not certain minutes can be approved because some of the motions do not have a second. Noted 'no second required'.

Secretary Suwczinsky explained that the software does not allow entering a vote unless there is a motion. No second was made on the video so the items were entered in this way to allow documenting the vote. Was not present at that meeting.

Superintendent Stephenson clarified that on the video there was a motion, but no second.

President Glasser noted that the two items in question are the fee increase at the adult school and deferring the parks and recreation report. The fee increase is of concern.

Superintendent Stephen suggested that in order to adhere to the rules of order, will need to bring back and retro those items.

President Glasser had some typographical changes which he will provide to Secretary Suwczinsky on paper.

Superintendent Stephenson suggested that corrections could be made now and approve them. Cannot change what occurred.

Secretary Suwczinsky asked if a note could be added explaining that the item will be carried forward to a future agenda.

Vice President Rosenbaum suggested listing, due to lack of 2nd.

President Glasser stated that board will provide typo information today. Secretary Suwczinsky will insert addition that no second was identified for these items and they will be brought back again.

V. [STUDENT BOARD MEMBERS](#)

A) Student Reports

Superintendent Stephenson stated that District Secretary Martinez made contact with the high school who said that they were coming. This is two missed meeting. Will speak with Principal Barone.

VI. STAFF REPORTS

A) [Technology Update](#)

Superintendent Stephenson introduced Heather Carver, Director of Technology, who will provide update on last January's FCMAT report, including recommendations, changes since that time, and her vision for technology.

Ms. Carver thanked the board. Report on Fiscal Crisis & management Assistance Team, FCMAT, started by federal government to help educational agencies in certain areas, in this case technology. There are four areas; Leadership & Communication, Staffing & Support, Instructional Technology, and Administrative Technology. Please see PowerPoint presentation.

Leadership and Communication. Findings and actions are listed. First item was to hire a technology director, which was done, thanked the board. Second, sites have autonomy and act independently with technology purchasing and implementation. Each site had own technology committee with own funds and spent on different items, difficult to integrate. Developed district-wide technology purchasing procedures. All purchasing now goes through the technology department, starting with the quote. The sites send a ticket through the new trouble ticket system, specifying what they need, from where, from who, how much. Technology department will get the quote, will check relative to other technology within the district, will check to ensure that there will be resources to keep up to date. Sent back to site principal for approval. Return to technology director with funding code, delivered to the technology department for set up, asset tag to Laurie. Then let principal know that the item has been received and will be set up, providing time line, usually 2 weeks.

Lack of communication with sites, teachers, and administrators. Goes back to issue of autonomy. Set up regular meetings with each principal when review needs, plan, how it fits into district plan and funding. Very appreciated. Pleasure to meet and see what concerns and needs are. Frequently asked how can we integrate what we have and help teachers, as well as purchasing.

Meeting weekly with Director Hornada regarding curriculum and instruction. Correlating software purchases with text book purchases. Technical departmental meetings talk about how things are going, what is going on at each site, shared calendar and documents, a bit of venting.

Lack of resources for maintaining network and site technology. Need to hire full time network technician. Dax has taken over part time. Work well together. Dax is great, smart, hard worker and has done a lot in a short period. Finding where network is dropping and where the biggest users are. Now have software making it possible to see every switch, line, user, etc. Need to make him full time and a full time computer specialist.

Lack of funding for integrating technology into curriculum. In progress, 5 year technology vision and budget for the board. Vision will be discussed a bit later.

Staffing & Support, district wide, not just the technology team. Lack of updated acceptable use policy for students and staff, including cyber bullying, etc. Developed and sent out to schools and students. Administration use policy has been approved and will be sent out in next week or two.

Network unreliable and very slow. Consolidate AUSD's 6 domains into one and make them private. Restructure Active Directory. The first is still in progress, with moving Dax to .5 to fill the network slot. Have upgraded network speed with fiber and installation of network tools. Will complete domain conversions an active directory in Summer 2010. Have to wait until summer because active directory is when someone logs in with user name and password, so cannot make a change until summer otherwise students and teachers won't be able to sign in, etc., restricting utilities that they need.

Computer donation policy. Done, implemented and distributed to all sites. Now all donations are referred to technology director.

No ticket system for user technology help. Implemented trouble ticket system called MyTek Desk. Tracks issues, get feed back, progress, etc.

Need for technology hardware and software standards. In progress, still being evaluated will probably take another three months. Need for equipment replacement plan, not yet implemented. Need to fully see what district has.

Instructional Technology. Technology director and curriculum and instruction director communication and integration needed. Meetings are now held weekly. Staff wanting to pursue technology enriched curricula and training, but can't because of antiquated computer equipment, network infrastructure and training. Meeting and developing a plan, pursuing how that can be incorporated into the everyday curriculum of the teacher. Training is one of the biggest and hardest pieces to put together.

Administrative Technology. District wide email has been deployed. Teachers logged in and sharing calendars, documents, etc. SIS auto dialer was not configured properly, etc. Has been taken down, reinstalled, centralized at the district office, and is on it's own server. Working well now. Student Information System, SIS, slow, users being logged off, randomly shutting down. Had a lot to do with the network and not having enough band width and with system not being centralized with each school has their own server. Upgraded network speed district wide and upgraded servers at each site until move to updated SIS program.

President Glasser asked about current plan for elementary schools, in addition to high school and junior high school use of School Loop.

Ms. Carver stated that elementary schools are now using it for their web pages. To bring it down further is a matter of training, etc.

President Glasser particularly discussing teachers putting in information about students' homework and grades.

Superintendent Stephenson stated not yet brought all the way down to the elementary. Concerned that this is something that elementary teachers have not been doing at all. Secondary schools have been doing things that were easily translated into School Loop. Want to confirm that School Loop will be the communication tool used with parents before bringing it to the elementary schools and that it is not already incorporated in the new student information system. Do not want to train and then take away and bring in new system, very frustrating to teachers.

Member Low stated that some of the new student information systems have a parent component.

Ms. Carver stated that most do at this time.

Superintendent Stephenson stated need to decide what SIS will be used first.

Thoughts and vision were put together at Superintendent Stephenson's request. Going green, thin client computing. Thin client computing has no moving parts, server based, can deliver any image, 75% less energy usage, life time of 10 years, and easily replaceable. Very quite. Maintenance is on the server side, not on site, can remote in to the server. Higher reliability for students and staff, almost 98% up-time.

Member Black asked what purpose this would be used for.

Ms. Carver stated could be used for all or just for computer labs. They also make laptops that are wireless. They would be nice for teachers to have throughout the district so they can log in from home if they leave their computer on their desk. While at Windsor, implemented for staff administration, district wide, computer labs, teachers. Can cut costs, is sustainable, manageable, is always up. Students cannot mess up. Just block whatever image you do not want them to access.

Member Black asked if all of the applications are on the server.

Ms. Carver confirmed.

Member Black asked about the operating system.

Ms. Carver stated that it depends. Can be Lenix, all open source software on applications, can have Windows XP embedded, soon will be Windows 7. They also have a virtual Mac. Can use whatever is preferred. Talking with principals about this who like the idea of having their machines up, not having to replace equipment, etc. In next two weeks, putting in 21 century classrooms into all special education classrooms which will include thin client computing.

Vice President Rosenbaum asked about down sides to thin client computing. Did not used to work very well.

Ms. Carver stated that they are now just like a computer. They are just like computer but without box. Own study has shown that out of 800 dollars to buy box, only 200 dollars is really used. They don't burn cd's

Member Black asked if each student will have their own log in.

Ms. Carver stated that the log in will follow them. Students will have a digital locker.

Member Black asked about high end applications such as Photoshop, etc.

Ms. Carver stated that it can be done. It depends on which thin client is used.

President Glasser asked if there may be several different systems depending what is needed.

Ms. Carver stated yes, depending on their usage. They will all be server based.

Vice President Rosenbaum asked for confirmation that thin clients with capabilities for AutoCad and things like that can be used in some areas and other thin clients in other areas.

Ms. Carver confirmed and stated that because it doesn't have its own operating system that it has to go back to talk to. The server just puts in the image, so the server can be partitioned for 3, 4, 5, 6 different images depending if it is a teacher, AutoCad lab, elementary lab, etc.

21st Century Classrooms and Curriculum. Thin client computing, district wide wireless access, onlin / e-learning for students, interactive curriculum based on educational standards, interactive classrooms that foster life long learning, communication, and collaboration, and electronic text books. There is a link to 21st Century Classroom, which is an actual virtual tour.

Superintendent Stephenson commented that it is a very good virtual tour and asked that the link be sent to the board.

President Glasser mentioned 28,000 discussed earlier to be spent on additional practice books and additional materials. Things like thin computing, if have computer based systems that can eliminate... talked a couple of times about electronic text books. A lot is spent on text books, want to have best and most current. Want to look at trade off, cost effectiveness for electronic text books. Going green obviously saves resources. Have been many news articles about colleges going digital, etc. Good to capture, watching the leading edge. Particularly where classes are high end with regard to computer usage, like digital photography. Maybe some of those things can be adapted before it matriculates down to the rest of the curriculum.

President Glasser commented that when looking at the original technology plan, talked about basically having bought somewhere between 1000 to 1500 computers now in the district. Maintaining those and needing to train different people in the district to maintain them so as not to consume resources of 2 or 3 people in the district offices. Asked if training has been looked at for each site to supervise and maintain things like running virus checks, defragging, etc. Perhaps less of an issue with thin computing.

Ms. Carver stated that with thin computing it becomes no issue. Only the server needs maintenance and the technology department does that. As far as training at the sites, pulling committees together and meeting with them regularly. Have a couple of people at each site, but need to get some of them to be more active. With thin clients have no maintenance. Thin clients have no moving parts and therefore have no maintenance. If it dies, it just dies and is replaced. They have a 3 year automatic warranty. Simply send it back and they will send a new. Asked for other questions.

Vice President Rosenbaum commented on Ms. Carver's two statements regarding the need for two full time people we don't have. Now in financial straights. Does not know what the long term plan for the district is.

Ms. Carver stated that this ties to the thin clients. With more thin clients, hopefully won't need more staff resources. Do need network technician to be full time especially because district is going more digital, web-based, new SIS, new fiber, etc. And one computer specialist.

President Glasser followed up on web platforms. Information becomes very stale. Looking at site that had last year's teachers. Asked if emails have been changed on the web site.

Ms. Carver stated that they are. Email address are not now listed so that bots don't pick up everybody's email address and spending out spam. If people hover over it, they will see the email address.

President Glasser asked about the freshness of the district's electronic information.

Superintendent Stephenson stated district will get there and will talk about it at the managers meeting tomorrow. Noticed this as well.

Superintendent Stephenson stated that Ms. Carver also included a technology vision and asked the board to read when have an opportunity. Appreciate Ms. Carver's work. She has been here 3 months and done an amazing job, far beyond anyone's expectation. Had tried to get new district email up for four years and Ms. Carver did it in three months. All of the FCMAT report has been addressed and she has a vision for the district. Has implemented at Windsor technology that is state of the state. Will be presenter at the National School Boards Association conference.

Ms. Carver stated that the vision is not just her own. Has spent the last three months talking with principals, staff, technology team, and incorporating district's strategic planning. Please email with any questions.

Thank you from Board. Glad to have her here.

President Glasser mentioned adult school. Does not want to leave them out. Many government agencies have distance learning programs where you log on to training sites, etc. Adult education might be the ideal place for some of those systems. Effective and efficient. Maybe something on computing classes, professional development, a hobby, etc.

Ms Carver stated that this had been discussed at the monthly technology directors meetings at the county office. It is happening, and will look at it for the district.

B) [Enrichment Report](#)

Superintendent Stephenson introduced Jan Gripman, former 6th grade teacher, now the coordinator of the enrichment program. Ms. Gripman presented a quick overview of enrichment. In 6th week of classes. Broke down some numbers. 229 students enrolled, all 1st through 3rd graders. Broken down by school sites. Been able to give scholarships to everyone who has requested one. Based on free and reduced lunch program. Classes regularly cost 7.00 per hour, or each time they meet. Offer to students on the free lunch program for 1.00 per class and reduced families for 3.50 or half price per class. Good deal, even at full price. 14 different choices of classes. 35 different sections, for example, Spanish is offered at all three schools. Quite a few of the classes are at capacity. Listed which are filled. Some went in to a waiting list sort of situation. Did a lottery completely randomly. As soon as families found out their early or late bird status they contacted program with the classes that they were interested in. Gathered names for about a week. Those have all filled and also listed a few that are not so popular. Only cancelled one class, Mexican dance, only had one interested student. The others are continuing, but are pretty small.

Broke down the numbers a little further by school, by a.m. versus p.m. At Marin the 2:00 to 3:00 class is a little more popular, but at Cornell and Ocean View it is very similar. How many in each class and how many open slots. Originally thought would have classes with 10 students and some with 25. Many 10 classes increased to 12. Spanish is set at 10 for full immersion class. Let a few in to science, for example. Several thought could fit 25, most did not fill. Heard back from instructors and they felt class size was full and were cut it off at that point. In all three schools, all classes all together, there are 542 spaces available. 438 of those spots are filled. Currently at 80% full. Awesome for first go round. Were hoping for 60 - 65%.

Listed a couple of strengths and challenges. Had good feedback from families, kids are excited, variety of classes, doing some good marketing. Think that when kids finish some of these classes, like tae kwan do, they'll be looking to continue. Planting the seed for a lot of enrichment. Reminded of goal addressing the whole student. This plays in to that. Heard from a couple of parents whose kids are shy and in these classes, that the classes are self esteem building and the kids are flourishing. Filling a schedule need for many families, especially for late birds.

Challenges, most will not be challenges in the future. Since it is a new program a lot of it was logistical, communication, etc. Things that couldn't be worked out until it got up and running. Many have been worked through and should not be problems in the future. Working on schedule for second trimester. People are attached to current classes. Might be hard for some families to let go of what their children have come to enjoy. Working on a list of resources, sharing places in the community where they can follow through. Firming up policies and procedures that could not be anticipated before getting started. Things like what happens if a family changes their mind within a certain number of weeks, etc. It is going well. We are having fun.

Member Low stated that it sounds like a wonderful experience for the children. Had a couple of questions. Regarding feedback, asked if this is being done informally, through conversations, etc.

Ms.Gripman stated that currently it is informally, a lot of email. Sending out survey in early December asking more questions and having more formal feedback and will share that information.

Member Low looking forward to the feedback. Asked if any idea what percentage of the kids are on the scholarship.

Ms. Gripman stated 21 out of the 229.

Board had no more questions. Thanked Ms. Gripman.

Vice President Rosenbaum commented that the feedback sounds good and thanked Ms. Gripman.

Superintendent Stephenson thinks it is amazing. When board gave directive to have enrichment in the context of the school day for these kids before and after school. Director Hornada needs a lot of thanks. Thank you to Ms. Gripman for taking it on. Could not ask for more.

Vice President Rosenbaum commented that it is nice when it is conceptualized and it comes together so beautifully.

Ms. Gripman stated that there was a committee with a lot of parents that did a great job of getting started. When got started originally thought about extending to Wednesday afternoons. Just met and decided to table for this school year. Mostly for logistical reasons, pick ups, etc. Will keep at 4 days per week for now.

Thank you from board.

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

Linda Bishop, teacher at Marin. Here at last board meeting about the Point Bonita field trip for 4th grade. Had been here because wanted more information. Originally had been denied. Has been a meeting since then with PTA and administrators, but teachers were left entirely out. Decisions were made without teachers' involvement, changed dates. Teachers put these things together and get to decide, by contract, if they go or do not go. Really concerned that teachers are not involved, especially when this is a teacher planed program. This is an overnight trip and takes a huge commitment from teachers to go because disrupting whole personal life, your family. Trip was scheduled in advance based on personal schedule and curriculum. Being told when we can go, how long we can go, without input is very disconcerting. Concerned that changes are happening without teachers, who are planning the trip. Would like some feedback on what is happening and why not getting more formal information from board. Very frustrated.

President Glasser stated that staff will follow up and get information out to the sites.

Mike Crowley, Co-Chair of Albany High Athletic Boosters. Here to present a check for 42,000, funds raised from the golf tournament. Golf tournament was a herculean effort on the part of the Albany High athletic community, particularly, Fred Brown and Darryl Kelly, co-chairs. Pulled together in 4 months, was supposed to take 6 months. Raised a lot more than expected. Boosters pledged to

try to raise 85,000 this year, this is 42,000 of it. There is about 25,000 of parent donations, possibly more. Planning other things. Looking at parent dance in January. Some smaller fund raisers. Planning another golf tournament for next year.

President Glasser stated that board can not officially accept it until it is on the agenda. Can submit it to the district, then the board can accept it when it is on the agenda.

Superintendent Stephenson will have it on the November 4th agenda. Thanked Mr. Crowley very much.

President Glasser noted this is another example of how the community shows support for bridging the gaps from the fiscal challenges, supporting the schools, supporting the Booster program. Offered kudos to everyone in the community.

Member Low asked for the names of the co-chairs.

Mr. Crowley listed Fred Brown and Darryl Kelly. Many others involved. Real community effort. Will be sending out thank yous via email.

Thank you from the board.

Traci Brown-Mallet. Marin parent. Representing PTA at Marin. Question most of the parents have and the teachers have is related to the art funding and how it is changing, what the status is as compared to previous year.

President Glasser asked for clarification of the question.

Ms. Brown-Mallet asked about the status of art funding for each school and what the parameters are. Fairly new to all of this. Some discussion about funding from parents versus funding from the school district versus other school fund raising organizations.

Member Black asked if she wanted to know about policy?

Ms. Brown-Mallet asked if there have been changes. Knows that in daughter's classroom teacher doesn't know if teacher will be funded, etc.

Vice President Rosenbaum stated that earlier in this meeting board approved all of these positions.

President Glasser stated that this was on the agenda. Positions were funded and approved and are listed on the agenda, other than those deferred.

Vice President Rosenbaum stated that all of the art positions were approved. Looking at policies for the future.

Superintendent Stephenson, to alleviate speaker's concern, will call principals in the morning to be sure all staff know what has been approved and what programs will be moving forward.

Member Black asked, as far as policy goes in the future, how that will be promulgated.

Superintendent Stephenson will start with PTAs, look at core curriculum, amount of time available in a school day, acceptable amount of time to bring in enrichment into school day, when are we differing primary responsibilities as a school district, and what is equitable across sites. Will be continuing on. Board has made changes in the way will be funding programs and how the fund raising will occur. No substantial changes to what has occurred in the schools for this year. Will be looking at this entire year and proposing changes for next year.

Vice President Rosenbaum came back to good things that have happened in our community. This can be added to the list as the PTA and parents are stepping up and filling the gap in sports and arts.

Ms. Brown-Mallet asked if that has been forbidden. Had heard that there was discussion.

Vice President Rosenbaum stated that it has not. Board is examining now for the future, how to do it equitably and not leave any kids out, and make sure to fulfill educational responsibilities first. Then finding out where the gaps are and calling on the community again.

VIII. REVIEW AND ACTION ITEMS

A) [Approve Appointment of Jewell Okawachi to Serve on the Citizen Bond Oversight Committee for Measure A as a Member Active in a Senior Organization](#)

Superintendent Stephenson noted that two members have termed out and that at least one needs to be replaced in order to have final meeting and present to the board the close out of the Cooper Field Modernization Project. Jewell Okawachi is the former mayor and very active in city council and is also an active member in a senior organization. Recommends that the board approve her so can wind up committee.

Member Low thanked her for her continued volunteer work in the community and stepping up when needed.

President Glasser confirmed that her senior status was confirmed. A question due to her never ending energy. Thanked Ms. Okawachi and board is honored again by her continued service to the community.

Motion by Vice President Rosenbaum, seconded by Member Black to approve Appointment of Jewell Okawachi to Serve on the Citizen Bond Oversight Committee for Measure A as a Member Active in a Senior Organization
The Board was polled and passed unanimously. Members: President Glasser, Vice President Rosenbaum, Member Low, and Member Black voting AYE

B) [Conduct the 2nd Reading and Approve Board Policy Update/Revision Section 0000 - Philosophy-Goals-Objectives, and Comprehensive Plans \(Under Separate Cover\)](#)

Superintendent Stephenson stated that the only change that was brought to the last meeting under Philosophy 0100a and b. The changes are incorporated per Member Black and Member Walden's request. No comments at last meeting so asking for approval.

Member Black had a couple of questions. Not disapproving of anything. Noticed on page bp0200a, Goals for the School District. Does not disagree with any of these goals, but board did just go through the strategic planning process and have not yet discussed as a board the goals that came up in that process. Suggested that end result of those goals be incorporated.

Superintendent Stephenson stated that this will happen in February when the strategic plan committee presents to the board the overarching strategic goals. Would also then bring this board policy back to incorporate them.

President Glasser asked for any public comment. Seeing none, asked for motion for approval.

Motion by Member Black, seconded by Member Low to approve 2nd Reading and Approve Board Policy Update/Revision Section 0000 - Philosophy-Goals-Objectives, and Comprehensive Plans (Under Separate Cover)
The Board was polled and passed unanimously. Members: President Glasser, Vice President Rosenbaum, Member Low, and Member Black voting AYE

IX. REVIEW AND DISCUSSION ITEMS

A) [1st Reading of Board Policy Section 3000 - Business & Noninstructional Operations](#)

Assistant Superintendent Harden presented the first reading of 3000s, Business and Noninstructional Operations. For review by the board. Would like to bring back on November 4th for the second reading. Discussed hand out with some changes that should be incorporated. AR3210 at the top of the first paragraph should include Albany Unified School District website because senior exemption forms are on the website. In addition the date in the 4th bullet should be May 1st because of the May 1st deadline. BP3300b, recommending addition of language for reimbursement of personal funds. This allows further control at the business office and district office level for purchases in the district. AR3553b, Confidentiality/Release of Records, for individuals in the district who need access to free and reduced lunch program information. Added Director of Technology, Heather Carver, and a correction to Student Data Systems Manager, which should

read Coordinator.

President Glasser asked about Confidentiality/Release of Records and assumed that it is consistent with ed code. Asked if ed code specifies anything as far as positions within the district that typically have access to the information.

Assistant Superintendent Harden stated that the ed code does not specify. Those are designated by the superintendent of the district.

Member Low noted that there have been many changes at state level with way budget is done, reporting requirements, etc. Asked if these policies reflect these changes.

Assistant Superintendent Harden stated that they do address all of the AB1200 issues, reports required, etc. They are current.

Member Low referred to page 76, talking about different fees and charges allowed by law. Asked about number 18, tuition of out of state and out of country residents.

Assistant Superintendent Harden explained that if district has a foreign exchange student, cannot claim ADA for them. Can negotiate a tuition payment in lieu, not to exceed what district would receive from the state for funding for that student. Some districts do and some do not. It can add up if you have many exchange students.

Vice President Rosenbaum asked if implementation was being considered.

Superintendent Stephenson stated that this applies to two types of students. One is foreign exchange. District has never charged tuition. There is another element am exploring right now. Student that has a visa whose parents are bringing them to live with a care giver and then wanting to enroll them in the school district. Specifically forbidden by ed code. Could charge tuition, because the type of visa that they have does not allow them to be enrolled in a public school using a caregiver affidavit. Alameda Unified has adopted a board policy that has a clear tuition reimbursement for that type of student who is being brought to the United States for a US public school education. Looking at it as something might want to entertain and bring back to the board after exploration.

Member Low referred to page 143, training of staff in first aid and CPR. Asked if it is now required for teacher credentialing that they be trained in CPR and first aid.

Director Hornada stated that she recently had to renew her credential and had to take training on own time to prove being up to date in first aid and CPR.

Member Low commented that it is a good requirement. Asked what percentage,

since many teachers in district have lifetime credentials, of our teachers are trained in CPR and first aid.

Superintendent Stephenson stated that all have been trained at least once. District wide training was done about 6-7 years ago. Those with lifetime credentials are not required by any agency or ed code to be trained again or to keep those up. Those with renewable credentials must keep those up. With disaster and emergency preparedness, might look at district wide training for all teachers. Taking emergency plan very seriously. Have had many things happen over the years and need to be prepared.

Member Low always thought was strange, when credentialed before, that it was not required to have first aid or CPR training. Teachers are the first line of responsibility for all of those children. Glad to hear that it is now required.

Member Low referred to page 171, free and reduced lunches. Many districts have seen those numbers go up, reflecting the current economy. Asked if the trends are up in Albany.

Assistant Superintendent Harden stated that according to chef, there has been some increase in the free and reduced lunch program.

President Glasser noted that he has been very aggressive in making sure eligible people are identified.

Vice President Rosenbaum commented that there might be more people that are willing to be identified at this point.

Member Low thinks it is a good use of phone system to remind parents that it would expire and reminding them to re-apply. Making it clear to people that they should go ahead and do so.

Member Black referred to page 71 and 72. These will have to be changed if manage to pass parcel taxes.

Assistant Superintendent Harden confirmed that this would definitely have to be amended.

Member Black member noted that the second bullet should be, owner of record 'of' the parcel, not 'or'.

Referred to page 75. Noted that this may have come straight out of ed code. Some of the fees have low-income exemptions and others do not.

Assistant Superintendent Harden stated that they do come right out of ed code.

Member Black asked if low-income exemptions can be added if the district wants to.

Assistant Superintendent Harden stated that this came up at her previous district and legal counsel said that it cannot be amended.

Member Black referred to page 79, last sentence in number 4. Asked if the first use of the word cost should be value.

Assistant Superintendent Harden stated that it is actually ed code language and cannot be changed.

Member Black referred to page 90, next to bottom paragraph. Does not understand phrase, authorize the use of day labor or force account for.

Superintendent Stephenson will check public contract code for syntax error, etc.

Assistant Superintendent Harden suggested that they are trying to say that in case of emergency, the board could authorize some labor without going through entire contract process, allowing the ability to address the emergency.

President Glasser asked if that meant would not have to go out to bid, normally prohibited from using day labor under ed code.

Assistant Superintendent Harden explained that board can in emergency if, for example, a roof collapsed, board could hire someone immediately.

Member Black suggested changing it to make it clearer.

Assistant Superintendent Harden will check the public contract code and see if it can be changed to be more clear.

Vice President Rosenbaum will email changes, should he have any.

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

X. **BOARD AND SUPERINTENDENT COMMENTS**

Superintendent Stephenson reminded board that Mary Townsend will be back tomorrow. Will be having lunch with superintendent and all fund raising groups including PTA at the Edith Stone Room from 12:30 to 1:30. Board is invited. Would like to bring all fund raising arms in to the same fold as the rest of the district in terms of the strategic planning process. Want to talk to them about how they will be part of that process and the work that has been done and will continue to do over the next year. Ms. Townsend will come to the management team meeting and reviewing additional steps that need to be taken by the management

team for the strategic plan process. Will then be meeting with all site councils at 6:30 at the middle school library, going through all actual requirements of what a school site council is, how it is to be comprised, dovetailing strategic plan. They will now have an understanding of how the school site plan must be tailored to support the strategic plan that the board adopts.

On Thursday she will be here for the entire day training action team leaders. All day training. Two facilitators for each one of the strategies, in district office board room. Invited board to all of the above.

President Glasser asked that anyone attending coordinate so not more than two board members are attending.

Member Black asked if principals will be attending the site council meetings.

Superintendent Stephenson stated that they will be attending.

Vice President Rosenbaum asked for an email of the schedule.

Superintendent Stephenson will do it in the morning.

Member Black noted report earlier tonight that board got new email addresses. The new technical staff was very supportive when help was needed to get it running.

Vice President Rosenbaum noted that the forwarding is working well.

XIII. [ADJOURNMENT](#)

President Glasser adjourned the meeting at 9:05.