

**MINUTES OF THE ANCHORAGE SCHOOL BOARD  
SPECIAL MEETING OF APRIL 29, 2002**

The Anchorage School Board met in Special Session on Monday, April 29, 2002, at 6:30 p.m. in the Board Room, at the Anchorage School District Administration Building. Vice President Rita Holthouse presided.

A. CALL TO ORDER, ROLL CALL, FLAG SALUTE

Board Members Present: Tim Steele, Rita Holthouse, Harriet Drummond, Debbie Ossiander, Mary Marks, and Jake Metcalfe via teleconference.

Board Members Absent: Peggy Robinson

Others Present: Carol Comeau, Janet Stokesbary, Pat McDowell, Mike Henry, George Vakalis, Gail Opalinski, Patricia McRae, Larry Wiget, Duane Moran, Jeff Wood, Pam Lloyd, Dale Cope, Marie Laule, Debbie Bogart, Lee Wilson, Stan Syta, Ray Amsden, Chip Derrick, Arge Jeffery, Bob Henry, Corey Rennell, Robin Siegfried, the press, and other interested people.

The School Board opened the meeting with the Pledge of Allegiance to the Flag.

B. ANNOUNCEMENTS

Harriet Drummond announced that she was Master of Ceremonies at West High School orchestra with all six high schools. Ms. Drummond also attended the West High School honors graduation with 35 students who received their honor tassels.

Debbie Ossiander stated that the majority of the Board went to Juneau talking to legislators talking to needs for education funding throughout the state of Alaska, construction needs, teacher recruitment issues and flexibility with surveys. Ms. Ossiander joined Carol Comeau at a KCC reception in honor of the students who received scholarships. Ms. Ossiander thanked community for support and enabling dreams to come true. Carol Comeau stated that she had also emceed a number of concerts at the various schools and stated that it is nice to see thousands of students benefiting from the wonderful music curriculum.

C. OATH OF OFFICE OF NEW SCHOOL BOARD MEMBER

In honor of the swearing in of Mary Marks as the new School Board member, Ms. Marks and members of her family conducted a ceremony that thanked their elders and ancestors for making it possible for the opportunity to be here today.

Judge Sigurd Murphy administered the Oath of Office to Mary Marks, who was sworn into office as the new School Board Member of the Anchorage School District.

D. APPROVAL OF AGENDA

Memorandum #249 has been pulled from the Agenda by the Administration and will be brought forward to the Board at a later time. There was an addendum added to the Personnel Report. The Agenda was approved with the fore mentioned changes.

E. AWARDS/ RECOGNITIONS/PRESENTATIONS

1. ASD MEMORANDUM #226 - DENALI AWARD RECIPIENTS

To Alaskans, Denali means "great one," and the Anchorage School District is proud to have employees that display greatness in the areas of achievement, service and dedication. Twice each year, a committee of Anchorage School District employees selects several co-workers and one team of colleagues that demonstrate an outstanding commitment to our mission of educating students for success in life.

The certificated Denali Award winners for the first semester of the 2001-2002 school year are Jan Slattery, Lee Tomco, Sandra Anderson and Sandy Anderson.

Patricia McRae read the memorandum while Rita Holthouse presented the awards to the Special Education staff winners.

2. ASD Memorandum #251 - National Science Foundation Award

The Presidential Award is our nation's highest honor for science and math teachers in kindergarten through twelfth grade. Each year a national panel of distinguished scientists, educators, and mathematicians recommends teachers to receive this prestigious

award. This honor is given to one elementary and one secondary math and science teacher from each state and four designated jurisdictions. This year's award-winning list includes Mirror Lake Middle School math teacher Ruth Mount.

Gail Opalinski read the memorandum while Rita Holthouse presented the award to Ruth Mount.

3. ASD Memorandum #252 - Recognition Of Seventh-Grade Alaska Web-Based Curriculum Developers

The Anchorage School District's seventh-grade Alaska web-based curriculum was created through the commitment and hard work of a dedicated group of individuals. The work began when the Cook Inlet Tribal Council applied for and received a three year, two-part grant which benefited the Anchorage School District.

Gail Opalinski read the memorandum while Rita Holthouse presented the award to the recipients.

4. ASD Memorandum #267 - Recognition Of Dave Mitchell

Over the past 40 years the District has built productive relationships with many union representatives. David Mitchell is part of a small group of truly outstanding union leaders who deserve thanks and recognition.

Lee Wilson read the memorandum while Rita Holthouse and Carol Comeau presented the award to Mr. Mitchell.

5. ASD Memorandum #269 - Recognition Of Assessment And Evaluation Staff For Profiles Of Performance

*Profile of Performance*, the Anchorage School District's annual comprehensive review of districtwide and school-by-school test and demographic data, was named the top school statistical profile in the nation by the American Educational Research Association. This is the second time the publication has been recognized with a first place award in this national competition.

Dale Cope read the memorandum while Rita Holthouse presented the certificates of award to the staff.

Ms. Comeau took the opportunity to thank Ray Fenton for his many years of service since he would be retiring at the end of the school year.

F. SPECIAL ADVISORY REPORTS

1. Student Advisory

Corey Rennell stated that the Policy Sub Committee met and reviewed the Student Advisory Committee's three resolutions. Mr. Rennell looks forward to reviewing the results when they come forward to the Board. Mr. Rennell encourages students to check with their mentorship counselors if they are interested for mentorships next year. Mr. Rennell stated that he appreciated the School District's sponsorship for him at the legislative fly-in to Juneau where he met with the Governor, Lt. Governor, and several legislators. While he was there he received the Lt. Governor's sponsorship on a youth gubernatorial debate at the ASD the Spirit of Youth Foundation is planning, as well as a sponsorship for the Youth Voter Registration Drive. Mr. Rennell stressed the importance of the delay of the designator bill, survey bill and fiscal gap and encourages the public to testify for the bills. The Alaska Health Committee met, which deals with issues of alcoholism and teen suicide. The committee was successful and will report to the Student Advisory Committee at the May meeting. The Spirit of Youth Community dinner was Saturday. At the National Youth Service day about 50 students came out and served the community. Mr. Rennell appreciated Carol Comeau's attendance at the event. At the next SAB meeting, the committee will address diesel fuel, the youth voter registration drive, the fiscal gap, and underage drinking, as well as reviewing two resolutions - one regarding the paper products contract and the districtwide recycling plan as well as the three resolutions that have already been reviewed by the Policy Sub Committee.

2. Military Delegate

Lt. Col. Pete Mulcahy announced that he attended local functions at the schools including the JROTC award ceremony. Lt. Col. Mulcahy attended the mobility task force meeting and looks forward to being a part of the task force. Lt. Col. Mulcahy attended the principal meetings at Ft. Rich and Elmendorf. Ft. Richardson completed the Town Hall meeting which was an opportunity for the public to notify them on how they are doing. The only School

District related issue was a crossing guard issue, which is an indication that the relationship between the schools and the community is excellent.

3. M.E.C.C.

Committee member James Allen stated that the committee will miss Mary Marks. This year they had an opportunity to make themselves known to the community.

G. PUBLIC TESTIMONY

1. **Public Testimony Regarding Upcoming Negotiations: Student Nutrition Bargaining Unit for Health Care Insurance Only**

Theresa Obermeyer spoke to the Board regarding the Student Nutrition Bargaining Unit and the fact that many of the workers were a half-hour short of having health insurance benefits. Ms. Obermeyer feels health insurance is very important and doesn't understand why it gets more expensive every year. Ms. Obermeyer would like to support the Student Nutrition staff.

H. PERSONS TO BE HEARD ON NON-AGENDA ITEMS

Katherine Lohff, an 8th grader at Central Middle School Science Department, spoke to the Board regarding her school project, which is a way to measure excellence in education.

Debbie Ossiander, Tim Steele and the Superintendent commended Ms. Lohff for her study.

Toni Brewster spoke to the Board regarding a hiring waiver for Village Charter School and is requesting the Board vote in favor of it when it comes before the Board. The school has unique hiring needs and is requesting approval of this waiver so they could hire the employees who could fill the unique needs of the school.

Michale Haase spoke to the Board regarding his experience during the hiring process when applying for a position at Village Charter School.

Linda Sharp spoke to the Board regarding the waiver that will be presented to the Board regarding hiring teachers for Village Charter School. Ms. Sharp described the frustrations when people have gone through the hiring process for a teaching position.

Tom Poe - Evaluative Administrator at Village Charter School spoke to the Board regarding the eligible to hire list of the District. They would like to have the latitude to hire teachers that are not on the eligible to hire list and hire non-union teachers if they so choose not to join the union. Mr. Poe requests that the Board approves the memorandum that will be coming forth to the Board at the next meeting on this topic.

Kathi Sue Justice spoke to the Board regarding the frustration of trying to find people who are interested in interviewing for a position at the Village Charter School.

Carol Comeau responded that there is a request for a waiver and Bob Roses and the union will review it first. The applicants need to meet the minimum standards required to become one of the District's teachers because if they are hired for Village Charter School and then choose to go to a different school they need to be certificated in the State of Alaska and meet the other hiring requirements by the State. Ms. Comeau stated that we would have to wait and see what AEA is planning to do.

Bob Roses congratulated Mary Marks on her School Board seat. Mr. Roses spoke to the Board regarding the need for increased funding for education. AEA and NEA is hosting an activity to promote increased funding for the schools and Mr. Roses invited the Board members to attend.

Theresa Obermeyer spoke to the Board regarding an experience she had with the judicial system recently.

## I. CONSENT AGENDA

Consent Agenda attached. **All attachments referred to in memoranda recommendations are on file in the Superintendent's office.**

1. ASD Memorandum #265 - Approval Of Schematic Design For East High School Phase 3  
It is the Administration's recommendation that the School Board approve the schematic design for the East High School Renewal Project Phase 3 and authorize the Superintendent to proceed with the Design Development and Construction Documents for the East High School Renewal project.
2. ASD Memorandum #264 - Acceptance Of Contract: AVAIL

Communities In Schools Program

It is recommended that the School Board approve and authorize the Superintendent to accept a grant award for AVAIL from Communities In Schools, Inc., (CIS) in the amount of \$25,000. The funds will be used for remedial education and job readiness skills for youth in the AVAIL and McLaughlin Community Detention Programs.

3. ASD Memorandum #249 - Award Of Contract: Northwood Elementary School Ceiling And Lighting Upgrades  
This memorandum was pulled from the Agenda and will be reformed and brought forward at a later time.
4. ASD Memorandum #250 - Award Of Contract: Mears And Romig Middle Schools Power And Data Upgrades In Support Of Technology

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract for the Mears and Romig Middle School Power and Data Upgrades in Support of Technology to Consolidated Contracting and Engineering for Base Bid A in the amount of \$544,444 and to accept Additive Alternate 2 in the amount of \$15,444 for a total award of \$559,888.

5. ASD Memorandum #262 - Approval Of Instructional Technology Plan

It is the Administration's recommendation that the School Board approve the Instructional Technology Plan.

6. ASD Memorandum #257 - Personnel Report  
It is the Administration's recommendation that the School Board approve the attached Personnel Report.

The following memoranda were removed from the agenda: ASD Memoranda #265 and #262.

ACTION:

Moved by Debbie Ossiander  
seconded by Tim Steele

to approve: ASD Memorandum #264;  
Memorandum #250; and Memorandum  
#257 with addendum.

VOTE:

Ayes: Ossiander, Steele, Holthouse,  
Drummond, Metcalfe,  
Marks

Nays: None

Absent: Robinson

MOTION PASSED

ASD Memorandum #265 - Approval Of Schematic Design For  
East High School Phase 3

It is the Administration's recommendation that the School Board approve the schematic design for the East High School Renewal Project Phase 3 and authorize the Superintendent to proceed with the Design Development and Construction Documents for the East High School Renewal project.

ACTION:

Moved by Debbie Ossiander to approve ASD Memorandum #265  
seconded by Tim Steele

Speaker Theresa Obermeyer spoke to the Board regarding the East High School Renewal Project and stated that the parents want to be helpful during the construction.

Carol Comeau stated that this Phase is to be done by the end of August 2004 and the District is very grateful to the voters for approving the design construction. Ms. Comeau urges the Board to go into the high school and walk through the commons, which looks wonderful. With Board approval the next phase of construction can begin.

Harriet Drummond commented that she had the opportunity to attend the work session with the Assembly where the architect and Facilities department made a presentation on the schematic design. Ms. Drummond mentioned that the Assembly's biggest concern was the traffic issues and some maintenance issues. Ms. Drummond recommended that the Board ask the architect to do a presentation for them.

Debbie Ossiander requested that the Administration more clearly delineate what is comprised in each phase. Ms. Ossiander shared her concern in moving the student parking area and the soccer field and urges that it would be left towards the end of Phase 3.

Rita Holthouse requested a brief presentation of the project. Ray Amsden stated that there is a lot of sequential work to make the project work. Jerry Winchester and Chip Derrick made a presentation to the Board regarding the project.

Debbie Ossiander was reassured that the soccer field would be put in during the later part of the project.

Chip Derrick commended the students for their support and cooperation during this project.

VOTE:

Ayes: Ossiander, Steele, Holthouse,  
Drummond, Metcalfe, Marks

Nays: None

Absent: Robinson

MOTION PASSED

ASD Memorandum #262 - Approval Of Instructional Technology Plan

It is the Administration's recommendation that the School Board approve the Instructional Technology Plan.

ACTION:

Moved by Tim Steele to approve ASD Memorandum #262  
seconded by Harriet Drummond

Carol Comeau stated that she is pleased with the plan and feels they have a good feel for what the District needs. This format is different from the former format of the Instructional Technology Plan.

Pam Lloyd thanked the committee who helped her work on the plan and began her presentation to the Board of the District Instructional Technology Plan. The current plan will end this year. The District has over 2500 leased computers right now. Almost all of the schools have been upgraded for telecommunications infrastructure. The literacy database is being worked on. The email conversion will be completed at the end of this month.

Speaker Red Boucher spoke to the Board regarding the Instructional Technology Plan. Mr. Boucher was on the committee who put a technology plan together in 1995. Mr. Boucher referred to the word "computercation" which is a combination of education and computer. He stated he would do everything he can to support ASD before the

Assembly and the legislature. Mr. Boucher stated that it's not about hardware - it's about learning - lifelong learning and he is a lifelong kindergartner. Mr. Boucher was a part of the MIT media lab. Mr. Boucher handed out a paper regarding the learning program and future learning at MIT.

Mr. Boucher mentioned again that he would do anything he can to help in testifying or lobbying before any group, because this is the key to the future.

Mr. Boucher congratulated the Board and staff for the good job they are doing.

The Board recessed at 8:30 and reconvened at 8:40 p.m.

Tim Steele stated that the Human Resources department is not necessarily included in the plan although needs had been identified, and asked for a comment on it. Carol Comeau stated that there are statements throughout the document to look at what kind of staffing levels are needed to support the technology. Pam Lloyd stated that one thing they want to look at is to look at how we can work smarter with technology and the goal is to work with schools to look at the cost of technology and what type of support is needed to make it work for the school. They have an evaluation process for the end of each year and they will come back and report to the Board again after they have the results.

Tim Steele referred to a former meeting where the need to be able to access and transfer files from the Human Resources area and were looking at different programs that might be sufficient to allow that. Mr. Steele is hoping this would be mentioned in the plan. Carol Comeau assured Mr. Steele that we will be looking at that, but this plan focuses on instructional technology. Mr. Wood will continue to look at the other issues including those that were mentioned in the Human Resources audit.

Harriet Drummond asked Ms. Lloyd to explain the definition of the legacy computers mentioned in the plan. Ms. Lloyd stated that the legacy is any computer purchased before 1999, which is 60 percent of the District's computers.

Debbie Ossiander stated that we will need some way to track academic growth and would like some assurance that we are thinking of ways to address that and we are working towards some individual tracking at the

secondary level. Ms. Ossiander hopes we can quantify the cost so we can present it to the legislature as a mandate to the Quality Schools Initiative so we can get some help with the funds. Carol Comeau stated that the student I.D. numbers would help. It's a huge issue and the work Patricia McRae has been doing is a start. It is hard to get that data with the current technology.

Debbie Ossiander stated that by 2004 we will have to be able to show, by individual school, how much a student's performance increased on the TerraNova to the Benchmark, which still needs to be correlated. Ms. Ossiander asked if we are going to be able to do that with the plan before us. Ms. Comeau stated that at this time the State doesn't know if the TerraNova will even be usable under ESEA. Ms. Comeau stated that there is a need to do something now and asked Patricia McRae to speak about what she is working on regarding this issue.

Patricia McRae stated that our goal is that students learn to read by the end of third grade. The first time we assess them is in the third grade so that is too late. The Board actually started this with the reading initiative. With the database, the students will be assessed in the end of kindergarten and at the beginning of first and third grade. The teacher will need to enter the assessment data. The teacher can type in the student's I.D. number and get the available assessment data on that student. It supports the idea of early intervention. The Instructional Technology Plan is giving the people the technology to do that job. We first have to build the foundation. Debbie Ossiander asked if we are going to have the capability to access technology that will show a student's norm reference test from one year to the next. Jeff Wood mentioned that we have to get the hardware in place first before the software. Ms. Ossiander stated that this needs to be made a priority.

Mary Marks asked if once the foundation is in place would this be tied in for our special needs students - tracking their academic growth as well and our bilingual students in the District. Pam Lloyd stated that the IEP program is being developed on a server so teachers can access that information on one server. Carol Comeau mentioned that one of the things that will have to happen is that we are going to insist that each staff member that will need to access this information will have to have a computer on his/her desk. If they don't have access on their desktop they are not going to be able to do the job that's expected to be done. Pat McDowell stated that they have had meetings with teachers, bilingual, and special education teachers and asked what are the users' needs. We will work on the hardware and software needs and we are engaged in conversations with lots of users to see what we can do to make this usable

by everyone that needs to use it. Ms. Marks asked if substitutes would have access to this hardware. Ms. Comeau stated that one-day subs will not, but we will have to work through the security issues. Harriet Drummond noticed that on Page 8 the plan calls for replacing certificated computers first and stated that she feels this is a good thing.

Tim Steele stated that he liked the way the plan was approached. User training is necessary and Mr. Steele applauds that effort and feels we are developing the infrastructure to be able to do what we need.

Rita Holthouse mentioned Appendix I on Page 107 is using the number of students from March. Carol Comeau stated that we should look at the projected enrollment for the year and look at the fall figures. Rita Holthouse noted that on Page 110 Aurora Elementary has not been able to upgrade because ASD doesn't have ownership. George Vakalis stated that the schools are ready for us to take ownership. The document that allows us to take ownership is sitting in the Municipality's legal office and has been for approximately eight months. Ownership at Ft. Richardson will not be available because it's tied to the heat source conversion. If ASD waits it will not have to pay for the conversion.

Rita Holthouse commented that the six goals with several objectives seem really ambitious and hopes it is not too many goals. Pam Lloyd feels we can do it over the next three years. Carol Comeau stated that one of the things that is critical is that technology is being included as an integrated part of the curriculum. This is allowing people to become more comfortable with it.

VOTE:

Ayes: Ossiander, Steele, Holthouse,  
Drummond, Metcalfe, Marks

Nays: None

Absent: Robinson

MOTION PASSED

I. SUPERINTENDENT'S REPORT

ASD Memorandum #266 - Assessment Calendar For 2002-2003 School Year

The Districtwide group assessments scheduled for the 2002-2003 school year include the following tests and surveys. Completion dates are when materials are to be returned to Assessment and Evaluation.

Tests	Dates	Grade Level(s)	Notes
Anchorage Developmental Kindergarten Profile	September 3-6, 2002	Kindergarten students plus new to school first graders	Later in the year start for K but not for 1.
<b>Required school completion date: October 11<sup>th</sup>, 2002</b>			
HSGQE	October 28, 29 30, 2002*	Selected 11 <sup>th</sup> and 12 <sup>th</sup> graders	11 <sup>th</sup> and 12 <sup>th</sup> graders who have yet to pass. Students must pass for diploma after February 1, 2004
<b>Required school completion date: November 1<sup>st</sup>, 2002</b>			
Writing Assessment	September 23-28 <sup>th</sup> , 2002	5 <sup>th</sup> , 7 <sup>th</sup> , and 9 <sup>th</sup> graders	Scoring Session October 2002
<b>Required school completion date: October 4<sup>th</sup>, 2002</b>			
HSGQE	March 4, 5, 6 2003*	10 <sup>th</sup> grade students and 11 <sup>th</sup> and 12 <sup>th</sup> graders	All 10 <sup>th</sup> graders. 11 <sup>th</sup> and 12 <sup>th</sup> graders who have not passed may retest.
<b>Required school completion date: March 7<sup>th</sup>, 2003</b>			
BENCHMARK 1	March 4, 5, 6, 7, 2003*	3 <sup>rd</sup> graders	Make-up through March 14 <sup>th</sup> , 2003
<b>Required school completion date: March 14<sup>th</sup>, 2003</b>			
BENCHMARK 2 & 3	March 4, 5, 6, 2003*	6 <sup>th</sup> and 8 <sup>th</sup> graders	Make-up through March 14 <sup>th</sup> , 2003
<b>Required school completion date: March 14<sup>th</sup>, 2003</b>			
TerraNova CAT/6	March 5, 6, 7, 2003*	4 <sup>th</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , and 9 <sup>th</sup> graders	Make-up through March 14 <sup>th</sup> , 2003
<b>Required school completion date: March 14<sup>th</sup>, 2003</b>			
Math Placement	April 28 <sup>th</sup> – May 2 <sup>nd</sup> , 2003	6 <sup>th</sup> graders	6 <sup>th</sup> grade math test for placement in 7 <sup>th</sup> grade
<b>Required school completion date: May 7<sup>th</sup>, 2003</b>			
Surveys	Approximate Time	Grade Level(s)	Notes
EEOC – Activities Interest Survey	October 2002	6 <sup>th</sup> – 11 <sup>th</sup> graders	Given anonymously to all students in grades 6-11 through Language Arts classes
<b>Required school completion date: October 2002</b>			

Input into staff evaluations	Early 2002	December	K-12	All parents and all staff provided with opportunity for input into teacher and principal evaluations. Students in grades 3 through 12 provided the same opportunity
<b>Required school completion date: December 20<sup>th</sup>, 2003</b>				
Report Card Surveys	April 7 <sup>th</sup> - 11 <sup>th</sup> , 2003		K-12	All parents and all staff as well as the students in grades 3 through 12 have the opportunity to provide input
<b>Required school completion date: April 16<sup>th</sup>, 2003</b>				

\*Dates are subject to change by the Alaska Department of Education and Early Development.

This schedule is subject to revision throughout the year. Teachers, schools and programs may require additional assessments or surveys to measure classroom or school goals or to meet grant or program requirements.

Carol Comeau stated that we would be looking carefully at what we do with our profiles because we have to do our reports. There will be some modifications because of what we have to report. Debbie Ossiander asked if the activities interest survey provides a lot of necessary information. Carol Comeau stated that it is required to meet one of the OCR issues. We will look at the algebra test and writing. Ms. Comeau is very concerned on the amount of assessments and will be looking at that. Rita Holthouse asked if we have enough testing personnel for all of this testing. Ms. Comeau stated that we are losing Dr. Fenton's experience and will also be requesting another position. We will have to look at where the gaps are after his position is filled. Ms. Comeau appreciated the Board's support by allowing the delayed start for the kindergarten students.

#### ASD Memorandum #248 - CIPA (Child Internet Protection Act) Compliance

Congress passed Federal legislation HR4577 – the “Children’s Internet Protection Act” that requires schools and libraries currently receiving federal funds to filter out Internet content that is harmful to minors.

Under the rules established by Congress and the Federal Communications Commission (FCC), schools must certify that they have accomplished three specific tasks:

1. Created an Internet safety policy and distributed it to their school community;
2. Implemented technology-blocking measures to prevent students from accessing inappropriate material from all school computers; and
3. Conducted a public meeting to disseminate and discuss the school's new or revised Internet safety policy.

The attached section 7 - CIPA Compliant Internet Safety Policy for Anchorage School District, outlines Anchorage School District policy as it pertains to student Internet safety.

Carol Comeau stated that in order to access the E-Rate funds we need to incorporate this into our internet policy.

Debbie Ossiander suggested that the Policy Sub Committee to look at integrating some of it in the School Board Policy.

#### ASD Memorandum #261 - Project Status Report

This is a report of activities and project status changes in Major Capital Projects during the period of April 8, through April 16, 2002.

#### ASD Memorandum #259 - End-Of-Month Membership Summary For March 2002

The end-of-month membership report for March 2002 is attached (Attachment A). The total active enrollment at the end of March was 49,091. This enrollment represents an increase of 143 students compared to end of March 2001. Table 1 compares the membership totals.

#### ASD Memorandum #260 - Facility Project Report And Change Order Report For The Month Of March 2002

The monthly Facility Project Report Update and Change Order Report for the month of March 2002, is attached. There are no exceptions to report this month.

#### ASD Memorandum #254 - Conflict Of Interest: Third Quarter Report FY 2001-2002

The attached listing of employee Conflict of Interest Waiver and Disclosure actions is forwarded in accordance with School Board Policy Section 725.44. This information is provided as the third quarter report for the FY 2001-2002 school year.

ASD Memorandum #255 - Out-Of-District Travel - Third Quarter Report FY 2001-2002

The attached Travel Report summarizes the travel taken by District employees and School Board members during the third quarter of FY 2001-2002 for both in-state and out-of-state travel. This report complies with the travel procedures established with the revision to School Board Policy Sections 156, Board Member Travel, and 526, Staff Travel.

There were 139 District employees and School Board members who incurred travel expenses in the third quarter of FY 2001-2002 on 77 trips for a total cost to the District of \$136,968.89.

ASD Memorandum #256 - Treasurer's Report/Financial Recap: March 31, 2002'

The attached report consists of three parts: the Graphic Overview, the Treasurer's Report and the Financial Recap. The Graphic Overview is presented on a quarterly basis and the Treasurer's Report and the Financial Recap are presented on a monthly basis. The Graphic Overview is for the quarter ending March 31, 2002 and the Treasurer's Report and Financial Recap are year-to-date as of March 31, 2002.

ASD Memorandum #258 - Operating Budget Transfers - March Monthly Report FY 2001-2002

The attached report of budget transfers for the time period of March 2002 that were processed in the Integrated Financial Accounting System (IFAS) includes the following:

Attachment A: Report of Budget Transfers Over \$5,000—  
Report for individual transfers of more than \$5,000, which includes summarized justifications.

In order to conserve paper, the schedule of monthly budget transfers processed for the month of March 2002 normally attached to this Board Memorandum is available for interested parties in the Budget Department.

The budget transfer forms and related information for all of the transfers are available in the Budget Department office for review by the School Board and members of the public.

K. PERSONS TO BE HEARD ON NON-AGENDA ITEMS

There were no other speakers.

L. COMMUNICATION & SCHOOL BOARD COMMENTS

M. EXECUTIVE SESSION –  
(PERSONNEL/FINANCE/NEGOTIATIONS/LITIGATION)

N. ADJOURNMENT

The Special Meeting of April 29, 2002, was adjourned by unanimous consent at 9:48p.m. April 29, 2002.

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Jake Metcalfe, President

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Mary Marks, Clerk

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Date Minutes Approved