

MINUTES OF THE ANCHORAGE SCHOOL BOARD
REGULAR MEETING OF OCTOBER 27, 2003

The Anchorage School Board met in Regular Session on Monday, October 27, 2003, at 6:35 p.m. in the Board Room, at the Anchorage School District Administration Building. President, Jake Metcalfe, presided.

Board Members Present: Tim Steele, Mary Marks, Crystal Kennedy, John Steiner, Jeff Friedman, Macon Roberts, and Jake Metcalfe.

Others Present: Jan Christensen, Enid Hunter, Mike Henry, Patricia McRae, Gail Opalinski, Debbie Bogart, Jeff Wood, Eric Tollefsen, Janet Stokesbary, Stacy Dunn, George Vakalis, Loretta Nabong, Ray Amsden, Mike Price, Pam Chenier, Stan Syta, Marie Laule, Ophelia Dargan-Steed, LTC Michelle Holtery, William Johnson, Robin Siegfried, the press, and other interested people.

A. CALL TO ORDER, ROLL CALL, FLAG SALUTE, Jake Metcalfe Presiding

B. MUSICAL PERFORMANCE

1. Musical Presentation by The Chugiak High School Swing Choir.

C. ANNOUNCEMENTS

Carol Comeau announced the upcoming meetings and events.

D. APPROVAL OF AGENDA

The Agenda was unanimously approved by the Board.

E. AWARDS/RECOGNITIONS/PRESENTATIONS

1. ASD Memorandum #94 - National Board For Professional Teaching Standards Summer Certification Program

Ruth Mount, a National Board certified math teacher at Mirror Lake Middle School, worked this summer in the State of New Jersey, to certify other teachers seeking certification. Ms. Mount was one of a select few selected from Alaska to serve as an assessor. National Board for Professional Teaching Standards (NBPTS) assessments are considered the most complex performance assessments currently available in education. The scoring process makes stringent demands on teachers who serve as assessors, trainers of assessors, scoring

directors, validators and site managers. Nearly every teacher who participates reports that the scoring experience is one of the most meaningful professional development experiences of his/her career, as well as one of the most intellectually challenging.

Gail Opalinski read the memorandum while Jake Metcalfe presented the award.

2. Presentation on the Russian Language Program by West High School Students

Michelle Whaley and a group of her exchange students explained program and read excerpts from their journals written during the three weeks they were in Russia.

3. Presentation on Alaska Native Student Achievement Issues

Mary Marks introduced Dr. Snyder, who presented recommendations for Native Education to the ASD Six-Year Instructional Plan. A group of 22 different entities were involved in the first meeting to develop these recommendations. The group developed three specific goals: #1. Increase achievement of all students and reduce the achievement gap of Alaska native students. #2. Provide a supportive and effective learning environment. #3. Public Accountability. (Increase community involvement.)

This process has gone on for a year and a half and the group has come up with ways to improve native education for all students, so it can be merged with ASD's six-year plan.

Jake Metcalfe commented to the speaker that the recommendation includes a lot of good ideas and he hopes the Board can discuss this more when they have had an opportunity to look at the handouts closer.

SPECIAL ADVISORY REPORTS

1. Student Advisory Board

No Report

2. Military Delegate

No Report

3. M.E.C.C.

William Johnson stated that the M.E.C.C. met on October 16 and had a quorum. The committee took the opportunity to have a training session and discussion on problem solving in the school district. The next meeting is scheduled for November 20, 2003, at 12:00 pm. The committee also filled committee vacancies. They had outstanding candidates and feel they have a diverse, sound team. Mr. Johnson thanked the members present for stepping forward to the challenge. Mr. Johnson also mentioned that he participated in the budget review process and thought it was an eye opener. Mr. Johnson commented that committee members participated in PALS (Parents as Liaisons for the Schools.) Mr. Johnson mentioned that a diversity town hall meeting was held Friday and a Spanish immersion program for south Anchorage was discussed.

G. PERSONS TO BE HEARD ON NON-AGENDA ITEMS (30-minute time limit)

H. CONSENT AGENDA

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

1. ASD Memorandum #104 Resolution Supporting Mandated Fiscal Impact Notes For All Legislation Or Administrative Actions That Affect School Districts And Local Governments

It is the Administration's recommendation that the School Board adopt the attached resolution supporting mandated fiscal impact notes for all legislation or administrative actions that affect school districts and local governments.

2. ASD Memorandum #45 Comprehensive Annual Financial Report Fiscal Year 2002-2003

It is the Administration's recommendation that the School Board approve the Comprehensive Annual Financial Report for the fiscal

year ended June 30, 2003 and authorize the Superintendent to forward this report to the Commissioner of Education, State of Alaska, and the Anchorage Assembly.

3. ASD Memorandum #74 - Appointment of Military Delegate

It is the Administration's recommendation that the School Board approve the appointment of Lieutenant Colonel Michelle Holtery as the military delegate to the School Board.

4. ASD Memorandum #100 - Additional Appointments of Minority Education Concerns Committee Members

It is the Administration's recommendation that the School Board appoint the following individuals (Attachments A, B and C) to the Minority Education Concerns Committee (MECC) for terms expiring on June 30, 2005:

- Jesse Vizcocho
- Phyllis Morrell
- Steve Hrin

5. ASD Memorandum #60 - Award Of Contract: Mountain View Elementary School, Ravenwood Elementary School And Nunaka Valley Elementary School Classroom Door And Hardware Replacement

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to award a contract for the Mountain View, Ravenwood, and Nunaka Valley Elementary Schools Classroom Door and Hardware Replacement to the low responsive and responsible bidder, Gramkow Construction, Inc., for the Base Bid in the amount of \$154,635.

6. ASD Memorandum #98 - Acceptance of Discretionary Grant Award: Carol M. White Physical Education Program

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to accept a grant from the U. S. Department of Education Office of Safe and Drug-Free Schools, Physical Education for Progress Grant Program. This one-year project provides for training of adapted and regular physical educators in physical education curriculum modifications for

special needs populations, purchase of adapted physical education equipment, and the development of draft adapted physical education standards.

7. ASD Memorandum #101 – Acceptance of Grant Award: Title II-D Enhancing Technology Through Technology

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to accept grant funds from the Alaska Department of Education and Early Development (DEED) in the amount of \$134,555 for the 2003-2004 school year. The funds will provide a research-based reading intervention for Fairview Elementary sixth grade students who are considered below grade level or not proficient in reading. As part of this, the grant will institute technology teacher mentors/leaders within the building.

8. ASD Memorandum #99 – Acceptance of Discretionary Grant Award: Foreign Language Assistance Program

It is the Administration's recommendation that the School Board approve and authorize the Superintendent to accept a grant from the U. S. Department of Education Foreign Language Assistance Program in the amount of \$154,295. The project will initiate a K-6 Russian Partial Immersion program at Turnagain Elementary School.

9. ASD Memorandum #37 – School Board Goals 2003-2004

It is the Administration's recommendation that the School Board approve and adopt the Anchorage School District Mission Statement and Goals as shown on Attachment A. For comparison purposes, the Goals for 2002-2003 are shown on Attachment B.

10. ASD Memorandum #62 – Personnel Report

It is the Administration's recommendation that the School Board approve the attached Personnel Report.

The Board unanimously agreed to change the order of the agenda and move Memorandum #45 to the beginning.

The following memoranda were removed from the Agenda: Memorandum #45, Memorandum #104, Memorandum #74, Memorandum #100, and Memorandum #37.

ACTION:

Moved by Tim Steele	to approve ASD
seconded by Jeff Friedman	Memorandum #60;
	Memorandum #98;
	Memorandum #101;
	Memorandum #99; and
	Memorandum #62.

The motion was unanimously approved.

ASD Memorandum #45 Comprehensive Annual Financial Report Fiscal Year 2002-2003

It is the Administration's recommendation that the School Board approve the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2003 and authorize the Superintendent to forward this report to the Commissioner of Education, State of Alaska, and the Anchorage Assembly.

ACTION:

Moved by John Steiner	to approve ASD Memorandum #45
seconded by Macon Roberts	

Janet Stokesbary began the presentation of the CAFR for Fiscal Year 2002-2003. Stacy Dunn, Controller, gave a brief overview of the report.

Auditors, Dave Cottrell and Alex Beckman from Mikunda, Cottrell & Company, gave a brief presentation of their findings.

John Steiner commented that the Audit Committee reviewed the statements carefully and appreciated the fact that the numbers all work and they didn't have to put qualifications on any thing.

Tim Steele commented that given our goals and effort of accountability, this report states that the staff does a good job in financial reporting.

Carol Comeau thanked everyone for working on the report.

VOTE:

Ayes: Marks, Kennedy, Steele,
Metcalf, Friedman,
Steiner, Roberts

Nays: None

MOTION PASSED

The Board took a 15 minute recess at 8:30 p.m. and reconvened at 8:45 p.m.

ASD Memorandum #104 Resolution Supporting Mandated Fiscal Impact Notes For All Legislation Or Administrative Actions That Affect School Districts And Local Governments

It is the Administration's recommendation that the School Board adopt the attached resolution supporting mandated fiscal impact notes for all legislation or administrative actions that affect school districts and local governments.

ACTION:

Moved by Tim Steele to refer ASD Memorandum #104 to the
seconded by John Steiner Legislative Committee.

Motion was unanimously approved.

ASD Memorandum #74 - Appointment of Military Delegate

It is the Administration's recommendation that the School Board approve the appointment of Lieutenant Colonel Michelle Holtery as the military delegate to the School Board.

ACTION:

Moved by Crystal Kennedy to approve ASD Memorandum #74
seconded by Macon Roberts

The Board Members and Superintendent, Carol Comeau, welcomed LTC. Holtery as the new military delegate to the School Board.

VOTE:

Ayes: Marks, Kennedy, Steele,
Metcalf, Friedman,
Steiner, Roberts

Nays: None

MOTION PASSED

ASD Memorandum #100 - Additional Appointments of Minority
Education Concerns Committee Members

It is the Administration's recommendation that the School Board appoint the following individuals (Attachments A, B and C) to the Minority Education Concerns Committee (MECC) for terms expiring on June 30, 2005:

- Jesse Vizcocho
- Phyllis Morrell
- Steve Hrin

ACTION:

Moved by Jeff Friedman to approve ASD Memorandum #100.
seconded by Macon Roberts

William Johnson stated that the interview committee met and interviewed a number of people. It was a difficult decision because there were a number of good applicants.

John Steiner stated his concern regarding the fact that Mr. Hrin is not a member of the Anchorage School District or community. Mr. Hrin lives in the valley and works in Anchorage. The committee feels that because Mr. Hrin is a clinician in a field in the community he is a member of the community and based on that fact, Mr. Steiner will support the recommendation. Tim Steele stated that he looked at Mr. Hrin's application and feels he has some qualifications that would be beneficial to the committee, however, he is concerned since we are talking about community issues and there is no real tie to the District other than his job. Mr. Steele added that he would like to be able to take advantage of his skills and expertise but would hope that we would make it clear we are not setting a precedent.

Jeff Friedman commented that sometimes people's ties through their job are stronger than where they live. There are some who do more

professionally than where they live. We should allow the committee that interviews them to weigh that as one factor and not say that just because they live in the Mat-Su that they are not tied to our community. Mr. Freidman urged that the Board not make changes and vote for the recommendation as is.

Jake Metcalfe stated that this raises questions as to whether we have people living out of the community serving on our committees, and he shares Mr. Steele's concerns. Mary Marks commented that she also has concerns. The Board was told there were several applications and she would rather have members who live in community. Ms. Marks moved to refer the recommendation back to the committee.

AMENDMENT:

Moved by Mary Marks
seconded by Tim Steele

to refer the recommendation to appoint
Mr. Steve Hrin to the M.E.C.C. back to
the committee for reconsideration.

John Steiner asked if the Board would have the option of making this term a one-year appointment. William Johnson stated that there is an opportunity for the committee to evaluate an individual's participation/performance in the M.E.C.C. John Steiner stated that he is persuaded by the committee's view that the value of this individual is greater than the actual place of residency. An individual in the community has his/her own personal views within the community. This individual, because he commutes everyday, is dealing with people who are in our schools as a child psychologist and would have unique insights to offer. Any member can only reflect what they hear. He has the unique position to hear other viewpoints.

Mr. Steiner would be in favor of limiting the term in the event it is not as valuable as thought and the committee would change its mind. Tim Steele stated that he understands and agrees the value of having the skills and background of Mr. Hrin. Crystal Kennedy stated that she will support the motion to refer the recommendation back to the committee in order to give consideration of the questions raised by the Board. Ms. Kennedy hesitates to approve someone who does not have ties to the community or Anchorage, but would feel comfortable giving him a second chance by referring back to the committee. Mr. Johnson stated that he understands and respects everyone's opinion against having him participate but at the same time we should tread softly about having access to opportunities and to a particular community. Mr. Johnson feels that if someone feels

compelled to participate in the M.E.C.C. we should give them the benefit of the doubt. The M.E.C.C. is a strong team and everyone is well motivated and comes to the table with a certain thing they want to participate in and bring strengths to the committee. Mr. Johnson added that the rules should be amended so people know ahead of time before they make these commitments. Macon Roberts agreed with William Johnson, Jeff Friedman and John Steiner and feels Mr. Hrin obviously has a commitment to want to commute to do this work and his perspective could be a positive one. Mr. Roberts also suggests a one-year membership and called for a vote.

John Steiner stated it would be a mistake to send the message to the committee that the Board didn't respect their decision. The Board is not voting down the application, just requesting they think again whether they believe that the community member standard encompasses this gentleman. Jake Metcalfe stated that he doesn't think the Board is sending the message that they do not respect the committee. There are questions of Mr. Hrin's investment in the committee, and by sending it back, Mr. Johnson can tell the committee of the Board's concerns and they can be addressed. Mary Marks added that the Board has questions and it is the Board's right to ask the questions and send the recommendation back to the committee for approval. Ms. Marks would like them to do some more homework and bring it back to the Board.

VOTE ON AMENDMENT:

Ayes: Marks, Kennedy, Steele,
Metcalfe, Roberts

Nays: Friedman, Steiner

MOTION PASSED

VOTE ON MAIN MOTION:

Ayes: Marks, Kennedy, Steele,
Metcalfe, Friedman,
Steiner, Roberts

Nays: None

MAIN MOTION AS AMENDED PASSED

ASD Memorandum #37 - School Board Goals 2003-2004

It is the Administration's recommendation that the School Board approve and adopt the Anchorage School District Mission Statement and Goals as shown on Attachment A. For comparison purposes, the Goals for 2002-2003 are shown on Attachment B.

ACTION:

Moved by Mary Marks to approve ASD Memorandum #37
seconded by Jeff Friedman (Revised)

Carol Comeau commented that Jan Christensen and her staff, along with Danise Podvin and Rhonda Gardner, have worked extensively on the goals. Ms. Comeau announced that she also gave the Board Mr. Steiner's recommendations for the goals. Ms. Christensen stated that she and her staff looked at the goals with Dr. McLain to make sure they were in compliance with NCLB and that they are heading in the right direction. Ms. Christensen added that they tried to put specific indicators to go with each goal in order to make sure it would be clear to principals and teachers as to how progress will be measured.

AMENDMENT:

Moved by Tim Steele to delete the fifth bullet which reads,
seconded by Jeff Friedman "maximizing opportunities for lifelong learning" under "Establish and maintain a supportive and effective learning environment by...."

VOTE:

Ayes: Marks, Kennedy, Steele,
Metcalf, Friedman,
Steiner, Roberts

Nays: None

MOTION PASSED

AMENDMENT:

Moved by John Steiner to modify #1.c. to read "the number of
seconded by Crystal Kennedy designated groups across the District that do not meet the State-defined AMO will decrease by ~~5 percent~~ 10 percent over the previous year."

John Steiner stated that under NCLB, we are striving to make annual measurable objectives for 100 percent of the groups within twelve years. Five percent is 1/20th and to go 1/20th of the way didn't seem it was rapid enough to achieve our goal. Jan Christensen stated we were trying to look at something we felt was achievable. There are 252 individual groups. Ten percent would mean 26 of

those groups would be moving forward versus 16. It is not like a five percent increase on the test scores, so ten percent would be fine.

Superintendent, Carol Comeau stated that this is the minimum that we would push for. We do want to validate the progress the students are making. We want to make sure they are reasonable.

Jeff Friedman commented that there were a number of categories where we failed by one or two students and also where we made it by one to two. We want to keep the ones that just passed moving ahead also. Mr. Friedman wants to make sure that this doesn't set us up for failure.

Tim Steele added that he would like to make as much progress as we can but this is our first year of trying to set reasonable attainable goals of doing plans for the schools to try to address those areas that they had problems with last year. Mr. Steele would rather set a goal that is attainable than one that is out of reach and have them not attain it. That would be discouraging. Mr. Steele would prefer five percent. Ms. Comeau commented that this is not the first year of developing plans. They have been developing plans for many years to increase student achievement.

Jake Metcalfe asked Jan Christensen if it 10 percent is doable. Ms. Christensen answered that it should be attainable. Mary Marks stated that she has reservations and will not vote for the amendment.

VOTE:

Ayes: Kennedy, Metcalfe,
Steiner, Roberts

Nays: Marks, Steele, Friedman

AMENDMENT PASSED

AMENDMENT:

Moved by John Steiner
seconded by Mary Marks (for
discussion)

to add an indicator to - a new 1.a. The percent of students proficient or above in math and language arts will increase by half of any gap between the previous year's percent proficient or above for each designated group at each school and any higher target AMO designated by the state for the following year.

John Steiner explained his amendment. Where a group did not meet the AMO last year we want to bring them up to current and also achieve for next year. The goal should be that we make half way progress towards next year's AMO. That is the direction that we need to be heading and he feels this is an appropriate goal. It is not necessarily 100 percent achievable but Mr. Steiner feels it is what we need to do.

Jan Christensen and Ms. Podvin stated the Administration's concerns with the amendment. Danise Podvin explained that she thinks some of the schools would not be able to achieve the goal. Jan Christensen stated that she is not sure the statement is clear enough for the schools to understand and has concerns with the way the amendment is written. Jeff Friedman stated that we need to remember our goal is what is in #1. Students will demonstrate increased achievement. What we are talking about now is various ways we are going to look at to see if they are increasing their improvement. One of the things that we are all going to look at, at each school, is did they do better than last year. Mr. Friedman sees Mr. Steiner's amendment not as being bad, but not necessary. Jake Metcalfe agreed it is not easy to understand. Our measurable achievement goals need to be easy to understand. Ms. Comeau's concern was the understandability. It is critical that these goals be understood by the schools and the parents. Ms. Comeau wants people to look at progress and growth as significant. Ms. Comeau questions how easy they will be for principals and parents to understand and would prefer not to add the sentence.

VOTE:

Ayes: Kennedy, Steiner

Nays: Marks, Steele, Metcalfe, Friedman,
Roberts

AMENDMENT FAILED

AMENDMENT:

Moved by John Steiner
seconded by Jeff Friedman

to add the word "designated" to #2.....
and add "in each designated group"
after the word "students" and before
the word "demonstrating" in #2.b.

Mr. Steiner explained his amendment. Jan Christensen and Patricia McRae stated their concerns with the amendment. Patricia McRae stated the information districtwide for the different groups has been helpful. Ms. McRae added that we don't agree with disaggregating at each school because the numbers would be so small. Jeff Friedman explained that our goal is to increase

proficiency. Nothing precludes the District from taking this data and looking at it several different ways. We are just putting in two ways that we would like them to look at it as an indicator whether we are meeting our goal. Putting in designator group in 2 is fine, but Mr. Friedman is not sure it is going to make a big difference in 2b. John Steiner stated he will withdraw the amendment for #2.b. After discussion, Mr. Steiner withdrew the amendment for #2.b.

AMENDMENT:

Moved by John Steiner	to add the word "designated" to 2. to
seconded by Jeff Friedman	read: "A higher percentage of students
	in each <u>designated</u> group at each school
	will master basic skills and
	strategies..."

VOTE:

Ayes: Marks, Kennedy, Steele,
Metcalf, Friedman,
Steiner, Roberts

Nays: None

AMENDMENT PASSED

John Steiner moved to amend by adding the words "under grade 11" to #4. and to add a #5. that will read: "There will be no increase in the dropout rate for high school juniors and seniors and the District will encourage seniors who do not qualify to receive a diploma because they have not yet passed the High School Graduation Qualifying Exam to continue their studies toward passing the exam and earning a diploma."

After discussion by the Board and a suggestion made by Crystal Kennedy, Mr. Steiner divided the amendment into two different amendments.

AMENDMENT:

Moved by John Steiner	to add the words "under grade 11" to #4. after
seconded by Crystal Kennedy	the word "students" and before the word
	"over."

VOTE:

Ayes: Steiner, Roberts

Nays: Marks, Kennedy, Steele,
Metcalf, Friedman

AMENDMENT FAILED

AMENDMENT:

Moved by John Steiner
seconded by Crystal Kennedy

to add the phrase "There will be no increase in the dropout rate for high school juniors and seniors and the District will encourage seniors who do not qualify to receive a diploma because they have not yet passed the High School Graduation Qualifying Exam to continue their studies toward passing the exam and earning a diploma."

VOTE:

Ayes: Steiner

Nays: Marks, Kennedy, Steele,
Metcalf, Friedman,
Roberts

AMENDMENT FAILED

VOTE ON MAIN MOTION:

Ayes: Marks, Kennedy, Steele,
Metcalf, Friedman,
Steiner, Roberts

Nays: None

MOTION AS AMENDED PASSED

The Board recessed at 10:40 p.m. and reconvened at 10:50 p.m.

I. SUPERINTENDENT'S REPORT

ASD Memorandum #85 - Student Membership Projections for September 30, 2004

Attachment A presents the fall forecast for the September 30, 2004 Anchorage School District student membership. Table 1 compares the projections by program for September 30, 2004 with the actual totals of September 30, 2003.

Ophelia Dargan-Steed informed the Board that the District is projecting a decline of 164 students. LTC. Holtery stated that the Stryker brigade will slowly increase the number of students. Carol Comeau commented that

these projections will be given to the schools in order to base their budgets on these assumptions.

ASD Memorandum #86 - Class Size Report as Revised

This report for the 2003-2004 school year is divided into the following categories: Elementary Education, Middle School Education, High School Education, Special Education, Bilingual Education, and Charter Schools. In addition, the Administration has compiled information on class sizes in the alternative programs and the student-to-counselor ratio at the six major high schools.

Executive Director of Elementary Education, Patricia McRae, briefed the Board on the class size report for the Elementary division. Gail Opalinski explained the Middle School class size report. The schools were able to balance classes and the classes were reduced slightly 29.3 to 28.9 average. Ms. Opalinski added that Middle School decreased in larger number classes and increased in lower number classes. There was a slight increase in world languages due to the bigger interest in world languages. Several of the immersion programs classes were larger because could not split in half but were in the 35-student range. Mike Henry informed the Board that there was a dramatic increase in the 20 students or less classes in High School.

John Steiner asked if Title I funds allow us to put more teachers in schools and change the number of students in a classroom. Carol Comeau replied that it is usually the adult to student ratio that is reduced. Mr. Steiner asked if we could afford to raise class size by one at a school that made AYP and decrease class size in the schools that did not make AYP. Ms. Comeau stated that we haven't explored the idea in depth -we may get to that point, but it is a very controversial issue.

Jerry Sjolander informed the Board that since the beginning of school, 827 new IEP records have been created for new-to-district students and preschool students entering service in the District.

Maxine Hill stated that the Bilingual population has increased again this year with a total of 6,062 students. It continues to increase over the ten-year period. The Non English Proficient (NEP) is large at over 800 students. The Bilingual department has just finished a three-year grant for middle school that provided training for the teachers.

ASD Memorandum #87 - Conflict of Interest - First Quarter Report FY 2003-2004

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 first quarter report for the FY 2003-2004 school year.

ASD Memorandum #88 - Facility Change Order Report and Completed Projects for the Month of September 2003

The monthly Facility Change Order Report for the month of September 2003 is attached. There are no exceptions to report this month.

ASD Memorandum #89 - Project Status Report

This is a report of activities and project status changes in Major Capital Projects during the period of Oct. 1, 2003 through October 15, 2003.

ASD Memorandum #90 - Treasurer's Report/Financial Recap September 30, 2003

The attached report consists of two parts: the Treasurer's Report and the Financial Recap. The Treasurer's Report and the Financial Recap are presented on a monthly basis. The Treasurer's report and Financial Recap are year-to-date information as of September 30, 2003.

ASD Memorandum #91 - Operating Budget Transfers - July/August/September Monthly Report FY 2003-2004

The attached report of budget transfers for the time period of July, August, September 2003 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.

There were no budget transfers during July and August, however, the budget transfers processed during September and 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.

ASD Memorandum #92 – Out-of-District Travel – First Quarter Report FY 2003-2004

The attached Travel Report summarizes the travel taken by District employees and School Board members during the first quarter of FY 2003-2004 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.

- J. PERSONS TO BE HEARD ON NON-AGENDA ITEMS
- K. COMMUNICATIONS & SCHOOL BOARD COMMENTS
- L. EXECUTIVE SESSION-
(PERSONNEL/FINANCE/NEGOTIATIONS/LITIGATION)
- M. ADJOURNMENT

The Regular Meeting of October 27, 2003, was adjourned by unanimous consent at 11:30 p.m.

Jake Metcalfe, President

Mary Marks, Clerk

Robin Siegfried, Recording Secretary

Date Minutes Approved