

SAN FRANCISCO UNIFIED SCHOOL DISTRICT



A G E N D A

REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, MARCH 23, 2004 7:00 P.M.

IRVING G. BREYER BOARD MEETING ROOM
555 FRANKLIN STREET, FIRST FLOOR
SAN FRANCISCO, CALIFORNIA 94102

Board of Education:

Dan Kelly, M.D. - President
Eddie Y. Chin, J.D. - Vice President
Heather A. Hiles
Sarah Lipson

Eric Mar, Esq.
Mark Sanchez
Jill Wynns

Student Delegates to the Board of Education: Jason Wong and Alan Wong

Superintendent of Schools: Arlene Ackerman, Ed.D.

ORDER OF BUSINESS
ADJOURNMENT: 11:00 P.M.

- **ROLL CALL AND PLEDGE OF ALLEGIANCE**

- **APPROVAL OF BOARD MINUTES**
 - *Regular Meeting – March 9, 2004*

- **PRESENTATIONS TO BOARD OF EDUCATION**
 - *Superintendent's Thought for the Evening*

- **STUDENT DELEGATES' REPORT**

**A. SUPERINTENDENT'S PROPOSALS Pg. 1 - 3
HELD FOR SPEAKER CARDS AND ACTION**

- **42-24Sp1** - **Authorization to Renew the Charter of Life Learning Academy**
(Report from Curriculum and Program Committee)
- **42-24Sp2** - **Authorization to Renew the Charter of Creative Arts Charter School**
(Report from Curriculum and Program Committee)
- **42-24Sp3** - **Authorization to Renew the Charter of Gateway High School**
(Report from Curriculum and Program Committee)

**B. BOARD MEMBERS' PROPOSALS -
HELD FOR SPEAKER CARDS AND ACTION**

None

**C. CONSENT CALENDAR RESOLUTIONS – Pg. 4 - 5
REMOVED AT PREVIOUS MEETING FOR SECOND READING**

- **43-9K12** – **School Health Programs Department** – *To provide mental health services to support sites in achieving academic excellence and improve attendance by decreasing risky behaviors and creating safe and healthy school communities.*
Every Child Can Learn Foundation - \$97,867 – Consent Decree

**• REQUESTS TO SPEAK REGARDING GENERAL MATTERS
– 30 MINUTES**

This part of the Board's meeting is set aside for members of the public requesting to address the Board on general items which are not agenda items calendared for action, which are not first readings listed in the agenda, and are not items previously referred to committee and not yet returned to the Board for action.

This agenda item will be limited to thirty (30) minutes and will begin no later than 8:30 p.m. Anyone whose name remains on the speakers list at the end of the allotted time will be granted time at the end of the regular meeting.

• REPORT OF CLOSED SESSION ACTIONS

- **REPORTS AND COMMITTEE RECOMMENDATIONS**

This part of the Board meeting is for reporting by the Chairmen of Board Standing Committees on recent Committee meetings that have taken place since the last Regular Board Meeting. The agendas are listed below.

- **Report from Curriculum and Program Committee**
- March 17, 2004

ACTION ITEMS:

1. **Resolution No. 42-24Sp1** – Authorization to Renew the Charter of Life Learning Academy
2. **Resolution No. 42-24Sp2** – Authorization to Renew the Charter of Creative Arts Charter School
3. **Resolution No. 42-24Sp3** – Authorization to Renew the Charter of Gateway High School

- **BOARD MEMBERS' REPORTS**

- ***Announcement by Board President of the Application Process for Board of Education Representative to the Elections Commission***

- **SUPERINTENDENT'S REPORT**

- **SPECIAL ORDER OF BUSINESS (ACTION ITEMS)**

None

D. DISCUSSION OF OTHER EDUCATIONAL ISSUES

E. RESOLUTIONS OF COMMENDATION **Pg. 6 - 7**

- ***Experimental Middle School Attached to Beijing Normal University***
- Commissioners Dan Kelly, Eddie Y. Chin, and Eric Mar

F. CONSENT CALENDAR
(The following are all ACTION ITEMS)

1. Instructional Resolutions

Pg. 8 - 11

1a. **(43-23I1) – Approval of Student Travel for Abraham Lincoln High School**

Recommendation: That the Board of education approves the educational travel of six students and one certificated employee to Washington D.C. on April 10 – 17, 2004 to participate in Close-Up workshops and seminars with senators and representatives from Congress and to visit various historical landmarks in our nation’s capital. No Cost to the District.

1b. **(43-23I2) – Approval of Student Travel for International Studies Academy**

Recommendation: That the Board of Education approves the educational travel of twenty-seven students and four certificated employees to England and France on April 7 – 16, 2004 to learn about the history, art and culture of the two countries. No Cost to the District.

1c. **(43-23I3) – Approval of Student Travel for Abraham Lincoln High School**

Recommendation: That the Board of Education approves the educational travel of twenty-nine students and two certificated employees to Vancouver, Canada on June 18 – 21, 2004 to participate in the Dragon Boat Competition to foster sportsmanship and collegiality among the numerous teams throughout the country who will compete there. No Cost to the District.

1d. **(43-23I4) – Approval of Student Travel for John O’Connell High School**

Recommendation: That the Board of Education approves the educational travel of ten students and two certificated employees to Atlanta, GA on April 14 – 18, 2004 to participate in US FIRST Robotics National Finals. No Cost to the District.

2. Finance Resolutions

Pg. 12 - 18

2a. **(43-23B1) Authorization to Submit Applications, to Accept Funds, and to Budget the Amount Awarded**

Recommendation: That the Superintendent and/or the Chief Business Officer are authorized by the Board of Education to submit the following grant applications, to accept the following grant awards, and to budget the amount awarded as presented.

Applications:

1. **\$35,000 – U. S. Department of Education to Visual & Performing Arts.** *Performing Arts Workshop is submitting a \$35,000 proposal to the Washington Mutual Foundation to conduct professional development workshops at John Muir and E.R. Taylor Elementary Schools. The workshops are in support of a U.S. Department of Education grant to conduct a three-year evaluation of student learning in and through the arts. The evaluation will assess the academic performance of students exposed to Performing Arts Workshop's integrated arts/academic curriculum model of E.R. Taylor and John Muir. The Washington Mutual proposal includes stipends for classroom teachers to 1) participate in workshops; and, 2) meet with artists to co-write integrated art/academic lesson plans.*
2. **\$1,930 – California Department of Education to Pupil Services Department.** *The District is applying for grant award funds to assist the application to achieve DPS certification through completion of a comprehensive fieldwork-based Dropout Prevention Specialist Certificate training program offered by an accredited California State University.*
3. **\$600,000 – Department of Children Youth & Their Families to Bryant Elementary School.** *Bryant Elementary School seeks funds through the DCYF RFP to provide measurable outcomes for students and their families in self-esteem, decision-making, communication skills, and conflict resolution skills through case management, social skills groups, classroom activities, parent and family workshops, and referral services. This is a multiple-year grant: Year 1: \$200,000 Year 2: \$200,000 Year 3: \$200,000*

Grant Award:

4. **\$500,276 – California Department of Education to Special Education Services.** *The Federal Preschool Program (FPP) Preschool Local Entitlement Instructional Program provides funding for special education services to children with disabilities for ages 3, 4 and 5 year old preschoolers.*

2b. (43-23B2) Authorization to Declare Obsolete Computer Monitors, Other Computer Related Accessories, Furniture, Fixture, Equipment including Cafeteria Equipment, Instructional Materials and Other Miscellaneous Items as Surplus Property

Recommendation: Pursuant to Board Policy P3262 and Education Code Sections 17545-17555, and Education Code Sections 60510-60530, it is recommended that the Board of Education declare certain

furniture, fixture, equipment and obsolete instructional materials no longer suitable for school purposes and delegate the Director of Purchasing the authority to dispose of same be sale, auction and/or disposal or donation using the most cost effective manner.

2c. (43-23B3) Authorization of Travel for Board Members – Commissioner Mark Sanchez

Recommendation: That the Board of Education authorizes the District to reimburse Commissioner Mark Sanchez for expenses that were incurred from February 25 – 28, 2004 for his attendance at the National School Boards Association Education Technology Site Visits in Ft. Lauderdale, FL.

\$1,310.08

2d. (43-23C2) Authorization for the Award of Bids, Purchase Of and Encumbrance for Supplies, Equipment and/or Services Over \$58,900 or the Statutory Limit Specified in Public Contract Code Section 20111

Recommendation: That the Board of Education authorizes the procurement of supplies, equipment, and/or services as summarized.

3. Buildings, Grounds and Services Resolutions *Pg. 19*

3a. (43-23W1) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approves a modification of the contract between Gelfand RNP, Architects and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from Leroy Greene Fund (Fund 35). This is a professional service contract and is not limited to the 10% contingency restriction.

Claire Lilienthal Elementary School - \$11,000

4. Personnel Resolutions *Pg. 20 - 24*

4a. (43-23E1) Additional Individual(s) Added to Unrepresented Employee Designation

(43-23F1 – F11) Administrative, Secondary, Elementary Certificated Personnel Actions

Recommendation: That the Board of Education approves the following personnel actions as summarized.

4b. (43-23J1 – J37A)

Certificated Extended Calendar

Pg. 25 - 105

Recommendation: *That the Board of Education approves the following certificated extended hours and days:*

- J1. Fairmount Elementary School** – *To provide choral instruction to students that fosters appreciation of the arts.
\$1,000 including benefits – PTA*

- J2. E. R. Taylor Elementary School** – *To participate in professional development to move forward the reform work in improving the academic achievement of students particularly in reading comprehension and writing.
\$12,268 including benefits – Bay Area School Reform Collaborative (BASRC), Targeted Instructional Improvement*

- J3. Glen Park Elementary School** – *To collect, review and compile needs assessment data and recommendations from Leadership Team and school community to develop 2004-2005 School Academic Plan and map out activities for the next school year.
\$3,350 including benefits – Immediate Intervention Implementation-IIUSP*

- J4. Longfellow Elementary School** – *To provide afterschool tutoring to identified underperforming students.
\$3,573 including benefits – General Fund/WSF*

- J5. Sanchez Elementary School** – *To participate in the implementation of “Excellence For All” literacy-related school improvement strategies.
\$658 including benefits – II/USP*

- J6. Lawton Alternative School** – *To provide staff with extended time to create student centered writing units that will integrate the new Language Arts units with computer software applications.
\$5,651.52 – Title V Grant Program*

- J7. Yick Wo Elementary School** – *To participate in planning, organizing and implementing a before-school tutorial for English Language Learners in the 4th and 5th grades.
\$527.18 including benefits – ELAP*

- J8. Francis Scott Key Elementary School** – *To coordinate testing for students.
\$560 including benefits – SBCP*

- J9. Clarendon Elementary School** – *To provide stipend for API Employee Performance Bonus from 2000-2001 school year.*

\$17,698.17 – Governor’s Performance Award

- J10. Everett Middle School** – To provide individual and group supervision to five social work and counseling interns, intern performance evaluation requirements for SFSU, coordinate intern assignments and recruitment of interns for 2004-2005 school year.
\$3,280 - SBCP
- J11. Marina Middle School** – To provide intensive classes on Math and Language Arts to English Language Learners during Spring Recess.
\$8,500 – English Language Acquisition Program (ELAP)
- J12. Marina Middle School** – To provide tutorial on Math and Science to English Learners during lunch breaks on Wednesdays.
\$380 – English Language Acquisition Program (ELAP)
- J13. Francisco Middle School** – To plan and develop a curriculum for the Chinese Enrichment Class including reading, writing, and speaking elements, class to occur before school hours.
\$560 – Bilingual Education Discretionary Grant/Title III
- J14. James Denman Middle School** – To supervise before/after school extracurricular and tutoring hours to provide extended learning opportunities for students.
\$23,518.27 – II/USP
- J15. Francisco Middle School** – To participate in meetings before and after school for the Paths to Success Initiative to plan and collaborate on ELL Math and Literacy strategies for next school year’s ELL programs and classes.
\$1,230 – Bilingual Education Discretionary Grant/Title III
- J16. Francisco Middle School** – To provide extra test preparation instruction to ELL students in 6th, 7th, and 8th grade levels, before and after regular school hours.
\$1,172 – Bilingual Education Discretionary Grant/Title III
- J17. Francisco Middle School** – To provide enrichment class before the regular school day that will help students learn Mandarin and Chinese Language Arts.
\$1,259 – Bilingual Education Discretionary Grant/Title III
- J18. Francisco Middle School** – To participate in professional development a day before the school year started to collaborate on curriculum and instruction.
\$1,232 – Bilingual Education Discretionary Grant/Title III
- J19. George Washington High School** – To coordinate, facilitate presentations, and assist staff, parents and committee groups with the WASC process/report.

\$13,658.46 – Weighted Student Formula

- J20. Thurgood Marshall High School** – To develop the activities, plan and execute the agendas, and compile assessments in the areas of Standards Based Instruction, Reading intervention, Equity, and Reading comprehension for professional development workshops.
\$10,544 – Bay Area School Reform Collaborative (BASRC)
- J21. Wallenberg Traditional High School** – To provide after school tutorial services for ELL and students at risk of failing core subject needed for graduation.
\$2,117 – Title V Meeting the Needs of Diverse Learners
- J22. Galileo Academy of Science and Technology** – To participate in intensive one-to-one and small group work sessions to master design and management of individual, class, project and department websites for resource gathering, announcement and information sharing, and publication of student work.
\$7,028 – Title V Innovative Strategies
- J23. School Health Programs Department** – To provide effective classroom approaches that focus on tobacco/substance use prevention and education.
\$268.80 – High School Tobacco-Use Prevention Education
- J24. Multilingual Programs Department** – To provide adult evening ESL computer instruction, two times per week, for the Community Based English Tutoring Program at Balboa High School.
\$4,137.12 plus benefits – Federal/State Restricted Fund/Multilingual Programs/CBET
- J25. Multilingual Programs Department** – To provide adult ESL instruction for the Community Based English Tutoring Program at Longfellow Elementary School.
\$1,485.12 (evening rate plus benefits) – Federal/State Restricted Fund/Multilingual Program/CBET
- J26. Multilingual Programs Department** – To continue to provide coordination of evening adult ESL program at Tule Elk Children’s Center.
\$1,060.80 (evening rate plus benefits) - Federal/State Restricted Fund/Multilingual Program/CBET
- J27. Multilingual Programs Department** – To plan and coordinate the Community Based English Tutoring Program including supervision of staff in child care services and adult ESL instruction to parents and other community members at Ping Yuen Community Center.
\$18,139.68 (evening and weekend rate) - Federal/State Restricted Fund/Multilingual Program/CBET

- J28. Gifted and Talented Education Program Office –**
To provide an after school program with enrichment and challenging activities for 4th and 5th grade GATE-identified students, one day one hour per week for ten weeks, at Sunset Elementary School.
 \$292.88 including benefits – GATE
- J29. School Health Programs Department –**
To participate in the WOMANALIVE (Women’s Organized Movement Allied Nationally Against Living in Violent Environments) Violence Prevention training, a twelve-week course designed to give participants a better understanding of relationship violence at George Washington High School.
 \$672 including benefits – DCYF Wellness Centers
- J30. School Health Programs Department –**
To supervise student physical activities, in addition to formal P.E. classes at Lowell High School.
 \$1,112.94 – Linking Education Activity and Food (LEAF) Program
- J31. Visitacion Valley Elementary School –**
To maintain computer server daily, year-round and be available to trouble-shoot all minor computer problems as needed.
 \$1,200 plus benefits – SBCP
- J32. School Health Programs Department –**
To provide tutorial services to 2nd and 3rd grade students in Literacy and case manage twenty-five students with Literacy improvement plans at Hillcrest Elementary School.
 \$5,860 including benefits – 21st Century Learning
- J33. Glen Park Elementary School –**
To meet with Site Leadership Team to review, assess and evaluate current academic programs, lead school community meetings, and develop the School Action Plan for 2004-2005 school year.
 \$2,500 – Immediate Intervention Implementation-II/USP
- J34. Ulloa Elementary School –**
To provide technical assistance in building a website for students to learn about Redwood Habitat.
 \$1,250 – Grant Redwood Society
- J35. International Studies Academy –**
To organize the Focus on Learning self-study process and create a comprehensive action plan for the school.
 \$4,331 – Weighted Student Formula, Bay Area School Reform Collaborative
- J36. International Studies Academy –**
To develop a long-range professional development plan for the school.
 \$3,221 including benefits – Bay Area School Reform Collaborative

J37. George Washington High School – To plan and participate in after school and evening activities for students enrolled in the Academy of Business and Computers.
\$15,827.40 – SB 604 Partnership Academics

J37A. Commodore Stockton Child Development Center
– To participate in a series of Literacy workshops, funded by Title V Grant intended for staff to learn early literacy “best practices” for children ages three through eight.
\$2,016 – Department of State and Federal Funded Projects

4bb. (43-23J38 – J45) Certificated Extended Calendar Amendments Pg. 106 - 121

Recommendation: That the Board of Education approves the following amendments for certificated extended hours and days:

J38. Marina Middle School – To provide various remedial and enrichment Language Arts and Math programs to students in the Marina Language Project, beyond normal instructional hours. This amendment provides for additional hours needed to help students accelerate academically.
(Cost of this amendment: \$9,840.77)
Total Program Cost To Date: \$13,200.77 – Title VII

J39. Monroe Elementary School – To participate in Literacy Make and Take workshop, making materials to shelter instruction for ELL in all subject areas. This amendment updates list of participants in the workshop.
(Cost of this amendment: \$168)
Total Program Cost To Date: \$3,192 – Title I

J40. Monroe Elementary School – To participate in TRIBES training, a program to build community within the school setting to optimize learning. This amendment provides for additional day of training.
(Cost of this amendment: \$700)
Total Program Cost To Date: \$2,712.50 – Title I

J41. Athletic Office – To supervise and direct the high school programs at various SFUSD high school sites with various dates, times, and hours. This amendment updates list of coaches for the winter high school sports teams.
(Cost of this amendment: \$6,839.65 plus benefits)
Total Program Cost To Date: \$323,915.50 plus benefits – Athletic Office/School School Programs

J42. Everett Middle School – To facilitate curriculum, policy and coordination, plan and develop professional development calendar that will help teachers align their curriculum with the State standards and the use of State adopted materials for

Standard Based Instructions. This amendment updates the list of participants.

(Cost of this amendment: No Additional Cost)

Total Program Cost To Date: \$15,680 – WSF and II/USP

J43. Rosa Parks Elementary School - *To participate in professional development to implement the Houghton Mifflin Reading Program and other curricular areas beyond the normal teacher working hours, twice a month, to improve student academic achievement. This amendment changes the funding source and updates list of participants.*

(Cost of this amendment: Credit \$776.14)

Total Program Cost To Date: \$6,516.58 – Title I SWP and Consent Decree

J44. Dr. Martin Luther King Middle School – *To provide instructional support for students in the after school program. This amendment updates list of participants in the program.*

(Cost of this amendment: No Additional Cost)

Total Program Cost To Date: \$17,192 – After School Learning and Safe Neighborhoods Grant

J45. Multilingual Programs Department – *To implement ALAS-Authentic Literacy Assessment System, an “IWA-like” writing assessment rubrics in English and Spanish which includes scoring student writing and developing instructional links to develop students’ skills. This amendment updates list of participants and changes the date of service to meet program needs.*

(Cost of this amendment: No Additional Cost)

Total Program Cost To Date: \$14,400 – Title III

4c. (43-23K1 – K11)

Consultant Services Contracts Pg. 122 - 143

Note: Contracts with Individuals = Resolutions K1 – K2

Contracts with Organizations = Resolutions K3 – K11

Recommendation: *That the Board of Education approves the following consultant services contracts.*

K1. School Health Programs Department – *To provide expertise in developing policies, recommend for adoption, pilot nutrition and physical activities for the Linking Education, Activity, and Food (LEAF) Pilot Program at Lowell and Mission High Schools.*

Meg Chesley dba A Higher Level - \$3,000 – Linking Education, Activity, and Food

K2. Benjamin Franklin Middle School – *To assist in coordinating the enrollment and attendance of students receiving 2 or more Ds or 1 or more Fs in the afterschool tutoring program (School, Beacon, Sylvan), to serve as case manager for group of student with classroom behavior issues and provide early*

*interventions in SAP and SST process, to assist in creating student motivation and outreach program.
Douglas Pumptech - \$15,750 – II/USP Cohort I*

- K3. Downtown High School** – *To provide an intern to counsel students one-on-one or in small group sessions on improving self-esteem, learning how to get along with others, and strengthening academics.
University of San Francisco - \$2,500 – Weighted Student Formula*
- K4. School Health Programs Department** – *To provide coordination for attendance/home school services and mentors to work with truant students.
Every Child Can Learn Foundation - \$15,529 – Elementary Pilot Student Support Project (DCYF)*
- K5. Young Scholars Program Office** – *To provide SAT preparation courses in both Math and Verbal to increase the students' opportunities for admission to college and meet the District goal of academic achievement for all.
The Princeton Review - \$3,000 – Young Scholars Program*
- K6. El Dorado Elementary School** – *To provide students with various musical experiences through cultural awareness.
MUST (Music in Schools Today) - \$2,160 – Elementary Arts Program*
- K7. School Health Programs Department** – *To plan, develop and implement an in-depth program evaluation of the SF TEAM sites at SFUSD fourteen elementary and five middle schools.
Education, Training & Research Associates (ETR) - \$29,500 – Department of Children Youth and Their Families (DCYF) SF TEAM Initiative*
- K8. Balboa High School** – *To provide a new assessment tool for statewide examinations, District benchmarks, and classroom assessment results, to train a group of core curriculum teachers, and to integrate Balboa roster and students' STAR data.
Edusoft - \$2,400 – High Priority School Grant*
- K9. Office of Teacher Affairs** – *To facilitate the development of an Aspiring Principals program in SFUSD addressing the aspects of leadership development, identification/recruitment, preparation and ongoing support and development.
Dr. Lew Smith - \$20,000 – Mentor Teacher Program*
- K10. Business Services Department** – *To update the fixed asset system that was established for the District pursuant to the RFP issued March 2003.
Sacramento Inventory Services, Inc. - \$55,000 – General Fund Unrestricted*

K11. School-To-Career Program Office – To plan and implement a District career fair, “Career Summit 2004: Learning Today, Leading Tomorrow” at University of San Francisco. Baham & Associates Educational Svcs - \$32,589 – Carl Perkins Vocational Technical Education Act

4cc. (43-23K12 – K14) Consultant Services Contracts

Amendments

Pg. 144 - 149

Note: Contracts with Individuals = Resolutions K12

Contracts with Organizations = Resolutions K13 – K14

Recommendation: That the Board of Education approves the following amendments for consultant services contracts.

K12. Multilingual Programs Department – To provide technical assistance to SFUSD high schools especially in the areas of effective instructional strategies for English learners, identification of appropriate materials, placement of students in appropriate classes, testing and assessment issues, and reclassification procedures and to provide professional development to secondary staff related to English learners. This amendment provides for additional days of service to finalize the curriculum.

(Cost of this amendment: \$3,400)

Mayan Chang – Total Program Cost To Date: \$20,400 – Title III

K13. Chief Academic Office / Teaching and Learning – To provide follow-up coaching in the REACH Intervention Literacy Program at various high school sites. This amendment provides for extended service for Spring 2004.

(Cost of this amendment: \$27,600)

Center for Applied Research in Education – Total Program Cost To Date: \$150,100 – Title II, Part A

K14. Human Resources Department – To provide pension benefit counseling services to California State Teachers’ Retirement System members, their families, and legal representatives as needed. This amendment replaces the consultant and reduces the contract amount.

(Cost of this amendment: Credit \$7,453.17)

Martin Bloch – Total Program Cost To Date: \$25,439.83 – Labor Relations

**G. CONSENT CALENDAR RESOLUTIONS
SEVERED FOR SPEAKERS AND IMMEDIATE ACTION**

**H. SUPERINTENDENT’S PROPOSALS
- FIRST READING**

Pg. 150

- **43-23Sp1** – ***Membership In Public School Services, A Registered 501 (c) (3) Non-Profit Organization Whose Mission Is To Reduce The Cost Of Goods And Services To California Public Schools***

I. BOARD MEMBERS' PROPOSALS

Pg. 151

- FIRST READING

- ***LGBTG Civil Rights***
 - *Commissioners Dan Kelly, Heather A. Hiles and Mark Sanchez*
(Per Board Policy 120, Section 8A (8.A4), the Board may suspend its Rules in order to consider action to this resolution at First Reading)

**• REQUESTS TO SPEAK REGARDING FIRST READINGS
– 10 MINUTES**

This part of the Board meeting is set aside for members of the public requesting to address the Board on matters relating to a resolution that is intended to be introduced for First Reading and referred to committee, or a resolution previously referred to or before a committee that has not been returned to the Board for action, and may do so at this time after the introduction of resolutions for First Reading and prior to referral of resolutions to committee. Members of the public may also address the board on a resolution introduced for First Reading at the appropriate committee and full Board upon a resolution's Second Reading. Because members of the public will have additional opportunities to address the Board on a resolution, the Chair may limit the time for public comment on all resolutions for First Reading to a maximum of ten (10) minutes total and one (1) minute per speaker or as may be reasonable under the circumstances.

J. OTHER INFORMATIONAL ITEMS

Pg. 152 - 164

- ***Acceptance of Gifts for the month of February, 2004***
- ***Informational Notice of Classified Personnel Transactions***

K. ADJOURNMENT