

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT

TO: Board of Education
DATE: December 4, 2006
ITEM: **ORGANIZATION OF THE BOARD OF EDUCATION:** Approve Schedule of Board of Education Meetings

INTRODUCTION:

At its annual organizational meeting in December the Board of Education establishes its calendar of meetings for the year.

BACKGROUND:

Board of Education meetings have been typically held on the first and third Mondays, unless otherwise designated. Closed session begins at designated times with the regular meeting at 7:00 p.m. at the Instructional Materials Center, 540 Canyon Del Rey, Del Rey Oaks, California.

OBJECTIVE:

To approve the schedule of Board of Education meetings for the period December 1, 2006, through November 30, 2007.

COST/FUNDING SOURCE/FISCAL IMPACT:

Not applicable at this time.

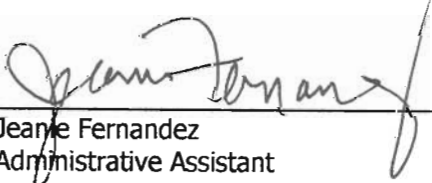
OPTIONS:

Not applicable at this time.

RECOMMENDATION(S):

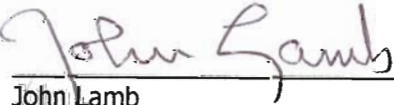
That the Board of Education approve its meeting dates for the period of December 1, 2006, through November 30, 2007.

PREPARED BY



Jeanne Fernandez
Administrative Assistant

**APPROVED FOR SUBMISSION
TO THE BOARD OF EDUCATION**



John Lamb
Superintendent

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**Schedule of Board of Education Meetings****December 2006 through November 2007**

Board of Education meetings are held on the first and third Mondays, unless otherwise designated at the Instructional Materials Center, 540 Canyon Del Rey, Del Rey Oaks. The following dates were established for the period of December 1, 2006, through November 30, 2007. Closed session begins at designated times prior to the regular meeting at 7:00 p.m.

December 4, 2006	Organizational Meeting & Regular Meeting
January 8, 2007	Regular Board Meeting (2 nd Monday)
January 22	Regular Board Meeting (4 th Monday)
February 5	Regular Board Meeting
February 20 (Tuesday)	Regular Board Meeting
March 5	Regular Board Meeting
March 19	Regular Board Meeting
April 9	Regular Board Meeting (2 nd Monday)
April 23	Regular Board Meeting (4 th Monday)
May 7	Regular Board Meeting
May 21	Regular Board Meeting
June 4	Regular Board Meeting
June 18	Regular Board Meeting
July 16	Regular Board Meeting
August 6	Regular Board Meeting
August 20	Regular Board Meeting
September 4 (Tuesday)	Regular Board Meeting
September 17	Regular Board Meeting
October 22	Regular Board Meeting
November 5	Regular Board Meeting
November 19	Regular Board Meeting

Special Board meetings are set throughout the year as needed to discuss and consider particular items. Budget Study Sessions will be held if needed. Date, time & topics will be announced prior to each special meeting/study session.

MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT

TO: Board of Education

DATE: December 4, 2006

ITEM: **ACTION:** Approve Signatures of Board Representatives Effective December 4, 2006 thru December 3, 2007

Introduction:

During the course of a year, operating procedures require the signing and attestation of official documents by District staff members on behalf of the Board of Education. Annually, the Board of Education authorizes specific staff members to sign such documents.

Background:

As staff members change assignment and/or employment changes occur, approved signature authorization must be revised.

The specific type documents and those District officials authorized to sign such are attached for Board Review.

Objective(s):

To authorize specific District employees to sign documents on behalf of the Board of Education.

Options:

n/a


Recommendations(s):

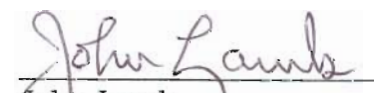
The administration recommends approval.

RESOLVED that the attached authorized signatures of Board Representatives effective December 4, 2006 thru December 3, 2007 be approved as submitted.

Prepared by:

Approved for Submission
to the Board of Education


Thomas Woodruff
Chief Business Officer


John Lamb
Superintendent

AUTHORIZED SIGNATURES OF BOARD REPRESENTATIVES

Effective December 4, 2006 thru December 3, 2007

Federal Projects, Reports & Applications

John Lamb/Tom Woodruff/Leah Veile/Susan Ziebell

State Projects, Reports & Applications

John Lamb/Tom Woodruff/Leah Veile/Susan Ziebell/Charlie Van Meter

Payroll Registers

John Lamb/Tom Woodruff/Leah Veile

Purchase Orders

John Lamb/Tom Woodruff/Leah Veile

Accounts Payable Final Prelists

John Lamb/Tom Woodruff/Leah Veile/Susan Ziebell

County Projects, Reports & Applications

John Lamb/Tom Woodruff/Leah Veile/Susan Ziebell

Employment Contracts

John Lamb/Clerk of the Board/Tom Woodruff/Robert Costa

Certification of Credentials Applications (in accordance with State Regulations the Personnel Director is designated Chief Business Officer for this purpose only)

John Lamb/Tom Woodruff/Robert Costa

California State Agency and/or Federal Surplus Property

John Lamb/Tom Woodruff/Carlos Pina/Leah Veile

Building Plan Approval

John Lamb/Tom Woodruff/Leah Veile/Charlie Van Meter

General Contracts and Agreements

John Lamb/Tom Woodruff/Leah Veile

Construction Contracts

John Lamb/Tom Woodruff/Leah Veile

Construction Change Orders

John Lamb/Tom Woodruff/Leah Veile/Charlie Van Meter

Cafeteria Checks

John Lamb/Tom Woodruff/Leah Veile

Vehicle Transfer Documents

John Lamb/Tom Woodruff/Leah Veile

Student Body Checks

John Lamb/Tom Woodruff/Leah Veile/Susan Ziebell

Student Body Contracts

John Lamb/Tom Woodruff/Leah Veile

Revolving Fund Account

John Lamb/Tom Woodruff/Leah Veile

Receipt of Property Titles

John Lamb/Tom Woodruff/Leah Veile

Student Teacher Contracts

John Lamb/Tom Woodruff/Robert Costa

Documents Pertaining to Public Law 874 and 815

John Lamb/Tom Woodruff/Leah Veile

Child Development Reports

John Lamb/Tom Woodruff/Yvonne Despard/Judy O'Mara