

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**

TO: Board of Education

DATE: December 3, 2007

ITEM: **ORGANIZATION OF THE BOARD OF EDUCATION:** Approve Schedule of Board of Education Meetings – December 1, 2007 through June 30, 2008. Meetings to be held the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of Each Month

**RECOMMENDATION:**

Approve the schedule of Board of Education meetings for the period December 1, 2007 through June 30, 2008; and that the meetings be held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month except as noted.

**DISCUSSION:**

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

Due to the fact that the 2008-2009 school calendar has not yet been negotiated with the Monterey Bay Teachers Association, a Board meeting calendar up to June 30, 2008, is being recommended to avoid any conflict with recesses and important school days. As soon as the school calendar is approved, a meeting schedule will be brought for Board approval for the remainder of the year.

It is being recommended that Board meetings be held on Tuesday evenings to allow additional time prior to the meeting for the Board to review, prepare, and work with staff to gather additional information for an effective meeting. During the months of January and March there is only one (1) regularly scheduled meeting due to recess breaks. Study sessions on specific topics could be scheduled during those months, and does not preclude the Board from holding special meetings to conduct specific business.

Below are proposed schedules for Board of Education meetings --- the 1<sup>st</sup> and 3<sup>rd</sup> Mondays; and the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month.

	1 <sup>st</sup> & 3 <sup>rd</sup> Mondays	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesdays
Organizational Meeting	December 3, 2007	December 3, 2007
Regular Board Meeting	December 17	December 18 (3 <sup>rd</sup> Tuesday)
Regular Board Meeting	January 22 (Tuesday)	January 22, 2008
Regular Board Meeting	February 4	February 12
Regular Board Meeting	February 19 (Tuesday)	February 26
Regular Board Meeting	March 3	March 11
Regular Board Meeting	April 7	April 8
Regular Board Meeting	April 21	April 22
Regular Board Meeting	May 5	May 13
Regular Board Meeting	May 19	May 27
Regular Board Meeting	June 2	June 10
Regular Board Meeting	June 16	June 24

**FISCAL IMPACT:**

Not applicable

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**PREPARED BY**

  
Jeanie Fernandez  
Administrative Assistant

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

  
Marilyn K. Shepherd, Ed.D.  
Superintendent

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**

DATE: December 3, 2007

ITEM: **ACTION:** Approve Signatures of Board Representatives Effective  
December 3, 2007 thru December 2, 2008

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**RECOMMENDATION(S):**

Approve the attached list of authorized signatures of District staff members to sign official documents on behalf of the Board of Education.

**DISCUSSION:**

During the course of a year, operating procedures require this 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. 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.


**FISCAL IMPACT:**

None

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**PREPARED BY**

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

 11/15/2007  
\_\_\_\_\_  
Thomas Woodruff  
Chief Business Officer

  
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Marilyn K. Shepherd, Ed. D.  
Superintendent

# AUTHORIZED SIGNATURES OF BOARD REPRESENTATIVES

Effective December 4, 2007 thru December 3, 2008

## Federal Projects, Reports & Applications

Marilyn K. Shepherd/Tom Woodruff/Leah Veile/Susan Ziebell

## State Projects, Reports & Applications

Marilyn K. Shepherd/Tom Woodruff/Leah Veile/Susan Ziebell/Dan Albert

## Payroll Registers

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Purchase Orders

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Accounts Payable Final Prelists

Marilyn K. Shepherd/Tom Woodruff/Leah Veile/Susan Ziebell

## County Projects, Reports & Applications

Marilyn K. Shepherd/Tom Woodruff/Leah Veile/Susan Ziebell

## Employment Contracts

Marilyn K. Shepherd/Clerk of the Board/Tom Woodruff/Ken Harbord

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

Marilyn K. Shepherd/Tom Woodruff/Ken Harbord

## California State Agency and/or Federal Surplus Property

Marilyn K. Shepherd/Tom Woodruff/Carlos Pina/Leah Veile

## Building Plan Approval

Marilyn K. Shepherd/Tom Woodruff/Leah Veile/Dan Albert

## General Contracts and Agreements

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Construction Contracts

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Construction Change Orders

Marilyn K. Shepherd/Tom Woodruff/Leah Veile/Dan Albert

## Cafeteria Checks

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Vehicle Transfer Documents

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Student Body Checks

Marilyn K. Shepherd/Tom Woodruff/Leah Veile/Susan Ziebell

## Student Body Contracts

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Revolving Fund Account

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Receipt of Property Titles

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Student Teacher Contracts

Marilyn K. Shepherd/Tom Woodruff/Ken Harbord

## Documents Pertaining to Public Law 874 and 815

Marilyn K. Shepherd/Tom Woodruff/Leah Veile

## Child Development Reports

Marilyn K. Shepherd/Tom Woodruff/Judy O'Mara