

NCS EXECUTIVE COMMITTEE WORKSHOP MINUTES  
AUGUST 4, 2008

MINUTE TOPIC	DISCUSSION LEADER	ACTION
<b>I. WELCOME AND INTRODUCTIONS</b>	Jan Smith-Billing	Information
<b>II. LOGISTICAL INFORMATION</b>	Karen Smith	Information
<b>III. MINUTES OF THE PREVIOUS MEETING</b>	Jan Smith-Billing	M – Graey/ S - Noriega Approved (7-0-0)
<b>IV. PUBLIC COMMENTS</b>		Letters from Paul Gaddini Attachment A
<b>V. ORIENTATION FOR EXECUTIVE COMMITTEE</b>	Jan Smith-Billing	Information with direction to staff
<b>VI. REPORTS</b>		
1. <b>CIF</b>	Dennis Regalado	Information with direction to staff
2. <b>NCS</b>		
A. Alignment and Classification Committee	Richard Graey	Information
B. Eligibility Committee	Jerome Wiggins	Information
C. Sports Advisory Committee	Karen Smith	Information
D. Finance and Marketing	Gil Lemmon	
1. July 31, 2008 Balance Sheet (Attachments B)		Information
2. 2008-09 Budget Adjustments (Attachment C)		Information
3. 2007-08 Analysis of Cash Balance (Attachment D)		Information
4. Placement of Commissioner/Assoc. Commissioner on salary schedule		M – Volta/ S – Smith Approved 8-0 M – Graey / S – Wiggins Approved 8-0
5. Audit Review		Information
6. Report on Purchase of Building		Information
7. Disbursement of Comcast Broadcast Rights for 2007-08 Football and Basketball Pre-Season and Season		M – Wiggins / S – Graey Approved 8-0
8. Adjustment of medical benefits for retirees and retirees' future dependents/new spouse		Tabled M – Graey / S – Regalado Approved 8-0
9. Limitation of Lifetime Health Benefits		M – Noriega/ S – Graey Approved 8-0
10. Report on Possible Change in NCS Health Benefits		Information
<b>VII. NEW BUSINESS</b>		
1. Definition of Representatives to the Board of Managers	Jan Smith-Billing	M – Sharafinski/ S – Volta Passed 7-0-1

<b>MINUTE TOPIC</b>	<b>DISCUSSION LEADER</b>	<b>ACTION</b>
2. Location of the Board of Managers	Jan Smith-Billing	M – Noriega/ S – Wiggins Passed 8-0-1
3. Executive Committee Meeting Date in September	Jan Smith-Billing	M – Wong/ S – Sharafinski 9-0-0
<b>VIII. EXECUTIVE COMMITTEE</b>		
1. 2008-09 Targets	Jan Smith-Billing	M – Noriega/ S – Graey Approved 9-0-0
2. Assign Duties to Executive Committee Members	Jan Smith-Billing	Information
3. Executive Committee Meetings	Jan Smith-Billing	Information
<b>IX. ADDITIONAL ITEMS</b>		None
<b>X. FINAL COMMENTS FROM PARTICIPANTS</b>	Jan Smith-Billing	None
<b>XI. ADJOURNMENT</b>	Jan Smith-Billing	Adjourn

# NCS EXECUTIVE COMMITTEE WORKSHOP/AGENDA

August 4, 2008

## IN ATTENDANCE

Dennis Regalado, Jan Smith Billing, Richard Graey, Jerome Wiggins, William Wong, Rebecca Smith, Nelson Noriega, Gordon Sharafinski, Eric Volta, Karen Smith and Gil Lemmon

## ABSENT:

Amy Furtado and Region III Representative to be determined

### I. Welcome and Introductions

Jan Smith-Billing welcomed all attendees.

### II. Logistical Information

Karen Smith reviewed the logistical items for the meeting. NCS pays for lodging, food (no alcoholic beverages), mileage (\$.50 per mile round trip), and bridge fare for committee members. Binders are set-up so that committee members can easily keep meeting agendas and minutes under the appropriate meeting, including the NCS Board of Managers. The NCS Constitution and General Bylaws, Eligibility Bylaws, Alignment and Classification Handbook and Sports & General Rulings Handbook are also included as well as appropriate calendars.

### III. MINUTES

#### **PASSED 8-0-0**

Motion to approve the minutes of the March 17, 2008 meeting as printed.

M – Graey      S - Noriega

### IV. PUBLIC COMMENT

Pursuant to Education Code 33353.2 (C), any person wishing to speak on any item on the agenda, or comment on the policies and practices of the CIF - North Coast Section, will be heard at this time. Nobody appeared to speak regarding any issues on the agenda. Communication from former NCS Commissioner Paul Gaddini was shared during the appropriate agenda item. See Attachment A.

### V. ORIENTATION

#### **INFORMATION**

The following information regarding the duties and responsibilities was reviewed. The committee asked that the issue of term limits be added to the next agenda in September.

#### **Purpose**

To facilitate the administration of North Coast Section.

#### **Officers and Representatives**

- Section President, Section President-elect, Section past-President, district superintendents' representative, school boards' representative, female CIF delegate, representative of under-represented populations, three regional representatives and a Class A schools' representative shall compose the Executive Committee.
- Each region shall be represented on the Executive Committee.
- The regional representatives, Class A schools' representative, the district superintendents' representative and the school boards' representative shall be appointed by the President and approved by the Board of Managers.
- The regional representatives, Class A schools' representative, the district superintendents' representative and the school boards' representative must be representatives to the Board of Managers.
- The NCS Section Commissioner and the legal consultant shall be ex-officio non-voting members.

#### **Regions**

For the purpose of ensuring geographical representation on the Executive Committee, the NCS has been divided by leagues as follows:

#### REGION I

Diablo Foothill  
Hayward Area  
Mission Valley

#### REGION II

Ala./Con. Costa  
Bay Shore  
Bay Valley  
East Bay

#### REGION III

Humboldt-Del Norte  
"Big Five"  
Marin County  
North Bay  
Sonoma County

#### CLASS A LEAGUE

Bay Counties  
Humboldt-Del Norte  
"Little Seven"  
North Central I-IV

#### **Term of Office**

Each officer and CIF representative shall serve a two-year term of office.

#### **Powers of the Executive Committee**

The Executive Committee shall:

- a. Review and make recommendations pertinent to Board of Managers agenda items, recommendations may include pro and con opinions
- b. Review and make recommendations on committee proposals
- c. Continually evaluate the administrative procedures of the Section and make recommendations when necessary.
- d. Recommend an annual budget for the operation of the Section to the Board of Managers
- e. Preside over late requests for sanction of tournaments and intersectional competition initiated by non-NCS schools
- f. Recommend in-service training programs
- g. Between meetings of the Board of Managers, grant or reject any and all requests for athletic affairs not provided for in the Constitution and Bylaws
- h. Between the Board of Managers meetings, exercise or provide for the exercise of all functions of the Section not elsewhere specifically provided for in the Constitution or Bylaws
- i. Develop a consent agenda of items that appear to have strong support and are consistent with the Section's goals and objectives.

### **Election of Officers and Representatives**

The Board of Managers at the last regular meeting (spring) of each odd school year (2005, 2007, 2009 etc.) shall elect a President-elect for a two-year term, a female representative to CIF and a representative of under-represented populations to the CIF.

### **Clerk of Elections**

The Executive Committee member, exclusive of the President and President-elect, with the greatest amount of seniority who is not a candidate for office shall serve as the Clerk of Elections. The Clerk of Elections shall be responsible for gathering nominations for Section offices and for presiding over the NCS Board of Managers during the election of NCS officers. The Clerk of Elections shall locate at least one qualified candidate for each elected office. All nominations - whether from the floor or made by the Clerk of Elections - shall be made no later than the next to the last meeting of the year. Each candidate must submit a written statement acknowledging his/her acceptance of the nomination. The election of officers shall be held during the last regularly scheduled NCS Board of Managers meeting of each school year.

### **Progression of Officers**

At the completion of the President-elect's two-year term, he/she shall progress to the office of President and, at the completion of his/her two-year term as President he/she shall progress to the office of Past-President for a two-year term.

### **Operational Procedure**

The Executive Committee shall:

- a. Conduct three regularly scheduled meetings (scheduled at least three weeks prior to the next Board of Managers meeting)
- b. Conduct special meetings as called by the Section President,
- c. Conduct special meetings when called by three voting members
- d. Carry motions by a simple majority of the voting members present.

### **Conduct of Business**

The Section president shall preside at Executive Committee meetings. The Section President-elect shall be next in succession. A majority of the voting members of the Executive Committee must be present to conduct business.

## **VI. REPORTS**

### **1. CIF**

#### **INFORMATION**

Dennis reviewed with the other committee members some of the agenda items discussed at the last CIF Executive Committee meeting. Topics included the following:

1. Goals & Objectives, 2008-09
2. Gender Identity Policy
3. CIF Purchase of Building
4. Coaching Education Requirement/Enforcement

During the discussion of the CIF Coaching Education program committee members directed the commissioner to send letters and emails to principals and superintendents concerning the approaching deadline of implementation of the required coaching education. The letter should state the deadline, who must complete the program, what leeway there is for certification and possible penalties for a school using a coach who has not completed the program.

### **2. NCS**

#### **A. Alignment and Classification Committee**

#### **INFORMATION**

Richard reviewed in general the items the NCS Alignment and Classification Committee will discuss this year. Included to date is possible revision and overhaul of the Alignment and Classification process for alignment of leagues, continued discussions with Oakland Unified School District about Oakland schools joining NCS and an appeal from Cloverdale concerning their placement in Division IV in some sports for the 2008-09 school year. The

next Alignment & Classification Committee meeting is Thursday, September 11<sup>th</sup> at the NCS Office.

**B. Eligibility Committee  
INFORMATION**

Jerome stated that the next Eligibility Committee meeting is Tuesday, September 9 at the NCS Office. One possible item that may be discussed is CIF Bylaw 211 – Physical Assault. Jerome may propose language to better align the penalty in this bylaw of a lifetime band to penalties that the school would levy for such action, as outlined by the State Education Code.

**C. Sports Advisory Committee  
INFORMATION**

Karen outlined some of the agenda items that the SAC will address in the fall, including but not limited to recommendation that new selection model used in basketball last year be expanded to include baseball, softball, football and volleyball for 2009 and permanently continue the same process for basketball; revision of the entries for wrestling from each NCS participating league; and possible revision to the NCS Baseball and Softball Championships. The next SAC meeting is Monday, September 8, 2008.

**D. Finance and Marketing**

The following financial items were reviewed.

1. July 31, 2008 Balance Sheet. Attachment B.

**INFORMATION**

The Section has in excess of \$1,250,000 in cash assets. See Attachments B and C. Gil also shared the NCS Championship Series income and expense numbers for the year. NCS has ended the year over \$115,000 dollars above the budgeted differential. There are still some expenses arriving at the NCS Office as well as a few gate receipts still at hosting school sites.

2. 2008-09 Budget Adjustments

**INFORMATION**

NCS staff will recommend several budget adjustments at the next Executive Committee meeting in September. Adjustments will include a mileage adjustment from \$0.50 to \$0.58, reduction of approved staffing level, adjustment to championship income/expense and adjustment for employee health benefits.

3. 2007-08 Analysis of Cash Balance

**INFORMATION**

Gil reviewed the 2007-08 Analysis of Cash Balance, pre audit review. The 2006-07 school year ended with an available cash balance of \$312,440.70. The 2007-08 school year to date has an ending available cash balance of \$220,430.30, prior to the audit review, bringing the total available cash balance for the purchase of a building to \$532,871.00. NCS staff will bring an updated report back to the Executive Committee in September, after the audit review is complete. See Attachment D.

4. Placement of the Commissioner and Assoc. Commissioner on the salary schedule.

**PASSED 8-0**

- A. Motion to the commissioner on Step V of the 2008-09 Commissioner's Salary Schedule.

M – Volta          S – Smith

- B. Motion to place the Associate Commissioner on Step IV of the 2008-09 Associate Commissioner's Salary Schedule.

M – Graey          S - Wiggins

5. Audit Review

**INFORMATION**

Robertson, Cahill & Associates will conduct a review of the finances of North Coast Section in the month of August and September. NCS staff will ask a representative of Robertson, Cahill & Associates to attend the meeting and make a formal report.

6. Report on the Purchase of a Building

**INFORMATION**

Bill Dougherty of Cushman & Wakefield met with Castle Management to discuss the NCS lease. NCS has three years remaining on the lease and Castle Management will not allow NCS to relocate without buying

out the lease or finding someone else to complete the terms of the lease. Therefore, NCS will put off looking for an appropriate purchase for the next two years unless an opportunity develops that would allow NCS to purchase a building and rent the space until our lease expires.

7. Disbursement of Comcast Rights in 2007-08

**PASSED 8-0**

Motion to disburse Comcast broadcast rights funds totaling \$10,793.00 back to participating schools for the 2007-08 football and basketball pre-season and league season games.

**Schools**

**Football**

Foothill	\$1,949.80
Monte Vista	\$1,949.80
James Logan	\$1,949.80
Pittsburg	\$1,949.80
Newark Memorial	\$1,949.80

**Basketball**

San Leandro	\$500.00
Castro Valley	\$500.00

M – Wiggins      S - Graey

8. Adjustment of medical benefits for retirees and retirees' future dependents/new spouse(s)

**TABLED 8-0**

Motion to adjust the NCS Employee Handbook, eliminating lifetime medical benefits for future retirees hired after August 4, 2008, and post retirees' future dependents/new spouse(s).

**Retiree's Benefits**

The Section agrees to provide and pay premiums for a retiree's medical benefits provided the retiree:

1. Is enrolled in a ~~PERS~~ **the Section** medical plan offered ~~by the Section~~ at the time of separation
2. Begins to draw PERS retirement pay
3. Chooses from a plan available to active employees in the month the benefit is received (i.e., only plans that accept retirees shall be available).
4. **Retiree was hired prior to August 5, 2008.**

The level of medical benefits shall be the same as that which existed on the date of the employee's retirement **with the noted exception below\***. The Section's monetary contribution shall be same as that paid on behalf of an active employee in the month the benefit is received for the same level of coverage **with the noted exception below\***.

If a retiree qualifying for benefits above is survived by a spouse\* who qualifies as an annuitant (i.e. is continuing to receive a pension from PERS), said surviving spouse only, shall receive all the benefits described above and be subject to the same administrative procedures.

***\*Any change in the retiree's marital status or number of dependants after his or her date of retirement does not entitle the new spouse or dependent to enrollment into the Section medical plan at the expense of North Coast Section, CIF. The retiree may enroll the spouse or dependent into the Section medical plan at their own expense<sup>1</sup> if allowed by the medical plan. This change in NCS Retiree's Benefits is effective as of August 5, 2008 for all current NCS retirees and all future retirees.***

***<sup>1</sup>NCS will notify retirees about health plan premiums that will be the responsibility of the retiree. Retirees must submit to North Coast Section, CIF payment for the additional costs by the first of each month and no later than the 15<sup>th</sup> of each month.***

M – Graey      S - Regalado

9. Limitation of Lifetime Health Benefits

**PASSED 8-0**

Motion to limit lifetime benefits to current retirees and employees hired prior to August 5, 2008.

**Retiree's Benefits**

The Section agrees to provide and pay premiums for a retiree's medical benefits provided the retiree:

5. Is enrolled in a PERS the Section medical plan offered by the Section at the time of separation
6. Begins to draw PERS retirement pay
7. Chooses from a plan available to active employees in the month the benefit is received (i.e., only plans that accept retirees shall be available).
8. Retiree was hired prior to August 5, 2008.

M – Noriega      S - Graey

10. Report on Change in NCS Health Benefits

**INFORMATION**

NCS staff is looking at two options that would allow NCS to remove the lifetime health benefit to employees hired after August 4, 2008. The financial information is very tentative since staff is still collecting information. More accurate information will be presented in September.

**Current Costs      Projected Health Care Costs per month**

PERS Health

Employee – Current/Retired	PERS Health Premium	Dental/Vision
Paul Gaddini	\$560.34 (Kaiser)	\$ .00
Joan Scott	\$280.17* (Kaiser)	\$ .00
Tom Ehrhorn	\$1,016.60 (Kaiser)	\$ .00
Gil Lemmon	\$1,016.60 (Kaiser)	\$91.61
Karen Smith	\$560.57 (Blue Shield)	\$91.61
Sandy Lemmon	\$250.00**	\$91.61
Sharron Boricchio	(DNP)	\$91.61
Sally Phillips	(DNP)	\$7.21
Laura Nathlich	(DNP)	\$68.71
Asst. Commissioner	\$1,016.60 (Kaiser***)	\$91.61
Awards Clerk	\$1,016.60 (Kaiser***)	\$91.61
PERS Health Administrative Cost (0.290%)		\$15.86

**Total current costs: \$6,358.92**

**Total current costs for a fiscal year: \$76,307.04**

\* Joan reimburses NCS for 25% of her medical costs.

\*\* Sandy does not opt for coverage since she is covered by Gil Lemmon. She receives an in lieu benefit of \$250.00

\*\*\* NCS does not currently know what the health coverage will be for our two new employees who will start in September. These numbers reflect the most expensive case scenario.

**Pros and Cons to Section**

1. The Section's burden will increase as employees retire. In fifteen years the total number of retirees could be greater than the number of employees actual working.

Option 1: Exit PERS Health and secure health benefits through another health provider. The State CIF and Sac Joaquin have both taken this option and joined the Tri-County Schools Insurance Group. Leaving PERS Health is one way to limit lifetime health benefits to current retirees and current employees and not allowing future employees the benefit of lifetime health benefits. Neither the Sac Joaquin Section or State CIF Office looked at the option of a 125 Plan. Below are tentative costs for this option.

**Option 1      Process and Projected Approximate Costs per month:**

- PERS Health will send a resolution to be considered at the Board of Managers. (Resolution must be considered within 60 days of reception from PERS Health)
- Board of Managers considers the resolution at the October meeting.
- If resolution is approved coverage through PERS Health would be discontinued December 31, 2008.
- New health benefits would start with Tri-County Schools Insurance Group January 1, 2009.

Tri-County Schools Insurance Group

Employee – Current/Retired	PERS Health Premium	Dental/Vision
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Paul Gaddini	\$780.00 (Kaiser)	\$ .00
Joan Scott	\$390.00* (Kaiser)	\$ .00
Tom Ehrhorn	\$1,086.00 (Kaiser)	\$ .00
Gil Lemmon	\$1,086.00 (Kaiser)	\$91.61
Karen Smith	\$557.00 (PPO)	\$91.61
Sandy Lemmon	\$308.00	\$91.61
Sharron Boricchio	\$308.00	\$91.61
Sally Phillips	\$308.00	\$7.21
Laura Nathlich	\$308.00	\$68.71
Asst. Commissioner	\$1,086.00*** (Kaiser)	\$91.61
Awards Clerk	\$1,086.00*** (Kaiser)	\$91.61

\*\*\*NCS does not currently know what the health coverage will be for our two new employees who will start in September. These numbers reflect the most expensive case scenario.

**Total Approximate Costs: \$7,928.58**

**Total approximate costs for a fiscal year: \$95,142.96**

**Pros and Cons to Section**

1. Section could prevent future retirees hired after August 4, 2008 from receiving lifetime health benefits.
2. The health care costs are greater since the PPO and HMO health rates are higher since NCS would not gain the buying power of PERS Health and there is a charge per employee not participating in the health plan.

Option 2 Start a Section 125 Plan for NCS employees. Currently, nine of the 10 districts that NCS member school have identified to survey for employee salaries and benefits offer a 125 Plan. NCS staff are still collecting information on this option and do not have reliable financial numbers to date.

Option 2 **Section 125 Plan**

Employee – Current/Retired	Plan Contribution
Paul Gaddini	\$820.15
Joan Scott	\$820.15*
Tom Ehrhorn	\$820.15
Gil Lemmon	\$820.15
Karen Smith	\$820.15
Sandy Lemmon	\$820.15
Sharron Boricchio	\$820.15
Sally Phillips	\$820.15
Laura Nathlich	\$820.15
Asst. Commissioner	\$820.15
Awards Clerk	\$820.15

**Total approximate costs: \$9,021.65**

**Total approximate costs for a fiscal year: \$108,259.80**

**Pros and Cons to Section**

1. NCS is able to limit lifetime benefits and stay in PERS Health.
2. A 125 Plan is much more expensive for the section since every employee receives the benefit.
3. Some employees would gain from this program and some employees would receive a lesser benefit than they currently receive.

It appears based on the 2005-06 salary survey that a majority of districts have a 125 Plan. However, NCS is not sure if the plan is the only option employees have to receive their health plan or it is an option that employees have.

**VII. NEW BUSINESS**

1. Definition of Representatives to the Board of Managers

**PASSED 7-0-1**

Motion to approve a change in the definition of the representatives to the NCS Board of Managers.

30. REPRESENTATIVES TO THE BOARD OF MANAGERS

A. Board of Managers Representatives

1. The government of this Section shall be vested in a Board of Managers that shall consist of members including representatives from each league in the Section, four district superintendents' representatives, six representatives of public school boards, two representatives of private schools, one female representative, one representative of underrepresented populations, the NCS Past-President, the NCS President-elect and the NCS President (non-voting except in the event of a tie vote).
  - a. The representatives from leagues in the Section shall be duly elected representatives of their leagues.
    - 1) Two representatives from each of the following athletic leagues: Alameda Contra Costa, Bay Counties East, Bay Counties West, Bay Shore, Bay Valley, Diablo Foothill, East Bay, Hayward Area, Humboldt-Del Norte, Marin County, Mission Valley, North Bay, North Counties I, North Counties II and Sonoma County.
2. A district superintendents' representative will be elected from and by superintendents of the school districts that operate NCS member schools in each of the following geographical areas:
  - a. Alameda County
  - b. Contra Costa County
  - c. Marin and Sonoma Counties
  - d. Napa, Lake, Mendocino, Humboldt, and Del Norte Counties

***The district superintendents' representative must be in a current role performing the daily responsibilities associated with the title of the organization (i.e., the superintendents' representative must be an active superintendent). If the status of the representative changes in such a manner so that the representative is no longer in an active role that truly reflects the general membership of the represented organization the organization must replace the representative with one who is in such a role.***
3. Public School Boards' representatives shall be elected **from** and instructed by the school boards association which serves the respective California School Board Association sub-region as stated below. If there is not a local school board association which represents the entire sub-region, then representatives will be elected **from** and instructed by the local sub-region of the California School Boards Association Delegate Assembly:
  - a. One representative from Sub-region 1A, representing Humboldt and Del Norte Counties
  - b. One representative from Sub-region 1B, representing Mendocino and Lake Counties
  - c. One representative from Sub-region 3A, representing Sonoma County
  - d. One representative from Sub-region 3D, representing Marin County
  - e. One representative from Sub-region 7A, representing Contra Costa County
  - f. One representative from Sub-region 7B, representing Alameda County

***The Public School Boards' representative must be in a current role performing the daily responsibilities associated with the title of the organization (i.e., the Public School Boards' representative must be an active board member). If the status of the representative changes in such a manner so that the representative is no longer in an active role that truly reflects the general membership of the represented organization, the organization must replace the representative with one who is in such a role.***
4. Two representatives of private schools shall be elected and instructed by the private school members of the North Coast Section.
  - a. One representative from Catholic schools
  - b. One representative from non-Catholic private schools
5. A female representative
6. A representative of under represented populations
7. The NCS Past-President
8. The NCS President-elect

9. The NCS President (non-voting except in the event of a tie vote)  
 B. These representatives shall be elected for terms of not more than three years.

M – Sharafinski S - Volta

2. Location of the Board of Managers Meeting

**PASSED 8-0-1**

Motion to conduct the fall and winter Board of Managers meetings at the Acalanes Community and Adult Education Center the spring meeting at Peacock Gap.

Acalanes Community and Adult Education Center

Rent: \$.00  
 Mileage: \$2,589.31  
 Food: \$835.00

**Total Costs: \$3,424.31**

Peacock Gap

Rent: \$1,776.33 (includes food)  
 Mileage: \$2,308.00  
 Food: see above

**Total Costs: \$4,084.33**

M – Noriega S - Wiggins

3. Executive Committee Meeting Date in September

**PASSED 9-0-0**

Motion to move the currently scheduled September 22<sup>nd</sup> meeting at the NCS Office be moved to September 15<sup>th</sup> at the same location.

M – Wong S - Sharafinski

VIII. **EXECUTIVE COMMITTEE**

1. Establishment of the 2008-09 Targets

**PASSED 9-0-0**

Motion to approve the established 2008-09 targets.

**2008-09 Targets**

1. Use the NCS website to highlight accomplishments of schools or individuals in promoting good sportsmanship and the principles of Pursuing Victory with Honor.
2. Develop a general recognition program for individuals who play a key role in educational athletics.
3. Complete the development of a technology plan. Assess and address current and future needs for computers, servers, software, printers, copiers, and other related technology. Determine the resources necessary and an appropriate timeline for the implementation of the plan.
4. Review conference structure with Alignment and Classification committee.
5. Review and update goals and objectives in the NCS Constitution and how they relate to the CIF constitution.

M – Noriega S - Graey

2. Assign Duties to Executive Committee Members

- |  |   |
|--|---|
| 1. Present CIF Report to the NCS Board of Managers         | Dennis Regalado                                   |
| 2. Rep. to the CIF Economic Viability Committee            | Dennis Regalado                                   |
| 3. Rep. to the CIF Sportsmanship Committee                 | Jan Smith-Billing                                 |
| 4. Present the Exec. Comm. Report to the Board of Managers | Jan Smith-Billing                                 |
| 5. Chair of the Alignment and Classification Committee     | Richard Graey/Becky Smith                         |
| 6. Chair of the Eligibility Committee                      | Jerome Wiggins                                    |
| 7. Finance/Marketing Chairperson                           | Willy Wong  |
| 8. Chair of the Values & Ethics Committee                  | Eric Volta  |
| 9. CIF Section Presidents Committee                        | Jan Smith-Billing                                 |
| 10. Personnel Committee                                    | Willy Wong, Gorgon Sharafinski and Jerome Wiggins |

3. Executive Committee Meetings
  - Monday, September 15, 2008 – 12:00 noon at the NCS Office
  - Monday, December 15, 2008 – 12:00 noon at the NCS Office
  - Monday, March 16, 2009 – 12:00 noon at the Marin County Office of Education (Public input on the budget at 1:30 p.m.)

**IX. ADDITIONAL ITEMS**  
None

**X. FINAL COMMENTS FROM PARTICIPANTS**  
None

**XI. ADJOURNMENT**