

Memorandum

To : Ms. Diane Olson
Board Proceedings Division

Date : November 27, 2007

From : Ramon J. Hirsig
Executive Director



Subject : **Board Meeting – December 11-12, 2007**

Please place the following items on the Board's December 12 calendar under "P. Other Administrative Matters":

P. Other Administrative Matters

P1 Executive Director's Report

- a. Headquarters Building Update – An oral update will be provided on the status of the BOE's 450 N Street Headquarters Building in Sacramento.
- b. 2008 Board Organization – A verbal request will be made to place this item on the January 30, 2008 Sacramento Board Calendar.

RJH:rar

cc: Honorable Betty T. Yee, Chairwoman
Honorable Judy Chu, Ph.D., Vice-Chair
Honorable Bill Leonard
Honorable Michelle Steel
Honorable John Chiang