

BERKELEY UNIFIED SCHOOL DISTRICT
2134 Martin Luther King Jr. Way
Berkeley, CA 94704-1180
Phone: (510) 644-8764 Fax: (510) 540-5358

REGULAR MEETING OF THE BOARD OF EDUCATION - AGENDA

Wednesday, July 2, 2003

Call to Order The Presiding Officer will Call the Meeting to Order at 6:00 p.m. The Board will recess to Closed Session at 6:00 p.m. and reconvene in Public Session at 7:30 p.m.

Roll Call President Joaquin J. Rivera
 Vice President John T. Selawsky
 Director Terry S. Doran
 Director Shirley Issel
 Director Nancy Riddle

Administration Superintendent Michele Lawrence, Secretary

Prior to Closed Session, as necessary, staff/employee comments are taken per Government Code Section 54957

Recess to Closed Session (Government Code Sections 3549.1(d), 54956.9(a) and 54957) and Education Code Section 49818(c)—Board Conference Room

- a) Conference with Legal Counsel—Existing Litigation
- b) Consideration of Student Expulsion
- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal/Release
- e) Public Employment Appointments
- f) Liability Claims
- g) Property Acquisition

Report Closed
Session Action

Motion_____ Second_____ Vote_____

Approve Agenda

Approve the Regular Meeting Agenda of July 2, 2003
Motion_____ Second_____ Vote_____

PUBLIC TESTIMONY

Persons wishing to address the Board should fill out a card located on the table by the door and submit the completed card to the Board Recorder. Speakers will be selected by lottery. The Public Testimony is limited to 30 minutes—3 minutes per speaker. Speakers with the same concerns are encouraged to select a spokesperson to address the Board.

REPORTS

Union Representatives' Reports
Superintendent's Report
Board Members' Reports

CONSENT ITEMS

These items are considered routine and may be enacted by a single motion. Any items needing discussion may be moved to the appropriate section of the agenda upon the request of any Member of the Board.

		Page
<u>General Services</u>		
1.1-C Acceptance of Gifts/ Donations	<u>Staff Recommendation:</u> Accept the gifts/donations to the District or facilities from individuals and/or companies, as submitted	1
<u>Human Resources</u>		
2.1-C Acceptance of Personnel Report	<u>Staff Recommendation:</u> Accept Personnel Report 03-23 as submitted. Motion_____ Second_____ Vote_____	2

Educational Services

3.1-C Upgrade Accountant to Program Coordinator in the Office of State and Federal Programs	<u>Staff Recommendation:</u> Approve the upgrade of the Accountant position to Program Coordinator in the Office of State and Federal Programs Motion_____ Second_____ Vote_____	7
3.2-C 2003-04 Consolidated Application for Fund- ing Categorical Programs, Part I	<u>Staff Recommendation:</u> Approve Part I of the Consolidated Application for Funding Categorical Programs Motion_____ Second_____ Vote_____	8
3.3-C Continuing Special Education Non- Public Agency Placements for 2003-2004	<u>Staff Recommendation:</u> Approve the continuing special education non-public agency placements for 2003-2004 Motion_____ Second_____ Vote_____	10
3.4-C New Non-Public School Placement for Special Education Students	<u>Staff Recommendation:</u> Approve new non-public school placement for special education students Motion_____ Second_____ Vote_____	18
3.5-C Adoption of Calculus Textbooks for Berkeley High School	<u>Staff Recommendation:</u> Receive and adopt textbooks. Motion_____ Second_____ Vote_____	21

Business and Operations

4.1-C Approval of Contracts Purchase Orders for Services and Contracts	<u>Staff Recommendation:</u> Authorize the Associate Superintendent of Business and Operations or Purchasing Agent to execute Purchase Orders Motion_____ Second_____ Vote_____	22
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<p>4.2-C Approve Payroll Warrants issued in April and May 2003</p>	<p><u>Staff Recommendation:</u> Approve payroll payments made in April and May 2003 Motion_____ Second_____ Vote_____</p>	<p>31</p>
<p>4.3-C Amendment of Agreement to Bid Schedule No. 1326 for Custodial Supplies</p>	<p><u>Staff Recommendation:</u> That the agreement between the District and California Janitorial Supply, Universal Building Supply, West-Lite Supply, Tamaras Supply, Champion and DNF Industries, Bid Schedule No. 1326 Awarded July 5, 2001 be amended. Motion_____ Second_____ Vote_____</p>	<p>36</p>
<p>4.4-C Approval of Pre- Qualified Pool of Designers to assist the Berkeley Unified School District in Construction Projects</p>	<p><u>Staff Recommendation:</u> Approve the pre-qualified pool of architects and landscape architects for future District construction projects Motion_____ Second_____ Vote_____</p>	<p>37</p>
<p>4.5-C Liability Claims Submitted to the District</p>	<p><u>Staff Recommendation:</u> To deny presented claims and submit to appropriate authority Motion_____ Second_____ Vote_____</p>	<p>39</p>
<p>4.6-C Resolution 03-00 For Intra-Budget Transfers at the Close of school Year 2002-2003</p>	<p><u>Staff Recommendation:</u> Approve Resolution 03-00 to make year-end transfers with the approval of the Alameda County Office of Education Motion_____ Second_____ Vote_____</p>	<p>40</p>

ACTION ITEMS

These items are presented for action at this time. Some may have been reviewed at a previous meeting.

Business Services

4.1-A
Approval of
Transportation
Program Parameters
and Reallocation of
Resources to
Demonstrate a
Commitment to build-
ing a new
Transportation
Facility

Staff Recommendation:
Approve the programming parameters and
the reallocation of resources in the Bond
Fund. Upon approval, we can re-start the
design on the facility. Design will be based on
industry standards.
Motion_____ Second_____ Vote_____

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EXTENDED PUBLIC TESTIMONY

Persons wishing to address the Board at this time should fill out a card located on the table by the door and submit the completed card to the Board Recorder. (Public Testimony is limited to a maximum of 30 minutes—3 minutes per speaker.)

ANNOUNCEMENT

Schedule of Board of Education Meetings for 2003:

- July 2, 2003
- August 20, 2003
- September 3, 2003
- September 17, 2003
- October 1, 2003
- October 15, 2003
- November 5, 2003
- November 19, 2003
- December 3, 2003
- December 17, 2003

ADJOURNMENT:

Time_____

**Board of Education Meetings are broadcasted live on KPFB/FM 89.3
Cable Television Channels 25 and Berkeley's Government Access Channel 78**

GUIDELINES FOR SPEAKERS

You are invited to participate in Meetings of the Board of Education and make your views known at these meetings.

WHEN YOU WANT TO TALK ABOUT AN AGENDA ITEM OR A NON-AGENDA ITEM:

Please fill in a **REQUEST TO ADDRESS THE BOARD OF EDUCATION CARD** (located on the side of the Speaker's Stand) and give it to the Board Recorder. Speakers will be selected by lottery. Your card must be submitted before the Presiding Officer calls for the item—**PUBLIC TESTIMONY**.

You will be called on to speak by the Presiding Officer.

A speaker has three minutes in which to make his/her remarks. (The Presiding Officer will extend the time allocation for those with special speech needs.)

Any subject related to the District or its educational programs may be discussed at Board of Education Meetings **except matters pertaining to individual employees of the Berkeley Unified School District**. There is an established procedure for making such complaints. You may obtain information about this procedure from a school or from the Superintendent's Office.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Queen Graham, Executive Assistant
DATE: July 2, 2003
SUBJECT: Acceptance of Gifts/Donations

BACKGROUND INFORMATION

The Board may accept and utilize on behalf of the District any bequests or gifts of money or property for a purpose deemed to be suitable by the Board.

The following donations have been presented to the District:

1. Denny Abrams: A donation of \$2,000 for the Martin Luther King Jr. Middle School Library Program
2. Stephanie Viera, Catering Manager, Durant Hotel: Meeting room for two days for the District's Central Staff Meeting.
3. Mieko Kainuma, California Distance Learning Project: An Epsom Powerlite Multi-media Projector; 3M Overhead Projector and an HP Scanner.

POLICY

Board Policy DFK/KHE

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept the donations/gifts to the District.

TO: Michele Lawrence Superintendent
 FROM: David A. Gomez, Ph.D.
 Associate Superintendent Human Resources
 DATE: July 2, 2003
 SUBJECT: ACCEPTANCE OF PERSONNEL REPORT 03-23

Following is Personnel Report 03-23 which reports details of personnel assignments employment and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>RESIGNATION</u>						
Joyceline Lee	Teacher	Thousand Oaks	General Fund	1.0 FTE	6/17/03	
Geeta Mahkija	Teacher	King	General Fund	1.0 FTE	6/13/03	
<u>LEAVE OF ABSENCE WITHOUT PAY</u>						
Julie Little	Teacher	Special Ed.	General Fund	.50 FTE	8/03	6/04
Vicki Van Steenberg	Teacher	Special Ed.	General Fund	.50 FTE	8/03	6/04
Bhupinder Virk	Teacher	Willard	General Fund	1.0 FTE	5/31/03	6/13/03
<u>MATERNITY LEAVE OF ABSENCE WITHOUT PAY</u>						
Hwajin Olson	Teacher	Adult School	Site Fund	N/A	8/01/03	1/31/04
<u>ADMINISTRATIVE APPOINTMENT</u>						
Patricia Calvert	Associate Director	Human Resources	General Fund	1.0 FTE Step 4	7/01/03	
Gerrald Herrick	Associate Director	Student Support Services	General Fund	1.0 FTE Step 4	7/01/03	
Ken Jacopetti	Associate Director	Special Education (Title Change)	Categorical Fund	1.0 FTE Step 4	7/01/03	
Jim Slempp	Principal	Berkeley High	General Fund	1.0 FTE Step 5	7/01/03	
<u>ADULT SCHOOL TEACHER</u>						
Johanna Arhon	Teacher	Adult School	Site	\$30.39 hr	6/23/03	6/30/04
<u>SUMMER SCHOOL TEACHER</u>						
David Beren	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Mwesigwa Blandesi	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Rebekkah Ford	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Rachel Garlin	Teacher	King	Summer	\$184.75 day	6/23/03	7/18/03
Ernesto Gonzalez	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Salvador Huitzi-Lopachti	Teacher	King	Summer	\$184.75 day	6/23/03	7/18/03

NAME	POSITION	LOCATION	BUDGET	FTE/SALARY	FROM	TO
Eugenio Juarez	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Robert McKnight	Teacher	King	Summer	\$184.75 day	6/23/03	7/18/03
Alan Miller	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Rebecca Mireles	Teacher	King	Summer	\$184.75 day	6/23/03	7/18/03
Stelton Mitchell	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Fatemeh Mizbani	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Ross Nunely	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Darren Pagtakhan	Teacher	King	Summer	\$184.75 day	6/23/03	7/18/03
Betty Simmons	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Shirley Sommers	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Aaron Ward	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Susan Werd	Teacher	Berkeley High	Summer	\$184.75 day	6/23/03	8/01/03
Benette Williams	Teacher	Berkeley High	Summer	\$184.75	6/23/03	8/01/03
<u>EXTRA DUTY</u>						
Julie Castro-Orozco	Teacher	Cragmont	Gate	Not to exceed \$115.80	6/16/03	8/22/03
Barbara Dickey	Teacher	Cragmont	Gate	Not to exceed \$115.80	6/16/03	8/22/03
Carolyn Dobson	Teacher	Cragmont	Gate	Not to exceed \$115.80	6/16/03	8/22/03
Susan Katz	Teacher	Cragmont	Gate	Not to exceed \$115.80	6/16/03	8/22/03
Nancy King	Teacher	Cragmont	Gate	Not to exceed \$115.80	6/16/03	8/22/03
Greg Martin	Teacher	Cragmont	Resource	Not to exceed \$115.80	6/16/03	8/22/03
Mary Martin	Teacher	Cragmont	Resource	Not to exceed \$115.80	6/16/03	8/22/03
Adria Rosen	Teacher	Cragmont	Resource	Not to exceed \$115.80	6/16/03	8/22/03
Eleanor Tiglao	Teacher	Cragmont	Resource	Not to exceed \$115.80	6/16/03	8/22/03

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Victoria Edwards	Teacher	King	Site	Not to exceed \$2,808	1/28/03	6/13/03
Lou Tornillo	Teacher	Cragmont	Resource	Not to exceed \$115.80	6/16/03	8/22/03
David Beren	Teacher	Berkeley	ELD	Not to exceed \$300.00	6/18/03	6/20/03
Rebekkah Ford	Teacher	Berkeley High	ELD	Not to exceed \$300.00	6/18/03	6/20/03
Ernesto Gonzalez	Teacher	Berkeley high	ELD	Not to exceed \$300.00	6/18/03	6/20/03
Eugenio Juarez	Teacher	Berkeley High	ELD	Not to exceed \$300.00	6//18/03	6/22/03
Humphey Kiuruwi	Teacher	Berkeley High	ELD	Not to Exceed \$300.00	6/18/03	6/22/03
<u>STIPEND (PLAY)</u>						
Richard Silberg	Teacher	King	Gate	\$378.15	1/03	4/03

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>RETIREMENT</u>							
Yvonne Adams	Clerical Specialist	Nutrition Services				6/13/03	
<u>RESIGNATION</u>							
Eunice Dunham	Extended Day Program Assistant	Rosa Parks				6/13/03	
Adam Ganes	Instructional Technician	Rosa Parks				6/13/03	
Dylan Retzinger	Instructional Technician	John Muir				6/16/03	
<u>TERMINATION</u>							
James Goan	Maintenance Engineer	Maintenance				6/02/03	
Rodney Lewis	Custodian II	Berkeley High				6/18/03	
<u>PROVISIONAL</u>							
Lolita Coleman	Personnel Specialist Benefits	Human Resources	General Fund	50/2	1.0 FTE \$21.48 hr	6/19/03	9/19/03
Katherine Sullivan	Program Coordinator	Vera Casey	Site Fund	52/5	1.0 FTE \$26.17 hr	7/01/03	10/1/03
<u>PROBATIONARY</u>							
Rickey Brantley	Facilities Security Worker	Maintenance & Operations	General Fund	44/5	1.0 FTE \$21.48 hr	6/16/03	12/16/03
Donna Luporini	Communication Technician	Technology	General Fund	52/5	1.0 FTE \$26.17	7/01/03	1/01/04
Caren Ohlsen	Program Coordinator	Berkeley High	Site Fund	52/1	1.0 FTE \$21.48	6/30/03	12/30/03
Stefany Reich-Silber	Instructional Media Technician	Central Media Library	General Fund	43/5	.47 FTE \$20.96	1/02/03	7/2/03
<u>TEMPORARY</u>							
Lea Baechler-Brabo	Program Coordinator	Educational Services	General Fund	52/5	37.5 hrs/wk \$26.17 hr	6/08/03	6/20/03
Lisa Cullen	Clerical III	Human Resources	General Fund	36/2	30 hrs/wk \$15.18 hr	6/18/03	7/18/03
Plinio Hernandez	Tutor Specialty (Bilingual)	Berkeley High	Site Fund	31/1	Not to exceed 10 hrs/wk \$12.77 hr	6/23/03	8/01/03

NAME	POSITION	LOCATION	BUDGET	RANGE	FTE/SALARY	FROM	TO
Chinela Key-Baysinger	Instructional Assistant (CELDT Tester)	District Wide	Site Fund	29/1	30 hrs/wk \$12.17 hr	6/23/03	11/01/03
Herrieze Jones	School Secretary (Summer)	King	Site Fund	42/1	22.5 hrs/wk \$16.77 hr	6/23/03	7/18/03
Mack-Sear Matthews	School Safety Officer (Summer)	Longfellow	Site Fund	44/5	22.5 hrs/wk \$21.48 hr	6/23/03	7/18/03
Marsha Montgomery	Home School Liaison (Summer)	King	Site Fund	37/5	22.5 hrs/wk \$18.06 hr	6/23/03	7/18/03
Jennifer Owens	Instructional Assistant (Summer)	Oxford	Site Fund	29/1	20 hrs/wk \$12.77 hr	6/23/03	7/18/03
Joyce Sutton-Hamilton	Program Coordinator	Educational Services	General Fund	52/5	37.5 hrs/wk \$26.17 hr	6/02/03	6/20/03
Julia Tran	Tutor Specialty (Summer)	Berkeley High	Site Fund	31/1	Not to exceed 10 hrs/wk \$12.77 hr	6/23/03	8/01/03
Craig White	Custodian (Summer)	King	Site Fund	32/5	20 hrs/wk \$15.96 hr	6/23/03	7/18/03
Patricia Wilkins	School Secretary (Summer)	Longfellow	Site Fund	42/3	22.5 hrs/wk \$18.48 hr	6/30/03	7/18/03
Ahlam Younis	Custodian (Summer)	Longfellow	Site Fund	32/1	20 hrs/wk \$15.18 hr	6/23/03	7/18/03
<u>STIPENDS</u>							
Eli Flushman	Coach (Baseball)	Willard	Site Fund	N/A	\$1,000.00	3/01/03	5/16/03

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Associate Superintendent of Business and Operations (CBO)
DATE: July 2, 2003
SUBJECT: Approval of Contracts/Purchase Orders for Services
Contracts

BACKGROUND INFORMATION

The District contracts with consultants or independent contractors who can provide valuable and necessary specialized services not normally required on a continuing basis.

The following contract services are requested.

1. Ratification of contract to Elizabeth Wilson consultant to provide services for general ledger reconciliations at a rate of \$500 per day plus expenses for a total of \$5,000. The cost to be paid from General Fund Accounting Budget. Requested by Song Chin-Bendib.
2. Signet Testing Labs to provide material testing and special inspection for soils compaction, concrete, and rebar, for the New Campus Green Project. The cost will not exceed \$11,000. To be paid from Measure AA Budget. Requested by Lew Jones.
3. AT & T to provide cellular phones services for the 2003/2004 FY. The cost will not exceed \$1000. To be paid from General Fund Student Services Budget. Requested by Gerald Herrick.
4. Kinko's to provide copy services as need for the 2003/2004 FY. The cost will not exceed \$500. To be paid from General Fund Student Services Budget. Requested by Gerald Herrick.
5. Dataworks to provide Data Preparation for CELDT for the 2003/2004 testing. The cost will not exceed \$1,200. To be paid from General Fund Testing & Scoring Budget. Requested by Neil Smith.
6. CTB/Mc Graw Hill to provide testing material for CELDT 2003/2004 including software "CELDTSCORE". The cost will not exceed \$1000. To be paid from General Fund Testing and Scoring Budget. Requested by Neil Smith.

7. Ratification of contract to Copy World to provide copy services for the 2002/2003. The cost will not exceed \$1,700. To be paid from BSEP Independent Study Budget. Requested by Alex Palau.
8. Schoolhouse Software, Inc., to provide maintenance agreement for Cafetrac Back Office and Direct Certification for the 2003/2004 FY. The cost will not exceed \$6,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
9. Tomas Bye to provide consultant services to furnish external evaluation of the District's Title VII system wide improvement grant for the period July 1, 2003 through September 30, 2003. Duties to include preparation of the annual performance report. Grant coverage from October 1, 2002 through September 30, 2003. The cost will not exceed \$10,000. To be paid from Title VII Budget. Requested by Carla Basom.
10. Harry B. Haimonitch parent reimbursement for special education student for 43 maximum days @110 mi per day x .355 per mile for a total cost of \$1,537.25 for the period July 1, 2003 through August 31, 2003. To be paid from General Fund Special Education Budget. Request by Ken Jacopetti.
11. Increase in contract to J & J Health Management for CPR & First Aid classes May 10 and June 10, 2003. The cost to be paid will be \$1,600. To be paid from Child Development Budget. Request by John Santoro.
12. Ratification of contract to Michelle S. Connelly, to provide Individualized Educational Program required speech therapy services @\$90/hr. for a total amount \$270 for the period May 29 to June 30, 2003. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
13. Michelle S. Connelly, to provide Individualized Educational Program required speech services for the 2003/2004 school year @ \$90/hr. The cost will not exceed \$9,000. To be paid from General Fund Special Budget. Requested by Ken Jacopetti.
14. Addus Health Care to provide nursing services for the 2003/2004 SY at a rate of \$29 per hour. The cost will not exceed \$40,600. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
15. Augmentative Communication to provide IEP required augmentative communication services for the 2003/2004 SY. The

- cost will not exceed \$10,500. To be paid from General Fund Special Education Budget. Request by Ken Jacopetti.
16. Behavioral Counseling and Research Center to provide behavioral services for three students for the 2003/2004 @\$33/hr. The cost will not exceed \$140,972. To be paid from General Fund Special Education Budget. Request by Ken Jacopetti.
 17. Behavioral Intervention Associates to provide behavioral intervention services for the 2003/2004 SY @ \$27-\$127/hr. The cost will not exceed \$10,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 18. BETA to provide behavioral intervention services for the 2003/2004 SY at a rate of \$32-\$100/hour. The cost will not exceed \$55,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 19. Bay Area Communication Access to provide hourly sign language interpreting for staff and servicing deaf students at a rate of \$65-\$75/hr. for the 2003/2004 SY. The cost will not exceed \$10,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 20. United Cerebral Palsy to provide developmental service for 5 students for 2003/2004 SY. The cost will not exceed \$140,000. To be paid from General Fund Special Education Services. Requested by Ken Jacopetti.
 21. Deborah Burns-McClosky, to provide Individualized Educational Program required speech services for 13 special education students for the 2003/2004 SY. The cost will not exceed \$45,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 22. Center for Accessible Technology to provide assement for 2 special education students at a rate of \$1,500 per student for the 2003/2004 SY. The cost will not exceed \$3,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 23. East Bay Therapy to provide continuing Individualized Educational Program required contracted speech for approximately 312 students @\$80 per hour for the 2003/2004 SY. The cost will not exceed \$500,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.

24. Roger Hallsten, to provide Individualized Educational Program required continuing speech for approximately 13 students at a rate of \$69 per hour for the 2003/2004 SY. The cost will not exceed \$80,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
25. Holly Kaiser, to provide continuing Individual Educational Program required services for physical therapy and deaf story telling @ \$48-90 per hour for the 2003/2004 SY. The cost will not exceed \$30,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
26. Maxim Healthcare to provide Individualized Educational Program required healthcare services for special education student at a rate of \$58/hour for the 2003/2004 SY. The cost will not exceed \$90,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
27. Dori Maxon, to provide continuing Individualized Educational Program required physical and aquatic therapy @ a rate of \$60-\$82/hour for the 2003/2004 SY. The cost will not exceed \$48,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
28. Speech/Language Therapy to provide continuing Individualized Educational Program required contracted speech for special education students @ \$78/hour for the 2003/2004 SY. The cost will not exceed \$40,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
29. Speech Pathology Group to provide Individualized Educational Program required speech services for special education student attending Orion Academy for the 2003/2004 SY. The cost will not exceed \$10,000. Requested by Ken Jacopetti.
30. Word Work to provide Individualized Educational Program required speech therapy for special education student at @\$90/hour for the 2003/2004 SY. The cost will not exceed \$8,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
31. Jeff Zieba and Bronwen Morgan, parent reimbursement for tutoring of son per settlement agreement on April 4, 2003 for the period July 1, 2003 through August 15, 2003. The cost will not

- exceed \$2,080. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
32. Welcome Transport Group to provide transport services for special education students from Berkeley to San Anselmo at a rate of \$50/day, 220 days for the 2003/2004 SY. The cost will not exceed \$11,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 33. Michael Remler, final settlement agreement for special education student @ \$4,000/month for 11 months. The cost will not exceed \$44,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 34. PAWAR, to provide continuing transportation for approximately 15 students per Individualized Educational Program for the 2003/2004 SY. The cost will not exceed \$160,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 35. Harry B. Haimonwitch parent reimbursement for special education student per settlement agreement of April 22, 2003. For the months July and August, 2003, 43 maximum days @ 110 mile per day x .355 per mile. The cost will not exceed \$1,537.25. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 36. Cristin Donovan, parent reimbursement for their son's transportation from Berkeley to Castro Valley for 2003/2004 SY. The cost will not exceed \$2,203.20. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 37. Atkinson, Loyo, Rudd & Romo, to provide legal services per IEP special education related services for the 2003/2004 SY. The cost will not exceed \$140,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 38. Everett Herbert, to provide substance abuse counseling at a rate of \$20/hour/week for approximately \$1,000/month for the 2003/2004 SY. The cost will not exceed \$10,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 39. Hands On to provide continuing sign language interpreting for approximately 30 deaf students @ \$55-\$65/hour for the 2003/2004 SY. The cost will not exceed \$22,000. To be paid from

General Fund Special Education Budget. Requested by Ken Jacopetti.

40. Kids Express to provide IEP required continuation of transportation for special education student for the 2003/2004 SY. The cost will not exceed \$4,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
41. Kathryn Mc Carthy to provide IEP required social skills for special education student at a rate of \$60/hour for the 2003/2004 SY. The cost will not exceed \$3,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
42. Quality Behavioral Outcomes to provide IEP required behavior management services for special education student, @\$100/hour, approximately \$500/month for the 2003/2004 SY. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
43. Hearing Conservation to provide continuing State required hearing testing for the 2003/2004 SY. The cost will not exceed \$10,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
44. Robert Friedman, parent reimbursement for transportation cost of approximately \$600/month for 2003/2004 SY. The cost will not exceed \$6,500. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
45. Larry D. Banks, to provide continuing vision screening required by State of California for the 2003/2004 SY. The cost will not exceed \$14,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
46. Fast Response to provide CPR First Aide training as required for Special Education Personnel to keep current certifications. The cost will not exceed \$2,500. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
47. Durham to provide continuing transportation services for 3 special education students at a rate of \$19.13/day under NR SELPA contract for the 2003/2004 SY. The cost will not exceed \$10,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.

48. Bernadette Evans-Smith to provide IEP required continuing therapy services at a rate of \$70-\$160/hour per mediated agreement for the 2003/2004 SY. The cost will not exceed \$11,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
49. Susan Diamond & Associate to provide IEP required continuing speech therapy @ \$95/hour and speech consultations @\$115/hour for the 2003/2004 SY. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
50. Janet Babb to provide IEP required physical therapy @\$120/hour for the 2003/2004 SY. The cost will not exceed \$6,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
51. Community Options to provide continuing transition services for 6 hours/day @\$9.92/hour for the 2003/2004 SY for 10-15 students. The cost will not exceed \$102,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
52. Dell Computers, to provide computer equipment, 21 CDRW's, 52 computers and 9 laptops at a cost of \$123,300 per (WSCA) Western State Contracting Alliance contract number 92-00151 for District Administration. To be paid from Bond Interest Budget. Requested by Eric Smith.
53. CDWG, to provide 3 color printers, 38 network printers and 2 large network printers at a cost of \$13,250 per (WSCA) Western State Contracting Alliance contract# 92-00151 for District Administration. To be paid from Bond Interest Budget. Requested by Eric D. Smith.
54. Hewlett Packard to provide 4 servers and 2 projectors at a cost of \$22,800 per (WSCA) Western State Contracting Alliance contract # 92-00151 for District Administration. To be paid from Bond Interest Budget. Requested by Eric D. Smith.
55. NCS Scanners to provide 4 scanners at a cost of \$2,500 per (WSCA) Western State Contracting Alliance contract #92-00151 for District Administration. To be paid from Bond Interest Budget. Requested by Eric D. Smith.

56. Rick Corl, to provide consulting services to set-up new computer equipment at a cost of \$10,000. To be paid from Bond Interest Budget. Requested by Eric D. Smith.
57. Miller Brown & Dannis to provide legal assistance on CEQA related matters for the 2003/2004 FY. The cost will not exceed \$15,000. To be paid from Measure AA. Requested by Lew Jones.
58. Jones Campbell Company to provide furniture for Berkeley High School per piggyback bid of Antioch USD contract #199900-74, Byron USD contract #2002/01 and Glendale USD contract #P169900. The cost will not exceed \$239,639. To be paid from Bond Interest Budget. Requested by Lew Jones.
59. Pinnacle Environmental to provide consulting services to perform design bid assistance and monitoring of hazardous material removal at Franklin School. The cost will not exceed \$27,405. To be paid from Measure AA Budget. Requested by Lew Jones.
60. SPURR to provide school project for utility rates, gas deduction and transportation charges for the 2003/2004 FY. The cost will not exceed \$190,000. To be paid from General Fund Maintenance Budget. Requested by Rhonda Bacot.
61. City of Berkeley to provide garbage pick up for the 2003/2004 FY. The cost will not exceed \$280,000. To be paid from General Fund Maintenance Budget. Requested by Rhonda Bacot.
62. EBMUD to provide water and sewer charges for the 2003/2004 FY. The cost will not exceed \$175,000. To be paid from General Fund Maintenance Budget. Requested by Rhonda Bacot.
63. AT & T to provide cellular phone services for two special education employees for the 2003/2004 FY. The cost will not exceed \$1,500. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
64. Federal Express to provide pick up services for Special Education Department as required for the 2003/2004 FY. The cost will not exceed \$450. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
65. Increase in contract to Moore Iacafano Goltsman, Inc., to provide design services for the Berkeley High School. Board approval in the amount of \$85,000 on January 15, 2003 in the amount of \$85,000. The additional work required will increase this cost by

\$13,400 for a total amount of \$98,400.00. To be paid from Measure AA Budget. Requested by Lew Jones.

66. SBC Pacific to provide internet services @ \$1625/month and PT-PT DS1 connections @\$1227/month for the 2003/2004 FY. The cost will not exceed \$34,224. To be paid from General Fund Telephone Budget. Requested by Doris Davis.

FISCAL IMPACT

As indicated

POLICY/CODE

Public Contract Code: 20111

Board Policy: DJED

STAFF RECOMMENDATION

Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Associate Superintendent of Business and Operations (CBO)
DATE: July 2, 2003
SUBJECT: Receive and Approve Information on the Issuance of Payroll
Warrants for Employee Services for April and May 2003.

BACKGROUND INFORMATION

On a regular basis the Board receives information on the total amount paid employees during a month. The attached represents a summary of pay warrants from various funds for the month of April and May 2003.

POLICY/CODE

Educational Code 41010 ET Seq.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve payroll payments made in April and May 2003.

BERKELEY UNIFIED SCHOOL DISTRICT
District Payroll -- Accounting Department
BUSD PAYROLL ISSUES FOR APRIL 2003

COMPUTER GENERATED

GENERAL FUND

MEASURE BB FUND

ADULT FUND

CAFETERIA FUND

CHILD DEVELOPMENT FUND

MEASURE A +AA (BOND FUND)

**SCHOOL ENRICHMENT FUNDS -
(SITE ENRICHMENT & EDU. MAT'L)**

TOTAL DISTRICT PAYROLL

Approved by :

AMOUNT

\$ 4,374,960.49

\$ 140,934.22

\$ 337,708.86

\$ 81,588.07

\$ 264,944.72

\$ 11,846.70

\$ 163,953.14

\$ 5,375,936.20

BERKELEY UNIFIED SCHOOL DISTRICT
 DISTRICT PAYROLL - ACCOUNTING DEPTMENT
 BUSD PAYROLL ISSUED BY FUNDS
 April-03

DATE	REGIST. PAGE NO.	TOTAL	GENERAL FUND	MEASURE BB FUND	BSEP SITE ENRICH.	BSEP EDU. MAT'L	ADULT FUND	CAFATERIA FUND	CHILD DEVELOP	SPECIAL REV MEAS.-A
			210	212	215	216	220	230	240	270
4/15/03	MID	\$ 712,650.64	\$ 383,610.23	\$ -	\$ 16,455.84	\$ 16,046.61	\$ 231,976.56	\$ 5,423.95	\$ 59,137.45	\$ -
4/21/03	FIXIT	\$ 66,862.09	\$ 60,988.51	\$ -	\$ 1,825.92	\$ 318.88	\$ 1,659.00	\$ 1,568.18	\$ 501.60	\$ -
4/30/03	EOM	\$ 4,596,423.47	\$ 3,930,361.75	\$ 140,934.22	\$ 114,569.53	\$ 14,736.36	\$ 104,073.30	\$ 74,595.94	\$ 205,305.67	\$ 11,846.70
April-03		\$ 5,375,936.20	\$ 4,374,960.49	\$ 140,934.22	\$ 132,851.29	\$ 31,101.85	\$ 337,708.86	\$ 81,588.07	\$ 264,944.72	\$ 11,846.70

BERKELEY UNIFIED SCHOOL DISTRICT
District Payroll -- Accounting Department
BUSD PAYROLL ISSUES FOR MAY 2003

COMPUTER GENERATED

GENERAL FUND

MEASURE BB FUND

ADULT FUND

CAFETERIA FUND

CHILD DEVELOPMENT FUND

MEASURE A +AA (BOND FUND)

**SCHOOL ENRICHMENT FUNDS -
(SITE ENRICHMENT & EDU. MAT'L)**

TOTAL DISTRICT PAYROLL

Approved by :

AMOUNT

\$ 4,368,967.05

\$ 143,944.34

\$ 329,097.81

\$ 91,703.59

\$ 274,621.56

\$ 11,846.70

\$ 167,602.09

\$ 5,387,783.14

BERKELEY UNIFIED SCHOOL DISTRICT
 DISTRICT PAYROLL - ACCOUNTING DEPARTMENT
 BUSD PAYROLL ISSUED BY FUNDS
 May-03

			GENERAL FUND	MEASURE BB FUND	BSEP SITE ENRICH.	BSEP EDU. MAT'L	ADULT FUND	CAFATERIA FUND	CHILD DEVELOP	SPECIAL REV MEAS.-A
	REGIST. PAGE NO.	TOTAL	210	212	215	216	220	230	240	270
5/15/03	MID	\$ 666,404.12	\$ 342,094.51	\$ 2,974.14	\$ 27,358.71	\$ 2,334.75	\$ 219,890.76	\$ 5,429.44	\$ 66,321.81	\$ -
5/20/03	FIXIT	\$ 44,183.46	\$ 37,245.33	\$ -	\$ 1,459.62	\$ -	\$ 4,889.48	\$ 359.17	\$ 229.86	\$ -
5/30/03	EOM	\$ 4,677,195.56	\$ 3,989,627.21	\$ 140,970.20	\$ 119,539.86	\$ 16,909.15	\$ 104,317.57	\$ 85,914.98	\$ 208,069.89	\$ 11,846.70
May-03		\$ 5,387,783.14	\$ 4,368,967.05	\$ 143,944.34	\$ 148,358.19	\$ 19,243.90	\$ 329,097.81	\$ 91,703.59	\$ 274,621.56	\$ 11,846.70

BERKELEY UNIFIED SCHOOL DISTRICT

B I D S

DATE: July 2, 2003
TO: Board of Education
FROM: Michele Lawrence, Superintendent
SUBJECT: Amendment of Agreement to Bid Schedule No. 1326 for Custodial Supplies

BACKGROUND

On July 5, 2001 the Board of Education approved Bid Schedule No. 1326 for Custodial Supplies for the 2001/02 Fiscal Year.

POLICY/CODE

Public Contract Code: 20111
Education Code: 17596
Board Policy: DJED

FINANCIAL IMPLICATIONS

The budget for 2003/2004 is \$248,000

STAFF RECOMMENDATION

It is recommended that the agreement between Berkeley Unified School District and **California Janitorial Supply, Universal Building Supply, West-Lite Supply, Tamaras Supply, Champion** and **DNF Industries**, Bid Schedule No. 1326 awarded July 5, 2001 be amended to extend the time of contract to include the period July 1, 2003 through June 30, 2004. Education Code 17596 authorizes the Board of Education to extend these bids up to three years.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: July 2, 2003
SUBJECT: Approval of Pre-Qualified Pool of Architects and Landscape Architects to Assist BUSD in its Construction Program

BACKGROUND INFORMATION

On March 5, 2003, the Board asked staff to create a pre-qualified pool of architects and landscape architects. Proposals were due on April 20th. We received twenty-seven architect proposals and eight landscape architect proposals. The Associate Superintendent of Business, a representative from the recently hired construction management firm and the Director of Facilities, reviewed these proposals. The team selected nine architects and five landscape architects for interview. On June 5th, 10th and 11th, interviews were conducted. The interview committee included the Associate Superintendent of Business, two members of the Construction Committee, one member of the Maintenance Committee, a representative from the construction management firm, the Director of Maintenance and the Director of Facilities. That Committee is recommending four architect teams and three landscape architects for inclusion in the pre-qualified pool.

The firms recommended for inclusion are:

Baker/Vilar Architects	Architects
HKIT Architects	Architects
Beverly Prior Architects	Architects
WLC Architects	Architects
Keller Mitchell & Co.	Landscape Architects
MIG	Landscape Architects
Miller Company	Landscape Architects

If approved by the Board, it is our plan to utilize the pre-qualified designers for our future construction projects. Administration would refer some of the firms to a Site Committee for input prior to a recommendation to the Board for selection. This input is valuable to establish whether there is a good fit between the Committee and the designer. No more than three firms will be referred to a Site Committee for interview.

POLICY/CODE

Government Code 4525 – 4529.5.

FISCAL IMPACT

There are no expenses to approving the pool.

STAFF RECOMMENDATION

Approve the pre-qualified pool of architects and landscape architects for future District construction projects.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith, Associate Superintendent,
Business and Operations (CBO)
DATE: July 2, 2003
SUBJECT: Liability claims submitted to Berkeley Unified School District

BACKGROUND INFORMATION:

The following claims for damages to person or property have been filed against Berkeley Unified School District:

1. Claim filed by a parent for payment of medical expenses, pain and suffering and emotional distress incurred when her child allegedly broke her leg while playing on the Arts Magnet playground.
2. Request made by a former employee that the Board of Education accept two late claims (1995, 2000) for consideration and action.
3. Claim filed by an employee for reimbursement of repair costs to replace the back window of his vehicle allegedly damaged while parked at Berkeley Alternative High School.

POLICY/CODE:

Government Code Section 910

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Deny all claims presented.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Associate Superintendent of Business and Operations (CBO)
DATE: July 2, 2003
SUBJECT: Intra-Budget Year End Transfers

BACKGROUND INFORMATION

In order not to show expenditures in excess of budget appropriations the California Education Code provides for making expenditure transfers between expenditure classifications or from unappropriated fund balances at the end of the fiscal year. We will report to the Board in October the affects of these transfers when we present the Unaudited Actuals after we close the books for this year.

POLICY/CODE

California Education Code 42601

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve Resolution to make year-end transfers with the approval of the Alameda County Office of Education.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Bernadette Cormier, Transportation Manager and Lew Jones, Director of Facilities
DATE: July 2, 2003
SUBJECT: Approval of Transportation Program Parameters and Reallocation of Resources to Demonstrate a Commitment to Building a new Transportation Facility

BACKGROUND INFORMATION

Several years ago, the Board purchased a site at 1325 6th Street in order to build a new transportation facility. This was the final step of a 10-year endeavor to find a suitable site for this function. The location of a possible transportation site is challenging because it not only requires a certain size of property, but it also requires that the property be centrally located east of San Pablo Avenue in order to adhere to zoning, efficiently carry out the operation and to avoid potential conflicts with neighbors.

BUSD has been leasing property to deliver transportation services since the department was created. In the seventies and eighties the price of leasing a facility for the transportation facility was relatively inexpensive. However, real estate values escalated after the District was forced to relocate the transportation function from the Parker Street facility to its current location on Gilman Street. For several years, we have been leasing three different properties at an annual cost in excess of \$450,000. The leases are paid from our General Fund and contribute to the District's financial problems.

The original purchase of the site was predicated on the basis that the cost to purchase the property and construct the facility would be paid for through the issuance of a Certificate of Participation (COP). The debt service on the COP was to be repaid through the relocation of the budget used to lease the temporary transportation facility. The cash needed to buy the property was borrowed from the Bond Fund. The total cost was approximately \$3 million, including transactional costs.

In July 2001, a schematic plan to construct a new facility at 1325 6th Street was presented to and approved by the Board. No clear set of program parameters were presented at that time. Moreover, at the time of schematic approval, no financing plan was proposed. The District proceeded with an environmental review of the proposed development. However, that document was never finalized or recommended for approval to the Board. Essentially, the project stalled because the District had not identified a way to finance the project.

In late 2001, the District realized that it could no longer maintain the purchase cost of the transportation property in a theoretical COP issuance account. The expense was moved from the General Fund into the Bond Fund as part of a year-end closing entry. This shift benefited the General Fund by approximately \$3 million, but reduced the total available from the Bond Fund by an amount of \$3 million.

Because the District has received a negative certification on its interim financial reports, we cannot issue non-voter approved debt, including COPs. As a result, the General Obligation Bond is the only funding vehicle for the purchase and construction of a transportation facility. In March 2003, the Board re-allocated facilities funds to various construction projects. One part of this re-allocation was to increase funds for the transportation project. The identified resources were large enough to cover the projected deficit of \$3 million for the property purchase and also provided enough funds (approximately \$900,000) to continue the planning effort for the transportation facility. They were not large enough, however, to pay for the proposed construction of the facility.

Although some planning has continued on the project, we feel that is appropriate for the Board to consider two steps before commencing with the design of the facility. The first step is to define the program for the Board's approval. The second step is to identify enough funds for the project to allow for a more realistic budget. This document is presented to accomplish both of these goals.

PROGRAM PARAMETERS

The Berkeley Unified School District transportation department has three major components of activities and services. The department provides transportation services for the K12 student population in both regular education and special education programs and also transports children for educational and athletic field trips. The department also provides transportation services for the community through summer programs and field trips throughout the year. The program implements the controlled choice student assignment plan instituted at the time of grade reconfiguration and re drawing of attendance zones and boundaries in 1995. Eligible students at the K-5 level (K-6 at BAM) are assigned school bus stops to and from school. Eligibility is defined as students within a zone, students living outside a one-mile walk boundary for school of attendance or as determined within special education students' IEPs.

The transportation department maintains and services a fleet of 29 school buses as required under state and federal mandates. The department provides a preventive maintenance program and repairs for all BUSD fleet vehicles and large equipment for the following departments: Child Nutrition Services, Facilities, BHS, Plant Operations, Technology and Purchasing.

The administrative function of the department is responsible for the following: the designation of school bus stops; the assignment of stops and routes; student conduct and discipline issues; appeals of the same; the legally mandated training of drivers and other staff; interface with compliance and review officials; the scheduling of preventive maintenance; administration of federally mandated drug and alcohol testing; budget administration; field trip billing and receivables; costing of services, etc.

Assumptions. The transportation facility project outlined herein assumes that the transportation program will operate at its current level of service and a similar number of students. That is, it will transport all eligible K-5 students, 6th graders at Berkeley Arts Magnet, selected out of zone students in special programs, safety stops and after school programs, and special education students as mandated. Also, it will continue a preventive maintenance and vehicle and equipment maintenance and repair function. Further, that it will continue all current administrative functions. And finally, that it will house all transportation staff in a facility that includes safe parking for staff, district vehicles that are being serviced, visitors, delivery drivers and others doing business with BUSD transportation.

Service Delivery. The current level and method of service delivery include 17 Type I school buses, 12 Type II school buses, two service vehicles and 1 transportation vehicle. There are 21 routes including special education and sub routes. There is also an early dismissal for all Kindergarten students, and currently there are minimum days for selected schools. The service delivery is structured within parameters defined industry-wide and utilizes a bell time structure, which provides a double run for each bus at delivery and pick-up time. Further cost analysis and efficiency studies will be possible under an integrated and centrally located facility. These will variations in bell time, walk boundary studies, etc.

Hours of operation. Current hours of operation run from 6:30 am to 6:30 pm on school days and evening and weekend hours for the trip schedules.

Fleet Requirements. Delivering service at its current level requires the maintenance and readiness of a fleet of 17 Type I school buses (including 2 wheel chair equipped buses); 12 Type II school buses (including 4 wheel chair equipped buses); support vehicles including a Class A Tow Truck, a mobile shop repair vehicle, and a transportation van. The school bus fleet includes eight buses to be used as spares in the event of mechanical breakdown, to facilitate maintenance and inspection as required. The spare buses include those with special equipment for the special education program.

Staffing Requirements. The current staffing level for current service delivery includes: Transportation Manager, Driver Trainer, Dispatcher, Account Technician, Clerical Specialist, Vehicle and Equipment Mechanic Supervisor, 4 Vehicle and Equipment Mechanics, a Vehicle and Equipment Mechanic Assistant, 24 School Bus Drivers with variable FTE and 1 part-time custodian.

Current Location. As noted above, the current facility was not intended as a transportation operation. It is a non-integrated facility and is housed in three separate locations. The general area in which these sites are based is located at the center of the routing network in the Northwest zone with access to all zones within Berkeley. The location provides a cost effective service based on zone configurations, eligibilities and proximity to major arteries, parent and student constituents and vendor access, for example parts deliveries, fueling locations, etc.

However, there are tremendous cost liabilities based on the non-integrated nature of the operation. Service delivery is negatively impacted by the separate locations and the inability to communicate effectively. Safety is compromised by the broken down state of the bus yard: the pavement is uneven, the yard is not secure, the gates cannot be monitored effectively, the location is isolated during dark and weekend hours with no security system. Unnecessary labor costs derive from travel time between the three sites; the office/Dispatch, the bus yard, and the shop. The many trips by mechanics to the yard, and the many trips by the drivers to the dispatch area are a great hidden additional cost burden. Appropriate supervision and management of the staff, the operation and the facility is not possible.

POLICY/CODE

Education Code Section 42133

FISCAL IMPACT

Attached to this document is a spreadsheet detailing the changes. One change is to increase the planned revenue by \$4 million by relying on State funds when we renovate C building and the Community Theater in the next year or two. The second change is to eliminate the planned work at the Plant Operations site since these functions will be consolidated with Central Administration at a later date.

State funding is reasonably secure if we move forward quickly with these projects. If these modifications are approved, we can plan on a construction budget of approximately \$4 million. More detailed study will be needed to see if we need to modify the budget up or down, but that figure is a reasonable planning figure.

The implementation of the proposed transportation will eventually result in the savings of \$450,000 per year in lease costs to the unrestricted General Fund.

STAFF RECOMMENDATION

Approve the programming parameters and the reallocation of resources in the Bond Fund. Upon approval, we can re-start design on the facility. Design will be based upon industry standards.