Berkeley Unified School District
Office of the Superintendent
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BOARD OF EDUCATION – MEETING AGENDA*

Wednesday, June 22, 2011

Call to Order — The Presiding Officer will call the Meeting to Order at 5:30 p.m., recess to Closed Session, and begin regular Board Meeting agenda by 7:30 p.m.

Roll Call
Members Present:

Beatriz Leyva-Cutler, President
John T. Selawsky, Vice President/Clerk
Karen Hemphill, Director
Leah Wilson, Director
Josh Daniels, Director

Administration:

Superintendent William Huyett, Secretary
Javetta Cleveland, Deputy Superintendent
Neil Smith, Assistant Superintendent of Educational Services
Delia Ruiz, Assistant Superintendent of Human Resources

The Board will recess into closed session under the authority of the Brown Act (including but not limited to Government Code section 54954.5, 54956.8, 54956.9, 54957, 54957.6, as well as Education Code section 35146). Under Government Code section 54954.3, members of the public may address the board on an item on the closed session agenda, before closed session.

a)Conference with Legal Counsel – Existing Litigation/Anticipated
b)Consideration of Student Expulsions
c) Collective Bargaining
d)Public Employee
Discipline/Dismissal/Release/Evaluation/Appointment/Reassignment
Suspension of Classified Employee
e)Liability Claims
Claim No. IN0187
Claim No. IN0617
Claim No. IN0668
f)Property Acquisition & Disposal
g)Superintendent's Evaluation

* Board agenda posted on District website: www.berkeley.k12.ca.us

** The Student Director does not attend Closed Session

The Berkeley Unified School District intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call the Superintendent's Office 48 hours prior to the meeting at 510-644-6206

REGULAR MEETING AGENDA

CALL TO ORDER

Report Closed Session actions

Approve Regular Meeting Agenda of June 22, 2011

RECOGNITION
Lias Djili, Student Director, 2010-11

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.

Union Representatives' Reports

CONSENT CALENDAR

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.

General Services

1.1-C Resolution No. 11-71 Honoring Father Crespin	Board Members' Recommendation: Approve Resolution No. 11-71	**11**

Human Resources

2.1-C Approval of Personnel Recommendations	Staff Recommendation: Approve Personnel Report No. 06-22-11	**14**

Educational Services

3.1-C Approval of *Holt Algebra Readiness* textbook for adoption	Staff Recommendation: Approve *Holt Algebra Readiness* textbook for adoption	**16**

3.2-C Acceptance of Policy to Performance Grant Award for Berkeley Adult School	<u>Staff Recommendation:</u> Approve and accept the Policy to Performance Grant Award for Berkeley Adult School	**18**
<u>Business Services</u>		
4.1-C Approval of Contracts/Purchase Orders for Services and Contracts	<u>Staff Recommendation:</u> Authorize the Purchasing Manager or Deputy Superintendent to execute contracts and purchase orders	**20**
4.2-C Approval of Listing of Warrants Issued in May 2011	<u>Staff Recommendation:</u> Approve the listing of warrants issued in May 2011	**25**
4.3-C Approval of Payroll Warrants Issued in May 2011	<u>Staff Recommendation:</u> Approve payroll warrants issued in May 2011	**27**
4.4-C Acceptance of Gifts and Donations	<u>Staff Recommendation:</u> Accept the donations/gifts to the District and request staff to extend letters of appreciation	**29**
4.5-C District Insurance Premiums and Broker Fees or FY 2011-12	<u>Staff Recommendation:</u> Approval of payment for Fiscal Year 2011-12 for property, liability, excess workers' compensation and student accident insurance premiums, and broker fees for the Berkeley Unified School District	**30**
4.6-C Approval for Special Education Department Contracts	<u>Staff Recommendation:</u> Approve contract for Greenacres School and the increase of contract with CEID for 2010-2011 School Year	**32**
<u>Facilities</u>		
5.1-C Approval to Award the Contract to Replace the Play Surface at Rosa Parks Elementary School to Community Playgrounds, Inc.	<u>Staff Recommendation:</u> Approve award to Community Playgrounds, Inc. to replace the play surface at Rosa Parks Elementary School	**33**
5.2-C Approval to Sign a Quit Claim Deed for Property Owned by the City of Berkeley	<u>Staff Recommendation:</u> Approve Quit Claim Deed for property owned by the City of Berkeley	**35**

5.3-C Approval to Extend the Agreement of the Lease Between Berkeley Unified and the City of Berkeley for Old City Hall	Staff Recommendation: Approve the extension of the lease between Berkeley Unified and the City of Berkeley for Old City Hall	**42**
5.4-C Approval of Measure BB 2011-12 Annual Plan	Staff Recommendation: Approve Measure BB 2011-12 Annual Plan	**46**
5.5-C Approval of WLC Architects to Design the Jefferson School Addition and Modernization Project	Staff Recommendation: Approve WLC Architects to design the Jefferson School addition and modernization project	**61**
5.6-C Approval of HMC/Beverly Prior Architects to Design the West Campus Charter School Project	Staff Recommendation: Approve of HMC/Beverly Prior Architects for the West Campus Charter School project	**62**

ACTION ITEMS

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

Business Services

4.1-A Independent Auditor's Reports for Measure A of 2006, and Measure BB of 2000 for Year Ended June 30,2010	Staff Recommendation: Review and accept the independent financial and performance audit reports for fiscal year ended June 30, 2010 for Measure A of 2006 and Measure BB of 2000	**63**

Facilities

8:30 p.m. 5.1-A Accept Written Bids and Oral Bids for the sale of Hillside School	Staff Recommendation: Accept written bids and oral bids for the sale of Hillside School	**89**

CONFERENCE ITEM

This item is submitted for advance planning and to assist the Board in establishing future agenda items. The Board may, however, take action.

Business Services:

7:30 p.m. – Open Public Hearing on Item
4.1-CF – 2011-12 Preliminary Budget
Close Public Hearing

4.1-CF 2011-12 Preliminary Budget	Staff Recommendation: Review and discuss the 2011-12 Preliminary Budget and Multi-Year Projects **(separate cover)**	**90**

INFORMATION ITEMS
These items are intended to keep the Board informed on various District business matters, which do not require action, by the Board.

Human Resources

2.1-I Proposal to Eliminate or Reduce Certain Classified Positions	Staff Recommendation: Receive for information a proposal to eliminate or reduce certain classified positions	**91**

Educational Services:

3.1-I New Textbook Recommendations for Economics, Environmental Science, and Academic Language Development at Berkeley High School	Staff Recommendation: Accept the new textbook recommendations for economics, environmental science and academic language development at Berkeley High School for adoption consideration	**93**
3.2-I Progress Report on Steps to Eliminate Weapons at Berkeley High School	Staff Recommendation: Accept progress report on steps to eliminate weapons at Berkeley High School	**97**
3.3-I Report on Completion Rate of Special Education Individual Education Plans	Staff Recommendation: Accept report on Completion Rate of Special Education Individual Education Plans for information	**102**

Business Services

4.1-I Results of Measure I Bond Issuance	Staff Recommendation: Receive information	**104**

Facilities

5.1-I Facilities Plan Update	Staff Recommendation: Receive and accept Facilities Plan update	**106**

ADDITIONAL ACTION ITEM
Approve Minutes of June 8, 2011

SUPERINTENDENT AND BOARD MEMBER COMMENTS

EXTENDED PUBLIC TESTIMONY

ADJOURNMENT

Board of Education Meetings are broadcast live on KPFB/FM 89.3
Berkeley Government Access Channel 33

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**) and give it to the Board Secretary. Speakers will be selected by lottery. Your card must be submitted before the Presiding Officer calls for **PUBLIC TESTIMONY.** You will be called to speak by the Presiding Officer. A Speaker has three minutes in which to make his/her remarks.

Any subject related to the District or its educational programs is welcome at the Board of Education Meetings. **However, we respectfully ask that matters pertaining to individual employees of the Berkeley Unified School District be discussed in private. 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.

BOARD OF EDUCATION MEETING DATES FOR 2011

June 29 July 6* August 24 September 14* September 21	October 12 October 26 November 9 November 16* December 14

Berkeley Unified School District Mission:

The Mission of the Berkeley Unified School District is to enable and inspire our diverse student body to achieve academic excellence and make positive contributions to our world.

Berkeley Unified School District Vision:

Our Students are curious and creative learners who succeed through personal initiative and sustained effort to reach high academic goals. They are critical thinkers who seek knowledge and possess technological competence and collaborative skills. Our students embrace diversity, act responsibly, and contribute to our community.

Our Educators believe that all students can meet or exceed rigorous academic standards. Teachers, staff, and administrators together form a rich professional learning community where all are supported to hone our professional craft and improve our effectiveness. Through the examination of our instructional practices and data, we adjust our teaching and operational systems in order to continuously improve. We are responsible in the stewardship of our fiscal resources and fair and equitable in their distribution.

Our Families and Community are integral to the success of our students and schools. Families are active, engaged partners in their child's education who give valued input and participate in making important decisions about our academic and enrichment programs. Our diverse community is passionate about equitable educational outcomes for all students. Our civic and community organizations partner with us to promote family engagement and the well-being and success of our students.

Our Schools are vital centers of community life enriched by the diversity of our city and welcoming to all families. Each classroom offers engaging and culturally relevant curriculum that builds on students' interests and abilities. Student needs, as identified by regular assessment, inform our teaching and guide appropriate and effective intervention services. We offer an enriched learning environment and a comprehensive system of supports to address the needs of the whole child.

Values and Beliefs of Berkeley Unified School District:

- Students are our priority.
- We take pride in our diversity.
- We hold high expectations for ourselves and our students.
- We treat each other with respect and act with integrity.

District Goals 2010 – 2013

I. Curriculum & Instruction: Increase the academic achievement of all students through effective instruction, a challenging and engaging curriculum, and aligned assessments.

A. Pre-K: Prepare pre-school children for success in elementary school by providing age-appropriate curriculum and instruction that nurture and develop children's academic, social, emotional and physical well-being.

B. ELA and Math Instruction: Prepare all students for continued success in English Language Arts and Mathematics by providing high quality instruction geared to student needs including appropriate modifications and accommodations.

C. English Language Development: Provide direct instruction in English Language Development to ensure that every English Learner gains at least one English language proficiency level each year.

D. Evaluation and Assessment: Use data from multiple measures to monitor student progress, guide instruction and evaluate the effectiveness of our programs, and share this information with the staff, the Board and the community.

II. Strategies to Promote Student Success: Implement strategies to engage students in their learning and interventions to eliminate barriers to student success.

A. Student Engagement: Address the needs of the whole child by engaging students in the visual and performing arts, physical education and athletics, career and technical education, and gardening and cooking programs.

B. ULSS / RTI^2: Implement a continuum of academic, behavioral, and/or other intervention strategies through the Universal Learning Support System (ULSS), as ULSS is the district's model of Response to Intervention and Instruction (RtI^2).

C. Positive Behavior Support: Develop and utilize a positive behavior system as well as prevention and intervention programs for specific behaviors that impede student success, such as alcohol and drug use and abuse, truancy, expressions of extreme anger, and repeated suspendable offenses.

D. Disproportionality: Reduce the disproportionate racial representation of students suspended or expelled and students identified for Special Education services.

E. Educational Options for Secondary School Students: Develop engaging and innovative educational options for secondary students, including career technical education.

F. Extended Learning Opportunities: Provide students with academic enrichment and supervised activities that complement the classroom curriculum beyond the traditional school day.

G. Transitions: Improve transitions for students as they move from pre-school to kindergarten, from elementary to middle school, from middle to high school, and from high school to post-secondary as well as the transitions from Special Education and English Learner status to the mainstream.

III. Family/Community Engagement: Establish partnerships with our families and community to increase academic success for all students.

A. Family Engagement Framework: Develop greater family involvement in the schools and the community by adopting a framework that offers multiple ways for parents to partner with educators to ensure their children's success in school.

B. Family Leadership & Advocacy Training: Strengthen parents' capacity to be effective leaders in their schools and the community and advocates for their children by providing parent trainings and forums in formats that honor the cultures and languages of our community.

C. Family Advisory Council: Support the City and the Berkeley Alliance in establishing a representative Family Advisory Council to ensure parent input in the development and evaluation of the 2020 Vision projects.

D. Communication: Engage and inform our staff, families, and key partners by developing and implementing a comprehensive communications plan.

IV. Cultural & Linguistic Relevance: Ensure that all systems are culturally and linguistically responsive to the needs of our students and their families.

A. Culture and Climate of District and Schools: Ensure that all schools and departments welcome and support all our students and their families by prioritizing a focus on equity at each site, ensuring customer friendly service, and providing language access, all supported by district policy.

B. Recruit and Retain Teachers and Administrators of Color: Develop and invest in prospective and current teachers and administrators of color by identifying career pathways and establishing networking, mentoring and other support systems.

C. Professional Development: Create a culturally and linguistically responsive climate throughout the district through focused professional development.

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

A. Efficient Use of Resources: Improve and streamline District wide systems, services and operations through the use of enhanced tools and technology that will provide additional time and resources to meet current and future student needs.

B.Parcel Tax and Bond Revenues: Provide the best possible education for all students by effectively utilizing local parcel tax and bond revenues.
C.Partnerships: Maximize public and private resources to support greater student success by strengthening partnerships with the City, the Berkeley Alliance, the Berkeley Public Education Foundation, U.C. Berkeley, and other stakeholders.

BERKELEY UNIFIED SCHOOL DISTRICT

TO:	Board of Education
FROM:	Beatriz Leyva-Cutler, Board President, and Karen Hemphill, School Board Member
DATE:	June 22, 2011
SUBJECT:	Resolution No. 11-71 Honoring Father George Crespin

BACKGROUND INFORMATION
Father George Crespin, former Pastor and current priest of St. Joseph the Worker, has devoted over 30 years as a Latino community leader advocating for a quality education for Latino and African America children in Berkeley Public Schools.

DISTRICT GOAL
Family/ Community Engagement: Establish partnership with our families and community to increase academic success for all students

POLICY/CODE
None

FISCAL IMPACT
None

STAFF RECOMMENDATION
Approve Resolution No. 11-71 honoring Father George Crespin

Berkeley Unified School District
Board of Education

Resolution No. 11-71 Honoring Father George Crespin

WHEREAS, Fr. George Crespin, former Pastor and current priest of St. Joseph the Worker has devoted over 30 years as a Latino community leader advocating for a quality education for Latino and African America children in Berkeley Public Schools; and

WHEREAS, Fr. George Crespin was one of the original founders of Latinos Unidos, in 1997 that was formed to build a city-wide unity of educators and concerned citizens who advocated, to improve the quality of life of Latinos in Berkeley and continues to have an extensive membership of active leaders in the community; and

WHEREAS, Fr. George Crespin was one of the co-founders of BOCA, Berkeley Organizing Congregations for Actions and has been an active participant in organizing and bridging the faith community around social justice, education, immigration, health and environment; and

WHEREAS, Fr. George Crespin was one of the co-founders of United in Action, a coalition of African Americans, Latinos and Progressive Whites and concerned citizens who met, organized and studied and who brought the issue of the achievement gap to the forefront in the City of Berkeley and to the Berkeley Unified School District; and

WHEREAS, Fr. George Crespin in his 30 years always opened the doors of his congregation for groups to meet, hold educational forums, events and community gatherings at St. Joseph the Worker, and it is at St. Joseph's the Worker that the 2020 Vision was born, that is now a city-wide plan created by visionaries who saw equity in education as a priority, particularly for the students who are African American and Latino, and now in the City of Berkeley the 2020 Vision is the blueprint for how the school district and the city work as partners to address the achievement gap; and

WHEREAS, Fr. George Crespin, has contributed countless hours to advocating and counseling families to find solutions to family issues of divorce, separation, gangs involvement, domestic violence and counseling of youth and to celebrating life and youth having access to quality education; and

LET IT HEREBY BE RESOLVED that Fr. George Crespin is honored, valued and respected for his ongoing contributions over the years to the children and families of Berkeley Unified School District.

APPROVED this 22nd day of June, 2011 by Berkeley Unified School District's Board of Education

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Beatriz Leyva-Cutler, President
Board of Education

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: June 22, 2011
DISTRICT GOAL: V A: Efficient Use of Resources
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 6.22.11
The following is submitted for review and acceptance.

CERTIFICATED EMPLOYEES

Name	Classification (Temporary, Probationary or Permanent)	Position	FTE	Location	Date (From)	Date (To)
SEPARATIONS						
Pondurenga Das	Temporary	Teacher	N/A	Adult School	6/8/11	
Brenda Espinoza	Probationary	Intervention Counselor	1.00	Berkeley High	6/21/11	
Elizabeth Hooper	Permanent	Teacher	1.00	Arts Magnet	6/17/11	
Laura Jewett	Permanent	Teacher	.80	Berkeley High	8/31/11	
Meredith Raymond	Permanent	Program Supervisor	1.00	Special Ed.	6/30/11	
Robert Whitlow	Permanent	Teacher	1.00	King	6/17/11	
RETIREMENT						
Charna Ball	Permanent	Teacher	1.00	Special Ed.	6/17/11	
Doreen Sing	Permanent	Vice Principal	1.00	King	6/24/11	

CLASSIFIED EMPLOYEES

Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
LEAVES						
Heather Collins	Permanent	Instructional Tech.	.23	Arts Magnet	5/26/11	6/17/11
Faye Hines	Permanent	Transportation Dispatcher	1.0	Transportation	6/2/11	6/22/11
LaRon Ingram II	Permanent	Custodian II	1.0	Malcolm X	5/6/11	6/20/11
Carol Niehus	Permanent	School Secretary I	1.0	John Muir	5/25/11	9/1/11
Sandra Rudel	Permanent	Educational Occupational Therapist	.40	Special Ed.	8/1/11	6/15/12

CLASSIFIED EMPLOYEES (continued)						
Name	**Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)**	**Position**	**FTE**	**Location**	**Date (From)**	**Date (To)**
LEAVES (continued)						
Sam Scott, Jr.	Permanent	Maintenance Tech.	1.0	Maintenance	7/1/11	7/29/11
Crystal Williams	Permanent	Clerical Specialist	1.0	LEARNS	6/1/11	7/1/11
SEPARATIONS						
Michelle Khazai	Permanent	Coordinator of Volunteers	.80	Student Welfare	5/25/11	
Eda Levenson	Permanent	Health Educator	1.0	B-Tech	6/17/11	
RETIREMENT						
Christine Eastman-Williams	Permanent	Sr. Records Clerk	1.0	Berkeley High	7/31/11	
Earl Jenkins	Permanent	Custodian II	1.0	Le Conte	7/6/11	
Jean Riley	Permanent	Instructional Assistant (ECE)	.80	King CDC	6/1/11	
NEW HIRES OR REHIRES						
Jill Coffey	Provisional	Coordinator of Volunteers	.70	Student Welfare	6/1/11	6/30/11
Robert Colli	Limited Term	Grounds Gardener	1.0	Maintenance	5/9/11	11/4/11
Raul Garcia	Limited Term	School Safety Officer	1.0	Berkeley High	3/23/11	6/17/11
Catherine Spillman	Probationary	Accounting Technician	1.0	Special Ed.	6/20/11	12/19/11

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: June 22, 2011
SUBJECT: Approve *Holt Algebra Readiness* for Adoption

BACKGROUND INFORMATION:
Staff is recommending the adoption of *Algebra Readiness*, a component of the existing Holt middle school math program, which was adopted by the Board in June 2008.

During that year, the BUSD 6-8 Math Adoption Committee convened from January through April to review the textbooks on the State Board of Education approved list and select the books for recommendation to the Board. The committee included representatives from each middle school, math coaches, and a middle school vice principal. The committee also had members representing the specific interests of English learners, Special Education students, accelerated learners, and students in the Two-Way Immersion programs.

The committee followed the process outlined in the *Mathematics Adoption Toolkit*, developed by the California County Superintendents Educational Services Association. The process began with a two-day review and analysis of data pertinent to BUSD student performance in mathematics. From this analysis, the committee developed a set of guidelines for reviewing materials called the *District Lens*. The committee identified two to three key math standards at each grade level and used the *District Lens* to understand how each math program treated those standards relative to BUSD needs and priorities. Through this process, the committee narrowed down the list of math programs. A preliminary summary was prepared and shared with math teachers and the three principals. Staff was invited to review the materials on the finalist list and give committee representatives feedback.

The Middle School Committee reached consensus to recommend that BUSD adopt Holt California Mathematics *Course One*, *Course Two*, and *Algebra I* programs. Key reasons cited for selecting the Holt program included:

- Numerous problems and activities and lessons on addressing key standards from which to choose
- Differentiation materials
- Strong on-line/technology component
- Varied assessments

- Spanish version available
- Multiple Choice, Error Analysis, Geometry, Challenge, Critical Thinking, Reasoning, and Logic Sections throughout text
- Leveled Worksheets

All three middle schools have been using these textbooks, and teachers have developed pacing guides and utilized aligned assessments to support the implementation of the program.

Recently, middle school math teachers and administrators have identified the need to provide a more appropriate curriculum for the students entering eighth grade who need an additional year of preparation before enrolling in Algebra. *Algebra Readiness* is a California state approved text that will support this option for eighth graders. Teachers who will be teaching this course have reviewed the text and its content to ensure it will meet the needs of students who have completed *Course Two* in seventh grade but are not ready for Algebra. The curriculum is designed to prepare these students to succeed in Algebra in ninth grade.

The recommended book and related materials have been on display in the Superintendent's Conference Room for the past two weeks. *Algebra Readiness* is being presented at this meeting for adoption.

DISTRICT GOAL
I. Curriculum and Instruction

POLICY/CODE
Board Policy 6161.1
Education Code Section 60002, 60040-60048, 60200

FISCAL IMPACT
Approximately $15,000 from State Instructional Materials funds

STAFF RECOMMENDATION
Approve *Holt Algebra Readiness* for adoption.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
Burr Guthrie, Principal, Berkeley Adult School
DATE: June 22, 2011
SUBJECT: Acceptance of Policy to Performance Grant Award for Berkeley Adult School

BACKGROUND INFORMATION

Berkeley Adult School was recently awarded a Policy to Performance Pilot Project grant to support the transition of adult learners in the Adult Secondary Program to post secondary institutions during the 2011-2012 school year. California is one of eight states nationwide participating in the initiative and issued a request for applications in February 2011. The initiative supports the broad goals of The American Recovery and Reinvestment Act of 2009 and also aligns with the President's American Graduation Initiative.

The total grant award of $75,000 will be used in the Adult Secondary Education Program (ASE) to fund a transition coordinator, counseling staff, and other support staff to do the following:

- Increase the transfer rates of eligible students from adult education programs to postsecondary education programs; and
- Foster an institutional climate that supports the success of adult education students in transitioning to postsecondary education programs.

Berkeley Adult School is one of several adult schools statewide that submitted a competitive proposal that was successfully funded by the California Department of Education. The pilot project is slated to start in the fall, and the keystone is the integration of comprehensive student support services in transitioning students from the Adult Secondary program to institutions such as Berkeley City College and Laney College. Opportunities for students to visit these colleges and have access to college resources such as financial aid counselors will be provided.

DISTRICT GOAL

II. G. Transitions: Improve transitions for students as they move from pre-school to kindergarten, from elementary to middle school, from middle to high school, and from high school to post-secondary as well as the transitions from Special Education and English Learner status to the mainstream.

POLICY /CODE
American Recovery and Reinvestment Act of 2009

FISCAL IMPACT
$75,000 in federal grant funding to provide transition services to post-secondary education

STAFF RECOMMENDATION
Approve and accept the Policy to Performance Grant Award for Berkeley Adult School.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: June 22, 2011
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. Expenditures are within budget.

1. Data Wise to provide annual support of test and scoring software for Berkeley Evaluation and Assessment Department for the 2012SY. The cost will not exceed $42,944. To be paid from BSEP Fund 4. Requested by Debbi Garcia D'Angelo.

2. John Wong to provide construction inspection services as inspector on record for the MLK Science Building Boiler Room Replacement Project. The cost will not exceed $15,000. To be paid from the Bond Fund. Requested by Lew Jones.

3. Cupertino Electric to replace the underground fire alarm wiring at King Middle School. The cost will not exceed $26,483. To be paid from Measure BB. Requested by Steve Collins.

4. Echo Landscape to repair and resurface the north tennis court parking lot at BHS. The cost will not exceed $18,862. To be paid from Measure BB. Requested by Steve Collins.

5. Roeber's to provide repair of sewer lines as needed for the 2012SY by the Maintenance Department. The cost will not exceed $14,000. To be paid from Measure BB. Requested by Steve Collins.

6. Syserco to upgrade the existing obsolete heat controls system at B-Tech. The cost will not exceed $27,732. To be paid from Measure BB. Requested by Steve Collins.

7. Ken's Pro Sound to upgrade and improve the sound systems at BAM, Willard and John Muir schools. The cost will not exceed $22,158. To be paid from Measure BB. Requested by Steve Collins.

8. Cupertino Electric to provide electrical panel inspection services as needed for the 2012SY by the Maintenance Department. The cost will not exceed $15,000. To be paid from Measure BB. Requested by Steve Collins.

9. Johnson Controls to provide HVAC balancing services as needed for the 2012SY by the Maintenance Department. The cost will not exceed $25,000. To be paid from Measure BB. Requested by Steve Collins.

10. Musson Theatrical, Inc. to provide and install new stage draperies at Jefferson School. The cost will not exceed $12,393. To be paid from Measure BB. Requested by Steve Collins.

11. American Eagle Enterprises to provide service for bleachers at BHS, Willard and Longfellow schools as needed for the 2012SY. The cost will not exceed $11,000. To be paid from Measure BB. Requested by Steve Collins.

12. American Services to provide roof repairs as needed for the 2012SY by the Maintenance Department. The cost will not exceed $24,000. To be paid from Measure BB. Requested by Steve Collins.

13. Anderson Carpet to provide and install floor coverings as needed for the 2012SY by the Maintenance Department. The cost will not exceed $22,000. To be paid from Measure BB. Requested by Steve Collins.

14. Apple Elevator to provide service and maintenance of District elevators as needed for the 2012SY by the Maintenance Department. The cost will not exceed $25,000. To be paid from Measure BB. Requested by Steve Collins.

15. Bay Area Tree Care to provide tree services as needed for the 2012SY by the Maintenance Department. The cost will not exceed $28,000. To be paid from Measure BB. Requested by Steve Collins.

16. Bay Cities Pyrotector to provide fire alarm system inspection services as needed for the 2012SY by the Maintenance Department. The cost will not exceed $28,000. To be paid from Measure BB. Requested by Steve Collins.

17. Berkeley Glass Center to replace caulking and waterproof windows at Berkeley Adult School. The cost will not exceed $22,700. To be paid from Measure BB. Requested by Steve Collins.

18. Commercial Fire Protection to provide annual service for District fire sprinklers and extinguishers as needed for the 2012SY by the Maintenance Department. The cost will not exceed $20,000. To be paid from Measure BB. Requested by Steve Collins.

19. DeWalt Services to provide preventative maintenance and repair of basketball hoops and scoreboards for the District as needed for the 2012SY. The cost will not exceed $14,000. To be paid from Measure BB. Requested by Steve Collins.

20. J&R Fence to provide fence repair as needed for the 2012SY by the Maintenance Department. The cost will not exceed $18,000. To be paid from Measure BB. Requested by Steve Collins.

21. Roto Rooter Sewer Service to provide emergency drain clearing services as needed for the 2012SY by the Maintenance Department. The cost will not exceed $10,000. To be paid from Measure BB. Requested by Steve Collins.

22. Syserco to provide service and maintenance of boilers and energy management systms as needed for the 2012SY by the Maintenance Department. The cost will not exceed $12,000. To be paid from Measure BB. Requested by Steve Collins.

23. Simplex Grinnell to provide fire alarm system repairs as needed for the 2012SY by the Maintenance Department. The cost will not exceed $14,000. To be paid from Measure BB. Requested by Steve Collins.

24. Younger Wunar to provide small scale maintenance services as needed for the 2012SY by the Maintenance Department. The cost will not exceed $24,000. To be paid from Measure BB. Requested by Steve Collins.

25. Harris School Solutions to provide annual renewal of support services for point of service tracking software for Nutrition Services Department for the 2012SY. The cost will not exceed $17,049. To be paid from Cafeteria Fund. Requested by Marni Posey.

26. Baktek to provide service and repair of equipment as need for the 2012SY by the Nutrition Services Department. The cost will not exceed $30,000. To be paid from Cafeteria Fund. Requested by Marni Posey.

27. Aramark to provide uniform rental and laundry service as needed for the 2012SY by the Plant Operations Department. The cost will not exceed $10,000. To be paid from General Fund. Requested by Greg Williams.

28. Cleansource to provide equipment repair services as needed at BHS for the 2012SY. The cost will not exceed $4,000. To be paid from General Fund. Requested by Greg Williams.

29. Cleansource to provide equipment repair services as needed for all District sites for the 2012SY by the Plant Operations Department. The cost will not exceed $10,000. To be paid from General Fund. Requested by Greg Williams.

30. Ecolab to provide pest control management services as needed at all District sites for the 2012SY by the Plant Operations Department. The cost will not exceed $52,000. To be paid from General Fund. Requested by Greg Williams.

31. ServPro to provide fire and water cleanup and restoration services as needed for the 2012SY by the Plant Operations Department. The cost will not exceed $10,000. To be paid from General Fund. Requested by Greg Williams.

32. Merit Floor Care to refinish the wood floors at Longfellow Gym. The cost will not exceed $18,700. To be paid from General Fund. Requested by Greg Williams.

33. Seven-Eleven Body Shop to provide body work and painting for District vehicles for the 2012SY as needed by the Transportation Department. The cost will not exceed $45,000. To be paid from General Fund. Requested by Bernadette Cormier.

34. Don's Tire Service to provide tire repair and service for the 2012SY as needed by the Transportation Department. The cost will not exceed $17,000. To be paid from General Fund. Requested by Bernadette Cormier.

35. AZ Bus Sales to provide school bus systems service, repair and training for the 2012SY as needed by the Transportation Department. The cost will not exceed $35,000. To be paid from General Fund. Requested by Bernadette Cormier.

36. Peterson Power Systems to provide school bus service and repair for the 2012SY as needed by the Transportation Department. The cost will not exceed $45,000. To be paid from General Fund. Requested by Bernadette Cormier.

DISTRICT GOAL
V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE
Public Contract Code: 20111
Board Policy 3310

STAFF RECOMMENDATION
Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: June 22, 2011
SUBJECT: Approve Listing of Warrants issued in May 2011

BACKGROUND INFORMATION
Each month the District writes several checks to vendors for services provided and goods received. The checks are written against both the Restricted and Unrestricted General Fund. The summaries of warrants for the month of May 2011 are attached for the Board's review.

GOAL
V. Resources: Generate and equitable allocate resources for programs and services that enable every student to succeed.

POLICY/CODE
Educational Code Section 41010 et seq.

FISCAL IMPACT
$16,972,396.34 for the month of May 2011 from various funds.

STAFF RECOMMENDATION
Approve the monthly bill warrant lists for the month of May 2011.

Berkeley Unified School District

Vouchers Paid 05/01 through 05/31/2011

DATE	VOUCHER TYPE*	GENERAL FUND 01	MEAS BB FUND 02	GF TRANS 03	BSEP FUND 04	BSEP FUND 05	BSEP FUND 06	BSEP FUND 07	ADULT FUND 11	CHILD DEV. FUND 12	CAFETERIA FUND 13	DEF MAINT FUND 14	MEAS.A FUND 21	SELF INS. FUND 67	PAYROLL / BENEFITS CLEARING 76	TOTAL
3-May-11	W/R	532,240.18	2,212.56		64,130.50	41.00			5,517.71	8,212.30	26,645.11		647,232.36	375.14	329,898.90	1,616,505.76
6-May-11	W/R	236,941.33			55,417.83	75.71			1,918.02	3,371.98	42,603.11		17,897.22	13,304.16	755,139.07	1,126,668.43
10-May-11	W/R	173,165.13	46,307.00		15,098.65		39,141.06		4,640.56	2,008.87	29,964.17		182,842.73	64,829.00	1,904.76	559,901.93
13-May-11	W/R	131,365.95	40,778.39		6,503.10		2,780.35		8,936.36		27,678.28			50.42	718,143.71	936,236.56
13-May-11	W/R	30,497.55														30,497.55
17-May-11	W/R	204,182.02	297.86		43,084.27	330.92			302.12	328.42	34,610.41		44,468.00	62,607.44		390,211.46
20-May-11	W/R	143,072.14			540.00				878.89	245.00	84.13					144,820.16
24-May-11	W/R	56,016.91	8,470.71	11,586,729.15	4,881.96				1,150.00		105.00		104,732.03		74,821.16	11,836,906.92
25-May-11	W/R	241,322.41	15,442.37		15,452.45				12,083.05	142.96	9,167.46		27,516.05		10,916.69	332,043.44
	TOTAL	**1,748,803.62**	**113,508.89**	**11,586,729.15**	**205,108.76**	**447.63**	**41,921.41**	**0.00**	**35,426.71**	**14,309.53**	**170,857.67**	**0.00**	**1,024,688.39**	**141,166.16**	**1,890,824.29**	**16,973,792.21**
CANCELLATIONS																
31-May-11	MAN										(1,395.87)					(1,395.87)
	MAN															0.00
	GRAND TOTAL	**1,748,803.62**	**113,508.89**	**11,586,729.15**	**205,108.76**	**447.63**	**41,921.41**	**0.00**	**35,426.71**	**14,309.53**	**169,461.80**	**0.00**	**1,024,688.39**	**141,166.16**	**1,890,824.29**	**16,972,396.34**

* W/R - Warrant Register
MAN - Manual

Approved By:

____
Pauline Follansbee
Director of Fiscal Services

Detail available in Business Office

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: June 22, 2011
SUBJECT: Receive and Approve Information on the Issuance of Payroll Warrants for Employee Services for May 2011.

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 May 2011.

GOAL
V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE
Educational Code 41010 et seq.

FISCAL IMPACT
$6,481,953.30 for May 2011 from various funds.

STAFF RECOMMENDATION
Approve payroll payments made in May 2011.

BERKELEY UNIFIED SCHOOL DISTRICT
DISTRICT PAYROLL – ACCOUNTING DEPARTMENT
May 2011

COMPUTER GENERATED	AMOUNTS
GENERAL FUND	$5,143,533.90
MEASURE BB FUND	$187,886.49
BSEP MEASURE A	$526,444.93
ADULT FUND	$220,329.79
CAFETERIA FUND	$121,920.51
CHILD DEVELOPMENT	$251,876.44
MEASURE A+AA (BOND FUND)	$15,265.50
SELF INS. FUND	$14,695.74
TOTALS	**$6,481,953.30**

APPROVED BY: ________________________________ June 22, 2011

Pauline Follansbee, CPA
Director of Fiscal Services

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: June 22, 2011
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 suited by the Board.

The following donation has been presented to the District:

1. In Dulci Jubilo, Inc. donated $4,000 to the After school Learning Project for Jefferson School; $4,000 to the BHS Youth Leadership Project, $5,000 to the BHS Student Court Program, $750 to Live, Life and Learn Program , $5,000 to the BHS Community Partnerships Academy: Writing for College Program and $3,600 to BHS First Step Scholarships Program for Berkeley High School; $1,500 to Closing the GAP for our English Language Learners for Oxford School; $5,000 to the Play Works Program for Rosa Parks School; $2,000 to Project Connect for Malcolm X School; $5,000 to SEEDS Community Resolution Center—Restorative Justice Initiative for Longfellow School and $1,500 to Student, Teacher & Family Support Services for Berkeley Arts Magnet School.

GOAL
V. Resources: Generate and equitable allocate resources for programs and services that enable every student to succeed.

BOARD POLICY
BP 3290

FISCAL IMPACT
The District received a total of $37,350 in donations from In Dulci Jubilo.

STAFF RECOMMENDATION
Accept the donations/gifts to the District and request staff to extend letter of appreciation.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: June 22, 2011
SUBJECT: District Insurance Premiums and Broker Fees for FY 2011-2012

BACKGROUND INFORMATION

Alliance of Schools for Cooperative Insurance Programs (ASCIP)

The District entered into an agreement with ASCIP in the year 2002 to provide general liability and property insurance coverage for the District.

The 2010-11premiumfor this coverage was $720,836, an amount that had been increasing by approximately $100,000 each year.

Based on this adverse rate history, the District gave notice to ASCIP that it would be seeking quotes from other sources, and reserved the right to withdraw from this program at the end of the fiscal year.

Unfortunately, the District was unable to procure significantly lower rates from alternate sources, but ASCIP is now proposing a zero increase renewal.

The annual premium for the coverage period of July 1, 2011 through June 30, 2012 would be$721,083.

Staff is satisfied with the services provided by ASCIP and is requesting approval to continue their contract through June 30, 2012 at this rate.

California Public Entity Insurance Authority Excess Workers Compensation Program (CSAC-EIA)

The District becameself-insured for workers compensation on January 1, 2004. At that time, the District solicited quotes for "excess insurance"at a self-insured retention (SIR) level of $250,000. CSAC-EIA, a joint powersauthority of cities, counties and special districts provides excess worker's compensation insurance in excess of $250,000.Staff is satisfied with the services provided by CSAC-EIA and is requesting approval to continue their contract.

The premium deposit for CSAC-EIA services for the coverage period from July 1, 2011 through June 30, 2012is $235,639. This amount represents an increase in base premium of $19,231 over the prior policy year, and is primarily the result of a hardening in the market for this type of coverage.

The District also owes CSAC-EIA an additional $19,147 for policy year 2009-10 due to an adjustment in premium based on actual payroll numbers for that fiscal year that exceeded the original estimate.

Myers-Stevens &Toohey& Co. – Student Accident Insurance

The District entered into an agreement with Myers-Stevens &Toohey& Co. for the provision of Student Accident and Catastrophic Accident for Students and Volunteers coverage on August 28, 2009. Those policies are set to expire on August 31, 2011.

Staff is satisfied with the services provided by Myers-Stevens &Toohey& Co. and is requesting approval to continue their contract through August 31, 2011.

The annual premium for the period from September 1, 2011 through August 31, 2012 is expected to be $58,809, with the base rates for this insurance remaining flat.

Edgewood Partners Insurance Center – Benefits Broker Services

The District entered into an agreement with Edgewood Partners Insurance Center ("EPIC") on December 10, 2009 for the provision of benefit broker services. The fee for this service was $115,000 annually.

Staff is satisfied with the services provided by EPIC and is requesting approval to renew their contract from July 1, 2011 through June 30, 2012 at the current rate of $115,000.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Labor Code Sections 3700 to 3705

FISCAL IMPACT

$894,892 is within the General Fund Budget and $254,786is within the Self Insurance Fund Budget, for a total of $1,149,678.

STAFF RECOMMENDATION

Approval of payment to ASCIP, CSAC-EIA, Myers, Stevens &Toohey& Co. and Edgewood Partners Insurance Centerfor Fiscal Year 2010-2011.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Education Services
A. Kay Altizer, Executive Director, Special Education Services
DATE: June 22, 2011
SUBJECT: Request Approval for Special Education Department Contracts

BACKGROUND INFORMATION

The mandate for Special Education is to provide supports and service to assist students in accessing their education. Staff is requesting additional funding of to cover projected costs for student services through June 30, 2011.

Center for Education of Infant Deaf (CEID)- Nonpublic School

CEID provides preschool services for children who are deaf or hard of hearing. The Board approved a contract for tuition for CEID on August 4, 2010 in the amount of $131,019. The first amendment in the amount of $24,751 was approved by the Board on May 25, 2011. Based on projections through June 30, 2011, staff is requesting an additional amount of $16,858. The new total for CEID is $172,628.

Greenacreas School- Nonpublic School

Greenacres School is a residential nonpublic school. Student was enrolled per IEP since the Fall 2010. The District initially only approved tuition cost for the student. However, in February 2011, the school requested additional funds to cover transportation cost for daily transport of the student from the housing location to the school. The total amount for tuition and transportation is $45,101.

DISTRICT GOAL

V. Resources: Generate an equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Education Code 49423.5

FISCAL IMPACT

An increase of $61,959 funded by the Special Education Budget.

STAFF RECOMMENDATION

Approve contract for Greenacres School and the increase of contract with CEID for 2010-2011 School Year.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Approve a Contract With Community Playgrounds to Remove Wood Chips and Replace with Resilient Tiles Under Two Play Structures at Rosa Parks

BACKGROUND INFORMATION
The BB Annual Plan includes a project to remove wood chips and replace with resilient tile under two play structures at Rosa Parks. Replacing the wood chips will minimize custodial and maintenance at the site and will improve the accessibility. The project was bid per our cost accounting methodology. Three bidders attended the job walk, but only one bidder submitted a bid. The low bidder is about 15% below the architect's estimate. Staff independently verified that the submitted price is a good value for the District. Staff is recommending award of the bid to the low bidder.

DISTRICT GOAL
V-B – Parcel Tax and Bond Revenues: Provide the best possible education for all students by effectively utilizing local parcel tax and bond revenues.

POLICY/CODE
Public Contract Code 20110 – 20118.

FISCAL IMPACT
Cost to be paid from Measure BB Funds.

STAFF RECOMMENDATION
Approve Community Playgrounds to replace the play surfacing at Rosa Parks in the amount of $73,888.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 11-70

Authorization to Award Contract for Rosa Parks Play Matting Project 824.1101

WHEREAS, in accordance with Uniform Public Construction Cost Accounting procedures, bids were solicited for Rosa Parks Play Matting Project 824.1101. Bids were opened on June 9, 2011 at 3:00pm, and the following 1 bid was received and deemed qualified:

CONTRACTOR	BASE BID
Community Playgrounds Inc	$73,888

WHEREAS, Community Playgrounds Inc is the lowest bidder and is deemed to be responsive, responsible and qualified to complete the work according to the specifications in project number 824.1101 documents;

NOW, THEREFORE, BE IT RESOLVED that the bid of Community Playgrounds Inc, for the Base Bid in the amount of $73,888 be accepted; and the Deputy Superintendent and/or Purchasing Agent of this Board are hereby authorized to enter into a contract with said bidder for said amount in accordance with law.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 22nd day of June, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

____
John T. Selawsky
Clerk, Board of Education
Berkeley Unified School District

Public Contract Code: 20111
Board Policy: 3310

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Approval of Quitclaim on a Lot in a City Park

BACKGROUND INFORMATION

On September 7, 2005, the Board hired Advance Title Research (ATR) to investigate all BUSD properties. One of the locations researched was the Oregon/Russell property. Staff requested further investigation of the park on the west side of Martin Luther King, because the Alameda County Assessor's Office indicated that the property was owned by the School District. In a report dated January 2006, ATR clearly showed that the property was not owned by the District. The District took no action with the County Assessor's Office.

Several months ago, the City began to investigate the park and uncovered the County recording which still listed the District as an owner of a portion of the park. The District shared its title research with the City of Berkeley. The City is requesting a formal Quitclaim on this property so the County can correct its records. Attached to this cover letter are several documents the City wishes to have the District and City sign in order to correct the County documents.

DISTRICT GOAL

V- Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

None.

FISCAL IMPACT

No fiscal impact.

STAFF RECOMMENDATION

Approve the Superintendent to assign the Quitclaim for the City Park.

CERTIFICATE OF ACCEPTANCE

THIS IS TO CERTIFY that the interest in real property conveyed by the Quitclaim Deed dated June 22, 2011, from Berkeley Unified School District to the City of Berkeley, a municipal corporation, is hereby accepted by the undersigned City Manager of the City of Berkeley on behalf of the Berkeley City Council, and the Grantee hereby consents to the recordation thereof by its duly authorized office.

Dated: June _____, 2011

ACCEPTANCE:

____
PHILIP KAMLARZ, City Manager

Assessor's Parcel Number 053-1678-001-02

STATE OF CALIFORNIA)
COUNTY OF ALAMEDA)

On June_____, 2011, before me, Raquel Molina, Notary Public, personally appeared Philip Kamlarz, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature_____________________________ (Seal)

Parks Recreation & Waterfront

May 11, 2011

Jana Jandra
Office of the Superintendent
Berkeley Unified School District
2134 ML King Way
Berkeley, CA 94704

RE: Quitclaim deed for Grove Park

Dear Jana:

To help you prepare an agenda item for the School Board, here is a brief explanation of the City's need for the School District to sign a quitclaim deed for parcel no. 2 at Grove Park that is incorrectly shown as School District property in the Alameda County Assessor's Office records. I have also attached the quitclaim deed itself, along with two other documents related to this process.

Purpose:
The purpose of this agenda item is to authorize the BUSD Superintendent to sign a quitclaim deed for parcel no. 2 at City-owned Grove Park that is shown incorrectly as School District property in the Alameda County Assessor's Office records. Once the Assessor's records have been corrected, the City will be eligible to compete for state and federal funds to make capital improvements to Grove Park.

Background:
In recent years, the City has submitted grant applications for state and federal funding to perform capital improvements at Grove Park, a City-owned park located in southwest Berkeley at 2828 ML King Jr Way. In order to be eligible for public grant programs, the City must show that Grove Park is owned in fee-simple by the City. In the process of submitting grant applications, City staff has discovered that the current property records at the Alameda County Assessor's Office show that Grove Park is currently comprised of two parcels: parcel no. 1 is shown as currently being owned by the City and parcel no. 2 is shown as currently being owned by the School District. In order to visualize this at the park itself, parcel no. 1 is the small parcel at the northwest corner of Grove Park at the baseball outfield (this parcel was the former site of the Manual Training Building at the Edison Junior High School that was closed in the 1930's); and parcel no. 2 is the bulk of Grove Park, including the basketball and tennis courts, and the baseball field and playgrounds. Because the Assessor's record of ownership of parcel no. 2 appears to be in error, and it makes the City ineligible to compete for a variety of capital improvement grant programs, City staff conducted research to clarify the issue. Based on

existing City documents and deeds, and two title reports (School District Title report of May 2007 and a City Title report of January 2010), we made the following findings:

a. the properties shown in parcel no. 2 at Grove Park were deeded to the City from 1925 through 1927 from private parties, and there have been no subsequent property transactions in the public record since 1927; and
b. the properties shown in parcel no. 1 were deeded to the School District in 1921 from private parties, and then deeded to the City in 1977 in exchange for a City-owned parcel at King Middle School.

As a result of this research, the City and the School District agree that the title reports confirm that parcel no. 2 at Grove Park was never owned by the School District and that the Assessor's Office records are in error. In order to correct this problem, City staff worked with School District staff and Alameda County Assessor's Office staff and determined that a simple quitclaim deed signed by the School District would be the most efficient way to accomplish this task.

Let me know if you need any additional information. I am at (510) 981-6343, or by email at rmiller@cityofberkeley.info.

I have also attached the following documents related to the quitclaim deed at Grove Park:

a. Quitclaim Deed *(for BUSD Superintendent signature)*
b. Quitclaim Deed – Exhibit A - Legal Description
c. Preliminary Change of Ownership Form *(to be signed by City of Berkeley)*
d. Certificate of City Acceptance *(to be signed by City of Berkeley)*

Sincerely,

Roger Miller
Senior Management Analyst

RECORDING REQUESTED BY

Grantee

WHEN RECORDED MAIL TO

Name Lynne S. Bourgault, Dep. City Attorney

Address City of Berkeley,

City & State 2180 Milvia Street
Berkeley, CA 94704

ESCROW NO.

TITLE ORDER NO.

SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY 0803

QUITCLAIM DEED

The undersigned grantor(s) declare(s): Parcel No. APN:053-1678-001-2

Documentary transfer tax is $ 0.00

☐ computed on the full value of property conveyed, or

☐ computed on the full value less the value of liens and encumbrances remaining theron at the time of sale.

☐ Unincorporated area: ☐ City of Berkeley

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the Berkeley Unified School Disctrict (BUSD)

hereby REMISE(S), RELEASE(S), AND FOREVER QUITCLAIM(S) to the City of Berkeley, a municipal corporation,

the following described real property in the City of Berkeley

County of Alameda , State of California:

See Exhibit A attached hereto and incorporated herein.

Commonly known as 2828 Martin Luther King, Jr. Way, Berkeley, CA 94703

Date June , 2011

____
William Huyett, Superintendent, BUSD

____
Mark Numainville, Deputy City Clerk, City of Berkeley

State of California
County of

On __________________________, before me, ____ a Notary Public in and for said County and State, personally appeared ____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: ________________________________

BOE-502-A (P1) REV. 11 (07-10)

PRELIMINARY CHANGE OF OWNERSHIP REPORT

To be completed by the transferee (buyer) prior to a transfer of subject property, in accordance with section 480.3 of the Revenue and Taxation Code. A *Preliminary Change of Ownership Report* must be filed with each conveyance in the County Recorder's office for the county where the property is located. Please answer all questions in each section, and sign and complete the certification before filing. This form may be used in all 58 California counties. If a document evidencing a change in ownership is presented to the Recorder for recordation without the concurrent filing of a *Preliminary Change of Ownership Report*, the Recorder may charge an additional recording fee of twenty dollars ($20).

NOTICE: The property which you acquired may be subject to a supplemental assessment in an amount to be determined by the County Assessor. Supplemental assessments are not paid by the title or escrow company at close of escrow, and are not included in lender impound accounts. **You may be responsible for the current or upcoming property taxes even if you do not receive the tax bill.**

OFFICE OF ASSESSOR · COUNTY OF ALAMEDA

ASSESSOR'S USE ONLY	
N.S.P.:	
APR.:	
USE	NBHD

SELLER/TRANSFEROR Berkeley Unified School District	ASSESSOR'S PARCEL NUMBER APN:053-1678-001-2
BUYER/TRANSFEREE City of Berkeley, a municipal corporation	BUYER'S DAYTIME TELEPHONE NUMBER (510) 981-6998

STREET ADDRESS OR PHYSICAL LOCATION OF REAL PROPERTY
2828 Martin Luther King , Jr. Way, Berkeley, CA 94703

MAIL PROPERTY TAX INFORMATION TO (NAME)

ADDRESS	CITY	STATE	ZIP CODE

	MO	DAY	YEAR
☐ YES ☑ NO This property is intended as my principal residence. If YES, please indicate the date of occupancy or intended occupancy.			

PART 1. TRANSFER INFORMATION *Please complete all statements.*

YES NO

☐ ☑ A. This transfer is solely between spouses *(addition or removal of a spouse, death of a spouse, divorce settlement, etc.).*

☐ ☑ B. This transfer is solely between domestic partners currently registered with the California Secretary of State *(addition or removal of a partner, death of a partner, termination settlement, etc.).*

☐ ☑ *C. This is a transfer between: ☐ parent(s) and child(ren) ☐ grandparent(s) and grandchild(ren).

☐ ☑ *D. This transaction is to replace a principal residence by a person 55 years of age or older. Within the same county? ☐ YES ☐ NO

☐ ☑ *E. This transaction is to replace a principal residence by a person who is severely disabled as defined by Revenue and Taxation Code section 69.5. Within the same county? ☐ YES ☐ NO

☐ ☑ F. This transaction is only a correction of the name(s) of the person(s) holding title to the property *(e.g., a name change upon marriage).* If YES, please explain: ____

☐ ☑ G. The recorded document creates, terminates, or reconveys a lender's interest in the property.

☐ ☑ H. This transaction is recorded only as a requirement for financing purposes or to create, terminate, or reconvey a security interest *(e.g., cosigner).* If YES, please explain: ____

☐ ☑ I. The recorded document substitutes a trustee of a trust, mortgage, or other similar document.

J. This is a transfer of property:

☐ ☑ 1. to/from a revocable trust that may be revoked by the transferor and is for the benefit of ☐ the transferor, and/or ☐ the transferor's spouse ☐ registered domestic partner.

☐ ☑ 2. to/from a trust that may be revoked by the creator/grantor/trustor who is also a joint tenant, and which names the other joint tenant(s) as beneficiaries when the creator/grantor/trustor dies.

☐ ☑ 3. to/from an irrevocable trust for the benefit of the ☐ creator/grantor/trustor and/or ☐ grantor's/trustor's spouse ☐ grantor's/trustor's registered domestic partner.

☐ ☑ 4. to/from an irrevocable trust from which the property reverts to the creator/grantor/trustor within 12 years.

☐ ☑ K. This property is subject to a lease with a remaining lease term of 35 years or more including written options.

☐ ☑ L. This is a transfer between parties in which proportional interests of the transferor(s) and transferee(s) in each and every parcel being transferred remain exactly the same after the transfer.

☐ ☑ M. This is a transfer subject to subsidized low-income housing requirements with governmentally imposed restrictions.

☐ ☑ *N. This transfer is to the first purchaser of a new building containing an active solar energy system.

* If you checked YES to statements C, D, or E, you may qualify for a property tax reassessment exclusion, which may allow you to maintain your previous tax base. If you checked YES to statement N, you may qualify for a property tax new construction exclusion. A claim form must be filed and all requirements met in order to obtain any of these exclusions. Contact the Assessor for claim forms.

Please provide any other information that will help the Assessor understand the nature of the transfer.

THIS DOCUMENT IS NOT SUBJECT TO PUBLIC INSPECTION

PART 2. OTHER TRANSFER INFORMATION *Check and complete as applicable.*

A. Date of transfer, if other than recording date: ______________

B. Type of transfer:

☐ Purchase ☐ Foreclosure ☐ Gift ☐ Trade or exchange ☐ Merger, stock, or partnership acquisition (Form BOE-100-B)

☐ Contract of sale. Date of contract: ______________ ☐ Inheritance. Date of death: ______________

☐ Sale/leaseback ☐ Creation of a lease ☐ Assignment of a lease ☐ Termination of a lease. Date lease began: ______________

Original term in years *(including written options)*: ____ Remaining term in years *(including written options)*: ____

☑ Other. Please explain: transfer between public agencies

C. Only a partial interest in the property was transferred. ☐ YES ☐ NO If YES, indicate the percentage transferred: ______________ %

PART 3. PURCHASE PRICE AND TERMS OF SALE *Check and complete as applicable.*

A. Total purchase or acquisition price. Do not include closing costs or mortgage insurance. $______________

Down payment: $______________ Interest rate: ______ % Seller-paid points or closing costs: $______________

Balloon payment: $______________

☐ Loan carried by seller ☐ Assumption of Contractual Assessment* with a remaining balance of: $______________

* An assessment used to finance property-specific improvements that constitutes a lien against the real property.

B. The property was purchased: ☐ Through real estate broker. Broker name: ______________ Phone number: ( ) ______________

☐ Direct from seller ☐ From a family member

☑ Other. Please explain: Public agency exempt - between two public entities

C. Please explain any special terms, seller concessions, financing, and any other information (e.g., buyer assumed the existing loan balance) that would assist the Assessor in the valuation of your property.

____

____

PART 4. PROPERTY INFORMATION *Check and complete as applicable.*

A. Type of property transferred

☐ Single-family residence ☐ Co-op/Own-your-own ☐ Manufactured home

☐ Multiple-family residence. Number of units: ____ ☐ Condominium ☐ Unimproved lot

☑ Other. Description: (i.e., timber, mineral, water rights, etc.) Public Parkland - exempt ☐ Timeshare ☐ Commercial/Industrial

B. ☐ YES ☑ NO Personal/business property, or incentives, are included in the purchase price. Examples are furniture, farm equipment, machinery, club memberships, etc. Attach list if available.

If YES, enter the value of the personal/business property: $______________

C. ☐ YES ☑ NO A manufactured home is included in the purchase price.

If YES, enter the value attributed to the manufactured home: $______________

☐ YES ☑ NO The manufactured home is subject to local property tax. If NO, enter decal number: ______________

D. ☐ YES ☑ NO The property produces rental or other income.

If YES, the income is from: ☐ Lease/rent ☐ Contract ☐ Mineral rights ☐ Other: ______________

E. The condition of the property at the time of sale was: ☐ Good ☐ Average ☐ Fair ☐ Poor

CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief. ***This declaration is binding on each and every buyer/transferee.***

SIGNATURE OF BUYER/TRANSFEREE OR CORPORATE OFFICER	DATE
▶	June , 2011
NAME OF BUYER/TRANSFEREE/LEGAL REPRESENTATIVE/CORPORATE OFFICER (PLEASE PRINT)	TITLE
	City Manager
E-MAIL ADDRESS	

The Assessor's office may contact you for additional information regarding this transaction.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Extension of the Lease of the Old City Hall and Annex from the City of Berkeley Number 09-70

BACKGROUND INFORMATION
On June 24, 2011, the District approved Resolution 09-70 to extend the lease of the Old City Hall and Annex buildings from the City of Berkeley. The City agreed to that extension at a subsequent meeting. The lease was extended from June 30, 2009 until June 30, 2011. The District wishes to extend that lease until February 29, 2012, with use of the Council Chambers for Board meetings extended until December 31, 2012.

The District office is currently under construction. Staff anticipates that the Old City Hall and Annex can be vacated over the 2011-12 winter break. It is possible that the annex building relocation might occur slightly later. If the move is successfully completed over the break, there is time needed to clean out remaining items at the Old City Hall, so a slightly longer lease period is requested.

The City Council Chambers are utilized by both the City Council and the School Board. The District plans to remodel the cafeteria at West Campus to hold its meetings. The City plans to split the costs of additional improvements with the District. These additional improvements include restrooms and a small conference room. No formal agreement has been signed for this shared cost. Improving the cafeteria will follow the current construction contract, with work scheduled to begin in the spring of 2012. It is our hope to complete the work in the early fall of 2012. Extending the use of the Council Chambers until the end of December provides some cushion for any problems which may be encountered.

Attached to this cover memo is a proposed amendment to the lease. The City has been sent a copy of this amendment and will consider adopting an amendment prior to June 30th.

DISTRICT GOAL
V- Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE
Education Code 17536 et seq.

FISCAL IMPACT
There may be some maintenance, custodial and utility costs required to maintain the buildings.

STAFF RECOMMENDATION
Approve the extension of the lease of Old City Hall and the Annex from the City of Berkeley for eight months and the use of the Council Chambers by eighteen months.

AMENDMENT TO LEASE

PARTIES

This Amendment to Lease Agreement ("Amendment") is entered into this __ day of June, 2011 by and between Berkeley Unified School District, a California public school district ("District") and the City of Berkeley, a charter city organized and existing under the laws of the State of California ("City," collectively the "Parties").

RECITALS

WHEREAS, District and City entered into a Lease Agreement dated April, 2009 ("Lease"), for certain real property located at 2134 Martin Luther King, Jr. Way, Berkeley, California, commonly known as "Old City Hall" and the real property at 1835 Allston Way, commonly known as the "Annex" (collectively the "premises") as further described in **Exhibit A**, attached to the Lease; and

WHEREAS, the Lease will expire on June 30, 2011; and

WHEREAS, District and City desire to amend the Lease to extend the Term of the Lease of Old City Hall and the Annex an additional eight (8) months through February 29, 2012, and to extend the lease of the Council Chambers an additional eighteen (18) months until December 31, 2012; and

NOW THEREFORE, in consideration of the mutual promises and covenants set forth above and contained herein, District and City agree as follows:

AGREEMENT

1. Section 2 of the Lease is amended to read:

The term of this Lease shall commence on the effective date and shall be for a period of THREE (3) years and SIX (6) months ending on December 31, 2012 ("Term"). District shall surrender possession of Old City Hall, except the Council Chambers, and of the Annex by February 29, 2012, unless the Parties agree to further extend District occupancy of Old City Hall and/or the Annex. District shall surrender possession of the Council Chambers by December 31, 2012, unless the Parties agree to further extend District occupancy thereof.

2. Except as set forth in this Amendment, all provisions of the Lease and any previous extension(s) and/or amendment(s) thereto shall remain unchanged, in full force and effect, and are reaffirmed. This Amendment shall control over any inconsistencies between it and the Lease and/or any previous extension(s) and/or amendment(s).

3. This Amendment shall not be binding on the Parties until and unless the City Council of the City of Berkeley and the Berkeley Unified School District's Board of Education approve this Amendment.

IN WITNESS WHEREOF, the Parties hereto have accepted and agreed to this Amendment on the dates indicated below.

Dated: ________________________

BERKELEY UNIFIED SCHOOL DISTRICT

By: ______________________________________
Superintendent of Schools

Dated: ________________________

By: ______________________________________
City Manager

REGISTERED BY: __________________________

ATTEST: ________________________________
City Auditor

ATTEST: ________________________________
City Clerk

APPROVED: ______________________________
City Attorney

Multi-Year Budget
Measure BB 2012 Annual Plan

	FY 2012	FY 2013	FY 2014
Measure BB Funds	$5,460,000	$5,460,000	$5,460,000
Interest	$9,000	$10,000	$5,000
Projected Carryover	$1,765,000	$987,000	$536,000
Total	**$7,234,000**	**$6,457,000**	**$6,001,000**
Salaries and Benefits	$3,365,000	$3,466,000	$3,570,000
Supplies	$405,000	$425,000	$446,000
Contracts	$750,000	$788,000	$827,000
Maintenance Initiatives	$1,335,000	$825,000	$510,000
Vehicles and Equipment	$0	$30,000	$30,000
Sub-total	$5,855,000	$5,534,000	$5,383,000
Indirect Support	$392,000	$387,000	$377,000
Total Expenditures	**$6,247,000**	**$5,921,000**	**$5,760,000**
Carryover	$987,000	$536,000	$241,000
Required Reserve	$187,410	$177,630	$172,800

Assumptions:

1. COLA is 0% for the next three years.
2. The staffing model remains the same in all three years.
3. No salary increases in FY 2012. Step and Column is included.
4. Interest rates are at 0.5% next year and 1% per year after.
5. Employee compensation increases by 3% in 2013 and 2014, including step and column.
6. Supply and contract costs (not initiatives) increase by 5% per year.
7. Vehicle and equipment expenditures based on the Maintenance Manager's lifecycle plan.
8. Indirect costs in future years are budgeted at 7% for future years.
9. The required reserve is 3% of the expenditure budget.

MAINTENANCE DEPARTMENT STAFFING: A COMPARISON BY ANNUAL PLAN

POSITIONS	2005-06 Plan Nov. 05	Actual Staff May '06	2006-07 Plan June 06	Actual Staff May '07	2007-08 Plan June 07	Actual Staff May '08	2008-09 Plan June 08	Actual Staff May '09	2009-10 Plan June 09	Actual Staff May '10	2010-11 Plan June 10	Actual Staff May '11	2011-12 Plan June 11
Office/Miscellaneous Positions													
Maintenance Manager	1.00	Vacant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Manager	0.00	Vacant	0.35	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33	0.33
Admin. Coordinator	2.25	2.15	2.15	2.15	2.15	2.15	2.15	2.15	2.15	2.15	2.15	2.15	2.15
Vehicle Mechanics	0.00	0.45	0.60	0.60	0.60	0.60	0.60	0.60	0.45	0.45	0.45	0.45	0.45
Custodial Differentials	0.00	0.85	0.80	0.75	0.75	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Security Personnel	0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Micro-computer Tech	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	3.25	4.70	5.90	5.83	5.83	5.88	5.88	5.88	5.73	5.73	5.73	5.73	5.73
A.M. Shift (7 a.m. - 3 p.m.)													
Supervisor	1.00	Vacant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Trades	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Engineer	3.00	3.00	3.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Security Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Plumber													
Painter	2.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Technician	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
General Maintenance	2.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Communication Tech	1.00	Leave	1.00	Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Network Engineer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30
Total	14.00	10.00	14.00	12.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.30
P.M. Shift (2 - 10 p.m.)													
Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lead Trades	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Engineer	3.00	3.00	3.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Plumber	1.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Painter	0.50	0.60	0.60	0.70	0.70	0.70	0.70	0.00	0.00	0.00	0.00	0.00	0.00
Communications Tech.	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Technician	2.00	0.00	1.00	Vacant	1.00	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00
General Maintenance	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	9.50	8.60	8.60	8.70	9.70	9.70	9.70	10.00	10.00	10.00	10.00	10.00	10.00
Berkeley High													
Supervisor	1.00	0.37	0.37	0.31	0.31	0.31	0.31	0.31	0.31	0.31	0.31	0.31	0.31
Lead Trades													
Maintenance Engineer	1.00	1.00	1.00	Vacant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Painter	0.50	0.40	0.40	0.30	0.30	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00
Maintenance Technician	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Maintenance													
Grounds Gardener	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Total	4.50	3.77	3.77	2.61	3.61	3.61	3.61	3.31	3.31	3.31	3.31	3.31	3.31
Grounds													
Supervisor	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lead Grounds Gardener	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Senior Grounds Gardener	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Irrigation Technician	1.00												
Grounds Gardener	4.00	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Total	9.00	9.00	8.00	8.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00	9.00
TOTAL	**40.25**	**36.07**	**40.27**	**37.14**	**41.14**	**41.19**	**41.19**	**41.19**	**41.04**	**41.04**	**41.04**	**41.04**	**41.34**

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Approval of the 2011/12 Measure BB Annual Plan

BACKGROUND INFORMATION

One of the key tasks of the Facilities Safety and Maintenance Oversight Committee (FSMOC) is to consider the Annual Plan. The measure states,

"An expenditure plan (the "Annual Plan") shall be developed annually by District staff with input from the Facilities Maintenance and Security Advisory Committee. The Annual Plan will recommend expenditures of the tax proceeds that are consistent with the intent of the Measure. The assumptions associated with the recommended expenditures shall be included in the Annual Plan. The Plan shall be presented for Board action each year in conjunction with the District's annual budget adoption process.

To facilitate public discussion, the recommended Annual Plan shall be distributed to the Facilities Maintenance and Security Advisory Committee and made available for public review two week prior to Board action."

In the past, the following reports were approved:

Date	Type	Period Covered
October 17, 2001	Strategic Plan	
January 9, 2002	Annual Plan	7/1/01 – 6/30/03
October 1, 2003	Annual Plan	7/1/03 – 6/30/04
October 20, 2004	Annual Plan	7/1/04 – 6/30/05
November 16, 2005	Annual Plan	7/1/05 – 6/30/06
June 28, 2006	Annual Plan	7/1/06 – 6/30/07
June 27, 2007	Annual Plan	7/1/07 – 6/30/08
June 25, 2008	Annual Plan	7/1/08 – 6/30/09
June 24, 2009	Annual Plan	7/1/09 – 6/30/10
June 23, 2010	Annual Plan	7/1/10 – 6/30/11

The FSMOC reviewed the conceptual plan on March 31st and May 12th and accepted the final plan on June 2nd. Staff published the proposed plan on June 6th, in keeping with the requirements of the Measure. The Plan has been available at the Administration building and at Plant Operations for the past two weeks.

DISTRICT GOAL

V-B – Parcel Tax and Bond Revenues: Provide the best possible education for all students by effectively utilizing local parcel tax and bond revenues.

POLICY/CODE
Measure BB, the Berkeley Schools Facilities Safety and Maintenance Act of 2000.

FISCAL IMPACT
The fiscal impact is contained in the Plan; all costs will be paid from Measure BB.

STAFF RECOMMENDATION
Approve the Measure BB 2011/12 Annual Plan.

BERKELEY UNIFIED SCHOOL DISTRICT

MAINTENANCE AND GROUNDS DEPARTMENT
MEASURE BB
ANNUAL PLAN

2011-2012

Submitted by Lew Jones, Director of Facilities and
Steve Collins, Maintenance Manager

INTRODUCTION

This document is the 2012 Annual Plan required by the Berkeley Schools Facilities Safety and Maintenance Act of 2000 (Measure BB). The Annual Plan is developed with input from the Facilities Safety and Maintenance Oversight Committee (FSMOC). The Maintenance Manager serves as the liaison to the Committee with assistance from the Director of Facilities. The Plan will be presented in conjunction with the District's annual budget as required by the measure. Reports on progress will be presented to the FSMOC and the Board quarterly and financial updates will be presented at the time of the District's interim reports (by December 15th and March 15th). A proposed staffing plan will be shared with the Committee to help develop the 2013 Annual Plan.

This Plan includes this introduction, states responsibilities and comments, lists accomplishments, includes planned goals, defines the budget, lists support from other funds, details historical staffing and provides a multi-year budget projection.

The Berkeley Schools Facilities Safety and Maintenance Act of 2000 (Measure BB) states its purpose:

The revenues raised by this special tax shall be used exclusively to provide school safety and essential maintenance of the District's buildings and grounds, thereby protecting the health, safety and security of children and staff and creating an environment that supports student and staff success.

BUSD has 24 sites and over 100 acres of land. Of those 24 sites, 16 are K-12 schools and one is dedicated to the Adult School. The majority of the schools were constructed throughout the last century, being built mostly in the 1950's, but have been upgraded since that time. Six schools were constructed over the past 10 years along with major new buildings added to Berkeley High, Longfellow and King. The District also constructed a new Transportation facility. The District has a significant amount of built area for the number of students.

The Board approved placing a measure before the voters in June 2010. The citizens recently approved an updated measure (Measure H) in November 2010. The Board reviewed a "*Plan for School Maintenance and Reconstruction in the Coming Decade*", the "blue book" on September 15, 2010. That document helped inform voters about the maintenance special tax.

The first Annual Plan was approved by the Board for Measure BB and the Facilities Division on October 17, 2001. This strategic plan focused on improving BUSD maintenance department services and increasing support staff. The eighteen-month expenditure plan, adopted on January 9, 2002, detailed nine areas of focus: maintenance, custodial, utilities, construction, community use of facilities, plant security, hazardous waste management, disaster preparedness, and reporting.

Subsequent Annual Plans have been approved on: October 1, 2003; October 20, 2004; November 16, 2005; June 28, 2006; June 27, 2007; June 25, 2008; June 24, 2009; and, June 23, 2010.

RESPONSIBILITIES AND COMMENTS

MEASURE BB RESPONSIBILITY:
Measure BB's primary responsibility is to support the maintenance and grounds needs of the District. Expenditures associated with Measure BB are:

- Salaries and benefits of maintenance and grounds personnel including office administration;
- Supplies needed to support the work of the department;
- The cost to purchase and repair vehicles and other equipment;
- Building equipment and system repairs, such as HVAC and boiler equipment, lighting, plumbing, phone lines, fire sprinklers, fire alarms and similar systems;
- Minor structural repairs, such as window and door replacement, roofing and wall repairs, and flooring replacement;
- Irrigation repairs and landscape restoration;
- Exterior repairs to asphalt play surfaces and concrete walkways, fencing, and playground equipment; and,
- Cosmetic improvements, including painting and replacement of window coverings and graffiti removal.

COMMITTEE COMMENTS:
The Committee appreciates the annual plan format for its clarity in tracking progress on individual goals. We think the plan is well thought out as presented, and find the multi-year budget a valuable tool.

The Committee notes that there is a higher expenditure in maintenance initiatives next year. It was explained that the increased expenditure is due to the theater lighting project at the Community Theater which was originally planned to be done in the current year.

The Committee notes the decrease in vacation liability from $325,000 to $280,000. This amount is still in excess of the required reserve.

The Committee asked some questions concerning the differentiation between Measure BB and Measure I funding. Staff has assured us that tasks done under Measure I funding will be carefully tracked to ensure no overlap with the Measure BB program.

The Committee supports the new proposed work order system in order to improve communication to the school on the staus of work orders.

GOALS AND ACCOMPLISHMENTS CONTAINED IN THE 2011 PLAN

1. Institute new construction/maintenance standards in the following areas:
   a. Roofing and gutters;
   b. Security;
   c. Play equipment;
   d. Fencing; and possibly,
   e. Tracks and track surfacing.

   These standards are complete.

2. Communicate the responsibilities of maintenance and construction to a wider audience.
   The recent election helped further communication about the responsibilities and differentiations of maintenance and construction. This goal will continue into the next year.

3. Schedule all the building system replacement projects.
   The Board approved a summary level project plan in February and a more detailed plan on April 27, 2011.

4. Begin to revise the District's General Conditions for its maintenance and construction contracts;
   This goal was not completed and will appear in the next Plan.

5. Finalize any recommended changes to property management direct and market rates.
   This goal was begun, but is not yet complete. It will appear in the next Plan.

6. Continue to help the High School maintenance systems better integrate into the central maintenance systems.
   Significant progress was made in this area, however, it will appear as a goal in the next Plan.

7. Continue to improve the efficiency of the work order system by entering more data into the system, on a regular basis, so that the sites can see details.
   This goal is approximately one-half complete and will appear as a goal for next year.

8. Improve the day shift scheduled work from 25% to 35%.
   This goal is complete.

9. Continue to improve morale. This year, we will focus on improving staff's connection to the greater school system by continuing to educate staff on the 2020 plan, having them participate in certain school events, and having a

dedicated tree planting on arbor day
There was significant progress in this area. It will not appear as a separate goal in next year's plan.

10. Continue the cross-training of maintenance engineers
This goal is approximately one quarter complete and will appear as a goal next year.

11. Improve the communication between the school sites and the evening shift supervisor
Progress was made, but this goal will appear as a goal next year.

12. Improve the communication with the school sites so they better understand the grounds work that will occur on each visit
Communication is better, but not enough to call this goal complete. It will appear in the next plan.

13. Continue to review the site survey and consider changes to provide better service.
This goal is complete.

14. Integrate new standards into the library and train staff to read and follow them.
This goal will be complete by June 30th.

15. Focus training opportunities with the custodians in mastering tools, cleaning equipment and proper cleaning methods.
This goal is complete.

16. Assist head custodians to better organize projects and to better organize custodial closets.
This goal is complete.

17. Continue to improve the communication between the Principals and the custodians and between the day and night custodians.
Significant progress was made on this goal, but it will appear in next year's plan.

18. Fix the security systems as needed.
This goal is complete.

19. Working with the Maintenance Manager, finalize the analysis of the amount of a head custodian's time which is devoted to maintenance.
This goal is complete.

20. Hold customer service training for all custodians during the summer.
This goal is complete.

GOALS OF THE DEPARTMENT FOR 2012

The following is a list of goals for the maintenance, grounds, operations and construction areas:

<u>Director:</u>

1. Institute new construction/maintenance standards in the following areas:
    a. Painting;
    b. Locks and hardware;
    c. Clocks and bells;
    d. Signage; and,
    e. Testing and balance of mechanical systems.
2. Communicate the responsibilities of maintenance and construction to a wider audience.
3. Update the District's General Conditions for its maintenance and construction contracts;
4. Update the architect agreements;
5. Create a pool of professionals to be utilized in the construction and maintenance programs;
6. Finalize any recommended changes to property management direct and market rates; and,
7. Continue to help the High School maintenance systems better integrate into the central maintenance systems.

<u>Maintenance and Grounds Manager:</u>

1. Continue to improve the efficiency of the work order system by replacing the current system, entering more data into the new system, on a regular basis, so that the sites can see details;
2. Continue the cross-training of maintenance engineers;
3. Improve the communication between the school sites and the evening shift supervisor;
4. Further define the grounds maintenance plan for each site and improve the communication with the school sites so they better understand the grounds work that will occur on each visit;
5. Create service standards for the department.
6. Document the preventative maintenance process.

<u>Operations Manager:</u>

1. Continue to improve the communication between the Principals and the custodians and between the day and night custodian
2. Re-evaluate the custodial formula;
3. Continue skills training of custodians in carpet cleaning and scrubbing and varnishing floors;

4. Evaluate each custodian on summer cleaning plan and execution;
5. Train each custodian in customer service; and,
6. Train each custodian in disaster preparedness.

MEASURE BB BUDGET

STAFFING

Managers	1.64 permanent
Supervisors	2 permanent
Administrative Coordinators	2.15 permanent
Trade Leads	3 permanent
Security Engineer	1 permanent
Maintenance Engineers	9 permanent
Trade Specific	3 permanent
Network Engineer	0.3 permanent
Maintenance Technician	5 permanent
General Maintenance	2 permanent
Grounds Lead Worker	2 permanent
Grounds	8 permanent
Vehicle Mechanics	0.45 permanent
Security Personnel	1 permanent (0.5 FTE of two positions)
Custodial Maintenance Differentials	0.80 permanent

TOTAL 41.34 FTE

The Network Engineer at 30% has been added since last year.

The current vacation liability (including the portions of custodian and vehicle mechanic staff charged to the Fund) is estimated at approximately 984 days or $280,000. Last year there were approximately 1,249 days or $325,000 of liability.

We plan to hire three additional gardeners for an extended period this year.

The projected cost of staffing, including benefits, for 2011/12 is $3,365,000. This includes the cost of substitutes ($80,000) and overtime ($25,000).

Maintenance Supplies

Supplies and hand tools will be purchased to support required repairs and maintenance work. The cost to fuel department vehicles is included in this budget.

The projected cost for supplies for 2011/12 is $405,000.

Contracted Services (Regular)

Contracted services are listed in two categories. The first is what we estimate is our on-going need for contracts. The Maintenance Department will contract for various specialized services that require inspections, certifications and repairs by providers with specific licensing or specialty skills. Other contracted services will be provided in areas of work not normally performed by existing staff, or when the required expertise is not available in-house. Such services include:

- Elevator inspections and minor repairs (estimated at $70,000);
- Annual boiler inspections (estimated at $65,000);
- Life Safety System testing and repair, including fire alarm and sprinkler systems (estimated at $60,000);
- Tree removal and pruning (estimated at $40,000);
- Dispose of hazardous waste/lamps and ballasts (estimated at $30,000);
- Floor repairs (estimated at $30,000);
- HVAC balancing (estimated at $30,000);
- Emergency plumbing (estimated at $28,000);
- Waterproofing services (estimated at $25,000);
- Sanding and refinishing wood floors (estimated at $25,000);
- Infrared scanning of electrical panels (estimated at $25,000);
- Roof repair;
- Window repair and replacement;
- Cell phone expenses;
- Replacement of blinds and shades;
- Fence repairs; and,
- Interfund charges, including the cost for vehicle repair parts purchased by the Transportation Department to fix maintenance and grounds vehicles.

The projected cost for on-going contracted services is $750,000.

Contracted Services (Initiatives)

The maintenance initiatives are special projects. Projects which are one time or irregular in nature are included here. Per the request of the Committee, we are including a three year plan. Due to the nature of the school year and the Annual Plan process, the Committee wanted a longer frame of reference so projects might be initiated and approved ahead of a Yearly Plan approval. For this Fiscal Year, we are recommending that the following initiatives be accomplished:

1. Replace the control system at two sites (LeConte and Rosa Parks) estimated at $165,000;
2. Support to define District standards. This continues a successful effort begun three years ago. We are suggesting an expenditure of $50,000 to continue this important process. There may be consultants hired for specific areas such as a landscape architect and electrical engineer as well as assistance to interview maintenance staff and codify standards into a cohesive document;
3. Additional funds to initiate design for 2013 grass projects estimated at $15,000;

4. Fence fabric replacement at three sites (Washington, Oxford, and John Muir). The total is estimated to be $50,000;
5. Replacement of window blinds (Various) The total is estimated to be $10,000;
6. Slurry seal of play yard and parking lot at five sites (Emerson, Rosa Parks, Longfellow, John Muir and LeConte and improvement of the BHS parking lot. The total is estimated to be $55,000;
7. Stage lighting at the Berkeley Community Theater. The total is estimated to be $700,000;
8. Stage lighting to address minor problems at multiple sites. The total is estimated to be $45,000;
9. Sound system improvements at multiple sites. The total is estimated to be $30,000;
10. Replacement of old restroom stalls at multiple sites. The total is estimated to be $20,000;
11. Replacement of old security systems at multiple sites. The total is estimated to be $30,000;
12. Replacement and possible expansion of camera systems. Expenditures will be concentrated at Berkeley High School, although other schools will benefit as well. The total is estimated to be $30,000;
13. Replacing a wood chip system with a poured in place playsurfacing at Rosa Parks. The total is estimated to be $95,000;
14. Replacing one stage curtain at Jefferson School. The total is estimated at $20,000; and,
15. Contingency of $20,000.

The projected cost for maintenance initiatives is $1,335,000.

The projects we plan to fund in future years are as follows:

Projects in 2013 projected to cost $825,000.

Standards
Replacing the track at Berkeley High (this might occur in the following year)
Sound System upgrades (to be determined)
Grass Refurbish (Longfellow, King softball, LeConte and Malcolm X)
Blacktop/slurry seal (King and Oxford)
Window Coverings (Various)
Fence Fabric (King)

Continue to work on cameras, stage lights, restroom stall and security system replacement, and recoating play surfacing.

Projects in 2014 projected to cost $510,000.

Standards
Grass Refurbish (Cragmont and Rosa Parks)
Blacktop/slurry seal (Malcolm X, Washington and BAM)
Fenece Fabric (Longfellow and various other locations)
Sound Systems upgrades (Various)

Stage Lighting (Various)

Continue to work on cameras, stage lights, restroom stall and security system replacement, and recoating play surfacing.

The projected cost for new initiatives for Fiscal Year 2012 is $1,335,000; the projected cost for FY 2013 is $825,000; the projected cost for FY 2013 is $510,000.

The projected cost for contracts for 2011/12 is $2,415,000 ($750,000 for routine contracts and $1,335,000 for maintenance initiatives).

Vehicle and Equipment Purchase

Our vehicle fleet is in good shape. We do not plan to replace any vehicles this year.

The projected cost for Vehicle/Equipment Purchase is $0.

Indirect Cost Rate

Indirect costs are those needed to provide District-wide professional services including insurance, payroll, personnel, purchasing, accounting and other incidental functions related to the District's business operation. The indirect cost rate to be charged for the Fiscal Year is still being finalized. We have budgeted a preliminary amount of 6.7%.

The projected cost for indirect support for 2011/12 is $392,000.

Projected Overall Totals for 2011-2012

Revenues

Measure BB Funding for 2011/12:	**$5,460,000**
Projected Interest from BB for 2010/11:	**9,000**
Total Projected Revenues for Maintenance 2010/11:	**$5,469,000**

Expenditures

Salaries/Benefits/Substitutes/Overtime:	**$3,365,000**
Supplies:	**405,000**
Contracted Services (ongoing):	**750,000**
Contract Services (one time):	**1,335,000**
Vehicle and Equipment:	**0**
Indirect Costs Rates:	**392,000**
Projected Expenditures by Maintenance for 2011/12:	**$6,247,000**

Projected Surplus/ (Deficit)	***($778,000)***
2010/11 Projected Ending Fund Balance:	**$ 1,765,000**
Anticipated carryover from 2011/12 to 2012/13:	***$ 987,000***

Notes:

1. **If an emergency of any size occurs, it will decrease the projected carryover as we are not budgeting for any large emergencies.**
2. **The 3% Reserve for Economic Uncertainties is approximately $187,000**

SUPPORT FROM OTHER FUNDS

<u>The Bond, State School Building and Deferred Maintenance Funds</u>

These funds replace systems when they fail or are about to fail. The Deferred Maintenance Funds have been swept and no new funding is available. The bond continues to upgrade selected systems. As a system ages, it places a greater burden on the Maintenance Department. The following projects are planned for the next year:

1. Floor replacement at Oxford Elementary;
2. A new roof at Berkeley High and two new roofs at King; and,
3. Completing projects at Berkeley High, West Campus and Jefferson.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Approve a Contract With WLC Architects to Provide Design Services for the Jefferson Expansion and Modernization Project

BACKGROUND INFORMATION

On April 27, 2011, the Board approved a construction project plan. On May 11, 2011, the Board approved a pre-qualified list of architectural firms. One of the highest priority projects for the Board was the expansion and partial modernization of Jefferson School.

On May 27, 2011, an interview was held with three architectural firms from the pre-qualified list. The interview was attended by a number of interested stakeholders. The opinion of that group was considered as a part of the selection process, but that opinion was advisory and not determinative. Based on the strength of the entire design team and the advice of the interview team, staff is recommending WLC Architects be hired to design the Jefferson project.

DISTRICT GOAL

V-B – Parcel Tax and Bond Revenues: Provide the best possible education for all students by effectively utilizing local parcel tax and bond revenues.

POLICY/CODE

Board Policy 3310.

FISCAL IMPACT

Cost to be paid from the Measure I Bond Fund.

STAFF RECOMMENDATION

Approve WLC Architects for a contract of $560,000 to design the Jefferson expansion and modernization project.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Approve a Contract With HMC Architects to Provide Design Services for the West Campus Charter School Project

BACKGROUND INFORMATION
On April 27, 2011, the Board approved a construction project plan. At that same Board meeting, the Board added a project to remodel one of the West Campus buildings to accommodate the Realm Charter High School program. That project will also be designed with an eye towards potential reuse as a Career Technical Education facility. On May 11, 2011, the Board approved a pre-qualified list of architectural firms.

On May 24, 2011, an interview was held with three architectural firms from the pre-qualified list. The interview was attended by a number of interested stakeholders. The opinion of that group was considered as a part of the selection process, but that opinion was advisory and not determinative. Based on the strength of the entire architectural team and the advice of the interview team, staff is recommending HMC Architects (recently merged with Beverly Prior Architects) be hired to design the West Campus Charter project.

The proposed budget for this project is $5 million. However, the building needs some further investigation and parts of the Charter school program are not completely clear, so it is possible that staff will return for a revised budget and revised architect fee at a future time.

DISTRICT GOAL
V-B – Parcel Tax and Bond Revenues: Provide the best possible education for all students by effectively utilizing local parcel tax and bond revenues.

POLICY/CODE
Board Policy 3310.

FISCAL IMPACT
Cost to be paid from the Measure AA Bond Fund.

STAFF RECOMMENDATION
Approve HMC Architects for a contract of $450,000 to design the West Campus Realm Charter School project.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent of Business
DATE: June 22, 2011
SUBJECT: Independent Auditor's reports for Measure A of 2006 and Measure BB of 2000

BACKGROUND INFORMATION

Each year, the District's independent audit firm performs financial and compliance audits of the parcel tax measures including Measure A of 2006 and Measure BB of 2000. The attached reports are for audits performed on revenues and expenditures for Fiscal Year 2009-2010. The audits of Fiscal Year 2010-2011 are performed during Fiscal Year 2011-2012. The results of these audits indicate the District's financial statements for these funds present fairly, in all material respects, the financial position as of June 30, 2010. Therefore, there were no financial audit adjustments. The reports also reflect that there were no findings or lack of compliance based on the following audit procedures performed:

1. Verified that the expenditures of the Measure were accounted for separately in the accounting records of the District.
2. Verified that the net revenues received from the parcel taxes were deposited in total into the respective Measure's fund.
3. Tested expenditures of each resource ensuring such expenditures were spent in accordance with the scope of the published election materials specifying the intended use of the proceeds for the Measure.
4. Tested District calculation of student enrollment, teacher FTE's and teacher Compensation on the schedules supporting transfer to the General Fund.
5. Tested that revenues have been allocated based to the appropriate programs based on percentages and programs identified within the Measure.

DISTRICT GOAL:

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

STAFF RECOMMENDATION

Review and accept the Independent Audit's reports for Fiscal Year 2009-2010 for Measure A of 2006 and Measure BB 2000.

BERKELEY UNIFIED SCHOOL DISTRICT

COUNTY OF ALAMEDA

BERKELEY, CALIFORNIA

MEASURE A OF 2006

"BERKELEY SCHOOLS EXCELLENCE PROGRAM"

PERFORMANCE AUDIT

FOR THE YEAR ENDED JUNE 30, 2010

AND

INDEPENDENT AUDITOR'S REPORT

PERRY-SMITH

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE A OF 2006
"BERKELEY SCHOOLS EXCELLENCE PROGRAM"
PERFORMANCE AUDIT

For the Year Ended June 30, 2010

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Berkeley Unified School District
Berkeley, California

We have conducted a performance audit of Berkeley Unified School District Measure A of 2006, "Berkeley Schools Excellence Program" funds for the year ended June 30, 2010.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

The objective of our performance audit was to determine if Berkeley Unified School District expended Measure A of 2006 funds for the year ended June 30, 2010 in accordance with the requirements of the published election materials specifying the intended use of Measure A of 2006 proceeds.

Solely to assist us in planning and performing our performance audit, we made a study and evaluation of the internal controls of Berkeley Unified School District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of the published election materials specifying the intended use of Measure A of 2006 proceeds. Accordingly, we do not express any assurance on the internal controls.

In our opinion, Berkeley Unified School District expended Measure A of 2006 funds for the year ended June 30, 2010 in accordance with the requirements of the published election materials specifying the intended use of Measure A of 2006 proceeds.

Perry-Smith LLP

June 2, 2011

BERKELEY UNIFIED SCHOOL DISTRICT
MEASURE A OF 2006
"BERKELEY SCHOOLS EXCELLENCE PROGRAM"
BACKGROUND INFORMATION

SUMMARY

1. Measure A of 2006 was authorized by an election of the registered voters of Berkeley Unified School District. Measure A of 2006 was approved to support the quality of public education. The funds raised are to be used for reducing class size, libraries, visual and performing arts programs, teacher training and academic support for Berkeley Unified School District by collecting taxes of 22.80 cents per square foot on residential property, 34.36 cents per square foot on commercial property and $50.00 for unimproved parcels. These rates may be adjusted for inflation every year.

2. Total proceeds from parcel taxes for Measure A of 2006 were $23,006,047 for the fiscal year ending June 30, 2010.

3. For fiscal year ending June 30, 2010, $12,646,630 of Measure A parcel tax revenue was transferred to the District's unrestricted General Fund, for Class Size Reduction purposes.

4. For the fiscal year ending June 30, 2010, the District recorded expenditures of Measure A parcel tax revenues of $8,133,516.

BERKELEY UNIFIED SCHOOL DISTRICT
MEASURE A OF 2006
"BERKELEY SCHOOLS EXCELLENCE PROGRAM"
OBJECTIVES, SCOPE, METHODOLOGY AND CONCLUSIONS

OBJECTIVES

The objective of our performance audit was to determine that the District expended Measure A of 2006 funds for the year ended June 30, 2010 only for the purposes approved by the voters, in accordance with the requirements of the published election materials specifying the intended use of Measure A of 2006 proceeds.

SCOPE

The District provided to us a list of all Measure A of 2006 expenditures for the year ended June 30, 2010 (the "List"). An approximate total of 2,760 transactions were identified, representing $8,133,516 in expenditures from July 1, 2009 through June 30, 2010. The District provided to us schedules supporting the $12,646,630 transferred to the General Fund for Class Size Reduction purposes.

METHODOLOGY

1. Verify that the expenditures of the Fund were accounted for separately in the accounting records of the District.

2. Verify that the net revenues received from the parcel taxes were deposited in total into the District's Measure A of 2006 Fund.

3. Test expenditures of each Resource Code ensuring that such expenditures were spent in accordance with the scope of the published material specifying the intended use of proceeds for the Fund.

4. Test District calculations of Student Enrollment, Teacher FTE's and Teacher Compensation on the schedules supporting the transfer to the General Fund.

5. Test that not more than 2% of revenues were allocated to Public Information, Planning & Oversight Committee.

6. Test that the remaining revenues 66%, 10.25%, 6.25%, 7.25%, 1.25% and 9.00% of the revenues have been allocated to Class Size Reduction, School Discretionary Funds, Visual and Performing Arts, School Libraries, Parent Outreach and Translation Services, and Professional Development, Educational Program Evaluation and Technology for Schools for the Measure A of 2006 Fund.

CONCLUSIONS

1. The Measure A of 2006 Fund expenditures were accounted for separately in Resource Code 0000, 0841, 0852, 0853, 0854, 0855, 0856, 0857, 0860 and 0862.

2. All tax collections as well as related interest revenues have been properly accounted for separately in the Measure A of 2006 Resource Codes.

CONCLUSIONS (Continued)

3. Berkeley Unified School District expensed Measure A of 2006 funds for the year ended June 30, 2010 only for the purposes specified in the published election materials specifying the intended use of Measure A of 2006 proceeds.

4. District calculations of Student Enrollment, Teacher FTE's and Teacher Compensation were mathematically accurate, and properly supported the transfer of funds to the General Fund.

5. Initial allocation of Measure A proceeds for use by the Public Information, Planning & Oversight Committee did not exceed the prescribed limit.

6. Measure A of 2006 Funds were deposited and allocated properly in accordance with the approved allocation percentages contained within the Measure.

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE A OF 2006

"BERKELEY SCHOOLS EXCELLENCE PROGRAM"

FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2010

AND

INDEPENDENT AUDITOR'S REPORT

PERRY-SMITH

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE A OF 2006 FUND

For the Year Ended June 30, 2010

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Berkeley Unified School District

We have audited the accompanying balance sheet of Measure A of 2006, also referred to as "Berkeley Schools Excellence Program (Measure A of 2006)", of Berkeley Unified School District, as of June 30, 2010, and the related statements of revenues, expenditures and changes in fund balances for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present the financial activity of Measure A of 2006 only, and do not purport to, and do not, present the financial position and results of operations of Berkeley Unified School District as a whole, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Measure A of 2006 as of June 30, 2010, and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Perry-Smith LLP

June 2, 2011

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE A OF 2006 FUND

BALANCE SHEET

June 30, 2010

	Unrestricted General Education Resource 0000	Class Size Reduction Resource 0841	School Discretionary Funds Resource 0852	Visual and Performing Arts Programs Resource 0853	Public Information Planning and Oversight Committee Resource 0854	Professional Development, Educational Program Evaluation and Technology for Schools Resource 0855 856/862	Parent Outreach and Translation Services Resource 0857	School Libraries Resource 0860	Total Measure A of 2006
ASSETS									
Cash and investments	$ 722,332	$ 2,565,808	$ 927,563	$ 655,638	$ 189,413	$ 680,518	$ 109,272	$ 695,605	$ 6,546,150
Accounts receivable	29,263	763,430	118,563	72,295	23,606	104,104	14,459	83,862	1,209,582
Due from other funds			3,648			2,496			6,144
Total assets	$ 751,595	$ 3,329,238	$ 1,049,774	$ 727,933	$ 213,020	$ 787,118	$ 123,731	$ 779,467	$ 7,761,876
LIABILITIES AND FUND BALANCE									
Liabilities:									
Accounts payable		$ 208,061	$ 243,500	$ 100,999	$ 5,743	$ 86,012	$ 1,962	$ 133,047	$ 779,324
Due to other funds		1,490,885	120,305	111,673		102,587	14,766	85,993	1,926,209
Total liabilities		1,698,946	363,805	212,672	5,743	188,599	16,728	219,040	2,705,533
Fund balance	$ 751,595	1,630,292	685,969	515,261	207,277	598,519	107,003	560,427	5,056,343
Total liabilities and fund balance	$ 751,595	$ 3,329,238	$ 1,049,774	$ 727,933	$ 213,020	$ 787,118	$ 123,731	$ 779,467	$ 7,761,876

The accompanying notes are an integral part of these financial statements.

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE A OF 2006 FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

For the Year Ended June 30, 2010

	Unrestricted General Education Resource 0000	Class Size Reduction Resource 0841	School Discretionary Funds Resource 0852	Visual and Performing Arts Programs Resource 0853	Public Information Planning and Oversight Committee Resource 0854	Professional Development, Educational Program Evaluation and Technology for Schools Resource 0855 856/862	Parent Outreach and Translation Services Resource 0857	School Libraries Resource 0860	Total Measure A of 2006
Revenues:									
Special taxes	$ 399,360	$ 14,622,007	$ 2,270,842	$ 1,384,659	$ 452,133	$ 1,993,909	$ 276,932	$ 1,606,205	$ 23,006,047
Interest	64,205								64,205
Other local revenue			93	78		2,839		5	3,015
Intra-fund transfers	(244,579)	158,194	24,568	14,980	4,892	21,572	2,996	17,377	
Contribution to General Fund		(12,298,938)		(347,692)					(12,646,630)
Total revenues	218,986	2,481,263	2,295,503	1,052,025	457,025	2,018,320	279,928	1,623,587	10,426,637
Expenditures:									
Certificated salaries		1,045,411	570,938	497,753		577,845		499,882	3,191,829
Classified salaries (project management			584,475	45,596	246,767	423,894	154,486	436,891	1,892,109
Employee benefits		290,792	350,124	148,774	92,725	315,576	58,686	347,376	1,604,093
Books and supplies			191,419	96,338	3,991	120,118	7,464	158,938	578,268
Contract services	434,298		211,369	67,211	41,888	76,566	6,526	24,399	867,257
Total expenditures	434,298	1,336,203	1,908,325	855,672	385,371	1,513,999	227,162	1,472,486	8,133,516
(Deficiency) excess of revenues (under) over expenditures	(215,312)	1,145,060	387,178	196,353	71,654	504,321	52,766	151,101	2,293,121
Transfer of indirect costs		(796,292)	(111,446)	(70,277)		(88,418)	(13,264)	(85,993)	(1,165,690)
Fund balance, beginning of year	966,907	1,281,524	410,237	389,185	135,623	182,616	67,501	495,319	3,928,912
Fund balance, end of year	$ 751,595	$ 1,630,292	$ 685,969	$ 515,261	$ 207,277	$ 598,519	$ 107,003	$ 560,427	$ 5,056,343

The accompanying notes are an integral part of these financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Measure A of 2006 Fund (the "Fund") of Berkeley Unified School District (the "District") conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The Fund accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

Financial Reporting Entity

The financial statements include the financial activity of the Measure A of 2006 Fund only. The Fund was established to account for the revenues and expenditures of Measure A of 2006. These financial statements are not intended to present the financial position and results of operations of Berkeley Unified School District as a whole, in conformity with accounting principles generally accepted in the United States of America. Measure A of 2006 was approved to support the quality of public education. The funds raised are to be used for reducing class sizes, supporting music programs, parent outreach, program evaluation and teacher training, school libraries, as well as reimbursement of administration costs incurred by Berkeley Unified School District. The Measure A of 2006 Fund is generated from a separate property tax levy of 22.80 cents per square foot on residential property and 34.36 cents per square foot on commercial property. These rates are adjusted for inflation every year.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements of the Fund are accounted for using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Using this measurement focus, only current assets and current liabilities are included in the balance sheet. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

2. CASH AND INVESTMENTS

Cash and investments held on behalf of the Fund of Berkeley Unified School District consist of deposits in the County of Alameda Treasury.

Pooled Funds

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Alameda County Treasury. The County pools and invests the cash. these pooled funds are carried at cost which approximates fair value. Interest earned is deposited monthly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

Because the District's deposits are maintained in a recognized pooled investment fund under the care of a third party and the District's share of the pool does not consist of specific, identifiable investment securities owned by the District, no disclosure of the individual deposits and investments or related custodial credit risk classifications is required.

In accordance with applicable state laws, the Alameda County Treasurer may invest in derivative securities. However, at June 30, 2010, the Alameda County Treasurer has represented that the Treasurer's pooled investment fund contained no derivatives or other investments with similar risk profiles.

Interest Rate Risk

The District does not have a formal investment policy that limits cash and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2010, the District had no significant interest rate risk related to cash and investments held.

Credit Risk

The District does not have a formal investment policy that limits its investment choices other than the limitations of state law.

Concentration of Credit Risk

The District does not place limits on the amount it may invest in any one issuer. At June 30, 2010, the District had no concentration of credit risk.

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE BB OF 2000

FINANCIAL STATEMENTS

AS OF JUNE 30, 2010

AND

FOR THE YEAR ENDED JUNE 30, 2010

AND

INDEPENDENT AUDITOR'S REPORT

PERRY-SMITH

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE BB OF 2000 FUND

For the Years Ended June 30, 2010

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Berkeley Unified School District

We have audited the accompanying balance sheet of Measure BB of 2000, of Berkeley Unified School District, as of June 30, 2010, and the related statement of revenues, expenditures and changes in fund balances for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements present the financial activity of Measure BB of 2000 only, and do not purport to, and do not, present the financial position and results of operations of Berkeley Unified School District as a whole, in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Measure BB of 2000 as of June 30, 2010, and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Perry-Smith LLP

June 2, 2011

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE BB OF 2000 FUND

BALANCE SHEET

June 30, 2010

ASSETS	
Cash and investments	$ 2,412,179
Accounts receivable	275,083
Total assets	$ 2,687,262
LIABILITIES AND FUND BALANCE	
Accounts payable	$ 329,376
Due to other funds	332,567
Total liabilities	661,943
Fund balance	2,025,319
Total liabilities and fund balance	$ 2,687,262

The accompanying notes are an integral part of these financial statements.

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE BB OF 2000 FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

For the Year Ended June 30, 2010

Revenues:	
Parcel tax	$ 5,308,367
Interest	16,531
Other local revenue	108
Total revenues	5,325,006
Expenditures:	
Classified salaries	2,177,898
Employee benefits	922,327
Books and services	482,343
Services and other	2,060,707
Total expenditures	5,643,275
Deficiency of revenues under expenditures	(318,269)
Other uses:	
Transfers out	(329,567)
Net change in fund balance	(647,836)
Fund balance – beginning	2,673,155
Fund balance – ending	$ 2,025,319

The accompanying notes are an integral part of these financial statements.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Measure BB of 2000 Fund (the "Fund") of Berkeley Unified School District (the "District") conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The Fund accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

Financial Reporting Entity

The financial statements include the financial activity of the Measure BB Fund only. The Fund was established to account for the revenues and expenditures of Measure BB Fund. These financial statements are not intended to present the financial position and results of operations of Berkeley Unified School District as a whole, in conformity with accounting principles generally accepted in the United States of America. Measure BB was approved to provide essential maintenance of school building grounds. A property tax levy of 4.5 cents per square foot on residential property and 6.75 cents per square foot on commercial property fund Measure BB activities. Measure BB will last for a period of 12 years, and terminates in the 2012/2013 fiscal year. The rate may be adjusted for inflation every year. The current year's rates for fiscal year ending June 30, 2010 are 6.05 cents per square foot on residential property and 9.07 cents per square foot on commercial property.

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

The financial statements of the Fund are accounted for using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Using this measurement focus, only current assets and current liabilities are included in the balance sheet. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current fiscal period. Expenditures are recognized in the accounting period in which the liability is incurred.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

2. CASH AND INVESTMENTS

Cash and investments held on behalf of the Fund of Berkeley Unified School District consist of deposits in the County of Alameda Treasury.

Pooled Funds

In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the Alameda County Treasury. The County pools and invests the cash. these pooled funds are carried at cost which approximates fair value. Interest earned is deposited monthly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

Because the District's deposits are maintained in a recognized pooled investment fund under the care of a third party and the District's share of the pool does not consist of specific, identifiable investment securities owned by the District, no disclosure of the individual deposits and investments or related custodial credit risk classifications is required.

In accordance with applicable state laws, the Alameda County Treasurer may invest in derivative securities. However, at June 30, 2010, the Alameda County Treasurer has represented that the Treasurer's pooled investment fund contained no derivatives or other investments with similar risk profiles.

Interest Rate Risk

The District does not have a formal investment policy that limits cash and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2010, the District had no significant interest rate risk related to cash and investments held.

Credit Risk

The District does not have a formal investment policy that limits its investment choices other than the limitations of state law.

Concentration of Credit Risk

The District does not place limits on the amount it may invest in any one issuer. At June 30, 2010, the District had no concentration of credit risk.

BERKELEY UNIFIED SCHOOL DISTRICT

COUNTY OF ALAMEDA

BERKELEY, CALIFORNIA

MEASURE BB OF 2000

PERFORMANCE AUDIT

FOR THE YEAR ENDED JUNE 30, 2010

AND

INDEPENDENT AUDITOR'S REPORT

PERRY-SMITH

BERKELEY UNIFIED SCHOOL DISTRICT

MEASURE BB
PERFORMANCE AUDIT

For the Year Ended June 30, 2010

TABLE OF CONTENTS

PERRY-SMITH
THE POWER OF CONFIDENCE

Perry-Smith LLP
400 Capitol Mall | Suite 1200
Sacramento, CA 95814
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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Berkeley Unified School District
Berkeley, California

We have conducted a performance audit of Berkeley Unified School District Measure BB funds for the year ended June 30, 2010.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our conclusions based on our audit objectives.

The objective of our performance audit was to determine if Berkeley Unified School District expended Measure BB funds for the year ended June 30, 2010 in accordance with the requirements of the published election materials specifying the intended use of Measure BB proceeds.

Solely to assist us in planning and performing our performance audit, we made a study and evaluation of the internal controls of Berkeley Unified School District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of the published election materials specifying the intended use of Measure BB proceeds. Accordingly, we do not express any assurance on the internal controls.

In our opinion, Berkeley Unified School District expended Measure BB funds for the year ended June 30, 2010 in accordance with the requirements of the published election materials specifying the intended use of Measure BB proceeds.

Perry-Smith LLP

June 2, 2011

BERKELEY UNIFIED SCHOOL DISTRICT
MEASURE BB
BACKGROUND INFORMATION

SUMMARY

1. Measure BB was authorized by an election of the registered voters of Berkeley Unified School District. Measure BB was approved to provide essential maintenance of school building grounds by collecting taxes of 4.50 cents per square foot on residential property and 6.75 cents per square foot on commercial property for a period of 12 years. These rates may be adjusted for inflation every year.

2. Total proceeds from parcel taxes for Measure BB were $5,308,367 for the year ended June 30, 2010.

BERKELEY UNIFIED SCHOOL DISTRICT
MEASURE BB
OBJECTIVES, SCOPE, METHODOLOGY AND CONCLUSIONS

OBJECTIVES

The objective of our performance audit was to determine that the District expended Measure BB funds for the year ended June 30, 2010 only for the purposes approved by the voters, in accordance with the requirements of the published election materials specifying the intended use of Measure BB proceeds.

SCOPE

The District provided to us a list of all Measure BB expenditures for the year ended June 30, 2010 (the "List"). An approximate total of 2,560 transactions were identified, representing $5,643,275 in expenditures from July 1, 2009 through June 30, 2010.

METHODOLOGY

1. Verify that the expenditures of the Fund were accounted for separately in the accounting records of the District.

2. Verify that the net revenues received from the parcel taxes were deposited in total into the District's Measure BB Fund.

3. Test expenditures of the Fund ensuring that such expenditures were spent in accordance with the scope of the published election materials specifying the intended use of proceeds for the Measure.

CONCLUSIONS

1. The Measure BB Fund expenditures were accounted for separately in Fund 02.

2. All tax collections as well as related interest revenues have been properly accounted for separately in the Measure BB Fund.

3. Berkeley Unified School District expensed Measure BB funds for the year ended June 30, 2010 only for the purposes specified in the published election materials specifying the intended use of Measure BB proceeds.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Accept Bids for the Hillside School Property

BACKGROUND INFORMATION
On March 23, 2011, the Board approved Resolution 11-42 to request proposals for the sale of Hillside School. The date to receive bids was later extended until June 22nd. The Board was informed of the extension at its May 25, 2011 Meeting.

Written bids are to be received by 5:00 PM on June 22nd at CB Richard Ellis's office (the District's real estate broker), or to be submitted at this Board Meeting. Oral bids can also be accepted, provided that oral bids are accompanied by the required security, meet other District requirements, and are at least 5% higher than the highest written bid received.

Tonight the action is to receive bids. At a subsequent Board Meeting, the Board will act on the bids received.

DISTRICT GOAL
V- Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE
Education Code 17473, 17464 and 17485 et seq. and Government Code 54220 et seq.

FISCAL IMPACT
No impact to the receipt of bids.

STAFF RECOMMENDATION
Accept bids for the Hillside property.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: June 22, 2011
SUBJECT: 2011– 2012 Preliminary Budget

BACKGROUND INFORMATION
The 2011–2012 Preliminary Budget, Budget Assumptions, Multi-Year Projections and Multi-Year Projections assumptions are submitted under separate cover for review and discussion.

DISTRICT GOAL
V. Resources: General and equitable allocate resources for programs and services that enable every student to succeed.

POLICY/CODE
California Education Code Sections 42122-42129

FISCAL IMPACT
N/A

STAFF RECOMMENDATION
Review and discuss the 2011 – 2012 Preliminary Budget and Multi-Year Projections (under separate cover). Should the Board choose to do so, the budget may be approved at this meeting.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: June 22, 2011
SUBJECT: Proposal to Eliminate or Reduce Specified Classified Positions

BACKGROUND INFORMATION
Due to reductions in revenues in general, categorical and restricted funds and the tenuous and precarious nature of school district financing and state and federal funding, a number of classified positions in the District need to be eliminated or reduced because of lack of work or lack of funds.

In light of Education Code requirements, it is necessary for the Governing Board to set forth and act on these eliminations or reductions of classified positions so that each employee affected can be timely notified as prescribed by law and the collective bargaining agreement**.** The resolution will be presented to Board on June 29, 2011.

Because of the shifting of and limitations in funding sources, as well as the increase in personnel costs without monies to cover those costs, these positions need to be eliminated or reduced.

We regret the hardship this notification process places on employees and the uncertainty of their future employment status. The employees immediately impacted have been notified of this potential employment action.

Proposed Eliminations/Reductions:

Eliminations/Reductions	SITE	Additions
Instructional Assistant, Bilingual **0.20 FTE** Title 1 Funding The SGC approved the elimination of this position, and intervention for English Learners will be provided by a bilingual literacy coach who will focus on more comprehensive support for English Learners via certificated Response To Intervention support.	Cragmont	
Instructional Specialist II, Dance **0.31 FTE** PTA and BSEP The SGC and PTA approved the reduction of this dance activity which has been in addition the other teacher release time. By having dance instruction offered by a certificated dance teacher, this time will now be part of the teacher release time. That will result in additional in-classroom time.	BAM	

Instructional Specialist, Percussion **0.08 FTE** BSEP The SGC approved the reduction of this activity which has been in addition the other teacher release time. This will result in additional in-classroom time.	BAM	
Instructional Specialist, Conflict Resolution **0.50 FTE** BSEP and PTA Funding The SGC and PTA approved the elimination of this position because there has been significant improvement in the school climate. The focus is now on the coordination by the grade-level teams to continue systems that are now established.	King	
Health Education Assistant **1.00 FTE** The SGC approved the elimination of this position because of the need to focus on improving student attendance. The Incumbent resigned and position is vacant.	B Tech	Specialist, Student Welfare/ Attendance 1.00 FTE

DISTRICT GOAL: V A: Efficient Use of Resources

POLICY/CODE
Education Code Section 45117

FISCAL IMPACT
Reduction in employee costs

STAFF RECOMMENDATION
Receive for information.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: June 22, 2011
SUBJECT: New Textbook Recommendations for Economics, Environmental Science, and Academic Language Development at Berkeley High School

BACKGROUND INFORMATION

Berkeley High School staff is recommending four new textbooks: *Krugman's Macroeconomics for AP*, *Economics by Example*, *Environmental Systems and Societies,* and *English 3D*.

<u>Economics</u>

Krugman's Macroeconomics for AP, by Margaret Ray and David Anderson, widely considered the most appropriate text for AP Macroeconomics, is used by high schools across California and the nation. By closely following the AP Course Outline, the text takes teachers and students through the required material in a sequence and at a pace designated to help students attain optimal success. Whenever possible, the book uses examples that are familiar to high school students, such choosing which college to attend, paying a high price for a cup of coffee, or deciding where to eat at the food court at a local shopping mall. Paul Krugman's real-world examples and story-telling approach are designed to capture students' interest.

The text has been designed by leading experts in the field of macroeconomics and is based on research-based best practices for teaching high school students. Paul Krugman is a professor of economics and international affairs at Princeton and a columnist for *The New York Times*. He was awarded the 2008 Nobel Prize in Economics. Margaret Ray is a College Board Consultant, Reader, and Workshop Leader. Dave Anderson is the leading authority on the AP Exam and author of *Economics by Example*, which is a supplementary text designed to accompany *Krugman's Macroeconomics for AP*.

The text is divided into the following eight modules:

- Basic Economic Concepts
- Supply and Demand
- Measurement of Economic Performance
- National Income and Price Determination
- Financial Sector
- Inflation, Unemployment and Stabilization Policies

- Economic Growth and Productivity
- International Trade and Finance

Each section of the text references a chapter from *Economics by Example*. These chapters further show students how the economics concepts are applied in the real world.

Environmental Science

Environmental Systems and Societies, by Andrew Davis and Garrett Nagle and published by Pearson, was written specifically for the IB Environmental Systems class and is used throughout the world. This book is designed to be a comprehensive course book, covering all aspects of the syllabus. It follows the syllabus outline section by section, explaining and expanding on the material in the course syllabus. This text is necessary for students in the IB program as it covers material that is not included in the previously approved AP Environmental Science book. IB classes have specific assessments and skill sets that this textbook covers in great detail.

Throughout the book, students examine the environment from the perspective of human societies, and assess their response in the light of the scientific framework used in environmental sciences. The book therefore looks at environmental issues from economic, historical, cultural, socio-political viewpoints as well as a scientific one, to provide a holistic perspective. The aims of this book are to:

- Promote understanding of environmental processes at a variety of scales, from local to global
- Provide the methodologies and skills that can be used to analyze the environment at local and global levels
- Enable students to apply the knowledge, methodologies and skills gained
- Promote critical awareness of a diversity of cultural perspectives
- Recognize the extent to which technology plays a role in both causing and solving environmental issues
- Appreciate the value of local as well as international collaboration in resolving environmental problems
- Appreciate that environmental issues may be controversial, and may provoke a variety of responses
- Appreciate that human society is both directly and indirectly linked to environment at a number of levels and a variety of scales.

Academic Language Development

English 3D, by Kate Kinsella, Ed. D. and published by Scholastic, is a new curriculum to increase dramatically the quality and quantity of verbal and written interactions using academic English among long-term English Learners and the highest level of EL Newcomer students.

English 3D is designed to support English Learners by

- Teaching high-leverage, portable language for academic and career contexts
- Focusing on all aspects of advanced ELD: vocabulary, syntax, grammar, and register
- Improving speaking and listening skills through daily structured and accountable interactions, collaborations, and presentations requiring applications of target language
- Developing Common Core writing skills: justification, summary, argument, research
- Engaging students in rigorous instruction with explicit, recursive instructional routines
- Improving reading fluency and comprehension of concept and data-driven informational text
- Providing compelling issue-based content as a springboard for language and literacy growth

English 3D Components include: 1) a student hard cover Issue Digest with engaging nonfiction articles, fact files, graphs and charts; 2) a student Language and Writing Portfolio; and 3) a detailed Teaching Guide with an instructional DVD with key routines, interactive white board tools to support key routines, and reproducible materials, such as genre-specific writing frames, scoring guides, visual organizers, etc.

English 3D is intended to be used in the Academic Language Development (ALD) support class, and it will strengthen the ALD and SDAIE Composition curriculum. In addition, Scholastic and Kate Kinsella will provide summer training for teachers who will be using this book, and four BHS teachers have already committed to attend the training.

The Board is required to adopt textbooks for grades 9-12 in order to use funds from the State Instructional Materials Funding Program to purchase them. The textbooks are on display in the Superintendent's Conference Room and will be brought to the Board meeting on June 29, 2011 for official adoption.

DISTRICT GOAL
I. Curriculum and Instruction

POLICY/CODE
Board Policy 6161.1
Ed Code 60400

FINANCIAL IMPACT

Approximately $12,000

STAFF RECOMMENDATION
Accept the new textbook recommendations for economics, environmental science and academic language development at Berkeley High School for adoption consideration.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
Susan Craig, Ed.D., Director, Student Services
DATE: June 22, 2011
SUBJECT: Update Regarding Responses to Weapons Found on the Berkeley High School Campus

BACKGROUND INFORMATION
Recent incidents involving Berkeley High School and B-Tech students in possession of firearms incidents are of serious concern to the District and community of Berkeley. Ensuring the safety of BUSD students and staff is of paramount importance. The District and administration have responded with several measures to address the presence of weapons on campus and are continuing to take steps to address and ensure safety at BUSD schools. District staff has presented a progress report on the steps being taken at each Board meeting this spring.

This report includes a list of the actions taken to date as well as a list of the topics to be addressed in the Plan to Eliminate Weapons at Schools that will be presented to the Board on June 29, 2011.

I. Introduction
There were seven students found to be in possession of a firearm on campus this year. Of these seven students, five were not on probation prior to the incident; one is in grade 12, three are in grade 11, one is in grade 10, and two are in grade 9; three did not have prior discipline incidents during the current school year; all are males; and one student is homeless. All of the incidents with one exception occurred during the morning. The one exception involved a non BUSD student and occurred after school was dismissed on Milvia Street,

II. Responses to Date

A. Forums

- Superintendent's Ad Hoc Safety Committee
  The Superintendent's Ad Hoc Safety Committee met seven times during the past three months and will hold its final meeting on June 29. There are approximately 15 participants including BHS and B-Tech staff, BHS parents and students, and District staff. The safety committee has reviewed several suggested action items regarding safety and has advised the Superintendent on these issues.

- Community Forum
  Berkeley High School and District staff held a forum for parents, caregivers and members of the community on March 28 to address concerns and discuss steps being taken to prevent further incidents of guns on campus. Presenters included the Superintendent, Berkeley Police Sergeant Upson, and Pastor Michael McBride.

- Student Focus Groups
  Focus groups with students were conducted at Berkeley High School to learn from students possible reasons students are bringing guns and weapons into campus. The focus groups were led by BUSD staff to give students the opportunity to express their concerns in a confidential setting.

- Forum on Bullying
  Board members arranged and facilitated a community forum on bullying on June 11 which was attended by staff, parents, caregivers, and members of the community and the Board. Feedback from participants is currently being reviewed.

B. Training

- Safety Officer Conflict Mediation Training
  Two Safety Officers, one from Berkeley High School and one from B-Tech, participated in a 40 hour conflict mediation training which was sponsored by Project Seed.

- Training by the Berkeley Police Department
  The Berkeley Police Department provided training for BHS and B-Tech Administrators and Safety Officers on May 25 regarding emergency communication and search and seizure protocols.

- Safety Officer Training
  All Berkeley Unified School District Safety Officers participated in a three-day training on June 20–22, conducted by Phillip Mullendore of the Institute for Campus Safety, in compliance with SB 1626.

- Commitments for Future Training
  BUSD staff has made a commitment to attend the following trainings: ten BUSD staff will participate in Dr. Joseph Marshall's Alive and Free training on August 15–17; six BUSD staff will attend the Safe Schools Conference on August 5; and BUSD Secondary Administrators and Safety Officers will attend a gang awareness training in August led by the Berkeley Police Department.

C. Increased Staffing

- Increased Safety Officer Staffing
  Two additional Safety Officers were added at Berkeley High School and one additional Safety Officer was added at B-Tech prior to spring break. The additional Safety Officers continued to work through the end of the school year.

- Increased Administrative Staffing
  Administrative support was added to Berkeley High School on a temporary basis specifically to implement these proactive steps to reduce weapons on campus.

- Increased Police Presence on Campus
  An additional Berkeley Police Department School Resource Officer was added one day per week starting April 11 to supplement the four days already covered by the current School Resource Officer.

D. Assessment of Needs

- External Safety Consultant
  School Safety Consultant, Al Bahn of EduSafe Associates, completed a campus walk-through at Berkeley High School on April 19 and at B-Tech on May 10. Mr. Bahn attended the Ad Hoc Safety Committee meeting on May 25 and reviewed his preliminary findings with the committee. Staff and students have since participated in a safety survey as a part of the safety evaluation.

- Internal Assessment
  The Superintendent, the BHS Principal, and the Lead Safety Officer conducted a review of the use and the number of security staff members at the site.

E. Communication

- BHS Staff Meeting
  The Berkeley High School Principal held a school-wide staff meeting on March 24 to discuss weapons on campus, the plan to eliminate them, and the role of staff; he also reviewed school safety procedures.

- Class Meetings with Students
  Administrators at Berkeley High School went into each history classroom prior to spring break to explain the rules and

consequences of weapons on campus, explain the dangers of weapons, and explain how students can confidentially report information about weapons on campus.

- <u>Notification of Families</u>
  The BHS Principal provided timely and detailed reports to families about the incidents using the district phone and email systems.

- <u>Anonymous Hotline</u>
  An anonymous tip telephone hotline (1-866-SPEAK UP) with a text message option was created and publicized to students and parents to allow them to report weapons on campus.

F. Physical Plant Security

- <u>Gate Repairs and Closures of Entrances</u>
  Safety Officers and Administrators are stationed at every entrance in the morning prior to the start of the school day and again at the end of the lunch period. Only five entrances at BHS are open in the morning and at lunch: 1) the main office, 2) Kittredge and Milvia, 3) the portable building area, 4) the gym, and 5) between the G and H buildings on Martin Luther King. The entrances at Milvia and Kittredge and between the G and H building are locked at 9AM and after lunch when school is in session. The gate between the Community Theater and the Administration Building has been repaired. The gate on Allston Way between the Little Theater and the H Building is now kept locked all day.

- <u>Use of Staff</u>
  The assignments of Safety Officers were re-designed to provide hourly patrols of bathrooms and other out of the way areas on campus. A Safety Officer is now stationed in the portable area for continual monitoring. An additional Safety Officer monitors the G and H building area.

G. Increased Support for Students

- <u>Support for Highest Risk Students</u>
  Transitional support for students who are on probation, in foster care, reentering after expulsion or homeless has been implemented with the help of a Teacher on Special Assignment at Berkeley High School and a Counselor at B-Tech.

- <u>Programs to Strengthen Positive School Culture</u>

A representative from the Safe School Ambassadors program presented this program to the Ad Hoc Safety Committee for consideration on June 8. Additional programs and strategies to prevent and reduce bullying and violence will be reviewed with the intent of implementing a program at Berkeley High School and B-Tech during the 2011-2012 school year.

III. Response to Input and Suggestions

The following topics have been discussed by staff and the Ad Hoc Safety Committee and will be addressed in the plan that will be presented to the Board on June 29:

Closed Campus
Uniforms for Safety Officers
Police Presence at Schools
Visible Identification Badges for Students and Staff
Transitional Support for High Risk Students
Gun/Violence Prevention Education
Procedures for Visitors to Campus
Electronic Devices
Metal Detectors
District Security Staffing
Student Dress Codes
Programs to Strengthen Positive School Culture

DISTRICT GOAL
II. C. Positive Behavior Support

POLICY/CODE
Board Policy 5131.7

FISCAL IMPACT:
None

STAFF RECOMMENDATION
Receive the Update regarding Responses to Weapons Found on the Berkeley High School Campus for information.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: June 22, 2011
SUBJECT: IEP (Individualized Education Program) Compliance Report

BACKGROUND INFORMATION
The attached report lists the number and the percentage of completed annual IEP's and Triennial reviews at each site. Case managers for students who qualify for Special Education services are expected to convene an IEP team annually for each student to review the student's progress and to establish an educational plan for the following year. Every three years, each student is to be fully reevaluated with a complete battery of appropriate assessments.

District staff compiles this compliance report primarily for principals and Special Education staff at each site to monitor our performance in addressing the needs of Special Education students. The goal is always 100%. The high percentages of completed IEP's and Triennial reviews indicate that the district has made significant progress in this area since it has been monitored.

This report is being provided to the Board as an Organizational Performance Indicator.

DISTRICT GOAL
II. Strategies to Promote Student Success

POLICY/CODE
Ed Code 56340
Code of Federal Regulations, Title 34, Section 300.343(b)

FISCAL IMPACT
None

STAFF RECOMMENDATION
Receive for information.

IEP COMPLIANCE REPORT: as of June 13, 2011

SCHOOL SITE	TOTAL IEP'S	COMPLETED IEP'S	% COMPLETED	TOTAL TRIENNIALS	COMPLETED TRIENNIALS	% COMPLETED
ARTS MAGNET	38	37	97%	38	38	100%
CRAGMONT	45	39	87%	45	42	93%
EMERSON	28	25	89%	28	28	100%
JEFFERSON	39	37	94%	39	38	97%
JOHN MUIR	34	34	100%	34	33	97%
LECONTE	29	26	90%	29	29	100%
MALCOLM X	46	40	87%	46	43	93%
OXFORD	36	35	97%	36	36	100%
ROSA PARKS	50	46	92%	50	49	98%
THOUSAND OAKS	38	38	100%	38	38	100%
WASHINGTON	49	47	96%	49	49	100%
KING	103	93	90%	103	96	93%
LONGFELLOW	63	60	95%	63	61	97%
WILLARD	75	65	87%	75	72	96%
BERKELEY HIGH	321	307	96%	321	313	98%
B-TECH	28	25	89%	28	28	100%
pre-school (Hopkins, Franklin, King, speech-only, CEID)	88	86	98%		n/a	
non public, non BUSD K-12, home instruction/indp study/home hospital	89	71	80%	89	81	91%

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: June 22, 2011
SUBJECT: Results of First Bond Issuance for Measure I

BACKGROUND INFORMATION
On November 7, 2010, voters approved Measure I, a school bond in the amount of $210 million. The proceeds from Measure I may only be used for the projects listed in the Measure.

Measure I authorizes a local property tax to pay the principal and interest costs of the bond issuances. The tax rate to voters will continue to mirror the rates of prior measures and will hold to the District's promise to not exceed the highest rate of $0.1728 of the assessed value that occurred in 2003-04.

In May, the District issued its first set of bonds—$25 million in Direct Pay Qualified School Construction Bonds (QSCBs) under the American Recovery and Reinvestment Act of 2009 and $10 million in traditional tax-exempt general obligation bonds. This result is an improvement over what was outlined in the District's original plan for Measure I, and was enabled by three factors: the District's QSCB allocation, the District's increased credit rating, and the restructuring of the Measure I issuance.

The District's QSCB allocation: Savings of Approximately $10 million
The benefit of a QSCB allocation is that the U.S. Treasury will pay a subsidy to the District to offset a significant portion of the interest on the QSCB-portion of any bond issuance.[*]

The increase in the District's credit rating: Savings of Approximately $1.2 million
As a result of its good financial stewardship and its sizable ending fund balance, Standard & Poor's upgraded the District's credit rating from "A+" to "AA-". This improvement means that the interest rate, and thus interest payments, on the District's bonds was lower than it otherwise would have been.

[*] The District received a "$25 million QSCB allocation." However, the phrasing of this allocation can be misleading as it does not mean that the District receives $25 million. Rather, it means that the federal government with *subsidize interest payments on $25 million in principle*.

The District restructured the Measure I issuances: Savings of Approximately $1 million
The District was able to issue $35 million instead of the originally-planned $30 million. As a result, the District is able to start certain projects sooner than originally planned, which will generate savings from less inflation costs.

Total Estimated Savings: $12.2 million
These savings, which are spread out over 25 years, are estimates and are based on the judgment and experience of District staff and the District's financial consultant. They are intended to provide a general sense of what savings resulted from District efforts.

DISTRICT GOAL:
V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE
N/A

STAFF RECOMMENDATION
Receive for information.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: June 22, 2011
SUBJECT: Facilities Plan Update

BACKGROUND INFORMATION

This report is an update of the Facilities Construction Plan approved by the Board on March 10, 2010 and as amended on September 22, 2010 and April 27, 2011. Data in this report is current as of June 13, 2011. This report includes updates of all active construction projects. Maintenance projects are detailed in the Maintenance Quarterly Reports.

ELEMENTARY SCHOOLS

Emerson

Project Type:	Solar
Status:	Construction
Completion Date:	October 2011
Changes since last report:	Bids were received and approved by the Board. The low bidder has been sent a contract and a Notice of Award.

LeConte

Project Type:	Electrical Service
Status:	Pre-Design
Completion Date:	September 2012
Changes since last report:	On hold. We will re-start the project in the summer.

Oxford

Project Type:	Flooring
Status:	Construction
Completion Date:	September 2011
Changes since last report:	Bids were received and approved by the Board. The low bidder has been sent a contract and a Notice of Award.

BAM

Project Type:	Electrical Service
Status:	Pre-Design
Completion Date:	September 2012
Changes since last report:	On hold. We will re-start the project in the summer.

Jefferson

Project Type: Two Classroom Construction
Status: Construction
Completion Date: October 2011
Changes since last report: The restroom rough plumbing has been installed. A number of curbs have been built and the concrete will be poured this week.

Project Type: Addition and Modernization
Status: Design
Completion Date: April 2014
Changes since last report: Architect interviews were conducted. A firm is being recommended to the Board at this Board Meeting.

Rosa Parks

Project Type: Solar
Status: Design
Completion Date: March 2012
Changes since last report: No change. The designer is still working to get DSA approval.

MIDDLE SCHOOLS

KING

Project Type: Media Center Roof
Status: Construction
Completion Date: September 2011
Changes since last report: The contractor has his Notice to Proceed. He will submit his schedule on June 14th. He plans to start at the King Gym first.

Project Type: Gymnasium Roof
Status: Construction
Completion Date: September 2011
Changes since last report: The contractor has his Notice to Proceed. He will submit his schedule on June 14th. He plans to start at the King Media building second.

Project Type: Science Boiler
Status: Construction
Completion Date: October 2011
Changes since last report: Bids were received and approved by the Board.

The low bidder has been sent a contract and a Notice of Award.

HIGH SCHOOLS

BERKELEY HIGH

Project Type:	Bleachers
Status:	Construction
Completion Date:	February 2012
Changes since last report:	Structural steel is underway. The concrete walls are being formed and poured this month.

Project Type:	New Classrooms and Gym
Status:	Permit
Completion Date:	November 2013
Changes since last report:	No change. We are waiting for a response from DSA.

Project Type:	Donahue Gymnasium Roof
Status:	Construction
Completion Date:	September 2011
Changes since last report:	The contractor has his Notice to Proceed. He will submit his schedule on June 14th. He plans to begin the other two buildings before beginning the Donahue Gym.

Project Type:	Community Theater Accessibility
Status:	Bid
Completion Date:	November 2011
Changes since last report:	The project has finally been approved by DSA. A job walk was held and we are trying to get bids in time to award on June 29th.

OTHER SITES

WEST CAMPUS

Project Type:	Rehabilitated Buildings
Status:	Construction
Completion Date:	January 2012
Changes since last report:	The basement work has been accelerated. The roofing is complete and the HVAC units are being placed on the roof. The window frame installation has begun.

Project Type: Board Room
Status: Design
Completion Date: September 2012
Changes since last report: We are getting quotes for a sound system consultant. We are waiting for DSA to assign plan checkers.

Project Type: Charter School
Status: Design
Completion Date: August 2013
Changes since last report: Architect interviews were conducted. A firm is being recommended to the Board at this Board Meeting.

<u>DERBY FIELD</u>
Project Type: Improve Field
Status: Design
Completion Date: February 2013
Changes since last report: Architect interviews were conducted. A firm was approved by the Board. The first Site Committee Meeting will occur on June 13th. The first Community Meeting is tentatively scheduled for June 27th.

<u>DISTRICT-WIDE</u>
Project Type: Furniture Replacement
Status: Purchase
Completion Date: September 2011
Changes since last report: The orders have been placed.

The Business Office and Facilities have modified our account code structure to may Measure I easier to audit.

The District has held two meetings with the labor unions on a Project Labor Agreement.

The second meeting of the new Construction Committee was held.

The District received 16 proposals for project management/construction management services. Staff plans to interview a select group of these firms at the end of the month.