

**Berkeley Unified School District**  
**Office of the Superintendent – 2020 Bonar Street**  
**Meeting Location: 2134 Martin Luther King Jr. Way**  
**Berkeley, CA 94704-1180**

**Phone: (510) 644-6206 Fax: (510) 540-5358**

**BOARD OF EDUCATION – MEETING AGENDA\***

Wednesday, March 13, 2013

Call to Order            The Presiding Officer will call the Meeting to Order at  
**6:00 p.m., recess to Closed Session** and begin open  
session at **7:30 p.m.**

Members Present:

Leah Wilson, President  
Josh Daniels, Vice President  
Judy Appel, Director  
Karen Hemphill, Director  
Beatriz Leyva-Cutler, Director/Clerk  
Juliette Mueller, Student Director

Administration:        Javetta Cleveland, Co-Superintendent  
Neil Smith, Co-Superintendent  
Delia Ruiz, Assistant Superintendent of Human Resources

The Board will recess into closed session after the public meeting has been completed 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
- b) Consideration of Student Expulsion
- c) Collective Bargaining - Negotiations Update
- d) Public Employee Discipline/Dismissal /Release/Evaluation
- e) Public Employment /Appointment - Superintendent Search
- f) Liability Claims - Claim No. IN1601
- g) Property Acquisition & Disposal
- h) Superintendent's Evaluation

\* Board agenda posted on District website: [www.berkeley.k12.ca.us](http://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**

Report Closed Session actions

Approve Regular Meeting Agenda of March 13, 2013

### **RECOGNITION**

Longfellow Middle School's "Broth-A-Hood," a support group for African American young men who are earning good grades and achieving academically

### **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.

### **COMMITTEE REPORT**

Union Representatives' Reports

### **APPROVE 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  
Approval of Board of Education Minutes from 2-13-13, 2-20-13 and 2-27-13

Staff Recommendation:  
Approve Board of Education Minutes from 2-13-13, 2-20-13 and 2-27-13

1.2-C  
Approval of Resolution Proclaiming March 20 – April 23 as Cesar Estrada Chavez Commemoration Period

Staff Resolution:  
Approve Resolution No. 13-043 Proclaiming March 20-April 23 as Cesar Estrada Chavez commemorative period

1.3-C  
Approval of Resolution Regarding Federal Immigration Policy

Board Members' Recommendation:  
Approve Resolution No. 13-044

### **Human Resources**

2.1-C  
Approval of Human Resources Report

Staff Recommendation:  
Approve Human Resources Report 03.13-13

**Educational Services**

3.1-C  
Approval of Overnight Field Trip and Out of State Travel Requests

Staff Recommendation:  
Approve the overnight field trip and out of state travel request consistent with District policies and instructional programs

**Business Services**

4.1-C  
Approval of Contracts and Purchase Orders

Staff Recommendation:  
Authorize the Purchasing Manager and Deputy Superintendent to execute contracts and purchase orders

4.2-C  
Acceptance of Gifts and Donations

Staff Recommendation:  
Accept the donations and gifts to the District and request staff to extend letters of appreciation

4.3-C  
Approval to Increase Contract for Progressus Therapy, Inc.

Staff Recommendation:  
Approve an increase to the contract with Progressus Therapy, Inc. for 2012-13 school year

4.4-C  
Independent Auditor's Report for Measures A, BB, I and AA

Staff Recommendation:  
Review and accept the Independent Performance and Accounting Auditor's reports for Measures A(BSEP), BB, I and AA **(separate cover)**

**Facilities**

5.1-C  
Approval of Additional Contractors Prequalification List for Projects over \$3 Million

Staff Recommendation:  
Approve additional contractors prequalification list for projects over \$3 Million

5.2-C  
Approval to Advertise to Solicit Bids for the Jefferson Elementary Modernization and Addition

Staff Recommendation:  
Approve the advertisement to solicit bids for the Jefferson Elementary Modernization and Addition

5.3-C  
Approval to Advertise to Solicit Bids for the LeConte Playground and Site Improvement Project

Staff Recommendation:  
Approve the advertisement to solicit bids for LeConte playground and site improvement project

5.4-C  
Approval to Accept the Stadium Building at Berkeley High School

Staff Recommendation:  
Approve the stadium building at Berkeley High School

5.5-C  
Approval to Accept the Demolition and Abatement Project at West Campus

Staff Recommendation:  
Accept the demolition and abatement project at West Campus

5.6-C  
Approval of an Increase the Contract with Parsons for Services related to the West Campus Project

Staff Recommendation:  
Approve an increase the contract with Parsons for services related to the West Campus project

5.7-C  
Approval of Architect for Design Services for the Longfellow Cafeteria

Staff Recommendation:  
Approve architect for design services for the Longfellow cafeteria

5.8-C  
Approval to Award the West Campus Board Room/ Charter School Project

Staff Recommendation:  
Approve award of the West Campus Board Room/Charter School Project

5.9-C  
Approval to Reappoint Members for Measure I Construction Bond Oversight Committee

Staff Recommendation:  
Approve reappointment of members to Measure I Construction Bond Oversight Committee

5.10-C  
Approval of the 2013 Facilities Plan

Staff Recommendation:  
Approve the 2013 Facilities Plan  
**(separate cover)**

5.11-C  
Approval of Measure BB Financial Update Report

Staff Recommendation:  
Approve Financial Update on Measure BB

**ACTION ITEM**

This item is presented for action at this time.

**Business Services**

4.1-A  
Certification of Second Interim Report for the Period ending January 31, 2013

Staff Recommendation:  
Accept the positive certification of the Second Interim Report **(separate cover)**

**INFORMATION ITEMS**

These items are presented for information and discussion. No Board action is requested.

**Educational Services**

3.1-I Quarterly Report on Williams Complaints	<u>Staff Recommendation:</u> Accept quarterly report on Williams Complaints for information
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**Facilities**

5.1-I Maintenance and Measure BB Update	<u>Staff Recommendation:</u> Receive Maintenance and Measure BB Update information
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5.2-I Surplus Property Information	<u>Staff Recommendation:</u> Receive Surplus Property information
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5.3-I Facilities Plan Update	<u>Staff Recommendation:</u> Receive Facilities Plan update
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**REPORTS**

Board Members' Reports  
Superintendents' Reports

**EXTENDED PUBLIC TESTIMONY  
ADJOURNMENT**

**Board of Education Meeting Dates – 2013**

March 20 *	May 15 *	September 18 *
March 23 **	May 22	September 25
March 27**	June 12	October 9
March 30 **	June 19 *	October 16 *
April 6 **	June 26	October 23
April 10	No July meeting	November 13
April 17 *	August 21	November 20 *
April 24	September 11	December 11
May 8		

**\*Study Sessions**

**\*\* Special Meetings to select Superintendent**

**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 Meetings

		Study Sessions	
January	9	16	23
	CTE	Orientation	Governor's Budget Proposal
February	13	20	27
	Site Plan Format	Negotiations (closed session)	African American Master Plan
March	13	20	27
	Second Interim Budget	Common Core Standards	CTE
April	10	17	24
	BSEP	EL Master Plan/ TWI Update	African American Master Plan DHH Update
May	8	15	22
	Budget Recommendations; Gardening and Cooking	Report on BHS & BTech, including 9 <sup>th</sup> grade Algebra 1	African American Master Plan; Governor's Revised Budget
June	12	19	26
	Preliminary Budget; McKinney Vento	RTI and Culture/Climate (Parent Engagement)	2013-14 Budget Adoption; Site Plans Approval
July			
	No Meeting	No Meeting	No Meeting
August			21
	No Meeting	No Meeting	Classification and Compensation Study
September	11	18	25
	Unaudited Actuals Closing Books for 12-13	Student Data	CTE
October	9	16	23
	RTI	African American Master Plan	Common Core Standards
November	13	20	
		Board Priorities, Board Goal Evaluation	No Meeting
December	11		
	First Interim Budget	No Meeting	No Meeting

### **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<sup>2</sup>:** 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<sup>2</sup>).

**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, Director, Board of Education  
**DATE:** March 13, 2013  
**SUBJECT:** Resolution No. 13-043 Proclaiming March 20 – April 23 as  
Period of Recognition for Cesar Estrada Chavez

### **BACKGROUND INFORMATION**

In 1999, the Berkeley School Board passed a Resolution supporting legislation to establish a State holiday in Honor of Cesar Chavez, which would, among other things, support an annual commemoration of Cesar Chavez in public schools, colleges, and universities on March 29th. This legislation passed and the State declared Cesar Chavez' birthday, March 31, an official State holiday. In 2013, March 31st falls on a Sunday so any commemorative school activities should be set for March 29th.

The Resolution before us would establish March 20th to April 23rd as the period of recognition for Cesar Estrada Chavez in the Berkeley Unified School District. The Resolution promotes the use of school-based activities and programs during this period wherein the life and legacy of Cesar E. Chavez is acknowledged and celebrated annually as part of district activities.

### **DISTRICT GOAL**

IV. Cultural and Linguistic Relevance

### **POLICY/CODE**

None

### **FISCAL IMPACT**

None

### **BOARD MEMBER RECOMMENDATION**

Approve Resolution No. 13-043

**BERKELEY UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 13-043 MARKING  
MARCH 20 to APRIL 23, 2013  
THE CESAR ESTRADA CHAVEZ COMMEMORATIVE PERIOD  
IN  
THE BERKELEY UNIFIED SCHOOL DISTRICT**

**WHEREAS**, in 1998, the Berkeley School Board voted unanimously on a Resolution to support the development of the Chavez Memorial Solar Calendar Project; and

**WHEREAS**, in 1999 the Berkeley School Board passed a Resolution supporting State Senator Richard Polanco's efforts to establish a Cesar Chavez state holiday; and

**WHEREAS**, this Board Resolution included support for an annual commemoration of Cesar Chavez in public schools, colleges and universities beginning March 20th and ending April 23rd; and

**WHEREAS**, in 2000, the State of California declared Cesar Chavez's birthday an official state holiday for state workers (March 31st); and

**WHEREAS**, the Berkeley School District and City now honor Martin Luther King and Malcolm X as school holidays; and

**WHEREAS**, César Chávez Day is not a district holiday in Berkeley;

**NOW THEREFORE, BE IT RESOLVED**, that the district will mark March 20th (Spring Equinox – the traditional beginning of the planting season) through April 23rd (the anniversary of César's passing) as a Commemorative Period honoring Cesar Estrada Chavez in the Berkeley Unified School District and put this on all official publications of the district; and

**FURTHER BE IT RESOLVED**, that the district also supports school-based service learning honoring the life and legacy of Cesar E. Chavez, which will include, but not be limited to:

- Distribute information on the availability of curricula and resources developed by the state and locally for teachers,
- Encourage teachers, through announcements and publications, to incorporate the curricula into their lesson plans during the commemorative period,
- Encourage the principal of each school to have school-wide activities on March 29th to honor the legacy of Cesar Chavez,

- Encourage the sponsorship of school-based service learning during the commemorative period as an alternative to a school holiday,
- Rotate the coordination and chair the citywide Chavez Commemoration Planning Committee with the COB and Community to support existing efforts to celebrate Cesar Chavez, and

**FURTHER BE IT RESOLVED**, that the commemorative period is a joint effort of the BUSD, COB and community to support a citywide framework for celebration that includes Berkeley's memorial to Chávez, the César Chávez Memorial Solar Calendar located at Cesar Chavez Park; and

**AND FINALLY BE IT RESOLVED**, that the BUSD explore the feasibility of developing a large district-wide Chavez-based service learning effort and apply to the Governor's Office on Service and Volunteerism to carry out such an effort. This will engage students in service to their community on March 29th and during the commemorative period as the State's recommended way of best honoring the life and legacy of Cesar Chavez.

**APPROVED AND ADOPTED** this 13th day of March, 2013 by the Board of Education.

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Leah Wilson, President

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Josh Daniels, Vice President

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Beatriz Leyva-Cutler and Josh Daniels  
**DATE:** March 13, 2013  
**SUBJECT:** Resolution No. 13-044

## **BACKGROUND INFORMATION**

The Board has recently been made aware of a situation in which U.S. Immigration and Customs Enforcement prevented a Berkeley student and his family from reentering the United States and returning to Berkeley. Unfortunately, this is not the first time this has happen to a member of the Berkeley community and it is unlikely to be the last time. Therefore, the attached resolution is put forward in order for the Board to urge President Barack Obama and/or members of Congress to take action, including but not necessarily limited to enacting a compassionate and logical federal immigration policy, that would enable all members of our community to return to and/or to remain in our schools and our community.

## **DISTRICT GOAL**

I. Curriculum and Instruction  
III. Family/Community Engagement  
IV. Cultural & Linguistic Relevance

## **POLICY/CODE**

Board Bylaw 9000

## **FISCAL IMPACT**

None

## **BOARD MEMBER RECOMMENDATION**

Approve Resolution No. 13-044

**Berkeley Unified School District  
Board of Education**

RESOLUTION NO. 13-044

**WHEREAS**, the Berkeley Unified School District values all of its students and their families; and

**WHEREAS**, some of these students and their families have faced, are facing, and/or may face difficulties with their immigration status because the federal government lacks a compassionate and logical immigration policy; and

**WHEREAS**, this lack of a compassionate and logical immigration policy can have severe consequences, especially for children; and

**WHEREAS**, our community – like many across the county – has experienced the impact of these consequences, with students separated from their classes, friends unable to see each other, and neighbors unable to return to their homes; and

**WHEREAS**, these students and their families are integrated into our community – they are enrolled in Berkeley schools and their parents and guardians serve on school committees and organize local fundraisers; and

**WHEREAS**, at least one Berkeley student – Rodrigo Javier Diaz Guzman, a fourth grader at Jefferson Elementary School and who has attended our schools since Kindergarten –was recently detained along with his family by U.S. Immigration and Customs Enforcement and prevented from returning home and to school; and

**WHEREAS**, the Berkeley Unified School District and its community are negatively impacted whenever any student is removed from or prevented from returning to school and his or her families is removed from or prevented from returning to our community; and

**WHEREAS**, a student who is removed from or prevented from returning to school, or who lives in fear of such an occurrence, is less able to progress academically and socially along with their friends and classmates; and

**WHEREAS**, children do not care about political gamesmanship or partisan gridlock – they simply want to sit next to their friends in class and play with their friends at recess.



**THEREFORE, BE IT RESOLVED** that the Berkeley Unified School District urges President Barack Obama and/or members of Congress to take action, including but not necessarily limited to enacting a compassionate and logical federal immigration policy, that would enable all members of our community, including Rodrigo and his family as well as others in similar situations, to return to and/or to remain in our schools and our community.

**BE IT FURTHER RESOLVED** that copies of this resolution be sent to the family of Rodrigo Guzman, appropriate federal immigration authorities, Representative Barbara Lee, Senators Dianne Feinstein and Barbara Boxer, Secretary Janet Napolitano, and President Barack Obama.

**ADOPTED AND APPROVED** this 13<sup>th</sup> day of March, 2013.

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Leah Wilson, President

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Josh Daniels, Vice President

## BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Delia Ruiz, Assistant Superintendent, Human Resources  
**DATE:** March 13, 2013  
**DISTRICT GOAL:** V: Efficient Use of Resources  
**SUBJECT:** APPROVAL OF HUMAN RESOURCES REPORT 03.13.13  
 The following is submitted for review and acceptance.

<b>CERTIFICATED EMPLOYEES</b>						
<b>Name</b>	<b>Classification (Temporary, Probationary or Permanent)</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Date (From)</b>	<b>Date (To)</b>
<b><u>LEAVES</u></b>						
Gilbert Chun	Temporary	Teacher	N/A	Adult School	01/19/13	05/19/14
Susan La Placa	Temporary	Teacher	1.0	Berkeley High	03/18/13	06/14/13
<b><u>RETIREMENT</u></b>						
Wendy Weikel	Temporary	Teacher	N/A	Adult School	06/30/13	
<b><u>SEPARATIONS</u></b>						
Ka'shim Clemon	Temporary	Teacher	N/A	Adult School	11/21/12	
Allison Doolan	Temporary	Teacher	1.0	Le Conte	06/14/13	
Charity Johnson	Probationary	Teacher	1.0	Le Conte	06/14/13	
Julissa Lambert-Yank	Probationary	Teacher	1.0	Le Conte	06/14/13	
Marbella Rios-Duran	Probationary	Teacher	.60	Le Conte	06/14/13	
Nabeel Younan	Temporary	Teacher	1.0	Longfellow	02/27/13	
<b><u>NEW HIRES</u></b>						
Randee Johnson	Temporary	Teacher	1.0	Longfellow	02/27/13	06/14/13

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Date (From)</b>	<b>Date (To)</b>
<b><u>SEPARATIONS</u></b>						
Miles Valentino	Probationary	Instructional Technician	.47	LEARNS at Le Conte	2/22/13	
Stephanie Woo	Permanent	Food Service Assistant	.40	Emerson	2/11/13	
<b><u>LEAVES</u></b>						
Adrian Anderson	Permanent	Instructional Technician	.47	LEARNS at Longfellow	02/26/13	03/12/13
Annette Johnson-Banks	Permanent	Transportation Scheduler/Router	1.0	Transportation	01/29/13	03/01/13
Janet Lopez	Probationary	Sr. Personnel Assistant	1.0	Human Resources	03/01/13	05/09/13
Christopher Nakao	Permanent	Instructional Specialist	1.0	CNN	01/25/13	03/15/13
Kevin Younger	Permanent	Payroll Specialist	1.0	Payroll	01/14/13	03/01/13
<b><u>NEW HIRES OR REHIRS</u></b>						
Karen Cagen	Probationary	Instructional Technician	.40	LEARNS at Le Conte	02/19/13	*
Luwana Gremillion	Probationary	Food Service Assistant	.40	Cragmont	03/04/13	*
Carla Jones	Probationary	Instructional Assistant, ECE	.40	Franklin Preschool	02/19/13	*
Janice Lawson	Probationary	Food Service Assistant	.80	Central Kitchen	02/26/13	*
Joshua Mesa	Probationary	Food Service Assistant	.40	Arts Magnet	02/14/13	*
Courtney Moffitt	Probationary	Instructional Technician	.47	Washington	02/20/13	*
Janis Ollison	Probationary	Food Service Assistant	.80	Berkeley High	02/26/13	*
Yvette Rodriguez	Probationary	Instructional Assistant, ECE	.40	BEARS at Arts Magnet	02/20/13	*
Shaela Saunders	Probationary	Food Service Assistant	.40	Central Kitchen	02/26/13	*
Edwina Taylor	Probationary	Food Service Assistant	.47	Central Kitchen	02/26/13	*
<b><u>NEW ASSIGNMENT</u></b>						
Michael Carraway	Probationary	Custodian II	1.0	Administration Building	02/25/13	*

\*Upon completion of six work months

\*\* Upon completion of one work year

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification</b> (Limited Term, Provisional, Temporary, Probationary, or Permanent)	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Date</b> (From)	<b>Date</b> (To)
<b><u>LIMITED TERM/PROVISIONAL</u></b>						
Richard Dawkins	Provisional	Supervisor, Sous Chef	1.0	Nutrition Services	02/26/13	
Linda Race	Provisional	Program Assistant	As needed	BSEP	02/26/13	

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Christina Faulkner, Director, Curriculum and Instruction  
**DATE:** March 13, 2013  
**SUBJECT:** Out of State Travel and Overnight Field Trips

## **BACKGROUND INFORMATION**

The following out of state travel request is being made:

### AIM (Accelerated Integrative Method) Language Learning Summer Institute, Victoria, British Columbia, August 19 – 21, 2013

Approve participation for King Middle School Spanish teacher Brooks Geiken to attend a three-day, four-night conference in Victoria, BC. The training will directly address the World Language equity goal of increasing the language proficiency of more students from our diverse student body in our entry level language classes. The intent is to encourage greater cultural appreciation of language diversity and promote longer-term commitment to the study of language. The AIM method accelerates language learning through the use of high-frequency vocabulary, an innovative gesture-based technique, contextualization of language through plays and stories, cooperative learning, spontaneous language production and exclusive use of the target language. Registration fees are being paid from BSEP funds. Travel expenses will be paid from a BPEF Grant. Requested by Janet Levenson, King Middle School Principal.

The following overnight field trip requests are being made:

### BHS Jazz Lab II, Santa Cruz Jazz Festival, March 15 – 16, 2013, Santa Cruz, CA.

Approve participation of twenty-eight students, one teacher and six other adults from Berkeley High School's Jazz Lab II class, on a two-day, one-night field trip to the Santa Cruz Jazz Festival. Combos play music composed and arranged by students. The festival includes many high school groups which will enable students to focus on analyzing the elements that make a good performance. Students will stay in supervised, gender specific rooms at the Best Western Hotel in Aptos. Students will travel with volunteer parent drivers to and directly home from the event. Parents have submitted a "Notification of Adults Driving Private Vehicles" as required by Resolution 04-65. The \$2,000 cost is being paid with grant and Jazz Parents' Association funds. The substitute will be paid from BHS site funds. No student will be denied access based on inability to pay. Requested by Jorge Melgoza, B.H.S. Principal.

NCA West Coast Classic Cheerleading Competition, Buena Park, CA,  
March 15 – 17, 2013

Approve participation of ten students from the BHS Junior and Varsity Cheer Teams, one coach, and three other adults on a three-day, two-night field trip to the National Cheerleading Association's competition at Knott's Berry Farm. The group will depart B.H.S. at 6:30 p.m. on Friday, March 15 and return at 6:30 p.m. on Sunday, March 17, 2013. Students will stay in supervised, gender specific rooms at the Knott's Berry Farm Hotel. Students will travel with volunteer parent drivers to and from the event. Parents have submitted a "Notification of Adults Driving Private Vehicles" as required by Resolution 04-65. Upon return to BHS, parents will pick up their student on Sunday. The \$200 student cost is being paid by fundraising and parent donations. No student will be denied access based on inability to pay. Requested by Kristin Glenchur, B.H.S. Vice Principal.

Cal-HOSA (Health Occupation Students of America) State Leadership  
Conference, Sacramento, CA, March 21 - 24, 2013

Approve participation of sixteen students and two teachers from AMPS on a four-day, three-night field trip to Sacramento. The group will depart BHS on Thursday, March 21, at 8:30 a.m., and return Sunday, March 24, at 1:00 p.m. Students will learn about medical terminology, health careers, and leadership skills. Students will also have the opportunity to showcase their talents and accomplishments in the areas of health and science. Attending the Cal-HOSA state leadership conference is a requirement of the health pathway grant. Students will stay in supervised, gender specific rooms at the Sacramento Sheraton Grand Hotel. Students will travel via BART and AMTRAK to and from the event. The cost of \$300 per student will be paid by AMPS funds, HOSA funds, and parent donations. No student will be denied access based on inability to pay. Requested by Kristin Glenchur, Vice Principal, Berkeley High School.

University of California, Santa Cruz, CA, April 18 - 19, 2013

Approve participation of fifty-eight eleventh-grade C.A.S. students, five teachers, and one other adult from from Berkeley High School on a two-day, one-night field trip to the University of California, Santa Cruz, CA. The group will depart B.H.S. at 8:30 a.m. on Thursday, April 18, and return at 3:30 p.m. on Friday, April 19, 2013. C.A.S. Students will be on a two-day writing retreat to prepare their personal statements for the college application process and visit the U.C.S.C. campus. BUSD will provide transportation. Students will sleep in supervised, gender specific groups at the Vintage Faith Church in Santa Cruz. Accommodations and substitute coverage will be paid with California Partnership Grant funds. Meal costs will be paid from BHS Development Grant funds and parent donations. No student will be denied access based on inability to pay. Requested by Pasquale Scuderi, BHS Principal.

Tilden Regional Park, Berkeley, CA, April 19 - 20, 2013

Approve participation of twenty fourth and fifth grade “Girls Outdoors Club” students, two teachers, and one other adult from John Muir Elementary on a two-day, one-night field trip to Wildcat Camp, Tilden Regional Park. The group will depart John Muir Elementary at 1:30 p.m. on Friday, April 19, and return at 12:00 p.m. on Saturday, April 20, 2013. BUSD will provide Transportation. Parents will pick up their students at John Muir upon their return. Students will study native forest ecology and develop life skills while setting up camp, cooking healthy meals and participating in cooperative nature-based activities. The students, all girls, will sleep in supervised tents. The trip cost of \$600 is being paid by grants from Bay Area Wilderness Training, PTA, and the Network for a Healthy California. No student will be denied access based on inability to pay. Requested by Audrey Amos, John Muir Principal.

Marin Headlands, Marin County, CA, April 29 – May 2, 2013

Approve participation of twenty-five fifth grade students, one teacher, and four other adults from Jefferson Elementary on a four-day, three-night field trip to the Kirby Cove Group Campground at the Marin Headlands. The group will depart Jefferson on Monday, April 29, at 10:45 a.m., and return Thursday, May 2, at 2:00 p.m. Students will learn the area’s historical significance and study the weather, astronomy and earth science. Students will sleep in gender specific tents. BUSD will provide transportation. The total cost of \$2,000 is being paid through class fundraising and parent donations. No student will be denied access based on inability to pay. Requested by Maggie Riddle, Jefferson Principal.

Petaluma Adobe Historic State Park, Petaluma, CA, May 21 - 22, 2013

Approve participation of twenty-five fourth grade students, one teacher and eleven other adults from Cragmont Elementary School on a two-day, one-night field trip to Petaluma Adobe Historic State Park and Sonoma Mission. The group will depart Cragmont Elementary at 9:30 a.m. on Tuesday, May 21, and return at 3:00 p.m. on Wednesday, May 22, 2013. Students will participate in a living history program, experiencing examples of life and activities from the California Rancho Period. BUSD will provide transportation. Students will sleep in supervised, gender specific areas in the Fandango Room. The \$1,200 cost for this trip is being paid from a BPEF grant and parent donations. No student will be denied access based on inability to pay. Requested by Evelyn Bradley, Cragmont Principal.

Gillespie Group Campsite, Tilden Regional Park, May 30 – 31, 2013

Approve participation of fifty-three sixth grade Dual-Immersion students, two teachers, and ten other adults from Longfellow Middle School on a two-day, one-night field trip to the Gillespie Group Campsite at Tilden Regional Park. The group will depart Longfellow at 1:15 p.m. on Thursday, May 30, and return at 2:00 p.m. on Friday, May 31, 2013. BUSD will provide transportation. Students will participate in community building and nature exploration. Students sleep in gender specific tents,

with the camp divided into girls and boys “villages”. The cost of \$20 per student is being paid by parent donations. No student will be denied access based on inability to pay. Requested by Pat Saddler, Longfellow Principal.

Mosaic Project Camp, Napa, CA, June 3 - 7, 2013

Approve participation of two groups of twenty-five fourth grade students and one teacher from Washington Elementary School on a five-day, four-night field trip to Mosaic Project Camp, which provides a staff of trained adults to work with student groups. The group will depart Washington at 10:00 a.m. on Monday, June 3, and return at 2:45 p.m. on Friday, June 7, 2013. This field trip enables students to learn social skills, including conflict resolution. Students sleep in supervised, gender specific cabins on the grounds. District buses will provide transportation. The cost of \$300 per student will be paid with parent donations and grants from BPEF and PTA. No student will be denied access based on inability to pay. Requested by Rita Kimball, Washington Principal.

The following overnight field trip is being presented a second time to change the field trip dates and cabin location:

Yosemite Valley, CA, May 12 - 15, 2013

Approve participation of seventy-eight eighth grade students, six teachers, and seven other adults from Longfellow Middle School on a four-day, three-night field trip to Yosemite, CA. The group will depart from the Amtrak, Emeryville Station at 7:00 a.m. on Sunday, May 12, and return at 10:00 p.m. on Wednesday, May 15, 2013. Parents will provide transportation to and from the Amtrak station. The group will use Amtrak and public transportation during the trip. This program is intended to expose students to the great natural beauty of Yosemite, to provide them with interpersonal and physical challenges, and to promote their strong identity as a group of successful students as they prepare to enter Berkeley High School. It is both a celebration of their success as Longfellow graduates and a preparation for their new life at Berkeley High School. Students will sleep in newly built gender specific cabins in Yosemite Village, which are not conducive to the Hantavirus. The \$430 per student cost is being paid by fund raising and parent donations. No student will be denied access based on inability to pay. Requested by Pat Saddler, Longfellow Principal.

**DISTRICT GOAL**

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

**POLICY/CODE**

Education Code 35330  
Board Policy 6153



**FISCAL IMPACT**

As indicated above.

**STAFF RECOMMENDATION**

Approve the out of state travel and overnight field trips consistent with the District Policies and instructional programs.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Rose Garcia, Purchasing Agent  
**DATE:** March 13, 2013  
**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. Ratification of contract to American Technology Incorporated to mitigate and repair a leak at Donahue gymnasium. The area needed to be dried out, material removed and replaced. The cost will not exceed \$18,000. To be paid from Measure BB. Requested by Lew Jones.
2. Ray and Associates, Inc. to provide consulting services to coordinate and recruit candidates for statewide, regional and national search for District Superintendent. The cost will be \$35,000. To be paid from the General Fund. Requested by Javetta Cleveland.
3. Construction Testing Services to provide special testing for the Charter School/CTE and Board Room projects. The cost will not exceed \$55,000 (\$40,000 for Charter and \$15,000 for Board Room). To be paid from Measure AA. Requested by Lew Jones.
4. Increase a contract, PO with ITS, the Inspector for the Moellering Field project. The Board approved \$46,000 on December 12, 2012. Staff is recommending an increase of \$12,000 for a revised total of \$58,000. This increase is needed because DSA has required additional inspection on the project based upon new interpretations by that organization. To be paid from Measure I. Requested by Lew Jones.
5. Increase a contract with Signet Testing, the Special Inspector for the Moellering Field project. The Board approved \$38,000 on December 12, 2012. Staff is recommending an increase of \$15,000 for a revised total of \$53,000. This increase is needed because DSA has required additional inspection on the project based upon new interpretations by that organization. To be paid from Measure I. Requested by Lew Jones.

6. Increase a contract with RMA, the geotechnical engineer for the Moellering Field project. The Board approved \$25,000 on December 12, 2012. Staff is recommending an increase of \$5,000 for a revised total of \$30,000. This increase is needed because DSA has required additional inspection on the project based upon new interpretations by that organization. To be paid from Measure I. Requested by Lew Jones.
7. Approve an increase for Engeo to provide testing and consulting services for the removal of hazardous soil at Berkeley High School for the Phase 2 construction. The Board had approved \$48,000 on March 7, 2012. An increase of \$24,000 is requested for a new total of \$72,000. To be paid from Measure I. Requested by Lew Jones.
8. Custom Benefit Administrators (CBA) to provide direct billing, cobra, flexible spending plan administration for BUSD active and retired employees' benefits effective January 1, 2013. The cost will not exceed \$17,308 annually. To be paid from General Fund. Requested by Pamela Goo.

**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:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Pauline Follansbee, Director of Fiscal Services  
**DATE:** March 13, 2013  
**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 donations have been presented to the District:

1. Berkeley High Development Group donated \$600 to pay orchestra/band Spring coaching fees for the Visual and Performing Arts program.
2. Rachel Siegal donated a G3iBook laptop valued at \$150 and an I Mac 17' G5 1.6 GHZ desktop computer valued at \$200 for a total donation of \$350 for Martin Luther King School.
3. Willard PTA donated \$413.72 to purchase supplies for Willard School.
4. Donna Suzuki donated \$229.89 to purchase a color copier for John Muir School.
5. Philanthropic Ventures Foundation donated \$423 for an educational rug and training support for Le Conte School.
6. Ellen Singer Vine donated \$180 for art supplies for Cragmont School.
7. Berkeley Public Education Foundation donated \$2,000 for professional music mentors for Berkeley High School.
8. Thousand Oaks PTA donated \$11,063.25 for physical education and recess sports/recreation for Thousand Oaks School.
9. Nicole Coustier and Anthony Littmann donated \$250 for GED scholarship fund for Berkeley Adult School.
10. Wells Fargo Bank donated \$300 through their Foundation Educational Matching Gift Program for Thousand Oaks School.

## **DISTRICT GOAL**

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

**BOARD POLICY**

BP 3290

**FISCAL IMPACT**

The District received a total \$15,809.86 in donations.

**STAFF RECOMMENDATION**

Accept the donations to the District and request staff to extend letters of appreciation.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Interim Co-Superintendents  
**FROM:** A. Kay Altizer, Executive Director, Special Education Services  
**DATE:** March 13, 2013  
**SUBJECT:** Request Approval to Increase Contract for Progressus Therapy, Inc.

### **BACKGROUND INFORMATION**

The mandate for Special Education is to provide supports and service to assist students in accessing their education.

#### **Progressus Therapy, Inc. - Nonpublic Agency**

Staff is requesting additional funding of \$155,000.00 to cover occupational therapy and physical therapy services for the second half of the 2012 - 2013 school year. The original amount encumbered was \$58,696.00. The total contract will be \$213,696.00. The original amount was based on an estimate for first semester only. In addition, the amount was under estimated due to staff error.

In spite of this change, the total amount of this contract is less than half the cost of agency services for 2011 – 2012 as a result of hiring additional district staff to perform these services for the 2012 – 2013 school year.

#### **POLICY/CODE**

Education Code 49423.5

#### **FISCAL IMPACT**

An increase of \$ 155,000.00 for Progressus Therapy, Inc. will be funded by the Special Education Budget.

#### **STAFF RECOMMENDATION**

Approve increase to the contract with Progressus Therapy, Inc., for 2012-2013 School Year.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Pauline Follansbee, Director of Fiscal Services  
**DATE:** March 13, 2013  
**SUBJECT:** Independent Auditor's reports for Measure A of 2006 (BSEP), Measure BB of 2000, Measure I of 2010 and Measure AA of 2000

### **BACKGROUND INFORMATION**

An annual performance and financial audit as performed by the District's independent audit firm, Crowe Horwath LLP to audit our parcel tax funds under Measure A of 2006 (BSEP) and Measure BB of 2000 for fiscal year ended June 30, 2012, A performance and financial audit of the District's facility Measure I of 2010 that the voters passed under Proposition 39 was completed to meet the statutory requirements under Proposition 39.

In addition, a performance audit of the prior facility Measure AA of 2000 for the period of July 1, 2008 to June 30, 2012 was requested by the oversight committee of the prior Measure AA for the fiscal year for financing facility audits. This performance audit was requested to audit the years subsequent to the last performance audit completed through June 30, 2008. The oversight committee also requested a financial audit of Measure AA for fiscal year June 30, 2012. The audit reports are being provided under **separate cover**. The results of the audits are summarized below:

#### Measure A 2006 (BSEP)

The parcel tax Measure A of 2006 is a reauthorization of the BSEP 1986 combined with the Measure B of 2004. The funds are used to reduce class sizes and provide school enrichment programs.

The parcel tax Measure A of 2006, received an unqualified opinion on its financial statements for fiscal year ended June 30, 2012. An unqualified opinion from our auditor indicates that financial statements are presented fairly in all material respects, its financial position in conformity with generally accepted accounting principles. The performance audit results indicate that, in all significant respects, our District expended the funds only for purposes approved by the voters and only on the specific to the intended use of the measure.

#### Measure BB of 2000

The parcel tax Measure BB of 2000 provides essential maintenance of school buildings, classrooms, playgrounds, roofs, electrical systems and address fire and safety hazards.

The parcel tax Measure BB of 2000 funds received an unqualified opinion on its financial statements for fiscal year ended June 30, 2012. The performance audit results indicate that, in all significant respects, our District expended the funds only for purposes approved by the voters and only on the specific to the intended use of the measure.

#### Measure I

Under Proposition 39, the facility Measure I of 2010 allows the District to issue General Obligation Bonds in the amount of \$210 million to provide for new classrooms for growth, complete seismic upgrades, and new science labs, upgrade computers and education technology, renovate playgrounds, replace restrooms, cafeterias, roofs, heating and fire safety systems, remove hazardous materials, and improve energy efficiency. It also provides funding for new playgrounds, restrooms, cafeterias, and heating and fire safety systems in the school district.

The Measure I funds received an unqualified opinion on its financial statements for fiscal year ended June 30, 2012. The performance audit results indicates that, in all significant respects, the District expended the funds for purposes approved by the voters and only on the specific projects approved by the Board.

The oversight committee reviewed the report on February 7, 2013.

#### Measure AA

The facility Measure AA of 2000 allowed the District to issue general obligation bonds for \$116.5 million for modernization and construction projects approved by the Board.

The Measure AA funds received an unqualified opinion on its financial statements for fiscal year ended June 30, 2012. The performance audit for period of July 1, 2008 to June 30, 2012, results indicate that, in all significant respects, the District expended the funds only for purposes approved by the voters and only on the specific projects approved by the Board.

The oversight committee reviewed the report on February 7, 2013.

#### **DISTRICT GOAL**

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



**FISCAL IMPACT**

n/a

**STAFF RECOMMENDATION**

Review and accept the Independent Auditor's Financial and Performance Audit reports.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** General Contractor Pre-Qualification for Selected Projects

### **BACKGROUND INFORMATION**

On October 24, 2012, the Board approved a list of pre-qualified contractors for projects above \$3 million. The Code requires that contractors be given the opportunity to submit pre-qualification packets up to five days before a bid and that the contractors receive a response at least one day before bids are due. Seven contractors requested pre-qualification packets and all were judged to meet the requirements. All contractors who are pre-qualified for projects greater than \$3 million are listed below, with the newly qualified contractors listed in bold:

1. **Alpha Bay Builders;**
2. Alten Construction;
3. Arntz Builders Inc.;
4. BHM Construction Inc.;
5. **Bobo Construction;**
6. Cahill Contractors, Inc.;
7. Cal Pacific Construction Inc.;
8. DL Falk Construction;
9. Dowdle & Sons Mechanical, Inc.
10. DMSI Inc.;
11. **Galliera Incorporated dba Trico Construction Inc.;**
12. **Gonsalves & Stronck Construction;**
13. James R. Griffin Inc.;
14. John Plane Construction;
15. Lathrop Construction Associates;
16. **Midstate Construction Corporation;**
17. Robert A Bothman, Inc.;
18. Rodan Builders;
19. Roebbelen Contracting, Inc.;
20. **Sausal Corporation;**
21. S.J. Amoroso Construction;
22. Taber Construction Inc.;
23. WA Thomas Co. Inc.;
24. **West Bay Builders; and,**
25. Younger General Contractors.

**DISTRIT 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 20111.5.

**FISCAL IMPACT**

There were minimal legal and administrative expenses to create the pre-qualification questionnaire and to advertise for contractors.

**STAFF RECOMMENDATION**

Approve the list of pre-qualified contractors for projects estimated to be greater than \$3 million.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Approve the Advertisement of the Project to Expand and Modernize Jefferson School

## **BACKGROUND INFORMATION**

The Board approved a project to expand and modernize Jefferson School. The project is ready to bid.

Staff is required to notify the Board when bids are being solicited. Approving the attached resolution will permit the District to solicit bids for the project.

Staff has determined that this project met one or more of the criteria defining a substantially complex project and therefore subject to retention in the amount of ten percent (10%) of the total contract price. Unless the Board objects, we consider that the Board approves that determination.

The project will utilize the Project Labor Agreement and will require contractor pre-qualification.

## **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**

California Public Contract Code 20110- 20118.

## **FISCAL IMPACT**

The project is funded in Measure I.

## **STAFF RECOMMENDATION**

Approve the advertisement to solicit bids for this project.

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**RESOLUTION No. 13-039**

**Authorization To Advertise For Bids**  
**816.1201 – Jefferson Expansion & Modernization**

**WHEREAS**, in the judgment of the Board of Education of the Berkeley Unified School District of Alameda County, it is necessary to secure all labor, engineering, materials, equipment and services required for Jefferson Expansion & Modernization 816.1201 all in accordance with the plans and specifications prepared by and on file in the Berkeley Unified School District Facilities Planning Office; plans and specifications are hereby approved and adopted.

**NOW, THEREFORE, BE IT RESOLVED** and determined by the governing board of the District as follows:

- a) The general prevailing rates of wages determined by the Director of the California Department of Industrial Relations, in accordance with Labor Code Section 1770, shall be the general prevailing rates of per diem wages for each craft or type of worker or mechanic needed to execute this contract;
- b) This project will require contractor pre-qualification and pursuant to Public Contract Code Section 20111.5, only prequalified bidders will be eligible to submit a bid for this project;
- c) Pursuant to Public Contract Code Section 7201(b)(4), this project is substantially complex and requires retention in the amount of 10% of each progress payment as it falls due to ensure performance of all work covered by the contract;
- d) This project will utilize a Project Labor Agreement;

**BE IT FURTHER RESOLVED**, that the Board authorizes and the Deputy Superintendent and/or Purchasing Agent are hereby authorized to advertise for proposals for the completion of this work in accordance with the law by publishing the Notice to Contractors in a newspaper of general circulation in the District.

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District this 13<sup>th</sup> day of March, 2013 by the following called vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Leah Wilson, President  
Board of Education

Public Contract Code: 20111  
Board Policy: 3310

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Approve the Advertisement of the LeConte Playground Project

### **BACKGROUND INFORMATION**

The Board approved a project to upgrade the LeConte playground. The project will be submitted to DSA and be ready to bid within the next two weeks.

Staff is required to notify the Board when bids are being solicited. Approving the attached resolution will permit the District to solicit bids for the 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**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The project is funded in Measure AA.

### **STAFF RECOMMENDATION**

Approve the advertisement to solicit bids for this project.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION No. 13-041**

### **Authorization To Advertise For Bids 818.1301 – LeConte Site Improvement**

**WHEREAS**, in the judgment of the Board of Education of the Berkeley Unified School District of Alameda County, it is necessary to secure all labor, engineering, materials, equipment and services required for LeConte Site Improvement Project No. 818.1301 all in accordance with the plans and specifications prepared by and on file in the Berkeley Unified School District Facilities Planning Office; plans and specifications are hereby approved and adopted.

**NOW, THEREFORE, BE IT RESOLVED** that the general prevailing rates of wages determined by the Director of the California Department of Industrial Relations, in accordance with Labor Code Section 1770, shall be the general prevailing rates of per diem wages for each craft or type of worker or mechanic needed to execute this contract; and

**BE IT FURTHER RESOLVED**, that the Board authorizes and the Deputy Superintendent and/or Purchasing Agent are hereby authorized to advertise for proposals for the completion of this work in accordance with the law by publishing the Notice to Contractors in a newspaper of general circulation in the District.

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District this 13<sup>th</sup> day of March, 2013 by the following called vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Leah Wilson, President  
Board of Education



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Accept the Completion of the Project to Build Phase 1 of the Berkeley High School South of Bancroft Project

### **BACKGROUND INFORMATION**

On April 28, 2010, the Board awarded a contract to Jeff Luchetti to build Phase 1 of the Berkeley High School South of Bancroft project. The largest portion of this project is the new stadium. The project is now complete.

Acceptance of the project will permit staff to file a Notice of Completion with the County and will permit release of retention.

### **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**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The project was funded through both the Measure AA bond and the Measure I bond. The project had change orders of \$232,792, or 3.33% above the Board approval. We originally budgeted for change orders of 5%.

### **STAFF RECOMMENDATION**

Accept the project as complete.

**BERKELEY UNIFIED SCHOOL DISTRICT  
RESOLUTION NO. 13-040**

**Authorization To Accept Completion Of The  
BHS Stadium Project No. 805.0801**

**WHEREAS**, Jeff Luchetti Construction, Inc., a contractor licensed and existing under and by virtue of the laws of the State of California, and having offices at 70 Stony Point Road, Santa Rosa, CA 95401, CA, entered into a contract dated May 7, 2010, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials, mechanical workership, transportation, equipment and services necessary for the BHS Stadium project; and

**WHEREAS**, Project Construction Manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contractor has completed the work of said contract in workerlike and satisfactory manner as of March 13, 2013 and that warranty period begin on this date for this work.

**NOW, THEREFORE, BE IT RESOLVED** that the BHS Stadium Project No. 805.0801 is hereby approved and accepted as complete.

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District this **13<sup>th</sup> Day of March, 2013**.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Leah Wilson, President  
Board of Education

Public Contract Code: 20111  
Board Policy: 3310

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Accept the Completion of the Project to Abate Two Buildings at West Campus and to Demolish the Seismically Unsafe Old Library Building at West Campus

### **BACKGROUND INFORMATION**

On November 14, 2012, the Board awarded a contract to Bay View Environmental to abate two buildings at West Campus and to demolish the seismically unsafe old library at West Campus. The project is now complete.

Acceptance of the project will permit staff to file a Notice of Completion with the County and will permit release of retention.

### **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**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The project is funded through the Measure AA Bond. The project had change orders of \$36,291 or 6.6% above the Board approval. We originally budgeted for change orders of 10%.

### **STAFF RECOMMENDATION**

Accept the project as complete.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 13-042**

### **Authorization To Accept Completion Of The West Campus Abatement and Demo Project No. 850.1301**

**WHEREAS**, Bayview Environmental Services, Inc., a contractor licensed and existing under and by virtue of the laws of the State of California, and having offices at 6925 San Leandro Street, Oakland, CA 94621, CA, entered into a contract dated November 30, 2012, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials, mechanical workmanship, transportation, equipment and services necessary for the West Campus Abatement and Demo project; and

**WHEREAS**, Project Construction Manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contractor has completed the work of said contract in workerlike and satisfactory manner as of March 13, 2013 and that warranty period begin on this date for this work.

**NOW, THEREFORE, BE IT RESOLVED** that the West Campus Abatement and Demo Project No. 850.1301 is hereby approved and accepted as complete.

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District this **13<sup>th</sup> Day of March, 2013**.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Leah Wilson, President  
Board of Education

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Interim Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Approve an Increased Contract for Parsons for the West Campus Project

### **BACKGROUND INFORMATION**

The West Campus District office project has had an extended construction period. The project manager was needed to manage the project for that extended time. BUSD is eligible for and is withholding liquidated damages to cover this cost. On October 24, 2012, we recognized an increase of \$160,000 for the architect and stated that we would return at a subsequent meeting to recommend a final increase for Parsons. The fees for the project manager were last approved by the Board on December 10, 2008.

### **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 Parsons for an increase of \$140,000.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Approve a Contract With HKIT Architects to Provide Design Services for the Longfellow Cafeteria Project

### **BACKGROUND INFORMATION**

On January 9, 2013, the Board approved accelerating the project to build a cafeteria at Longfellow School. Based on the approved schedule, it is time to hire the architect.

On February 26, 2013, an interview was held with two 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 HKIT Architects be hired to design the Longfellow cafeteria 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 HKIT Architects for a contract of \$375,000 to design the Longfellow cafeteria project.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Approve a Contract With D.L. Falk to Build the CTE/Charter School and Board Room Project

### **BACKGROUND INFORMATION**

On January 9, 2013, the Board approved the advertisement of a project to build a project to house a CTE/Charter School and to construct a Board Room at West Campus. The apparent low bidder submitted a letter stating that he made an error in compiling his bid. Per Public Contract Code, sections 5100 – 5110, the awarding authority cannot relieve a bidder from his bid unless the authority prepares a report which documents the existence of each element contained in Section 5103. That report must be available for inspection as a public record.

BUSD staff has prepared such a report. It establishes that:

1. A mistake was made;
2. Written notice was provided within five working days;
3. The mistake made the bid materially different than was intended; and,
4. The mistake was made in filling out the bid and not due to an error in judgment or carelessness or reading the plans and specification.

The contractor made an entry error on two items – concrete polishing and plumbing subcontractor bids which materially affected his price. The contractor complied with all other requirements of Section 5103. The report is available in the Public Information office, the Facilities Department and the Purchasing Office.

Staff is recommending that the contractor be relieved of his bid and that the bid be awarded to the next lowest bidder.

The base bid of the lowest responsible bidder is slightly over budget but is within budget with the addition of funds designated for this project in the Inflation budget line. Staff is recommending that all additive alternates and no deductive alternates be awarded. The alternates are:

1. Additive charter alternate to build out the old wood shop to accommodate the full charter school program;
2. Additive Board alternate #1 to build out a conference room in the building;
3. Deductive Board alternate #2 and #3 to decrease the quality of the heating and ventilating system; and,
4. Additive Board alternate #4 to replace the canopy roof.

The award of the alternates will put the project over the established budget.

**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 and 5100-5110

**FISCAL IMPACT**

Cost to be paid from the Measure AA Bond. There will be some realignment of resources between the two projects to match the bids. In addition, there will be \$200,000 reallocated from the Inflation budget to the project budgets. Finally, the budget will need to increase by an additional \$135,000 from the Available Balance of Measure AA. The new available balance will be \$869,610.

**STAFF RECOMMENDATION**

Accept all bids waiving any minor irregularities, approve the relief of West Bay Builders and approve D.L. Falk to build the CTE/Charter School and to build a Board Room at West Campus in the amount of \$7,764,111.



**BERKELEY UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 13-035**

**Authorization to Award Contract for  
West Campus Board Room and Realm Project 890.1001/1201**

**WHEREAS**, in accordance with Uniform Public Construction Cost Accounting procedures, bids were solicited for West Campus Board Room and Realm Project 890.1001/1201. Bids were opened on February 26, 2013 at 3:00pm, and the following 7 bids were received and deemed qualified:

CONTRACTOR	BASE BID - Realm Base Scope A	Total BASE BID - Realm (A+B+C+D) E	REALM Add Alt #1 F	REALM Total (E+F) G	BASE BID BrdRm Base Scope H	Total BASE BID BrdRm (H+I+J+K) L	BrdRm Add Alt #1 M	BrdRm Add Alt #4 P	Project Total (G+L+M+P) Q
West Bay Builders	\$4,275,000	\$4,340,000	\$350,000	\$4,690,000	\$2,115,000	\$2,165,000	\$250,000	\$40,000	\$7,145,000
DL Falk	\$4,788,917	\$4,853,917	\$386,433	\$5,240,350	\$2,266,761	\$2,316,761	\$175,000	\$32,000	\$7,764,111
Gonsalves & Stronck Const	\$5,257,100	\$5,322,100	\$384,200	\$5,706,300	\$2,423,727	\$2,473,727	\$111,967	\$30,100	\$8,322,094
Cal- Pacific Const	\$4,722,000	\$4,787,000	\$751,000	\$5,538,000	\$2,876,000	\$2,926,000	\$255,000	\$29,000	\$8,748,000
Arntz Builders	\$5,972,092	\$6,037,092	\$422,905	\$6,459,997	\$2,192,212	\$2,242,212	\$172,938	\$53,750	\$8,928,897
BHM Const	\$5,779,666	\$5,844,666	\$300,000	\$6,144,666	\$2,786,275	\$2,836,275	\$348,000	\$30,000	\$9,358,941
Alpha Bay Builders	\$7,339,103	\$7,404,103	\$200,000	\$7,604,103	\$1,836,495	\$1,886,495	\$300,000	\$100,000	\$9,890,598

**WHEREAS**, West Bay Builders, requested and is granted relief in accordance with Public Contract Code Sections 5100-5110; and

**WHEREAS**, DL Falk is the lowest bidder and is deemed to be responsive, responsible and qualified to complete the work according to the specifications in project number 890.1001/1201 documents;

**NOW, THEREFORE, BE IT RESOLVED** that the bid of DL Falk, for the Base Bid and Alternates #1 Realm, #1 & #4 Board Room in the amount of \$7,764,111 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 13<sup>th</sup> day of March, 2013.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Leah Wilson, President  
Board of Education

Public Contract Code: 20111  
Board Policy: 3310

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Approval of Members for the Construction Oversight Committee

### **BACKGROUND INFORMATION**

By law, a committee is required to monitor the Measure I bond. The Board decided that the same committee would also monitor the old Measure AA bond. The Board appointed the Construction Oversight Committee on April 13, 2011. The current members are:

1. Stephanie Allan, Co-Chair;
2. Susi Marzuola, Co-Chair;
3. Eric Weaver, Secretary;
4. Carl Bridgers;
5. Nicolie Bolster-Ott;
6. David Goldin; and,
7. Allan Nudel.

The by-laws state that,

*“Each member shall hold office for two years without compensation. A regular term of office shall begin in March commencing with the regularly scheduled March quarterly meeting and end at the close of business on the day prior to the regularly scheduled March quarterly meeting two years later.”*

The Committee has made a number of improvements to our processes, has been very active, has excellent attendance, and has worked well together. The Committee has been meeting almost every month, and its next regularly scheduled meeting is on April 11, 2013.

The law now permits members to serve up to three terms, and it may be prudent in two years to bring in some new members so the committee does not transition all at once. At this time, staff believes that it is in the best interest of the District to have the current Committee Members continue to serve for one more term. All Members have stated that if appointed, they are prepared to serve.

### **DISTRIT 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**

Education Code 15282 and 15278. Board Policy 9131.

**FISCAL IMPACT**

There is no fiscal impact to the appointment of committee members.

**STAFF RECOMMENDATION**

Re-appoint all the Construction Oversight Committee members.

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Approval of the 2013 Facilities Construction Plan

## **BACKGROUND INFORMATION**

The Board has previously requested an annual formal review of the Facilities Plan to ensure continuity and a cohesive approach to the District's construction projects. A comprehensive plan was first developed and approved by the Board in 1995. The last plan was adopted on March 7, 2012.

The entire Facilities Plan is being sent under a separate cover. We include the executive summary to that Plan below.

## **EXECUTIVE SUMMARY**

*The Facilities Construction Plan for the Berkeley Unified School District is a comprehensive planning study incorporating budgets, schedules and accounting information. It defines all building projects presently contemplated in the next eight years (2013-2021). Financial information for both the older Measures (A and AA) as well as allocations for Measure I are included in this document. A listing of completed projects under the older measures is not included – please consult Facilities Plans between 1995 and 2010 for that information. This document represents the first comprehensive look at our facilities since March 2012. It explains the underlying assumptions, budget and schedule priorities and projects which require further refinement before facilities improvements can begin. Schedules and soft costs have been reexamined and this Report provides information which details both our projections of these costs and BUSD's actual experience.*

*The prime goal of the facilities program is to solve life safety problems (including seismic retrofits) and to correct building envelope deficiencies. Aesthetic modifications and facility changes to support a revised educational program are secondary benefits. The funding is not sufficient to address all the desired aesthetic or educational modifications. Where possible, these modifications are included in the facilities program.*

*The District has addressed a number of fundamental issues in the past two years. The major improvements are described below:*

- *The Berkeley High School stadium project was completed;*
- *The Berkeley High School new classroom and gym building was bid and work is underway;*
- *The District administration moved into the West Campus Educational facility;*

- *The Moellering Field project is under construction;*
- *The Jefferson modernization and expansion design was approved by the Board;*
- *The Construction Committee completed its first report;*
- *The General Conditions for construction projects was updated;*
- *and,*
- *A number of system replacement and solar projects were completed.*

*There are a number of challenges in the next year. The following are among the most significant:*

- *Bidding and starting construction on the Jefferson modernization and expansion;*
- *Awarding and completing the Board Room and Charter School/CTE project at West Campus;*
- *Awarding and completing the Hopkins pre-school project;*
- *Awarding and completing the King track and field project;*
- *Awarding and completing the science laboratory expansion at BHS;*
- *Keeping the BHS new classroom building on track;*
- *Initiating design of the pre-k/High 5 facilities expansion;*
- *Initiating design of the Longfellow cafeteria project;*
- *Clarifying our public outreach process;*
- *Continuing system replacement projects; and,*
- *To evaluate the CTE plan (when complete) to see when facility improvements may be needed.*

*Other facilities issues will arise in the next years.*

### **DISTRIT 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 direction to review and approve an annual Facilities Plan.

### **FISCAL IMPACT**

The Board approved financial allocations on January 9, 2013. The plan is based on that approval. The available balance is \$5,906,323 (both Measures AA and Measure I).

### **STAFF RECOMMENDATION**

Approve the 2013 Facilities Construction Plan.

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Measure BB Financial Update (Second Interim FY 2013)

**SUMMARY AND DISCUSSION**

This report is an update of the Maintenance Yearly Plan and BB expenditures from July 1, 2012 through January 31, 2013. This report does not separately document encumbered (obligated) expenses from other planned expenses, nor is it a comprehensive look at the activities in this fund; that more comprehensive look occurs annually.

The first chart details the actual recorded expenses as of January 31, 2013 and the current projected expenses for the remainder of the Fiscal Year. All expenses are consistent with previous reports and are based upon State defined object codes unless stated otherwise. This report differs slightly from the other District reports because the hourly cost of the Director of Facilities is listed on this report as a salary and benefit expense whereas Board reports show this as an interfund (contract) expense, and the cost to pay the County and City tax collection fees are deducted from the income whereas the District reports will list a higher income and will list those fees as a contract expense.

<b>TYPE OF EXPENSE</b>	<b>EXPENDED</b>	<b>PROJECTED</b>	<b>FY 2013</b>
Salaries and Benefits	\$1,876,563	\$1,375,000	\$3,251,563
Supplies	233,694	177,000	410,694
Contracts	433,412	428,000	861,412
Maintenance Initiatives	396,749	325,000	721,749
Equipment	0	35,000	35,000
Indirect Cost	0	344,000	344,000
<b>TOTAL</b>	<b>\$2,940,418</b>	<b>\$2,684,000</b>	<b>\$5,624,418</b>

The next chart compares the projected expenditure recommendations in the 2013 Annual Plan with current projected expenses.

<b>TYPE OF EXPENSE</b>	<b>BOARD PLAN</b>	<b>PROJECTED EXPENSE</b>	<b>VARIANCE</b>
Salaries and Benefits	\$3,430,000	\$3,252,000	(\$178,000)
Supplies	470,000	411,000	(59,000)
Contracts	810,000	861,000	51,000
Maintenance Initiatives	805,000	722,000	(83,000)
Equipment	35,000	35,000	0
Indirect Cost	355,000	344,000	(11,000)
<b>TOTAL</b>	<b>\$5,905,000</b>	<b>\$5,625,000</b>	<b>\$(280,000)</b>

## **EXPENDITURES**

### SALARIES AND BENEFITS

The projected expenditures for salaries, benefits and overtime are \$178,000 less than contained in the Annual Plan. The change is due to three factors: step and columns is less than predicted, we have had several people on workers comp or State Disability (which reduces the cost to the budget), and we have had a several vacancies for a portion of the year. Almost the identical amount was predicted at first interim.

The salary and benefits budget includes costs for the following list of permanent staff positions. Please note that we list some jobs by functional area; we feel this provides the information in a more meaningful way.

### **STAFFING**

Managers	1.64 permanent
Supervisors	2 permanent
Administrative Coordinators	2.15 permanent
Trade Leads	3 permanent
Security Engineer	1 permanent
Network Engineer	0.3 permanent
Maintenance Engineers	9 permanent, 3 vacancies
Trade Specific	1 permanent
Maintenance Technician	4 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)
Total	40.54 FTE

We do not detail the 5% of head custodians charged to the Measure BB Fund in the chart above.

### **VACANT POSITIONS**

Three Maintenance Engineers. One position will be filled soon. The testing is ready to begin for the other two positions.

### SUPPLIES

The projected expenditures for supplies are \$59,000 less than contained in the Annual Plan. We have not had the need for as many supplies this year. Almost the identical amount was predicted at first interim.

### CONTRACTED SERVICES

The planned expenditures for contracted services are \$51,000 more than contained in the Annual Plan. There has been an increased need for boiler

maintenance this year.

#### MAINTENANCE INITIATIVES

The planned expenditures for maintenance initiatives are \$83,000 less than planned. There were some bid savings on a few projects and we did not award the fan upgrade at the Community Theater because the price was too high.

#### EQUIPMENT

We plan to purchase one vehicle this year.

#### INDIRECT COSTS

The projected expenses for indirect costs are \$11,000 less than the projection in the 2013 Annual Plan.

#### **TOTAL EXPENDITURES**

The changes result in a \$280,000 decrease of projected expenditures compared to the budget contained in the 2013 Annual Plan.

#### **TOTAL INCOME**

The 2013 Annual Plan income projection for Measure BB is \$5,526,000. The projected income has increased by \$28,000 from the original plan. The District is providing maintenance to the charter high school at West Campus. The charter school pays for that service.

#### **INCOME OVER EXPENDITURES**

##### TOTAL INCOME

The projected income from Measure BB has increased by \$28,000.

##### TOTAL EXPENDITURES

The total projected expenditures have decreased by \$280,000.

#### **TOTAL INCOME OVER EXPENDITURE**

The 2012 ending fund balance contained in the unaudited actual report was \$1,092,681. The projected income (net of County and City charge) received from Measure BB including interest for this Fiscal Year is \$5,554,000.

The projected expenditures for the 2012 year are \$5,625,000. The revised projected fund balance for Measure BB as of June 30, 2013 is \$1,021,681.

#### **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**

None

#### **FISCAL IMPACT**

None



**STAFF RECOMMENDATION**

Receive Financial Update on Measure BB.

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Neil Smith and Javetta Cleveland, Co- Superintendents  
**FROM:** Pauline Follansbee, Director of Fiscal Services  
**DATE:** March 13, 2013  
**SUBJECT:** Certification of Second Interim Report for the period ending January 31, 2013

## INTRODUCTION

Staff has prepared the Second Interim report in compliance with Education Code EC 42131(a)(1) requirements and AB1200. The Second Interim Report covers the reporting period ending January 31, 2013. The report is required to be approved by the governing board no later than 45 days after the close of the reporting period to determine whether or not the district is able to meet its financial obligations. The following certifications may be assigned:

- **Positive:** assigned to any district that based on current projections will meet its financial obligations in the current fiscal year and two subsequent fiscal years.
- **Qualified:** assigned to any district that based on current projections may not be able meet its financial obligations in the current fiscal year and two subsequent fiscal years.
- **Negative:** assigned to any district that based on current projections will not be able to meet its financial obligations for the remainder of the current fiscal year or the subsequent fiscal year.

The County Office of Education is required to report to the State Superintendent of Public Instruction within 75 days after the close of each reporting period the district's certification status.

Staff prepared the Second Interim Report, along with assumptions using the School Services of California, Inc. Dartboard, which provides school districts critical economic indicators for budget projections. Multi-Year projections along with other analytical reports are provided under separate cover. The Second Interim Report contains the following documents for review and consideration by the governing board and will be presented by staff:

1. Assumptions
2. Variance Report

3. Comparative Reports
4. District certification of Second Interim Report
5. Form 011 – General Fund Summary and Restricted and Unrestricted formats
6. Form 11I-67I for all other district funds
7. Form AI – Average Daily Attendance
8. Form RLI – Revenue Limit Form
9. General fund multi year projection using the MYP software (under separate cover)
10. Criteria and Standards

This Second Interim Report along with the Multi-year Projections (under separate cover) indicates that the District will be able to meet its financial obligations in the current and subsequent two fiscal years. Therefore, the District is submitting the Second Interim Report to the County with a positive certification.

**DISTRICT GOAL**

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

**POLICY/CODE**

Education Code Section 42100 – 42134 et seq.

**FISCAL IMPACT**

Not Applicable

**STAFF RECOMMENDATION**

Accept the Positive Certification of the Second Interim Report (as presented under separate cover), certifying that the District will be able to meet its financial obligations for the current and subsequent two years.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Dr. Susan Craig, Director, Student Services  
**DATE:** March 13, 2013  
**SUBJECT:** Williams Case Settlement Quarterly Report

## **BACKGROUND INFORMATION**

As a result of the Williams Case Settlement, every district in California is publicly accountable to ensure that the following conditions are met.

- 1) There should be sufficient textbooks and instructional materials for all students, including English learners.
- 2) School facilities should be clean, safe and maintained in good repair.
- 3) All classes should be taught by properly credentialed teachers.
- 4) Students who have not passed the California High School Exit Exam by the end of grade 12 should be provided the opportunity to receive intensive instruction and services after completion of grade 12 for up to two consecutive years.

Information about the standards is posted in every classroom along with the complaint procedure to follow if there is a concern that any one of them is not being met.

During the last quarter, between October 1 and December 31, 2012, the district received one facilities complaint regarding safety concerns related to three points of entry onto the Martin Luther King Jr. Middle School campus. Safety consultants will include this in their inspection of the campus this month and make recommendations to staff.

During this same period, the district received no complaints under the Williams Case Settlement regarding instructional materials, classes taught by teachers not appropriately credentialed, or CAHSEE support for students who have completed grade 12.

## **DISTRICT GOAL**

None

## **POLICY/CODE**

Ed Code 35186  
Board Policy 1312

**FISCAL IMPACT**

None

**STAFF RECOMMENDATION**

Receive the Williams Case Settlement Quarterly Report for information.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Maintenance and BB Second Quarter FY 2013 Report

## **SUMMARY AND DISCUSSION**

This report is an update of the Maintenance Department for the second quarter of the 2013 Fiscal Year. The reporting period covers October 26, 2012 through January 27, 2013. The stated goals of the Annual Plan are not listed in this report, but certain areas of these goals will be referred to as we evaluate progress in these areas. We will also continue to report on specific areas of previously approved plans as we make progress on those goals.

## **COMMUNICATION/REPORTING**

The Committee was sent the First Interim Report for Fiscal Year 2013.

## **COMMITTEE MEMBER COMMENTS**

The Committee had no comments.

## **MAINTENANCE**

The evening shift visited fourteen sites since the last report.

The fire marshal sent three new reports. One report was clean. The deficiencies were corrected at the other two sites.

The State elevator inspector is still running behind in his inspections. Eleven elevators were inspected in this reporting period. Five were clean and we are correcting the other six. An elevator can be used with an expired permit if the inspector has been too busy to inspect it.

## **TRAINING**

All gardeners were trained in the maintenance of young trees.

## **GROUNDS**

The department has filled the one vacant gardener position.

## **VEHICLES AND EQUIPMENT**

We got specifications for a replacement vehicle and will replace it this Fiscal Year.

**STAFFING**

Managers	1.64 permanent
Supervisors	2 permanent
Administrative Coordinators	2.15 permanent
Trade Leads	3 permanent
Security Engineer	1 permanent
Network Engineer	0.3 permanent
Maintenance Engineers	9 permanent, 3 vacancies
Trade Specific	1 permanent
Maintenance Technician	4 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)

Total 40.54 FTE

We do not detail the 5% of head custodians charged to the Measure BB Fund in the chart above.

**BUDGET**

The Committee was sent the First Interim FY 2013 budget report.

**CUSTODIAL**

The department received their first assessment from the WeCare (customer service) training.

**UTILITY REDUCTION AND MONITORING**

We have estimated that we will save about \$50,000 per year from the installation of solar panels at BAM and Malcolm X.

**PROPERTY MANAGEMENT**

Staff has processed 55 permits from October 26, 2012 through January 27, 2013. The gross revenue received in this time period was \$60,397. The Hillside site has been sold, so revenues will likely drop in the future. Berkeley High has processed two permits in that period and has received gross revenue of \$1,851.

**WASTE MANAGEMENT**

We started the new recycling program. A new trash compactor was installed at BHS.

**HAZARDOUS MATERIALS**

We removed hazardous soil from both BHS and Derby in the reporting period.

**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**

None

**FISCAL IMPACT**

None

**STAFF RECOMMENDATION**

Receive second quarter Measure BB update.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Information about Potential Surplus Sites

### **BACKGROUND INFORMATION**

On the advice of the Citizens Construction Committee, the Board voted to receive a yearly report listing potential surplus property. The first report was received by the Board on February 24, 2010. This is the fourth report.

The Hillside site has been sold. The Board voted on March 28, 2012 to form a Surplus Committee to explore surplus property along a strip of land to the north of our transportation yard along Gilman. Staff placed a newspaper advertisement, but we did not receive enough applicants. No Committee was formed. Staff will re-advertise for Committee Members and the Board may wish to encourage citizens to apply.

There are several additional properties which may be considered in the future:

1. B-Tech. There is a strip of land along the south edge of the campus on Ward Street which is owned by the District but leased to the City. Housing is located on that strip. The lease is for 99 years and expires in 2085. The Berkeley Housing Authority wishes to sublease the property to a third party. That request is going first to the City and, if approved, is expected to be presented to the Board in June.
2. Franklin. There are two strips of land along the south edge of the campus on Francisco Street owned by the District but leased to the City. Housing is located on that strip. The lease is for 99 years and expires in 2085. The Berkeley Housing Authority wishes to sublease the property to a third party. That request is going first to the City and, if approved, is expected to be presented to the Board in June.
3. Oregon Street gymnasium. The Board has leased this site to the City of Berkeley for five years, beginning in July 2009. There is no decision about what will happen at the expiration of that lease.
4. West Campus. The District administration has moved into this site. A CTE/Charter school also occupies a portion of this site. The whole site will not be utilized for these purposes and portions of the site may be considered in the future.

**DISTRICT GOAL**

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

**POLICY/CODE**

None.

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Review the information in the report.

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Javetta Cleveland and Neil Smith, Co-Superintendents  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 13, 2013  
**SUBJECT:** Facilities Plan Update

## BACKGROUND INFORMATION

This report is an update of the Facilities Construction Plan approved by the Board on March 17, 2012. Data in this report are current as of March 4, 2013. This report includes updates of all active construction projects. Maintenance projects are detailed in the Maintenance Quarterly Reports.

## ELEMENTARY SCHOOLS

### LeConte

<u>Project Type:</u>	<u>Grounds Improvement</u>
Date Approved by Board:	March 7, 2012
Funding Source:	Measure AA
Public Process:	Five Site Committee Meetings and one Community Meeting. The site was involved in architect selection.
Schematic Approval Date:	January 2013
Design Team:	Carducci & Associates
Project Manager:	Turner
General Contractor:	To Be Determined
Current Project Budget:	\$425,000
Adjustment to Budget:	\$9,000 Inflation adjustment on January 9, 2013.
Schedule:	Fall 2012 Approve project manager and designer Winter 2012/13 Design finalize Spring 2013 Bid and award Summer 2013 Construction
Status:	Design
Issues:	There was concern over the proposed project.
Completion Date:	October 2013
Changes since last report:	There was one additional Site Committee Meeting. The schematic approval was delayed from January 9 <sup>th</sup> to January 23 <sup>rd</sup> and the Board approved the schematic design. The project is scheduled for DSA approval on March 11 <sup>th</sup> and staff is requesting authority to advertise at this Board Meeting.
Lessons learned:	Not all the stakeholders were included early in

the process.

Malcolm X

<u>Project Type:</u>	<u>Replace roof on main building.</u>
Date Approved by Board:	March 7, 2012
Funding Source:	Measure AA
Public Process:	None
Schematic Approval Date:	Not Applicable
Design Team:	Skyline Engineering
Project Manager:	Turner
General Contractor:	To Be Determined
Current Project Budget:	\$375,000
Adjustment to Budget:	\$141,000. Inflation adjustment and re-estimated project approved on January 9, 2013.
Schedule:	Fall 2012 Approve project manager and designer Winter 2012/13 Design finalize Spring 2013 Bid and award Summer 2013 Construction
Status:	Pre-design
Issues:	None
Completion Date:	October 2013
Changes since last report:	The design is complete and the Board has approved advertisement. The job walk is scheduled for March 19 <sup>th</sup> .
Lessons learned:	None

Washington

<u>Project Type:</u>	<u>Replace transformer</u>
Date Approved by Board:	March 7, 2012
Funding Source:	Measure AA
Public Process:	None
Schematic Approval Date:	Not Applicable
Design Team:	Camissa and Wipf
Project Manager:	Turner
General Contractor:	To Be Determined
Current Project Budget:	\$618,000
Adjustment to Budget:	\$12,000. Inflation adjustment on January 9, 2013.
Schedule:	Fall 2012 Approve project manager and designer Winter 2012/13 Preliminary Design done and submitted to PG&E Spring 2013 Finalize design, PG&E approval Spring 2013 Bid and award Summer 2013 Construction

Status: Design  
 Issues: PG&E process unpredictable.  
 Completion Date: September 2013  
 Changes since last report: The design was completed and we have submitted the project to DSA. We are working on pre-ordering some equipment in order to maintain the schedule.  
 Lessons learned: PG&E approval process makes it difficult to schedule a summer project.

Washington

Project Type: Painting and Flooring  
 Date Approved by Board: March 7, 2012  
 Funding Source: Measure AA  
 Public Process: Site Committee architect and color selection  
 Schematic Approval Date: Not Applicable  
 Design Team: Baker Vilar Architects  
 Project Manager: Turner  
 General Contractor: To Be Determined  
 Current Project Budget: \$556,000  
 Adjustment to Budget: \$11,000. Inflation adjustment on January 9, 2013.  
 Schedule: Fall 2012 Approve project manager and designer  
 Winter 2012/13 Preliminary Design done  
 Spring 2013 Finalize design  
 Spring 2013 Bid and award  
 Summer 2013 Construction  
 Status: Design  
 Issues: None  
 Completion Date: September 2013  
 Changes since last report: There was a Site Committee Meeting, the scope has been finalized and the Board approved advertisement of the project. The job walk is on March 4<sup>th</sup>.  
 Lessons learned: None

Washington, BAM and King

Project Type: Portable Replacement  
 Date Approved by Board: January 9, 2013  
 Funding Source: Measure AA  
 Public Process: Multiple Site Committee meetings at Washington, possible several at BAM and possibly one at King. One Community Meeting at Washington, possibly one at BAM.  
 Schematic Approval Date: To Be Determined

Design Team: HKIT Architects  
 Project Manager: Van Pelt  
 General Contractor: To Be Determined  
 Current Project Budget: \$2,513,000  
 Adjustment to Budget: None.  
 Schedule: Winter 2012/13 Approve project manager and architect  
 Spring 2013 Complete Schematic design  
 Fall 2013 Finalize design  
 Winter - Spring 2014 Bid and award  
 Summer 2014 Construction  
 Status: Pre-Design  
 Issues: Reconfiguration of portables, particularly at Washington and an interest in a more permanent solution to the street closure at Washington.  
 Completion Date: October 2014  
 Changes since last report: A kickoff meeting was held with the BAM and Washington Principals. The first Site Committee Meeting was held at each of those sites.  
 Lessons learned: None

Jefferson

Project Type: Expand Classes/Modernize.  
 Date Approved by Board: April 27, 2011  
 Funding Source: Measure I  
 Public Process: Seven Site Committee meetings and four Community Meetings were held. The site was involved in architect selection.  
 Schematic Approval Date: March 7, 2012  
 Design Team: WLC Architects  
 Project Manager: Turner  
 General Contractor: To Be Determined  
 Current Project Budget: \$9,371,000  
 Adjustment to Budget: \$2,136,000. Increased allocation and inflation adjustment on January 11, 2012 (\$472,000), approval for structural review (\$80,000) on September 12, 2012, approval of structural upgrade on October 24, 2012 (\$1,400,000), inflation adjustment on January 9, 2013 (\$184,000).  
 Schedule: Summer 2011 Architect Hired  
 Winter 2011/12 Board approval of schematic design  
 Fall 2012 Project submitted to DSA

Status: Winter 2012/13 DSA approval, project bid  
 Late Spring 2013 Construction begins  
 Design  
 Issues: Project started slowly due to competing  
 pressures at the school.  
 Completion Date: October 2014  
 Changes since last report: A Community meeting was held to explain the  
 structural upgrade. DSA backcheck is schedule  
 for the first week of March. The Board is being  
 asked to approve advertisement at this Meeting.  
 Lessons Learned: There has been some concern about outreach  
 efforts. Regular updates may help alleviate this  
 concern.

Rosa Parks

Project Type: Solar Panels (project listed in Auxiliary budget).  
 Date Approved by Board: September 22, 2011  
 Funding Source: Measure AA  
 Public Process: None  
 Schematic Approval Date: Not Applicable  
 Design Team: Design-Build (SunPower/Kyoto)  
 Project Manager: BUSD  
 General Contractor: Sun Power  
 Current Project Budget: \$157,000  
 Adjustment to Budget: \$7,000. Inflation increase on April 27, 2011  
 (\$5,000) and inflation adjustment on January  
 11, 2012 (\$2,000).  
 Schedule: Winter 2010/11 Preliminary Design done and  
 submitted to DSA  
 Summer – Fall 2012 Finalize design, DSA  
 approval  
 Spring 2013 Construction  
 Status: Permit  
 Issues: This budget will supplement a grant from PG&E  
 (\$200,000). Project has moved very slowly  
 through PG&E and DSA.  
 Completion Date: April 2013  
 Changes since last report: DSA appears ready to release this project and it  
 should be ready to construct very soon.  
 Lessons learned: PG&E and DSA process have been very slow and  
 unreliable.

MIDDLE SCHOOLS

KING

Project Type: Upgrade the Large Field and Track

Date Approved by Board: March 7, 2012  
 Funding Source: Measure I  
 Public Process: Site involved in architect selection. There were several Site Committee Meetings and two public meetings.  
 Schematic Approval Date: August 22, 2012  
 Design Team: Baker Vilar Architects  
 Project Manager: Turner  
 General Contractor: None  
 Current Project Budget: \$1,496,000, includes \$7,000 in Measure AA  
 Adjustment to Budget: \$560,000. The Board approved adding \$114,000 from the balance and combining this project with a future landscape project (\$416,000) on October 10, 2012, inflation adjustment of January 9, 2013 (\$30,000).  
 Schedule: Spring 2012 Architect hired  
 Fall 2012 Design completed and submitted to DSA  
 Spring 2013 Project bid  
 Summer 2013 Construction begins  
 Status: Design  
 Issues: None  
 Completion Date: September 2013  
 Changes since last report: DSA approval is expected on April 9<sup>th</sup>. We intend to ask the Board for approval to advertise on March 27<sup>th</sup>.  
 Lessons learned: None

LONGFELLOW

Project Type: New Cafeteria  
 Lessons Learned: None.  
 Date Approved by Board: January 9, 2013  
 Funding Source: Measure I  
 Public Process: There will be several Site Committee meetings and one Community meeting.  
 Schematic Approval Date: To Be Determined  
 Design Team: To Be Determined  
 Project Manager: Turner  
 General Contractor: To Be Determined  
 Current Project Budget: \$5,202,000  
 Adjustment to Budget: None.  
 Schedule: Spring 2013 Architect and project manager hired  
 Summer 2013 schematic design  
 Spring 2014 Project submitted to DSA



Status: Fall 2014 DSA approval, project bid  
 Winter 2014/2015 Construction to begin  
 Pre-Design  
 Issues: No decision has been made of which spaces will  
 be used for transitional kindergarten and which  
 will be used for pre-school.  
 Completion Date: October 2014  
 Changes since last report: The Board hired the project manager and is  
 being asked to approve the architect at this  
 Board Meeting.  
 Lessons Learned: To Be Determined.

## HIGH SCHOOLS

### BERKELEY HIGH

Project Type: Stadium building.  
 Date Approved by Board: September 5, 2007  
 Funding Source: Measure AA and Measure I  
 Public Process: Five Site Committee Meetings, one Community  
 Meeting and Board approval. Site Committee  
 involved in architect selection. Earlier meetings  
 were held in developing the master plan.  
 Schematic Approval Date: August 20, 2008  
 Design Team: Baker Vilar Architects  
 Project Manager: Van Pelt (was Parsons)  
 General Contractor: JLC Construction  
 Current Project Budget: \$9,385,000  
 Adjustment to Budget: (\$220,000). Inflation adjustment of \$708,000 on  
 January 9, 2008, inflation adjustment of  
 \$826,000 on January 14, 2009, inflation  
 adjustment of \$806,000 on January 13, 2010,  
 bid savings reduction of \$2,782,000 on  
 September 22, 2010, add for washer dryer  
 recognized on September 12, 2012 (\$110,000),  
 increase to cover testing costs on January 9,  
 2013 (\$58,000).  
 Schedule: Late Fall 2007 Architect hired  
 Summer 2009 Project submitted to DSA  
 Spring 2010 DSA approval, project bid  
 Summer 2010 Construction begins  
 Status: Punch List  
 Issues: Contractor was late.  
 Completion Date: December 2012  
 Changes since last report: The project is being recommended for  
 acceptance at this Board Meeting.  
 Lessons Learned: Communication within the site for this project

has been problematic. Alternate mechanisms may be needed in the future.

Project Type: New Building and Grounds  
Date Approved by Board: Construction Phase 2 September 5, 2007,  
Design Phase 3 January 9, 2008, Construction  
Phase 3 April 27, 2011  
Funding Source: Measure AA and Measure I  
Public Process: Five Site Committee Meetings, one Community  
meeting and Board approval (shared with  
stadium project). Site Committee involved in  
architect selection. Earlier meetings were held  
in developing the master plan.  
Schematic Approval Date: August 20, 2008  
Design Team: Baker Vilar Architects  
Project Manager: Van Pelt  
General Contractor: Alten Construction  
Current Project Budget: \$31,590,000  
Adjustment to Budget: \$28,089,000. Inflation adjustment of \$280,000  
on January 9, 2008, adding design of Phase 3 of  
\$2,800,000 on January 9, 2008, inflation  
adjustment of \$302,000 on January 14, 2009,  
inflation and slight scope adjustment of  
\$918,000 on January 13, 2010, approval of  
Measure I construction phase and inflation  
adjustment of \$28,438,000 on April 27, 2011,  
inflation adjustment of \$351,000 on January 11,  
2012, adjustment to decrease the budget by  
\$5,000,000 on April 11, 2012.  
Schedule: Late Fall 2007 Architect Hired for Phase 2  
Late Spring 2008 Architect hired for Phase 3  
Early Spring 2009 and Summer 2010 Project  
submitted to DSA  
Winter 2010/11 DSA approval, project bid  
Late Spring 2012 Construction begins  
Status: Construction  
Issues: Coordination with Phase 1, combining the two  
phases into one project, portable removal and  
other logistical challenges.  
Completion Date: October 2014  
Changes since last report: The gym steel erection is proceeding. The 2<sup>nd</sup>  
floor classroom building concrete slab has been  
poured. The reinforcing steel for the concrete  
walls is being installed. Contaminated soil was  
found under the old bleachers and that soil has

been removed. The grading in that section is almost complete.  
Lessons Learned: Site communication on identifying and removing stored material was problematic.

Project Type: Science Labs  
Date Approved by Board: April 27, 2011  
Funding Source: Measure I  
Public Process: There have been two Site Committee meetings.  
Schematic Approval Date: June 27, 2012  
Design Team: HMC Architects  
Project Manager: Van Pelt  
General Contractor: To Be Determined  
Current Project Budget: \$715,000  
Adjustment to Budget: (\$212,000). Inflation increase on January 11, 2012 (\$9,000), reducing the project to two classrooms on October 24, 2012 (\$236,000), and inflation allocation on January 9, 2013 (\$15,000).

Schedule: Spring 2012 Architect and project manager hired  
Spring 2012 schematic design  
Fall 2012 Project submitted to DSA  
Spring 2013 DSA approval, project bid  
Summer 2013 Construction begins.

Status: Design  
Issues: None  
Completion Date: September 2013 – see the note below.  
Changes since last report: DSA has taken a stance that the rooms need sprinklers. We are trying to challenge this requirement. If we are unsuccessful, the project will cost significantly more and may not be ready to build this summer.

Lessons Learned: Better communication between the High School and the Superintendent may have permitted the third classroom to be approved.

Project Type: Replace roof on H building.  
Date Approved by Board: January 9, 2013  
Funding Source: Measure AA  
Public Process: None  
Schematic Approval Date: Not Applicable  
Design Team: Total Roof Management  
Project Manager: Van Pelt  
General Contractor: To Be Determined

Current Project Budget:	\$366,000
Adjustment to Budget:	None.
Schedule:	Winter 2012/13 Approve project manager and designer Winter 2012/13 Design finalize Spring 2013 Bid and award Summer 2013 Construction
Status:	Pre-design
Issues:	None.
Completion Date:	October 2013
Changes since last report:	Little change. The designer is ready to begin his design.
Lessons learned:	None

B-TECH

<u>Project Type:</u>	<u>Science Lab and Modernization</u>
Date Approved by Board:	January 9, 2013
Funding Source:	Measure I
Public Process:	There will be several Site Committee meetings.
Schematic Approval Date:	To Be Determined
Design Team:	WLC Architects
Project Manager:	Van Pelt
General Contractor:	To Be Determined
Current Project Budget:	\$732,000
Adjustment to Budget:	None.
Schedule:	Spring 2013 Architect and project manager hired Summer 2013 schematic design Fall 2013 Project submitted to DSA Spring 2014 DSA approval, project bid Summer 2014 Construction begins.
Status:	Design
Issues:	None
Completion Date:	October 2014
Changes since last report:	The architect and project manager were hired.
Lessons Learned:	None

OTHER SITES

HOPKINS PRE SCHOOL

<u>Project Type:</u>	<u>Modernization</u>
Date Approved by Board:	April 27, 2011
Funding Source:	Measure AA
Public Process:	There have been several Site Committee meetings and one Community meeting.
Schematic Approval Date:	June 27, 2012

Design Team:	HKIT Architects
Project Manager:	Turner
General Contractor:	To Be Determined
Current Project Budget:	\$1,806,000
Adjustment to Budget:	\$626,000. Inflation increase on January 11, 2012 (\$12,000), increase to add fire alarm on April 11, 2012 (\$54,000), project scope increased on June 27, 2012 (\$525,000), inflation adjustment on January 9, 2013 (\$35,000).
Schedule:	Spring 2012 Architect and project manager hired Spring 2012 schematic design Fall 2012 Project submitted to DSA Spring 2013 DSA approval, project bid Summer 2013 Construction to begin
Status:	Design
Issues:	Short construction season may be a challenge. The scope was adjusted to account for code and programmatic issues.
Completion Date:	October 2013
Changes since last report:	DSA approval is expected by the Board Meeting. The Board approved advertising the project and the job walk is scheduled for March 19 <sup>th</sup> .
Lessons Learned:	To Be Determined.

KING AND FRANKLIN PRE SCHOOL

Project Type:	<u>Addition</u>
Date Approved by Board:	January 9, 2013
Funding Source:	Measure I
Public Process:	There will be several Site Committee meetings and one or two Community meetings.
Schematic Approval Date:	To Be Determined
Design Team:	WLC Architects
Project Manager:	Turner
General Contractor:	To Be Determined
Current Project Budget:	\$3,101,000
Adjustment to Budget:	None.
Schedule:	Spring 2013 Architect and project manager hired Summer 2013 schematic design Late Fall 2013 Project submitted to DSA Spring 2014 DSA approval, project bid Summer 2014 Construction to begin
Status:	Pre-Design

Issues: No decision has been made of which spaces will be used for transitional kindergarten and which will be used for pre-school.

Completion Date: October 2014

Changes since last report: The Board hired the architect and project manager.

Lessons Learned: To Be Determined.

WEST CAMPUS

Project Type: District Office Project

Date Approved by Board: August 20, 2008

Funding Source: Measure AA and Measure I

Public Process: Two Site Committee Meetings, one Community Meeting, approval by BUSD Board, approval by Design Review (City), approval by Zoning (City). Earlier Community Meetings were held on earlier project scopes.

Schematic Approval Date: August 20, 2008 and September 10, 2008

Design Team: Baker Vilar Architects.

Project Manager: Parsons

General Contractor: Angotti and Reilly

Current Project Budget: \$14,750,000

Adjustment to Budget: (\$237,000). Inflation adjustment of \$1,200,000 on January 14, 2009, inflation adjustment of \$1,028,000 on January 13, 2010, adjustment after bid approval of (\$2,715,000) on September 22, 2010, adjustment at 2012 Plan adoption to account for change orders (\$250,000).

Schedule: Fall 2008 Architect Hired  
 Summer 2009 Project submitted to DSA  
 Spring 2010 DSA approval, project bid  
 Summer 2010 Construction begins

Status: Construction

Issues: The project detailed does not include earlier design proposals. There were problems with the installation of temporary power. The contractor was uncooperative.

Completion Date: April 2013

Changes since last report: The mechanical contractor, the controls contractor and the commission agent spent time troubleshooting the mechanical system. The commissioning is approximately 40% complete.

Lessons Learned: The project manager requiring monthly schedule updates may have highlighted problems earlier.

<u>Project Type:</u>	<u>Board Room</u>
Date Approved by Board:	August 20, 2008
Funding Source:	Measure AA
Public Process:	Two Site Committee Meetings, one Community Meeting, approval by BUSD Board, approval by Design Review (City), approval by Zoning (City). Earlier Community Meetings were held on earlier project scopes.
Schematic Approval Date:	No one date.
Design Team:	Baker Vilar Architects
Project Manager:	Turner
General Contractor:	To Be Determined
Current Project Budget:	\$2,741,000
Adjustment to Budget:	\$2,391,000. Significant scope adjustment, including adding City into project (\$1,258,000) on September 22, 2010, inflation adjustment (\$142,000) on April 27, 2011, recognition that the City will not partner and inflation adjustment on January 11, 2012 (\$241,000), inflation adjustment and to account for a re-estimated project on January 9, 2013 (\$750,000).
Schedule:	Early Spring 2010 Architect Hired Late Spring 2011 Project submitted to DSA Summer 2012 Revised Plan Submitted to DSA Fall 2012 Construction begins
Status:	Permit/Bid
Issues:	The mural will need to be removed and a replacement mural designed.
Completion Date:	July 2013
Changes since last report:	Bids were received and we are recommending award at this Board meeting.
Lessons Learned:	Earlier formal City approval to participate in the project would have saved time and some money.

<u>Project Type:</u>	<u>Charter School With CTE Possibilities</u>
Date Approved by Board:	April 27, 2011
Funding Source:	Measure AA
Public Process:	Three Site Committee Meetings and Two Community Meetings. Site Committee participated in architect selection.
Schematic Approval Date:	December 14, 2011
Design Team:	Beverly Prior/HMC Architects

Project Manager:	Turner
General Contractor:	To Be Determined
Current Project Budget:	\$7,867,000
Adjustment to Budget:	\$2,866,000. Budget was increased by \$1,000,000 on August 31, 2011 because an additional building was added when initial programming was completed and increased on January 11, 2012 to add seismically strengthening a wall and for inflation adjustment, library demolition added to the project (\$762,000) and the budget was adjusted to add one roof and to account for a low estimate by the architect in August 2011 (\$950,000), inflation adjustment on January 9, 2013 (\$154,000).
Schedule:	Summer 2011 Architect Hired Summer 2012 Project submitted to DSA Fall 2012 DSA approval, project bid Winter 2012/13 Construction begins
Status:	Bid and Permit
Issues:	There has been some discussion of equivalent facilities. There is some concern that the current plan calls for continued use of the District's three classrooms in the administration building.
Completion Date:	Winter 2013/14
Changes since last report:	The abatement and demolition portion is recommended for acceptance at this Board Meeting. The main project received bids and we are recommending acceptance of the bid at this Board Meeting.
Lessons Learned:	To Be Determined.

DERBY FIELD

<u>Project Type:</u>	<u>Improved Field</u>
Date Approved by Board:	April 27, 2011
Funding Source:	Measure I
Public Process:	Three Site Committee Meetings, two Community Meetings and Board approval. Site Committee participated in architect selection.
Schematic Approval Date:	August 31, 2011
Design Team:	WLC Architects
Project Manager:	Van Pelt
General Contractor:	To Be Determined
Current Project Budget:	\$4,575,000



Adjustment to Budget: \$970,000. Budget was increased by \$150,000 on August 31, 2011 to recognize the accelerated schedule and to accommodate desired amenities, on January 11, 2012 for inflation (\$38,000), on September 12, 2012 to account for a higher bid and for removal of Class II soil (\$647,000), and additional signage was approved on October 24, 2012 (\$35,000), increased requirements from the City and DSA approved on January 9, 2013 (\$100,000).

Schedule: Summer 2011 Architect Hired  
Fall 2011 Project submitted to DSA  
Spring 2012 DSA approval, project bid  
Summer 2012 Construction begins

Status: Construction

Issues: The weather delayed project completion.

Completion Date: Summer 2013

Changes since last report: The sprinklers were installed. The final grading is almost complete. The fence fabric is now 80% complete. The City will perform the work in Martin Luther King, possibly this month.

Lessons Learned: To Be Determined.