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PIEDMONT UNIFIED SCHOOL DISTRICT Board of Education

REGULAR MEETING
Wednesday, August 24, 2011

Council Chambers, City Hall
120 Vista Avenue, Piedmont

Closed Session: 6:30 p.m.
Regular Session: 7:00 p.m.

A G E N D A

- 6:30 p.m. I. CALL TO ORDER
- II. ESTABLISHMENT OF QUORUM
A majority of the Governing Board must be present in order to establish a quorum, allowing the Board to conduct business.
- 6:31 p.m. III. ADJOURN TO CLOSED SESSION
Members of the public may speak to any Closed Session item on the agenda. The Board President may limit speaker time.
- A. Public Employee Performance Evaluation: Superintendent
(Government Code Section 54957)
- 7:00 p.m. IV. REGULAR OPEN SESSION
- A. Call to Order
B. Pledge of Allegiance
C. Report of Action Taken in Closed Session
D. Agenda Adjustments
- 7:20 p.m. V. COMMUNICATIONS / ANNOUNCEMENTS (COMMUNITY)
The comments are informational only, covering items of interest to the Board, staff and community.
- A. Association of Piedmont Teachers (APT)
B. California School Employees Association (CSEA)
C. Parent Clubs
D. Student Representative to the Board
E. Persons Wishing to Speak to Any Item Not Listed on the Agenda

- F. Superintendent Announcements
- G. Board President Announcements

- 7:30 p.m. VI. Presentation of "Every 15 Minutes" Program for 2011-12
(Assistant Superintendent Brady)
Chairperson Kim Hebert will give a brief overview of the "Every 15 Minutes Program" to be held in October, and express appreciation to the City for its participation by providing \$5,700 in support of the event
(10 minutes-presentation / 5 minutes-Board questions-comments)
- VII. REVIEW AND ACTION ITEMS
(The Board President may limit speaker time)
- 7:45 p.m. A. *Approve Revised 2011-12 District General Fund Budget Pages 1-4
(Assistant Superintendent Brady)
The Board is requested to approve the District's Revised 2011-12 Budget based on changes necessitated by the passage of the 2011-12 California State Budget Act .
- 8:05 p.m. B. *Approve Fee Proposal Between the District and Pages 5-7
murakami/Nelson Architects for Structural Eligibility Report and Calculations of the Former Havens Kindergarten Building
(Assistant Superintendent Brady)
The calculations and report are being prepared for Proposition 1D Funding which may potentially make the District eligible for \$2,738,000. The fee proposal is in the amount of \$34,400.
- 8:10 p.m. C. *Certify Competence of Administrators in the Assessment of Page 8
"Certificated Employees"
(Superintendent Hubbard)
Education code requires all administrators assigned to evaluate certificated employees to possess certain demonstrated competencies.
- 8:15 p.m. D. *Recommendation to Approve Superintendent Contract Page 9
(Board President Tolles)
The Board will be requested to approve the Superintendent's Contract, effective September 1, 2011 through June 30, 2014
- 8:20 p.m. E. First Reading, Proposed Revised Board Policy 0100, Pages 10-11
"Philosophy"; Review of Exhibit 0000, "Strategic Plan" (to be renamed "Strategic Plan – Mission Statement")
(Superintendent Hubbard)
The proposed revised Board Policy will incorporate wording regarding the mission statement of the District Diversity & Respect Task Force and themes derived from "Shaping Our Future" long-range goals workshops. The corresponding Exhibit (E0000) includes additional wording for the same purpose.
- 8:35 p.m. F. 1. *First Reading, Proposed Revised Board Policy 5117, Page 12
"Interdistrict Attendance"
(Assistant Superintendent Randall Booker)
Additional wording was added to clarify that students under an interdistrict attendance permit are subject to the rules and standards that apply to pupils who reside in the district.

2. *Review of Proposed New Administrative Regulation 5117.1, "Interdistrict Attendance – Open Enrollment Act (Romero Bill)"

(Assistant Superintendent Booker)

The Open Enrollment Act ("Romero Bill") and California regulations allow students attending a school designated by the State as a low-performing school, to submit an application for enrollment in a higher performing school in another school district. These requests will only be approved by the Superintendent/designee in accordance with the provision of the new Administrative Regulation. The new Administrative Regulation will be incorporated immediately, under advice of legal counsel. The Board is looking for a time to schedule a Special Board Meeting to discuss other modifications to the Administrative Regulation, such as allowing eligibility for non-Piedmont grandchildren whose grandparents reside in Piedmont.

8:45 p.m.

G. Appoint Members to Seismic Safety Bond Program Citizens' Oversight Committee for 2011-12 / 2012-13

(Superintendent Hubbard)

Public notification was given regarding openings for new members for the Seismic Safety Bond Program Citizens' Oversight Committee. Applicants have been interviewed and it is being recommended that the appointments of Margaret Ovenden and Mark Aikawa be made at this meeting. The positions are for a two-year term and will begin in the Fall 2011 (September). Information on the charge and structure of the committee can be found on the District web site:

<http://www.piedmont.k12.ca.us/district-info/seismic-safety-bond-program/citizens-oversight-committee>

VIII. INFORMATION/ANNOUNCEMENT ITEMS

8:50 p.m.

A. Educational Services Report: Spotlight on Student Learning (Assistant Superintendent Randall Booker)

The Spotlight on Student Learning will serve as a platform for information and recognition of our instructional priorities and academic success in the Piedmont Unified School District.

1. The opening of school is always a testament to the collaborative efforts of administrators, teachers, support staff, and the Piedmont Community. Their tireless efforts not only provide our students with a smooth 1st day, but communicate a welcoming environment where student learning is our priority.
2. The 2011 STAR Exam results have arrived with PUSD remaining as one of the highest performing districts in the State. Individual student results are currently being mailed home to families. In the four content areas (English Language Arts, Math, Science, and History), 82-89% of our students scored in the proficient/advanced range.

9:00 p.m.

B. *Election Timeline for February 7, 2012 Municipal Election (Superintendent Hubbard)

Attached is a copy of the election timeline for any community member interested in becoming a member of the Board of Education. Monday, October 17, 2011 is the date when forms from the City Clerk's Office will first become available.

Pages 17-19

9:05 p.m.

IX. CORRESPONDENCE

9:10 p.m.

X. BOARD REPORTS

9:15 p.m.

XI. CONSENT CALENDAR: ACTION ITEMS

The following items are considered routine and can be handled with one action since it is recommended that all items be approved unanimously. Board members may request any item(s) be removed from the Consent Calendar and considered separately.

- A. *Adopt Regular Board Meeting Minutes of July 13, 2011 On web site under Bd Mtg 8-24-11
- B. *Adopt Regular Board Meeting Minutes of June 22, 2011 On web site under Bd Mtg 8-24-11
- C. *Approve Personnel Action Report Pages 20-22
- D. *Approve Monthly Financial Report of District for Month of July 2011 Pages 23-25
- E. *Approve Contract Between the District and Luis B. Sanchez Landscaping Pages 26-29
For sports field and landscape maintenance at Witter Field, effective July 1, 2011 through June 30, 2012, at a cost not to exceed \$48,496.32 (\$4,041.36/month)
- F. *Conduct Annual Review of Specific Board Policies Pages 30-33
(Superintendent Hubbard) (requires no action)
Education Code requires that these policies be reviewed annually
- Board Policy 5116.1, "Assignment of Piedmont Students to Piedmont Elementary Schools"
 - Board Policy 6145, "Extra and Co-Curricular Activities"
- G. *Adopt Resolution 02-2011-12, "Resolution of the Board of Education of the Piedmont Unified School District Transferring Current Administration and Compliance Provider of the 403(B) Plan and the 457(B) Plan as Offered Through Zuk Financial Group from GABA/TSA Consulting to Mid-America" Pages 34-35
The District presently maintains for the benefits of its employees, a retirement plan, and it has been determined that it is in the best interests of the employees to modify the current administration of the 403(b) Plan and 457(b) Plan from GABA/TSA Consulting to Mid-America Plan Administrators.
- H. *Approve Architectural Fees to murakami/Nelson Architects for Pre-Construction and Construction Services for the Beach Elementary School Seismic Retrofit Construction Project Pages 36-41
(Assistant Superintendent Brady)
The Board will be requested to approve the services in the amount of \$336,000, effective August 25, 2012 through August 30, 2012, and will be incorporated as an amendment to their original contract for all seismic retrofit services for the District. This item was pulled from the July 13, 2011 Board agenda.
- I. *Adopt Resolution 03-2011-12, "Designated Signatures" Page 42
(Assistant Superintendent Brady)
With the recent administrator changes, the District must inform the banks and County of any new signature to sign orders drawn on funds of the District on its behalf

9:25 p.m.

XII. FUTURE BOARD AGENDA ITEMS

→ **SUBJECT TO CHANGE** ←

- Evaluation Committee Report (Sep)
- Review 2011-12 Action Plan (Sep 28)
- Conduct Public Hearing on Unaudited Actuals Financial Report and Revised District Budget (Sep 28)
- Conduct Public Hearing and Adopt Resolution on Sufficiency of Textbooks and Instructional Materials (Sep 28)
- Review of Accountability Progress Report (APR): (Sep 28)
 - Academic Performance Index (API) and
 - Adequate Yearly Progress (AYP)
- Conduct Further Discussion Regarding Possible Board Policy Change Concerning Interdistrict Transfers (TBD)
- Review and Approve Facilities Funding Agreement for Upkeep of City and School District Athletic Facilities ("Preservation Fund") (TBD)
- Special Board Meeting-Open Session to Discuss Interdistrict Transfers(TBD)
- Uniform Complaint Form Board Policies (TBD)
- Conduct First Reading of Proposed Revised Board Policy 5144, "Discipline" (title to be changed to "Student Discipline") (TBD)
- Conduct First Reading of Special Education Board Policies (TBD)
- Review of Board Bylaws (Section 9000) (TBD)
- Report of Professional Development (TBD)

9:35 p.m.

XIII. ADJOURNMENT

Next Regular Board of Education Meeting:
 Wednesday, September 14, 2011, 7:00 p.m.
 City Hall, Council Chambers, 120 Vista Avenue, Piedmont

Please be advised that any communication sent to the Board of Education is subject to the Freedom of Information Act and can be viewed by the public, unless it is of a confidential issue covered under the Brown Act.

Board Agenda Material

(in compliance with Senate Bill 343)

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Click on "Board of Education"
Click on "Agendas and Minutes"

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Public Comment

Individual speakers are asked to limit their comments for any item on the agenda to not more than three minutes in order to allow everyone who wishes to speak the opportunity to do so. Groups are asked to limit comments to a total of ten minutes.

ADA Assistance

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Superintendent's Office at (510)594-2614. Notification by Monday noon preceding the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

The scheduling of time for agenda issues is approximate.

*Attachment

Board Meeting of
August 24, 2011

TO: Board of Education

FROM: Constance Hubbard, Superintendent
Michael Brady, Assistant Superintendent, Business Services
Michelle Nguyen, Director of Fiscal Services

SUBJECT: **APPROVE REVISED 2011-12 DISTRICT GENERAL FUND BUDGET**
(Education Code Section 42127)

I. **SUPPORT INFORMATION**

The 2011-2012 Adopted Budget for all funds operated by the District was approved by the Board of Education at its June 22, 2011 meeting. Districts are required to submit their annual budgets before the end of the fiscal year, and then adjust them once the State budget is approved. Districts are also required to "make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by that Budget Act". This year, contrary to most recent years, California's annual budget was actually passed by the June 30th deadline. The Governor signed the 2011-12 Budget Act and a number of additional bills needed to fully implement the budget agreement. The current State budget is the first passed under the authority provided by Proposition 25, which allows the Legislature to approve the Budget Bill by a simple majority vote. The California State budget assumes that revenues will be \$4 billion above previously forecast levels and includes a set of "trigger reductions" that will cut spending (and reduce education funding) if revenues are not expected to reach anticipated levels.

The recently enacted State Budget Bill does not substantively alter the Piedmont Unified School District's Adopted Budget presented in June, 2011. The Revised Budget presented here is virtually identical to the Adopted Budget, with the notable exception of a transfer of \$244,350 to the Parcel Tax Reserve Fund as recommended by the Citizens' Advisory Committee. The CAC report in February, 2001 advocated setting aside funds from Parcel Tax Measure "B" for use in the final years of the term of the tax, "renew[ing] the District policy of smoothing revenues through the lifetimes of parcel tax measures, and help[ing] offset the expiration of [Emergency Parcel Tax] Measure E at the end of 2011-12."

Although PUSD's Revenue Limit remains intact as reported in June, the new State budget defers approximately \$2.1 billion of payments to schools from 2011-12 to 2012-13. It also specifies up to \$2.5 billion in additional cuts that would be triggered in January of 2012 if the Department of Finance (DOF) determines that 2011-12 revenues will not meet certain revenue targets. The Director of Finance is required to determine, on or before December 15,

2011, whether these cuts will be triggered. The impact of reduced State revenues could translate into mid-year cuts for school districts throughout California, with estimates in the range of \$250 per student. Under this scenario, districts would also be given the flexibility to reduce the instructional year by as many as seven school days. This flexibility would require agreement with local bargaining units to reduce salary commensurate with the number of instructional days (up to 7) to be eliminated. The PUSD Board has not directed staff to enter into negotiations on this matter because in the event there are mid-year reductions in State funding, PUSD has sufficient reserves to balance our budget without reducing the number of school days.

The Revised Budget as presented will require further modification once it is brought back with a summary of the 2010-11 Unaudited Actuals (for all funds operated by the District) next month. Over the past several years, passage of the State budget has trailed school district budgets by several weeks and/or months, thus the District was able to time its Revised Budget report such that it could be combined with a summary report of the District's Unaudited Actuals. This year, the State budget was passed on time, and these two budget reports are consequently separated. Staff will present the Unaudited Actuals and a further Revised Budget for 2011-12 in September, 2011. Because PUSD had already incorporated recommendations by School Services of California (with the support and approval of the Alameda County Office of Education) the PUSD Revised Budget presented here is virtually identical to the Adopted Budget presented in June, 2011 (with the exception of the Parcel Tax Reserve transfer).

The next iteration of the 2011-12 PUSD Revised Budget and Unaudited Actuals in September will reflect numerous budget adjustments, with a new Beginning Fund Balance per the Ending Fund Balance from the Unaudited Actuals. It is anticipated the new Beginning Fund Balance presented in September will be higher than the balance currently reported as of August 23, 2011. Once final figures on staffing, benefit modifications, and step & column/longevity calculations have been completed for 2011-12, these changes will be presented at the First Interim report in December, 2011. It is to be expected that ending fund balances will move up, then down before settling at the First Interim Report.

Attached is a spreadsheet that compares the Adopted Budget (Column I) of June 22, 2011 with the Revised Budget (Column II) for the District's General Fund. The General Fund is the most significant of the funds managed because it represents the day-to-day operations of the District. The General Fund includes income from the State and Federal Government, local revenues (including Parcel Tax Measure B and the third and final year of emergency parcel tax Measure E, Parent Club contributions, and Support Group donations). The General Fund reflects the District's priorities to offer a breadth of student program opportunities and providing compensation to attract and retain the most highly qualified personnel possible. The Board

has made explicit the need to address the loss of \$1M in local revenue upon expiration of the emergency parcel tax in June, 2012.

Column I Adopted Budget – 06/22/11

- Estimated revenue and expenditures for 2011-12 as presented June, 2011 for the adopted budget.
- Expenditures in books, supplies, services, and operating expenses incorporated expenses known to date; expenditures in salaries and benefits reflected committed costs.

Column II Revised Budget – 08/24/11

- The decrease in State/Federal revenues of approximately \$60,000 reflect changes in Beginning Teacher Support and Assessment (BTSA) funding formulas, and adjustments in special education funding, and a decrease in Class-Size Reduction (CSR) funds
- Local funding increases include donations for the PUSD Wellness Center (\$30k), committed funding sources for the “Every 15 Minutes” program (\$35k), increased rentals revenue (\$20k) and approximately \$30k in summer program revenues, including special education.
- Expenditure changes for services/operating expenses include a \$128k in Wellness Center carryover balance, \$35k for the “Every 15 Minutes” program, and other miscellaneous expenses (\$7k)
- Expenditures for books and supplies include Instructional Material Fund (IMF) carryover (\$36k), PHS summer school (\$3k), and other miscellaneous expenses (\$5k).
- Salary and Benefits reduced based on actual expenditures (\$166k)
- Transfer to Parcel Tax Reserve of \$244, 350 per Citizens’ Advisory Committee recommendation.

II. **RECOMMENDATION: ACTION**

Approve 2011-12 Revised General Fund Budget

/mb
Attachment

**PIEDMONT UNIFIED SCHOOL DISTRICT
GENERAL FUND
FINANCIAL SUMMARY - REVISED BUDGET**

2011 - 2012 Budget
08/24/11

	06/22/11 Adopted Budget	08/24/11 Revised Budget	Difference
A) REVENUES:			
REVENUE LIMIT SOURCES	13,457,903	13,436,762	(21,141)
FEDERAL REVENUES	612,808	602,251	(10,557)
STATE REVENUES	2,007,313	1,978,522	(28,791)
STATE REV. (ADULT ED)	276,556	288,099	11,543
STATE REV. (DEFERRED MAINT.)	95,795	95,795	-
LOCAL REVENUES	12,564,503	12,681,804	117,301
TOTAL REVENUES:	29,014,878	29,083,233	68,355
B) EXPENDITURES:			
CERTIFICATED SALARIES	14,698,214	14,634,015	(64,199)
CLASSIFIED SALARIES	4,392,976	4,412,488	19,512
EMPLOYEE BENEFITS	6,024,456	5,901,810	(122,646)
POST EMPLOYMENT BENEFITS	391,128	426,030	34,902
BOOKS AND SUPPLIES	864,736	910,560	45,824
SERVICES/OPERATING EXP.	2,410,808	2,581,120	170,312
BUILDING & IMPROVEMENT	-	-	-
TRANSFER TO ADULT ED.	276,556	288,099	11,543
TRANSFER TO DEFERRED MAINT.	95,795	95,795	-
TRANSFER TO PARCEL TAX FUND	-	244,350	244,350
DIRECT SUPPORT/INDIRECT COSTS	(120,000)	(120,000)	-
TOTAL EXPENDITURES:	29,034,669	29,374,267	339,598
C) NET INCREASE (DECREASE)			
IN FUND BALANCE (A-B)	(19,791)	(291,034)	(271,243)
D) FUND BALANCE, RESERVES			
BEGINNING BALANCE	3,240,598	3,240,598	
ADJUSTMENT TO BEG. BALANCE	-		
NET BEGINNING BALANCE	3,240,598	3,240,598	
E) ENDING BALANCE			
	3,220,807	2,949,564	
COMPONENTS OF ENDING BALANCE:			
a) Reserved Amounts:			
Revolving Cash	25,000	25,000	
b) Designated Amounts:			
Econ Uncertainties - 3%	871,040	881,228	
c) Reserve Fund Balance for 2012-13	2,324,767	2,043,336	

To: Board Members

From: Constance Hubbard, Superintendent
Michael Brady, Assistant Superintendent, Business Services

Subject: **APPROVE FEE PROPOSAL BETWEEN THE DISTRICT AND
MURAKAMI/NELSON ARCHITECTS FOR STRUCTURAL
ELIGIBILITY REPORT AND CALCULATIONS OF THE FORMER
HAVENS KINDERGARTEN BUILDING**

I. **BACKGROUND INFORMATION**

California State Senator Ellen Corbett, who pledged to review the State's oversight of school building projects to examine why only three schools (one of which was Piedmont High) out of thousands in California with questionable seismic safety on the AB300 list had gained access to \$200 million in State funds for seismic repairs, has been instrumental in moving the State Allocation Board to broaden accessibility to Prop 1D funds for seismic rehabilitation. Significant changes to eligibility criteria for buildings to be included on the AB300 list are finalized, and the District's architecture/engineering team of John Nelson and Ron Gallagher now believe the "Kindergarten" classroom wing from the former Havens Elementary site qualify for Prop 1D funding. If successful, PUSD's application for Prop 1D funding could yield approximately \$2.7 million in additional State funds. Mr. Nelson's and Mr. Gallagher's last application on behalf of the District to secure Prop 1D funding for the High School Quad and Student Center yielded approximately \$1 million (\$578,439 and \$422,321) for those two buildings.

Attached is a proposal from murakami/Nelson to prepare the structural eligibility report and calculations for the "Kindergarten" wing for submittal to the Division of the State Architect.

II. **RECOMMENDATION: ACTION**

Approve the proposed fee proposal with murakami/Nelson Architects in the amount of \$34,400 for a structural eligibility report and calculations for the former Havens "Kindergarten" classroom building, in order to qualify for Proposition 1D funding.

/mb
Attachment

July 22, 2011

Constance Hubbard, Superintendent
Piedmont Unified School District
760 Magnolia Avenue
Piedmont, CA 94611

Re: Havens Elementary School
Prop 1D Application

Dear Superintendent Hubbard,

At the District's request we will prepare a structural eligibility report and calculations for the former Havens "Kindergarten" Classroom Building. This analysis is being prepared for Prop 1D funding to mitigate the hazard of the "Kindergarten" Building. The reason for the timing of this report is that the State Allocation Board has recently changed the eligibility criteria so that we believe that the "Kindergarten" Building now meets the criteria; namely, it was in a high seismic region which exceeded the previous ground motion criteria of 1.7g; it had one of the new revised AB300 Category 2 structural systems (M-Mixed System) and the rod bracing in the two classroom wings was greatly overstressed and subject to sudden fracture, potentially leading to severe structural distress or partial collapse. The seriousness of the condition caused the District to vacate the building and locate the students in portable classrooms.

Assisting us in preparing this report will be R. P. Gallagher Associates, structural engineers and Mack⁵, cost estimators. Mack⁵ will be updating their concept estimate to current dollars and comparing replacement cost with repair cost. I estimate that the report will take from 4-6 weeks to complete once we receive authorization to proceed.

After we submit the report to DSA Headquarters we will discuss with them compliance with the new SAB regulations, the structural performance of the building and the costs to strengthen or replace the wings. Chris DeLong has told me that if the repair cost is greater than 50% of the replacement cost, then DSA will fund \$148/s.f. for new classroom space. The area of the wings (Building A – West in our Concept Design Report) was 18,500 s.f. which means the District would be potentially eligible for \$2,738,000.

Chris DeLong also mentioned that the new regulations will be effective 90 days after the SAB took action to modify the regulations which would make the effective date the end of September. Since many more school districts will have eligible buildings it will important for the Piedmont School District to complete this analysis as soon as possible and be ready to submit for DSA approval as soon as the regulations take effect.

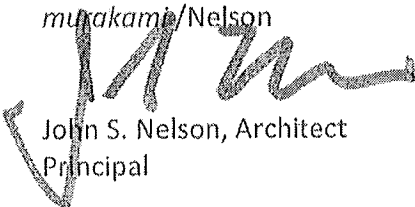
Our fee to provide these services is estimated to be

murakami/Nelson	\$9,000
R. P. Gallagher Associates	\$21,400
Mack ⁵	<u>\$3,600</u>
Total Fee	\$34,400

It is possible DSA may require us to develop a more detailed repair scheme than shown on our Concept plans of 2007 to determine whether the replacement cost is justified; however, we will likely not know that until after we have submitted the report to DSA. If DSA requires us to do further design, then we may have to request some additional fee.

We will bill for these services at our standard hourly rates. A copy of our rate schedule is attached. Please contact me if you have any questions about this proposal.

Sincerely,
murakami/Nelson



John S. Nelson, Architect
Principal

cc: file
Accounting

TO: Board of Education

FROM: Constance Hubbard, Superintendent

SUBJECT: **CERTIFY COMPETENCE OF ADMINISTRATORS
IN THE ASSESSMENT OF CERTIFICATED EMPLOYEES**

I. **SUPPORT INFORMATION**

Instruction/student learning is our priority in supporting our mission/commitment in “developing independent learners who are responsible, competent, and intellectually curious with a strong sense of community” (PUSD Mission Statement). Strong school site administrators play a pivotal role in the life of a school and are essential for successful schools.

All District Administrators are in our second year of professional development to support the assessment/evaluation of certificated staff. We are working in concert with the Evaluation Committee in the implementation of the new evaluation process to be piloted in 2011-12. We are also committed to being in classrooms so that all educational leaders in the District develop a shared understanding of high-quality instruction and how to best support it.

Per Education Code Section 44660-44665, all administrators assigned to evaluate certificated employees must possess certain demonstrated competencies in assessment of employees. The Superintendent has determined that the following administrators have demonstrated competency in the assessment of certificated employees for the 2011-12 school year:

Constance Hubbard	
Michael Brady	Julie Valdez
Randall Booker	Tery Susman
Richard Kitchens	Carol Cramer
Karyn Shipp	Jeanne Donovan
Ting Hsu Engelman	Dan Bonnin
Eric Mapes	CeCe Lasky

II. **RECOMMENDATION: REVIEW & ACTION**

Approve Superintendent’s certification that all administrators have demonstrated competency in the assessment of certificated employees for the 2011-12 school year

CH/bf

TO: Board of Education

FROM: Roy Tolles, President
Rick Raushenbush, Vice President

SUBJECT: **RECOMMENDATION TO APPROVE SUPERINTENDENT'S CONTRACT,
EFFECTIVE FOR SEPTEMBER 1, 2011 THROUGH JUNE 30, 2014**

I. **SUPPORT INFORMATION**

Based upon the Board's very favorable evaluation of Superintendent Hubbard's performance, we are pleased to recommend that the Board enter into an employment contract with the Superintendent that extends her term of service to the District through the 2013-14 school year. This recommendation reflects our confidence in the Superintendent's leadership during these challenging times. Superintendent Hubbard's accomplishments, and the success of her administrative team, have been detailed in the report on implementation of the District's 2010-11 Action Plan. To highlight a few, Superintendent Hubbard has created a culture of continuous improvement in the District. Piedmont is justly proud of its schools, and we must innovate, adopt best practices, and develop new practices to ensure our children's continued academic and educational success. The Superintendent has led the District through tough budget choices and the seismic reconstruction and renovation of our school facilities.

Recognizing the District's budget challenges, the Superintendent has agreed to accept the same health benefits cap that all other employees have accepted. In negotiating with the District's other employee groups, we attempted to maintain current levels of compensation (salary and health/dental benefits) while shifting the risk of future increases in health insurance to employees. We have done the same with the Superintendent, providing a one-time base salary adjustment intended to offset the loss of uncapped health/dental/vision care included as part of the previous contract's compensation package. The new contract will include a cap on health benefits, the same as that assumed by all District employee groups, to likewise shift the risk of future increases in health insurance to the Superintendent. The result is cost-neutral to the District for 2011-12, with the Superintendent's total compensation remaining flat - and slightly reduced - from what it would have been without this new contract. She will also give up earned paid vacation days equivalent to furlough day reductions taken by all certificated employees.

We thank Superintendent Hubbard for her dedication to the District and willingness to accept the same compensation limits that we asked of, and received from, the District's other employees.

The proposed revised contract is available upon request from the Superintendent's Office.

II. **RECOMMENDATION: REVIEW & ACTION**

Approve the Superintendent's Contract as revised, effective September 1, 2011 through June 30, 2014

Piedmont Unified School District
Board Policy

Philosophies, Goals, Objectives and Comprehensive Plans

BP 0100

PHILOSOPHY

The beliefs ***and commitments*** that form the basis of the District's philosophy are:

BELIEFS:

1. Every person has intrinsic worth.
2. We are responsible for our actions and our inaction.
3. Learning is a life-long journey.
4. While learning is the responsibility of the individual, education is the obligation of the community.
5. Appreciating diversity strengthens community.
6. When an individual's gifts are shared, community is strengthened.
7. The potential for individual success exists in every person.
8. Enjoyment enhances life.
9. Meaningful endeavors grow from passion, courage, commitment, and compassion.
10. Family and friends are fundamental to personal well being.
11. Open-mindedness and responsiveness to change are essential to growth and renewal.

COMMITMENTS:

- ***We are committed to cultivate a learning community where students are engaged in their learning, strive for excellence, and are supported to achieve to their fullest potential.***
- ***We are committed to providing a safe, nurturing learning environment where every member of the Piedmont Schools feels respected. We strive to increase everyone's sense of inclusion in our community. Our practice of safety and inclusion begins with our policy of prohibiting discrimination on the basis of age, disability, ethnicity, gender, language, marital status, nationality, race, religion, sexual orientation, and socioeconomic status.***
- ***We are committed to foster an education program that equips our students to live in a diverse world, acknowledge and appreciate cultural differences, understand the significance of socioeconomic inequalities, recognize the biases and discrimination that exist, identify conflicts and options for resolution, and take action for positive change.***
- ***We are committed to advance the beliefs, commitments, vision, and goals of our school system by:***
 - ***working collaboratively***
 - ***allocating and effectively managing limited resources***

Legal Reference:

EDUCATION CODE

51002 Local development of program based on stated philosophy and goals

51019 Definition of philosophy

ADOPTED: October 27, 1999

First Reading for Revision: August 24, 2011

Piedmont Unified School District
Board Policy

Philosophy, Goals, Objectives and Comprehensive Plans

E0000

STRATEGIC PLAN - ***MISSION STATEMENT***

Piedmont Unified, an exemplary school district committed to public education, is dedicated to developing independent learners who are responsible, competent, collaborative, compassionate, and intellectually curious with a strong sense of self and community. Through quality instruction and shared leadership, the district will impart knowledge and promote creative and critical thinking in a safe, nurturing and challenging environment.

THE DISTRICT VISION for “Shaping Our Future” is rooted in six major themes.

1. ***Supporting Academic Excellence - By creating a breadth and depth of engaging learning opportunities for all students, continue to inspire, teach, and support students of all levels of learning to: acquire mastery of the California content standards; cultivate critical thinking skills; and achieve to one’s fullest potential***
2. ***Maximizing Individual Potential - Recognizing that each student has unique passions, motivations, and strengths, help students to individualize their education and achieve to their fullest potential.***
3. ***Developing Resilience - Create a culture of learning in the schools, where students feel safe taking risks, being flexible, innovative, and adaptable, and taking on new challenges. In addition to following students through assessments and benchmarks, offer social skills development and counseling support, so students are prepared to meet real world challenges in their lives with resilience.***
4. ***Promoting Program Adaptability - With an emphasis on continuous growth and effective communications, reflect on the relevance and effectiveness of educational programs in a rapidly changing world in order to create learning opportunities that are comprehensive, innovative, dynamic, and sustainable.***
5. ***Cultivating A Global Citizenry - Cultivate students to become engaged and responsible citizens in the larger global community.***
6. ***Building K-12 Community - Develop collaborations across groups in the K-12 educational community to stay informed and to participate in the development and maintenance of programs and practices that support the District’s commitments, vision, and goals.***

PIEDMONT UNIFIED SCHOOL DISTRICT

Board Policy

Students

BP 5117

INTERDISTRICT ATTENDANCE

The schools of this District shall be operated for the benefit of children residing in the District with such exceptions as are permitted by law and this policy.

Interdistrict Transfer Agreement

The Board of Education may enter into interdistrict transfer agreements with other school districts regarding the enrollment of nonresident students. The Superintendent reserves the right to revoke any interdistrict transfer agreement at any time, ***subject to the rules and standards that apply to pupils who reside in the school district of enrollment.***

Transfer of Resident Students to Out of District

The Board may enter into interdistrict agreements for the transfer of resident students to other districts when the student's needs cannot be met by the programs of the District.

Legal Reference:

EDUCATION CODE

46600-46611 Interdistrict attendance agreements
48204 Residency requirements for school attendance
48209-48209.17 Student attendance alternatives
48915 Expulsion; particular circumstances
48915.1 Expelled individuals: enrollment in another district
48918 Rules governing expulsion procedures
48980 Notice at beginning of term
52317 Enrollment of students, interdistrict attendance

Adopted: June 24, 1986

Revised: July 5, 2000

Revised: July 24, 2002

Revised: July 23, 2002

Revised: July 23, 2003

Revised: June 22, 2005

Revised: June 14, 2006

Revised: August 23, 2006

For First Reading at Board Meeting of August 24, 2011

**PIEDMONT UNIFIED SCHOOL DISTRICT
Administrative Regulation**

Students

AR 5117.1

INTERDISTRICT ATTENDANCE – OPEN ENROLLMENT ACT (“Romero Bill”)

The Open Enrollment Act ("Romero Bill") and California regulations allow students attending a school designated by the California Superintendent of Public Instruction as an "Open Enrollment School" to submit an application for enrollment in a higher performing school in another school district. Interdistrict transfer requests made pursuant to the Open Enrollment Act ("Romero Bill transfers") shall only be approved by the Superintendent or designee in accordance with the provisions of these regulations.

Application Process/Timeline

1. Romero Bill transfer applications will be accepted from December 1 to December 31 of the school year preceding the school year for which the student is requesting a transfer. Any application submitted after December 31 will not be accepted or reviewed. The application may request enrollment of the student in a specific school or program.
2. This application deadline does not apply to an application requesting a transfer if the parent, with whom the student resides, is enlisted in the military and was relocated by the military within 90 days prior to submitting the application.
3. The District shall notify a Romero Bill applicant's parent and the school district of residence in writing by March 1 of the school year preceding the school year for which the transfer was requested regarding whether the application was approved or denied.

Basis for Approval or Denial of Romero Bill Applications

1. The Superintendent or designee may deny the initial application of a student requesting a Romero Bill transfer if the transfer would require the displacement from the desired school of another student who resides within the attendance area of that school or is currently enrolled in that school.
2. The Superintendent or designee may deny a Romero Bill transfer application under any of the following circumstances:
 - a. If approval of the transfer application would result in enrollment that exceeds the capacity of a program, class, grade level, or school building.

- b. If approval of the transfer application would result in an adverse financial impact to the District including, but not limited to, any increase in class or program size that would result in the District's loss of its current level of "class size reduction" program revenues, or would require the District to hire additional certificated or classified employees, or would conflict with the terms of an existing collective bargaining agreement.
 - c. If the Governing Board of the District determines that the transfer would negatively impact either of the following:
 - i. A court-ordered or voluntary desegregation plan of the district.
 - ii. The racial and ethnic balance of the District, consistent with state and federal law.
3. The Superintendent or designee may not consider a student's previous academic achievement, physical condition, proficiency in the English language, family income, or any of the individual characteristics set forth in Education Code section 200 when considering whether to approve or deny a Romero Bill application.
 4. In addition to the requirements set forth in this policy and its implementing regulations, students applying for a Romero Bill transfer into the District must meet requirements for admission to a magnet program or program designed to serve gifted and talented students, if the student also applies to such a program.
 5. The District cannot accept an application for a Romero Bill transfer if the student's district of residence has prohibited the transfer as allowed under the Open Enrollment Act.

Terms of Approval and Enrollment Priorities

1. Students will be selected through a random, unbiased process that prohibits an evaluation of whether the student should be enrolled based on his or her individual academic or athletic performance or any other characteristic protected under Education Code section 200, except that students applying for a transfer under this policy shall be assigned priority as follows:
 - a. First Priority: Siblings of children who already attend the desired school.
 - b. Second Priority: Students transferring from a program improvement school ranked in decile 1 on the API as determined pursuant to Education Code section 48352(a).
2. If the number of students who request a particular District school exceeds the number of spaces available at that school, a lottery shall be conducted in the

group priority order stated above to select students at random until all available spaces are filled.

Accepted Applications

1. If an application is accepted, the student may enroll in the school or program approved by the District at the start of the school year immediately following the approval of the application. A student whose Romero Bill transfer application is approved must be placed in a District school with a higher Academic Performance Index ("API") than the school in which the student was previously enrolled.
2. Once enrolled, a student is not required to re-apply to remain enrolled. However, the student's continued enrollment will be subject to the rules and standards that apply to students who reside in the school district, which rules include the annual submission of an interdistrict transfer form.
3. A student approved for a Romero Bill transfer into the District shall be deemed to have fulfilled residency requirements for attendance in the District set out in Education Code section 48204.
4. For any student approved for a Romero Bill transfer, the District shall accept credits toward graduation that were awarded to the student by another school district and shall graduate the student, if the student meets the graduation requirement of the District.
5. Transportation will not be provided by the District to students choosing to attend a District school under the Romero Bill.

Denied Applications

1. If an application is denied, the District shall notify the applicant parent and school district of residence in writing that the application has been denied. Such notification shall state the reason(s) for the denial.
2. The District's decision regarding the denial of a Romero Bill transfer application is final and may not be overturned absent a finding by a court of competent jurisdiction that the District acted in an arbitrary and capricious manner. There is no right of appeal to the county office of education.

Notice of Eligibility to Transfer

1. On or before the first day of school each year, but not later than September 15 (depending on when the District receives notification from the California Department of Education), the District shall provide the parents or guardians of all students enrolled in a designated "Open Enrollment School" notice of the option to transfer to another public school in the District or another school district.

Prohibiting or Limiting the Number of Transfers Out of the District

1. In the event that a school within the District is designated as an "Open Enrollment School," the District may prohibit or limit the number of students who transfer out of the District under the Romero Bill, if the Governing Board of the District determines that the transfer would negatively impact either of the following:
 - a. A court-ordered or voluntary desegregation plan of the District.
 - b. The racial and ethnic balance of the District consistent with federal and stated law.

(See also BP 5116.1, BP 5117)

LEGAL REFERENCE:

The Open Enrollment Act, SBX6 4)

EDUCATION CODE

Education Code Sections 48350-48361

FEDERAL REGULATIONS:

5CCR 4702

20 USC 6316

34 CFR 200.44

Reviewed: August 24, 2011

ELECTION TIMETABLE FOR MUNICIPAL ELECTION
February 7, 2012 Municipal Election

Action Taken By	Objective	Code Sections
City Clerks Office	Publish or post "Notice of Election". Include time of election, offices to be filled and synopsis of measure. If any, to be voted upon. (Measure Questions on Ballot are limited to 75 words or less)	EC 12101-02
City Clerks Office	Nomination papers to be obtained and filed during this period.	EC 12111
City Clerks Office	Council order special election to be held (for initiative measures)	EC 10220
City Clerks Office	City Clerk requests City Attorney's Analysis of measure (if any). (500 words limit)	EC 9214-15, EC 1405
City Clerks Office	Last day to file with County Board of Supervisors (with copy to Registrar of Voters) a Council resolution requesting consolidation of municipal election with other local elections to be held on same date. Resolution must include exact form of measure(s) or office(s) to be voted upon, as they are to appear on the ballot. This resolution must be adopted and filed at the same time as the ordinance or resolution calling the election.	EC 9280
City Clerks Office	Suggested last day to publish "Notice of Measure" to be voted on. Publication should include deadlines for filing Arguments and Rebuttals.	EC 10400
City Clerks Office	Last day to file nomination papers with the City Clerk's Office.	EC 10402
City Clerks Office	Last day to withdraw Candidate Statement	EC 10403
City Clerks Office	Extended Candidate Nomination Deadline. If an eligible incumbent does not file during the regular nomination period, the candidate filing period for that office shall be extended 5 calendar days for candidates other than the incumbent.	EC 10510
City Clerks Office	Suggested deadline for submission of Direct Arguments to City Clerk and for receipt of City Attorney's Analysis (if any), based on the 88 publication deadline. (300 words limit)	EC 13307 (a) (3)
City Clerks Office	Suggested deadline for submission of Direct Arguments to City Clerk and for receipt of City Attorney's Analysis (if any), based on the 88 publication deadline. (300 words limit)	EC 10225
City Clerks Office	Suggested deadline for submission of Direct Arguments to City Clerk and for receipt of City Attorney's Analysis (if any), based on the 88 publication deadline. (300 words limit)	EC 9282
City Clerks Office	Suggested deadline for submission of Direct Arguments to City Clerk and for receipt of City Attorney's Analysis (if any), based on the 88 publication deadline. (300 words limit)	EC 9286

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**ELECTION TIMETABLE FOR MUNICIPAL ELECTION
February 7, 2012 Municipal Election**

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Action Taken By	Objective	Code Sections
November 24, 2011 (E-75)	Last day for City Clerks to file candidates' names and occupational designations with Registrar of Voters. The Candidates' Statements should also be forwarded to the Registrar of Voters no later than this date.	EC 10403
November 25, 2011 (E-74)	Last day to file the First FPPC Pre-Election Campaign Statement. Period between 9/4/11 - 11/19/11	
Dec. 12, 2011 to Jan. 24, 2012 (E-57 to E-14)	Suggested deadline for submission of Rebuttal Arguments to City Clerk based on the 81 day deadline for Direct Arguments. (250 words limit)	EC 9285
November 17, 2011 (E-82)	Write-in candidates may obtain and file nomination papers at the office of the City Clerk during this period.	EC 8600-05
Nov. 26, 2011 to Dec. 6, 2011 (E-73 to E-63)	Random Alphabet Drawing by Secretary of State. Results will be sent to Registrar of Voters and Registrar will send a copy to each City.	EC 13112
Dec. 29, 2011 to Jan. 17, 2012 (E-40 to E-21)	The public has 10 days to inspect materials to be submitted for printing.	EC 9295
January 9, 2012 (E-29)	Mailing of Sample Ballots to all registered voters registered by E-29 (Jan 10th) between 40 to 21 days prior to Election.	EC 13303
January 23, 2012	First day of mailing the Vote by Mail Ballots. First day of Early Voting (Registrar of Voters Office only) until Election Day. Last day to register to vote in the February 7, 2012 Municipal Election.	EC 3001 EC 2107

ELECTION TIMETABLE FOR MUNICIPAL ELECTION
February 7, 2012 Municipal Election

	Action Taken By	Objective	Code Sections
(E-15) January 26, 2012		Last day to file Second FPPC Pre-Election Campaign Statement. Period between 11/20/11 - 1/21/13	
(E-12) January 31, 2012	Registrar of Voters	Deadline to apply for a Vote by Mail Ballot. Applications must be received by our office no later than 5:00 PM.	EC 3001
(E-7) February 7, 2012	Registrar of Voters	Election Day - Polls open at 7:00 AM to 8:00 PM.	

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PIEDMONT UNIFIED SCHOOL DISTRICT
Piedmont, California

August 24, 2011

TO: Members of the Board of Education
FROM: Constance Hubbard
SUBJECT: Personnel Action

SUBJECT TO BOARD APPROVAL

(All positions listed are continuing or replacements from the 2010-11 school year)

Employment
Certificated

Adrian Behrendt Effective 2011-12 school year	Music Teacher 1.0 F.T.E. Temporary	B/H/W
Jodi Carter Effective 2011-12 school year	Second Grade Teacher 1.0 F.T.E. Temporary	Havens
Melissa Higgins Effective 2011-12 school year	Resource Specialist .4 F.T.E. Temporary	Havens
Shoshana Beary Effective 8/22/11-1/27/12	Kindergarten Teacher .2 F.T.E. Temporary (.4 F.T.E. Total Fall Semester)	Wildwood
Adam Saville Effective 2011-12 school year	Third Grade Teacher 1.0 F.T.E. Temporary	Wildwood
Ken Brown Effective 2011-12 school year	History Teacher .2 F.T.E. Temporary (1.0 F.T.E. total)	PHS
Mike Humphries Effective 2011-12 school year	P.E. Teacher .6 F.T.E. Temporary	PHS
Amy Moorhead Effective 2011-12 school year	Dance/P.E. Teacher .4 F.T.E. Temporary 1.0 F.T.E. Total	PHS
Stan Nakahara Effective 2011-12 school year	Sports Medicine .4 F.T.E. Temporary	PHS
Anne Peacock Effective 2011-12 school year	Social Psychology Teacher .6 F.T.E. Temporary	PHS
Michael Predovic Effective 2011-12 school year	Math Teacher 1.0 F.T.E. Temporary	PHS

Request for Leave of Absence
Certificated

Kathleen Schneider Effective 8/22/11-1/27/12	Kindergarten Teacher .2 F.T.E. Leave (.8 F.T.E. Assignment Fall Semester)	Wildwood
Karen Blanpied Effective 8/22/11-1/27/12	Social Psychology Teacher .8 F.T.E. Leave	PHS
Christopher Thayer Effective 2011-12 school year	Science/PE Teacher .4 F.T.E. Leave (.6 F.T.E. Assignment)	PMS

Resignation
Certificated

Stephanie Roth
Effective 8/1/11

Math Teacher

PHS

Resignation
Administrator

Karen Gnusti
Effective 8/7/11

Principal

MHS

Reassignment
Administrator

Ting Hsu Engelman
Effective 8/8/11

Principal

MHS

Employment
Classified

Oscar Zano
Effective 8/9/11

Assistant Head Custodian
1.0 F.T.E.

PMS

Promotion
Classified

Javier Lopez
Effective 8/1/11

Head Custodian
1.0 FTE

Wildwood

Latayna Lloyd
Effective 8/17/11

Campus Supervisor/Attendance Secretary
1.0 F.T.E.

PHS

Marcos Molina
Effective 8/1/11

Assistant Head Custodian
1.0 FTE

PHS

Retirement
Classified

Merilee Hoffman
Effective 6/30/11

Special Ed Paraeducator

Beach

Resignation
Classified

Laura Jew
Effective 6/30/11

Special Ed Paraeducator

Havens

Co-Curricular Compensation

Christine Alper
Effective 2011-12 school year

World Languages Dept Chair

PHS

Beth Black
Effective 2011-12 school year

English Dept Chair

PHS

Mark Cowherd
Effective 2011-12 school year

Social Science Dept Chair

PHS

John Hayden
Effective 2011-12 school year

Math Dept Chair

PHS

Tom Huffaker
Effective 2011-12 school year

Science Dept. Chair

PHS

Elizabeth McCarthy
Effective 2011-12 school year

Special Ed Dept Chair

PHS

Amy Moorhead
Effective 2011-12 school year

Visual & Performing Arts Dept Chair

PHS

Extra Compensation

Kevin Anderson
Effective 2011-12 school year

Varsity Football Coach

PHS

Lindsey Bronson
Effective 2011-12 school year

Girls JV Volleyball Coach

PHS

Kathy Claussen
Effective 2011-12 school year

Varsity Girls Asst Golf Coach

PHS

Aileen Finney
Effective 2011-12 school year

Varsity Girls Water Polo Coach

PHS

Mike Karasik
Effective 2011-12 school year

Varsity Girls Golf Coach

PHS

Michael Kim
Effective 2011-12 school year

Varsity Asst Football Coach

PHS

Jim Landes
Effective 2011-12 school year

JV Girls Tennis Coach

PHS

Brett Lane
Effective 2011-12 school year

Varsity Boys Water Polo Coach

PHS

Korte Lee
Effective 2011-12 school year

Varsity Girls Asst Volleyball Coach

PHS

Petra Martinez
Effective 2011-12 school year

Varsity Girls Volleyball Coach

PHS

Katrina Morris
Effective 2011-12 school year

Varsity Cheerleading Coach

PHS

Corey Reich
Effective 2011-12 school year

Varsity Girls Asst Tennis Coach

PHS

Neil Rothenberg
Effective 2011-12 school year

Varsity Girls Tennis Coach

PHS

Jesus Salcedo
Effective 2011-12 school year

JV Boys Water Polo Coach

PHS

Chris Thayer
Effective 2011-12 school year

Varsity Cross Country Coach

PHS

ROUTE TO THE GOVERNING BOARD FROM 07/01/2011 TO 07/31/2011
 Fund :01 General Fund UNAPPROVED TRANSACTIONS INCLUDED

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
80xx Revenue	13,481,004.00	4,490.60	4,490.60	.0	0.00	13,476,513.40	99.9
81xx FEDERAL REVENUE	531,025.00	0.00	0.00	.0	0.00	531,025.00	100.0
82xx OTHER FEDERAL REVENUE	81,783.00	0.00	0.00	.0	0.00	81,783.00	100.0
83xx OTHER STATE REVENUE	161,658.00	0.00	0.00	.0	0.00	161,658.00	100.0
84xx OTHER STATE REVENUE	670,446.00	0.00	0.00	.0	0.00	670,446.00	100.0
85xx OTHER STATE REVENUE	1,547,052.00	0.00	0.00	.0	0.00	1,547,052.00	100.0
86xx OTHER LOCAL REVENUE	11,490,904.00	4,200.00	4,200.00	.0	0.00	11,486,704.00	99.9
87xx OTHER TRANSFER IN	1,096,700.00	0.00	0.00	.0	0.00	1,096,700.00	100.0
89xx INTERFUND TRANSFER IN	23,101.00-	0.00	0.00	100.0	0.00	23,101.00-	.0
TOTAL: 8xxx	29,037,471.00	8,690.60	8,690.60	.0	0.00	29,028,780.40	99.9
11xx Certified Salaries	11,710,626.00	53,060.13	53,060.13	.4	0.00	11,657,565.87	99.5
12xx Counselors/Psych/Nurse/Librari	1,044,450.00	7,929.83	7,929.83	.7	0.00	1,036,520.17	99.2
13xx Cert Salaries-Admin/Supervisor	1,656,570.00	134,671.84	134,671.84	8.1	0.00	1,521,898.16	91.8
19xx Other Certified Salaries	286,568.00	2,983.79	2,983.79	1.0	0.00	283,584.21	98.9
TOTAL: 1xxx	14,698,214.00	198,645.59	198,645.59	1.3	0.00	14,499,568.41	98.6
21xx Class Sal/Instructional Aide	1,808,002.00	29,720.95	29,720.95	1.6	0.00	1,778,281.05	98.3
22xx Classified Support Salaries	1,104,903.00	90,459.65	90,459.65	8.1	0.00	1,014,443.35	91.8
23xx Class Sal/Administrator/Superv	129,569.00	10,834.87	10,834.87	8.3	0.00	118,734.13	91.6
24xx Class Sal/Clerical/othr Office	1,279,282.00	52,572.43	52,572.43	4.1	0.00	1,226,709.57	95.8
29xx Other Classified Salaries	71,220.00	0.00	0.00	.0	0.00	71,220.00	100.0
TOTAL: 2xxx	4,392,976.00	183,587.90	183,587.90	4.1	0.00	4,209,388.10	95.8
31xx STRS	1,211,759.00	15,295.11	15,295.11	1.2	0.00	1,196,463.89	98.7
32xx PERS	425,749.00	15,714.24	15,714.24	3.6	0.00	410,034.76	96.3
33xx SOCIAL SECURITY	536,305.00	16,794.30	16,794.30	3.1	0.00	519,510.70	96.8
34xx HEALTH & WELFARE	3,099,938.00	47,569.77	47,569.77	1.5	0.00	3,052,368.23	98.4
35xx STATE UNEMPLOYMENT INSURANCE	306,099.00	6,030.56	6,030.56	1.9	0.00	300,068.44	98.0
36xx WORKERS COMPENSATION INSURANCE	366,939.00	3,745.69	3,745.69	1.0	0.00	363,193.31	98.9
37xx OPEB	391,128.00	6,181.90-	6,181.90-	.0	0.00	397,309.90	100.0
38xx PERS REDUCTION	77,667.00	3,016.81	3,016.81	3.8	0.00	74,650.19	96.1
TOTAL: 3xxx	6,415,584.00	101,984.58	101,984.58	1.5	0.00	6,313,599.42	98.4
41xx Approved Textbooks	136,578.00	66.00-	66.00-	.0	0.00	136,512.00	100.0
42xx Books and Othr Ref Materials	11,741.00	0.00	0.00	.0	0.00	11,741.00	100.0
43xx Materials and Supplies	698,426.00	52,097.88	52,097.88	7.4	0.00	646,328.12	92.6
44xx Non-Capitalized Equipment	19,500.00	0.00	0.00	.0	0.00	19,500.00	100.0
TOTAL: 4xxx	866,245.00	52,031.88	52,031.88	6.0	0.00	814,213.12	94.0

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ROUTE TO THE GOVERNING BOARD FROM 07/01/2011 TO 07/31/2011
 UNAPPROVED TRANSACTIONS INCLUDED

Fund :01 General Fund

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED		UNENCUMBERED	
		CURRENT	YEAR TO DATE			ENCUMBERED	BALANCE	%
51xx Subagreement for Services	75,200.00	0.00	0.00	.0	0.00	75,200.00	100.0	
52xx Travel and Conference	40,617.89	0.00	0.00	.0	515.00	40,102.89	98.7	
53xx Dues and Memberships	12,500.00	0.00	0.00	.0	0.00	12,500.00	100.0	
54xx INSURANCE	135,000.00	0.00	0.00	.0	0.00	135,000.00	100.0	
55xx Operation and Housekeeping Svc	388,100.00	15,831.00	15,831.00	4.0	4,597.12	367,671.88	94.7	
56xx Rntls,Leases,Repair/Noncapital	346,085.00	11,673.62	11,673.62	3.3	89,334.73	245,076.65	70.8	
58xx Prof/Consulting Svcs/Operating	1,349,232.00	6,014.12	6,014.12	.4	793,946.51	549,271.37	40.7	
59xx Communications	78,958.00	4,566.91	4,566.91	5.7	59,579.84	14,811.25	18.7	
TOTAL: 5xxx	2,425,692.89	38,085.65	38,085.65	1.5	947,973.20	1,439,634.04	59.3	
TOTAL: 1xxx - 5xxx	28,798,711.89	574,335.60	574,335.60	1.9	1,065,611.58	27,158,764.71	94.3	
73xx DIRECT SUPPORT/INDIRECT COST	120,000.00-	0.00	0.00	100.0	0.00	120,000.00-	.0	
76xx INTERFUND TRANSFER/OTHER USES	372,351.00	0.00	0.00	.0	0.00	372,351.00	100.0	
TOTAL: 7xxx	252,351.00	0.00	0.00	.0	0.00	252,351.00	100.0	
TOTAL: 1xxx - 7xxx	29,051,062.89	574,335.60	574,335.60	1.9	1,065,611.58	27,411,115.71	94.3	

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ROUTE TO THE GOVERNING BOARD FROM 07/01/2011 TO 07/31/2011
 UNAPPROVED TRANSACTIONS INCLUDED
 Fund :01 General Fund Summary

SUMMARY BY Object	WORKING BUDGET	EXPENDED/RECEIVED		%	ENCUMBERED	UNENCUMBERED	%
		CURRENT YEAR TO DATE	YEAR TO DATE				
TOTAL INCOME (8000 - 8999)	29,037,471.00	8,690.60	8,690.60	.0	0.00	29,028,780.40	99.9
TOTAL: 1xxx - 5xxx	28,798,711.89	574,335.60	574,335.60	1.9	1,065,611.58	27,158,764.71	94.3
TOTAL: 1xxx - 6xxx	28,798,711.89	574,335.60	574,335.60	1.9	1,065,611.58	27,158,764.71	94.3
TOTAL: 1xxx - 7xxx	29,051,062.89	574,335.60	574,335.60	1.9	1,065,611.58	27,411,115.71	94.3
TOTAL EXPENSES (1000 - 7999)	29,051,062.89	574,335.60	574,335.60	1.9	1,065,611.58	27,411,115.71	94.3

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LUIS M SANCHEZ LANDSCAPE MAINTENANCE

Bus. License #9925983

Bid Proposal

June 15, 2011

PIEDMONT UNIFIED SCHOOL DISTRICT

800 Magnolia Ave.
Piedmont CA 94611-4088

Project: Witter Sports Fields
Subject: Sport Fields and Landscape Maintenance
Estimate No. 08025

Mrs. Constance Hubbard:

Thank you for the opportunity to provide you with this proposal for your landscape maintenance needs.

Luis M Sanchez Landscape Maintenance proposes to furnish landscape services for the above referenced project in accordance with Luis M Sanchez Maintenance Standard Proposal Conditions(See attached). The duration shall be 07/01/11 through 06/30/12, billed monthly. Luis M Sanchez Landscape Maintenance will require a 30-day cancellation notice for termination of the contract.

Turf and landscape areas maintenance program

Specific Inclusions:

* All turf areas:

- Mow turf at an appropriate height for the climate of the area and the time of year. The frequency of mowing will be based upon the 1/3 rule. All sport field areas will be mowed with reel mowers.
- Pick-up litter and trash prior to each mowing.
- Fertilize frequency and formulation will be based upon the needs of the turf grass type and the time of year.
- Provide the necessary turf edging and detail work to maintain a crisp appearance around all obstacle and walkways.
- Application of appropriate products to control broadleaf weeds.
- Aerate turf areas, at least two times a year.

* Landscape areas outside sport fields

- Trim back groundcovers from walkways, trees and shrubs.
- Prune shrubs to maintain a neat appearance.
- Fertilize as needed.
- Pick up litter and trash.

270 Lloyd St. Livermore, California 94550. Office(925)606-6335, Cell (510)388-4801
luis.sanchez270@sbcglobal.net

Witter Sport Fields Maintenance
6/15/2011

Standard Proposal Conditions

Luis M Sanchez Landscape Maintenance Proposal Conditions
Project: Witter Sport Fields, Sport Turf and Areas

This proposal is based upon the following, unless specifically noted to the contrary.

Standard Inclusions

1. All labor as specified in the proposal dated 6/13/07
2. All material as specified in the proposal dated 6/13/07

Standard Exclusions

1. Work of specific sections not specifically noted
2. Bonds, permits or permit fees (bond rate 1.5%)
3. Liquidated damages
4. Testing and/or inspections and related fees
5. Furnish of temporary power or water
6. Construction fencing, unless otherwise noted
7. Traffic or pedestrian control for work by others
8. Protection from inclement weather
9. Tree protection
10. Hazardous material handling
11. Overtime work

Standard Conditions

1. Pricing firm for 30 days.
2. If pricing is accepted (either by execution of proposal or receipt of contract), LMSLM reserves the right to review and negotiate contract/ subcontract for mutual acceptance.
3. LMSLM proposal to be incorporated by reference into contract documents.
4. It shall be the responsibility of the owners/general contractor to provide safe access for all LMSLM personal, equipment and materials to all areas of work.
5. Should conditions be encountered in performance of LMSLM work which differs from those included in the contract, an equitable adjustment and time extension will be made to cover the resulting cost.
6. Payment invoiced by the 25th of the month to be paid by the 5th of the following month.

Witter Sport Fields Maintenance

6/15/2011

Irrigation

- Programming and monitoring irrigation weekly/monthly per plant material needs.
- Repairs to electronic controllers, valves and sprinklers systems due to reasons beyond contractor's control will be charge separately on a time and material basis.
- Perform routine inspections of the controllers and the irrigation system to verify that it is properly working.
- Replace broken sprinkler heads and risers.

Specific Exclusions

- Trees maintenance. Large trees work will require an inspection and recommendation to be submitted for services by certified arborists.
- Maintenance and sweeping of driveways, parking lots, walkways; except for cleanup of gardening debris.
- Trash receptacle maintenance.
- Repair damage due to insect infestation.
- Temporary fencing to secure any areas.
- Moving or removing practice equipment.
- Rodent control program.
- Repair or replace turf or plants material damaged by prior contractor's negligence.

Monthly service cost.....\$ 4,041.36

Additional Maintenance

Proposed budget for additional ,maintenance services, listed do not include: all the materials required by the contractor or sub-contractor.

Any additional work will be charged at an approximate price of \$40.00/hr plus materials.

If you have any questions, please feel free to contact our office at (925)606-6335

Submitted by

Luis M Sanchez LM

Luis M Sanchez

Owner

Date _____

One Year Estimated Maintenance Budget

Project: Witter Sport Fields

Job No: 11-015

Date: 6/15/11

Description	Hours	Labor Dollars	Materials-Sub	Total
Fertilizers			\$ 3,500	\$ 3,500.00
Seed			\$ 1,250	\$ 1,250.00
Custom Spray			\$ 1,500	\$ 1,500.00
Deep Aeration			\$ 2,600	\$ 2,600.00
Irrigation Supplies			\$ 1,000	\$ 1,000.00
Equipment			\$ 4,500	\$ 4,500.00
Lands. Maint.	1040	\$ 34,146.32		\$ 34,146.32
Subtotal		\$ 34,146.32	\$ 10,250.00 \$ 4,100.00	
			Total	\$ 48,496.32

Board Meeting of
August 24, 2011

TO: Members, Board of Education
FROM: Constance Hubbard, Superintendent
SUBJECT: **CONDUCT ANNUAL REVIEW OF SPECIFIED BOARD POLICIES**

I. SUPPORT INFORMATION

Education Code Section 35160.5 requires annual review of specific Board Policies. This requirement was implemented by SB 813. The following Board Policies are presented for Board review:

Board Policy 5116.1, "Assignment of Piedmont Students to Elementary Schools"
Board Policy 6145, "Extracurricular and Co-Curricular Activities"

The above policies are attached for your review.

II. RECOMMENDATION

Conduct annual review of Board Policies 5116.1 and 6145, per Education Code requirement

CH/bf
Attachments

PIEDMONT UNIFIED SCHOOL DISTRICT

Board Policy

Students

BP 5116.1

ASSIGNMENT OF PIEDMONT STUDENTS TO ELEMENTARY SCHOOLS

The Board of Education regards as a high priority the education of students in facilities which are sufficient and appropriate for the instructional program, and desires to provide options for enrollment that meet the diverse needs, potentials and interests of the District's students. Assignments of students to schools will be according to Board-established attendance areas and school enrollment capacities which have been designated according to factors such as available classroom space, proximity of student's home to schools. The parents/guardians of any student who resides within District boundaries may apply to enroll their child in any District school, regardless of the location of residence within the District (Education Code 35160.5) subject to the following limitations:

1. No student who currently resides in the attendance area of a school and attends that school shall be displaced by students transferring from outside the attendance area
2. Enrollment in each school or program in the District shall be subject to each school's or program's capacity as determined by the Board
3. When attendance area residents do not fill a school to capacity, a random, unbiased process shall be employed for selection of students to enroll in the school where the number of applications received for enrollment in that school exceeds the school's capacity. The selection process shall prohibit an evaluation of whether any student should be enrolled based on his or her academic or athletic performance
4. The Board has the authority to maintain appropriate racial and ethnic balances among District schools and shall take such balances into account in approving or denying intradistrict transfer applications. A student may be assigned to a school or program if the student requires a legally mandated program or accommodation which is available at that school or program. A student may be assigned to a school or program for disciplinary reasons or for the protection of the health and safety of that student or other students or employees of the District.

The Board shall annually review this policy (Education Code 35160.5, 48980)

Adopted: June 8, 1994
Revised: December 13, 1995
Revised: July 5, 2000
Revised: May 28, 2003
Reviewed: August 25, 2004
Reviewed: September 14, 2005
Reviewed: September 27, 2006

Reviewed: October 24, 2007
Reviewed: September 10, 2008
Reviewed: September 9, 2009
Reviewed: September 14, 2010
Reviewed: August 24, 2011

**PIEDMONT UNIFIED SCHOOL DISTRICT
Board Policy**

Instruction

BP 6145

EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

Extracurricular and Co-Curricular Activities

The Board of Education recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students. The District shall encourage and support student participation in extra/co-curricular activities without compromising the integrity and purpose of the educational program.

No student shall be prohibited from participating in extra/co-curricular activities related to the educational program because of inability to pay fees associated with the activity.

Extra/co-curricular activities shall be supervised by District employees whenever they are conducted under the name of the district.

Eligibility Requirements

In order to participate in extra/co-curricular activities, students in grades 7 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation. These requirements are listed in the Student Handbook.

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

48930-48938 Student organizations

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

Adopted: January 10, 2001
Reviewed: August 20, 2003
Reviewed: August 25, 2004
Reviewed: September 14, 2005
Reviewed: September 27, 2006
Reviewed: October 24, 2007
Reviewed: September 10, 2008
Reviewed: September 9, 2009
Reviewed: September 14, 2010
Reviewed: August 24, 2011

RESOLUTION NO. 02-2011-12

RESOLUTION OF THE BOARD OF EDUCATION OF THE PIEDMONT UNIFIED SCHOOL DISTRICT TRANSFERRING CURRENT ADMINISTRATION AND COMPLIANCE PROVIDER OF THE 403(B) PLAN AND THE 457(B) PLAN AS OFFERED THROUGH ZUK FINANCIAL GROUP FROM GABA/TSA CONSULTING TO MID-AMERICA

WHEREAS, The PIEDMONT UNIFIED SCHOOL DISTRICT ("PUSD") presently maintains for the benefits of its employees a retirement plan described in Internal Revenue Code Section 403(b) (the "403(b) Plan") and a retirement plan described in Internal Revenue Code Section 457(b) (the "457(b) Plan"); and

WHEREAS, the Superintendent and the Assistant Superintendent for Business have determined that it is in the best interests of the employees of PUSD to modify the current administration of the 403(b) Plan and the 457(b) Plan from GABA/TSA Consulting; and

WHEREAS, there has been presented to the Superintendent and the Assistant Superintendent of Business Services, the Plan Services Agreement (the "Plan Services Agreement") with Mid-America Plan Administrators ("Mid-America") transferring the administration of the 403(b) Plan and the 457(b) Plan from GABA/TSA; and

WHEREAS, in addition to changing the Plan Administrator, the Internal Revenue Service has promulgated regulations regarding 403(b) plans requiring all 403(b) plans to be put into writing, and PUSD has decided to amend and restate the 403(b) Plan to comply with the requirements of these regulations and to amend and restate the 457(b) Plan both effective August 23, 2011 using documents provided by Mid-America.

NOW, THEREFORE, BE IT RESOLVED, that effective on August 23, 2011, PUSD hereby approves and adopts the Plan Services Agreement with Mid-America appointing Mid-America as the new third party administrator of the 403(b) Plan and the 457(b) Plan; and

BE IT FURTHER RESOLVED, that the appropriate employees of PUSD are authorized and directed to execute and implement any and all agreements and documents reasonably required to effect the change and ensure a smooth and compliant transfer and to execute any and all further documents, that in their discretion they deem necessary or appropriate for the purpose of carrying into effect the foregoing resolutions.

PASSED AND ADOPTED by the following vote of the Piedmont Unified School District Board of Education this 24th day of August 2011:

AYES:
NOES:
ABSTAIN:
ABSENT:

I certify that the above Resolution was adopted and passed by the Board of Education on the date indicated above.

Constance Hubbard
Secretary to the Board of Education
Piedmont Unified School District
Alameda County, State of California

**AMENDMENT NO. 4 TO
AGREEMENT FOR ARCHITECTURAL SERVICES
BY AND BETWEEN
PIEDMONT CITY UNIFIED SCHOOL DISTRICT AND
MURAKAMI/NELSON ARCHITECTURAL CORPORATION
WITH REGARD TO
DESIGN AND CONSTRUCTION ADMINISTRATION OF PROJECTS
FOR SEISMIC SAFETY BOND PROGRAM**

This AMENDMENT NO. 4 TO AGREEMENT FOR ARCHITECTURAL SERVICES (hereinafter referred to as the "Amendment"), is made and entered into this 13th day of July, 2011, by and between the PIEDMONT CITY UNIFIED SCHOOL DISTRICT (hereinafter "District") and the MURAKAMI/NELSON ARCHITECTURAL CORPORATION (hereinafter "Architect") (jointly, the "Parties") as follows:

RECITALS

WHEREAS, the Parties entered into an Agreement for Architectural Services dated October 22, 2008 ("Master Agreement") relative to the design and construction administration of the projects for the District's Seismic Safety Bond Program, and at this time desire to amend and supplement the Agreement.

NOW, THEREFORE, the parties agree as follows:

Section 1. Amendment of Agreement.

The scope of work identified in the Master Agreement as "Project" is amended and supplemented to include the scope of work described in the letter from John S. Nelson, Architect to Constance Hubbard, Superintendent dated June 13, 2011 re: Beach Elementary School - Seismic Strengthening and Modernization Pre-Construction & Construction Administration Services ("Fee Proposal"), attached hereto and incorporated herein as **Exhibit "1."** Furthermore, the payment of consideration to Architect as provided in the Fee Proposal shall be full compensation for all of Architect's Services incurred in the performance of the scope of work described in the Fee Proposal.

Section 2. Other Provisions Reaffirmed

All other provisions of the Master Agreement shall remain in full force and effect and are reaffirmed. If there is any conflict between this Amendment and any provision of the Master Agreement relating to scope of work for the Beach project, the provisions of this Amendment shall control.

IN WITNESS WHEREOF, the Parties have executed and entered into this Agreement as of the date herein above set forth.

Dated: _____, 2011

Dated: _____, 2011

Piedmont City Unified School District

Murakami/Nelson Architectural Corporation

By: _____

By: _____

Print Name: _____

Print Name: _____

Print Title: _____

Print Title: _____

Exhibit "1"

***murakami*/Nelson**
ARCHITECTURAL CORPORATION

100 Filbert Street • Oakland, CA 94607 • Phone 510.444.7959 • Fax 510.893.5244

June 13, 2011

Constance Hubbard, Superintendent
Piedmont Unified School District
760 Magnolia Avenue
Piedmont, CA 94611

Re: Beach Elementary School – Seismic Strengthening and Modernization
Preconstruction & Construction Administration Services

Dear Superintendent Hubbard,

In proceeding to construction on the Beach Elementary School seismic strengthening project, I am submitting a fee proposal to provide Construction Administration services.

To assist us with construction administration services we will be using the following consultants:

- R.P. Gallagher and Associates, structural engineering
- Guttman & Blaevoet, mechanical engineering
- BWF Consulting Engineers, electrical engineering
- Sandis, civil engineering (reduced services)
- Keller Mitchell, landscape architect (future services, not included)

Preconstruction Services

The contract for construction will be negotiated under a lease-lease back agreement with the “best value” contractor selected from a short list of three contractors. Following this selection, we will assist the District in negotiating the GMP. We envision the following activities:

1. Preparation of updated cost estimate
2. Evaluate Value Engineering proposals
3. Meet w/ CM/GC about VE items
4. Incorporate VE changes into drawings
5. Respond to pre-construction RFI's
6. Respond to pre-construction product substitutions
7. Provide general support to District's construction manager
8. Assist the District in completing forms for funding by various sources

Construction Administration

Construction of the Beach Elementary School Seismic and Modernization project is expected to take approximately 12 months, starting in July 2011. We have based our fee on that duration and reserve the right to request additional services for construction time that extends beyond the 12 month period. Our construction administration services will include the following:

1. Attend a pre-construction conference with the Contractor and subcontractors
2. Attend weekly job site meetings (maximum of 48 meetings plus 10 supplementary job site visits). Creation of meeting notes is assumed to be the responsibility of the Construction Manager or contractor.
3. The architect will visit the site immediately after the job meetings. Consultants will visit the site at critical milestones.
4. Review contractor submittals. We estimate no more than 80 submittals for the Architect and 40 submittals for the consultants. Should there be more than 120 submittals, we reserve the right to request additional services.
5. Conduct site visit with the City of Piedmont Building Official to review SWPPP measures and comply with NPDES / City requirements.
6. Facilitate DSA approval for Deferred Approval Items (fire sprinkler, skylights, and trusses).
7. Mitigate effects of hazardous materials abatement based upon final abatement plans and specifications.
8. Assemble color selection board for review by the District, based on actual color samples and products submitted by the Contractor.
9. Respond to Requests for information (RFI's) from the Contractor. We estimate no more than 200 RFI's are part of the base fee and not related to unforeseen conditions or District requested changes. We reserve the right to request additional fee for responses to RFI's that are required because of unforeseen conditions or District requested changes.
10. Issue clarifications / supplements (ASI's), as necessary up to maximum of 40 that are not related to unforeseen conditions or District requested changes. We reserve the right to request additional fee for clarifications / ASI's that are required because of unforeseen conditions
11. Provide input to the Construction Manager on Contractor Proposed Change Order requests (PCO's). We estimate there will be less than 80 COR's not related to unforeseen conditions or District requested changes. We reserve the right to request additional fee for reviewing PCO's that are required because of unforeseen conditions or District requested changes. The Construction Manager is assumed to be responsible for the detailed review and negotiation of PCO's and the notifying the Contractor of their decision.
12. Issue change orders (PCCO's) to the contractor for Construction Manager approved PCO's. We expect the approved PCCO's to be grouped for change order purposes. We estimate no more than 4 CO's will be issued.
13. Assist in selecting the Inspector of Record, file appropriate DSA forms for the selected inspector.
14. Obtain DSA required approvals for RFI's, field change directives (FCD's) and change orders within their jurisdiction. Efforts related to getting DSA approval for unforeseen conditions or District requested changes will be billed as an additional service.
15. Coordinate with the Construction Manager, the DSA Inspector of Record (IOR), and the District.
16. Oversee and coordinate the Architect's design team.
17. Payment requests will be reviewed and certified by murakami/Nelson, but will be approved and processed by the Construction Manager.
18. Review the Contractor's As-Built drawings periodically as the job progresses to ensure as-built information is documented for the record drawing set.

19. Assist the District and its representatives in their request for funding by providing project related information that the Design Team may have knowledge about.
20. Prepare punchlist and perform Backcheck to verify deficient items have been corrected.
21. Submit Notice of Substantial Completion to District (Notice of Completion of Completion will be filed with Alameda County by Construction Manger.)

Record Drawings / Closeout

1. The murakami/Nelson team will create Record Drawings based upon contractor markups of changed conditions and DSA approved change orders. These drawings will be updated in CAD and provided to the District at the conclusion of the project. We will not be providing a "Conformed Set".
2. File appropriate DSA forms during and at completion of construction.

The breakdown of the fee is as follows:

Preconstruction Services

murakami/Nelson	\$14,300
Mack 5	\$5,000
Fee Request for Preconstruction Services	\$19,300

Construction Administration

murakami/Nelson	\$205,000
R.P. Gallagher and Associates, structural engineer	\$69,500
Guttman & Blaevoet, mechanical and plumbing engineers	\$13,200
BWF Consulting Engineers, electrical engineer	\$20,000
Sandis, civil engineer	\$7,000
Keller Mitchell, landscape architect (future, NIC)	
Fee Request for Construction Administration	\$314,700

Reimbursable Expenses

Reimbursables / Delivery	\$2,000
Subtotal	\$2,000

Total Fee Request **\$336,000**

Note: Reimbursable expenses include overnight delivery of documents, submittals, etc. to DSA, the District and its representatives, and the Contractor where critical for timely processing so as not to delay the project will be billed at our direct cost.

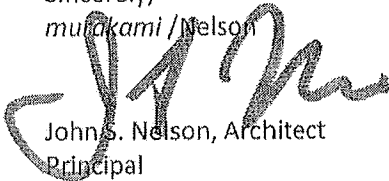
Our services are bases on the following assumptions:

1. This fee will be billed hourly at our standard rates.
2. Construction will begin in July 2011, and the duration will be approximately 12 months.
3. Documents or services necessitated by District requested changes or unforeseen conditions may be billed as an additional service.

4. Currently we are providing no Landscape Architect CA services. Those services may be authorized by the District at a future date.
5. Currently we are providing reduced architectural, structural and civil engineering services since, with the exception of grading for the Addition, site utilities related to that work and the front stairs, ramp and accessible parking, all other site work has been deleted from the project. Work that may be authorized in the future would include the retaining wall on Linda and Lake, site utilities, grading, landscaping and irrigation, playground paving, play structures, site furnishings, etc.
6. District's Construction Manager will take the lead role in Construction Administration; provide meeting minutes; manage coordination between contractor, DSA inspector, special inspections, District, and Architect; review Proposed Change Orders; review applications for payment; provide DSA closeout documentation (other than architect and their consultants Form 6A/E); etc.
7. Submittals will be routed through the District's construction manager, who will provide a preliminary review for completeness. Contractor will be required to group submittals by specification section prior to submitting to Architect to reduce overall number of reviews.
8. Geotechnical, Testing & Inspection and Hazardous Materials Abatement services contracted directly by District
9. Preparation of as a "Conformed Set" will be billed as an additional service.

We look forward to assisting the District with the Lease/Leaseback process and providing Construction Administration services. Please contact me if you have any questions about this proposal.

Sincerely,
mutakami / Nelson



John S. Nelson, Architect
Principal

cc: file
Accounting

PIEDMONT UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 03-2011-12

DESIGNATED SIGNATURES

WHEREAS, Education Code Section 42632 requires that at least a majority of the members of the Governing Board of the District approve all orders drawn on the funds of the District; and

WHEREAS, the members of the Governing Board of the Piedmont Unified School District as of August 24, 2011 are as follows:

<u>Title</u>	<u>Name</u>
President	Roy Tolles
Vice President	Rick Raushenbush
Member	Martha Jones
Member	Ray Gadbois
Member	June Monach

WHEREAS, the Governing Board of Piedmont Unified School District wishes to designate certain persons employed by the District to sign orders drawn on funds of the District on its behalf; and

WHEREAS, Education Code Section 42632 also allows the Governing Board of the Piedmont Unified School District to authorize a person or persons to sign said orders on its behalf;

NOW, THEREFORE, BE IT RESOLVED that the person or persons listed below are herewith so designated:

<u>Name</u>	<u>Title</u>
Constance Hubbard	Superintendent
Randall Booker	Assistant Superintendent, Educational Services
Michael Brady	Assistant Superintendent, Business Services
Michelle Nguyen	Director of Fiscal Services

BE IT FURTHER RESOLVED that pursuant to Education Code Section 42633, said authorized signatures shall be filed with the County Superintendent of Schools on the signature cards that have been provided by the County Superintendent of Schools.

PASSED AND ADOPTED by the following vote of the Piedmont Unified School District Board of Education this 24th day of August 2011:

AYES:
NOES:
ABSTAIN:
ABSENT:

I certify that the above Resolution was adopted and passed by the Board of Education on the date indicated above.

Constance Hubbard
Secretary to the Board of Education
Piedmont Unified School District
Alameda County, State of California

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