

**PIEDMONT UNIFIED SCHOOL DISTRICT
Board of Education**

REGULAR MEETING
Wednesday, October 24, 2007

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. Conference with District Labor Negotiator Constance Hubbard Regarding Negotiations with the Association of Piedmont Teachers (APT) (Government Code Section 54956.6)
- 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
- 7:05 p.m. V. COMMUNICATIONS / ANNOUNCEMENTS
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
G. President, Board of Education
- 7:15 p.m. VI. REVIEW AND ACTION ITEMS
(The Board President may limit speaker time)
- A. Measure E Bond Program:
1. *Presentation of Hybrid Refinement of Conceptual Design and Cost Estimates of Havens Elementary School (Priscilla Meckley/Mike Wasserman, CPM / John Nelson, President,

murakami/Nelson Architects)

A presentation of the Havens Hybrid Concept Refinement will be made, which addresses the structural, accessibility and life-safety deficiencies at the Havens Elementary School building on the previous concept design work.

2. *Presentation of Conceptual Design and Cost Estimates of Beach Elementary School Page 6
(Priscilla Meckley/Mike Wasserman, CPM; John Nelson, President, *murakami/Nelson Architects*; Ron Gallagher, RP Gallagher Engineers)
The concept designs contained in the Concept Design Report have been developed to address the structural, accessibility and life-safety deficiencies at Beach Elementary School. The solutions presented are designed to mitigate the deficiencies, while preserving the basic functional and architectural character of the school. The report addresses the deficiencies identified in the Investigative Report, dated May 10, 2007.

3. *Presentation of Investigation & Analysis, Conceptual Design, and Probable Costs for Maintenance Buildings Pages 7-8
(Priscilla Meckley, CPM / John Nelson, President, *murakami/Nelson Architects*)
murakami/Nelson was retained by the Piedmont Unified School District to evaluate buildings at the five school campuses and District corporation yard (Maintenance facilities) for seismic safety and related accessibility and fire & life safety deficiencies and to design corrections of those deficiencies as part of the Measure E Bond Program. *Murakami/Nelson* evaluated the four buildings at Maintenance Facility for ADA/accessibility and Fire/Life-Safety. Each building, the Building A (Workshop), Building B (Storage), Building C (Large Trailer Office/Break Room/Toilet Room) and Building D (Small Trailer Office). Results of the investigation and analysis, along with conceptual design and probable costs are being presented this evening.

4. *Review of Discussion Guidelines for Measure E Project Decisions Pages 9-11
(Superintendent Hubbard / Board President June Monach)
The detailed recommendations were presented at the Board meetings of September 26, 2007 and October 10, 2007. The one-page summary of recommendations is attached and has been distributed for comments either at Board meetings or directly to the bond web site at: [www://pusdbond.org](http://www.pusdbond.org). Also attached is a summary developed by Board President June Monach as to the areas of Board consensus to date and areas identified that need further clarification. It is anticipated that the final guidelines, based on the Superintendent's recommendations, will be presented at the Board meeting of November 14, 2007.

5. Update from the Public Engagement Subcommittee (President June Monach / Board Member Ray Gadbois)
For community members who have reviewed the Superintendent's Recommendations on Measure E Guidelines for Project and Program Plan Development discussed above (and also can be viewed at www.pusdbond.org), and wish to provide input, please email to: input@bondprogram.org by November 14, 2007. Save the date Saturday, December 8, 2007, 9:00 am - 1:00 pm, PMS

Multipurpose Room, for an Interactive Community Workshop facilitated by the Center for Collaborative Policy (CCP) and CoVision, to provide input on the Draft Program Implementation Plan. The District would like to have up to three representatives each of all committees, support groups, parent clubs, and community groups participate. Individual community members are also invited. RSVP's should be sent to Beverly Feusier, Administrative Assistant to the Superintendent, at bfeusier@piedmont.k12.ca.or, or 510-594-2614. A detailed flyer will be forthcoming in November.

- B. *Conduct Annual Review of Specific Board Policies: Pages 12-14
- Board Policy 5116.1, "Assignment of Students to Schools / Open Enrollment"
 - Board Policy 6145, "Extra and Co-Curricular Activities" (Superintendent Hubbard) (no vote taken)
- A revised Administrative Regulation 5116.1 will be provided at a later date; neither Board Policy has changed from last year

9:30 p.m. VII. CORRESPONDENCE

9:35 p.m. VIII. BOARD REPORTS

9:45 p.m. IX. 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 October 10, 2007 Available at Board Meeting Page 15
- B. *Approve Personnel Action Report
- C. *Approve Contract Between District and CoVision, to provide equipment for a Measure E Bond Program interactive Community Workshop to be held on December 8, 2007. The effective date of the contract will be from October 25, 2007 through December 14, 2007, at a total cost not to exceed \$6,615.00 (150 participants anticipated). Funding Source: Measure E Bond Fund Page 16
- D. *Adopt Resolution 08-2007-08, "Authorizing Closure of Revolving Cash Account 010-0241736" (Michael Brady, Assistant Superintendent, Business Services) Page 17
 It was discovered that this revolving cash account had not been established as a non-profit account and needed to be closed. The independent auditor is requesting a Resolution for any account opened or closed. Therefore, the Board is being requested to adopt the Resolution closing the account.

9:50 p.m. X. FUTURE REGULAR BOARD MEETING AGENDA ITEMS

—————▶ (SUBJECT TO CHANGE) ◀—————

- Review of Board Bylaws (Section 9000) (Board Workshop-TBD)
- PHS Design Concepts/Cost Estimates-all buildings (Nov 14)
- Wildwood Preliminary Concepts/Preliminary Cost Estimates (Nov 14)

- PMS Design Concepts/Cost Estimates (Nov 14)
- Program Plan Development guidelines finalized (Nov 14)
- Emergency Plan: All Sites (Nov 14)
- Special Board Meeting, City Hall, 7:00 p.m.: Initiate Program Plan Development Phase (Nov 28)
- Review First Interim Financial Report and Approve a Positive Certification of the District's Ability to Meet Financial Obligations for Current and Subsequent Two Fiscal Years; Authorize Appropriate Budget Transfers (Nov)
- Appoint Parent Rep to SELPA Community Advisory Comm (Nov)
- Election Resolution (Nov)
- Quarterly Report on Measure E Bond Expenditures (Dec)
- Community Meeting: Saturday, December 8, 9:00 a.m.-1:00 p.m., PMS multipurpose room: Community to Provide Input on Draft Program Plan

10:00 p.m. XI. ADJOURNMENT

Next Regular Board of Education Meeting: Wednesday, November 14, 2007,
7:00 p.m., City Hall, Council Chambers, 120 Vista Avenue, Piedmont.

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.

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.

*Attachment

The scheduling of time for agenda issues is approximate.

PUSD
Havens Elementary School
Concept Design Summary
October 24, 2007

The Havens Hybrid Concept Refinement addresses the structural, accessibility and life-safety deficiencies at the Havens Elementary School, building on the previous concept design work. This concept has selected specific structural solutions for each of the buildings – brace frames at Building A West, new construction at Building A Central, minor strengthening at Building A East, a combination of roof diaphragm, exterior wall braces and corridor wall strengthening at Building B, and a combination of foundation, exterior wall and roof diaphragm work at Building C (Ellen Driscoll Theater). The replacement building (Building A Central) raises the floor elevation to the level of Oakland Avenue and the playground. This simplifies the circulation in the school allowing for one central hallway and a stair / lift combination to navigate the grade difference as well as allows for direct access to the restrooms at Building B from the exterior and direct exiting from the those classrooms. The replacement building provides two classrooms that meet the OPSC size requirements, administrative space and new boys and girls toilet rooms. Modifications to Building C are guided by the use of the Secretary of Interior Standards for Historic Buildings and preserve the existing interior finishes as much as possible. The entire school is planned to have fire sprinklers and an integrated fire alarm system. Various non-structural seismic hazards will be mitigated throughout the school.

As prepared by *murakami*/Nelson Architects
for Board Meeting of 10-24-07

PUSD
Beach Elementary School
Concept Design Summary
October 24, 2007

The concept designs contained in the Concept Design Report have been developed to address the structural, accessibility and life-safety deficiencies at Beach Elementary School. The solutions presented are designed to mitigate the deficiencies, while preserving the basic functional and architectural character of the school. The report addresses the deficiencies identified in the Investigative Report, dated May 10, 2007. The strengthening concepts were developed using the provisions of ASCE 41, life safety performance level. BSE-1 site-specific spectra were used as the ground shaking hazard. The seismic strengthening consists primarily of adding new plywood sheathing and structural hardware to the existing overstressed shear walls. The work is mostly on the inside of the buildings. In addition, concepts were also developed to mitigate the accessibility and life safety deficiencies found at the school. These concepts consist primarily of small scale, localized upgrades. They include a new ramp at the main entrance on Lake Avenue; new handicapped parking, restroom upgrades, life safety and accessibility upgrades at the existing doorways, stairs and corridors of the building, etc. In addition, a new elevator for handicapped access to the stage, backstage and the Art Room would be contained in an addition on the side of the Auditorium. Also the existing Portable classroom building is replaced with a new code compliant building, due to the poor condition of the existing building and the high cost of the code upgrades that are required to upgrade it.

As prepared by *murakami*/Nelson Architects
for Board Meeting of October 24, 2007

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EXECUTIVE SUMMARY
MAINTENANCE BUILDINGS
EVALUATION AND ANALYSIS / CONCEPT DESIGN

murakami/Nelson has been retained by the Piedmont Unified School District to evaluate buildings at the five school campuses and district corporation yard for seismic safety and related accessibility and fire & life safety deficiencies and to design corrections of those deficiencies as part of the Measure E Bond Program. As part of this global objective we have evaluated the four buildings at Maintenance Facility for ADA/accessibility and Fire/Life-Safety. Each building, the Building A (Workshop), Building B (Storage), Building C (Large Trailer Office/Break Room/Toilet Room) and Building D (Small Trailer Office) have significant barriers to accessibility as well as life-safety deficiencies.

To assist us in this effort we have assembled a consultant team comprised of R. P. Gallagher Associates for structural engineering, and Sandis for surveying. We have been assisted by Capital Program Management (CPM), the District's Program Manager; District staff and maintenance staff.

ACCESSIBILITY EVALUATION

The buildings were evaluated for accessibility conformance with the ADA and the related ADAAG regulations and the 2001 California Building Code. The evaluation process included review of applicable codes and site investigations to verify actual field conditions. The site was found to not be accessible and the buildings in general had major deficiencies.

Building A (Wood Workshop) – This building is significantly deficient. It lacks an accessible entrance and there are no accommodations within the facility.

Building B (Metal Storage) – Like Building A, there is no accessible entrance and shelving within is not accessible.

Building C (Large Trailer Office/Break Room/Toilet Room) – Both entrances to this trailer are not accessible, the office/storage space could be adaptable but is not currently compliant and the toilet room is not accessible.

Building D (Small Trailer Office) – This trailer is primarily for storage and does not necessarily need to be accessible.

FIRE & LIFE SAFETY EVALUATION

The buildings were evaluated for life safety in conformance with the 2001 California Building Code. In general the buildings are not in compliance with fire and life safety codes. The evaluation process included review of applicable codes and site investigations to verify field conditions. Specific building fire and life safety deficiencies noted are as follows:

Building A (Wood Workshop) – The exit is not compliant. There are minor fire and life safety deficiencies although there are OSHA concerns.

Building B (Metal Storage) – A clear exit path needs to be maintained and, although stored supplies and equipment was not analyzed, the building seems to only need minor changes.

Building C (Large Trailer Office/Break Room/Toilet Room) – None of the exits are compliant.

Building D (Small Trailer Office) – There is no code compliant exit.

SEISMIC HAZARD AND NON-STRUCTURAL HAZARD EVALUATION

RP Gallagher conducted a seismic evaluation for life safety performance levels as well as a non-structural hazards survey of the Maintenance Buildings. The evaluation criteria used was ASCE Standard 31 "Seismic Evaluation of Existing Buildings". This document is the generally recognized national standard for assessing the life safety risk of existing buildings, including non-structural hazards. The Tier 1 procedures of ASCE 31 which involve site review and completion of a checklist were used. The findings of the non-structural evaluation report are as follows:

The buildings were surveyed for seismic and nonstructural hazards and found to be severely deficient.

Building A (Wood Workshop) – This building is significantly deficient and would likely come off its foundation in a major earthquake. There are also many nonstructural hazards.

Building B (Metal Storage) – Although this building does not meet Tier 1 criteria, its life safety risk is relatively low. However the nonstructural hazards are severe.

Building C (Large Trailer Office/Break Room/Toilet Room) – This building could easily shift off its supports as it lacks foundation anchorage. There are also nonstructural risks.

Building D (Small Trailer Office) – This building, like Building C, could easily shift off its supports as it lacks foundation anchorage. There are also nonstructural risks.

CONCLUSIONS

- It is recommended that the buildings be upgraded to accommodate accessibility, fire life-safety and nonstructural hazards deficiencies. Although these issues could be mitigated, it may not be feasible.
- It is also recommended that buildings that continue to be used be seismically strengthened to correct the structural deficiencies. It is proposed that ASCE 41 criteria will be used for the initial strengthening design. This is the generally recognized criteria for strengthening existing buildings.
- While it may be feasible to mitigate the deficiencies in the buildings while preserving their basic functional and architectural character it may not be cost effective given the general condition of the buildings and their inherent inefficiency.
- There are numerous OSHA violations in each specialty workplace. Should the District decide to rehabilitate these maintenance buildings, a comprehensive check of OSHA compliance would be required.
- Although it is not required by the code, it is our recommendation that a full fire alarm and sprinkler system be installed due to the nature of objects stored in the facilities (such as the storage of flammable liquids).

TO: Board of Education

FROM: Constance Hubbard, Superintendent

SUBJECT: **REVIEW OF DISCUSSION GUIDELINES FOR
MEASURE E PROJECT DECISIONS**

I. **SUPPORT INFORMATION**

The detailed recommendations were presented at the Board meetings of September 26, 2007 and October 10, 2007. The one-page summary of recommendations is attached. It has been distributed to parent club and support club committee members, as well as to community members, in order to provide feedback via the bond web site at: www://pusdbond.org or at the Board of Education meetings.

The Project Investigation and Concept Development phase is due to be completed by November 14, 2007. The Program Plan Development phase is scheduled to begin at a Special Board Meeting scheduled for November 28, 2007 and is expected to go through January/February of 2008. The Program Plan is the defined scope, sequence and budget for each project that is to be included in the Measure E implementation phase.

The goal is for the Board to discuss, receive input and to approve Guidelines for the Project Program Development Plan by November 14, 2007. The approved guidelines will be used in the prioritization process for the adopted Program Plan for Measure E.

The one-page summary of recommendations from the Superintendent is grouped into two basic categories of Cost/Budget and Design Parameters. In addition to the recommendations from the Superintendent, a summary of the discussions to date that indicate areas of consensus by the Board is attached, as prepared by Board President June Monach.

II. **RECOMMENDATION: REVIEW & ACTION**

It is recommended that the Board discuss the issues and recommendations as presented. The goal is to have the criteria finalized by November 14, 2007.

SUMMARY OF RECOMMENDATION OF GUIDELINES FOR MEASURE E PROJECT DECISIONS

(Presented at Board Meeting of October 10, 2007)

Following is a summary of the recommendations presented to the Board on September 26, 2007 for the guiding criteria to be used in the decision-making process for the Program Plan Development. The information is grouped into two categories: Cost/Budget considerations and Design Criteria.

Cost/Budget

The project investigation phase includes estimated cost for the implementation of the concepts presented for each project. The funds available from various sources must also be considered in the Program Plan development. The cost estimate and the funds available are a guide to the decisions about scope and sequence. The budget to be allocated to each project and the overall plan must balance cost and funds available. The prioritization process includes contingencies as funds are/are not available. The recommendations presented as they relate to budgeting and costs are:

1. Budget Measure E funds to each site to address all safety issues related to earthquakes including non-structural deficiencies identified as first priority.
 - Structural seismic
 - Accessibility as required by DSA (*Division of the State Architect*)
 - Fire and Life safety as required by DSA
 - Address fire alarm systems at all sites
 - Non-structural seismic hazards
2. Budget State Modernization funds to address infrastructure issues to leverage (supplement) Measure E funds on projects.
 - Develop a prioritized list of program improvements to apply as the schedule for receipt of State funds is confirmed.
 - Use Modernization funds remaining to improve programmatic functions at each school. Consider usability after an earthquake in the structural criteria, design
3. Address accessibility issues not required by DSA from Measure E, State Modernization and Deferred Maintenance funds.
4. Include maintenance facilities in final plan to improve ability to react after an earthquake (i.e. do not allow to fall off list of Measure E projects)

Design Criteria

1. Consider usability after an earthquake in the structural criteria for inclusion in the Program Plan
2. Address all buildings 50 years or older as if designated as historic sites in the development of the repair options
3. Require all designs and materials to consider the requirements for LEED™ (*Leadership in Energy and Environmental Design*) rating system, and CHPS (*California High Performing Schools*). Incorporate sustainability and ecological impact for now and the future for use and selection of materials
4. Address infrastructure issues at same time facility is disrupted by required Measure E work
5. Consider long-term implication for maintenance of facilities
6. Consider program needs for now and future
7. Parity of educational program offerings among schools (elementary)
8. Apply approved facilities standards in selection and use of materials
9. Apply OPSC (*Office of Public School Construction*) and District program standards in design of spaces

Piedmont Unified School District
Summary of Board of Education Guidelines for
Developing Measure E Program Plan
 (Reviewed at Board Meeting of October 24, 2007)

Policy Area	Guidelines
Safety	Budget Measure E funds to each site to address all earthquake safety and earthquake preparedness issues as a first priority including: <ul style="list-style-type: none"> ▪ Non-structural seismic hazards ▪ Address fire alarm systems at all sites ▪ Structural seismic ▪ Accessibility as required by Division of the State Architect (DSA) ▪ Fire and Life safety as required by DSA
Long-term Investment in Facilities	Budget Measure E, Deferred Maintenance, and State Modernization funds to improve and extend the useful life of the district's facilities <ul style="list-style-type: none"> ▪ Address the Maintenance Facility project early in the Program Plan to boost capacity of the district to prepare and to be able to recover from an earthquake ▪ Assess pre and post earthquake building performance and usability to aid in prioritization of projects, design, and implementation of program plan
Building Modernization	Budget State Modernization funds to improve building infrastructure and to leverage (supplement) Measure E and Deferred Maintenance funding of projects <ul style="list-style-type: none"> ▪ Develop a prioritized list of program function improvement needs at each site to apply as the schedule for receipt of State funds is confirmed ▪ Use Modernization funds remaining to improve programmatic functions at each school.
Accessibility	<ol style="list-style-type: none"> 1. Ensure that accessibility as required by DSA respectfully addresses the needs of all who use the district's facilities 2. Given the topography of Piedmont and layout of existing facilities, it is assumed that not all accessibility needs can be addressed <ul style="list-style-type: none"> ▪ Develop a long term plan to address accessibility deficiencies at each site ▪ Guided by the plan, address accessibility issues not required by DSA from available Measure E, State Modernization and Deferred Maintenance funds
Building Design	<ol style="list-style-type: none"> 1. Recommended design must not reduce program function of the building 2. Consider usability after an earthquake in the structural criteria, design, and program plan development 3. Address all buildings 50 years or older as if designated as historic sites in the development of the design options 4. Require all designs and materials to consider the requirements for Leadership in 'Energy and Environmental Design' (LEED™) rating system, and 'California High Performing Schools' (CHPS). Incorporate sustainability and ecological impact for now and the future for use and selection of materials. 5. Address infrastructure issues at same time facility is disrupted by required Measure E work 6. Consider long-term impact for maintenance of facilities 7. Consider current and emerging program function improvement needs whenever possible and practical 8. Ensure parity of educational program offerings among all schools (elementary, middle, and high) 9. Apply approved facilities standards in selection and use of materials 10. Apply Office of Public School Construction (OPSC) and District program standards in design of spaces

**Piedmont Unified School District
Board Policy**

Students

BP 5116.1

Assignment of Students to Schools / Open Enrollment

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
Reviewed: Oct. 24, 2007

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

**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

PIEDMONT UNIFIED SCHOOL DISTRICT
Piedmont, California

October 24, 2007

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 2006-07 school year)

Employment
Certificated

DeJuana Aldrich Effective 10/15/07	Science Teacher 1.0 F.T.E. Temporary	PHS
Robin Lynn Rodriguez Effective 10/10/07	English Teacher .2 F.T.E. Temporary	PHS

Employment
Classified

David Grima Effective 10/14/07	Special Ed Paraeducator 1.0 F.T.E.	Havens
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CoVision Inc.

To: Constance Hubbard, Superintendent
Piedmont Unified School District
760 Magnolia Avenue
Piedmont, CA 94611
(510) 594-2614

October 16, 2007

CoVision Service Contract

CoVision will provide the CoVision Fast-Feedback System for Piedmont Unified School District's "Interactive Community Workshop" on Saturday, December 8, 2007 at the Piedmont Middle School Multi-Purpose Room, in Piedmont, CA. Projected headcount: 150, seated at 15 tables of 10, one laptop at each table.

2 Days CoVision Senior Guide @ 1750/day (agenda, onsite)	\$ 3,500.
1 Day CoVision Fast Feedback System (19 stations, including 2 control, 2 theme team)	3,350.
1 Day Temp A/V Labor @ 500/day	500.
Sub-total	7,350.
Less 10% Discount (Govt/Non-Profit) ...	- 735.
Total	\$6,615.

Further Description of Services Provided:

- Logistical planning for installing CoVision system, incl. interface w/ meeting site, etc.
- Operation of the CoVision system and network during meeting; live process consultation
- Formatted Word document of all input from meeting, provided within 24 hours of end of meeting

Payment Terms & Cancellation Policy

- Payment is due 30 days after meeting.
- If the headcount varies up or down and CoVision is notified 7 days or more prior to the meeting, we will adjust equipment and prices accordingly. Within 7 days of the meeting, if the headcount goes up, we will attempt to accommodate it, but cannot guarantee it. If the headcount goes down, our charges will remain unchanged.
- If contracted Council services are cancelled 15-21 days prior to the scheduled event, Piedmont U.S.D. will be charged a cancellation fee of 25%; 8-14 days, 50%; and 7 days or less, 75%.

I agree to the conditions outlined in this contract:

Constance Hubbard, Superintendent
Piedmont Unified School District

Lenny Lind
CoVision Inc.

PIEDMONT UNIFIED SCHOOL DISTRICT

Resolution No. 08-2007-08

AUTHORIZING CLOSURE OF REVOLVING CASH ACCOUNT 010-0241736

WHEREAS, the Board of Education of the Piedmont Unified School District is authorized by Education Code Sections 42800-42806, 42810, and 42821 to establish a Revolving Cash Account; and

WHEREAS, such a fund is authorized for the purpose of facilitating petty cash transactions in accordance with generally accepted accounting practices and that such Revolving Cash Account is a reservation of cash within the General Fund and is not considered or accounted for as a separate fund or entity; and

WHEREAS, the Revolving Cash Account is being closed and a new one opened in its stead, which was already Board-approved under Resolution 01-2006-07; and

WHEREAS, the opening or closure of a Revolving Cash Account requires a Resolution for the independent auditor;

WHEREAS, signatory authorization is approved annually by the governing board; and

WHEREAS, authorization is given to the following staff members:

Constance Hubbard, Superintendent
Michael Brady, Assistant Superintendent, Business Services
David Roth, Assistant Superintendent, Educational Services
Michelle Nguyen, Director of Fiscal Services

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Piedmont Unified School District does hereby authorize the closure of Revolving Cash Account 010-0241736; and

BE IT FURTHER RESOLVED that the governing board authorizes that a copy of this Resolution be forwarded to the Alameda County Office of Education, Business Services Department.

PASSED AND ADOPTED by the following called vote of the Piedmont Unified School District Board of Education this 24th day of October 2007:

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
Board of Education
Piedmont Unified School District
Alameda County, State of California

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