SAN FRANCISCO UNIFIED SCHOOL DISTRICT

AGENDA

REGULAR MEETING OF THE BOARD OF EDUCATION
TUESDAY, AUGUST 24, 2004     7:00 P.M.

IRVING G. BREYER BOARD MEETING ROOM
555 FRANKLIN STREET, FIRST FLOOR
SAN FRANCISCO, CALIFORNIA 94102

Board of Education:
Dan Kelly, M.D. - President       Eric Mar, Esq.
Eddie Y. Chin, J.D. - Vice President    Mark Sanchez
Heather A. Hiles                   Jill Wynns
Sarah Lipson

Superintendent of Schools:       Arlene Ackerman, Ed.D.

ORDER OF BUSINESS
ADJOURNMENT:        11:00 P.M.

• ROLL CALL AND PLEDGE OF ALLEGIANCE

• SPECIAL ORDER OF BUSINESS (ACTION ITEM)          Pg. 1 - 19
  ➢ Revisions to Board of Education Policy P120 – Articles I, II and IV of Rules and Procedures

• APPROVAL OF BOARD MINUTES
  ➢ Regular Meeting – August 10, 2004

• PRESENTATIONS TO BOARD OF EDUCATION
  ➢ Superintendent’s Thought for the Evening

• STUDENT DELEGATES’ REPORT
A. SUPERINTENDENT’S PROPOSALS
HELD FOR SPEAKER CARDS AND ACTION

None

B. BOARD MEMBERS’ PROPOSALS -
HELD FOR SPEAKER CARDS AND ACTION

None

C. CONSENT CALENDAR RESOLUTIONS –
REMOVED AT PREVIOUS MEETING FOR SECOND READING

None

• REQUESTS TO SPEAK REGARDING GENERAL MATTERS
– 30 MINUTES

This part of the Board’s meeting is set aside for members of the public requesting to address the Board on general items which are not agenda items calendared for action, which are not first readings listed in the agenda, and are not items previously referred to committee and not yet returned to the Board for action.

This agenda item will be limited to thirty (30) minutes and will begin no later than 8:30 p.m. Anyone whose name remains on the speakers list at the end of the allotted time will be granted time at the end of the regular meeting.

• REPORT OF CLOSED SESSION ACTIONS

• REPORTS AND COMMITTEE RECOMMENDATIONS

This part of the Board meeting is for reporting by the Chairmen of Board Standing Committees on recent Committee meetings that have taken place since the last Regular Board Meeting. The agendas are listed below.

➢ Report from Rules, Policy & Legislation Committee
- August 12, 2004

ACTION ITEMS:
Board of Education Policy P120
Article: Rules and Procedures
Sub-section: Article I – General
Sub-section: Article II – Organization and Rules of Procedure
Sub-section: Article IV – Code of Ethics
• BOARD MEMBERS’ REPORTS

• SUPERINTENDENT’S REPORT

• SPECIAL ORDER OF BUSINESS  Pg. 20 - 26

➤ ACTION ITEM:

1) Subject:  San Francisco Board of Education Parent Advisory Council

Recommendation:  That the Board of Education appoints to the Parent Advisory Council seven new members, each of whom will serve a two-year term. The new members are:

• Adela Arriaga
• Mareshah Gray
• Liz Jaroslow
• Kim-Shree Maufas
• Karen Reidy Miller
• Richard Reynolds
• Amy Risch

➤ INFORMATIONAL ITEMS:  Initial Proposals (Sunshining of Proposals)

1) Subject:  2004-2005 Initial Proposal from the San Francisco Unified School District to the United Administrators of San Francisco (UASF)

Recommendation:  That the Board of Education presents the Initial Proposal from the San Francisco Unified School District to the United Administrators of San Francisco (UASF).

Public Hearing on this proposal will be held at the Regular Board Meeting of September 14, 2004.

2) Subject:  2004-2005 Initial Proposal from the United Administrators of San Francisco (UASF) to the San Francisco Unified School District

Recommendation:  That the Board of Education presents the Initial Proposal from the United Administrators of San Francisco to San Francisco Unified School District.
Public Hearing on this proposal will be held at the Regular Board Meeting of September 14, 2004.

➤ PUBLIC HEARING AND ADOPTION:

1) **Subject:** 2004-2005 Initial Proposal from San Francisco Unified School District to Local 261, Laborers’

   **Recommendation:** That the Board of Education holds a public hearing and adopts the Initial Proposal from the San Francisco Unified School District to Local 261, Laborers’.

D. DISCUSSION OF OTHER EDUCATIONAL ISSUES

E. RESOLUTIONS OF COMMENDATION

   None

F. CONSENT CALENDAR
   *(The following are all ACTION ITEMS)*

1. Instructional Resolutions

   None

2. Finance Resolutions

   **Pg. 27 - 40**

   2a. *(48-24B1)* Authorization to Submit Applications, to Accept Funds, and to Budget the Amount Awarded

   **Recommendation:** That the Superintendent and/or the Chief Business Officer are authorized by the Board of Education to submit the following grant applications, to accept the following grant awards, and to budget the amount awarded as presented.

   **Applications:**

   1. $24,830 – Northern California Grant Makers to Child Development Program. The District is applying for grant award funds from the 2004 Northern California Summer Youth Project to enhance the summer programs for school-age children. We received the attached award letter stating that we received 34 mini-grant totaling $25,590; however, because of one duplication, the award was reduced to $24,830. The grant funds may be used for educational materials, arts and crafts supplies, recreational and sports equipment, and field trips. The amount
awarded was determined by the number of children served by the center and the nature of the proposed program.

2. $5,000 – A + for Energy to Dr. Martin Luther King Middle School. This grant program will provide a comprehensive curriculum of energy resources for 6th - 8th ML King students and their families in the ML King Community. Resources will include energy kits and activities, computer probe ware, a building energy evaluation, and a Spring Energy Fair for students and families.

**Grant Awards:**

3. $20,667 – California Department of Education to Child Development Program. These funds will be used for the benefit of prekindergarten children to: 1. purchase special, age-appropriate instructional materials, books and equipment to improve prekindergarten program quality; 2. staff development and training activities to enhance the quality of preschool curriculum and instruction; 3. minor renovations and repair to the prekindergarten service area and/or comply with ADA and/or health and safety standards.

4. $279,450 – California Department of Education to Office of Parent Relations. The SFUSD Latino Family Even Start Grant will serve 30 low-income Spanish speaking families with 0-7 year old children. Even Start families to receive a comprehensive family literacy program to include: Early Childhood Education, Parenting information, Parent and Child Together Time and Adult Education. 40 HIPPY (Home Instruction for Parents of Preschool Youngsters) families are interested and committed to working additional monthly hours to increase their capacity as learners and teachers for themselves and their children. This is a multiple-year grant: Year 1 $310,500 (2003-04) Year 2 $279,450 (2004-05) Year 3 $251,505 (2005-06) Year 4 $226,354 (2006-07) Year 5 $203,719 (2007-08).

5. $550,000 – California Department of Education to School Health Programs Department. This is the first year of a 3-year grant award of $1,650,000 which will enable the District to provide after school activities and programs as well as weekend and summer enrichment activities for elementary and middle schools participating in the California 21st Century Community Learning Centers Cohort 2A.

6. $20,000 – California Department of Education to School Health Programs Department. This is a one-time grant award of $20,000.00 which will enable Rosa Parks Elementary School to provide a Family Literacy program as part of the after school activities.

7. $1,257,000 – Department of Children, Youth and Their Families. The purpose of the elementary arts and education program grant is to assist in providing visual and performing arts activities to more than seventy SFUSD elementary schools.

8. $145,000 – California Department of Education to Office of Teachers Affairs. This grant award provides $5,000 each year
for four years (total of $20,000) for National Board Certified teachers who teach in schools with an API of 1-5. This is a state award that the District distributes to teachers.

2b. *(48-24B2) Authorization to Enter into a Contract with Tristar Inc., TPA to Serve as the District’s Workers’ Compensation Claims Administrator*

**Recommendation:** Thank the Board of Education authorizes the Superintendent and/or her designee to enter into an agreement with Tristar, Inc., TPA to serve as Workers’ Compensation claims administrator for the period of October 1, 2004 through June 30, 2005, contract amount not to exceed $1,000,000.00.

2c. *(48-24B3) Authorization to Amend Board Resolution Approved on May 11, 2004 to Notify the State of California Department of Industrial Relations of the District’s Change in Workers’ Compensation Claims Administrator and to Include the Mandatory State Resolution Format*

**Recommendation:** That the Board of Education authorizes the Superintendent and/or her designee to amend and submit the necessary application and State formatted resolution to the Department of Industrial Relations to obtain a Certificate of Consent to Self-Insure.

2d. *(48-24B4) Authorization to Declare Obsolete Computer Monitors, Other Computer Related Accessories, Furniture, Fixtures, Equipment Including Cafeteria Equipment, Instructional Materials and Other Miscellaneous Items as Surplus Property*

**Recommendation:** Pursuant to Board Policy P3262 and Education Code Sections 17545-17555, and Education Code Sections 60510-60530, it is recommended that the Board of Education declare certain furniture, fixture, equipment and obsolete instructional materials no longer suitable for school purposes and delegate the Director of Purchasing the authority to dispose of same be sale, auction and/or disposal or donation using the most cost effective manner.

2e. *(48-24B5) Authorization of Travel for Board Members – Commissioner Eric Mar*

**Recommendation:** That the Board of Education authorizes the District to reimburse Commissioner Eric Mar for expenses that were incurred on July 28 – August 1, 2004 for his attendance at the National Coalition of Education Activists Conference in Philadelphia, Pennsylvania.

2f. *(48-24C2) Authorization for the Award of Bids, Purchase Of and Encumbrance for Supplies, Equipment
and/or Services Over $58,900 or the Statutory Limit Specified in Public Contract Code Section 20111

**Recommendation:** That the Board of Education authorizes the procurement of supplies, equipment, and/or services as summarized.

3. **Buildings, Grounds and Services Resolutions**  
   **Pg. 41 - 48**

3a. **(48-24W1) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program**

   **Recommendation:** That the Board of Education approves this contract between Mobile Modular Management Corporation and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the contract on behalf of the District and to encumber sufficient funds from Capital Facilities Fund (Fund 25).
   20 Cook Street - $15,027

3b. **(48-24W2) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program**

   **Recommendation:** That the Board of Education approves a modification of the contract between Fix Painting Co. and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from 1997 Proposition A Fund (Fund 35/90380). This modification does not exceed the 10% contingency restriction.
   Claire Lilienthal Elementary School - $1,500

3c. **(48-24W3) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program**

   **Recommendation:** That the Board of Education approves a modification of the contract between Fugro West, Inc. and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from 1997 Proposition A Fund (Fund 35/90380). This is a professional service contract, and is not limited to the 10% contingency restriction.
   Parkside/Dianne Feinstein Elementary School - $24,822

3d. **(48-24W4) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program**
Recommendation: That the Board of Education approves a modification of the contract between Quali-Con Enterprise, Inc. and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from Leveraged Real Estate Fund (Fund 21/91010). This is a professional service contract, and is not limited to the 10% contingency restriction.

Bessie Carmichael Elementary School - $19,056

3e. (48-24W5) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approves a modification of the contract between J. A. Gonsalves & Son Construction and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from 1990 School Facility Safety Special Tax Fund (Fund 21/90360). This modification exceeds the 10% contingency restriction.

Spring Valley Elementary School - $4,200

3f. (48-24W6) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approves a modification of the contract between Kin Wo Construction, Inc. and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from 1997 Proposition A Fund (Fund 35/90380). This modification exceeds the 10% contingency restriction.

George Washington High School - $85,840.57

3g. (48-24W7) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approves a modification of the contract between Nibbi Brothers Construction and the San Francisco Unified School District and instructs the Chief Business Officers to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from 1997 Proposition A Fund (Fund 35/90380). This modification does not exceed the 10% contingency restriction.

Parkside/Dianne Feinstein - $48,454

3h. (48-24W8) Authorization to Approve Contracts, Orders for Service, Work Order, and Modifications in Connection with the School Building Program
**Recommendation:** That the Board of Education approves a modification of the contract between Inspection Services, Inc. and the San Francisco Unified School District and instructs the Chief Business Officer to sign all documents necessary for the execution of the modification on behalf of the District and to encumber sufficient funds from Leroy Greene Fund (Fund 35/77135). This is a professional service contract and is not limited to the 10% contingency restriction.
Lowell High School - $93,837.17

4. **Personnel Resolutions**

   **4a.** (48-24E1) Additional Individual(s) Added to Managerial Employee Designation

   **(48-24F1 – F11) Administrative, Secondary, Elementary Certificated Personnel Actions**

   **Recommendation:** That the Board of Education approves the following personnel actions as summarized.

   **4b.** (48-24K1 – K15) Consultant Services Contracts

   **Note:** Contracts with Individuals = Resolutions K1 – K8
   Contracts with Organizations = Resolutions K9 – K15

   **Recommendation:** That the Board of Education approves the following consultant services contracts.

   **K1. Grattan Elementary School** – To serve as Media Specialist to provide audio-video/graphic design services to teachers to aid in integrating multi-media projects within the core curriculum.
   Philip J. Marcoccio - $30,000 – Carryover funds from 02-03 LEP & SI, State & Federal funds 04-05 LEP & SBCP

   **K2. Multilingual Programs Department** – To coordinate CBET Program at Galileo and Mission High Schools, and Cesar Chavez Elementary School for Multilingual Programs Department and/or provide classroom assistance to Adult ESL instructor.
   Various Consultants – Total $38,300 – Federal/State Restricted Fund/Multilingual Programs/CBET

   **K3. Multilingual Programs Department** – To provide adult ESL instruction for Multilingual Program’s Community Based English Tutoring Program located at Tule Elk Children’s Center.
   Henry Louie, Consultant - $1,680 – Federal/State Restricted Fund/Multilingual Programs/CBET/Tule Elk Children Center
K4. **Multilingual Programs Department** – To provide program assistance for Multilingual Program’s Community Based English Tutoring Program.

Vaneska Herrera, Consultant - $17,625 – Federal State/Restricted Fund/Multilingual Programs/CBET

K5. **Multilingual Programs Department** – To provide childcare services and/or classroom assistance for Multilingual Programs Department’s Community Based English Tutoring Program at various sites.

Various Consultants – Total $189,896 – Federal State Restricted Fund/Multilingual Program/CBET

K6. **Multilingual Programs Department** – To provide Adult ESL instruction for Multilingual Program’s Community Based English Tutoring (CBET) Program located at Cesar Chavez and Buena Vista Elementary Schools.

Rita Moran - $37,350 – State Restricted Fund/Multilingual Programs/CBET

K7. **Multilingual Programs Department** – To provide Adult ESL instruction for Multilingual Program’s Community Based English Tutoring (CBET) Program located at Mission High School (in collaboration with the HIPPY Program).

Thomas Kennedy - $21,456 – State Restricted Fund/Multilingual Programs/CBET

K8. **Multilingual Programs Department** – To provide Adult ESL instruction for Multilingual Program’s Community Based English Tutoring (CBET) Program located at Mission High School.

Adolfo Leira - $26,600 – State Restricted Fund/Multilingual Programs/CBET

K9. **Athletic Office** – To provide service as umpires for SFUSD middle school baseball and softball contests to be held at various SF Recreational and Park Facilities.

Northern California Umpires Association (NCUA) - $11,000 – Athletic Office

K10. **Athletic Office** – To provide service as Football Officials for SFUSD high school football contests to be held at various SFUSD high school sites and SF Recreational and Park Facilities.

Northern California Football Officials Association (NCFOA) - $12,000 – Athletic Office


Controller of State of California - $18,000 – Targeted Instructional Improvement Grant (Consent Decree)

K12. **School Health Programs Department** – To plan, construct, and implement all aspects of an in-depth evaluation of various programs in accordance with grant requirements.

Education Grant Program, Student Healthy and Physical Everyday (SHAPE), Shaping Our Lives Everyday (SOLE), High School Tobacco Use Prevention Education, Foster Youth Services, DCYF-Wellness Centers, DCYF-SF TEAM Initiative, CDC Local

K13. **Chief Academic Office / Leadership Development** – To continue providing professional development for the Instructional Reform Facilitator program to impact student achievement at STAR schools. Partners In School Innovation - $55,000 – Consent Decree & CSRD


K15. **Facilities Planning and Development** – To provide the District with Financial Advisor services to issue Bonds approved under Proposition A 2003. Tamalpais Advisors, Inc. - $250,000 – Proposition 39 School Repair Program (Prop A 2003 Bond Program)

4bb. **(46-24K16 – K17) Consultant Services Contracts Amendments Pg. 87 - 90**

Note: Contracts with Individuals = Resolutions - None
Contracts with Organizations = Resolution K16 – K17

Recommendation: That the Board of Education approves the following amendments for consultant services contracts.

K16. **Central Office/General Accounting** – To provide additional services in regards to finalizing the Second Interim report for the State of California. This amendment provides for additional services to finalize the report. Cost of this Amendment: $8,600 Vavrinek, Trine Day & Co., LLP – Total Program Cost To Date: $59,440 – Unrestricted General Fund-General Accounting

K17. **Business Services** – To perform audits for expenses/disbursement, revenues, general ledger, payroll and review and establish audit adjustments and accurate cash and beginning balances for 2004-05 school year and other duties as requested by the Chief Business Officer. This amendment provides for additional financial services necessary for National Science Foundation Grant and closing of the books. Cost of this amendment: $99,000 Kevin Harper, CPA Firm – Total Program Cost To Date: $124,000 – National Science Foundation Grant

G. **CONSENT CALENDAR RESOLUTIONS SEVERED FOR SPEAKERS AND IMMEDIATE ACTION**
H. SUPERINTENDENT’S PROPOSALS

- FIRST READING

➢ 48-24Sp1 – Amendment to Policy Governing the Parent Advisory Council (PAC)

I. BOARD MEMBERS’ PROPOSALS

- FIRST READING

None

• REQUESTS TO SPEAK REGARDING FIRST READINGS

– 10 MINUTES

This part of the Board meeting is set aside for members of the public requesting to address the Board on matters relating to a resolution that is intended to be introduced for First Reading and referred to committee, or a resolution previously referred to or before a committee that has not been returned to the Board for action, and may do so at this time after the introduction of resolutions for First Reading and prior to referral of resolutions to committee. Members of the public may also address the board on a resolution introduced for First Reading at the appropriate committee and full Board upon a resolution’s Second Reading. Because members of the public will have additional opportunities to address the Board on a resolution, the Chair may limit the time for public comment on all resolutions for First Reading to a maximum of ten (10) minutes total and one (1) minute per speaker or as may be reasonable under the circumstances.

J. OTHER INFORMATIONAL ITEMS

None

K. ADJOURNMENT
Per Board Policy P120, the Board meets in Regular Session on the second and fourth Tuesdays of each month at 7:00 p.m. in the Irving G. Breyer Board Meeting Room, 555 Franklin Street, First Floor.

Parking is available through the gate off McAllister Street.

For childcare, please call (415) 241-6493

For general information, please call the same number above.

Excerpts from the Board of Education Rules and Procedures, P120, Article II.

8A.2 The Superintendent and Board Members may introduce resolutions for First Reading during the “Superintendent’s Proposals – First Reading” and “Board Members’ Proposals – First Reading” sections of the agenda, respectively. Upon introduction, the resolution shall automatically be referred to committee. The President shall determine to which committee the resolution shall be referred. The Board may not discuss or take action on a resolution introduced for First Reading at that meeting.

8A.3 Members of the public may address the Board on a resolution that is intended to be introduced for First Reading and referred to committee, or a resolution previously referred to or before a committee that has not been returned to the Board for action, after the introduction of resolutions for First Reading and prior to referral of resolutions to committee. Members of the public may also address the Board on a resolution introduced for First Reading at the appropriate committee and full Board upon a resolution’s Second Reading. Because members of the public will have additional opportunities to address the Board on a resolution, the Chair may limit the time for public comment on all resolutions for First Reading to a maximum of 10 minutes total and 1 minute per speaker or as may be reasonable under the circumstances.

8A.4 The Board may suspend Rule 8A.2 and consider a resolution introduced for First Reading immediately if 5 members of the Board approve such motion and the agenda notifies the public that the resolution may be acted upon immediately at that meeting. If the Board suspends the rules to consider a resolution immediately, members of the public may comment on the resolution before the Board considers the resolution, including the consideration of whether to suspend the rules.

10.1 Each person requesting to address the Board on agenda items calendared for Board action or on matters other than those calendared for Board action shall be granted such requests provided a “Request to Speak” is telephoned into the Office of the Board of Education the Monday or Tuesday of the meeting prior to 4:30 p.m. or given verbally to the Board Assistant prior to 7:00 p.m. on the day of the meeting. Members of the public may speak at a Board meeting, if time permits as is reasonable limited, even if they do not notify the Office of the Board of Education or Board Assistant prior to the meeting. The Chair may reasonably limit the time for public comment.
10.2 Substitution of speakers will not be permitted unless a designated alternate is submitted with the request to speak.

10.3 Maximum time allowed each speaker is two minutes.

10.4 A speaker shall be ruled out of order for failing to speak on the subject matter for which the privilege of the floor was granted.

10.5 Time for total public testimony and/or Board debate shall be limited to 30 minutes unless the time is extended by majority vote and may be continued after all items have been considered.

10.6 Individuals requesting to speak who were held over from a previous meeting shall be the first called at the next regular meeting.

11.4 Debate or action on Board members’ proposals and Superintendent’s proposals upon being duly moved and seconded, unless referred to a committee, shall be held on calendar for Second Reading at the next regularly scheduled meeting of the Board. Discussion on any item on the agenda that has been discussed at a committee meeting shall be limited to 15 minutes unless the time is extended by majority vote.

11.5 The board, by a vote of five members, may declare a Superintendent or Board members’ proposal on the agenda as an emergency. Such emergency matters may be considered and voted upon immediately provided that reasonable opportunity is given for public testimony without the necessity for a “Request to Speak”.

13.1 Pursuant to Government Code Section 54957.9, the President may order the Board meeting room cleared if violence or verbal harassment disrupts the orderly process of the meeting.

13.2 Cardboard, paper or cloth placards may be brought into the Board meeting room only if they are not larger than three feet by three feet and have no wood, metal or other type of holding device.

13.3 No speaker at any meeting of the Board or its committees shall make defamatory or abusive personal remarks, charges or complaints against any officer or employee of the District or against any Board member.

13.4 Charges or complaints against any officer or employee of the District shall be in writing and signed by the person making the charge, and submitted to the legal advisor of the Board. There shall be no public discussion of such matters unless the employee involved requests a public meeting of the Board.

13.5 Smoking is prohibited at meetings of the Board.