MISSION STATEMENT OF THE SFUSD:

The mission of the San Francisco Unified School District is to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential.

DISTRICT GOALS:

(In Accordance with 85-13Sp2 – Proposal to Implement a Strategic Plan. Adopted 5/27/08)

- Access & Equity – Make Social Justice a Reality.
- Student Achievement – Engage High Achieving and Joyful Learners.
- Accountability – Keep Our Promises to Students and Families
ORDER OF BUSINESS
ADJOURNMENT: 10:00 P.M.

ROLL CALL AND PLEDGE OF ALLEGIANCE

SPECIAL ORDER OF BUSINESS (ACTION ITEM)  Pg. 1 - 108

- Annual Re-Adoption of Board of Education Rules and Procedures Series 9000

ELECTION OF OFFICERS – BOARD OF EDUCATION

A. APPROVAL OF BOARD MINUTES

B. PRESENTATIONS TO THE BOARD OF EDUCATION/
SUPERINTENDENT’S REPORT

- Superintendent’s Thoughts for the Evening

C. RECOGNITIONS AND RESOLUTIONS OF COMMENDATION

- Alice Fong Yu Elementary School – National Blue Ribbon Recipient
- Liana Szeto, Principal, Alice Fong Yu Elementary School – Terrel H. Bell Award for Outstanding School Leadership
- Michelle Kyung, Teacher, Washington High School – 2012 Outstanding Teacher of America Award

D. STUDENT DELEGATES’ REPORT

E. PARENT ADVISORY COUNCIL (PAC) REPORT
F. **PUBLIC COMMENT ON CONSENT ITEMS** *(Members of the public shall not be permitted to sever agenda items for discussion. Rather, Board discussion on a consent item shall only occur if the Board or the Superintendent, in their discretion, severs the item for discussion.)*

G. **CONSENT CALENDAR** – SEE EXHIBIT A FOLLOWING SUMMARY PAGES FOR LIST OF ITEMS - Motion/Second; Items Corrected/Withdrawn/Removed for First Reading/Severed. Formal vote taken up in Section N. Severed Items taken up in Section O

H. **SUPERINTENDENT’S PROPOSALS**
   - HELD FOR SPEAKER CARDS AND ACTION

   - **1212-11Sp1** – Adoption of Board Policy (“BP”) 6020 (Parental Involvement), to Conform with Current Law and the Findings of an April, 2012 Federal Program Monitoring Audit

I. **BOARD MEMBER’S PROPOSALS**
   - HELD FOR SPEAKER CARDS AND ACTION

   **NONE**

J. **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 7:30 p.m. or following the item under discussion at the time. 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.

K. **ADVISORY COMMITTEE REPORTS/APPOINTMENTS TO ADVISORY COMMITTEES BY BOARD MEMBERS**

   - San Francisco Elections Commission Report – Board of Education Representative, Catalina Ruiz-Healy
L. SPECIAL ORDER OF BUSINESS

ACTION ITEM:

1. Subject: Instructional Calendar for 2013-2014 School Year

Recommendation: That the Board of Education adopts the 2013-2014 Instructional Calendar.

INFORMATIONAL ITEMS: Initial Proposals (Sunshining of Proposals):


Recommendation: That the Board of Education presents the Initial Proposal for a Successor Collective Bargaining Agreement from the San Francisco Unified School District to the United Administrators of San Francisco.

Public Hearing on this proposal will be held at the Regular Board Meeting of January 22, 2013.

2. Subject: 2012-2013 Initial Proposal for a Successor Collective Bargaining Agreement 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 for a Successor Collective Bargaining Agreement from UASF to San Francisco Unified School District.

Public Hearing on this proposal will be held at the Regular Board Meeting of January 22, 2013.

M. DISCUSSION OF OTHER EDUCATIONAL ISSUES

N. CONSENT CALENDAR RESOLUTIONS –

REMOVED AT PREVIOUS MEETING FOR SECOND READING AND ACTION

O. VOTE ON CONSENT CALENDAR – Moved and Seconded under Section F
P. CONSENT CALENDAR RESOLUTIONS – SEVERED FOR BOARD DISCUSSION AND IMMEDIATE ACTION – SEE EXHIBIT A FOLLOWING SUMMARY PAGES FOR LIST OF ITEMS

Q. SUPERINTENDENT’S PROPOSALS – FIRST READING  Pg. 119
(5 Minutes will be given for total public testimony under this item.)

- 131-8Sp1 – Approval of a Public Education Enrichment Fund Expenditure Plan for School Year 2013-2014

R. BOARD MEMBERS’ PROPOSALS – FIRST READING
(5 Minutes will be given for total public testimony under this item.)

NONE

S. BOARD MEMBERS’ REPORTS – a. Standing Committees; b. Board Delegates to Membership Organizations (NSBA, CSBA, CGCS); c. All other reports by Board Members.

Report from the Augmented Buildings, Grounds, and Services Committee December 17, 2012 – Reporting: Commissioner Emily M. Murase

INFORMATIONAL ITEMS:
1. Update and Presentation on Current Technology Initiatives and Work in SFUSD
2. Discussion on “Creating an Equitable Pathway to Community Contracting and Hiring” (No. 1212-11A3 – Yee/Fewer) Local Hire Resolution and Review of Next Steps

- Rules, Policy, and Legislation Committee
- Budget and Business Services Committee
- Curriculum and Program Committee
- City and School District Select Committee
- Ad Hoc Committee on Personnel Matters/Labor Relations
- Ad Hoc Committee on Student Assignment
- Ad Hoc School District/City College Joint Committee
T. REPORT OF CLOSED SESSION ACTIONS

U. OTHER INFORMATIONAL ITEMS

➢ Informational Notice of Classified Personnel Transactions

V. ADJOURNMENT
EXHIBIT A
CONSENT CALENDAR
(The following are all ACTION ITEMS)

1. Instructional Resolutions

1a. (131-8I1) Approval of Student Travel for International Studies Academy

Recommendation: That the Board of Education approve the student travel of twelve (12) students and two (2) certificated employees to bring history to life, travel builds the foundation that will allow ISA students to succeed in the global society, in Honolulu, Hawaii.

Cost to the District: $1,900

2. Finance Resolutions

2a. (131-8B1) Authorization to Submit Applications, to Accept Funds, and to Budget the Amount Awarded

Recommendation: That the Superintendent and/or the Chief Financial Officer be 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.

Awards:

1. $10,000 – Charles A. Becker Foundation to Sheridan Elementary School. Funds will allow Sheridan to augment the hours for existing literacy specialist. This will expand opportunities for our staff person to work with children in intervention groups and to work with staff to develop classroom practices that promote literacy for all children.

2. $90,460 – San Francisco School Alliance to PreK-12 Sites. The purpose of the grant is to pay for release days (substitutes) and extended hours for teachers K-12 who will spend full days studying the content, pedagogy, and assessment implications of implementing the CCSSS-M in their schools. They will also prepare to transfer this knowledge to their colleagues during staff meetings at their respective school sites. They will spend time planning their work for next year as a cohort of early implementers.

3. $150,000 – William and Flora Hewlett Foundation to KALW. Funds from this grant will support KALW’s continued coverage of San Francisco and Bay Area arts community primarily on the station’s ‘Crosscurrents’ program along with the station’s online content.
2b. **Authorization for Budget Transfers for Fiscal Year 2012-2013 Budget**

**Recommendation:** That the Superintendent recommends changes to the FY 2012-2013 Budget as adopted by the Board of Education on June 26, 2012. The budget is revised periodically as new information is received or when the assumptions on which the adopted budget was developed change. Administration recommends the following budget revision as presented.

Restricted and Unrestricted General Funds (Fund 01)

2c. **Authorization to Accept the San Francisco Unified School District Audit Report for the Year Ended June 30, 2012**

**Recommendation:** That the Board of Education accepts the San Francisco Unified School District's Audit Report for the year ended June 30, 2012.

2d. **Authorization for Amend Resolution #1210-9B3 to Enter into a Memorandum of Understanding (MOU) with the San Francisco Society for the Prevention of Cruelty to Animals (SPCA)**

**Recommendation:** That the Board of Education of the San Francisco Unified School District authorize the amendment of Resolution #1210-9B3, which allows the Superintendent and/or his designee to enter into MOU with the Society for the Prevention of Cruelty to Animals (SPCA), for services focused on English Language Arts development. This amendment clarifies that services will be provided at the following additional school site at no cost to the District: Moscone Elementary School.

2e. **Authorization for Amend Resolution #1211-13B7 to Enter into a Memorandum of Understanding (MOU) with the Alonzo King Lines Ballet**

**Recommendation:** That the Board of Education of the San Francisco Unified School District authorize the amendment of Resolution #1211-13B7, which allows the Superintendent and/or his designee to enter into MOU with the Alonzo King Lines Ballet, for weekly dance classes. This amendment clarifies that services will be provided at the following additional school site at no cost to the District: Presidio Middle School.

2f. **Authorization to Enter into a Memorandum of Understanding (MOU) with EverFi**

**Recommendation:** That the Board of Education authorize the Superintendent and/or his designee to enter into a MOU with EverFi for Software Services.

2g. **Approval of the San Francisco Unified School District Memoranda of Authority with Community Based Organizations**

**Recommendation:** That the Board of Education approves the Memoranda of Authority entered into between the San Francisco Unified School District and Community Based Organizations and Agencies. A list of the Memoranda of Authority has been attached to the Resolution.
2h. (131-8C2) Authorization for the Award of Bids, Purchase of and Encumbrance for Supplies, Equipment and/or Services Over $81,000 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

3a. (131-8W1) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approve a contract modification between Cal Pacific Construction, Inc. (Cal Pacific) and the San Francisco Unified School District for an amount not to exceed $146,107 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.
Francisco Middle School - $146,107

3b. (131-8W2) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approve this modification between AECOM Technical Services Inc. and the San Francisco Unified School District for an amount not to exceed $59,776 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from 2011 Proposition A Facilities Bond Program Fund.
Program Wide - Various Sites - $59,776

3c. (131-8W3) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approve this contract modification between Zolman Construction & Development and the San Francisco Unified School District for an amount not to exceed $61,847 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from Proposition A School Repair Program Fund.
Ulloa Elementary School - $61,847
3d. **(131-BW4) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this modification to the Master Agreement between Swinerton Management and Construction and the San Francisco Unified School District for an amount not to exceed $842,387 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.  
Monroe Elementary School - $842,387

3e. **(131-BW5) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this modification to the Master Agreement between Millennium Consulting Associates ("MECA") and the San Francisco Unified School District for an amount not to exceed $29,152.10 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.  
Ulloa Elementary School - $29,152.10

3f. **(131-BW6) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this modification to the Master Agreement between ENGEO and the San Francisco Unified School District for an amount not to exceed $19,500 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.  
Miraloma Elementary School - $19,500

3g. **(131-BW7) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this modification to the Master Agreement between Treadwell & Rollo/Langan Company and the San Francisco Unified School District for an amount not to exceed $1,450 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.  
Monroe Elementary School - $1,450
3h. **(131-8W8) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

Recommendation: That the Board of Education approve this modification to the Master Agreement between McCarthy Building Companies, Inc. (McCarthy) and the San Francisco Unified School District for an amount not to exceed $37,880 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

Creative Arts Charter at Golden Gate - $37,880

3i. **(131-8W9) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

Recommendation: That the Board of Education approve this modification to the Master Agreement between Vanir Construction Management and the San Francisco Unified School District for an amount not to exceed $125,906 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

Sarah B. Cooper Campus - $125,906

3j. **(131-8W10) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

Recommendation: That the Board of Education approve this Master Agreement modification between Sensible Environmental Solutions (SES) and the San Francisco Unified School District for an amount not to exceed $57,084 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

Monroe Elementary and Miraloma Elementary Schools - $57,084

3k. **(131-8W11) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

Recommendation: That the Board of Education approve this Master Agreement modification between Pacific Engineering & Construction, Inc. and the San Francisco Unified School District for an amount not to exceed $1,975 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

Gordon J. Lau Elementary School - $1,975
31. **(131-8W12) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this contract between JUV Inc. and the San Francisco Unified School District for an amount not to exceed $1,669,000 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund. In the event the District is not able to enter into a contract with JUV Construction, it will award to the next lowest, most responsive and responsible bidder, or the District may elect to re-bid the project.

Sarah B. Cooper Campus - $1,669,000

3m. **(131-8W13) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this contract for professional facility consulting services to prepare and update the District-wide demographic analysis, enrollment forecasts and CTIP boundaries for the District between Lapkoff & Gobalet Demographic Research, Inc., Berkeley, Ca. and the San Francisco Unified School District (SFUSD), and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of this agreement.

Demographic District-Wide Enrollment Forecast Study - $85,000

3n. **(131-8W14) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this contract between Mobile Modular Management Corporation and the San Francisco Unified School District for an amount not to exceed $44,700 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

Monroe Elementary School - $44,700

3o. **(131-8W15) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program**

**Recommendation:** That the Board of Education approve this Master Agreement between Elmast Construction & Inspections Services and the San Francisco Unified School District for an amount not to exceed $46,500 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

Sarah B. Cooper Campus - $46,500
3p. (131-8W16) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approve this contract between Sensible Environmental Solutions, Inc. and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the Capital Facilities Fund.
E.R. Taylor Elementary School - $5,738

3q. (131-8W17) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approve this contract between Mechanical Design Studio and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the Capital Facilities Fund.
E.R. Taylor Elementary School - $7,900

3r. (131-8W18) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approve this contract between Professional Services Industries, Inc. and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the 1990 School Facility Safety Special Tax Fund and Capital Facilities Fund.
Marina Middle School - $7,711

3s. (131-8W19) Authorization to Approve Contracts, Orders for Service, Work Orders, and Modifications in Connection with the School Building Program

Recommendation: That the Board of Education approve this contract between McGinnis Chen Associates and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the Deferred Maintenance Fund.
Claire Lilienthal Elementary School - $17,500

4. Personnel Resolutions

4a. (131-8F1 – F11) Administrative, Secondary, Elementary Certificated Personnel Actions

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

**K1. Curriculum & Instruction** – To make science, technology, engineering, and mathematics more relevant to students, by providing them with real-world experiences.

Jamie Almanzan - $36,000 – Unrestricted General Fund

**K2. Argonne Alternative School** – To provide an Artist-in-residency program and workshops in choral, to K-5th grade students.

San Francisco Arts Education Project - $1,187 – PEEF: Prop H, Arts & Music

**K3. Raoul Wallenberg High School** – To prepare the California Healthy Kids Survey for students, families, and staff with a goal of a 60% return rate.

Education, Training, and Research, ETR - $5,307 – Safe and Supportive Schools Programmatic Intervention

**K4. Student, Family & Community Support Department** – To provide one-on-one after school tutoring services to students as while as overall management and operation of the program, including programmatic and fiscal accountability in accordance with grant guidelines at Sherman Elementary.

Reading Partners - $15,000 – After School Education and Safety Programs (ASES)

**K5. Student, Family & Community Support Department** – To update the STEPs Curriculum used by SFUSD 7th and 8th grade students.

Pathways Consultants - $23,908 – DCYF: San Francisco Promise

**K6. Superintendent’s Zone – Mission – Buena Vista Horace Mann School** – To provide direct coaching and support to staff to increase their reflection and awareness about race, class, language, gender and power as it relates to and between themselves, their peers and their students.

San Francisco Coalition of Essential Small Schools - $40,000 – NCLB: ARRA Title I, School Improvement Grant (SIG)

**K7. Superintendent’s Zone – Mission – Mission High School** – To deliver a tested three-part financial education series to students, support them opening savings accounts, and participate in Mission SF’s MY Path savings program.

Mission SF Community Financial Center - $39,096.32 – NCLB: ARRA Title I, School Improvement Grant (SIG)

**K8. Superintendent’s Zone – Mission – Buena Vista Horace Mann School** – To provide on-site before and after school programming for K-5th grade students.

Buena Vista Child Care, Inc. - $33,688 – NCLB: ARRA Title I, School Improvement Grant (SIG)
K9. **Payroll Department** – To assist in the collection of overdue monies.
San Francisco City & County – Department of Treasurer and Tax Collector’s Bureau of Delinquent Revenue (BDR) - $25% of fees collected – Unrestricted General Fund

K10. **Student, Family and Community Support Department** – To provide on-site trauma-informed mental health services to students impacted by traumatic event at Bret Harte Elementary School.
UCSF HEARTS - $89,894 – SSSD: DCYF-Mayor’s Wellness Program, Recovered Funds

4bb. **(131-8K11 – K23) Consultant Services Contracts Amendments**

*Note: Contracts with Individuals = Resolution K11 – K13
Contract with Organizations = Resolutions K14 – K23*

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

K11. **Curriculum and Instruction/Multilingual Pathways Department** – To support Japanese assessments, curriculum implementation and teacher support. (This K Resolution requests the Board to authorize approval of the contract with an explicit waiver of Policy P3850 as per the attached memorandum.) The purpose for this amendment is to increase total amount, hours, schools and funding source to cover cost of services.
Cost of this Amendment - $878.10
Akiyo Yokoi – Total Program Cost to Date - $4,112.10 – UGF/AB825 – Targeted Instructional Improvement Block Grant

K12. **Superintendent’s Zone – Bayview** – To provide professional development and onsite coaching for Bayview Zone principals, coaches and teachers in the area of Balanced Literacy. The purpose for this amendment is for a change in funding source.
Cost of this Amendment – $0
Adria Klein – Total Program Cost to Date - $50,000 – UGF/AB825 – Targeted Instructional Improvement Block Grant, NCLB: Title I, School Improvement Grant (SIG) PCA 15127 and PCA 15020

K13. **Visual and Performing Arts Department** – To provide art programs at SFUSD schools. The purpose for this amendment is to delete and add artist consultants and organizations to the Elementary Arts Programs master list.
Cost of this Amendment – $0
Deleting Rebecca Weisser and adding Various Consultants – Total Program Cost to Date - $548,423.90 – Elementary Arts Program

K14. **Superintendent’s Zone – Bayview – Bret Harte Elementary School** – To provide a safe, healthy and inclusive play and physical activity program for Bret Harte students. The purpose for this amendment is for additional fees for services.
Cost of this Amendment – $5,000
Playworks – Total Program Cost to Date - $32,000 – UGF/AB825 – Targeted Instructional Improvement Block Grant
K15. **Curriculum and Instruction/Multilingual Pathways Department** – To provide professional development to teachers from targeted schools. The purpose for this amendment is to add additional schools.

Cost of this Amendment – $0

California Reading and Literature Project – Total Program Cost to Date - $70,000 – Title III Immigrant Education

K16. **State & Federal Funded Programs** – To provide reading and/or math instruction to qualified students attending NCLB/ESEA Private School Programs at St. Peter’s. The purpose for this amendment is to change the funding source year.

Cost of this Amendment – $0

Catapult Learning West, LLC – Total Program Cost to Date - $51,154.76
- NCLB: Title I, Part A, Basic Student Services, Public & Private Schools
- NCLB: Title I, Part A, Basic Grant, Low-Income & Neglected

K17. **State & Federal Funded Programs** – To provide reading and/or math instruction to qualified students attending NCLB/ESEA Private School Programs at School of the Epiphany. The purpose for this amendment is to change the funding source year.

Cost of this Amendment – $0

Catapult Learning West, LLC – Total Program Cost to Date - $72,243.74
- NCLB: Title I, Part A, Basic Student Services, Public & Private Schools
- NCLB: Title I, Part A, Basic Grant, Low-Income & Neglected

K18. **State & Federal Funded Programs** – To provide reading and/or math instruction to qualified students attending NCLB/ESEA Private School Programs at St. Philip. The purpose for this amendment is to change the funding source year.

Cost of this Amendment – $0

Catapult Learning West, LLC – Total Program Cost to Date - $13,434.12
- NCLB: Title I, Part A, Basic Student Services, Public & Private Schools
- NCLB: Title I, Part A, Basic Grant, Low-Income & Neglected

K19. **Student, Family & Community Support Department** – To provide educational assessments and tutoring services to SFUSD foster youth students. The purpose for this amendment is for additional services to students.

Cost of this Amendment – $15,702.48

Educational Tutorial Services – Total Program Cost to Date - $95,702.48
- Foster Youth in Licensed Foster Homes

K20. **Student, Family & Community Support Department** – To provide, as lead agency, management, operation, and accountability of the after school program, in agreement to base grant(s) guidelines, at Bessie Carmichael Elementary School. The purpose for this amendment is for additional services to students.

Cost of this Amendment – $19,063.80

Embarcadero YMCA – Total Program Cost to Date - $38,250 – NCLB: Title IV, Part B, 21st Century Community Learning Centers
K21. **Student, Family & Community Support Department** – To provide, as lead agency, management, operation, and accountability of the after school program, in agreement to base grant(s) guidelines, at Guadalupe Elementary School. The purpose for this amendment is for additional services to students.

Cost of this Amendment – $18,803
Bay Area Community Resources – Total Program Cost to Date - $33,277
– NCLB: Title IV, Part B, 21st Century Community Learning Centers

K22. **Information Technology Department** – To provide technical guidance to the FAST project team on the ins and outs of PeopleSoft. The purpose for this amendment is to change the funding source year.

Cost of this Amendment – $0
Metaformers, Inc. – Total Program Cost to Date - $180,000 – Prop A – Technology Upgrades

K23. **Information Technology Department** – To provide a hosted web-based ticketing system for SFUSD employees. The purpose for this amendment is to change dates of service.

Cost of this Amendment – $0
Zendesk – Total Program Cost to Date - $52,569 – Prop A – Technology Upgrades
Per Board Rules and Procedures Series 9000, the Board meets in Regular Session on the second and fourth Tuesdays of each month at 6:00 p.m. in the Irving G. Breyer Board Meeting Room, 555 Franklin Street, First Floor. Parking is available through the gate off McAllister Street.

The Board Agenda is posted and its contents are made available for public view in the Lobby of the SFUSD Administrative Building at 555 Franklin Street on the Friday before each regular meeting. A copy of the complete Agenda is also available in the Office of the Board of Education, Room 106, at the same address. Additional documents which are distributed to at least a majority of the Board after the publication of the Agenda and relate to items on the Agenda are available for public view in Room 106 at the time of distribution to the commissioners. Additional documents distributed to the Board during the meeting can be viewed at the meeting (if prepared by the District) or after the meeting (if prepared by some other person) by directing your request to the Executive Assistant to the Board.

Since 2010, childcare at the Regular Meetings of the Board of Education is no longer available. Children, supervised by an adult, are welcome to attend meetings of the Board of Education.

Translation services in Spanish and Chinese are available at Regular Meetings of the Board of Education. Adequate notice and request must be given to the Office of the Board of Education for other languages.
INFORMATION ON DISABILITY ACCESS TO MEETINGS OF THE BOARD OF EDUCATION

SAN FRANCISCO UNIFIED SCHOOL DISTRICT GENERAL ADMINISTRATIVE OFFICES
555 FRANKLIN STREET, SAN FRANCISCO, CA 94102
(THE IRVING G. BREYER BOARD MEETING ROOM IS WHEELCHAIR ACCESSIBLE.)

MUNI:
ACCESSIBLE MUNICIPAL LINES ARE:
• 47 VAN NESS ON VAN NESS AVENUE
• 71 AND 71L ON MARKET STREET
• F LINE ON MARKET STREET (SURFACE)
• J, K, L, M, & N LINES (SUBWAY)
• FOR ADDITIONAL INFORMATION ABOUT MUNI ACCESSIBLE SERVICES, CALL (415) 701-4485 OR (415) 923-6142.

BART: CIVIC CENTER BART STATION

PARKING: ACCESSIBLE PARKING IS AVAILABLE.
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AMERICAN SIGN LANGUAGE:
INTERPRETERS AND FM AMPLIFICATION SYSTEM WILL BE PROVIDED UPON REQUEST IF YOU MAKE ARRANGEMENTS AT LEAST SEVENTY-TWO (72) HOURS IN ADVANCE BY CALLING (415) 355-7364.

IT IS REQUESTED THAT INDIVIDUALS REFRAIN FROM WEARING PERFUME OR OTHER SCENTED PRODUCTS IN ORDER TO ALLOW THOSE WITH ENVIRONMENTAL ILLNESSES OR MULTIPLE CHEMICAL SENSITIVITY TO ATTEND THE MEETINGS OF THE BOARD OF EDUCATION.
SUBJECT: Annual Readoption of Board of Education Rules and Procedures

REQUESTED ACTION: That the Board of Education of the San Francisco Unified School District readopts its Rules and Procedures (Series 9000).

BACKGROUND: The Board's Rules and Procedures, outlined in Series 9000, include a provision (Section 9100 #6) that the Board review and readopt its Rules and Procedures at the first Regular Board Meeting of each year.
ROLE OF THE BOARD

The Board of Education was established and exists by virtue of the Education Code and the Charter of the City and County of San Francisco.

Section 8.100 of the City Charter provides as follows:

The Unified School District shall be under the control and management of a Board of Education composed of seven members who shall be elected by the voters of the Unified School District. A student representative shall serve on the Board in accordance with state law. No member of this Board shall be eligible to serve on the Governing Board of the Community College District. The compensation for each member shall be $500 per month. The terms of office in effect for Board members on the date this Charter is adopted shall continue.

Pursuant to Education Code 1000, the Board also serves as the County Board Of Education.

As allowed by state law, the Board has two student members. (Education Code 35012)

(cf. 9150 - Student Delegates)

The Board has been elected by the community to provide leadership and citizen oversight of the district. The Board shall ensure that the district is responsive to the values, beliefs, and priorities of the community.

The Board shall appoint a Superintendent of schools as the chief administrative officer of the district and may delegate to the Superintendent all administrative authority within its power, except for those related to the appointment, evaluation and removal of the Superintendent, and except for those powers which the Board may not delegate under the Education Code.

The Board shall work with the Superintendent to fulfill its major responsibilities, which include setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

Legal Reference:

EDUCATION CODE

5304 Duties of governing board (re school district elections)

12400-12405 Authority to participate in federal programs

17565-17592 Board duties re property maintenance and control
33319.5 Implementation of authority of local agencies

35000 District name

35010 Control of district; prescription and enforcement of rules

35020-35046 Officers and agents

35100-35351 Governing boards, especially:

35160-35185 Powers and duties

35291 Rules

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance

Professional Governance Standards, November 2000

School Board Leadership: The Role and Function of California's School Boards, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

The Key Work of School Boards, 2000

WEB SITES

CSBA: http://www.csba.org

CSBA Governance Institute: http://www.csba.org/gi

National School Boards Association: http://www.nsba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: April 24, 2012 San Francisco, California
San Francisco USD | 9000 | BB 9005 Board Bylaws

**Board Rules and Procedures**

**GOVERNANCE STANDARDS**

The Board of Education believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

(cf. 9000 - Role of the Board)

(cf. 9270 - Conflict of Interest)

The Board expects its members to work with each other and the Superintendent to ensure that a high-quality education is provided to each student. Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education
3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community
4. Act with dignity, and understand the implications of demeanor and behavior
5. Keep confidential matters confidential
6. Participate in professional development and commit the time and energy necessary to be an informed and effective leader
7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff
8. Understand that authority rests with the Board as a whole and not with individuals

Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

http://www.gamutonline.net/DisplayPolicy/745347/9
1. Keep the district focused on learning and achievement for all students

2. Communicate a common vision

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

3. Operate openly, with trust and integrity

4. Govern in a dignified and professional manner, treating everyone with civility and respect

5. Govern within Board-adopted policies and procedures

(cf. 9310 - Board Policies)

6. Take collective responsibility for the Board's performance

7. Periodically evaluate its own effectiveness

(cf. 9400 - Board Self-Evaluation)

8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations

(cf. 1220 - Citizen Advisory Committees)

(cf. 9323 - Meeting Conduct)

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35160 Board authority to act in any manner not conflicting with law

35164 Actions by majority vote

GOVERNMENT CODE

1090 Financial interest in contract

1098 Disclosure of confidential information

1125-1129 Incompatible activities

54950-54963 The Ralph M. Brown Act

87300-87313 Conflict of interest code

Management Resources:

http://www.gamutonline.net/DisplayPolicy/745347/9
CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: http://www.csba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
San Francisco USD | 9000 | BB 9010 Board Bylaws

**Board Rules and Procedures**

**PUBLIC STATEMENTS**

The Board of Education recognizes the rights of Board members to freely express their views and encourages open discussion of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district.

When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

All public statements authorized to be made on behalf of the Board shall be made by the Board President or, if appropriate, by the Superintendent or other designated representative.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9200 - Limits of Board Member Authority)

Legal Reference:

**EDUCATION CODE**

35010 Control of district; prescription and enforcement of rules

**GOVERNMENT CODE**

54960 Actions to stop or prevent violation of meeting provisions

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California

http://www.gamutonline.net/DisplayPolicy/745348/9
Board Rules and Procedures

DISCLOSURE OF CONFIDENTIAL/PRIVILEGED INFORMATION

The Board of Education recognizes the importance of maintaining the confidentiality of information acquired as part of a Board member's official duties. Confidential/privileged information shall be released only to the extent authorized by law.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

Disclosure of Closed Session Information

A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. (Government Code 54963)

Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session. (Government Code 54963)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall not take any action against any person for disclosing confidential information, nor shall the disclosure be considered a violation of the law or Board policy, when the person is:

(Government Code 54963)

1. Making a confidential inquiry or complaint to a district attorney or grand jury concerning a perceived violation of law, including disclosing facts necessary to establish the illegality or potential illegality of a Board action that has been the subject of deliberation during a closed session

2. Expressing an opinion concerning the propriety or legality of Board action in closed session, including disclosure of the nature and extent of the illegal or potentially illegal action

3. Disclosing information that is not confidential

Other Disclosures

A Board member shall not disclose, for pecuniary gain, confidential information acquired in the course of his/her official duties. Confidential information includes information that is not a public record subject to disclosure under the Public Records Act, information that by law may not be
disclosed, or information that may have a material financial effect on the Board member. (Government Code 1098)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 5125 - Student Records)

Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities. (Government Code 1098)

Legal Reference:

EDUCATION CODE

35010 Power of governing board to adopt rules for its own governance

35146 Closed session

EVIDENCE CODE

1040 Privilege for official information

GOVERNMENT CODE

1098 Public officials and employees re confidential information

3549.1 Meeting and negotiating in public educational employment

6250-6270 Inspection of public records

54950-54963 Brown Act, especially:

54956.8 Open meeting laws

54956.9 Closed meeting for pending litigation

54957 Closed session; "employee" defined; exclusion of witnesses

54957.1 Subsequent public report and rollcall vote; employee matters in closed session

54957.5 Public records

54957.6 Closed session; representatives with employee organization

54957.7 Reasons for closed session

54963 Confidential information in closed session

ATTORNEY GENERAL OPINIONS

Management Resources:

CSBA PUBLICATIONS

Professional Governance Standards, November 2000
Maximizing School Board Leadership, 1996

WEB SITES

CSBA: http://www.csba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

BOARD MEMBER ELECTRONIC COMMUNICATIONS

The Board of Education recognizes that electronic communication among Board members and between Board members, district administration, and members of the public is an efficient and convenient way to communicate and expedite the exchange of information and to help keep the community informed about the goals, programs, and achievements of the district and its schools. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting.

(cf. 1100 - Communication with the Public)

(cf. 6020 - Parent Involvement)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent or Superintendent's designee in accordance with Board Rules and Procedures and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the press shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3320 - Claims and Actions Against the District)

http://www.gamutonline.net/DisplayPolicy/745350/9
In order to minimize the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.

Board members may use electronic communications to discuss matters other than district business with each other, regardless of the number of members participating in the discussion.

Like other writings concerning district business, a Board member's electronic communication may be subject to disclosure under the California Public Records Act.

Legal Reference:

EDUCATION CODE
35140 Time and place of meetings
35145 Public meetings
35145.5 Agenda; public participation; regulations
35147 Open meeting law exceptions and applications

GOVERNMENT CODE
11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54952.2 Meeting, defined
54953 Meetings to be open and public; attendance
54954.2 Agenda posting requirements, board actions

Management Resources:
CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2006

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS


WEB SITES

CSBA: http://www.csba.org

CSBA, Agenda Online:
http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx

Institute for Local Government: http://www.cacities.org/index.jsp?zone=ilsg

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
ANNUAL ORGANIZATIONAL MEETING

The Board of Education shall hold an annual organizational meeting in January of each year, as required by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president and a vice president from its members. Each shall serve a one-year term.

2. Authorize signatures

3. Develop a schedule of regular meetings for the year

4. Develop a Board calendar for the year

5. Designate Board representatives

6. Adopt the Board rules for the year as the first agenda item of the annual meeting.

(cf. 9140 - Board Representatives)

(cf. 9320 - Meetings and Notices)

(cf. 9224 - Oath or Affirmation)

Legal Reference:

EDUCATION CODE

5017 Term of Office

35143 Annual organizational meeting date, and notice

35145 Public meetings

GOVERNMENT CODE

54953 Meetings to be open and public; attendance

ATTORNEY GENERAL OPINIONS


Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

TERMS OF OFFICE

The Board of Education shall consist of seven members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each odd-numbered year.

Except in the case of an appointment or election to fill a vacancy, the term of office of each Member of the Board of Education shall commence at 12:00 noon on the eighth day of January following the date of the election. (San Francisco City Charter section 13.101.)

Members of the Board of Education shall be elected as follows: At a statewide election in 1996 and every fourth year thereafter, four Members of the Board of Education shall be elected. At a statewide election in 1998 and every fourth year thereafter, three Members of the Board of Education shall be elected. (Id.)

A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360; Education Code 5017)

(cf. 9220 - Board of Education Elections)
(cf. 9223 - Filling Vacancies)
(cf. 9224 - Oath or Affirmation)
(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

SAN FRANCISCO CITY CHARTER
8.100 Unified School District
13.100 City and County Elections
13.101 Terms of Elective Office
13.101.5 Vacancies
14.103 Recall
15.105 Suspension and Removal

EDUCATION CODE
5000-5033 Election of school district board members
35010 Control of district

http://www.gamutonline.net/DisplayPolicy/745352/9
35012 Board members; number, election and terms

35107 Eligibility

GOVERNMENT CODE

1302 Continuance in office until qualification of successor

1303 Exercising functions of office without having qualified

1360 Necessity of taking constitutional oath

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

PRESIDENT

The Board of Education shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9100 - Organization)

Except for meetings of the Committee of the Whole and Closed Session, the President shall preside at all Board meetings or designate another Member to preside. The President shall:

1. Call the meeting to order at the appointed time

2. Announce the business to come before the Board in its proper order

3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act

4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference

5. Explain what the effect of a motion would be if it is not clear to every member

6. Restrict discussion to the question when a motion is before the Board

7. Rule on issues of parliamentary procedure

8. Put motions to a vote, and state clearly the results of the vote

9. Be responsible for the orderly conduct of all Board meetings

10. The President shall conduct meetings in a fair and even handed manner and shall model and encourage adherence to the Board's governance standards.

(cf. 9323 - Meeting Conduct)

(cf. 9005 - Governance Standards)

The President shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board

2. Consulting with the Superintendent or designee on the preparation of the Board's agendas
3. Working with the Superintendent to ensure that Board members have necessary materials and information

4. Appointing the membership of all committees and designating the chair

5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law

6. Represent the district as governance spokesperson, in conjunction with the Superintendent

7. Designating members to represent the Board at various educational boards, local, and membership organizations.

The President shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

In the absence of the President, the Vice-President shall perform all the duties of the President. In the absence of the President and Vice-President, the senior member shall perform all of the duties of the President.

In the event the President leaves office before completing a full term, the Vice-President shall assume the office of President for the remainder of the term, and the Board by majority vote, shall select a new Vice-President for the remainder of the term.

Legal Reference:

EDUCATION CODE
35022 President of the board
35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE
54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS
Board Presidents' Handbook, revised 2002
CSBA Professional Governance Standards, 2000

http://www.gamutonline.net/DisplayPolicy/745353/9
Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: http://www.csba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
San Francisco USD | 9000 | BB 9121.1 Board Bylaws

Board Rules and Procedures

VICE PRESIDENT

In addition to performing the duties of the Board of Education's President in the President's absence, and assuming the office of the President in the event the president leaves office before his/her term is expired, pursuant to Board Rules and Procedures 9121, the Vice President shall also preside at all meetings of the Committee of the Whole, Closed Session and at other meetings as designated by the President in accordance with Board rules.

(cf. 9121 - President)

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
**Board Rules and Procedures**

**SECRETARY**

The Board of Education shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
   
   (cf. 9322 - Agenda/Meeting Materials)
2. Record, distribute and maintain the Board minutes
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Notify all members of meetings
7. Perform other duties as assigned by the Board
   
   (cf. 2111 - Superintendent Governance Standards)

Legal Reference:

**EDUCATION CODE**

35025 Secretary and bookkeeper
35143 Annual organizational meetings; dates and notice
35250 Duty to keep certain records and reports

**GOVERNMENT CODE**

54950-54963 Ralph M. Brown Act

Management Resources:

**CSBA PUBLICATIONS**

CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996

**WEB SITES**

http://www.gamutonline.net/DisplayPolicy/745355/9
CSBA: http://www.csba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
The Board of Education recognizes the complex legal environment in which the district operates. In order to meet the district's legal needs, the Board shall appoint in-house Legal Counsel, hired as an employee, to provide legal services to the Board, Superintendent, and officers and employees on matters of district business. The duties of the Legal Counsel may include:

1. Providing legal services, information and advice to the Superintendent, the Board, and officers and employees of the school district on matters of district business;

2. Serving as the legal counsel of the Superintendent, the Board, and officers and employees on matters of district business in the preparation and conduct of school district litigation and administrative proceedings;

3. Rendering advice in relation to school bond and tax increase measures and supervising the preparation of all legal papers and forms necessary for the voting of these measures;

4. Performing any other legal and/or administrative duties on matters of district business as assigned by the Board or Superintendent or designee.

Legal Reference:

EDUCATION CODE

35041 Administrative adviser
35041.5 Legal counsel
35161 Powers and duties of governing board
35200-35214 Liabilities, especially:
35204 Contract with attorney in private practice
35205 Contract for legal services

GOVERNMENT CODE

814-895.8 Liability of public entities and public employees
995-996.6 Defense of public employees
26520 Legal services to school districts
53060 Special services and advice

Management Resources:

http://www.gamutonline.net/DisplayPolicy/745356/9
CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS


WEB SITES

CSBA: http://www.csba.org

California Council of School Attorneys: http://www.csba.org/LegislationAndLegal/Legal/CaliforniaCouncilOfSchoolAttorneys.aspx

National School Boards Association: http://www.nsba.org

State Bar of California: http://www.calbar.ca.gov

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

BOARD COMMITTEES

The Board of Education may establish Board committees as necessary. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When its duties have been completed, the committee shall be dissolved.

(cf. 1220 - Citizen Advisory Committees)

The president shall appoint three Board members to each committee whether standing or ad hoc and shall designate the chair. A standing committee, where possible, shall not share a common majority of members with any other standing committee.

A quorum for committee meetings shall consist of two of the designated members of the committee.

There shall be four standing committees of the Board: Budget and Business Services; Buildings Grounds, and Services; Curriculum and Program; and Rules, Policy and Legislation.

Committee meetings shall begin promptly at their designated starting time. If the committee Chair is not present to convene the committee meeting and assuming that there is a quorum of the committee, the longest serving Board member on the committee shall call the meeting to order no later than 10 minutes after the designated start time. In the Chair's absence, the member who has served the longest on the Board shall serve as the Chair of the Committee.

Board committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.

Meetings of standing or ad hoc committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the Board. (Government Code 54954)

The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Agenda

The agenda of the committee meeting shall be prepared by the chair of the committee and the staff liaison designated by the Superintendent to insure that both the Superintendent and the Board members are aware of items placed on the agenda. Items may be placed on the agenda by referral from the Board at a Regular Meeting, or directly by the Superintendent or by the chair of the committee, including a request from committee members.
Items referred from the Board shall be heard by the committee at the committee's next scheduled meeting for which adequate Brown Act notice can be made. The chair, at his or her discretion, may delay placing an item on the agenda for one meeting.

Every agenda for standing committee meetings shall provide members of the public with the right to address the Committee on any item of interest to the public that is within the subject matter jurisdiction of that Committee. Furthermore, the committee in its consideration of items on the agenda shall hear public comment. The committee chair shall determine if the public comment shall be made before or during the legislative body's consideration of that item during the meeting. Members of the public may offer public comment.

Items that are approved by a majority of the committee shall be forwarded to the full Board. If committee approval is not given, the item shall be referred to the full Board without recommendation. All items returned to the Board by committee shall be agendized on the first regular meeting of the Board for which adequate Brown Act notice may be given.

City and School District Select Committee

The Board of Supervisors of the City and County of San Francisco and the Board of Education of the San Francisco Unified School District have created the City and School District Select Committee for the purpose of advancing their mutual interest and problem-solving relative to policy matters that affect the City and the School District, their respective employees and departments, the District students and the families of students. Mutual policy matters of interest, include, but are not limited to: facilities; funding issues; City department, protocols and programs that directly impact the School District, its students or their families; transportation; and homelessness.

The City and School District Select Committee shall be comprised of three members of the Board of Supervisors and three members of the Board of Education. The president of the Board shall appoint three of its members to serve on the City and School District Select Committee. The Board of Supervisors and the Board of Education shall share, equally, the responsibilities of staffing the meetings of this Committee, as well as any necessary expenses in support of the activities of this Committee. The City and School District Select Committee shall sunset on June 30 of each year and may be renewed by the City on an annual basis.

Augmented Committees

An Augmented Committee is a standing or an ad hoc committee to which Board members who are not committee members are invited and do attend. Augmented committee meetings are a form of full Board meetings; a quorum of the Board is present to discuss matters within the subject matter jurisdiction of the Board. At such meetings, however, Board action cannot be taken. Instead all invited Board member(s) at augmented committees shall have the right to join in the committee discussion of the agendized items, but shall not be allowed to vote on matters before the augmented committee.

The committee chair shall determine when a standing or an ad hoc committee shall be classified as an augmented committee and shall identify and invite the Board member(s) to the committee. All invitations to the Board member(s) must be extended at a minimum 24 hours prior to the 72-hour posting requirement to determine if Board member(s) are interested in attending the augmented committee. Board member(s) must respond prior to the 72-hour posting requirement so as to allow for the preparation and posting of the notice in a timely manner.
In the event that the committee chair does not determine that a standing or an ad hoc committee shall be classified as an augmented committee, the committee shall be augmented upon request of a member of the Board. The notice for each augmented committee shall state that it is an augmented committee and shall identify all Board member(s) who may attend the augmented committee.

Quorum for an augmented committee is two voting members of the committee.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules
35024 Executive committee
35160 Authority of governing boards
35160.1 Broad authority of school districts

GOVERNMENT CODE

54952 Legislative body, definition
54952.2 Definition of meeting
54954 Time and place of regular meetings; special meetings; emergencies
54954.3 Opportunity for public to address legislative body

ATTORNEY GENERAL OPINIONS


Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
The Board of Education recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the Board or district is a member or to which the Board is invited to participate.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 9000 - Role of the Board)
(cf. 9130 - Board Committees)
(cf. 9270 - Conflict of Interest)
(cf. 9320 - Meetings and Notices)

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

(cf. 9005 - Governance Standards)
(cf. 9200 - Limits of Board Member Authority)

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9010 - Public Statements)

Legal Reference:

EDUCATION CODE
4000-4014 County committees on school district organization
35020-35046 School district officers and agents (power of governing board to employ or appoint)
35160 Authority of governing boards

GOVERNMENT CODE
54952.2 Meetings

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS
California Department of Education District Organization Handbook, 2010
Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 14, 2012 San Francisco, California
San Francisco USD | 9000 | BB 9150 Board Bylaws

**Board Rules and Procedures**

**STUDENT DELEGATES**

The Board of Education believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, two students will sit on the Board. One Student Delegate shall be appointed by the Student Advisory Council and the other elected by the district students through a democratic process approved by the Student Advisory Council.

The term of Student Delegates shall be one calendar year, commencing on July 1. Student Delegates shall have the right to attend all Board meetings except closed sessions. (Education Code 35012)

Student Delegates shall be seated with regular Board members and be recognized at meetings as full members. They may participate in questioning witnesses and discussing issues and shall receive all materials presented to Board members except those related to closed sessions. (Education Code 35012)

Student Delegates may cast an advisory vote on all matters decided by the Board at all regular and special meetings except those subject to closed session discussion. Such advisory votes will be cast at the beginning of voting rotation so that the advice of student representatives may be considered by Board members as they cast their votes. The advisory vote shall not be included in determining whether a measure before the Board carries, but it shall be recorded in the official minutes.

Student Delegates may author and introduce a motion or resolution for Board consideration if said motion or resolution has the approval of the Student Advisory Council and is co-sponsored by a regular Board member.

Student Delegates may be reimbursed for mileage but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

**Legal Reference:**

**EDUCATION CODE**

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; pupil members

**GOVERNMENT CODE**

3540-3549.3 Educational Employment Relations Act

**Management Resources:**

**WEB SITES**

CSBA: http://www.csba.org

California Association of Student Councils: http://www.casc.net
National School Boards Association: http://www.nsba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: April 24, 2012 San Francisco, California
Board Rules and Procedures

LIMITS OF BOARD MEMBER AUTHORITY

The Board of Education recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

(cf. 1160 - Political Processes)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9270 - Conflict of Interest)
(cf. 9323 - Meeting Conduct)

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent or Superintendent's designee.

(cf. 1340 - Access to District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9322 - Agenda/Meeting Materials)

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)
A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child.

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

Legal Reference:

EDUCATION CODE
200-262.4 Prohibition of discrimination
7054 Use of district property
35010 Control of district; prescription and enforcement of rules
35100-35351 Governing boards, especially:
35160-35184 Powers and duties
35291 Rules
35292 Visits to schools (Board members)
51101 Rights of parents/guardians

GOVERNMENT CODE
54950-54962 The Ralph M. Brown Act, especially:
54952.1 Member of a legislative body of a local agency
54952.7 Copies of chapter to members of legislative body

Management Resources:

CSBA PUBLICATIONS
CSBA Professional Governance Standards, 2000
Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES
CSBA: http://www.csba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 14, 2012 San Francisco, California
Elections to the Board of Education are governed by the San Francisco Charter and San Francisco Elections Code as applicable. Where not otherwise provided by this Charter or by ordinance, elections to the Board of Education shall be governed by the provisions of applicable state laws. (San Francisco City Charter sections 8.100, 13.100.)

Legal Reference:

SAN FRANCISCO CITY CHARTER
8.100 Unified School District
13.100 City and County Elections
13.101 Terms of Elective Office
13.101.5 Vacancies
14.103 Recall
15.105 Suspension and Removal

SAN FRANCISCO ELECTIONS CODE
EDUCATION CODE
1006 Qualifications for holding office, county board of education
5000-5033 Elections
5220-5231 Elections
5300-5304 General provisions (conduct of elections)
5320-5329 Order and call of elections
5340-5345 Consolidation of elections
5360-5363 Election notice
5380 Compensation (of election officer)
5390 Qualifications of voters
5420-5426 Cost of elections
5440-5442 Miscellaneous provisions
7054 Use of district property
35107 Eligibility; school district employees
35177 Campaign expenditures or contributions
35239 Compensation of governing board member of districts with less than 70 ADA

CALIFORNIA ELECTIONS CODE
1302 Local elections, school district election
2201 Grounds for cancellation
4000-4004 Elections conducted wholly by mail
10400-10418 Consolidation of elections
10509 Notice of election by secretary
10600-10604 School district elections
13307 Candidate's statement
13309 Candidate's statement, indigency

20440 Code of Fair Campaign Practices

GOVERNMENT CODE
1021 Conviction of crime
1097 Illegal participation in public contract
12940 Nondiscrimination, Fair Employment and Housing Act
81000-91014 Political Reform Act

PENAL CODE
68 Bribes
74 Acceptance of gratuity
424 Embezzlement and falsification of accounts by public officers
661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION
Article 2, Section 2 Voters, qualifications
Article 7, Section 7 Conflicting offices

http://www.gamutonline.net/DisplayPolicy/745361/9
Article 7, Section 8 Disqualification from office

COURT DECISIONS

ATTORNEY GENERAL OPINIONS

Management Resources:
WEB SITES
California Secretary of State's Office: http://www.ss.ca.gov
Institute for Local Self Government: http://www.ca-ilg.org/

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 14, 2012 San Francisco, California
RESIGNATION

A Board of Education member who wishes to resign may do so by filing a written resignation with the Superintendent. (Education Code 5090)

A copy shall be given to the Board's Executive Assistant.

The written resignation is effective when filed, except when a deferred effective date is specified in the resignation. (Education Code 5090)

A Board member may not defer the effective date of his/her resignation for more than 60 consecutive days after filing. (Education Code 5091)

A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable upon being filed. (Education Code 5090)

Upon resignation, the Board member may continue to exercise all his/her powers, save that of voting for a successor, until the effective date of resignation. (Education Code 35178)

(cf. 9270 - Conflict of Interest)

Legal Reference:

EDUCATION CODE

5090 Definition (vacancy)

5091 Special Election

35178 Resignation with deferred effective date

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

FILLING VACANCIES

Vacancies on the Board of Education shall be filled by the Mayor of the City of San Francisco pursuant to the provisions of the San Francisco City Charter. (San Francisco City Charter sections 13.101.5; 14.103, 15.105)

Events Causing a Vacancy

A vacancy on the Board of Education may occur for any of the following events:

1. The death of an incumbent. (Government Code 1770)

2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term. (Government Code 1770)

3. A Board member's resignation. (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

4. A Board member's removal from office, including recall. (Elections Code 11384; Government Code 1770)

5. A Board member's ceasing to be a resident of the district. (Government Code 1770)

6. A Board member's absence from the state beyond the period allowed by law without the permission required by law. (Government Code 1770) No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

   a. Upon business of the school district with the approval of the Board

   b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

   c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these reasons.
circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. (Government Code 1770)

8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office. (Government Code 1770, 3000-3003)

9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed. (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment. (Government Code 1770)

11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond. (Government Code 1770)

12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final. (Government Code 1770)

13. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s). (Education Code 5090, 5326, 5328)

Legal Reference:

SAN FRANCISCO CITY CHARTER

8.100 Unified School District

13.100 City and County Elections

13.101 Terms of Elective Office

13.101.5 Vacancies

14.103 Recall

15.105 Suspension and Removal

EDUCATION CODE

http://www.gamutonline.net/DisplayPolicy/745363/9
5000-5033 Elections
5090-5095 Vacancies
5200-5208 Districts governed by boards of education
5300-5304 Elections
5320-5329 Order and call of election
5340-5345 Consolidation of elections
5360-5363 Election notice
5420-5426 Cost of elections
5440-5442 Miscellaneous provisions, elections
35107 Eligibility of board members
35178 Resignation with deferred effective date

ELECTIONS CODE
10600-10604 School district elections

GOVERNMENT CODE
1064 Absence from state
1770 Vacancies: definition
3000-3002 Forfeiture of office
3060-3075 Removal other than by impeachment
6061 One time notice
54950-54963 The Ralph M. Brown Act

PENAL CODE
88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18
704 Military medals or decorations

ATTORNEY GENERAL OPINIONS
Management Resources:

CSBA PUBLICATIONS


WEB SITES

CSBA: http://www.csba.org

California State Attorney General’s Office, Quo Warranto Applications:
http://caag.state.ca.us/opinions/quo.htm

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
OATH OR AFFIRMATION

Prior to entering upon the duties of their office, all Board of Education members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

GOVERNMENT CODE

1303 Misdemeanor for failure to take oath

1360-1369 Oath of office

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
The Board of Education desires to provide the opportunity for all Board candidates to receive an orientation and/or information that will enable them to understand the responsibilities of Board membership. The Superintendent or designee shall provide the opportunity for all candidates to receive general information about school programs, district operations, and Board responsibilities.

(cf. 9200 - Limits of Board Member Authority)
(cf. 9220 - Governing Board Elections)
(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.

(cf. 1340 - Access to District Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

New Board Member Orientation

In order to provide an orientation and information to Board members-elect, individual meetings shall be arranged for each Board member-elect with senior staff, and the Executive Assistant to the Board of Education shall provide each Board member-elect with an orientation binder.

Incoming Board members shall receive access to the district’s policy manual and other materials related to the district and Board member responsibilities.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)

Board members-elect shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act’s requirements as if they had already assumed office.

The Superintendent or Superintendent's designee may provide Board members-elect with additional background and information regarding the district’s vision and goals, operations, and current challenges in areas that include, but are not be limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
Board members-elect are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Board members-elect also may, at district expense and with approval of the Board, attend the CSBA new Board Member Institute and/or other workshops and conferences relevant to their individual needs or to the needs of the Board as a whole or the district.

(cf. 9240 - Board Development)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops
33362-33363 Reimbursement of expenses; board member or member-elect

ELECTIONS CODE

13307 Candidate's statement

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:
54952.1 Member of a legislative body
54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

School Board Leadership, 2007

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, 2007

Professional Governance Standards, 2000

Maximizing School Board Leadership, 1996

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Becoming a Better Board Member: A Guide to Effective School Board Service, 2006

WEB SITES

CSBA: http://www.csba.org

National School Boards Association: http://www.nsba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

BOARD DEVELOPMENT

Citizens elected to the Board of Education are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

All Board members may attend conferences for the purpose of Board development.

(cf. 9230 - Orientation)

(cf. 9320 - Meetings and Notices)

Board members shall include in their reports to the Board, orally or in writing, information on the inservice activities they attend.

Funds for Board development shall be budgeted annually for each Board member.

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshop

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
**San Francisco USD | 9000 | BB 9250 Board Bylaws**

**Board Rules and Procedures**

**REMUNERATION, REIMBURSEMENT AND OTHER BENEFITS**

**Remuneration**

According to the City Charter of San Francisco, the compensation of each member of the Board of Education shall be five hundred dollars ($500) per month.

**Reimbursement of Expenses**

Board members shall be reimbursed for traveling expenses incurred when authorized in advance by the Board President or by Board ratification upon settlement of travel. (Education Code 35044)

(cf. 9240 - Board Development)

The rate of reimbursement shall be the same rate specified for district personnel.

(cf. 3350 - Travel Expenses)

Board members may use district-issued credit cards while on official district business. Under no circumstances may personal expenses be charged on district credit cards.

**Health and Welfare Benefits**

During their time in service to the City and County as members of the Board of Education, Board members may participate in the health service system of the City and County and are eligible for the employer contribution. (San Francisco City Charter section 12.202; San Francisco Administrative Code sections 16.700, 16.700(c), and 16.701(a).)

Health service system benefits provided to Board members shall be extended at the same level to their dependents, but with no employer contribution. (San Francisco City Charter section 12.202; San Francisco Administrative Code section 17.600(h).) Dependents include spouses, dependent children under the age of 26, dependent children under the age of 26 who are full-time students at a college or university, and dependent children regardless of age who are physically or mentally incapacitated.

**Legal Reference:**

SAN FRANCISCO CITY CHARTER

8.100 Unified School District

12.202 Membership in the Health Service System

13.100 City and County Elections

13.101 Terms of Elective Office

http://www.gamutonline.net/DisplayPolicy/745367/9
13.101.5 Vacancies
14.103 Recall
15.105 Suspension and Removal

SAN FRANCISCO ADMINISTRATIVE CODE
16.700 et sequential re Health Service System

EDUCATION CODE
1090 Compensation for members and mileage allowance
33050-33053 General waiver authority
33362-33363 Reimbursement of expenses (Department of Education and CSBA workshops)
35012 Board members; number, election and term
35044 Payment of traveling expenses of representatives of board
35120 Compensation (services as member of governing board)
35172 Promotional activities
44038 Cash deposits for transportation purchased on credit

GOVERNMENT CODE
20322 Elective officers; election to become member
53200-53209 Group insurance

UNITED STATES CODE, TITLE 26
403(b) Tax-sheltered annuities

COURT DECISIONS

ATTORNEY GENERAL OPINIONS

Management Resources:

WEB SITES
http://www.gamutonline.net/DisplayPolicy/745367/9
CSBA: http://www.csba.org

Public Employees' Retirement System: http://www.calpers.ca.gov

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

LEGAL PROTECTION

Liability Insurance

The Board of Education shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.

(cf. 3530 - Risk Management/Insurance)

Protection Against Liability

No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of district responsibilities. The act or omission must be in conformity with federal, state and local laws and made in furtherance of an effort to control, discipline, expel or suspend a student, or maintain order or control in the classroom or school. (20 USC 6736)

The protection against liability shall not apply when: (20 USC 6736)

1. The Board member acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to the harmed person's right to safety.
2. The Board member caused harm by operating a motor vehicle.
3. The Board member was not properly licensed, if required, by the State for such activities.
4. The Board member was found by a court to have violated a federal or state civil rights law.
5. The Board member was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of terrorism for which the Board member has been convicted in a court.
7. The misconduct involved a sexual offense for which the Board member has been convicted in a court.

Legal Reference:

EDUCATION CODE

17029.5 Contract funding; board liability
35208 Liability insurance
35214 Liability insurance (self-insurance or a combination of self-insurance and insurance through an insurance company)

GOVERNMENT CODE
815.3 Intentional torts
820-823 Tort Claims Act
825.6 Indemnification of public entity
1090-1098 Conflicts of interest, prohibitions applicable to specified officers
54950-54963 The Ralph M. Brown Act
87100-89503 Conflicts of interest

UNITED STATES CODE, TITLE 18
16 Crime of violence defined

UNITED STATES CODE, TITLE 20
6731-6738 Teacher Protection Act

COURT DECISIONS

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

CONFLICT OF INTEREST

The Board adopts the following as its Conflict of Interest Code:

SECTION 1 Purpose

Pursuant to the provisions of Government Code 87300, et seq., the Board of Education of the San Francisco Unified School District hereby adopts the following Conflict of Interest Code. Nothing contained herein - is intended to modify or abridge the provisions of the Political Reform Act of 1974 (Government Code 81000). The provisions of this code are additional to Government Code 87100 and other laws pertaining to conflicts of interest.

This Conflict of Interest Code is designed to provide a method for disclosing and preventing foreseeable conflicts of interest by officers and employees of the school district who are required to make, or to aid in the making of decisions which could have a material effect on their personal financial interests.

SECTION 2 Designated Positions

The positions listed on Exhibit "A" are designated positions. Officers and employees holding those positions are designated employees and are deemed to make, or participate in the making of decisions which may foreseeably have a material effect on a financial interest.

SECTION 3 Disclosure Statement

Designated positions shall be assigned to one or more of the disclosure categories set forth on Exhibit "B." Each designated employee shall file an annual statement disclosing that employee's interest in investments, real property and income, designated as reportable under the category to which the employee's position is assigned on Exhibit "B."

SECTION 4 Place and Time of Filing

4.1 The non-student members of the Board of Education, and the Superintendent, are each required to file a statement of economic interests with the Ethics Commission of the City and County of San Francisco. As a courtesy to Board members, if they wish, they may provide their statements of economic interests to the Executive Assistant to the Board, who shall file it on their behalf with the Ethics Commission.

4.2 Each designated employee required to submit a statement of economic interests shall file the original with the office of the Executive Assistant to the Superintendent. The Executive Assistant to the Superintendent, upon receiving the statement of economic interests, shall file it in a safe location, available to public inspection as provided by state law. The Executive Assistant to the Superintendent shall complete and file a Filing Officer Report with the Ethics Commission of the City and County of San Francisco.

4.3 A designated employee required to submit a statement of financial interest shall submit an initial statement within 30 days after the effective date of this Code.
4.4 Civil service employees appointed, promoted or transferred to designated positions shall file initial statements within 30 days after date of employment.

4.5 All other employees appointed, promoted or transferred to designated positions shall file initial statements not less than 10 days before assuming office unless an earlier assumption of office is required by emergency circumstances in which case the statement shall be filed within 30 days thereafter.

4.6 Annual statements shall be filed during the month of April by all designated employees. Such statements shall cover the period of the preceding calendar year.

4.7 A designated employee required to file a statement of financial interest with any other agency, which is within the same territorial jurisdiction, may comply with the provisions of this Code by filing a duplicate copy of the statement filed with the other agency, in lieu of an entirely separate document.

SECTION 5 Contents of Disclosure Statements

Disclosure statements shall be made on forms supplied by the Secretary, Board of Education, and shall contain the following information:

5.1 Contents of Investments and Real Property Reports: When an investment, an interest in real property, of a designated employee or his or her immediate family, is required to be reported, the statement shall contain:

5.1.1 A statement of the nature of the investment or interest;
5.1.2 The name of the business activity in which the business entity is engaged;
5.1.3 The address or other precise location of the real property;
5.1.4 A statement whether the fair market value of the investment, or interest in real property, exceeds ten thousand dollars ($10,000), and whether it exceeds one hundred thousand dollars ($100,000). This information need not be provided with respect to an interest in real property, which is used principally as the residence of the filer.

5.2 Contents of Personal Income Reports: When personal income is required to be reported, the statement shall contain:

5.2.1 The name and address of each source of income aggregating two hundred and fifty dollars ($250) or more in value, or twenty-five dollars ($25) or more in value if the income was a gift, and a general description of the business activity, if any, or each source;
5.2.2 A statement whether the aggregate value of income from each source was greater than one thousand dollars ($1,000), and whether it was greater than ten thousand dollars ($10,000);
5.2.3 A description of the consideration, if any, for which the income was received;
5.2.4 In the case of a gift, the amount and the date on which the gift was received.

5.3 Contents of Business Entity Income Reports: When income of a business entity, including income of a sole proprietorship is required to be reported, the statement shall contain:

5.3.1 The name, address, and a general description of the business activity of the business entity;
5.3.2 In the case of a business entity which provides legal or brokerage services, the name of each person who paid fees to the business entity if the filer's pro rata share of fees from such person was equal to or greater than one thousand dollars ($1,000);

5.3.3 In the case of a business entity not covered by paragraph (2), the name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars ($10,000) during a calendar year.

5.4 Contents of Management Position Reports: When management positions are required to be reported, designated employees must list the names of each business entity not specified above in which he is a director, officer, partner, trustee, employee, or in which he holds any position of management.

5.5 Initial Statement: The initial statement filed by an employee appointed to a designated position shall disclose any reportable investments and interests in real property.

5.6 Acquisition or Disposal During Reporting Period: In the case of a statement filed under Section IV (f), if the investment, or interest in real property, was partially or wholly acquired or disposed of during the period covered by the statement, the date of acquisition or disposal.

SECTION 6 Disqualification.

Designated employees must disqualify themselves from making or participating in the making of any decisions which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on any reportable interest of that employee (except sources of gifts less than $250), or any other financial interest as defined in Government Code 87103. No designated employee shall be prevented from making or participating in the making of any decisions to the extent his or her participation is legally required for the decision to be made.

SECTION 7 Manner of Disqualification.

If a designated employee is given an assignment from which he or she may have a financial interest, and the assignment involves the making or participation in the making of a governmental decision, the employee shall refrain from acting upon the matter and shall execute a disqualification statement in the form of a memorandum stating the nature of the employee's financial interest and the reason the assignment involves the making or participation in the making of a governmental decision which will materially financially affect that interest. The original and copy shall be given to the employee's immediate supervisor. The supervisor shall forward the original to the Superintendent and one copy shall be retained by the supervisor. The Superintendent shall evaluate the disqualification statement and if he concludes the employee shall be disqualified from participation in the matter, he shall immediately cause the matter to be reassigned to another employee. If the Superintendent concludes that the employee is not disqualified from acting, the employee shall be notified in writing of the decision of the Superintendent and may resume work on the assignment.

In the case of a designated officer who is a member of the Board of Education, notice shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the Board. The member shall then refrain from participating and shall attempt in no way to use his or her official position to influence any other person with respect to the matter.

7.1 Whenever a Board member who has a financial interest in a decision is legally required to make or to participate in making such a decision, he or she shall:

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7.1.1 Disclose as a matter of official public record the existence of the financial interest;

7.1.2 Describe with particularity the nature of the financial interest before he or she makes or participates in making the decision;

7.1.3 Attempt in no way to use his or her official position to influence any other public official with respect to the matter;

7.1.4 State the reason there is no alternative source of decision-making authority;

7.1.5 Participate in making the decision only to the extent that such participation is legally required, except that the interested Board member cannot cast a deciding vote.

DEFINITIONS

(1) Business entity

"Business entity" means any organization or enterprise operated for profit, including, but not limited to, a proprietorship, partnership, firm, business trust, joint venture, syndicate corporation or association.

(2) Closing date

"Closing date," means the date through which any report or statement filed under this code is required to be complete.

(3) Consultant

"Consultant" means any natural person who provides, under contract, information advice, recommendation or counsel to an agency, department, officer, or commission, provided, however, that "consultant" shall not include a person whom:

(a) Conducts research and arrives at conclusions with respect to his or her rendition of information, advice, recommendation or counsel independent of the control and direction of the agency or of any agency official, other than normal contract monitoring; and

(b) Possesses no authority with respect to any agency decision beyond the rendition of information, advice, recommendation or counsel.

(4) Designated employee

"Designated employee" means any Board Member, Superintendent, employee of the San Francisco Unified School District or consultant of the Board of Education of the San Francisco Unified School District whose position is designated in this Conflict of Interest Code because the holder of the position is involved in the decision-making process at any level where the decision could foreseeably have a material financial effect on the public generally, on any financial interest reportable by such person under this code. No employee whose duties are solely, clerical, secretarial or manual shall be deemed a designated employee.

(5) Filer

"Filer" means the person filing or required to file any statement or report under this code.

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(6) Gift

"Gift," means any payment to the extent that consideration of equal or greater value is not received. Any person, other than a defendant in a criminal action, who claims that a payment is not a gift by reason of receipt of consideration has the burden of providing that the consideration received, is of equal or greater value. The term "gift" does not include informational material such as books, reports, pamphlets, calendars or periodicals. No payment for travel or reimbursement for any expenses shall be deemed "informational material."

(7) Immediate Family

"Immediate family" means the spouse and dependent children. Whenever disclosure of investments or interests in real property is required by this title, investment and interests in real property is required by this title, investment and interests in real property of members of the immediate family shall also be disclosed.

(8) Income

(a) "Income" means, except as provided in subdivision (b), income of any nature from any source within the jurisdiction including, but not limited to, any salary, wage, advance, payment, dividend, interest, rent, capital gain, return of capital, gift, including any gift of food or beverage, loan, forgiveness or payment of indebtedness, discount in the price of anything of value unless the discount is available to members of the public without regard to official status, rebate, reimbursement for expenses, per diem, or contribution to an insurance or pension program paid by any person other than an employer, and including any community property interest in income of a spouse. Income of an individual also includes a pro rata share of any income of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater. "Income," other than a gift, does not include income received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the two years prior to the time any statement or other is required under this title.

(b) "Income" does not include:

(i.) Campaign contributions required to be reported under Chapter 4 (commencing with Section 84100) of Title 9 of the Government Code;

(ii.) Salary and reimbursement for expenses or per diem received from a state or local government agency and reimbursement for travel expenses and per diem received from a bona fide educational, academic or charitable organization;

(iii.) Gifts of informational material, such as books, pamphlets, reports, calendars or periodicals;

(iv.) Gifts which are not used and which, within 30 days after receipt, are returned to the donor or delivered to a charitable organization without being claimed as a charitable contribution for tax purposes;

(v.) Gifts from an individual's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, aunt, uncle, or first cousin or the spouse of any such person; provided that a gift from any such person shall be considered income if the donor is acting as an agent or intermediary for any person not covered by this paragraph.
(vi.) Any devise or inheritance;

(vii.) Interest, dividends or premiums on a time or demand deposit in a financial institution, shares in a credit union or any insurance policy, payments received under any insurance policy, or any bond or other debt insurance issued by any government or government agency;

(viii.) Dividends, interest or any other returns on a security which is registered with the Securities and Exchange Commission of the United States Government.

(9) Interest in Real Property

"Interest in real property" includes any leaseholds, beneficial or ownership interest or an option to acquire such an interest in real property located within the boundaries of the San Francisco Unified School District or not more than two miles outside the boundaries of the City and County of San Francisco or within two miles of any land owned or used by the San Francisco Unified School District if such real property is of a commercial nature and of a type which could be beneficial to any business entity in the jurisdiction doing business within the jurisdiction planning to do business within the jurisdiction, or having done business within the jurisdiction within two years prior to the time any statement or other action is required under this code, or within two miles of any land owned or used by the Board of Education of the San Francisco Unified School District, if the fair market value of the interest is greater than one thousand dollars ($1,000). Interests in real property of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially, a 10 percent interest or greater.

(10) Investment

"Investment" means any financial interest in or security issued by a business entity, including, but not limited to, common stock, preferred stock, rights, warrants, options, debt instruments and any partnership or other ownership interest, if the business entity or any parent, subsidiary or otherwise related business entity has an interest in real property in the jurisdiction, or does business or plans to do business in the jurisdiction, or has done business within the jurisdiction at any time during the two years prior to the time any statement or other action is required under this code. No asset shall be deemed an investment unless its fair market value exceeds one thousand dollars ($1,000). The term "investment" does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency. Investments of an individual include a pro rata share of investments of any business entity or trust in which the individual or spouse owns, directly, indirectly or beneficially a 10 percent interest or greater. The term "parent subsidiary or otherwise related business entity" shall be as defined by regulation of the Fair Political Practices Commission.

(11) Jurisdiction

"Jurisdiction" means the Board of Education of the San Francisco Unified School District.

(12) Period Covered

"Period covered" by a statement or report required to be filed under this code means, unless a different period is specified, the period beginning with the day after the closing date of the most recent statement or report which has been filed, and ending with the closing date of the statement or
report in question. If the person filing the statement or report has not previously filed a statement or report of the same type, the period covered begins on the effective date of this code.

(13) Person

"Person" means an individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, association, committee, and any other organization or group of persons acting in concert.

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
San Francisco USD | 9000 | E 9270 Board Bylaws

**Board Rules and Procedures**

CONFLICT OF INTEREST

EXHIBIT "A" to BRP 9270

Officers and employees holding the following positions are designated employees and must disclose financial interests in the specified categories as defined in Exhibit "B." (Additional positions are in bold print - deleted positions are lined out.)

**DESIGNATED POSITIONS DISCLOSURE**

**CATEGORY**

Administrative Analyst - Bond Program 4

Architectural Assistant II - Telecom Manager 4

Architectural Associate I - Design and Construction 4

Area Supervisor - Custodial Services 4

Artistic Director VAPA/HS 4

Assistant Fiscal Officer - Bond Program Manager 1

Assistant Materials Coordinator - Warehouse Supervisor 4

Assistant Superintendent 1

Associate Engineer - Facilities Project Manager 4

Associate Superintendent 1

Building Inspector 4

Carpenter Supervisor I - Carpenter Shop Supervisors 4

Chief Facilities Officer 1

Chief Financial Officer 1

Chief General Counsel 1

Chief Information Officer 1

Chief Stationary Engineer - Engineer Shop Supervisor 4

Chief, Administrative Services 1
Consultant 4
Deputy Superintendent 1
Director - Certified Staffing and Recruitment 4
Director - County and Court School Operations 4
Director - Development and Local Government Relations 2,3
Director - Multilingual Programs 4
Director - Parent Relations 4
Director - Real Estate 3,4
Director - Risk Management 4
Director - School Health Programs Department 4
Director - SELPA 4
Director - Student Applications and Services 4
Director - Student Nutrition Services 4
Director - Transportation Department 4
Director of Buildings and Grounds 3,4
Director of Custodial Services 4
Director of Emergency Preparedness 4
Director of Environmental Health 4
Director of Facilities, Design & Construction 3,4
Educational Policy Analyst - Coordinator of Secure Our Schools Initiative 4
Educational Policy Analyst - Coordinator of Truancy Programs 4
Educational Policy Analyst - Director of Public Communications 4
Educational Policy Analyst - Policy and Planning 4
Educational Policy Analyst - State and Federal 4
Educational Policy Analyst - Student Support Services 4
Educational Policy Analyst - Superintendent's Office 4
Electrician Supervisor 4
Executive Director - Certificated Support and Development 4
Executive Director - Child Development Program 4
Executive Director - Classified Operations 4
Executive Director - Educational Placement Center 4
Executive Director - Equity Assurance 4
Executive Director - Maintenance and Operations 4
Executive Director - Parent Relations 4
Executive Director - Programs Evaluation and Research 4
Executive Director - Pupil Services 4
Executive Director - Reform and Accountability 4
Executive Director - Special Education 4
Executive Director - Teaching and Learning 4
Executive Director of School Safety 4

General Manager, KALW 1
General Services Manager - Assistant Director of Custodial Services 4
Glazier Supervisor I 4
Information Systems Engineer Assistant - Network Operations Manager 4
Information Systems Administrator Supervisor - Director of Infrastructure 4
Information Systems Business Analyst Principal 4
Labor Compliance Officer 4
Locksmith Supervisor 4
Mail/Reproduction Supervisor 4
Maintenance Manager - Buildings and Grounds 3,4
Manager - Office of Health and Safety 4
Member, Board of Education 1
Painter Supervisor 4
Payroll Director 4
Payroll Supervisor 4
Principal Administrative Analyst - Contracts Compliance 4
Principal Attorney Civil & Criminal 1
Program Administrator - Teacher Support and Development 1
Program Administrator - Teaching and Learning 4
Project Manager II - Bond Program 4
Purchaser 4
School Custodial Supervisor 4
School Facilities Planner 3,4
School Principal 4
Senior Attorney Civil & Criminal 1
Senior Executive Director - Labor Relations 4
Senior Management Assistant - Real Estate and Auxiliary Services 3,4
Sheet Metal Supervisor 4
Site Manager - Child Development Center 4
Special Assistant X - Real Estate and Auxiliary Services 3,4
Special Assistant XII - Pupil Services, Homeless Education 4
Special Assistant XIII - Athletic Office 4
Special Assistant XIX - Director of Fiscal Services 4
Special Assistant XVI - State Funds 4
Special Assistant XVII - Director of Budget Services 4
Special Assistant XVII - Director of Real Estate 3,4
Special Assistant XVII - Director of Risk Management 4
Superintendent 1
Supervising Purchaser 4
Supervisor - Achievement Assessments 4
Supervisor - GATE/Evening Program/Summer School 4
Disclosure Category 1. Persons in this category shall disclose income from any source, interests in real property, investments, and all business positions in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management.

Disclosure Category 2. Persons in this category shall disclose income, investments, and all business positions in any business entity which does business in this jurisdiction.

Disclosure Category 3. Persons in this category shall disclose all interests in real property, and all income from and investments in business entities which hold interests in real property in this jurisdiction, and all business positions held in such business entities.

Disclosure Category 4. Services and Equipment. Persons in this category shall disclose income, investments and business positions in (1) business entities that manufacture or sell supplies, books, machinery or equipment of the type utilized or purchased by the department for which the designated employee is manager or director; or (2) business entities that are contractors or subcontractors engaged in the performance of work services of the type utilized or purchased by the department for which the designated employee is manager or director.

Exhibit SAN FRANCISCO UNIFIED SCHOOL DISTRICT

version: February 14, 2012 San Francisco, California
The Board of Education shall adopt written policies to convey its expectations for actions that will be taken in the district, clarify roles and responsibilities of the Board and Superintendent, and communicate Board philosophy and positions to the students, staff, parents/guardians and the community. Board policies are binding on the district to the extent that they do not conflict with federal or state law and are consistent with the district's collective bargaining agreements.

(cf. 0000 - Vision)
(cf. 0100 - Philosophy)
(cf. 9000 - Role of the Board)

The Board recognizes the importance of maintaining a policy manual that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agendas/Meeting Materials)

The Board shall review certain policies annually, as required by Education Code 35160.5. If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 6145 - Extracurricular and Cocurricular Activities)

Policy Development and Adoption Process

The district's policy development process shall include the following basic steps:

1. The Board and/or Superintendent or designee shall identify the need for a new policy or revision of an existing policy. The need may arise from a change in law, a new district vision or goals, educational research or trends, or a change in the superintendency or Board membership. The need may also occur as a result of an incident that has arisen in the district or a recommendation or request from staff or other interested persons.

2. As needed, the Superintendent or designee shall gather fiscal and other data, staff and public input, related district policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.

(cf. 1220 - Citizen Advisory Committees)
3. The Board may hold discussions during a public meeting of the full Board or a committee to gain an understanding of the issue and provide initial direction to the Superintendent or designee. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.

4. The Board or Superintendent may request that legal counsel review the draft policy as appropriate.

5. The Board, Superintendent or Superintendent's designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

(cf. 9323 - Meeting Conduct)

Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323.2 - Actions by the Board)

The district's policy development process may be revised or expanded as needed based on the issue being considered, the need for more information, or to provide greater opportunities for consultation and public input.

Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

Board Rules and Procedures

The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

Except where otherwise specified, Board rules and procedures may be suspended by a vote of five members of the Board.

Rules and procedures governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy. Proposed amendments to Board rules and procedures shall be referred to a Rules Committee for recommendation to the Board. Such rules shall be titled and assigned an index number.

Administrative Regulations

The Superintendent or designee shall be responsible for developing and enforcing administrative regulations for the operation of the district. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of district goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Superintendent or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.
When Board policies are amended, the Superintendent or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.

The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.

Monitoring and Evaluation

At the time a policy is adopted, the Board and Superintendent or designee shall determine whether an evaluation of the policy should be scheduled and, if so, shall agree upon a timeline and measures for evaluating the effectiveness of the policy in achieving its purpose.

(cf. 0500 - Accountability)

Access to Policies

The Superintendent or designee shall ensure that all district employees and the public have access to an up-to-date district policy manual. A public copy of the policy manual shall be maintained at the district central office and at each school site. These copies shall be maintained either electronically or by paper copy.

(cf. 1113 - District and School Web Sites)

Suspension of Policies

No Board policy, Board rules and procedures, administrative regulation, or exhibit, or any portion thereof ("policy"), shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.

(cf. 2210 - Administrative Discretion Regarding Board Policy)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules
35160 Authority of governing boards

35160.5 Annual review of school district policies

35163 Official actions, minutes and journal

35164 Vote requirements

Management Resources:

CSBA PUBLICATIONS

Targeting Student Learning: The School Board's Role as Policymaker, 2005

Maximizing School Board Leadership: Policy, 1996

WEB SITES

CSBA, Policy Services, including Policy Update Service, Governance and Management Using Technology (GAMUT Online™), Policy Audit Program, Individual District Policy Workshops, Agenda Online, and Manual Maintenance: http://www.csba.org/ps

National School Boards Association: http://www.nsba.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
MEETINGS AND NOTICES

Meetings of the Board of Education are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's rules and procedures, policies, administrative regulations, and exhibits.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Each agenda shall also list the address(es) designated by the Superintendent or designee for public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

Regular Meetings

The Board shall meet in regular session on the second and fourth Tuesday of each month at 6:00 p.m. in the place designated by the Board and shall adjourn no later than 10:00 p.m., or upon completion of the item under discussion at that time, unless extended by majority vote.
Board and committee meetings shall begin promptly at their designated starting time. If the President is not present to convene the Board meeting and provided that a quorum of the Board is present, the Vice-President shall call the meeting to order no later than 6:10 p.m. If the Vice President is not present and assuming there is a quorum, the longest serving member of the Board who is present shall call the meeting to order no later than 6:15 p.m.

Meetings may be held at a school site with the approval of a majority of the Board.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

Special Meetings

The president may call a special meeting of the Board. Any four members may also call a special meeting of the Board through a written request to the president. Only those items for which the special meeting was called and which appear on the agenda may be considered. For special meetings, the Board of Education will, where possible, provide 72 hours notice, and will otherwise provide 24 hours notice as required by law.

The first and third Tuesday of each month shall be reserved for special meetings, and committee-of-the-whole meetings. No standing committee meetings shall be held on Tuesdays.

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board (cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board (cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice
requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the executive assistant to the Board may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Committee-of-the-Whole

The Board may convene as a Committee-of-the-Whole to consider only such items as it may designate. A Committee-of-the-Whole shall be defined as the entire membership of the Board sitting in deliberation for the purpose of in depth, informal debate and consideration of proposals on matters within its jurisdiction. Meetings of a Committee-of-the-Whole shall be noticed 72 hours prior to being held. The Vice-President shall preside at a Committee-of-the-Whole. The Committee-of-the-Whole may hear public testimony and give detailed consideration to the matter under discussion. As a committee, no action may be taken other than to make recommendations for consideration by the Board.

The Board President may schedule a meeting for an annual report from any of its advisory committees.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)
1. A conference or similar public gathering open to the public that involves a discussion of issues of
general interest to the public or to school board members

2. An open, publicized meeting organized by a person or organization other than the district to address
a topic of local community concern

3. An open and noticed meeting of another body of the district

4. An open and noticed meeting of a legislative body of another local agency

5. A purely social or ceremonial occasion

6. An open and noticed meeting of a standing or an ad hoc committee of the Board, provided that the
Board members who are not members of the standing or ad hoc committee attend pursuant to the
Augmented Committees provisions of Board Rules and Procedures 9130.

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to
the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of
ancestry or any characteristic listed in Government Code 11135, including, but not limited to,
religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is
inaccessible to disabled persons or where members of the public must make a payment or purchase in
order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Meetings shall be held within district boundaries, except to do any of the following: (Government
Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to
which the district is a party

2. Inspect real or personal property which cannot conveniently be brought into the district, provided
that the topic of the meeting is limited to items directly related to the property

3. Participate in meetings or discussions of multiagency significance, provided these meetings are
held within one of the other agencies' boundaries, with all participating agencies giving the notice
required by law

4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if
its principal office is located outside the district

5. Meet with elected or appointed state or federal officials when a local meeting would be impractical,
solely to discuss legislative or regulatory issues affecting the district over which the state or federal
officials have jurisdiction

6. Meet in or near a facility owned by the district but located outside the district, provided the meeting
agenda is limited to items directly related to that facility

http://www.gamutonline.net/DisplayPolicy/745372/9
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs

8. Attend conferences on nonadversarial collective bargaining techniques

9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district

10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from the noticed location and constitute a physical quorum within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and rules and procedures shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35143 Annual organizational meeting, date, and notice

http://www.gamutonline.net/DisplayPolicy/745372/9
35144 Special meeting
35145 Public meetings
35145.5 Agenda; public participation; regulations
35146 Closed sessions
35147 Open meeting law exceptions and applications

GOVERNMENT CODE
11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54953 Meetings to be open and public; attendance
54954 Time and place of regular meetings
54954.2 Agenda posting requirements, board actions
54956 Special meetings; call; notice
54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28
35.160 Effective communications
36.303 Auxiliary aids and services

COURT DECISIONS

ATTORNEY GENERAL OPINIONS

Management Resources:

http://www.gamutonline.net/DisplayPolicy/745372/9
CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2006

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS


WEB SITES

CSBA: http://www.csba.org

CSBA, Agenda Online:
http://www.csba.org/Services/Services/GovernanceTechnology/AgoendaOnline.aspx"=>http://www.csba.i

California Attorney General's Office: http://www.caag.state.ca.us

Institute for Local Government: http://www.caigites.org/index.jsp?zone=ilsg

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

CLOSED SESSION PURPOSES AND AGENDAS

The Board of Education may hold closed sessions only for purposes identified in law. The Board may hold a closed session at any time during part or all of a regular or special meeting, and during emergency meetings, in accordance with law. (Government Code 54956.5, 54957.7, 54962)

The President, any four members of the Board, or the Superintendent or Superintendent's designee may place items on the closed session agenda in accordance with the requirements set forth in the Brown Act.

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall prepare the agenda for Closed Session meetings in accordance with law. The President or President's designee shall make every effort to review the agenda for Closed Session before it is printed and, upon consultation with legal counsel and the Superintendent, shall have final authority over whether each item on the agenda is placed in accordance with the requirements in law. The agenda shall be posted 24 hours in advance of the meeting in accordance with the Brown Act. While not legally binding it shall be the Board's practice, to the extent possible, that notices be posted with more notice than the required 24 hours. The agenda shall contain a brief general description of all closed session items to be discussed. (Government Code 54954.2)

The Board shall disclose in open meeting the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. (Government Code 54957.7)

No agenda, notice, announcement, or report required by the Brown Act need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed. (Government Code 54961)

In accordance with law, a Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

Personnel Matters

The Board may hold closed sessions to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. These sessions shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf. 2140 - Evaluation of the Superintendent)
(cf. 4115 - Evaluation/Supervision)
(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4215 - Evaluation/Supervision)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4315 - Evaluation/Supervision)

The Board may also hold closed sessions to hear complaints or charges brought against an employee by another person, unless the employee requests an open session. Before the Board holds a closed session to hear specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf. 1312.1 - Complaints Concerning District Employees)

The Board may hold closed sessions to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to public employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal or release require no additional information. (Government Code 54954.5)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization

2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process

3. Any hearing, meeting or investigation conducted by a factfinder or arbitrator

4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

The Board may meet in closed session with the Board's designated representative regarding employee salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. These closed sessions may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the district's designated representative. (Government Code 54957.6)

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Closed sessions shall be for the purpose of reviewing the Board's position and instructing the Board's designated representative. Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session to hear any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or a mediator who has intervened in these proceedings. (Government Code 54957.6)

Agenda items related to labor negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the employee organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5(f))

Matters Related to Students

The Board shall meet in closed session to consider a suspension, disciplinary action, or any other action, except expulsion, related to a student when a public hearing on the matter would violate student privacy rights. If a written request for open session is received from the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49073-49079)

(cf. 5117 - Interdistrict Attendance)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125.3 - Challenging Student Records)

(cf. 5144 - Discipline)

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing," "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to
the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

(cf. 5125 - Student Records)

Security Matters

The Board may meet in closed session with the Attorney General, district attorney, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or to the public's right of access to public services or public facilities. (Government Code 54957)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

Conference with Real Property Negotiator

The Board may meet in closed session with the Board's real property negotiator prior to the purchase, sale, exchange or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)
Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when a discussion of the matter in open session would prejudice the Board's position in the case. For this purpose, "litigation" includes any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" when any of the following circumstances exist:

1. Litigation to which the Board is a party has been initiated formally. (Government Code 54956.9(a))

2. A point has been reached where, in the Board's opinion based on the advice of legal counsel and on the existing facts and circumstances, there is a significant exposure to litigation against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

"Existing facts and circumstances" authorizing a closed session pursuant to Government Code 54956.9(b) as described in item #2 above are limited to the following: (Government Code 54956.9)

1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.

2. Facts and circumstances including, but not limited to, an accident, disaster, incident or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs, and which must be publicly disclosed before the closed session or specified on the agenda.

3. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf. 3320 - Claims and Actions Against the District)

4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.

5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection.

The above record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

Before holding a closed session pursuant to this section, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so...
would jeopardize the district's ability to effectuate service of process upon unserved parties or to
conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to "pending litigation" shall be described as a conference with legal counsel
regarding "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name,
names of parties and case or claim number, unless the Board states that to identify the case would
jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to
Government Code 54956.9(b) and shall specify the potential number of cases. When the district
expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to
the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential
number of cases. The agenda or an oral statement before the closed session may be required to
provide additional information pursuant to items #2-5 above. (Government Code 54954.5,
Government Code 54956.9(b)(3)(B-E))

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim against a joint powers authority formed for
the purpose of insurance pooling or self-insurance authority of which it is a member, for the payment
of tort liability losses, public liability losses or workers' compensation liability. (Government Code
54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name
of the agency against which the claim is made. (Government Code 54954.5)

(cf. 3320 - Claims and Actions Against the District)
(cf. 3530 - Risk Management/Insurance)

When the board of the joint powers agency has so authorized and upon advice of district legal
counsel, the Board may meet in closed session in order to receive, discuss and take action concerning
information obtained in a closed session of the joint powers agency. During the district's closed
session, a Board member serving on the JPA board may disclose confidential information acquired
during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in
order to obtain advice on whether the matter has direct financial or liability implications for the
district. (Government Code 54956.96)

Closed session agenda items related to "Conference Involving a Joint Powers Agency" shall specify
the closed session description used by the joint powers agency and the name of the district
representative on the joint powers agency board. Additional information listing the names of agencies
or titles of representatives attending the closed session as consultants or other representatives shall
also be included. (Government Code 54954.5)

Review of Audit Report from Bureau of State Audits

Upon receipt of a confidential final draft audit report from the Bureau of State Audits, the Board may
meet in closed session to discuss its response to that report. After public release of the report from the

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Bureau of State Audits, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits shall state "Audit by Bureau of State Audits." (Government Code 54954.5)

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf. 6162.5 - Student Assessment)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35146 Closed session (re student suspension)

44929.21 Districts with ADA of 250 or more

48918 Rules governing expulsion procedures; hearings and notice

49073 Release of directory information

49076 Access to records by persons without written parental consent

49079 Notification to teacher re: students whose actions are grounds for suspension or expulsion

60617 Meetings of governing board

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

6250-6268 California Public Records Act

54950-54963 The Ralph M. Brown Act

COURT DECISIONS

Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners (2003) 107 Cal.App.4th 860
Roberts v. City of Palmdale (1993) 5 Cal.4th 363
Sacramento Newspaper Guild v. Sacramento County Board of Supervisors (1968) 263 Cal.App. 2d 41

ATTORNEY GENERAL OPINIONS

Management Resources:
CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2003
ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, 2002
CALIFORNIA CITY ATTORNEY PUBLICATIONS
WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.caag.state.ca.us

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 14, 2012 San Francisco, California
BOARD RULES AND PROCEDURES

CLOSED SESSION ACTIONS AND REPORTS

No matters other than those announced in open session shall be acted upon during the closed session. (Government Code 54957.7)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board of Education shall reconvene in open session before adjourning and report closed session actions, the votes or abstentions thereon, and other disclosures required by Government Code 54957.1. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing them. (Government Code 54957.7) All closed session actions will also be reported in open session at the next regular meeting of the Board of Education.

Personnel Matters

The Board shall report any personnel action taken and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall identify the title of the position. However, the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Negotiations/Collective Bargaining

Final action on the proposed compensation of one or more unrepresented employees shall not be taken during the closed session. (Government Code 54957.6)

Approval of an agreement concluding closed session labor negotiations with represented employees shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation. (Government Code 54957.1)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

Student Matters

http://www.gamutonline.net/DisplayPolicy/745374/9
Actions related to student matters shall be taken in open session and shall be a matter of public record. No information shall be released in violation of student privacy rights provided in law. (Education Code 35146, 48918; 20 USC 1232)

In an expulsion action, the student's name shall not be disclosed.

(cf. 5117 - Interdistrict Attendance)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

(cf. 5125.3 - Challenging Student Records)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Real Estate Negotiations

Approval of an agreement concluding real estate negotiations shall be reported after the agreement is final. If the Board renders the agreement final, it shall report that approval, the votes or abstentions thereon, and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

Pending Litigation

The Board shall report the following actions related to pending litigation, and the votes or abstentions thereon, at the public meeting during which the closed session is held: (Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.

2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation and if final approval rests with the other party or with the court, the district shall report the fact of approval, the substance of the agreement and the vote and abstentions thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

JPA/Self-Insurance Claims

The Board shall report the disposition of joint powers authority or self-insurance claims and the votes or abstentions thereon at the public meeting during which the closed session is held. This report shall
include the name of the claimant(s), the name of the agency claimed against, the substance of the claim and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

(cf. 3320 - Claims and Actions Against the District)

(cf. 3530 - Risk Management/Insurance)

Review of Assessment Instruments

At the public meeting during which the Board holds a closed session to review student assessment instruments, the Board shall confirm that this review was made. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

(cf. 6162.5 - Student Assessment)

Legal Reference:

EDUCATION CODE

35145 Public meetings
35146 Closed session (re student matters)
48918 Rules governing expulsion procedures; hearings and notice
49073-49079 Privacy of student records
60617 Meetings of governing board

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:
54957.1 Closed sessions; public report of action taken
54957.6 Closed sessions; representatives to employee organization(s)
54957.7 Disclosure of items to be discussed

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.8 Family Educational Rights and Privacy

COURT DECISIONS

Kleitman v. Superior Court of Santa Clara County 87 Cal Rptr. 2d (1999)

ATTORNEY GENERAL OPINIONS

http://www.gamutonline.net/DisplayPolicy/745374/9

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

AGENDA/MEETING MATERIALS

Agenda Content

Board of Education meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Agenda Preparation

The Superintendent shall develop the agenda for each regular and special meeting in accordance with Board policy. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 9122 - Secretary)

A Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least seven days before the scheduled meeting date. Items submitted less than seven days before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.
The Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board President, Vice President, Superintendent, and/or designee(s) shall review the agenda before it is printed and shall have final authority over whether each item on the agenda is placed in accordance with Board policy. At his/her discretion the president may delay placing a resolution for First Reading on the Agenda for not more than one (1) meeting if there are more agenda items than are manageable.

(cf. 9121 - President)

Any Board action that involves borrowing $100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

Notwithstanding the preceding paragraph, resolutions relating to the following may not be placed on the consent calendar: adoption of the fiscal year budget; approval, denial, revocation, or renewal of charter school petitions; consideration of sales or purchases of real property; consideration of labor agreements; or consideration of Board Policies or Administrative Policies and Regulations. The Superintendent shall place resolutions relating to these subjects on the agenda as First Reading listed as Superintendent's Proposal First Reading.

Any Board member may request that any item on the consent calendar be removed and considered for first reading. Such items shall be removed and considered for first reading, unless a majority of the Board votes to consider the item for approval separately at that same meeting immediately after approval of the consent calendar. The Board may act on items removed from the consent calendar at its next regular meeting.

http://www.gamutonline.net/DisplayPolicy/745375/9
Any Board member or the Superintendent may request that any item on the consent calendar be severed in order to allow discussion and a separate vote on the item at that same meeting immediately after approval of the consent calendar.

If a member of the public wishes to speak about any item on the consent calendar, he or she may do so during Board meeting agenda item F ("Public Comment on Consent Items"). If in response to public comment, a member of the Board wishes to sever any item on the consent calendar, that item shall be severed in order to allow discussion and a separate vote on the item at that same meeting immediately after approval of the consent calendar.

A vote will be called on the adoption of all items on the consent calendar as one motion.

Board/Superintendent Resolutions for First Reading

1. All Board/Superintendent proposals for First Reading shall be delivered to the Office of the Board of Education seven days in advance of the Board meeting date so that they can be included in the printed agenda of the meeting.

2. All Board/Superintendent resolutions not eligible for placement on the consent calendar shall be introduced for first reading.

3. 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. If the President determines that resolutions or other matters need consideration by more than two committees, the items shall be referred to a Committee-of-the-Whole which meeting shall be convened on the first or third Tuesday of the following month for which adequate Brown Act notice may be provided. The Board may not discuss or take action on a resolution introduced for First Reading at that meeting.

4. 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. Members of the public may also address the Board on a resolution introduced for First Reading at the appropriate committee. The Chair may limit the time for public comment on all resolutions for First Reading to a maximum of 5 minutes for Superintendent's First Readings and 5 minutes for Board Members' First Readings and 1 minute per speaker or as may be reasonable under the circumstances.

5. The Board may suspend subsection 2 of this section and consider a resolution introduced for First Reading immediately if five (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 without the necessity for a "Request to Speak" before the Board considers the resolution.

6. The President shall refer all resolutions for First Reading to the committee(s) deemed most appropriate, and such committee(s) shall consider the resolutions in accordance with Board rules and procedures.
7. No policy resolution which has been considered by the Board and rejected or adopted by majority vote may be submitted for reconsideration within one (1) calendar year unless resubmittal is requested by a member of the prevailing side and supported by a 2/3 vote of the full Board. Such resolutions for reconsideration shall be noticed on the Board's agenda. If such a request for reconsideration is made by a member of the prevailing side and approved by a 2/3 majority more than one month after the Board's vote, then the item shall be considered a new item and be heard as a first reading.

Agenda Dissemination to Board Members

At least three days before each regular meeting, a copy of the agenda and agenda packet shall be forwarded to each Board member, including the Superintendent's or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular Board meeting. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

Any documents prepared by the district or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

http://www.gamutonline.net/DisplayPolicy/745375/9
The Board agenda is posted and its contents are made available for public view in the lobby of the district's Administrative Building at 555 Franklin Street on the Friday before each regular meeting. A copy of the complete agenda is also available in the Office of the Board, Room 106, at the same address. Additional documents which are distributed to at least a majority of the Board after the publication of the agenda and relate to items on the agenda are available for public view in Room 106 at the time of distribution to the Board members. Additional documents distributed to the Board during the meeting can be viewed at the meeting (if prepared by the district) or after the meeting (if prepared by some other person) upon request to the Executive Assistant to the Board.

Legal Reference:

EDUCATION CODE
35144 Special meetings
35145 Public meetings
35145.5 Right of public to place matters on agenda

GOVERNMENT CODE
6250-6270 Public Records Act
53635.7 Separate item of business
54954.1 Mailed agenda of meeting
54954.2 Agenda posting requirements; board actions
54954.3 Opportunity for public to address legislative body
54954.5 Closed session item descriptions
54956.5 Emergency meetings
54957.5 Public records

UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28
35.160 Effective communications
36.303 Auxiliary aids and services

COURT DECISIONS
Caldwell v. Roseville Joint Union HSD, 2007 U.S. Dist. LEXIS 66318

Management Resources:

http://www.gamutonline.net/DisplayPolicy/745375/9
CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007
Guide to Effective Meetings, rev. 2007
Maximizing School Board Leadership: Boardsmanship, 1996

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, rev. 2003

CALIFORNIA CITY ATTORNEY PUBLICATIONS


WEB SITES

CSBA, Agenda Online:
http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx

California Attorney General's Office: http://www.caag.state.ca.us

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
MEETING CONDUCT

Meeting Procedures

All Board of Education meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board Rules and Procedures and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board President shall conduct Board meetings in accordance with Board rules and procedures that enable the Board to efficiently consider issues and carry out the will of the majority. The Board shall rely on Robert's Rules of Order, Newly Revised to address any question or point of order not addressed in the Board rules and procedures.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:00 p.m. unless extended by general consent of a majority of the Board.

(cf. 9320 - Meetings and Notices)

Discussion by Board members or speakers shall be limited to matters which are properly before the Board. A speaker shall be ruled out of order if he/she fails to speak on the subject matter for which the privilege of the floor was granted.

Discussion on a motion shall be germane.

Board members shall indicate their desire to speak by illuminating their microphone light. The president shall have the privilege to recognize requests to speak by other Board members.

(cf. 9121 - President)

The Board may, by a two-thirds vote, limit or close its debate.

Debate or action on Board Members' proposals and Superintendent's proposals upon being duly moved and seconded at First Reading, unless referred to a committee, shall be held on calendar for Second Reading at the next regularly scheduled meeting of the Board.

The president shall conduct a roll call vote on all motions presented to the Board and shall announce the vote of the Board.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)
The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

When not more than two vacancies occur on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, if a vacancy exists on the Board, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall be not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)

Public Participation

To the extent possible, Board committee meetings shall be the primary venue for public input into proposals from Board members and the Superintendent.

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 an individual completes a "Speaker Card", prior to the item being called, on the evening of the meeting. A person wishing to be heard by the Board shall be invited to, but not required to, provide his/her name before speaking.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5, Government Code 54954.3)

2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2)

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)
5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed two minutes to address the Board on each agenda or nonagenda item. Any speaker requiring language translation shall be allowed a maximum of two minutes to speak and two minutes for translation. The district will provide translation in at least Chinese and Spanish and, if possible and with adequate notice, in other languages.

The president may increase or decrease the time allowed for public presentation.

Substitution of speakers will not be permitted unless a designated alternate is submitted with the request to speak.

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

6. The Board president may rule on the appropriateness of a topic. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.

The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3) In addition, the Board may not prohibit public criticism of district employees.

While the Board recognizes the right of the public to address matters under the jurisdiction of the Board, whenever a member of the public initiates specific complaints or charges against an employee, the Board president shall inform the complainant that in order to protect the employee's due process rights and reputation, it is the policy and preference of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957. The Board president shall also encourage the complainant to file a written complaint using the appropriate district complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the president to terminate the privilege of addressing the Board for that meeting.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement.
8. 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.

Recording by the Public

The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph, or tape record open meetings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference:

EDUCATION CODE

5095 Powers of remaining board members and new appointees
32210 Willful disturbance of public school or meeting a misdemeanor
35010 Prescription and enforcement of rules
35145.5 Agenda; public participation; regulations
35163 Official actions, minutes and journal
35164 Vote requirements
35165 Effect of vacancies upon majority and unanimous votes by seven member board

GOVERNMENT CODE

54953.5 Audio or video tape recording of proceedings
54953.6 Broadcasting of proceedings
54954.2 Agenda; posting; action on other matters
54954.3 Opportunity for public to address legislative body; regulations
54957 Closed sessions
54957.9 Disorderly conduct of general public during meeting; clearing of room

PENAL CODE

403 Disruption of assembly or meeting

COURT DECISIONS


http://www.gamutonline.net/DisplayPolicy/745376/9

ATTORNEY GENERAL OPINIONS

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, rev. 2005
Board Presidents' Handbook, rev. 2002
Maximizing School Board Governance: Boardmanship

ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Legislative Bodies, 2003

WEB SITES
CSBA: http://www.csba.org
California Attorney General's Office: http://www.caag.state.ca.us

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT
adopted: February 14, 2012 San Francisco, California
Board Rules and Procedures

ORDER OF BUSINESS

The Board of Education shall conduct its regular meetings in accordance with the order of business set forth below. Alternatively, the Board president with agreement from the Board may modify the order of business after the meeting begins as they deem appropriate. Temporary changes to the order of business may be agreed to in advance by the president and Superintendent for an individual meeting or for a specified period of time. Any Board member or the Superintendent may place a resolution on the agenda listed under Superintendent's Proposals for First Reading or Board Members' Proposals for First Reading, respectively. Such resolutions will appear on the agenda as a first reading and be voted on at a subsequent meeting as second reading listed under Superintendent's Proposals Held for Speakers and Action or Board Members' Proposals Held for Speakers and Action, respectively. Board Members' or Superintendent's Proposal for second reading will have the relevant committee reports as part of the discussion and prior to speakers being heard or the vote being taken.

Notwithstanding the above, the Superintendent may place resolutions on the consent calendar in accordance with Board policy.

The order of business at regular meetings shall include a section titled "Recognitions and Resolutions of Commendation." This section is reserved for the Superintendent or Board Members to commend or honor individuals, groups, holidays and historical observations. If there is a resolution of commendation, these resolutions shall be heard immediately before the Student Delegates' Report and shall be acted on by the Board without need for a second reading after public testimony is heard.

The order of business of the Board shall be as follows:

A. Approval of Board Minutes

B. Presentations to the Board of Education/Superintendent's Reports
   1. Superintendent's Thoughts for the Evening

C. Recognitions and Resolutions of Commendation

D. Student Delegates' Report

E. Parent Advisory Council (PAC) Report

F. Public Comment on Consent Items (Members of the public shall not be permitted to sever agenda items for discussion. Rather, Board discussion on a consent item shall only occur if the Board or the Superintendent, in their discretion, severs the item for discussion.)

G. Consent Calendar (Motion and a Second; Items Withdrawn/Corrected by Superintendent; Items removed for First Reading, and/or Severed for Discussion/Separate Vote by Superintendent and Board Members) Formal vote on the Consent Calendar will be taken up in Section N. Severed Items will be taken up in Section O.
H. Superintendent's Proposals - Held for Speakers and Action

I. Board Members' Proposals - Held for Speakers and Action

J. Requests to Speak Regarding General Matters - 30 Minutes

This item is scheduled for no later than 7:30 p.m. or following the item under discussion at the time. This item is limited to 30 minutes.

K. Advisory Committee Reports/Appointments to Advisory Committees by Board Members

L. Special Order of Business

M. Discussion of Other Educational Issues

N. Consent Calendar Resolutions Removed at Previous Meeting for Second Reading and Action

O. Vote on Consent Calendar - Moved and Seconded under Section F

P. Consent Calendar Resolutions Severed for Speakers and Immediate Action

Q. Superintendent's Proposals - First Reading

5 minutes will be given for total public testimony under this item.

R. Board Members' Proposals - First Reading

5 minutes will be given for total public testimony under this item.

S. Board Members' Reports -

1. Standing Committees;

2. Board Delegates to Membership Organizations (NSBA, CSBA, CGCS);

3. All other reports by Board Members.

T. Report of Closed Session Actions

U. Other Informational Items

V. Adjournment

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
San Francisco USD | 9000 | BB 9323.2  Board Bylaws

**Board Rules and Procedures**

**ACTIONS BY THE BOARD**

The Board of Education shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members

2. A collective commitment or promise by a majority of the members to make a positive or negative decision

3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

**Action on Non-Agenda Items**

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5

2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted

3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

**Challenging Board Actions**

Any interested person or the district attorney's office may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of Government Code 54954.2 (agenda posting), Government Code 54953 (open meeting and teleconferencing), Government Code 54954.5 (closed session item descriptions), Government Code 54954.6 (new or
increased tax assessments), Government Code 54956 (special meetings), or Government Code 54956.5 (emergency meetings). (Government Code 54960.1)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.

2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.

3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

Legal Reference:

EDUCATION CODE

15266 School construction bonds
17466 Declaration of intent to sell or lease real property
17481 Lease of property with residence for nondistrict purposes
17510-17511 Resolution requiring unanimous vote of all members constituting board
17546 Private sale of personal property
17556-17561 Dedication of real property
17582-17583 District deferred maintenance fund
35140-35149 Meetings
35160-35178.4 Powers and duties
48660-48661 Community day schools establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue
1245.240 Eminent domain vote requirements
1245.245 Eminent domain, resolution adopting different use

http://www.gamutonline.net/DisplayPolicy/745378/9
GOVERNMENT CODE
53090-53097.5 Regulation of local agencies by counties and cities
53724 Parcel tax resolution requirements
53790-53792 Exceeding the budget
53820-53833 Temporary borrowing
53850-53858 Temporary borrowing
54950-54963 The Ralph M. Brown Act, especially:
54952.6 Action taken, definition
54953 Meetings to be open and public; attendance; secret ballots
54960 Action to prevent violations
65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE
3400 Bid specifications
20111 Contracts over $50,000; contracts for construction; award to lowest responsible bidder
20113 Emergencies, award of contracts without bids

COURT DECISIONS
Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS
The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS
The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

http://www.gamutonline.net/DisplayPolicy/745378/9

WEB SITES

CSBA: http://www.csba.org

California Attorney General's Office: http://www.caag.state.ca.us

Institute of Local Government: http://www.ca-ilg.org

Board Rules and Procedures SAN FRANCISCO UNIFIED SCHOOL DISTRICT

adopted: February 14, 2012 San Francisco, California
San Francisco USD | 9000 | E 9323.2 Board Bylaws

Board Rules and Procedures

ACTIONS BY THE BOARD

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The San Francisco Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

ACTIONS REQUIRING MORE THAN A MAJORITY VOTE

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)  
(cf. 3280 - Sale or Lease of District-Owned Real Property)

2. Resolution declaring intent of Board of Education to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)

3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)

4. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

5. Temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833 (Government Code 53821)

6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)  
(cf. 7131 - Relations with Local Agencies)  
(cf. 7150 - Site Selection and Development)  
(cf. 7160 - Charter School Facilities)

7. Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund (Education Code 17582, 17583)
8. Motions for reconsideration of policy resolutions pursuant to Board Rules and Procedures section 9322(d) Agenda/Meeting Materials, subsection 7 under Board/ Superintendent Resolutions for First Reading.

(cf. 9322 - Agenda/Meeting Materials)

9. For districts desiring to operate a community day school on an existing school site to serve grades K-6 (and no higher grades), certification that satisfactory alternative facilities are not available for a community day school. Such certification is valid for one school year and may be renewed by a subsequent two-thirds vote (Education Code 48661)

(cf. 6185 - Community Day School)

10. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

11. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

12. Resolution to place a parcel tax on the ballot (Government Code 53724)

13. Resolution of necessity to proceed with an eminent domain action and, if the Board desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)

2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. The expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)
2. Resolution, adopted between July 15 and August 30, to borrow funds of up to 25 percent of the estimated income and revenue to be received by the district during the current fiscal year from apportionments based on average daily attendance for the preceding school year (Government Code 53822-53824)

3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)

2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than $2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Exhibit SAN FRANCISCO UNIFIED SCHOOL DISTRICT

version: February 14, 2012 San Francisco, California
The Board of Education may annually conduct a self-evaluation in order to demonstrate accountability to the community and ensure that district governance effectively supports student achievement and the attainment of the district's vision and goals.

(cf. 0000 - Vision)

(cf. 2123 - Evaluation of the Superintendent)

The evaluation may address any areas of Board responsibility, including but not limited to Board performance in relation to vision setting, curriculum, personnel, finance, policy, collective bargaining and community relations. The evaluation also may address objectives related to Board meeting operations, relationships among Board members, relationship with the Superintendent, understanding of Board and Superintendent roles and responsibilities, communication skills, or other boardsmanship skills.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

The Board may be evaluated as a whole. Individual Board members also are encouraged to use the evaluation process as an opportunity to privately assess their own personal performance.

Each year the Board, with assistance from the Superintendent, may determine an evaluation method or instrument that measures a reasonable number of previously identified performance objectives. Videotape of a Board meeting may be used as an evaluation tool only with the consent of all Board members.

Any discussion of the Board's self-evaluation shall be conducted in open session. At the request of the Board, a facilitator may be used to assist with the evaluation process. The Board may invite the Superintendent or others to provide input into the evaluation process.

Following an evaluation, the Board may develop strategies for strengthening Board performance and establish priorities and objectives for the following year's evaluation.

(cf. 9230 - Orientation)

(cf. 9240 - Board Development)

Legal Reference:

GOVERNMENT CODE

54950-54963 Brown Act; board self-evaluations not covered

Management Resources:
1212-11Sp1 - Adoption of Board Policy (“BP”) 6020 (Parental Involvement), to Conform with Current Law and the Findings of an April, 2012 Federal Program Monitoring Audit

REQUESTED ACTION: That the Board of Education of the San Francisco Unified School District adopt Board Policy 6020, entitled “Parental Involvement”, to conform with current law and program audit findings.

BACKGROUND: The San Francisco Unified School District participates in the Title I program under the Elementary and Secondary Education Act — No Child Left Behind. These federal funds help to meet the educational needs of students in high-poverty schools. In receiving Title I funds, the District is required to have a written parental involvement policy describing how the LEA:

(a) Involves parents in the joint development of the LEA Plan and in the process of school review and improvement. (20 U.S.C. § 6318 (a)(2)(A).)
(b) Provides coordination, technical assistance, and other support to assist schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. (20 U.S.C. § 6318 (a)(2)(B).)
(c) Builds school and parent capacity for strong parental involvement. (20 U.S.C. § 6318 (a)(2)(C).)
(d) Coordinates and integrates Title I, Part A parental involvement strategies with parental involvement strategies of other programs. (20 U.S.C. § 6318 (a)(2)(D).)
(e) Conducts, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in Title I activities; uses the findings of the evaluation to design strategies for more effective parental involvement; and revises, if necessary, the Title I parental involvement policies. (20 U.S.C. § 6318 (a)(2)(E).)
(f) Involves parents in activities of schools served by Title I. (20 U.S.C. § 6318 (a)(2)(F).)

During the 2012 Federal Program Monitoring process, SFUSD received a Finding because there is no current BP 6020 meeting the above requirements. In order to resolve the Finding and be in compliance with current Title I regulations, the District must have a Board Policy that meets the requirements.

Superintendent’s Proposal
1212-11Sp1
12/11/12
1/8/13
Please Note:
> BP6020, Parental Involvement, taken up as an Informational Item by the Curriculum and Program Committee on November 5, 2012 and December 3, 2012. Returned to the Board for action.
It is the goal of the San Francisco Unified School District to make social justice a reality by diminishing the historic power of demographics as it relates to student achievement and to keep our promises to students and families. The Governing Board of the District recognizes that parents/guardians are their children's first and most influential teachers and that building capacity to support sustained parental involvement in the education of their children at school and at home contributes greatly to student achievement and a positive school environment. It is to the benefit of the District and all of the families that the District serves, that more families have the opportunity to speak out for children and support their progress. Board Resolution No. 94-28A2 directed the Superintendent to work with parents and community partners to develop a District Pre K-12 Parent Engagement and Partnership Program to engage our school community in this meaningful and impactful work. Further, the Superintendent or designee shall continue to work with staff, parents/guardians and community partners and advisory groups to develop meaningful opportunities at all grade levels for parents/guardians to be involved in district and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home, with particular attention to language accessibility, confronting assumptions around race and class, and interrupting unintended habits of marginalization.

SFUSD will continue to support schools, administrators and teachers to build consistent and effective communication between parents/guardians, schools and supporting community and advisory groups so that all parents/guardians know their rights to be informed about and to participate in their children's education and have equitable access to the supports and opportunities available to them to do so.

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

**Title I Schools**

Each year the Superintendent or designee shall identify specific objectives of the district's parental involvement program for schools that receive Title I funding. He/she shall ensure that parents/guardians and related community partners and advisory groups are consulted and participate in the planning, design, implementation, and evaluation of the Local Education Agency (LEA) plan, and coordinated and integrated parental involvement programs and strategies. (Education Code 11503) Annual review of parental involvement programs will include identifying barriers to greater participation by parents in Title I programs, school and District activities, and may require revision of parental involvement policies and new approaches to more effective involvement.
PARENTAL INVOLVEMENT (continued) BP6020

The Superintendent or designee shall ensure that the district’s parental involvement strategies are jointly developed with and agreed upon by parents/guardians of students participating in Title I programs and with the support of other District advisory groups and organizations. Those strategies shall establish expectations for parental involvement in schools and describe how the district will carry out each activity listed in 20 USC 6318. (20 USC 6318), including providing coordination, technical assistance, capacity building and other supports to assist in planning and implementation.

The Superintendent or designee shall consult with parents/guardians of participating students in the planning and implementation of parental involvement programs, activities, and regulations. He/she also shall involve parents/guardians of participating students in decisions regarding how the district’s Title I funds will be allotted for parental involvement activities. (20 USC 6318)

The Superintendent or designee shall ensure that each school receiving Title I funds develops a school-level parental involvement policy in accordance with 20 USC 6318 including, but not limited to, programs that promote family literacy and effective parenting.

Non-Title I Schools

As part of the District’s commitment to a comprehensive and unified approach to parental involvement at all schools, the Superintendent or designee shall also develop and implement strategies applicable for each school that does not receive federal Title I funds, but is aligned to the same commitments and responsibilities to parental involvement as those schools that receive Title I funds. The District’s intent is to encourage the involvement and support of all SFUSD’s parents/guardians in the education of their children, including, but not limited to, strategies describing how the district and schools will address the purposes and goals described in Education Code 11502. (Education Code 11504)

The Superintendent or designee shall ensure that parents/guardians and related community partners and advisory groups are consulted and participate in the planning, design, implementation and evaluation of coordinated and integrated parental involvement programs and strategies at all SFUSD schools. Those strategies shall establish expectations for parental involvement in schools and describe how the district will support equitable access, effective communication and identification of barriers to greater parent participation in school and District activities.

Legal Reference:

EDUCATION CODE

11500-11506 Programs to encourage parental involvement
48985 Notices in languages other than English
51101 Parent rights and responsibilities
64001 Single plan for student achievement
LABOR CODE
230.8 Time off to visit child’s school
PARENTAL INVOLVEMENT (continued) BP6020

UNITED STATES CODE, TITLE 20
6311 Parental notice of teacher qualifications and student achievement
6312 Local educational agency plan
6314 Schoolwide programs
6316 School improvement
6318 Parental involvement

CODE OF FEDERAL REGULATIONS, TITLE 28
35.104 Definitions, auxiliary aids and services
35.160 Communications

HISTORY/AUTHORIZATION

ADOPTED: Resolution 1212-11Sp1 (1st Reading – December 11, 2012)

(2nd Reading - )
San Francisco Unified School District
San Francisco, CA

Board Meeting of January 8, 2013

Special Order of Business

SUBJECT: Instructional Calendar for 2013-2014 School Year

REQUESTED ACTION: The Board of Education adopts the 2013-2014 Instructional Calendar.

BACKGROUND: The process of setting up an instructional calendar involves getting feedback from labor organizations, parent and community groups, and district departments. The Board of Education has the sole authority to adopt the Instructional Calendar for the District.

Submitted by Tom Ruiz, Sr. Executive Director, Labor Relations

Approved by Richard A. Carranza, Superintendent of Schools
## 2013-2014 INSTRUCTIONAL CALENDAR

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| | | | | | 10 | Aug. 14-15 – Professional Development Days (K-12)  
Aug. 16 – Teacher Work Day  
Aug. 19 – First Day of Instruction – Students Report |
| August 2013 | | | | | 20 | Sept. 2 – Labor Day (Holiday) |
| | | | | | 22 | Oct. 14 – Columbus/Indigenous People’s Day/Ell Dia de La Raza (Holiday) |
| September 2013 | | | | | 17 | Nov. 11 – Veterans Day (Holiday)  
Nov. 27-29 – Thanksgiving Recess |
| | | | | | 15 | Dec. 20 – End of the Fall Semester  
Dec. 23 – 21 – Winter Break |
| October 2013 | | | | | 19 | Feb. 17 – President’s Day (Holiday) |
| | | | | | 18 | Apr. 1 – 4 – Spring Break (K-12) |
| November 2013 | | | | | 20 | May 26 – Memorial Day (Holiday)  
May 30 – End of the Spring Semester – Early Dismissal (Half-Day)  
Half-Day Forced Closure (if necessary) |
| December 2013 | | | | | 0 | Jun 1 – Third Professional Development Day Suspended (Schools and EED Sites Closed) (if necessary) |

**Fall Semester – 84 days**  
**Spring Semester – 95.5 days**  
**Total Instructional Days – 179.5**  
**Total Work Day – 1**  
**Professional Development Days – 2**  
**Total Service Days – 182.5**

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<th>F</th>
<th>Instructional Days</th>
<th>Dates of Significance</th>
</tr>
</thead>
</table>
| January 2014 | | | | | 3 | Jan. 1 – New Year Day (Holiday)  
Jan. 2 – 3 – Winter Break  
Jan. 20 – Martin Luther King Day (Holiday) |
| | | | | | 2 | March 31 – Lunar New Year Observance (School Sites and EES Closed – District Offices Open) |
| February 2014 | | | | | 19 | Mar. 31 – Cesar Chavez Day Observance (Schools and EED Closed – District Offices Open) |
| | | | | | 18 | Apr. 1 – 4 – Spring Break (K-12) |
| March 2014 | | | | | 18 | May 26 – Memorial Day (Holiday)  
May 30 – End of the Spring Semester – Early Dismissal (Half-Day)  
Half-Day Forced Closure (if necessary) |
| | | | | | 0 | Jun 1 – Third Professional Development Day Suspended (Schools and EED Sites Closed) (if necessary) |

July 0  
January 18  
August 13  
February 19  
September 20  
March 20  
October 22  
April 18  
November 17  
May 20.5  
December 15  
June .5
San Francisco Unified School District
San Francisco, California

Regular Meeting of the Board of Education
January 08, 2013

Special Order of Business

SUBJECT: 2012-2013 Initial Proposal for a Successor Collective Bargaining Agreement from the San Francisco Unified School District to the United Administrators of San Francisco

REQUESTED ACTION: That the Board of Education presents the Initial Proposal for a Successor Collective Bargaining Agreement from San Francisco Unified School District to the United Administrators of San Francisco.

Public Hearing on this proposal will be held at the Regular Board Meeting of January 22, 2013.

[Signature]
Submitted by Tom Ruiz, Sr. Executive Director, Labor Relations

[Signature]
Approved by Richard A. Carranza, Superintendent of Schools
INITIAL PROPOSAL FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT OF THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT TO UNITED ADMINISTRATORS OF SAN FRANCISCO FOR THE 2013-2014 THROUGH 2015-2016 SCHOOL YEARS

Introduction

The District’s and UASF’s overriding concern should be to assure, enhance, and sustain our ability to carry out the District’s Vision:

Every SFUSD Student will graduate from high school, college and career ready with the skills, capabilities and dispositions necessary for the 21st century.

Therefore, all District proposals and responses to UASF proposals will be based on how and to what degree they are consistent with and contribute toward the further achievement of the following District Goals:

Goal 1: Access and Equity – Making social justice a reality.
Goal 2: Achievement – Engaging high achieving and joyful learners.
Goal 3: Accountability – Keeping our promises to our students and families.

The District looks forward to continuing our cooperative interest-based bargaining (IBB) with UASF as we prepare to achieve these Goals even while meeting the significant economic challenges facing all District stakeholders.

District Initial Proposal for Contract Language Changes

The District also initially proposes to add language to the current administrator contract as appropriate and necessary to carry out the District’s Vision and achieve its Goals in areas including but not limited to the following:

Article 9 – Appointment, Transfer and Reassignment

Article 10 – Administrator Evaluation and Leadership Professional Growth

The District reserves the right to make additional proposals in areas not covered above consistent with its public notice obligations under Government Code section 3547, subdivision (d).
2012-2013 Initial Proposal for a Successor Collective Bargaining Agreement from the United Administrators of San Francisco (UASF) to San Francisco Unified School District

That the Board of Education presents the Initial Proposal for a Successor Collective Bargaining Agreement from UASF to San Francisco Unified School District.

Public Hearing on this proposal will be held at the Regular Board Meeting of January 22, 2013.
Successor Contract Agreement Proposal
United Administrators of San Francisco
and the
San Francisco Unified School District
November 14, 2012

United Administrators of San Francisco requests to open negotiations with respect to a successor agreement to govern the parties effective July 1, 2013 through June 30, 2016.

By: Allen Lee
UASF Chief Negotiator
Whereas: The voters of San Francisco passed a charter amendment in 2004 to establish the Public Education Enrichment Fund (PEEF); and

WHEREAS: Board Resolutions No. 44-27A10 and No. 115-10A3 establish a process for public input and development of recommendations by a Community Advisory Committee on PEEF. The Community Advisory Committee on PEEF has submitted its recommendations to the Board of Education and the Superintendent; and

WHEREAS: Recommendations for 2013-2014 spending from Sports, Libraries, Arts, and Music portions of PEEF were developed, with stakeholder input, based on long-range master plans for physical education, libraries, and the arts; and

WHEREAS: Recommendations for the Other General Uses portion of PEEF reflect a continuation in the current level of staffing and programming, as well as funds placed in reserve to offset financial impact on the District due to a reduction of funding at the State level.

Therefore Be It Resolved: That the Board of Education of the San Francisco Unified School District commends the hard work and thoughtful recommendations from the Community Advisory Committee on PEEF, the Arts Education Master Plan Steering Committee, the Library Advisory Committee, the Physical Education Master Plan Steering Committee, and all of the staff members who contribute to the success of PEEF; and

Further Be It Resolved: That the Board of Education of the San Francisco Unified School District approves a Public Education Enrichment Fund spending plan for the 2013-2014 school year after examining the recommendations on PEEF from the staff and Community Advisory Committee on PEEF; and

Be It Further Resolved: That this spending plan may be amended during the District's budget development process based on availability of State funding and/or subsequent adjustments to the PEEF allocation made by the City and County San Francisco. The Superintendent is requested to inform the SFUSD School Board and the Board of Supervisors that such amendments may occur.

Superintendent's Proposal
131-8Sp1

1/8/13
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
INFORMATIONAL NOTICE OF CLASSIFIED PERSONNEL TRANSACTIONS

Per Board Resolution 61-9A3 the following information is provided regarding Classified employees

UNITED SUPPORT PERSONNEL
APPOINTMENTS

ELEMENTARY SCHOOLS

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<td>O’Leary</td>
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<td>1426</td>
<td>PCSE</td>
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<td>LAST NAME</td>
<td>SITE</td>
<td>CLASS</td>
<td>STATUS</td>
<td>EFF. DATE</td>
<td>FTE</td>
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<td>Dinorah</td>
<td>Robleto-Rueda</td>
<td>Gordon J. Lau E.S.</td>
<td>1424</td>
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<td>10/22/2012</td>
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<td>Rikta</td>
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<td>Unassigned School Lunchroom Helper</td>
<td>2615</td>
<td>TEXE</td>
<td>10/04/2012</td>
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<td>Elizabeth</td>
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<td>Special Education Services</td>
<td>1802</td>
<td>TEXE</td>
<td>12/15/2012</td>
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<td>Yong</td>
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<td>2615</td>
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<td>11/17/2012</td>
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<td>ZeHua</td>
<td>Ye</td>
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<td>2615</td>
<td>TEXE</td>
<td>12/15/2012</td>
<td>As Needed</td>
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</tbody>
</table>

Roger L. Buschmann  
Human Resources Department
San Francisco Unified School District
San Francisco, CA

For Board Meeting of 1/8/2013

SUBJECT: APPROVAL OF STUDENT TRAVEL

REQUESTED ACTION: That the Board of Education approves student travel as follows:

<table>
<thead>
<tr>
<th>SCHOOL:</th>
<th>International Studies Academy</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATIONAL PURPOSE OF TRIP:</td>
<td>There is no doubt that students must be prepared for the increasingly complex world they will experience after graduation. It is a world that demands an understanding of other people and cultures; the ability to work in a team structure; and critical thinking, oral communication, and decision-making skills. Our students deserve an education that will not only provide skills in math and reading, but one that will equip them to meet the challenges of a demanding global society. Traveling to Hawaii will bring history to life, travel builds the foundation that will allow our ISA students to succeed in this global society, traveling to Hawaii may spark a student, “turns on” an unmotivated student. Honolulu Hawaii is made up native Hawaiian ancestry, beautiful beaches, waterfalls, rainforests and the world’s most active volcano. Oahu: this is where you’ll find Honolulu, Diamond Head, Pearl Harbor, Hanauma Bay for snorkeling, North Shore, Waikiki Beach.</td>
</tr>
</tbody>
</table>

| NO. OF STUDENTS PARTICIPATING: | 12 |
| LENGTH OF TRIP: | 5 days, 4 nights |
| DESTINATION(S): | Honolulu, Hawaii |
| NAMES OF SFUSD EMPLOYEES ACCOMPANYING STUDENTS: | Verna Castro Burwell, Ryan Nordvik |
| SOURCE OF FUNDING: | Parent contributions, school fundraising |
| DESCRIPTION OF STUDENT SELECTION PROCESS: | Open to all high school students that meet grade point average minimum, satisfactory or better conduct, attend all meetings and events |
| COST OF TRIP: | $14,000 |
| COST TO DISTRICT: | $0 |

SITE ADMINISTRATOR AFFIRMS THE FOLLOWING:

☐ parental permission forms are on file for all students participating and school has emergency communication protocol
☐ at least one sfusd employee accompanying the students is certified
☐ criminal background check requirements for non-sfusd chaperones were met (megans law checks for parents)
☐ there are sufficient and appropriate chaperones for this field trip
☐ school addressed financial or accessibility issues that might prevent students from participating

Submitted by: [Signature]
Date: 1/8/13

Approved by: [Signature]
Date: 1/8/13

RICHARD A. CARRANZA
Superintendent of Schools

Agenda Item 1a. (131-8/1)
SUBJECT: AUTHORIZATION TO SUBMIT APPLICATIONS AND ACCEPT FUNDS

REQUESTED ACTION:
That the Superintendent and/or the Chief Financial Officer be authorized by the Board of Education to submit the following grant applications, to accept the following grant awards, and to budget the amount awarded.

Total Grant Awards this Agenda  
AMOUNT: $250,460

1  AMOUNT: $10,000  
GRANTING AGENCY: Charles A Becker Foundation  
GRANT TITLE: Literacy Specialist Expansion  
SITE: Sheridan Elementary School  
DATES OF GRANT: December 1, 2012 - November 1, 2013  
PURPOSE: Funds will allow Sheridan to augment the hours for existing literacy specialist. This will expand opportunities for our staff person to work with children in intervention groups and to work with staff to develop classroom practices that promote literacy for all children.  
EVALUATION: Level 1: No assessment  
DISTRICT GOAL: Goal 1: Access and Equity - Make social justice a reality  
Goal 2: Student Achievement - Engage high achieving and joyful learners  
Goal 3: Accountability - Keeping our promises to students and families  
PROGRAM MANAGER: Dina Edwards

2  AMOUNT: $90,460  
GRANTING AGENCY: San Francisco School Alliance  
GRANT TITLE: Bechtel Math Grant on Common Core State Standards in Mathematics (CCSSM)  
SITE: PreK-12  
DATES OF GRANT: January 2, 2013 - March 29, 2013  
PURPOSE: The purpose of the grant is to pay for release days (substitutes) and extended hours for teachers K-12 who will spend full days studying the content, pedagogy, and assessment implications of implementing the CCSSS-M in their schools. They will also prepare to transfer this knowledge to their colleagues during staff meetings at their respective school sites. They will spend time planning their work for next year as a cohort of early implementers.  
EVALUATION: Level 1: No assessment  
DISTRICT GOAL: Goal 1: Access and Equity - Make social justice a reality  
PROGRAM MANAGER: Kathryn J Doherty
AMOUNT: $150,000
GRANTING AGENCY: William and Flora Hewlett Foundation
GRANT TITLE: HEWLETT LOCAL ARTS REPORTING PROJECT
SITE: KALW
DATES OF GRANT: November 12, 2012 - November 12, 2015
PURPOSE: Funds from this grant will support KALW's continued coverage of San Francisco and Bay Area arts community primarily on the station's 'Crosscurrents' program along with the station's online content.
EVALUATION: Level 1: No assessment
DISTRICT GOAL: Goal 3: Accountability - Keeping our promises to students and families
PROGRAM MANAGER: William Helgeson
SUBJECT: BUDGET TRANSFERS FOR FISCAL YEAR 2012-2013

REQUESTED ACTION:

The Superintendent recommends changes to the FY 2012-13 Budget as adopted by the Board of Education on June 26, 2012. The budget is revised periodically as new information is received or when the assumptions on which the adopted budget was developed change. Administration recommends the following budget revisions as presented:

UNRESTRICTED GENERAL FUND / SCHOOL SITE BASED WSF ALLOCATION

<table>
<thead>
<tr>
<th>FUND: 01</th>
<th>RESOURCE: 00000</th>
<th>SCH / ORG: 529</th>
<th>PROGRAM MANAGER: Richard Curci</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCH/DEPT NAME:</td>
<td>Everett Middle School</td>
<td>PROGRAM TITLE:</td>
<td>Unrestricted General Fund</td>
</tr>
<tr>
<td>FROM:</td>
<td>TO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4490 - Non Capitalized Equipment</td>
<td>$85,776.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1101 - Classroom Teacher Salary - Job Code 0700, 1.0 FTE</td>
<td>$61,930.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3001s - Certificated Employee Benefits</td>
<td>$23,846.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPLANATION:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in non capitallized equipment, and this funding will be used to pay the salary and benefits for 1.0 FTE classroom teacher during SY 2012-2013 due to increase in new students' enrollment. The position currently funded by School Improvement Grant (SIG).</td>
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</table>

<table>
<thead>
<tr>
<th>FUND: 01</th>
<th>RESOURCE: 00000</th>
<th>SCH / ORG: 559</th>
<th>PROGRAM MANAGER: Katie Pringle</th>
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<tr>
<td>SCH/DEPT NAME:</td>
<td>Galileo Academy of Science and Technology</td>
<td>PROGRAM TITLE:</td>
<td>Unrestricted General Fund</td>
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<tr>
<td>FROM:</td>
<td>TO:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4490 - Non-Capitalized Equipment</td>
<td>$16,000.00</td>
<td></td>
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</tr>
<tr>
<td>5803 - Consultant Fees</td>
<td>$16,000.00</td>
<td></td>
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<tr>
<td>EXPLANATION:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in non-capitalized equipment, and this funding will be used to pay consultant to coordinate the Galileo's Pathways/Academic Programs.</td>
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</table>
### Agenda Item 2b. (131-8B2)

<table>
<thead>
<tr>
<th>FUND</th>
<th>RESOURCE</th>
<th>SCH / ORG</th>
<th>PROGRAM MANAGER</th>
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</thead>
<tbody>
<tr>
<td>01</td>
<td>00000</td>
<td>618</td>
<td>Jennifer Steiner</td>
</tr>
</tbody>
</table>

**SCH/DEPT NAME:** Buena Vista Horace Mann  
**PROGRAM TITLE:** Unrestricted General Fund

**FROM:**  
4313 - Other Supplies  
1104 - Certificated Extended Days  
3001s - Certificated Employee Benefits

**TO:**  
$23,470.00  
$18,956.46  
$4,513.54

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<tr>
<th>FUND</th>
<th>RESOURCE</th>
<th>SCH / ORG</th>
<th>PROGRAM MANAGER</th>
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<tbody>
<tr>
<td>01</td>
<td>00000</td>
<td>853</td>
<td>Marthaa Torres</td>
</tr>
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</table>

**SCH/DEPT NAME:** Thurgood Marshall Academic High School  
**PROGRAM TITLE:** Unrestricted General Fund

**FROM:**  
2402 - Tech, Clerk & Other Office Salaries - Job Code 1021, 0.13 FTE  
3002s - Classified Employee Benefits

**TO:**  
4313 - Other Supplies

**EXPLANATION:**

The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in other supplies, and this funding will be used to pay for certificated extended days for middle school staff to work one additional hour per week past their contract hours to ensure that they can attend K-8 staff Professional development meetings along side of their K-5 colleagues. This will allow the school to focus on the needs of our English learners through deep learning around Balanced literacy, Balanced Math and strategies that support English learners across content areas. The school will be holding 4 professional developments around race, language and culture and how to teach through an equity lens. Staff will be paid for attending those Professional development hours as well.

The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in 0.13 FTE classified position, and this funding will be used to purchase supplies for students in classrooms.
### UNRESTRICTED GENERAL FUND

<table>
<thead>
<tr>
<th>FUND: 01</th>
<th>RESOURCE: 00000</th>
<th>SCH / ORG: 152</th>
<th>PROGRAM MANAGER: Kim Coates</th>
</tr>
</thead>
</table>

**SCH/DEPT NAME:** Student, Family, and Community Support Department  
**PROGRAM TITLE:** Unrestricted General Funds - School Health Programs

**FROM:**  
- 2901 - Other Classified Salaries - Job Code 2593, 0.112 FTE  
- 3002s - Classified Employee Benefits  
- 4313 - Other Supplies

**TO:**  
- 1108 - Certificated Stipends  
- 1309 - Other Certificated Administrators' Salaries - Job Code 0570, 0.071 F  
- 3001s - Certificated Employee Benefits  
- 5803 - Consultant Fees

**EXPLANATION:**  
The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus from a classified position and other supplies, and this funding will be used to pay for a portion of salary and benefits to convert a Program Administrator position to a Supervisor position, consultant fees, and other stipends. The consultant from New Conservatory Theatre Center is to provide educational theater performances in grades K-12 to promote awareness of HIV issues, peer pressure, self-esteem, and individual responsibility. Also, it offers highly-regarded, culturally competent, age-appropriate interactive presentations consistent with evidence-based strategies in HIV prevention. The stipends are to pay for the "Family Diversity: Talking about Gay and Lesbian topics in Elementary School K-5 health education" training.

### RESTRICTED GENERAL FUND

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<th>SCH / ORG: 154</th>
<th>PROGRAM MANAGER: Maureen Carew</th>
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**SCH/DEPT NAME:** Student, Family, Community Support Services  
**PROGRAM TITLE:** Department of Children, Youth And Their Families (DCYF): SF Promise

**FROM:**  
- 4310 - Instructional Supplies  
- 4313 - Other Supplies  
- 4551 - Printing - In House

**TO:**  
- 5803 - Consultant Fees

**EXPLANATION:**  
The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in instructional supplies, other supplies, and printing - in house, and this funding will be used to pay for The Pathways Consultants. The consultants will update the STEPs Curriculum (a college and career exploration curriculum that is imbedded in our ELA 7th and 8th grade) with SFUSD uses in 7th and 8th grade, so that the curriculum is aligned to the new Common Core State Standards and create the curriculum in collaboration with SFUSD and City College and they are the experts in the curriculum. The consultants will also train lead teachers and counselors.
FUND: 01  RESOURCE: 74000  SCH / ORG: 529  PROGRAM MANAGER: Richard Curci

SCH/DEPT NAME: Everett Middle School
PROGRAM TITLE: Quality Education Investment

FROM: 4313 - Other Supplies
TO: 1101 - Classroom Teacher - Job Code 0700, 1.0 FTE
     3001s - Certificated Employee Benefits

$85,776.00
$61,930.00
$23,846.00

EXPLANATION:
The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in other supplies, and will be used to pay for a 1.0 FTE certificated position, which is being funded out of School Improvement Grant (SIG).

FUND: 01  RESOURCE: 93006  SCH / ORG: 539  PROGRAM MANAGER: Michelle Chang

SCH/DEPT NAME: Dianne Feinstein School
PROGRAM TITLE: PTA

FROM: 4313 - Other Supplies
TO: 5803 - Consultant Fees

$8,200.00
$8,200.00

EXPLANATION:
The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in other supplies, and will be used to pay for Heinemann Publishing consultant. The consultant will work with teachers to share best practices in guided reading and plan with teachers on how to run the guided reading in the classrooms.

FUND: 01  RESOURCE: 07940  SCH / ORG: 618  PROGRAM MANAGER: Jennifer Steiner

SCH/DEPT NAME: Buena Vista Horace Mann Middle School
PROGRAM TITLE: TIIIBG - Targeted Instructional Improvement Block Grant

FROM: 4313 - Other Supplies
TO: 1104 - Certificated Extended Days
     3001s - Certificated Employee Benefits

$27,272.50
$22,027.70
$5,244.80

EXPLANATION:
The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in other supplies, and will be used to pay for certificated extended days for middle school staff to work one additional hour per week past their contract hours to ensure that they can attend K-8 staff Professional development meetings along side of their K-5 colleagues. This will allow the school to focus on the needs of our English learners through deep learning around Balanced literacy, Balanced Math and strategies that support English learners across content areas. The school will be holding 4 professional developments around race, language and culture and how to teach through an equity lens. Staff will be paid for attending those Professional development hours as well.
FUND: 01  RESOURCE: 70910  SCH / ORG: 764  PROGRAM MANAGER: William Kappenhagen

SCH/DEPT NAME: Phillip & Sala Burton High School
PROGRAM TITLE: EIA - Limited English Proficiency

FROM:
4313 - Other Supplies $613.65
5202 - Travel/Conference $2,463.95
5811 - Student Field Trips $5,500.00

TO:
1101 - Classroom Teacher - Job Code 0700, 0.10 FTE $6,193.00
3001s - Certificated Employee Benefits $2,384.60

EXPLANATION:
The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in other supplies, travel/conference, and student field trips, and will be used to pay for portion of salary and benefits for a 9th Grade English teacher.

FUND: 01  RESOURCE: 07940  SCH / ORG: 853  PROGRAM MANAGER: Marthaa Torres

SCH/DEPT NAME: Thurgood Marshall Academic High School
PROGRAM TITLE: TIIBG - Targeted Instructional Improvement Block Grant

FROM:
4313 - Other Supplies $17,969.94
4490 - Non-Capitalized Equipment $24,938.06

TO:
1101 - Classroom Teacher - Job Code 0737, 0.50 FTE $30,985.00
3001s - Certificated Employee Benefits $11,923.00

EXPLANATION:
The transfer of these accounts is needed in order to implement and/or realign program needs. Availability of funds is due to anticipated budget surplus in other supplies, and will be used to pay for salary and benefits for a 0.50 FTE ELD/English teacher.

Submitted by: Reeta Madhavan  Date
Executive Director of Budget Services

Approved by: Joseph C. Grazzoli  Date
Chief Financial Officer

Agenda Item
2b. (131-8B2)
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Regular Board Meeting January 08, 2013

SUBJECT: TO ACCEPT THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2012

REQUESTED ACTION:

That the Board of Education accepts the San Francisco Unified School District's Audit Report for the year ended June 30, 2012.

BACKGROUND:

In accordance with California Education Code 41020, each County Superintendent of Schools shall provide for an audit of all funds under their jurisdiction and control and the governing board of each district shall provide for an audit of the books and accounts of the District including an audit of school district income and expenditures by source of funds.

The audit for San Francisco Unified School District has been performed by the firm of Vavrinek, Trine, Day & Co., LLP. The audit report is in accordance with generally accepted auditing standards, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States and Standards and Procedures for Audits of California K-12 Local Educational Agencies.

Submitted by:

Joseph C. Grazioli
Chief Financial Officer

Approved by:

Richard A. Carranza
Superintendent of Schools
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Regular Board Meeting of January 8, 2013

SUBJECT: AUTHORIZATION TO AMEND RESOLUTION #1210-9B3 TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SAN FRANCISCO SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS (SPCA)

REQUESTED ACTION:

That the Board of Education of the San Francisco Unified School District authorize the amendment of Resolution #1210-9B3, which allows the Superintendent and/or his designee to enter into an MOU with the Society for the Prevention of Cruelty to Animals (SPCA), for services focused on English Language Arts development. This amendment clarifies that services will be provided at the following additional school site at no cost to the District:

Moscone Elementary School

BACKGROUND:

San Francisco Unified School District will enter into the attached Memorandum of Authority for the 2012-2013 school year. During the course of the school year, San Francisco Unified School District will continue to execute the Memorandum of Authority with Community Based Organizations and Public Agencies to provide services and support for students and their families as needed. The services all relate to or directly support school staff, students and their families. There are several sources of funding for these organizations. The funding may come from foundations, the private sector, the State or Federal government or different departments of the City and County of San Francisco.

The Memoranda of Authority are contracts which require Board approval pursuant to the California Education Code and Board Policy. Due to timelines by the funding sources, many of the services set forth in the Memoranda of Authority must commence before the Board of Education is able to grant approval. Therefore, the Student, Family, and Community Support Department is requesting the Board of Education’s approval of the amended Memoranda of Authority.

Submitted by:
Kevin M. Truitt
Associate Superintendent
Student, Family and Community Support Department

Approved by:
Richard A. Carranza
Superintendent of Schools
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Regular Board Meeting of January 8, 2013

SUBJECT: AUTHORIZATION TO AMEND RESOLUTION #1211-13B7 TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH THE ALONZO KING LINES BALLET

REQUESTED ACTION:

That the Board of Education of the San Francisco Unified School District authorize the amendment of Resolution #1211-13B7, which allows the Superintendent and/or his designee to enter into an MOU with the Alonzo King LINES Ballet, for weekly dance classes. This amendment clarifies that services are being provided at the following school site only at no cost to the District:

Presidio Middle School

BACKGROUND:

San Francisco Unified School District will enter into the attached Memorandum of Authority for the 2012-2013 school year. During the course of the school year, San Francisco Unified School District will continue to execute the Memorandum of Authority with Community Based Organizations and Public Agencies to provide services and support for students and their families as needed. The services all relate to or directly support school staff, students and their families. There are several sources of funding for these organizations. The funding may come from foundations, the private sector, the State or Federal government or different departments of the City and County of San Francisco.

The Memoranda of Authority are contracts which require Board approval pursuant to the California Education Code and Board Policy. Due to timelines by the funding sources, many of the services set forth in the Memoranda of Authority must commence before the Board of Education is able to grant approval. Therefore, the Student, Family, and Community Support Department is requesting the Board of Education’s approval of the amended Memoranda of Authority.

Submitted by:

[Signature]
Kevin M. Truitt
Associate Superintendent
Student, Family and Community Support Department

Approved by:

[Signature]
Richard A. Carranza
Superintendent of Schools
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California
January 8, 2013

SUBJECT: AUTHORIZATION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH EverFi

REQUESTED ACTION:

That the Board of Education authorize the Superintendent and/or his designee to enter into a MOU with EverFi for Software Services.

BACKGROUND:

During the 2012-2013 school year, EverFi will continue to expand its financial literacy software in SFUSD 12th grade Economics courses during year three of program implementation. In addition, Contractor will provide use of Ignition, its digital citizenship software, for the first time in SFUSD schools. Ignition will be implemented at Martin Luther King middle school on a trial basis. As part of its responsibility for program implementation in both the financial literacy software and Ignition, Contractor agrees to do the following:

Contractor will provide training and support to 12th grade Economics teachers in SFUSD schools for implementation of Contractor's financial literacy software.

Contractor will provide use of their financial literacy software to 12th grade Economics students and teachers in SFUSD schools at no cost to SFUSD.

Contractor will provide training and support to teachers at Martin Luther King Middle School for implementation of Contractor's digital citizenship software, Ignition.

Contractor will provide use of their digital citizenship software, Ignition, to students and teachers at Martin Luther King Middle School.

Contractor will continue to collect and provide performance data to SFUSD regarding the scale and success of program implementation, including a list of teachers trained, teachers that utilize the software, the number of students to begin and complete the course, and teacher surveys regarding the effectiveness of the curriculum. This will be done for both the financial literacy and Ignition software.

SUBMITTED BY:  
Bill Sanderson  
Executive Director

APPROVED:  
Richard Carranza  
Superintendent

Agenda Item
2f. (131-8B6)
SUBJECT: APPROVAL OF THE SAN FRANCISCO UNIFIED SCHOOL DISTRICT MEMORANDA OF AUTHORITY WITH COMMUNITY BASED ORGANIZATIONS

REQUESTED ACTION:

That the Board of Education approves the Memoranda of Authority entered into between the San Francisco Unified School District and Community Based Organizations and Agencies. A list of the Memoranda of Authority has been attached to this Resolution.

BACKGROUND:

San Francisco Unified School District will enter into the attached Memoranda of Authority for the 2012-2013 school year. During the course of the school year, San Francisco Unified School District will continue to execute the Memoranda of Authority with Community Based Organizations and Public Agencies to provide services and support for students and their families as needed. The services all relate to or directly support school staff, students and their families. There are several sources of funding for these organizations. The funding may come from foundations, the private sector, the State or Federal government or different departments of the City and County of San Francisco.

The Memoranda of Authority are contracts which require Board approval pursuant to the California Education Code and Board Policy. Due to timelines by the funding sources, many of the services set forth in the Memoranda of Authority must commence before the Board of Education is able to grant approval. Therefore, the Student Family and Community Support Department is requesting the Board of Education's approval of the Memoranda of Authority on the attached list.

Submitted by:

Kevin Truitt
Associate Superintendent
Student, Family, and Community Support Department

Approved by:

Richard A. Carranza
Superintendent of Schools
<table>
<thead>
<tr>
<th>SFUSD School Site</th>
<th>Community Based Organization</th>
<th>Description of Services</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon J. Lau Elementary School</td>
<td>Fei Tian Academy of the Arts California</td>
<td>After school program with art and cultural enrichment for grades K-5</td>
<td>Grants Foundations Support</td>
</tr>
<tr>
<td>Ruth Asawa School of the Arts</td>
<td>Vision Van</td>
<td>Eye examinations and production and distribution of prescription glasses for students in need</td>
<td>Grants Foundations Support</td>
</tr>
</tbody>
</table>
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

San Francisco, California
Board Meeting of January 8, 2013

SUBJECT: Authorization for the award of bids, purchase of and encumbrance for supplies, equipment and/or services over $81,000 or the statutory limit specified in Public Contract Code Section 20111.

REQUESTED ACTION: That the Board of Education authorize the procurement of supplies, equipment, and/or services summarized below.

### 2012-2013

**CONTRACT ASSIGNMENT**

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SCHOOL/DEPARTMENT</th>
<th>DESCRIPTION</th>
<th>VENDOR/MBE/WBE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Buildings &amp; Grounds</td>
<td>Contract Assignment (Vendor Name Change) for the Maintenance and repair of SFUSD elevators and wheelchair lifts from Ascent Elevator Services to Kone.</td>
<td>Kone Non-MBE Non-WBE</td>
<td>$269,798</td>
</tr>
<tr>
<td>01-81500-2013-0000-8100-5643-340</td>
<td>(Ongoing &amp; Major Maintenance Funds)</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>


Approved Board Resolution: 2g (126-26C2)

Original Contract Approval: 6/26/12

**REQUISITION FOR PURCHASE ORDERS**

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>SCHOOL/DEPARTMENT</th>
<th>DESCRIPTION</th>
<th>VENDOR/MBE/WBE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
<tr>
<td>0000000933</td>
<td>Information Technology Department</td>
<td>Confirming Approval for the emergency purchase and replacement of a non-repairable phone system at George Washington High School</td>
<td>Telbon Communications, Inc. African American Non-WBE</td>
<td>$156,292</td>
</tr>
<tr>
<td>01-00000-2013-0000-8400-5911-220</td>
<td>(General Funds)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by: Rod Sarmiento
Director of Purchasing & Warehouse

Approved by: Joseph C. Graziole
Chief Financial Officer

Agenda Item
2h. (131-8C2)
MEMORANDUM

TO: Esther V. Casco
   Executive Assistant

FROM: Rod Sarmiento
   Director of Purchasing & Warehouse

SUBJECT: Representation of Minority and Woman Business Enterprises (MBE/WBE) on purchases over $ 81,000.00 or the statutory limit specified in Public Contract Code Section 20111

A Minority Business Enterprise (MBE) is an independent and continuing business for profit, which performs a commercially useful function and which is owned and controlled by one or more minority persons residing in the United States or its territories. A Women-Owned Business Enterprise (WBE) is an independent and continuing business for profit, which performs a commercially useful function and which is owned and controlled by one or more women residing in the United States or its territories.

The MBE/WBE as they appear on the January 8, 2013 Board Agenda are as follows:

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>VENDOR</th>
<th>TOTAL AMOUNT</th>
<th>MBE STATUS</th>
<th>WBE STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000000933</td>
<td>Kone, Telbon Communications, Inc.</td>
<td>$269,798</td>
<td>Non-MBE</td>
<td>Non-WBE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$156,292</td>
<td>African American</td>
<td>Non-WBE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>*NON MBE/WBE</th>
<th>MBE/WBE AMOUNT</th>
<th>MBE %</th>
<th>WBE %</th>
</tr>
</thead>
<tbody>
<tr>
<td>$426,090</td>
<td>$269,798</td>
<td>$156,292</td>
<td>37%</td>
<td>37%</td>
</tr>
</tbody>
</table>

Purchases from government entities, publicly held corporations and sole sources are not included in this total.
SUBJECT:

Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve a contract modification between Cal Pacific Construction, Inc. (Cal Pacific) and the San Francisco Unified School District for an amount not to exceed $146,107.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:

Appropriation # 21-90391-2013-0000-8500-6279-11081 -- Francisco MS

CONTRACT:

Mod. No. 12 to No. #01372

Francisco MS

Building Construction - Prop A 2006 Bond Program

$ 146,107.00

RECOMMENDATION:

That the Board of Education approve a contract modification between Cal Pacific Construction, Inc. (Cal Pacific) and the San Francisco Unified School District for an amount not to exceed $146,107.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:

The original scope of work for this project includes accessibility to the entire school building and play yards, new elevators, handrail extensions at stairs, new path of travel site work, new ramp installation at entrances, toilet room accessibility upgrades, new fire alarm system, door and gate hardware, new flooring, new windows, roof repair, upgrading signage and other improvements required by applicable building codes or SFUSD’s obligations under its settlement in Lopez v. SFUSD.

This modification includes painting, flooring, window glazing, carpentry, fencing, site work, plumbing, HVAC, and electrical work for the project for a total of $147,387.00 and a credit of ($1,280.00) for deletion of a door at elevator lobby, making the net total modification $146,107.00.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original contract amount</td>
<td>$11,215,661.00</td>
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<tr>
<td>Previous Approved Modification(s)</td>
<td>$768,198.00</td>
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<td>Contract to be Increased by Modification #12</td>
<td>$146,107.00</td>
</tr>
<tr>
<td>New Total Contract Amount as Modified</td>
<td>$12,129,966.00</td>
</tr>
</tbody>
</table>

Total % of modification amounts to original contract amount 8.15%

Submitted by:

Maureen Shelton
Director of Construction Management

Recommended by:

David L. Goldin, A.I.A.
Chief Facilities Officer

Agenda Item
3a. (131-8W1)
SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this modification between AECOM Technical Services Inc and the San Francisco Unified School District for an amount not to exceed $59,776 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from 2011 Proposition A Facilities Bond Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation #21-90392-2013-0000-6500-5803-11492 $59,776.00

CONTRACT:
No. 01466
Mod #3
DESCRIPTION
PROGRAM-WIDE – VARIOUS SITES
Program Management support– Proposition A 2011 Bond Program
COST $59,776.00

RECOMMENDATION:
That the Board of Education approve this contract modification between AECOM Technical Services Inc. and the San Francisco Unified School District for an amount not to exceed $59,776.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from 2011 Proposition A Facilities Bond Program Fund.

BACKGROUND:
This contract provides program planning and design management services related to all of the projects to be undertaken on the Proposition A 2011 Bond Program. The scope of work for the 2011 Bond Program includes preconstruction, bidding, construction and project closeout services required for the design and construction modernization of individual District sites and facilities according to the requirements and regulations of the 2011 Bond Initiative language.

This contract modification is for additional project management support required for design and construction phases at various projects.

Original Contract Amount $ 4,265,835.00
Previous Approved Modification# 1 $ 73,643.00
Previous Approved Modification# 2 $ 150,400.00
Current Contract Amount including Modification # 1 & # 2 $ 4,489,878.00
Contract to be Increased by Modification #3 $ 59,776.00
New Total Contract Amount as Modified $ 4,549,654.00

Submitted by: 
Waziuddin Chowdhury
Director of Project Management

Recommended by: 
David Goldin, A.I.A.
Chief Facilities Officer
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Board Meeting 01/08/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this contract modification between Zolman Construction & Development and the San Francisco Unified School District for an amount not to exceed $61,847.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from Proposition A School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation #21-90391-2013-0000-8500-6279-11060 – Ulloa Elementary School

CONTRACT:
Mod No. 1 to No. #1587
Ulloa Elementary School
Building Construction – Prop A 2006 Bond Program

COST
$ 61,847.00

RECOMMENDATION:
That the Board of Education approve this contract modification between Zolman Construction & Development and the San Francisco Unified School District for an amount not to exceed $61,847.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract modification on behalf of the District and to encumber sufficient funds from Proposition A School Repair Program Fund.

BACKGROUND:
This contract is for the new and renovation construction at Ulloa Elementary School as required by San Francisco Unified School District's Proposition A 2006 Bond Program.

Scope of work includes new classroom building, play yard resurfacing, and the removal of the existing bungalows. The District has chosen to include one additional additive alternatives beside the two alternates included in the Bid. The district has chosen to upgrade the playground surfacing material to resolve the problem with cracking across the surface for $295,000.00 over the initial bid amount, making the total reward to Zolman Construction and Development $2,213,000.00.

This modification includes various haz mat abatement, new electrical grounding system, factory installed condensate pumps, remove non-functioning wall radiators, install additional reinforcing steel at concrete curbs, and reroute existing underground domestic and hot water lines.

Original contract amount $ 2,213,000.00
Previous Approved Modification(s) $ 00.00
Contract to be Increased by Modification #1 $ 61,847.00
New Total Contract Amount as Modified $ 2,274,847.00
Total % of modification amounts to original contract amount 2.8%

Submitted by:

Maureen Shelton
Director of Construction Management

Recommended by:

David L. Goldin, A.I.A.
Chief Facilities Officer

Agenda Item
3c. (131-8W3)
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California
Board Meeting 01/08/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this modification to the Master Agreement between Swinerton Management and Construction and the San Francisco Unified School District for an amount not to exceed $842,387.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation #21-90392-2013-0000-8500-6216-11501 -- Monroe ES

CONTRACT:
No. 01492
Mod #4

DESCRIPTION
Monroe ES
Construction Management Services - Proposition A 2011 Bond Program

COST
$842,387.00

RECOMMENDATION:
That the Board of Education approve this modification to the Master Agreement between Swinerton Management and Construction and the San Francisco Unified School District for an amount not to exceed $842,387.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:
This contract is for construction management related to the passage of San Francisco Unified School District's Proposition A 2011 Bond Program. The scope of work for the 2011 Bond Program includes preconstruction, bidding, construction and project closeout services required for the design and construction modernization of individual District sites and facilities according to the requirements and regulations of the 2011 Bond Initiative language. The initial contract was for construction management services for Willie Brown Jr. Middle School, Lowell High School, Monroe ES and Sunnyside under the 2011 Bond Program.

This contract modification is for construction management services for Monroe Modular Building and Monroe Modernization and includes preconstruction, construction and close out phases including all construction management functions from bid award phase through contract closeout to under the 2011 Bond Program.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
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<tr>
<td>Previous Approved Modifications</td>
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<tr>
<td>Contract to be Increased by Modification #4</td>
<td>$842,387.00</td>
</tr>
<tr>
<td>New Total Contract Amount as Modified</td>
<td>$1,733,096.00</td>
</tr>
</tbody>
</table>

Submitted by:
Maureen Shelton
Director of Construction Management

Recommended by:
David Goldin, A.I.A.
Chief Facilities Officer
SUBJECT:

Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve a modification to the Master Agreement between Millennium Consulting Associates ("MECA") and the San Francisco Unified School District for an amount not to exceed $29,152.10 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:

<table>
<thead>
<tr>
<th>Appropriation</th>
<th>School</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>#21-90391-2013-0000-8500-6212-11060</td>
<td>Ulloa Elementary School</td>
<td>$22,512.90</td>
</tr>
<tr>
<td>#21-90391-2013-0000-8500-6212-11053</td>
<td>21st Century/Willie Brown Academy</td>
<td>$6,639.20</td>
</tr>
</tbody>
</table>

CONTRACT:

Mod No. 35 to Contract #00952

DESCRIPTION

Ulloa Elementary School
Industrial Hygienist – Prop A 2006 Bond Program

COST

$29,152.10

RECOMMENDATION:

That the Board of Education approve a modification to the Master Agreement between Millennium Consulting Associates ("MECA") and the San Francisco Unified School District for an amount not to exceed $29,152.10 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:

This Master Agreement is for hazardous abatement design services for various building improvement projects related to the passage of San Francisco Unified School District's Proposition A 2006 Bond Program. Original contract was for industrial hygienist services at Marshall ES and Hoover MS. Previous modifications added IH services at Buena Vista ES, Fairmount ES, ER Taylor ES Greening, Cleveland ES, John McLaren CDC, 555 Franklin Admin, Lawton ES, New Traditions ES, Theresa Mahler CDC, Cabrillo ES, Alamo ES, Hoover MS, 21st Century/Willie Brown Academy, Ulloa ES, Chinese Immersion School at De Avila.

This contract modification includes additional construction monitoring for the Ulloa Elementary School Bungalow Replacement Project and construction monitoring for the Willie Brown Demolition project.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>Previous Approved Modifications</td>
<td>$1,433,084.12</td>
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<tr>
<td>This Modification #35 (not-to exceed)</td>
<td>$29,152.10</td>
</tr>
<tr>
<td>Total Contract as modified</td>
<td>$1,537,976.22</td>
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</tbody>
</table>

Submitted by: Maureen Shelton
Director of Construction Management

Recommended by: David Goldin, A.I.A.
Chief Facilities Officer

Agenda Item 3e. (131-8W5)
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Board Meeting 01/08/13

SUBJECT:

Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve this modification to the Master Agreement between ENGEO and the San Francisco Unified School District for the amount of $19,500.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:

Appropriation 21-90392-2013-0000-8500-6150-11511 - Miraloma ES

CONTRACT:

Mod 6 to No. 1474

DESCRIPTION

Miraloma Elementary School
Geotechnical Services – Prop A 2011 Bond Program

COST

$19,500.00

RECOMMENDATION:

That the Board of Education approve this modification to the Master Agreement between ENGEO and the San Francisco Unified School District for the amount of $19,500.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:

This Master Agreement is for geotechnical services for various building improvement projects related to the passage of San Francisco Unified School District’s 2011 Proposition A Facilities Bond Program. Individual projects will be added as individual service agreements by modification to the Master Agreement. Each Master Agreement modification will be brought to the Board for separate approval. The individual service agreements will define scope, schedule, deliverables and exact cost for each project contract as needed for the duration of the Master Agreement. Previous modifications included geotechnical services provided at Roosevelt ES, Cesar Chavez ES, Yick Wo ES, and Sunnyside ES.

This modification is for geological and geotechnical engineering services for Miraloma ES.

Original Contract Amount
Previous Approved Modifications (1-5)
Contract to be Increased by Modification No.6
Total Contract Value as modified

$ 0.00
$ 95,500.00
$ 19,500.00
$ 115,000.00

Submitted by: Waziuddin Chowdhury
Director of Project Management

Recommended by: David L. Goldin, A.I.A.
Chief Facilities Officer
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Board Meeting 01/08/13

SUBJECT:

Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve this modification to the Master Agreement between Treadwell & Rollo/Langan Company and the San Francisco Unified School District for an amount not to exceed $1,450.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:

Appropriation 21-90392-2013-0000-8500-6150-11501 – Monroe ES

CONTRACT:

Mod 6 to No. 1476

DESCRIPTION

Monroe ES

Geotechnical Services – Prop A 2011 Bond Program

COST

$1,450.00

RECOMMENDATION:

That the Board of Education approve this modification to the Master Agreement between Treadwell & Rollo/Langan Company and the San Francisco Unified School District for an amount not to exceed $1,450.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:

This Master Agreement is for geotechnical services for various building improvement projects related to the passage of San Francisco Unified School District’s 2011 Proposition A Facilities Bond Program. Individual projects will be added as individual service agreements by modification to the Master Agreement. Each Master Agreement modification will be brought to the Board for separate approval. The individual service agreements will define scope, schedule, deliverables and exact cost for each project contract as needed for the duration of the Master Agreement.

Scope of work will include geotechnical investigations which includes data review, coordination, field investigation, lab testing, data interpretation and analysis and production of a geotechnical investigation report at various assigned sites. The original contract included the first phases of geotechnical consulting services for Lowell HS, with subsequent modifications for geotechnical consulting services at Monroe ES, Burton HS, Gordon J. Lau ES, Phillip and Sala Burton High School.

This modification is for additional geotechnical investigations at Monroe ES.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Previous Approved Modifications (1-5)</td>
<td>$ 91,750.00</td>
</tr>
<tr>
<td>Contract to be Increased by Modification No. 6</td>
<td>$ 1,450.00</td>
</tr>
<tr>
<td>Total Contract Value as modified</td>
<td>$ 93,200.00</td>
</tr>
</tbody>
</table>

Submitted by:

Waziuddin Chowdhury
Director of Project Management

Recommended by:

David L. Goldin, A.I.A.
Chief Facilities Officer

Agenda Item
3g. (131-8W7)
SUBJECT:

Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve this modification to the Master Agreement between McCarthy Building Companies, Inc. (McCarthy) and the San Francisco Unified School District for the net amount not to exceed $37,880 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:

Appropriation 21-90391-2013-0000-8500-6216-11047 – Creative Arts Charter at Golden Gate $37,880.00

CONTRACT:

Mod 11 to No. 00939

DESCRIPTION

Creative Arts Charter at Golden Gate
Construction Management Services – Prop A 2006 Bond Program

COST

$37,880.00

RECOMMENDATION:

That the Board of Education approve this modification to the Master Agreement between McCarthy Building Companies, Inc. (McCarthy) and the San Francisco Unified School District for the net amount not to exceed $37,880 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:

The original Master Agreement is for construction management services for various building improvement projects related to the passage of San Francisco Unified School District’s Proposition A 2006 Bond Program and provided for the costs of the preconstruction phase at Jefferson CDC, Jefferson ES, Ulloa ES, and Lawton ES. Additional projects and construction management phases were to be added through Board-approved modification of this Master Agreement. Subsequent modifications were for the construction and close out phases for Jefferson CDC and ES, Ulloa ES, and Lawton ES. It will also support pre-construction, construction and close out phases at Hoover MS, Lakeshore ES, Sunset ES, Aptos MS, Alice Fong Yu ES, Noriega CDC, Francis Scott Key and School Health Programs.

This modification is due to time extension of the modernization project at Creative Arts at Golden Gate.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract</td>
<td>$177,600.00</td>
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<tr>
<td>Previous Modification</td>
<td>$6,868,378.00</td>
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<tr>
<td>This Modification</td>
<td>$37,880.00</td>
</tr>
<tr>
<td><strong>Total Contract as Modified</strong></td>
<td><strong>$7,083,858.00</strong></td>
</tr>
</tbody>
</table>

Submitted by: Maureen Shelton
Director of Construction Management

Recommended by: David L. Goldin, A.I.A.
Chief Facilities Officer
SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
San Francisco, California

Board Meeting 01/08/13

SUBJECT:  
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:  
That the Board of Education approve this modification to the Master Agreement between Vanir Construction Management and the San Francisco Unified School District for an amount not to exceed $125,906.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:

Appropriation #21-90392-2013-0000-8500-6216-11498–Sarah B. Cooper Campus $125,906.00

CONTRACT:

No. 01490  
Mod #3

DESCRIPTION  
Sarah B. Cooper Campus

COST  
$125,906.00

RECOMMENDATION:  
That the Board of Education approve this modification to the Master Agreement between Vanir Construction Management and the San Francisco Unified School District for an amount not to exceed $125,906.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:  
The original Master Agreement is for construction management services for various building improvement projects related to the passage of San Francisco Unified School District's Proposition A 2011 Bond Program and provided for the costs of the preconstruction coordination at programwide various sites. Additional projects and construction management phases were to be added through Board-approved modification of this Master Agreement.

This contract modification is for construction management and closeout services for Sarah B. Cooper CDC under the 2011 Bond Program.

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
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</tr>
<tr>
<td>Previous Approved Modifications</td>
<td>$580,562.00</td>
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<tr>
<td>Contract to be Increased by Modification #3</td>
<td>$125,906.00</td>
</tr>
<tr>
<td>New Total Contract Amount as Modified</td>
<td>$738,468.00</td>
</tr>
</tbody>
</table>

Submitted by:  
Maureen Shelton  
Director of Construction Management

Recommended by:  
David L. Goldin, A.I.A.  
Chief Facilities Officer

Agenda Item  
3l. (131-8W9)
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Board Meeting 01/08/13

SUBJECT:  
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve this Master Agreement modification between Sensible Environmental Solutions (SES) and the San Francisco Unified School District for an amount not to exceed $57,084.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:

<table>
<thead>
<tr>
<th>Appropriation</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-90392-2013-0000-8500-6212-11501</td>
<td>Monroe ES</td>
<td>$34,123.00</td>
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<td>21-90392-2013-0000-8500-6212-11511</td>
<td>Miraloma ES</td>
<td>$22,961.00</td>
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</table>

CONTRACT:

Modify 7 to
No. 1518

RECOMMENDATION:

That the Board of Education approve this Master Agreement modification between Sensible Environmental Solutions (SES) and the San Francisco Unified School District for an amount not to exceed $57,084.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:

This Master Agreement is for hazardous abatement design services for various building improvement projects related to the passage of San Francisco Unified School District’s 2011 Proposition A Facilities Bond Program. The scope of work of the 2011 Proposition A Bond Program includes architectural and engineering services required for the design and construction modernization of individual District sites and facilities according to the requirements and regulations of the 2011 Bond Initiative language. Scope of work includes hazardous materials Site assessment, Development of Assessment Documents, Project coordination.

Previous modifications to the agreement were for industrial hygiene services at Lowell HS, Starr King ES, Yick Wo ES, Sunnyside ES, Burton HS, Bret Harte EES, Lowell HS Exterior Painting project; hazardous materials assessment and design phase services for Jose Ortega ES Security Camera project; Burton HS Assessment Phase Documents and Coordination Meetings; hazardous materials assessment and design phase services for Bret Harte EES, Ida B. Wells HS, hazardous materials assessment and design phase services at Monroe ES, Lowell HS, and Ortega ES.

This modification is for Hazmat Investigation and Development of Documents for Monroe ES and Hazardous Materials Assessment Service in project assessment phase for Miraloma ES.

| Original Contract Amount | $23,280.00 |
| Previous Approved Modifications (#1-6) | $240,695.00 |
| This Modification #7 (not-to exceed) | $57,084.00 |
| Total Contract Value as modified | $321,059.00 |

Submitted by: Maureen Shelton
Director of Construction Management

Recommended by: David L. Goldin, A.I.A.
Chief Facilities Officer
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Board Meeting 01/08/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this Master Agreement modification between Pacific Engineering & Construction, Inc. and the San Francisco Unified School District for the amount of $1,975.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation 21-90392-2013-0000-8500-6140-11503 Gordon J. Lau ES

CONTRACT:
Mod. 5 to No. 1469

Gordon J. Lau Elementary School
Surveying Services – Prop A 2011 Bond Program

RECOMMENDATION:
That the Board of Education approve this Master Agreement modification between Pacific Engineering & Construction, Inc. and the San Francisco Unified School District for the amount of $1,975.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement modification on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:
This Master Agreement is for surveying services for various building improvement projects related to the passage of San Francisco Unified School District's 2011 Proposition A Facilities Bond Program. Previous sites assigned to this contract for surveying services included Philip and Sala Burton HS, Gordon Lau ES, Yick Wo ES and Bret Harte EES.

This modification is for additional detailed survey work at various areas to be made accessible at Gordon J. Lau ES.

| Original Contract Amount | $ 9,760.00 |
| Previous Modifications | $ 40,370.00 |
| This Modification #5 (not-to exceed) | $ 1,975.00 |
| Total Contract Value as modified | $ 52,125.00 |

Submitted by:
Waziuddin Chowdhury
Director of Project Management

Recommended by:
David Goldin, A.I.A.
Chief Facilities Officer

Agenda Item
3k. (131-8W11)
SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this contract between JUV Inc. and the San Francisco Unified School District for an amount not to exceed $1,669,000.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund. In the event the District is not able to enter into a contract with JUV Inc., it will award to the next lowest, most responsive and responsible bidder, or the District may elect to re-bid the project.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation #21-90392-2013-0000-8500-6270-11498 – Sarah B. Cooper Campus

CONTRACT:
No. #1613
Sarah B. Cooper Campus
Building Construction – Prop A 2011 Bond Program

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
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<tr>
<td>JUV Inc.</td>
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</tr>
<tr>
<td>Zolman Construction &amp; Development</td>
<td>$1,675,000.00</td>
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<tr>
<td>Transworld Construction, Inc.</td>
<td>$1,680,000.00</td>
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<tr>
<td>Gonsalves &amp; Stronck Construction Co.</td>
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<tr>
<td>Piana Construction &amp; Painting, Inc.</td>
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<td>Alpha Bay Builders</td>
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<td>Rodan Builders</td>
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<td>BHM Construction, Inc.</td>
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<td>R.E. West</td>
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<td>Angotti &amp; Reilly</td>
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<td>E.F. Brett &amp; Co.</td>
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<td>Trico Construction</td>
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RECOMMENDATION:
That the Board of Education approve this contract between JUV Inc. and the San Francisco Unified School District for an amount not to exceed $1,669,000.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund. In the event the District is not able to enter into a contract with JUV Inc., it will award to the next lowest, most responsive and responsible bidder, or the District may elect to re-bid the project.

BACKGROUND:
This contract is for the various improvements scope of work at Sarah B. Cooper Campus as required by San Francisco Unified School District's Proposition A 2011 Bond Program.

Scope of work includes Abatement of Hazardous material from the basement, new flooring, new interior and exterior painting, new doors frames, doors and hardware, new interior and exterior light fixtures, new fire alarm and bell system.

Submitted by:

Maureen Shelton
Director of Construction Management

Recommended by:

David L. Goldin, A.I.A.
Chief Facilities Officer
SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
San Francisco, California  
Board Meeting 1/8/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this contract for professional facility consulting services to prepare and update the District-wide demographic analysis, enrollment forecasts and CTIP boundaries for the District between Lapkoff & Gobalet Demographic Research, Inc., Berkeley, Ca. and the San Francisco Unified School District (SFUSD), and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of this agreement.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation: 21-90392-2013-0000-8500-5803-11575

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<td>DEMOGRAPHIC DISTRICT-WIDE ENROLLMENT FORECAST STUDY</td>
<td>$85,000.00</td>
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</table>

2011 Bond Planning Consulting Services

RECOMMENDATION:
It is recommended that the Board of Education approve this contract between Lapkoff & Gobalet Demographic Research, Inc., Berkeley, Ca. and the San Francisco Unified School District for an amount not to exceed $85,000.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District.

BACKGROUND:
The School District is currently in progress of developing a number of district wide initiatives where updated and current demographic and enrollment forecast information is critical to completing the work. In tandem with those efforts, updating the demographic and enrollment forecasts is critical to planning the District’s future facilities and classroom needs, including anticipated capital expenditures over the next 10 years. In order to accurately project facility space and use needs, potential capital expenditures and support the academic goals of the District, it is critical to have the most current demographic information regarding enrollment and enrollment forecasts for the years ahead. The last demographic forecast study was prepared by Lapkoff & Gobalet for SFUSD in 2009 and recent trends indicate that this data needs to be reexamined in order to support both the academic planning goals and the long term capital planning needs. Lapkoff & Gobalet was selected because they performed the previous SFUSD demographic study, have a complete familiarity with the District and can perform this work in an efficient and cost effective manner.

Submitted by:  
Wazidul Choudhury  
2006 Bond Program  
Director of Project Management

Recommended by:  
David L. Goldin A.I.A.  
Chief Facilities Officer

Agenda Item  
3m. (131-8W13)
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California
Board Meeting 01/08/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this contract between Mobile Modular Management Corporation and the San Francisco Unified School District for the amount of $44,700.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation #21-90392-2013-0000-8500-6278-11501 - Monroe ES

CONTRACT:
No. 1618

DESCRIPTION
Monroe ES
Interim Housing – Prop A 2011 Bond Program

COST
$44,700.00

RECOMMENDATION:
That the Board of Education approve this contract between Mobile Modular Management Corporation and the San Francisco Unified School District for the amount of $44,700.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:
This contract is to allow for preparation of five (5) modular District-owned DSA buildings at Monroe ES for disposal.

The company was selected through a Request for Proposals which was publicly advertised.

Submitted by:
Maureen Shelton
Director of Construction Management

Recommended by:
David L. Goldin, A.I.A.
Chief Facilities Officer
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Board Meeting 01/08/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this Master Agreement between Elmast Construction & Inspection Services and the San Francisco Unified School District for an amount not to exceed $46,500.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

PROPOSITION 39 SCHOOL REPAIR PROGRAM FUND:
Appropriation #21-90392-2013-0000-8500-6290-11498 – Sarah B. Cooper Campus

CONTRACT:
No. 1619

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<tbody>
<tr>
<td>Sarah B. Cooper Campus</td>
<td>$46,500</td>
</tr>
</tbody>
</table>

Building Inspection Services – Proposition A 2011 Bond Program

RECOMMENDATION:
That the Board of Education approve this Master Agreement between Elmast Construction & Inspection Services and the San Francisco Unified School District for an amount not to exceed $46,500.00 and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the Master Agreement on behalf of the District and to encumber sufficient funds from Proposition 39 School Repair Program Fund.

BACKGROUND:
This Master Agreement is for inspection services for various building improvement projects related to the passage of San Francisco Unified School District’s Proposition A 2011 Bond Program. The scope of work for the 2011 Bond Program includes project inspection services per DSA requirements of individual District sites and facilities according to the requirements and regulations of the 2011 Bond Initiative language.

The consultant was selected pursuant to the District’s Request for Proposals process. After review of 13 proposals submitted by inspection services firms the District determined that the following 6 firms had the prerequisite qualifications, experience and staff at this time for the 2011 Proposition A Bond Program: KCI, Inc, Elmast Construction & Inspections Services, CIS Inc., Clarke Inspection Group, 4Leaf, Inc. and GBMI. Individual projects are assigned based on the firm’s experience, size and capabilities for each of the individual projects as determined by the Bond Program staff.

This initial Master Agreement amount of $46,500.00 is for inspection services during construction at Sarah B. Cooper under the 2011 Bond Program.

Performable by District Civil Service Classification: No
District Classification: N/A
Reason for Contracting Out: District does not have staff capacity to perform this work.

Submitted by:
Maureen Shelton
Director of Construction Management

Recommended by:
David Goldin, A.I.A.
Chief Facilities Officer

Agenda Item
3o. (131-8W15)
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco; California
Board Meeting 1/8/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:
That the Board of Education approve this contract between Sensible Environmental Solutions, Inc. and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the Capital Facilities Fund.

CAPITAL FACILITIES FUND:
Appropriation 25-00000-2013-0000-8500-6212-11593 – Environmental Fees

CONTRACT:
No. 01620

DESCRIPTION
E.R. TAYLOR ELEMENTARY SCHOOL
Environmental services

COST
$5,738

RECOMMENDATION:
It is recommended that the fee of $5,738 as proposed by Sensible Environmental Solutions, Inc. be awarded.

BACKGROUND:
This contract is for environmental services associated with the modernization and interior improvements projects at E.R. Taylor ES to accommodate the enrollment growth/expansion at this school site. The scope of work includes pre-design inspection, development of drawings and specifications, and bidding services for the modernization project.

Performable by District Civil Service Classification: No
District Classification: None

Reason for Contracting Out: Specialized skill requirements renders project unsuitable for in-house staffing.

A Request for Proposal (RFP) was issued, and five (5) environmental consulting firms have responded. Sensible Environmental Solutions, Inc. is one of five consultants approved by the Board on June 8, 2010 (106-8W21) to provide environmental consulting and inspection services to district-wide schools.

Submitted by:
Yoriko Radonov, Director
Facilities Design & Construction

Recommended by:
David L. Goldin A.I.A.
Chief Facilities Officer

Agenda Item
3p. (131-8W16)
SAN FRANCISCO UNIFIED SCHOOL DISTRICT
San Francisco, California

Board Meeting 1/8/13

SUBJECT:
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve this contract between Mechanical Design Studio and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the Capital Facilities Fund.

CAPITAL FACILITIES FUND:
Appropriation 25-00000-2013-0000-8500-6210-11593 – Architectural/Engineering Fees

CONTRACT:

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<td>E.R. TAYLOR ELEMENTARY SCHOOL</td>
<td>$7,900</td>
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<td></td>
<td>Architectural/engineering services</td>
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RECOMMENDATION:

It is recommended that the fee of $7,900 as bid by Mechanical Design Studio be awarded.

BACKGROUND:

This contract is for architectural/engineering services associated with the modernization and interior improvements projects at E.R. Taylor ES to accommodate the enrollment growth/expansion at this school site. The scope of work includes pre-design inspection, development of drawings and specifications, bidding and construction administration services for the modernization project.

Performable by District Civil Service Classification: No

District Classification: 5265 Architectural Associate I, 5266 Architectural Associate II and 5268 Architect

Reason for Contracting Out: Long-term nature of work with variable resource and skill requirements renders project unsuitable for in-house staffing.

A Request for Proposal (RFP) was issued, and fourteen (14) architectural/engineering consultants have responded. Mechanical Design Studio is deemed most qualified to complete this project. Mechanical Design Studio is one of three consultants approved by the Board to provide engineering services to district-wide schools.

Submitted by:
Yoko Radonov, Director
Facilities Design & Construction

Recommended by:
David L. Goldin A.I.A.
Chief Facilities Officer
Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve this contract between Professional Services Industries, Inc. and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the 1990 School Facility Safety Special Tax Fund and Capital Facilities Fund.

1990 SCHOOL FACILITY SAFETY SPECIAL TAX FUND: FOR LOPEZ ADA CAPITAL IMPROVEMENT
Appropriation 21-90361-2013-0000-8500-6212-11586 - Construction - $3,855.50
CAPITAL FACILITIES FUND: FOR LOPEZ ADA CAPITAL IMPROVEMENT
Appropriation 25-90361-2013-0000-8500-6212-11586 - Construction - $3,855.50

CONTRACT:

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<td>01622</td>
<td>MARINA MIDDLE SCHOOL</td>
<td>$7,711</td>
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<tr>
<td></td>
<td>Environmental services</td>
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</tr>
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</table>

RECOMMENDATION:

It is recommended that the fee of $7,711 as proposed by Professional Services Industries, Inc. be awarded.

BACKGROUND:

This contract is for environmental services for the gymnasium floor repair and refinish at the Marina MS in order to comply with ADA guidelines. The scope of work consists of, but not limited to, hazardous materials inspection, development of specifications and drawings, construction monitoring services, review and approve contractor's submittal packages, and final project closeout report.

Performable by District Civil Service Classification: No
District Classification: None
Reason for Contracting Out: Specialized skill requirements renders project unsuitable for in-house staffing.

A Request for Proposal (RFP) was issued, and five (5) environmental consulting firms have responded. Professional Services Industries, Inc. is one of five consultants approved by the Board on June 8, 2010 (106-8W21) to provide environmental consulting and inspection services to district-wide schools.

Submitted by:

Yonko Radonov, Director
Facilities Design & Construction

Recommended by:

David L. Goldin A.I.A.
Chief Facilities Officer
SUBJECT:

Contracts, Orders for Service, Work Order and Modifications in connection with the School Building Program.

REQUESTED ACTION:

That the Board of Education approve this contract between McGinnis Chen Associates and the San Francisco Unified School District and instruct the Chief Facilities Officer or designee to sign all documents necessary for the execution of the contract on behalf of the District and encumber sufficient funds from the Deferred Maintenance Fund.

DEFERRED MAINTENANCE FUND:

Appropriation 14-06250-2013-0000-8500-6210-11595 - Architectural/Engineering Fees

CONTRACT:

No. 01623

DESCRIPTION

CLAIRE LILIENTHAL ELEMENTARY SCHOOL

Architectural/Engineering services

COST

$17,500

RECOMMENDATION:

It is recommended that the fee of $17,500 as proposed by McGinnis Chen Associates be awarded.

BACKGROUND:

This contract is for architectural/engineering services for the damaged exterior wall and waterproofing at the administrative/library wing at Claire Lilienthal ES due to water intrusion from failed building flashing connections and deteriorating roof conditions. The scope of work includes preliminary evaluation, site visits, review construction documents, conduct investigations, and written report as to nature and extent of problem conditions, conclusions, and recommendations for repair.

Performable by District Civil Service Classification: No

District Classification: None

Reason for Contracting Out: Specialized skill requirements renders project unsuitable for in-house staffing.

A Request for Proposal (RFP) was issued, and McGinnis Chen Associates is one of the roofing and waterproofing consulting firms that were selected as part of the pool to provide on-going roofing and waterproofing consulting services to the District (103-9W21, March 9, 2010).

Submitted by:

Yonko Radonov, Director
Facilities Design & Construction

Recommended by:

David L. Goldin A.I.A.
Chief Facilities Officer

Agenda Item
3s. (131-8W19)
TO: Esther Casco, Executive Assistant
FROM: David Goldin, Chief Facilities Officer
RE: Representation of Disabled Veteran, Minority and Women Owned Business Enterprises (DVBE, MBE/WBE)

In an effort to increase participation for all ethnicity's and genders, the District has increased its own advertising efforts to include publications and listing with the greatest circulation to contractors and subcontractors. In addition, the bidding documents include an outreach certification which requires the contractors to solicit subcontractors through publications of an advertisement and/or listing in at least two (2) of an approved list of publications and/or listing.

The ethnicity and gender are presented below as they appear on the January 8, 2013 Board Agenda:

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<tr>
<th>Document</th>
<th>Vendor</th>
<th>Total Amount</th>
<th>DVBE Status</th>
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<td>MODIFICATION</td>
<td>Swinerton Management</td>
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<td>Non-MBE/Non-WBE</td>
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<td>MODIFICATION</td>
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<td>MODIFICATION</td>
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<td>MODIFICATION</td>
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<td>CONTRACT</td>
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<td>CONTRACT</td>
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<td>$46,500.00</td>
<td>Non-DVBE</td>
<td>Non-MBE/Non-WBE</td>
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TOTAL: $3,228,264.00
December 28, 2012

MEMORANDUM

TO: Esther Casco
   Executive Assistant

FROM: Yonko Radonov, Director
       Facilities Design & Construction

RE: Representation of Disabled Veteran, Minority and Women Owned Business Enterprises (DVBE, MBE/WBE)

In an effort to increase participation for all ethnicities and genders, the District has increased its own advertising efforts to include publications and listings with the greatest circulation to contractors and subcontractors. In addition, the bidding documents include an outreach certification which requires the contractors to solicit subcontractors through at least two (2) approved publications, advertisements or listings.

The ethnicity and gender are presented below as they appear on the January 8, 2013 Board Agenda:

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<th>DVBE Status</th>
<th>MBE/WBE Status</th>
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<td>Non-MBE/Non-WBE</td>
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<td>CONTRACT</td>
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<td>Non-MBE/Non-WBE</td>
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</table>
SUBJECT: Administrative, Secondary, Elementary Certificated Personnel Actions.

Action Requested: That the Board of Education approves the following personnel actions.

PROBATIONARY APPOINTMENTS
131-8F1

<table>
<thead>
<tr>
<th>NAME</th>
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<th>SUBJECT</th>
<th>FTE</th>
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<tr>
<td>Dequina, Jefferson Dechavez</td>
<td>Special Education Services</td>
<td>Spec Ed Program Specialist</td>
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<td>Thompson, Judy Lynn</td>
<td>SFCSD - Prevention</td>
<td>Nurse</td>
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TEMPORARY APPOINTMENTS
131-8F2

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<td>An, Michelle Hoang</td>
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INTERN APPOINTMENTS
131-8F3

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HOURLY AS NEEDED APPOINTMENTS
131-8F4

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RECALL FROM LAYOFF
131-8F5

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131-8F6

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## LEAVE OF ABSENCE

### 131-8F7 con’t

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## REDUCED WORK/PARTNERSHIP TEACHING

### 131-8F8

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## RETIREMENT

### 131-8F9

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<td>Bret Harte CDC</td>
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## SEPARATION

### 131-8F10

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<td>Briggs, Anna Christine</td>
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Administrative, Secondary, Elementary Certificated Personnel Action
Prepared by

Roger L. Buschmann
Chief Human Resources Officer

Agenda Item
4a. (131-8F1 - F11)
<table>
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<tr>
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</tr>
</tbody>
</table>
**GENDER / ETHNICITY / RACE COMPOSITION**

**TEMPORARY APPOINTEES**

**APPEARING IN THE AGENDA OF**

January 8, 2013

<table>
<thead>
<tr>
<th>Gender</th>
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**Total**

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**Total**

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**Total**

173
**GENDER / ETHNICITY / RACE COMPOSITION**

**INTERN APPOINTEES**

**APPEARING IN THE AGENDA OF**

January 8, 2013

<table>
<thead>
<tr>
<th>Category</th>
<th>Appointees</th>
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174
GENDER / ETHNICITY / RACE COMPOSITION
HOURLY AS NEEDED APPOINTEES
APPEARING IN THE AGENDA OF
January 8, 2013

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**DATE OF BOARD MEETING:** January 8, 2013

**Is this a retroactive resolution?** Yes  No

If yes, please explain.

**SERVICE/PROGRAM DESCRIPTION:**

131-8K1

The STEM Coach/Consultant will bridge current teacher practice in Superintendent Zone schools to the emerging STEM vision and mission from the Curriculum and Instruction department ("The mission of the San Francisco STEM Initiative, SFSTEM, is to make science, technology, engineering, and mathematics more relevant to students, by providing them with real-world experiences. Through an inquiry-based, hands-on approach, preK-12 students are introduced to STEM concepts, skills, and language, followed by a rich and authentic learning across all grade-levels, students will acquire the essential knowledge and skills that will better prepare them for college and career in the 21st century.") through classroom visits, interviews with teachers, conducting focus groups, supporting planning meetings, and coordinating STEM related services and supports to enhance current teacher practice. This approach will ensure that teacher voices are included in informing the STEM initiative for the district and will provide initial student data and evidence towards the SFSTEM Measurable Goals:

- A greater number of students who are career ready
- A greater number of girls and students of color engaged in STEM courses and experiences
- A greater number of students participating in science, technology and math courses, as well as participating in career pathway options
- Increase the number of targeted students pursuing STEM fields

**Category:** Curriculum  
**Code:** 5

**School Site / Department:** Curriculum & Instruction  
**Participants:** Superintendent Zone Schools

**Dates of Service:** 1/9/13 - 5/31/13  
**Total Cost:** $36,000.00

**Funding Source(s)/Program Title:**  
Unrestricted General Fund

**SACS Code(s):**  
01-00000-2013-1110-2100-5803-198

**Name of Consultant:** Jamie Almanzàn  
**Evaluation:** $0  
**Total Cost:** $36,000.00
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
This consultant has been selected because of his experience and track record in successfully working with teachers and leaders to bring about more equitable student outcomes, specifically for populations that have been underserved by our schools. This consultant brings experience as a teacher, leader, coach, facilitator, and organizer. He has worked with teachers and leaders to develop supportive and reflective instructional networks and PLCs.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Dongshil Kim

SUBMITTED BY: Bill Sanderson

SCHOOL SITE/and or DEPARTMENT: Curriculum and Instruction
SUBJECT: Consultant Services  □ Individual  □ Organization

FOR BOARD OFFICE USE ONLY  □ Vendor has multiple contracts for the current fiscal school year.

DATE OF BOARD MEETING: January 8, 2013

Is this a retroactive resolution? □ Yes  □ No

If yes, please explain. Choose from list below or other comments:

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

131-8K2 Artis in residency program in choral workshops for students K-5.

Category: Visual & Performing Arts Enrichment          Code: 27

School Site / Department: Argonne Alternative

Participants: (Those students, sites, or personnel who will be directly served by this consultant)
K-5

Dates of Service: 1/15/13 - 2/1/13

Total Cost: $1,187.00

Funding Source(s)/Program Title: PEEF: Prop H, Arts & Music

SACS Code(s): 01-90552-2013-1110-1000-5803-435

Name of Consultant: San Francisco Arts Education Project

Evaluation: $N/A

Total Cost: $1,187.00
DISTRIBUTED GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce a Product
- Level III: Complete Task, Provide Feedback and/or Produce a Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce a Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
Argonne Alternative has a long standing partnership with SFArts Educ. Project

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Mithril Cox
SUBMITTED BY: Cami Okubo, Principal
SCHOOL SITE/and or DEPARTMENT: Argonne Alternative School
SUBJECT: Consultant Services □ Individual  □ Organization

DATE OF BOARD MEETING: January 8, 2013
Is this a retroactive resolution? □ Yes  □ No
If yes, please explain. Choose from list below or other comments:

SERVICE/PROGRAM DESCRIPTION: Education, Research and Associates (ETR) will prepare the California Healthy Kids Survey for administration to Wallenberg students, families, and staff with a goal of a 60% return rate from students and staff.

Category: Administrative  Code: 1
School Site / Department: Raoul Wallenberg High School
Participants: 9th through 12th grade students and staff
Dates of Service: January 9, 2013 - May 31, 2013
Total Cost: $5,307.00

Funding Source(s)/Program Title: Safe and Supportive Schools Programmatic Intervention

SACS Code(s): 01-37250-2013-1110-2100-5803-785

Name of Consultant: Education, Training, and Research, ETR
Evaluation: $0
Total Cost: $5,307.00
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- **Goal 1:** Access & Equity – Make social justice a reality.
- **Goal 2:** Student Achievement – Engage high achieving and joyful learners.
- **Goal 3:** Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
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- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:

ETR is the organization that Student Support Services has contracted with in the past to administer the CHKS.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Amber Waters, S3 Coordinator

SUBMITTED BY: Cheryl Foster, Principal

SCHOOL SITE and/or DEPARTMENT: Raoul Wallenberg High School
SUBJECT: Consultant Services ☑ Individual ☒ Organization

DATE OF BOARD MEETING: January 8, 2013
Is this a retroactive resolution? ☐ Yes ☒ No
If yes, please explain. Choose from list below
or other comments:

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

131-8K4 Sherman Elementary School is seeking partnership with Reading Partners to provide one-to-one after school tutoring services. Reading Partners will provide overall management and operation of the program, including programmatic and fiscal accountability in accordance with grant guidelines. Total amount to be paid to Reading Partners includes reimbursement for staffing costs and related program expenses including supplies and materials not to exceed $15,000.00.

Category: Tutoring & After School Activities Code: 26

School Site / Department: Student, Family and Community Support Dept.
Participants: Students of Sherman Elementary

Dates of Service: January 9, 2013 - May 31, 2013
Total Cost: $15,000.00

Funding Source(s)/Program Title:
After School Education and Safety Programs (ASES)

SACS Code(s):
01-60100-2013-1110-2100-5803-153

Name of Consultant: Reading Partners
Evaluation: $0
Total Cost: $15,000.00
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
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SELECTION PROCESS:
Reading Partners was chosen by the school community to provide support to the Sherman Elementary after school program.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Lucy Hong
SUBMITTED BY: Kevin Truitt

SCHOOL SITE/and or DEPARTMENT: Student, Family and Community Support Dept.
RESOLUTION

SUBJECT: Consultant Services

DATE OF BOARD MEETING: January 8, 2013

Is this a retroactive resolution? □ Yes  □ No

If yes, please explain. Choose from list below or other comments:

SERVICE/PROGRAM DESCRIPTION:
131-8K5 Pathways Consultants will update the STEP's Curriculum which SFUSD uses in 7th and 8th grade so that the curriculum is aligned to the new Common Core State Standards. Pathways Consultants created the curriculum in collaboration with SFUSD and City College and they are the experts in the curriculum. Pathways Consultants will also train lead teachers and counselors.

Category: Curriculum  Code: 5

School Site / Department: Student Family Community Support Dept.

Participants: (Those students, sites, or personnel who will be directly served by this consultant) 7th and 8th grade English Language Arts teachers and middle school counselors.

Dates of Service: January 25, 2013 - June 30, 2013

Total Cost: $23,908.00

Funding Source(s)/Program Title:
DCYF: San Francisco Promise

SACS Code(s):
01-90445-2013-1110-2100-5803-154

Name of Consultant: Pathways Consultants  $23,908.00

Evaluation: $0

Total Cost: $23,908.00
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
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- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
Pathways Consultants created this curriculum and it was aligned to the California State Standards - they are the experts in this curriculum and are willing to work with us to update it to align to the new Common Core State Standards.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED AND SUBMITTED BY: Maureen Carew

SCHOOL SITE/and or DEPARTMENT: Student Family Community Support Department
DATE OF BOARD MEETING: January 8, 2013

Is this a retroactive resolution? □ Yes  □ No

If yes, please explain. Choose from list below or other comments:

SERVICE/PROGRAM DESCRIPTION:

131-8K6

With the goal of supporting the commitments written to the federally funded School Improvement Grant (SIG) related to implementing the full-service community school model through collaboration with the office of the Superintendent's Zone-Mission District seeks the approval of the SFUSD School Board to establish awareness and reflective practices for BVHM staff in order to create equitable instruction for students K-8.

The San Francisco Coalition of Essential Small Schools will provide direct coaching and support to BVHM staff to increase their reflection and awareness about race, class, language, gender and power as it relates to and between themselves, their peers and their students, and how those patterns impact current culture and student results at BVHM.

Category: Processional Development Code: 14

School Site / Department: Office of the Superintendent's Zone - Mission District - Buena Vista Horace Mann School

Participants: K-5th Grade Students

Dates of Service: 1/9/13 - 6/30/13

Total Cost: $40,000.00

Funding Source(s)/Program Title:
NCLB: ARRA Title I, School Improvement Grant (SIG)

SACS Code(s):
01-31802-2013-1110-2100-5803-618

Name of Consultant: San Francisco Coalition of Essential Small Schools

Evaluation: $0

Total Cost: $40,000.00
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
SF-CESS has a strong reputation in training around best practices for creating the conditions necessary for schools to be equitable and high performing.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Jae Maldonado

SUBMITTED BY: Karling Aguilera-Fort, Assistant Superintendent - Mission

SCHOOL SITE/and or DEPARTMENT: Buena Vista Horace Mann School
SUBJECT: Consultant Services  □ Individual  □ Organization

DATE OF BOARD MEETING: January 8, 2013
Is this a retroactive resolution?  □ Yes  □ No
If yes, please explain. Choose from list below or other comments:

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

121-8K7

In support of the SIG purpose of creating Student-Centered Learning Environments that include preparing for post-secondary success, Mission HS is engaging the services of Mission SF Community Financial Center ("Mission SF"), to support and train a cohort of Mission High students to deliver a tested three-part financial education series to their peers. In addition to being aligned with Mission High’s financial literacy outcomes, the "Financial Foundations" series provides supports students to open savings accounts and participate in Mission SF's MY Path savings program. Research has shown that access to opportunities to apply, or to put into practice, new financial knowledge improves financial outcomes. Mission SF will utilize a Train-the-Trainer approach to prepare up to 20 Mission High students to deliver the three-part series to 10th, 11th and 12th grade advisories. Mission SF will also find alternative funding to provide those youth leaders with stipends and free MY Path savings accounts to jumpstart their own financial development.

Category: Administrative  Code: 1

School Site / Department: Mission High School

Participants: (Those students, sites, or personnel who will be directly served by this consultant)

20 Mission High students/peer trainers

Dates of Service: 1/9/13 - 6/30/13
Total Cost: $39,096.32

Funding Source(s)/Program Title:
NCLB: ARRA Title I, School Improvement Grant (SIG)

SACS Code(s):
01-31812-2013-1110-2100-5803-136

Name of Consultant: Mission SF Community Financial Center

Evaluation: $0
Total Cost: $39,096.32
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
Mission SF Community Financial Center ("Mission SF") is a nationally-recognized San Francisco-based non-profit that creates, tests and scales financial products and services that promote financial security and catalyze economic mobility for low-income, low-wealth people. Mission SF partners closely with Community Trust, a division of Self-Help Credit Union, to integrate quality affordable financial services into our program models—often services that are not available elsewhere. Mission SF’s models have received national recognition for their innovation and impact, and their impact with underserved populations, including extremely low-income adults, low-income high school-aged youth, and low-income transitional age youth, populations that have not been well-served by financial institutions and programs.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Brian Fox

SUBMITTED BY: Karling Aguilera-Fort, Assistant Superintendent - Mission

SCHOOL SITE/and or DEPARTMENT: Mission High School
SUBJECT: Consultant Services  □ Individual  □ Organization

FOR BOARD OFFICE USE ONLY □ Vendor has multiple contracts for the current fiscal school year.
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:

Buena Vista Child Care is a valued and existing BVHM school based partnership for over 15 years. The contractor has a successful track record with the elementary community and provides access to morning care for families who need the additional programming.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Jae Maldonado

SUBMITTED BY: Karling Aguilara-Fort, Assistant Superintendent - Mission

SCHOOL SITE/and or DEPARTMENT: Buena Vista Horace Mann School
SUBJECT: Consultant Services  □ Individual  □ Organization

DATE OF BOARD MEETING: January 8, 2013

Is this a retroactive resolution?  □ Yes  □ No

If yes, please explain. Choose from list below or other comments:

SERVICE/PROGRAM
DESCRIPTION: The District encounters overpayment of salaries for many reasons and has not been very successful in collecting from employees that owe monies to the District. Over many of the past years, the Payroll Operations Department has followed the provisions of the UESF and UASF contract with reference to collections. The District has decided to seek the assistance of the SF City & County Department of Treasurer and Tax Collector's Bureau to assist in the collection of overdue monies.

Category: Administrative  Code: 1

School Site / Department: Payroll Department

Participants: (Those students, sites, or personnel who will be directly served by this consultant) N/A


Total Cost: 25% of Fees Collected

Funding Source(s)/Program Title: Unrestricted General Fund

SACS Code(s): 01-00000-2013-0000-7340-5803-212

Name of Consultant: San Francisco City & County – Department of Treasurer and Tax Collector’s Bureau of Delinquent Revenue (BDR)

Evaluation: $0

Total Cost: $25% of Fees Collected
DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
The City & County was selected because of their expertise.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED AND SUBMITTED BY: Marlena Pena

SCHOOL SITE/and or DEPARTMENT: Payroll Operations
SUBJECT: Consultant Services □ Individual □ Organization

DATE OF BOARD MEETING: January 8, 2013

Is this a retroactive resolution? □ Yes □ No

If yes, please explain.

SERVICE/PROGRAM DESCRIPTION:

UCSF HEARTS is a comprehensive, multi-level school-based prevention and intervention program that aims to promote school success for children who have experienced complex trauma by creating school environments that are more trauma-sensitive and supportive of the needs of these children.

UCSF HEARTS will deliver trauma-informed mental health services on-site to Bret Harte Elementary School students impacted by traumatic events (e.g., family and/or community violence). If the child is eligible for funding streams from government sources for example, Medi-Cal, VOC, or AB 3632, those funds will be leveraged to support direct mental health services.

Services include:
- Direct mental health services on-site to students impacted by traumatic events (individual, family, and group psychotherapy, including case management and crisis intervention)
- Professional Development training for school staff on complex trauma and school functioning, as well as concrete trauma-sensitive classroom and school practices
- Attend Care/SAP team meetings and provide consultations, as needed, for children with a history of trauma.
- Consultation for teachers on implementing trauma-sensitive practices in the classroom.
- As needed, consultation regarding school-wide policies and procedures on discipline and crisis management.
- Collection of data for program evaluation purposes.

Category: Supplemental Student Counseling  Code: 21

School Site / Department: Bret Harte ES/School Health Programs, SFCSD

Participants: (Those students, sites, or personnel who will be directly served by this consultant)

Participants: Bret Harte Elementary School

Dates of Service: January 9, 2013 - June 30, 2013

Total Cost: $89,894.00

Funding Source(s)/Program Title:

SSSD: DCYF – Mayor’s Wellness Program, Recovered Funds

SACS Code(s):

01-90583-2013-1110-3140-5803-152

Name of Consultant: UCSF HEARTS

Evaluation: $0
Total Cost: $89,894.00

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- ☑ Goal 1: Access & Equity – Make social justice a reality.
- ☑ Goal 2: Student Achievement – Engage high achieving and joyful learners.
- ☐ Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- ☑ Level I: Complete Task
- ☑ Level II: Complete Task, Provide Feedback and/or Produce Product
- ☐ Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- ☐ Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
SFUSD has worked with the UCSF HEARTS program for over 5 years, and was selected based on the program's capacity to provide complex trauma training and direct mental health support to SFUSD staff and students.

DEGREE OF STUDENT CONTACT:
- ☐ Limited Contact  ☑ More Than Limited Contact  ☐ No Student Contact

PREPARED BY: Kim Coates, School Health Programs, SFCSD
SUBMITTED BY: Kevin Truitt, SFCSD
SCHOOL SITE/and or DEPARTMENT: School Health Programs, Student, Family, and Community Support Department
**SUBJECT:** Consultant Services  
☑ Individual  
☐ Organization

**K Resolution Amendment**

**DATE OF BOARD MEETING:** January 8, 2013

**AMENDMENT TO RESOLUTION(s):** 1211-13K2  
List original and all previous amendment resolution numbers.

**Explain why the amendment is needed:**
1. Increase total amount, increase hours, additional schools, and funding source to cover cost of service.  
2. The consultant will be working 30 additional hours to support with Japanese assessments, which are essential for entry into the Japanese Bilingual Bicultural Program. An exhaustive search for Japanese teachers from within the district to assess on the specified dates yielded no results.

**SERVICE/PROGRAM DESCRIPTION:**  
(What the service and program description are; why the services are required; how the services will benefit the District)

| 131-8K11 | In order to fulfill Goals 1 and 2 of the Foreign Language Assistance Program (FLAP) Grant - Student Performance, Objective 1.1 Linguistic Proficiency and Curriculum Development, Objective 2.2 Benchmarks, the contractor will assist with curriculum development for the Japanese Bilingual Biliteracy Program. The Contractor formerly worked for SFUSD as a Content Specialist for Multilingual Education/World Language. She retired in June of 2012. She did not use her role as a district employee to draft or influence this contract in any way. She is the only person who has the experience and ability to support the expansion of the Japanese into the Middle School. Her primary responsibilities will be curriculum implementation and teacher support. We are requesting a waiver of Board of Education Policy 3850 because she is recently retired. |  

**Category:** Administrative  
**Code:** 1

**School Site/and or Department:**  
Multilingual Pathways Department

**Participants:** (Those students, sites, or personnel who will be directly served by this consultant)

JBBP Schools: Presidio Middle School 6th Grade, Rosa Parks K-5, Clarendon K-5

**Original Dates of Service:** November 14, 2012 - June 1, 2013  
**Amended Dates of Service:** Same as above  
**Cost of this Amendment Request:** $878.10

**Funding Source(s)/Program Title:**  
UGF/AB825 - School & Library Improvement Block Grant

**SACS Code(s):**  
01-07950-2013-4760-2100-5803-055

**Cost of this Request**

| a) Name of Consultant: Akiyo Yokoi | $878.10 |
| b) Evaluation: (if applicable) | $0 |
K Resolution Amendment

131-8K11 Cont. Page 2

Background

| c) Original Cost Adopted       | $3,234.00  |
| d) Previous Amendment(s) if any | $0          |
| Total Program Cost To Date     | $4,112.10   |

(Add Items a to d)

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- [ ] Goal 1: Access & Equity – Make social justice a reality.
- [ ] Goal 2: Student Achievement – Engage high achieving and joyful learners.
- [ ] Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- [ ] Level I: Complete Task
- [ ] Level II: Complete Task, Provide Feedback and/or Produce Product
- [ ] Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- [ ] Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
The consultant was selected because of her experience and expertise in administering and analysing the National Online Early Language Learning Assessment (NOELLA), and her expertise in FLES programs.

DEGREE OF STUDENT CONTACT:
- [ ] Limited Contact
- [ ] More Than Limited Contact
- [ ] No Student Contact

PREPARED BY: Sylvia Romano

SUBMITTED BY: Michele Anberg-Espinosa

SCHOOL SITE/and or DEPARTMENT: Multilingual Pathways Department
SUBJECT: Consultant Services  ☑ Individual  ☐ Organization

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 128-14K1
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: Change in funding source.

or other comments:

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

131-8K12
Provide Professional Development and onsite coaching for Bayview Zone principals, coaches and teachers in the area of Balanced Literacy. Such PD is in direct support of the district's Core Curriculum and the state's Common Core Standards. Bayview Zone participants will learn the components of Balanced Literacy, be provided specific strategies and examples to implement in classrooms, be supported with planning time to begin integrating Balanced Literacy in their instruction. Leaders will be supported to coach and monitor teachers' implementation of Balanced Literacy strategies.

Category: Professional Development  Code: 14

School Site/ Superintendent Zone Bayview
and or Department:

Participants: (Those students, sites, or personnel who will be directly served by this consultant)

Adminstrators, IRFs, and teachers at Superintendent Zone Bayview schools.


Cost of this Amendment Request: $0

Funding Source(s)/Program Title:
UGF/AB825 - Targeted Instructional Improvement Block Grant
NCLB: Title I, School Improvement (SIG) New PCA 15127
NCLB: Title I, School Improvement (SIG) New PCA 15020

SACS Code(s):
01-07940-2013-1110-2100-5803-134 $30,000
01-31802-2013-1110-2100-5803-134 $10,000
01-31812-2013-1110-2100-5803-134 $10,000

Cost of this Request

a) Name of Consultant: Adria Klein
b) Evaluation: (if applicable) $0

$0
Background

c) Original Cost Adopted $50,000.00
d) Previous Amendment(s) if any $0

Total Program Cost To Date $50,000.00
(Add Items a to d)

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
☐ Goal 1: Access & Equity – Make social justice a reality.
☒ Goal 2: Student Achievement – Engage high achieving and joyful learners.
☐ Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
☐ Level I: Complete Task
☐ Level II: Complete Task, Provide Feedback and/or Produce Product
☒ Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
☐ Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
Adria Klein is a well-known and well-respected literacy expert whose work in SFUSD is highly valued.

DEGREE OF STUDENT CONTACT:
☒ Limited Contact ☐ More Than Limited Contact ☐ No Student Contact

PREPARED AND SUBMITTED BY: Cheng Wu, Ed. D.
SCHOOL SITE/and or DEPARTMENT: Superintendent Zone Bayview
SUBJECT: Consultant Services  X Individual  X Organization

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 126-12K9, 1210-23K13, & 1211-13K38
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: This amendment is to add and delete artists and organizations on the original K-Resolution.

SERVICE/PROGRAM DESCRIPTION:
131-8K13
The groups of artists and/or organizations listed in this K Resolution, will provide art programs at District sites, such as visual and performing arts, theatre, story telling, dance, music and poetry. The curriculum plan is negotiated and approved by each school site and the Administrator for Visual and Performing Arts Office.

Category: Visual & Performing Arts Enrichment
Code: 27

School Site/ and or Department: Participating Elementary Schools

Participants: (Those students, sites, or personnel who will be directly served by this consultant)

Original Dates of Service: August 20, 2012 - May 31, 2013
Amended Dates of Service: August 20, 2012 - May 31, 2013

Cost of this Amendment Request: $0.00

Funding Source(s)/Program Title:
DCYF-Elementary Arts Program

SACS Code(s):
01-90556-2013-1110-2490-5803-XXX

Cost of this Request
$0.00

a) Name of Consultant: Deleting Rebecca Weisser and adding Ben Baker, Rebecca Cervantes, Wesley J. Watkins, Berkeley Rep School of Theatre, Fifth Stream Music, and Imagine Bus Project. (Please see the complete list attached)

b) Evaluation: (if applicable) $0.00
Background

c) Original Cost Adopted  $548,423.90

d) Previous Amendment(s) if any  $0.00

Total Program Cost To Date  $548,423.90
(Add Items a to d)

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:

Goal 1: Access & Equity – Make social justice a reality.
Goal 2: Student Achievement – Engage high achieving and joyful learners.
Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:

Level I: Complete Task
Level II: Complete Task, Provide Feedback and/or Produce Product
Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:

Artists are selected based on the services performed and necessary training requirements.

DEGREE OF STUDENT CONTACT:

[ ] Limited Contact  [x] More Than Limited Contact  [ ] No Student Contact

PREPARED BY: Lisa Leung

SUBMITTED BY: Robert Daniels

SCHOOL Site/and or DEPARTMENT: Visual and Performing Arts Department
K Resolution Amendment

131-8K13 Cont. Page 3

Broad Approved Name of EAP Consultants:

K-R eso Approved on 6/12/12 (126-12K9)

LEAP, Arts in Education
Performing Arts Workshop
SF Arts Education Project
Young Audiences of Northern California
Young Imaginations

Acrosports
Alegría, Nancy
Apple, Susan (deleted)
Barron, Zenon
Bazdarich, Marlene
Buss, Shirl
Byrne, Brooke
Carroll, Darnell
Chagall Siegel, Irene
Collins, Sharon
Cortez, Jesus
Cruz, Martin
Deutsch, Nancy
Doyle, Sally
English, Carrie
Ensembles Ballet Folklorico de SF
Ernst, Sharon
Fong, Bryant
Gelfand, Joan
Goddard, Ponder
Gonzalez, David
Hackett Shaugnessy, Olive
Handful Players
Harmon, Anita
Haycock, Elizabeth
Intersection of the Arts/Stage Write
Johnson, Regina
Keppele, Megan
Khadra International Dance
Kirton, Josie
Koulikova, Jivka K
Kunz, Marissa
Liu, Karen
Lucero, Carla
Madrill, Eddie
Mane, Mohammed
Merzon, Randi
Mosqueda, Vanessa
Mulkey, Amelia
Museum of Craft & Folk Art
Music in the Schools
Nagata, Corrine
Ng, Jacqueline
Oberline Dance Collective
Phillips, Scott
Precita Eyes Murals/Missy Albin
Ross, Erica
Sandine, Meg
Sarkisian, Mimi
SF Opera
SF Opera Education Dept.
Sibbet, Susan
Stingle, Dan (deleted)
Terence, Susan
Vicario, Robert
Weinstein, Ellen E
Weiseer, Rebecca (deleted)
Weng, Xiao Hong
White, Deidre
Z Space/Word for Words Youth Arts
Amendment K-Reso Approved on 10/23/12
Jacques, Michelle
Nealy, Mozel
Michelle Holdt Roderick

Amendment K-Reso Approved on 11/13/12
Deleting: Dan Stingle and Susan Apple
Adding the following:
Cuneo, Aiko
Clayton, Alisa
Art Seed
McHugh, Brian
Lu, Cathy
Bringas, Cynthia
Eagleton, Cynthia
Madril, Edwardo F.
Appe, Susan

Amendment K-Reso submitted for Board meeting on 1/8/2013
Deleting: Rebecca Weisser
Adding the following:
Berkeley Rep School of Theatre
Rebecca Cervantes
Ben Baker
Wesley J. Watkins
Fifth Stream Music
Imagine Bus Project
AMENDMENT TO RESOLUTION(s): 128-28K3
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: Site missed opportunity for subsidized rate so will pay fee in full to receive services.

SERVICE/PROGRAM DESCRIPTION:
131-8K14
To provide a safe, healthy and inclusive play and physical activity program for Bret Harte students during recess at Bret Harte Elementary School as well as providing staff with tools necessary to foster an inclusive environment for the socio-emotional development of children to thrive. Playworks will provide an energetic and enthusiastic individual who will organize sports and activities during student recess periods, coordinate activities with classes, run the Junior Coach Leadership Program run the Playworks After School Program, and coordinate sports leagues after school. The house will be from 8:30 AM - 5:00 PM.

Category: Administrative
Code: 1
School Site/
and or Department: Bret Harte Elementary School
Participants: (Those students, sites, or personnel who will be directly served by this consultant) All students Grades K-5 and the Bret Harte staff at large along with families

Original Dates of Service: 9/4/12 - 5/31/13
Amended Dates of Service: 9/4/12 - 5/31/13

Cost of this Amendment Request: $5,000.00

Funding Source(s)/Program Title:
UGF/AB825 - Targeted Instructional Improvement Block Grant

SACS Code(s):
01-07940-2013-1110-2100-5803-134

a) Name of Consultant: Playworks
Cost of this Request $5,000.00
b) Evaluation: (if applicable) $0
### Background

c) Original Cost Adopted $27,000.00
d) Previous Amendment(s) if any $0

Total Program Cost To Date $32,000.00
(Add Items a to d)

<table>
<thead>
<tr>
<th>DISTRICT GOALS AND EVALUATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DISTRICT GOALS:</td>
</tr>
<tr>
<td>- Goal 1: Access &amp; Equity – Make social justice a reality.</td>
</tr>
<tr>
<td>- Goal 2: Student Achievement – Engage high achieving and joyful learners.</td>
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<td>- Goal 3: Accountability – Keep our promises to students and families.</td>
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</tbody>
</table>

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<tr>
<th>EVALUATION:</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

### SELECTION PROCESS:

Playworks (formerly Sports 4 kids) was chosen due to prior positive experience with the organization in fostering an inclusive environment for the socio-emotional development of children.

### DEGREE OF STUDENT CONTACT:

- [ ] Limited Contact
- [x] More Than Limited Contact
- [ ] No Student Contact

**PREPARED BY:** Dongshil Kim

**SUBMITTED BY:** Jeanne Dowd

**SCHOOL SITE/and or DEPARTMENT:** 453
SUBJECT: Consultant Services

FOR BOARD OFFICE USE ONLY □ Vendor has multiple contracts for the current fiscal school year.

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 1211-13K12
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: We are adding additional schools:

<table>
<thead>
<tr>
<th>SchNo.</th>
<th>SCH NAME</th>
<th># of ELs</th>
<th>% of ELs</th>
</tr>
</thead>
<tbody>
<tr>
<td>575</td>
<td>GLEN PARK ELM</td>
<td>130</td>
<td>39%</td>
</tr>
<tr>
<td>493</td>
<td>SF COMMUNITY ALT K-8</td>
<td>78</td>
<td>28%</td>
</tr>
<tr>
<td>656</td>
<td>JUNIPERO SERRA ELM</td>
<td>172</td>
<td>60%</td>
</tr>
<tr>
<td>859</td>
<td>TENDERLOIN COMMUNITY ELM</td>
<td>239</td>
<td>61%</td>
</tr>
<tr>
<td>820</td>
<td>SHERIDAN ELM</td>
<td>77</td>
<td>37%</td>
</tr>
</tbody>
</table>

SERVICE/PROGRAM DESCRIPTION:

SERVICE: Provide RALLI (Results: Academic Language and Literacy Institute) professional development to 70 - 80 teachers from targeted schools. Teachers will learn to implement effective strategies for teaching language and literacy, focusing on vocabulary and comprehension, with a particular emphasis on teaching English Learners. This professional development will provide participants with the tools and knowledge necessary to analyze academic language demands in content area texts. The focus is on developing competencies to effectively assess and teach the continuum of language skills, academic content knowledge and instructional strategies that promote academic achievement with the new California Common Core Content Standards.

PROGRAM DESCRIPTION: This professional development is for teachers and administrators from targeted sites that have made the commitment to have their staff trained in RALLI, and that are willing to collaborate to provide on-going follow-up support. All the targeted sites, listed below, have a significant number of English Learners.

School | # of ELs | % of ELs |
-------|----------|----------|
BESSIE CARMICHAEL | 247 | 38% |
CLEVELAND | 216 | 63% |
E R TAYLOR | 364 | 55% |
GEORGE MOSCONE | 207 | 59% |
GORDON J LAU | 418 | 65% |
LONGFELLOW | 296 | 49% |

The majority of participants will attend four days of professional development delivered by the California Reading and Literature Project, UC Berkeley Region. Teachers who have previously participated in Results for English Learners professional development will attend two days of the RALLI update. All participating teachers will be provided with facilitated follow-up support, that will include Equity Centered Professional Learning Community (ECPLC) meetings and coaching.

Category: Professional Development

Code: 14

School Site/ and or Department: Curriculum and Instruction/Multilingual Pathways Department

Participants: (Those students, sites, or personnel who will be directly served by this consultant)
Teachers and Administrators from sites listed above

Original Dates of Service: November 15, 2012 - May 15, 2013

Amended Dates of Service: Same as above

Cost of this Amendment Request: $0
Funding Source(s)/Program Title:
NCLB: Title III, Immigrant Education Program

SACS Code(s):
01-42010-2013-4760-2100-5803-055

a) Name of Consultant: California Reading and Literature Project
b) Evaluation: (if applicable)

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<td>c) Original Cost Adopted $70,000.00</td>
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<tr>
<td>d) Previous Amendment(s) if any $0</td>
</tr>
<tr>
<td>Total Program Cost To Date $70,000.00</td>
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DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
☑ Goal 1: Access & Equity – Make social justice a reality.
☐ Goal 2: Student Achievement – Engage high achieving and joyful learners.
☐ Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
☐ Level I: Complete Task
☑ Level II: Complete Task, Provide Feedback and/or Produce Product
☐ Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
☐ Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
The California Reading and Literature Project was selected to provide the Results: Academic Language and Literacy Institute for the following reasons:
1. This professional development builds on previous training that has been provided to SFUSD teachers: Results for English Learners and Systematic ELD. There is a continuity of program and continued focus on English Learners, but with greater depth and a strong focus on vocabulary and comprehension and alignment to the California Common Core Content Standards.
2. The California Reading and Literature Project’s model of professional development includes Equity Centered Professional Learning Community meetings and follow-up coaching, which is critical to implementation and sustainability.

DEGREE OF STUDENT CONTACT:
☐ Limited Contact ☐ More Than Limited Contact ☑ No Student Contact

PREPARED BY: Sylvia Romano
SUBMITTED BY: Angie Estonina

SCHOOL SITE/and or DEPARTMENT: Curriculum and Instruction/Multilingual Pathways Department
SUBJECT: Consultant Services  □ Individual  □ Organization

FOR BOARD OFFICE USE ONLY  □ Vendor has multiple contracts for the current fiscal school year

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 118-23K32 & 1110-25K29
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: Change in funding source. Invoice from FY 2011-2012 was not received on time and therefore was not paid on time.

SERVICE/PROGRAM DESCRIPTION:
131-8K16 Catapult Learning will provide reading and/or math instruction utilizing Catapult’s proprietary programs, systems, teaching techniques, diagnostic tests and academic courses and materials to qualified students attending NCLB/ESEA Private School Programs. Catapult Learning will provide parent involvement workshops to be delivered by qualified presenters that possess years of experience in partnering with parents to provide improvement in specific content areas. Services to be completed by May 31, 2012.

Category: Teaching Non-Public Schools  Code: 24

School Site/ and or Department: St. Peter’s

Participants: (Those students, sites, or personnel who will be directly served by this consultant) Qualified NCLB/ESEA Title IA Private School Program Students

Original Dates of Service: September 1, 2011 through May 31, 2012
Amended Dates of Service: N/A

Cost of this Amendment Request: $0

Funding Source(s)/Program Title:
NCLB: Title I, Part A, Basic Student Services, Public & Private Schools
NCLB: Title I, Part A, Basic Grant, Low-Income & Neglected

SACS Code(s):
01 30106 2012 1110 2100 5803 765  -$7,736.96
01 30100 2012 1110 2100 5803 057  -$ 618.96
01 30100 2013 1110 2100 5803 057  +$8,355.92

Cost of this Request $0

a) Name of Consultant: Catapult Learning West, LLC $0

b) Evaluation: (if applicable) $0
**Background**

c) Original Cost Adopted  $40,623.56  
d) Previous Amendment(s) if any  $10,531.20  

Total Program Cost To Date  $51,154.76  
(Add Items a to d)

---

**DISTRICT GOALS AND EVALUATION:**

**DISTRICT GOALS:**  
- ☑ Goal 1: Access & Equity – Make social justice a reality.  
- ☑ Goal 2: Student Achievement – Engage high achieving and joyful learners.  
- ☑ Goal 3: Accountability – Keep our promises to students and families.

**EVALUATION:**  
- ☐ Level I: Complete Task  
- ☐ Level II: Complete Task, Provide Feedback and/or Produce Product  
- ☐ Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful  
- ☑ Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

**SELECTION PROCESS:**  
Catapult Learning, a privately owned company, is the leading provider of contracted educational services to schools and districts nationwide. Catapult Learning is the largest, most experienced provider of contracted educational services in the country.

**DEGREE OF STUDENT CONTACT:**  
- ☐ Limited Contact  
- ☑ More Than Limited Contact  
- ☐ No Student Contact

**PREPARED BY:** Evelyn Soliman  
**SUBMITTED BY:** Mary Elisalde, Program Administrator  
**SCHOOL SITE/and or DEPARTMENT:** State & Federal Funded Programs
SUBJECT: Consultant Services  □ Individual  □ Organization

FOR BOARD OFFICE USE ONLY □ Vendor has multiple contracts for the current fiscal school year

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 118-23K33 & 1110-25K30
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: Change in funding source. Invoice from FY 2011-2012 was not received on time and therefore was not paid on time.

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

131-8K17 Catapult Learning will provide reading and/or math instruction utilizing Catapult’s proprietary programs, systems, teaching techniques, diagnostic tests and academic courses and materials to qualified students attending NCLB/ESEA Private School Programs. Services to be completed by May 31, 2012.

Category: Teaching Non-Public Schools  Code: 24

School Site/and or Department: School of the Epiphany

Participants: (Those students, sites, or personnel who will be directly served by this consultant) Qualified NCLB/ESEA Title IA Private School Program Students

Original Dates of Service: September 1, 2011 through May 31, 2012

Amended Dates of Service: N/A

Cost of this Amendment Request: $0

Funding Source(s)/Program Title:
NCLB: Title I, Part A, Basic Student Services, Public & Private Schools
NCLB: Title I, Part A, Basic Grants, Low-Income & Neglected

SACS Code(s):
01 30106 2012 1110 2100 5803 527  -$10,699.74
01 30100 2012 1110 2100 5803 057  -$ 1,070.28
01 30100 2013 1110 2100 5803 057  +$11,770.02

Cost of this Request $0

a) Name of Consultant: Catapult Learning West, LLC $0

b) Evaluation: (if applicable) $0
Background

c) Original Cost Adopted $34,089.21
d) Previous Amendment(s) if any $38,154.53

Total Program Cost To Date $72,243.74
(Add Items a to d)

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:

Goal 1: Access & Equity – Make social justice a reality.

Goal 2: Student Achievement – Engage high achieving and joyful learners.

Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:

Level I: Complete Task
Level II: Complete Task, Provide Feedback and/or Produce Product
Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:

Catapult Learning, a privately owned company, is the leading provider of contracted educational services to schools and districts nationwide. Catapult Learning is the largest, most experienced provider of contracted educational services in the country.

DEGREE OF STUDENT CONTACT:

Limited Contact More Than Limited Contact No Student Contact

PREPARED BY: Evelyn Soliman

SUBMITTED BY: Mary Elisalde, Program Administratot

SCHOOL SITE and/or DEPARTMENT: State & Federal Funded Programs
SUBJECT: Consultant Services  □ Individual  □ Organization

FOR BOARD OFFICE USE ONLY □ Vendor has multiple contracts for the current fiscal school year.

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 118-23K36 & 1110-25K33
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: Change in funding source. Invoice from FY 2011-2012 was not received on time and therefore was not paid on time.

SERVICE/PROGRAM DESCRIPTION:
131-8K18 Catapult Learning will provide reading and/or math instruction utilizing Catapult’s proprietary programs, systems, teaching techniques, diagnostic tests and academic courses and materials to qualified students attending NCLB/ESEA Private School Programs. Services to be completed by May 31, 2012.

Category: Teaching Non-Public Schools
Code: 24

School Site/ and or Department: St. Philip

Participants: (Those students, sites, or personnel who will be directly served by this consultant)
Qualified NCLB/ESEA Title IA Private School Program Students

Original Dates of Service: October 1, 2011 through May 31, 2012
Amended Dates of Service: N/A

Cost of this Amendment Request: $0

Funding Source(s)/Program Title:
NCLB: Title I, Part A, Basic Student Services, Public & Private Schools
NCLB: Title I, Part A, Basic Grant, Low-Income & Neglected

SACS Code(s):
01 30106 2012 1110 2100 5803 770  -$1,703.52
01 30100 2012 1110 2100 5803 057  -$241.36
01 30100 2013 1110 2100 5803 057  +$1,944.88

Cost of this Request

a) Name of Consultant: Catapult Learning West, LLC  $0
b) Evaluation: (if applicable)  $0
**Background**

c) Original Cost Adopted $ 5,365.89

d) Previous Amendment(s) if any $ 8,068.23

Total Program Cost To Date $13,434.12

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**DISTRICT GOALS AND EVALUATION:**

**DISTRICT GOALS:**

- Goal 1: Access & Equity — Make social justice a reality.
- Goal 2: Student Achievement — Engage high achieving and joyful learners.
- Goal 3: Accountability — Keep our promises to students and families.

**EVALUATION:**

- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

**SELECTION PROCESS:**

Catapult Learning, a privately owned company, is the leading provider of contracted educational services to schools and districts nationwide. Catapult Learning is the largest, most experienced provider of contracted educational services in the country.

**DEGREE OF STUDENT CONTACT:**

- Limited Contact
- More Than Limited Contact
- No Student Contact

**PREPARED BY:** Evelyn Soliman

**SUBMITTED BY:** Mary Elisalde, Program Administrator

**SCHOOL SITE/and DEPARTMENT:** State & Federal Funded Programs
SUBJECT: Consultant Services

FOR BOARD OFFICE USE ONLY

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 128-14K33, 1212-11K23
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: Additions/deletions of services to students.

or other comments: Foster Youth Services grant funding will be allocated to increase tutoring services for foster youth students attending San Francisco Unified School District schools.

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

131-8K19

WHAT/WHY: The Foster Youth Services Program provides educational assessments and tutoring services to SFUSD foster youth students. These services will be provided to foster youth students who have low achievement levels in reading, math, and other subject areas. Students will be referred for services by school site staff, caregivers or protective services workers. Each eligible student will receive a maximum of two hours of tutoring per week for the 2012-2013 school year.

HOW: Educational Tutorial Services will assess each student by using the Achieve assessment tool. After completing the assessment, Educational Tutorial Services will develop an individual learning plan for each student to support academic improvement. A post assessment will be conducted at the end of the school year to determine academic achievement. These documents will be submitted to the FYS Coordinator within a month of completion.

In addition, Educational Tutorial Services will complete documentation to track tutoring service hours and tutoring progress. These monthly tutoring reports will be submitted for each student with monthly invoices.

Category: Student Assessment Code: 18

School Site/and or Department: Student, Family, and Community Support Department

Participants: (Those students, sites, or personnel who will be directly served by this consultant) All SFUSD school sites and foster youth students

Original Dates of Service: September 3, 2012 - June 30, 2013

Amended Dates of Service: N/A

Cost of this Amendment Request: $15,702.48

Funding Source(s)/Program Title: Foster Youth in Licensed Foster Homes

SACS Code(s):
05-73660-2013-0000-3140-5803-152

Cost of this Request $15,702.48

a) Name of Consultant: Educational Tutorial Services

b) Evaluation: (if applicable) $N/A
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<td><strong>c)</strong> Original Cost Adopted</td>
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<td><strong>d)</strong> Previous Amendment(s) if any</td>
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<td><strong>Total Program Cost To Date</strong></td>
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**DISTRICT GOALS AND EVALUATION:**

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<tr>
<td>☐ Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building</td>
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**SELECTION PROCESS:**

Educational Tutorial Services was referred by Santa Clara County Office of Education/Foster Youth Services Program. Educational Tutorial Services (ETS) were highly recommended and have provided tutoring and academic support to foster care students for the past fifteen years and for SFUSD FYS during the 2011-12 school year.

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<th><strong>DEGREE OF STUDENT CONTACT:</strong></th>
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<td>☐ Limited Contact  ☑ More Than Limited Contact  ☐ No Student Contact</td>
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**PREPARED BY:** Kim Levine

**SUBMITTED BY:** Kim Coates

**SCHOOL SITE/and or DEPARTMENT:** School Health Programs
DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 126-26K68
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: The California Department of Education increased the supplemental award amount for the Bessie Carmichael Elementary school. The increased funding will provide more after school summer programming for the students.

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

Bessie Carmichael Elementary ExCEL After School Program is seeking partnership with Embarcadero YMCA to serve as the lead agency for implementation of the 21st Century Community Learning Center Supplemental grant to provide summer supplemental program for the after school program which may include programming during non-school days including summer, school breaks, and weekends per grant guidelines. As Lead Agency, Embarcadero YMCA will provide overall management and operation of the comprehensive supplemental program, including programmatic and fiscal accountability in accordance with grant guidelines. Total amount to be paid to Embarcadero YMCA includes reimbursement for staffing costs and related program expenses including supplies and materials not to exceed $38,250.00.

Category: Tutoring & After School Activities       Code: 26

School Site/and or Department:

Participants: (Those students, sites, or personnel who will be directly served by this consultant)
SFUSD Students

Original Dates of Service:       July 1, 2012 – June 30, 2013
Amended Dates of Service:       NA

Cost of this Amendment Request:       $19,063.80

Funding Source(s)/Program Title:
NCLB: Title IV, Part B, 21st Century Community Learning Centers

SACS Code(s):
01-41246-2013-1110-2100-5803-449       $5,813.80
01-41246-2013-1110-2100-5100-449       $13,250.00

Cost of this Request

a) Name of Consultant: Embarcadero YMCA       $19,063.80
b) Evaluation: (if applicable)       $0
**Background**

c) Original Cost Adopted $19,186.20

d) Previous Amendment(s) if any $0

Total Program Cost To Date $38,250.00
(Add Items a to d)

**DISTRICT GOALS AND EVALUATION:**

**DISTRICT GOALS:**

- **Goal 1:** Access & Equity – Make social justice a reality.
- **Goal 2:** Student Achievement – Engage high achieving and joyful learners.
- **Goal 3:** Accountability – Keep our promises to students and families.

**EVALUATION:**

- **Level I:** Complete Task
- **Level II:** Complete Task, Provide Feedback and/or Produce Product
- **Level III:** Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- **Level IV:** Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

**SELECTION PROCESS:**

Embarcadero YMCA is an approved ExCEL Provider through the Request for Qualifications process. Embarcadero YMCA was chosen by the school community to provide overall support to the after school program.

**DEGREE OF STUDENT CONTACT:**

- [x] Limited Contact
- [ ] More Than Limited Contact
- [ ] No Student Contact

**PREPARED BY:** Lucy Hong

**SUBMITTED BY:** Kevin Truitt

**SCHOOL SITE AND DEPARTMENT:** Student, Family and Community Support Dept.
DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 126-26K64
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: The California Department of Education increased the supplemental award amount for the Guadalupe Elementary school. The increased funding will provide more after school summer programming for the students.

SERVICE/PROGRAM DESCRIPTION: (What the service and program description are; why the services are required; how the services will benefit the District)

Guadalupe Elementary ExCEL After School Program is seeking partnership with Bay Area Community Resources to serve as the lead agency for implementation of the 21st Century Community Learning Center Supplemental grant to provide summer supplemental program for the after school program which may include programming during non-school days including summer, school breaks, and weekends per grant guidelines. As Lead Agency, Bay Area Community Resources will provide overall management and operation of the comprehensive supplemental program, including programmatic and fiscal accountability in accordance with grant guidelines. Total amount to be paid to Bay Area Community Resources includes reimbursement for staffing costs and related program expenses including supplies and materials not to exceed $33,277.

Category: Tutoring & After School Activities Code: 26
School Site/ and Department: Student, Family and Community Support Dept.
Participants: (Those students, sites, or personnel who will be directly served by this consultant) SFUSD Students

Original Dates of Service: July 1, 2012 to June 30, 2013
Amended Dates of Service: NA
Cost of this Amendment Request: $18,803.00

Funding Source(s)/Program Title:
NCLB: Title IV, Part B, 21st Century Community Learning Centers

SACS Code(s):
01-41246-2013-1110-2100-5803-593 $10,526.00
01-41246-2013-1110-2100-5100-593 $8,277.00

Cost of this Request $18,803.00

a) Name of Consultant: Bay Area Community Resources $18,803.00
b) Evaluation: (if applicable) $0
Background

c) Original Cost Adopted $14,474.00
d) Previous Amendment(s) if any $0

Total Program Cost To Date $33,277.00
(Add Items a to d)

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
Bay Area Community Resources is an approved ExCEL Provider through the Request for Qualifications process. Bay Area Community Resources was chosen by the school community to provide overall support to the after school program.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Jennifer E. Quevedo-Serrano

SUBMITTED BY: Kevin Truitt

SCHOOL SITE/and or DEPARTMENT: Student, Family and Community Support Dept.
SUBJECT: Consultant Services  □ Individual  □ Organization

FOR BOARD OFFICE USE ONLY  □ Vendor has multiple contracts for the current fiscal school year.

DATE OF BOARD MEETING: January 8, 2013

AMENDMENT TO RESOLUTION(s): 116-14K8, 118-23K51, 1110-11K19 and 122-14K11
List original and all previous amendment resolution numbers.

Explain why the amendment is needed: Choose from list below:
or other comments: Change in funding year.

SERVICE/PROGRAM DESCRIPTION:

| 131-8K22 | Metaformers will provide consultant support to the District's Financial Accounting Systems Transformed (FAST) project. The service is to provide technical guidance to FAST project team. Additionally, the consultant(s) will train the FAST project team members in the ins and outs of PeopleSoft workflows, securities and module configurations. The purpose of this amendment is to pay an outstanding invoice in the amount of $2,000.00 for services provided by Metaformers, Inc during the FY 11-12. Up to date the vendor was paid $139,125.00 out of approved $180,000.00 |

Category: Technology Services  Code: 25

School Site/and or Department: Information Technology Department

Participants: (Those students, sites, or personnel who will be directly served by this consultant) Information Technology and Business Services Staff

Original Dates of Service: 07/01/2011 - 6/30/2012
Amended Dates of Service: 07/01/2011 - 6/30/2012

Cost of this Amendment Request: $0

Funding Source(s)/Program Title:
Prop A - Technology Upgrades

SACS Code(s):

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<th>Amount</th>
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<td>01-90239-2012-0000-7700-5803-222</td>
<td>($2,000.00)</td>
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Cost of this Request

a) Name of Consultant: Metaformers, Inc.
b) Evaluation: (if applicable)
K Resolution Amendment

Background

c) Original Cost Adopted  $ 90,000.00
d) Previous Amendment(s) if any  $ 90,000.00

Total Program Cost To Date  $180,000.00
(Add Items a to d)

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:

☑ Goal 1: Access & Equity – Make social justice a reality.
☐ Goal 2: Student Achievement – Engage high achieving and joyful learners.
☐ Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:

☑ Level I: Complete Task
☐ Level II: Complete Task, Provide Feedback and/or Produce Product
☐ Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
☐ Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:

DEGREE OF STUDENT CONTACT:

☐ Limited Contact  ☐ More Than Limited Contact  ☑ No Student Contact

PREPARED BY: Eddie Ngo
SUBMITTED BY: Matthew Kinzie
SCHOOL SITE/and or DEPARTMENT: Information Technology Department
AMENDMENT TO RESOLUTION(s): 124-10K12, 1211-13K18
List original and all previous amendment resolution numbers.
Explain why the amendment is needed: Amend dates of services. Services were not received during the contract process. An agreement could not be reached to allow service start date of May 1, 2012.

SERVICE/PROGRAM DESCRIPTION:
131-8K23
To cultivate the culture of service and support, the consultant will provide a hosted web-based ticketing system that enables SFUSD employees the ability to easily request and receive technology and building maintenance support services. To provide continuous service and support, we would like to enter a multi-year contract with Zendesk that will enable us to receive 84% off the annual subscription price of $106,200. We will be paying a total amount of $52,569 for 36 month term.

Category: Technology Services  
Code: 25

School Site/Information Technology Department

Participants: All SFUSD employees and contractors

Original Dates of Service: May 1, 2012 - April 30, 2015
Amended Dates of Service: January 9, 2013 - January 8, 2016

Cost of this Amendment Request: $0

Funding Source(s)/Program Title: Prop. A: Technology Upgrades

SACS Code(s): 01-90239-2013-0000-7700-5803-220

a) Name of Consultant: Zendesk
b) Evaluation: (if applicable)
Background

c) Original Cost Adopted $52,569.00
d) Previous Amendment(s) if any $0.00

Total Program Cost To Date $52,569.00
(Add Items a to d)

DISTRICT GOALS AND EVALUATION:

DISTRICT GOALS:
- Goal 1: Access & Equity – Make social justice a reality.
- Goal 2: Student Achievement – Engage high achieving and joyful learners.
- Goal 3: Accountability – Keep our promises to students and families.

EVALUATION:
- Level I: Complete Task
- Level II: Complete Task, Provide Feedback and/or Produce Product
- Level III: Complete Task, Provide Feedback and/or Produce Product, and Show Evidence that Services are Successful
- Level IV: Complete Task, Provide Feedback and/or Produce Product, Show Evidence that Services are Successful, and Show Evidence of Transference of Skills and Capacity Building

SELECTION PROCESS:
In October 2011, the project team evaluated eight vendors on the following criteria: Admin Interface, User Interface, User Accounts, Access and Security, Alerts and Notifications, Reporting and Views, Statistics and Auditing, Online Access and Hosting, Mobile Support, Asset Management, Customer Support and Training, and Pricing Model. In November 2011, the project team selected three vendor finalists to return to SFUSD and demonstrate their product services. Zendesk was chosen by the project team based on their ability to provide the best solution under the twelve criteria and provide the most cost effective solution that includes 84% off list price for 36 month term.

DEGREE OF STUDENT CONTACT:
- Limited Contact
- More Than Limited Contact
- No Student Contact

PREPARED BY: Daisy Htun

SUBMITTED BY: Matthew Kinzie, Chief Technology Officer

SCHOOL SITE/and or DEPARTMENT: Information Technology Department