

ALBANY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION

REGULAR MEETING

Albany Community Center

1249 Marin Avenue

Albany, CA 94706

NOTE TIME CHANGE: 6:00 p.m. CLOSED SESSION

TUESDAY

August 4, 2009

A G E N D A

- I. OPENING BUSINESS 6:00 p.m.
- A) Call to Order
  - B) Roll Call
  - C) Identify Closed Session Topics for Discussion Pursuant to Agenda Section III below.
- II. PUBLIC COMMENT PERIOD FOR CLOSED SESSION ITEMS  
*General public comment on any Closed Session item will be heard. The Board may limit comments to no more Than three (3) minutes.*
- III. CLOSED SESSION 6:05 p.m.
- A) With respect to every item of business to be discussed in Closed Session Pursuant to Education Code Section 35146, Student Personnel Matters, Student ID# 205240
  - B) With respect to every item of business to be discussed in Closed Session Pursuant to: Government Code Section 54957: Personnel Assignment Order and Consent Calendar.

Certificated

- 1. Corrections – none
- 2. Extra Assignment – none
- 3. Leave
  - a. Teacher
- 4. New Hire
  - a. Human Resources Administrator
  - b. Library Media Specialist
  - c. Teacher
  - d. TSA-4/5 Math Coach

- e. TSA-K-3 Math Coach
- f. TSA-Adult Ed
- 5. Resignation
  - a. Substitute Teacher
  - b. Teacher
- 6. Termination – none

**Classified**

- 1. Leave
    - a. Para-Educator
  - 2. Corrections – none
  - 3. Extra Assignment – none
  - 4. New Hire
    - a. Asst. Cross Country Coach
    - b. Director of Technology
    - c. District Secretary
    - d. ESY Sp Ed Para-educator
    - e. Head Varsity Cross Country Coach
    - f. Head Varsity Volleyball Coach
    - g. Interpreter for the Deaf
    - h. JV Volleyball Coach
    - i. School Transportation Driver
    - j. Student Data Technician
    - k. Women's Head Varsity Tennis Coach
  - 5. Resignation
    - a. Student Data System Manager
  - 6. Status Change
    - a. Para-educator
  - 7. Substitute
    - a. Office Clerical Substitute
  - 8. Termination – none
- C) Approve the Job Descriptions for Donation Funded Supplemental Art and Music Instructors
- D) With respect to every item of business to be discussed in Closed Session Pursuant to Government Code Section 54956.9: Litigation Settlement Jason Lockhart
- E) With respect to every item of business to be discussed in Closed Session Pursuant to Government Code Section 54956.9: Settlement Employee ID# 1388
- F) With respect to every item of business to be discussed in Closed Session Pursuant to Government Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR (Superintendent Marla Stephenson, District Representative), Regarding Negotiations as pertains to:

1. California School Employees Association (CSEA)
2. Albany Teachers Association (ATA)
3. SEIU Local 1021

#### IV. **OPEN SESSION**

7:30 p.m.

*Depending upon completion of Closed Session items, the Board of Education intends to convene to Open Session At 7:30 pm to conduct the remainder of its meeting, reserving the right to return to Closed Session at any time.*

- A) Reconvene to Open Session
- B) Roll Call
- C) Pledge of Allegiance
- D) Report of Action Taken in Closed Session
- E) Approval of Agenda
- F) Approval of Consent Calendar

*(The consent Calendar includes routine items that may be handled with one action. Board Members may request any item be removed from the Consent Calendar without formal action.)*

#### 1. **Personnel Assignment Order**

##### a) **Certificated Personnel – Public Employee Assignment, Employment, Appointment, Evaluation, Leave Requests:**

1. Corrections – none
2. Extra Assignment – none
3. Leave
  - a. Teacher
4. New Hire
  - a. Human Resources Administrator
  - b. Library Media Specialist
  - c. Teacher
  - d. TSA-4/5 Math Coach
  - e. TSA-K-3 Math Coach
  - f. TSA-Adult Ed
5. Resignation
  - a. Substitute Teacher
  - b. Teacher
6. Termination – none

##### b) **Classified Personnel – Public Employee Assignment, Appointment, Employment, Leave Requests:**

1. Leave - none
2. Corrections – none
3. Extra Assignment – none
4. New Hire
  - a. Asst. Cross Country Coach
  - b. District Secretary
  - c. ESY Sp Ed Para-educator

- d. Head Varsity Cross Country Coach
  - e. Head Varsity Volleyball Coach
  - f. Interpreter for the Deaf
  - g. JV Volleyball Coach
  - h. School Transportation Driver
  - i. Student Data Technician
  - j. Women's Head Varsity Tennis Coach
- 5. Resignation
  - a. Student Data System Manager
- 6. Status Change
  - a. Para-educator
- 7. Substitute
  - a. Office Clerical Substitute
- 8. Termination – none
  
- 2. **Personnel – Job Description**
  - a) Approve the Job Descriptions for Donation Funded Supplemental Art and Music Instructors Pg 7
  
- 3. **Curriculum and Instruction**
  - a) Approve Proposed Course Fee Increases at the Adult School Pg 11
  
- 4. **Business and Operations**
  - a) Approve Contract Between AUDS and BLX for Arbitrage Rebate Compliance Services for the General Obligation Bond, Election 2008, Series A and 2009 General Obligation Refunding Bonds at a base fee of \$2500.00 Compliance Services Pg 12
  - b) Approve Surplus E-Waste Pg 16
  - c) Approve Surplus Equipment Pg 19
  - d) Approve Warrant Listing – June 2009 Pg 21
  - e) Approve Warrant Listing – July 2009 Pg 37
  
- 5. **Student Services**
  - a) Approve one (1) Master Contract between Albany Unified School District and Oak Hill School and one (1) Individual Service Agreement for basic education and related services for the following student, identified by District ID number, at a cost not to exceed \$778.50. (Funding Source: Special Education) Pg 45
  - b) Approve one (1) Master Contract between Albany Unified School District and A Better Chance and one (1) Individual Service Agreement for specialized academic program and related services for the following student, identified by District ID number, at a cost not to exceed \$47,376.00, \$12,726.00 for Related Services and \$34,650.00 for Basic Education Program Pg 48

(Funding Source: Special Education). ID #206685, at a cost not to exceed \$47,376.00

- c) Approve one (1) Master Contract between Albany Unified School District and Beyond the Classroom and ten (10) Individual Service Agreements on the following students for deaf/hard or hearing/audiological services at a cost of \$84.00/hour, identified by District ID number at a cost not to exceed \$23,142.00. (Funding Source: Special Education) Pg 51
- d) Approve increase in purchase order PO9-00105 of an amount not to exceed \$183.75 for Independent Contractor Agreement between Albany Unified School District and Starfish Therapies at a cost of \$105.00/hour, for Physical Therapy services for student identified below by District ID number. Total increase not to exceed \$183.75. This brings total purchase order to \$6,483.75. (Funding Source: Special Education)
- e) Approve one (1) Master Contract between Albany Unified School District and Oak Hill School and one (1) Individual Service Agreement for basic education and related services for the following student, identified by District ID number, at a cost not to exceed \$778.50. (Funding Source: Special Education) Pg 54

## V. STUDENT BOARD MEMBERS

## VI. STAFF REPORTS

- A) Parks and Recreation Commission Bi-Annual Report Pg 57

## VII. PERSONS TO ADDRESS THE BOARD ON MATTERS NOT ON THE AGENDA

*Board practice limits each speaker to no more than three (3) minutes. The Brown Act limits Board ability to discuss or Act on items which are not on the agenda; therefore, such items may be referred to staff for comment or for consideration on a future agenda.*

## VIII. REVIEW AND ACTION ITEMS

*(Members of the public will have the opportunity to speak on all issues.)*

- A) Open Public Hearing on the Proposed Parcel Tax Resolution  
2009-10-01 and 2009-10-02
- B) Close Public Hearing on the Proposed Parcel Tax Resolution  
2009-10-01 and 2009-10-02
- C) Approve Parcel Tax Resolution 2009-10-01 Pg 58
- D) Approve Parcel Tax Resolution 2009-10-02 Pg 69
- E) CEQA Notice of Exemption – Albany High School Pool and New Classroom Construction Pg 80
- F) Approve Safe School Plans Pg 82
- G) Approve One Student Appointment to the City of Albany Social and Economic Justice Commission Pg 127

## IX. REVIEW AND DISCUSSION ITEMS

- A) 1<sup>st</sup> Reading of Board Policy Update/Revision Section 7000 – Facilities Pg 129

- B) Conduct the 1<sup>st</sup> Reading of the Text – Environment - 6<sup>th</sup> Edition - For Pg 169  
the Albany High School AP Environmental Science Course

**X. BOARD AND SUPERINTENDENT COMMENTS**

**XI. FUTURE AGENDA ITEMS**

**XII. FUTURE BOARD MEETINGS**

- A) Tuesday, August 18, 2009, 7:30 p.m., Regular Meeting, Albany Community Center, 1249 Marin Avenue, Albany
- B) Tuesday, September 1, 2009, 7:30 p.m., Regular Meeting, Albany Community Center, 1249 Marin Avenue, Albany
- C) Tuesday, September 15, 2009, 7:30 p.m., Regular Meeting, Albany Community Center, 1249 Marin Avenue, Albany

**XIII. ADJOURNMENT**

*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 to a specific time determined by a majority of the Board.*

The Board of Education meeting packet is available for public inspection at the Albany Public Library, 1247 Marin Avenue, all school sites, and the lobby of the Albany Unified School District office, 904 Talbot Avenue, Albany. The agenda is available on the Albany Unified School District web site: [www.albany.k12.ca.us](http://www.albany.k12.ca.us)


If you provide your name and/or address when speaking before the Board of Education, it may become a part of the official public record and the official minutes will be published on the Internet

In compliance with the Americans with Disability Act (ADA), if you need special assistance to participate in this meeting, please contact the Superintendent's Office at 510-558-3766. Notification must be give forty-eight (48) hours prior to the meeting to make reasonable arrangements for accessibility (28 CFR 35.102.104 ADA Title II).

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM: APPROVE THE JOB DESCRIPTIONS FOR DONATION FUNDED  
SUPPLEMENTAL ART AND MUSIC INSTRUCTORS**

**PREPARED BY:** Lynda Hornada, Director of Curriculum and Instruction 

**TYPE OF ITEM:** *Consent*

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**BACKGROUND INFORMATION:**

For many years supplemental art and music classes have been available to our elementary students through generous parent donations and/or PTA support. In an effort to bring employment practices into compliance with various tax, labor, and education codes, AUSD must create unrepresented job descriptions for these supplemental art and music program positions. The District has worked to develop a process that will comply with applicable codes and regulations in order to permit these supplemental programs to continue. The new process is described below.

Each candidate will be asked to submit a brief application, a program proposal, and cost breakdown for time and materials. The Principal and PTA Board at each site will review the proposals and make a decision on which supplemental art and music programs to fund for the year. The money must come from school-wide fund-raising efforts and parents cannot be asked individually to pay a fee for the program.

The Principal will then need to submit an RPA to Human Resources for the instructor so he/she can be approved by the Board of Education. After the instructor is hired, he/she will need to submit time sheets to the Principal each month. The Principal will submit the time sheets to the payroll office and then the business office will bill the site PTA for the costs. Along with the RPA from the principal, the PTA must submit a letter stating their intention for funding the program to the District business office.

The Principal and PTA representatives will evaluate the supplemental programs each year. Based on the evaluations, each site will decide which programs to continue or discontinue. Each year the program instructor must repeat the process of applying and submitting a proposal in order to be considered for rehire.

The job descriptions are attached.

**Position:** Donation Funded Supplemental Art Instructor(s)\*

**Level:** Elementary K-5 grades

**Classification:** Unrepresented

**Reports to:** Site Principal

**Salary:** Dependent on Funding Amounts

\*This is a position for a donation funded supplemental art instructor working with elementary school children. The program will run on a yearly basis and be evaluated by site administration and the PTA board members.

**Overview:**

Albany Unified School District seeks creative individuals with a passion for art and is dedicated to inspiring children to learn about and create art. The individual will place emphasis on basic skills, art appreciation, art history, plus coordination with the classroom teacher to support/enrich curriculum.

The successful candidate(s) will have a sincere love of art; be willing and interested in getting involved in school activities, be organized and creative, have excellent oral, written, and interpersonal skills; be reliable and work in cooperation with colleagues, site and district administration, and the parent community.

**Responsibilities:**

1. Develop a comprehensive proposal for a short-term supplemental art program that includes engaging art lessons and activities for K-5 grade students. Proposal should also include a calculation of instructional minutes as well connection to state art education standards.
2. Organize class systems and procedures to manage student behavior to ensure all students are fully engaged and learning.
3. Work in conjunction with the classroom teacher to support/enrich curriculum

**Qualifications:**

1. Required knowledge, skills & abilities
  - Deep knowledge of subject matter
  - Knowledge of child development and different learning styles
  - Ability and willingness to work within the school's goals
  - Ability and willingness to collaborate with site principal, colleagues, and parents

**Education Level:**

1. Bachelors Degree in Art or related field (desired)

**Experience:**

1. Prior experience teaching art to elementary students (desired)

**Application Procedure:**

Interested persons should submit a written application with letter of interest, resume, 2 letters of recommendation, and a comprehensive proposal for a short-term supplemental art program for grades K-5 including a cost breakdown for time and materials.

**TB and Department of Justice Fingerprint Clearance required for employment**

**Open until filled**

**Position:** Donation Funded Supplemental Music Instructor(s)\*



**Level:** Elementary K-5 grades  
**Classification:** Unrepresented  
**Reports to:** Site Principal  
**Salary:** Dependent on Funding Amounts

\*This is a position for a donation funded supplemental music instructor working with elementary school children. The program will run on a yearly basis and be evaluated by site administration and the PTA board members.

**Overview:**

Albany Unified School District seeks creative individuals with a passion for music and is dedicated to inspiring children to learn about music. The individual will place emphasis on basic skills, and music appreciation plus coordination with the classroom teacher to support/enrich curriculum.

The successful candidate(s) will have a sincere love of music; be willing and interested in getting involved in school activities, be organized and creative, have excellent oral, written, and interpersonal skills; be reliable and work in cooperation with colleagues, site and district administration, and the parent community.

**Responsibilities:**

1. Develop a comprehensive proposal for a short-term supplemental music program that includes engaging lessons and activities for K-5 grade students. Proposal should also include a calculation of instructional minutes as well connection to state music education standards.
2. Organize class systems and procedures to manage student behavior to ensure all students are fully engaged and learning.
3. Work in conjunction with the classroom teacher to support/enrich curriculum

**Qualifications:**

2. Required knowledge, skills & abilities
  - Deep knowledge of subject matter
  - Knowledge of child development and different learning styles
  - Ability and willingness to work within the school's goals
  - Ability and willingness to collaborate with site principal, colleagues, and parents

**Education Level:**

1. Bachelors Degree in Music or related field (desired)

**Experience:**

4. Prior experience teaching music to elementary students (desired)

**Application Procedure:**

Interested persons should submit a written application with letter of interest, resume, 2 letters of recommendation, and a comprehensive proposal for a short-term supplemental music program for grades K-5 including a cost breakdown for time and materials.

**TB and Department of Justice Fingerprint Clearance required for employment**

**Open until filled**

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**FINANCIAL INFORMATION:**

**No fiscal impact – these are donation funded positions**

**RECOMMENDATION:**

**APPROVE THE JOB DESCRIPTIONS FOR DONATION FUNDED SUPPLEMENTAL  
ART AND MUSIC INSTRUCTORS**

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM:** Approve Proposed Course Fee Increases at the Adult School

**PREPARED BY:** Alison Makela, Teacher on Special Assignment (TSA)

**TYPE OF ITEM:** *Consent*

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**BACKGROUND INFORMATION:**

Given the changes in ADA funding, courses operating solely from those funds must now be funded through a combination of registration fees and increased fees of other, fee-based, courses. For many years, courses have been priced at approximately \$3/hour. A new fee of \$4/hour will allow us to maintain long-established programs that benefit the community, while operating within our budget.

Copies of the Fall Schedule and budget will be provided at the meeting.

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**FINANCIAL INFORMATION:**

Allows Adult School to maintain program within its budget.

**RECOMMENDATIONS:**

Approve the Proposed Course Fee Increase for the Adult School



405 Howard St., Suite 900  
 San Francisco, CA 94105  
 PHONE 415 773 5410  
 FAX 415 773 5759  
 www.bondlogistics.com

July 16, 2009

Ms. Marla Stephenson  
 Superintendent  
 Albany Unified School District  
 904 Talbot Avenue  
 Albany, CA 94706

Re: Arbitrage Rebate Compliance Services

Dear Ms. Stephenson:

This letter is to confirm the engagement of Bond Logistix LLC ("BLX") by the Albany Unified School District (the "Obligor") for the purpose of performing calculations relating to the arbitrage and rebate requirements contained in the Internal Revenue Code (the "Code") and the legal advice described below. The calculations are to be performed with respect to the bond issues listed on Exhibit A hereto (the "Bonds") applying applicable federal tax rules.

BLX will calculate the amount of arbitrage rebate liability with respect to the Bonds when directed by the Obligor (each such date on which a calculation is performed is referred to herein as a "Calculation Date") applying regulations of the United States Department of the Treasury ("Treasury") in effect on such Calculation Date. In addition, if required or requested by the Obligor, BLX will include in each report delivered to the Obligor an analysis of compliance with applicable arbitrage yield restrictions.

With respect to each Calculation Date, BLX will prepare or cause to be prepared schedules reflecting the relevant calculations and the assumptions involved and will deliver an arbitrage liability report addressed to the Obligor as to the amount of the rebate liability as of such Calculation Date.

At the Obligor's election, which election is made by the Obligor's signature of this engagement letter, each such arbitrage liability report will include a legal opinion provided by the law firm, Orrick, Herrington & Sutcliffe LLP ("Orrick"). Accordingly, the Obligor is retaining BLX for the purpose of obtaining legal advice from Orrick in the form of the legal opinion. BLX will engage Orrick to provide legal oversight and review as it deems necessary to render its opinion that the computations shown in the report were performed in accordance with applicable federal law and regulations. Because BLX is an Orrick subsidiary, you may choose to consult counsel other than Orrick about the terms of this engagement.

The Obligor undertakes to provide or cause to be provided to BLX all such relevant data (the "Data"), as specified by BLX from time to time, and shall cooperate with all reasonable requests of BLX in connection therewith. BLX is authorized hereby to obtain Data held by a Trust Bank (the "Trustee") concerning funds and accounts established with regard to the bond issue(s) of the Obligor listed on Exhibit A hereto. If available, BLX is authorized to obtain access to view and download said Data from any "online" or "internet based" system or application maintained by the Trustee for such purposes. If such systems or applications are not maintained by the Trustee BLX is authorized to request the Data from the Trustee in a format useful to BLX, and otherwise available to the Trustee. The Obligor also agrees to inform BLX of any actual or planned early redemption of the Bonds at its earliest opportunity.

BLX is not being engaged hereunder, and BLX is not hereby obligated, to undertake any of the following: (1) independently determine whether securities allocable to proceeds of the bonds were purchased at fair market value within the meaning of the Treasury Regulations; (2) perform an audit or review of the investments acquired with gross proceeds or the payment of debt service on the Bonds; (3) perform calculations or other research as to the desirability of elections or selections that may be available under applicable federal tax law; (4) review the tax-exempt status of interest on the Bonds or any other aspect

BOSTON

DALLAS

LOS ANGELES

NEW YORK

PHOENIX

PORTLAND

SAN FRANCISCO

TAMPA



Ms. Marla Stephenson  
Albany Unified School District  
July 16, 2009  
Page 2

of the Bond program except for rebate liability to the extent set forth in this engagement letter; (5) consider any information obtained by BLX pursuant to this engagement for any purpose other than determining such rebate liability; and (6) update any report delivered hereunder because of events occurring, changes in regulations, or data or information received, subsequent to the date of delivery of such report. Should the Obligor desire BLX to undertake any of the foregoing, such work will be the subject of a separate engagement and a separate fee, if any. In addition, BLX will be entitled to rely entirely on information provided by the Obligor and the Trustee and/or their agents and assigns without independent verification.

The fee with respect to the Bonds will be determined pursuant to Exhibit B hereto. Fees are due upon delivery of each report by BLX. This engagement is terminable by either party by written notice to the other, such termination to be effective immediately. BLX shall be entitled to assign its rights and obligations under this engagement in whole or in part upon prior written notice to the Obligor; provided that no such notice is required so long as Orrick retains the obligation to deliver legal opinions hereunder. No additional fees will be charged by Orrick for providing the legal services described herein. BLX will separately compensate Orrick for such services.

BLX and/or Orrick may have client relationships with other parties involved in some manner with the Bonds or the Obligor (for example, underwriters, trustees, rating agencies, insurers, credit providers, lenders, contractors, developers, advisors, investment advisors/providers/brokers, public entities and others) whether with respect to the Bonds or some unrelated matter(s). However, to the extent that a conflict-of-interest is created by this engagement, the Obligor hereby waives any such conflict.

If this engagement letter is satisfactory, please have an authorized official execute one copy and return it to the undersigned.

Very truly yours,

BOND LOGISTIX LLC

Thomas Fox  
Managing Director

Accepted:

ALBANY UNIFIED SCHOOL DISTRICT

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

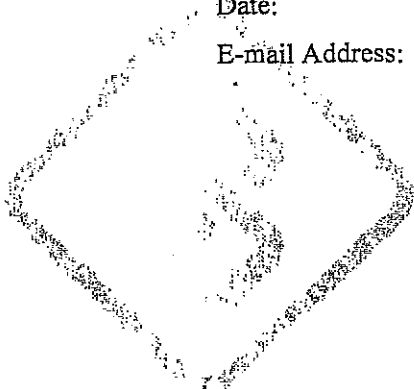




EXHIBIT A

Description

1. Albany Unified School District  
General Obligation Bonds, Election of 2008, Series A  
2009 General Obligation Refunding Bonds





## EXHIBIT B

## ARBITRAGE REBATE CONSULTING SERVICES FEE SCHEDULE

BASE FEES

Engagement Fee	\$500
Arbitrage Rebate Analysis (covers up to three years of analysis)	\$2,000

ADDITIONAL FEES, IF APPLICABLE


Yield Restriction Analysis	\$1,000
Computation Periods in Excess of 12 Months (per additional year or fraction thereof)	\$500

*N.B.: The District anticipates that the Bonds will qualify for the Small Issuer Exemption from Rebate, and also that the proceeds will not become subject to the Yield Restriction requirements. As such, the District and BLX expect that only the Engagement Fee above will be payable over the course of this engagement.*

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM:** APPROVE SURPLUS E-WASTE

**PREPARED BY:** Marla Stephenson, Superintendent 

**TYPE OF ITEM:** Business and Operations

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**BACKGROUND INFORMATION:**

**E-Waste Disposal Protocols:**

As a public institution service department, Albany Unified Technology Department has been charged with and is required to dispose of electronic waste in accordance with current local, state and federal regulations.

These are the procedures we follow with regards to E-Waste.

- 1) E-Waste systems are those that have been discarded from a school site. Since the Technology Department does not directly manage the acquisition, purchasing, or provisioning of technology equipment at the school sites, our department also does not directly manage the lifecycle of the equipment either. E-Waste, systems disposal, and discard procedures are left to the discretion of each site Principal.
- 2) Systems that are considered serviceable are retrained either for spare parts or for redeployment at another site upon request. Our team has established a set of internal guidelines for determining the serviceability of computing systems discarded by our school sites. These guidelines include the age of the systems, the availability of and or cost of replacement components, as well as time considerations and cost effectiveness of repair and maintenance.
  - Note: Most discarded systems come to us well beyond the serviceable age standard of 5 years. In fact, the latest lot of systems is between 8 and 10 years of age.
- 3) To provide extended service to existing legacy systems (those being near or beyond the serviceability age but are still in use at the school sites), we keep a set of replacement parts available. This is done by scavenging usable components from discarded systems that are no longer in service and beyond the serviceability standards. This measure is an insurance necessity for legacy systems that are currently in service at school sties which has been due to a general lack of systems refresh policies around the district.
- 4) Discarded systems are collected and stored by Technology Services until enough systems are gathered to warrant an E-Waste collection. This allows us to use the



E-Waste collection service at low to no cost to the district. In the past two years, the district has been able to use collection services to have some value of the E-Waste systems redeemed by the E-Waste vendor.

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**FINANCIAL INFORMATION:**

There is no financial impact

<b>RECOMMENDATION:</b> Approve surplus e-waste disposal
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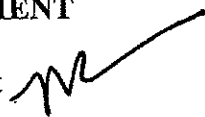
**EQUIPMENT TO BE RECYCLED**

Type	Qty	Value
Risograph GR1700	1	0
Televisions	3	0
Radios	2	0
Scanners	2	0
Overhead Projectors	1	0
Cash Registers	1	0
Printers	5	0
Mice	26	0
Keyboards	39	0
Hard Drives	32	0
Monitors	43	0
DVD	2	0
VCR	3	0
Microwaves	1	0
Boom Box	1	0
Computers	23	0
Monitors	26	0
Inkjet Printers	3	0
Laserjet Printers	2	0

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM: APPROVE SURPLUS EQUIPMENT**

**PREPARED BY:** Marla Stephenson, Superintendent 

**TYPE OF ITEM:** Business and Operations

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**BACKGROUND INFORMATION:**

This equipment is either non-operable not needed in the district.

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**FINANCIAL INFORMATION:**

There is no financial impact

**RECOMMENDATION:** Approve surplus equipment disposal

**EQUIPMENT TO BE RECYCLED**

Type	Qty	Value
Display Hot Box	1	500.00
Reach-in Hot Box	1	500.00
Table Top Electric Two Burner	1	75.00
Exhaust Hood & Fan	1	1,500.00
2 Door Reach-in Freezer	1	1,500.00
3 Door Reach-in Freezer	1	1,500.00
Equipment Stand Table	1	300.00

# **JUNE 2009 WARRANT LISTING**

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
905762	6/1/2009	ACSIG - VISION INSURANCE	\$9,695.37	05/09 COVERAGE
905763	6/1/2009	ACSIG - DELTA DENTAL	\$30,169.05	05/09 COVERAGE
905764	6/1/2009	ALAMEDA COUNTY OFFICE OF ED	\$175.22	LAMPS & FUSE
905765	6/1/2009	ALAMEDA UNIFIED SCHOOL DIST.	\$24,654.00	08/09 3RD QTR/SELPA
905766	6/1/2009	ALBANY HILL MINI MART	\$428.52	04/09 GAS
905767	6/1/2009	ANNE ALCOTT	\$237.37	REIMB FOR ZELLERBACH TRIP/CULINARY ARTS CLASS
905768	6/1/2009	JULIE ALLEN	\$343.21	REIMB FOR CLASSROOM SUPPLIES
905769	6/1/2009	AT&T	\$3,648.95	04/19-05/18 SERVICE
905770	6/1/2009	ELIZABETH AVERY	\$104.91	REIMB FOR CLASS SUPPLIES & MAC HIGH TRIP
905771	6/1/2009	SHELLY BALL	\$48.69	REIMB FOR DISPLAY BOARD & VELCRO TAPE
905772	6/1/2009	MONICA BARRY	\$278.00	REIMB FOR TRIP TO ADVENTURE PLAYGROUND
905773	6/1/2009	BART GROUP SALES	\$450.00	STUDENT BART TICKETS
905774	6/1/2009	NICHOLAS BERGER	\$43.88	05/08-05/19 MILEAGE REIMB
905775	6/1/2009	BERKELEY FARMS	\$2,256.82	DAIRY (FOOD SERVICES)
905776	6/1/2009	BERKELEY UNIFIED SCHOOL DIST.	\$1,333.00	08/09 3RD QTR/SELPA
905777	6/1/2009	KAREN BONINI	\$21.93	REIMB FOR CLASSROOM SUPPLIES
905778	6/1/2009	LUCY BRYNDZA	\$48.16	REIMB FOR CLASSROOM SUPPLIES
905779	6/1/2009	PATRICIA CABRERA	\$7.06	REIMB FOR CLASSROOM SUPPLIES
905780	6/1/2009	CALIFORNIA GROWERS	\$257.00	PRODUCE (FOOD SERVICES)
905781	6/1/2009	CALPERS - CALIFORNIA PUBLIC	\$336,772.84	06/09 PREMIUM
905782	6/1/2009	LAURA CASDIA	\$39.90	REIMB FOR SURVEY MONKEY SUBSCRIPTION
905783	6/1/2009	JEFFERY CASTLE	\$50.00	REIMB FOR GOOGLE CONFERENCE REGISTRATION
905784	6/1/2009	ANNIE CHIANG	\$49.25	04/01-05/22 MILEAGE REIMB
905785	6/1/2009	JULIET CHIARELLA	\$339.25	REIMB FOR CLASS MATERIALS
905786	6/1/2009	MIESJE CHILD	\$187.01	REIMB FOR CLASSROOM SUPPLIES
905787	6/1/2009	HSBC BUSINESS SOLUTIONS	\$373.11	COUNTER DISPLAY, COIN WRAPS & COIN-SORTER (FOOD SERVICES)
905788	6/1/2009	DANIELSEN	\$3,222.02	FOOD & SUPPLIES (FOOD SERVICES)
905789	6/1/2009	DELL MARKETING L.P.	\$5,051.44	COMPUTERS (SPECIAL SERVICES & PINOL)
905790	6/1/2009	ASHLEY DIEZ	\$138.35	REIMB FOR CLASSROOM SUPPLIES
905791	6/1/2009	KERRY DUNIGAN	\$403.23	REIMB FOR CLASSROOM SUPPLIES & BART TICKETS
905792	6/1/2009	BETH DUNN	\$132.47	REIMB FOR CLASSROOM SUPPLIES
905793	6/1/2009	EBMUD	\$1,705.82	03/20-05/19 SERVICE
905794	6/1/2009	EL CERRITO SWIM CENTER	\$2,910.00	POOL RENTAL 02/09-05/09 (ATHLETICS)
905795	6/1/2009	KATHLEEN EVANS	\$104.97	REIMB FOR CLASSROOM SUPPLIES
905796	6/1/2009	FISHER SCIENTIFIC	\$1,243.84	SCI MATERIALS (AHS)
905797	6/1/2009	FLINN SCIENTIFIC	\$2,692.13	SCI SUPPLIES (AHS)

## JUNE 2009 WARRANT LISTING

CHECK #	CHECK DT	COMPANY NAME	CHECK AMOUNT	DESCRIPTION
905798	6/1/2009	FOLLETT LIBRARY RESOURCES	\$823.43	DVDS FRO LIBRARY (AHS)
905799	6/1/2009	HONG FORREST	\$45.51	05/06-05/22 MILEAGE REIMB
905800	6/1/2009	DAVID FUCHS	\$64.10	02/23-05/21 MILEAGE REIMB
905801	6/1/2009	PATRICIA FUJIWARA	\$15.71	REIMB FOR STORAGE BOXES
905802	6/1/2009	GOLD STAR FOODS	\$13,398.33	FOOD (FOOD SERVICES)
905803	6/1/2009	MARGARET GOLDBERG	\$158.02	REIMB FOR CLASSROOM SUPPLIES
905804	6/1/2009	SUSAN GOOSE	\$658.00	REIMB FOR TRAIN TICKETS TO MARTINEZ
905805	6/1/2009	MONICA GRYCZ	\$170.66	REIMB FOR CLASS SUPPLIES & ADVENTURE PLAYGROUND TRIP
905806	6/1/2009	CLELL HOFFMAN	\$25.85	05/07-05/22 MILEAGE REIMB
905807	6/1/2009	HOME DEPOT CREDIT SERVICES	\$113.15	HARDWARE (MAINT)
905808	6/1/2009	TUYET HUYNH	\$4.82	05/18-05/22 MILEAGE REIMB
905809	6/1/2009	HYDREX- HAYWARD	\$150.00	08/09 PEST CONTROL (AMS & AHS)
905810	6/1/2009	HELEN JIANG	\$2.66	05/18-05/22 MILEAGE REIMB
905811	6/1/2009	JOHNSTONE SUPPLY	\$433.14	OPEN FOR HARDWARE (MAINT)
905812	6/1/2009	LISA JONES	\$104.86	REIMB FOR POINT BONITA SUPPLIES
905813	6/1/2009	JOSTENS	\$32.99	GRADUATION OUTFIT (MAC HIGH)
905814	6/1/2009	CHRISTOPHER KAJIWARA	\$10.44	05/12-05/22 MILEAGE REIMB
905815	6/1/2009	MAYA KIM	\$99.72	REIMB FOR CLASSROOM SUPPLIES
905816	6/1/2009	MARY KING	\$366.68	REIMB FOR CLASSROOM SUPPLIES
905817	6/1/2009	UC REGENTS/ CASHIER'S OFFICE	(\$270.00)	WHO DONE IT? WORKSHOPS-LHS
905818	6/1/2009	MARGARET LIM	\$86.72	REIMB FOR CLASSROOM SUPPLIES
905819	6/1/2009	SHOMI LUM	\$126.99	MILEAGE REIMB 01/09/09-05/14/09
905820	6/1/2009	MAGGIORA BAKING CO	\$1,387.05	FOOD (FOOD SERVICES)
905821	6/1/2009	ALISON MAKELA	\$56.93	REIMB FOR CLASSROOM SUPPLIES
905822	6/1/2009	DIANE MARIE	\$195.13	01/20-05/22 MILEAGE REIMB
905823	6/1/2009	MARSH MEDIA	\$164.95	CLASSROOM KIT (CORNELL)
905824	6/1/2009	TONANTZIN MARTINEZDEBORGFELDT	\$28.29	REIMB FOR CLASSROOM SUPPLIES
905825	6/1/2009	MARY ANN McDANIEL	\$72.85	REIMB FOR CLASSROOM SUPPLIES
905826	6/1/2009	SUSAN MERTENS	\$640.39	REIMB FOR CLASSROOM SUPPLIES
905827	6/1/2009	ELLEN MURFF	\$75.50	CLASSROOM SUPPLIES REIMB
905828	6/1/2009	MARKKO MYLLYS	\$96.00	REFUND/UN-USED SWIM LESSONS
905829	6/1/2009	STEPHEN NAIFF	\$522.15	REIMB FOR CLASSROOM SUPPLIES
905830	6/1/2009	NATIONAL ELEVATOR CO	\$135.00	08/09 ELEVATOR SERVICE (AMS)
905831	6/1/2009	FATEMEH NEYASARI	\$952.83	REIMB FOR CLASSROOM MATERIALS
905832	6/1/2009	WILBUR OBATA	\$19.59	REIMB FOR FILM PROCESSING
905833	6/1/2009	ODWALLA INC	\$1,021.44	DRINKS (FOOD SERVICES)

# **JUNE 2009 WARRANT LISTING**

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905834	6/1/2009	OFFICE DEPOT	\$566.08	SUPPLIES
905835	6/1/2009	NCS PEARSON, INC.	\$209.51	RECORD FORMS (SPECIAL SERVICES)
905836	6/1/2009	MELISA PFOHL	\$250.25	REIMB FOR CLASSROOM SUPPLIES
905837	6/1/2009	STEVE PISANI	\$18.70	05/21/09 MILEAGE REIMB/LAW DAY CONF
905838	6/1/2009	PLEASANTON UNIFIED SCHOOL	\$500.00	08/09 SERVICES (D.O.)
905839	6/1/2009	PRUDENTIAL OVERALL SUPPLY	\$160.10	UNIFORM SERVICE (DIST)
905840	6/1/2009	MARK RASMUSSEN	\$185.27	REIMB FOR CLASSROOM SUPPLIES
905841	6/1/2009	GIA RAUENHORST	\$180.00	REIMB FOR ONLINE BTSA CLASS
905842	6/1/2009	JENNIFER REID	\$250.00	REIMB FOR BTSA REGISTRATION
905843	6/1/2009	RICOH AMERICAS CORP..	\$8,546.22	MAINT AGREEMENT (DIST)
905844	6/1/2009	HOUGHTON MIFFLIN	\$411.28	GATES READING TESTS (ELEM)
905845	6/1/2009	NANCY SCHILLER	\$98.16	REIMB FOR CLASSROOM SUPPLIES
905846	6/1/2009	SCHOLASTIC INC.	\$405.53	NATURE'S CHILDREN SUBSCRIPTION
905847	6/1/2009	VICTORIA SEARS	\$196.96	REIMB FOR CLASSROOM SUPPLIES
905848	6/1/2009	ALISON SEEVAK	\$1,800.00	4TH GRADE POETRY CLASSES (MARIN)
905849	6/1/2009	ALENE SHIROMOTO	\$56.62	REIMB FOR CLASSROOM SUPPLIES
905850	6/1/2009	SYSCO FOOD SERVICES OF S.F. INC	\$5,396.11	FOOD & SUPPLIES (FOOD SERVICES)
905851	6/1/2009	RENEE THERIAULT	\$75.55	REIMB FOR CLASSROOM SUPPLIES
905852	6/1/2009	TRUITT & WHITE LUMBER CO	\$30.30	HARDWARE (MAINT)
905853	6/1/2009	UC REGENTS	\$320.00	08/09 PST MANAGEMENT (ACC)
905854	6/1/2009	WAXIE SANITARY SUPPLY	\$2,856.14	SANITARY SUPPLIES
905855	6/1/2009	JOSETTE WHEATON	\$18.70	05/21/09 MILEAGE REIMB/LAW DAY CONFERENCE
905856	6/1/2009	JOAN WICKSTROM	\$372.00	REIMB FOR CLASSROOM SUPPLIES
905857	6/1/2009	AVRAM WILD	\$5.85	05/21/09 MILEAGE REIMB/LAW DAY CONFERENCE
905858	6/1/2009	JACQUELINE WILEY	\$68.23	REIMB FOR CLASSROOM SUPPLIES
905859	6/1/2009	WILLIAMS SCOTSMAN, INC.	\$443.39	05/23-06/22 PORTABLE RENT (MARIN)
905860	6/1/2009	YMCA POINT BONITA OUTDOOR &	\$13,683.75	05/06/09 TRIP (OCEAN VIEW)
905861	6/1/2009	CHRISTIANE ZMICH	\$101.40	REIMB FOR CLASSROOM SUPPLIES
908384	6/4/2009	AP EXAMS	\$34,597.00	08/09 AP EXAMS
908385	6/4/2009	ARCO AM/PM	\$861.81	05/09 GAS (TRANSPORTATION)
908386	6/4/2009	AT&T	\$590.43	04/19-05/18 SERVICE
908387	6/4/2009	DEBBIE ATMAJA	\$69.00	AP TEST REIMB
908388	6/4/2009	THEODORE BARONE	\$167.13	REIMB FOR ACADEMIC LITERACY BOOKS
908389	6/4/2009	BEHAVIORAL INTERVENTION	\$750.00	08/09 BEHAVIOR INTERVENTION SERVICES
908390	6/4/2009	DORIS BETZ	\$31.82	07/03/08-05/21/09 MILEAGE REIMB
908391	6/4/2009	BLIND BABIES FOUNDATION	\$82.00	08/09 VISUALLY IMPAIRED SERVICES

## JUNE 2009 WARRANT LISTING

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
908392	6/4/2009	CDW GOVERNMENT INC	\$649.23	DVD/VCR COMBO (CORNELL)
908393	6/4/2009	JIMMY CHUNG	\$69.00	AP TEST REIMB
908394	6/4/2009	CODESP	\$1,750.00	09/10 CODESP MEMBERSHIP
908395	6/4/2009	JIE CUI	\$69.00	AP TEST REIMB
908396	6/4/2009	SALLY DAVIS	\$10.00	REIMB FOR BARNES & NOBLE
908397	6/4/2009	DELTA DENTAL	\$3,889.57	06/09 COVERAGE
908398	6/4/2009	KIMBERLY DENTON	\$69.00	AP TEST REIMB
908399	6/4/2009	EBMUD	\$592.34	03/26-05/22 SERVICE
908400	6/4/2009	CHRISTIANE ENGEMANN	\$711.00	CABLE CAR & STREET CAR FOR 06/09/09 TRIP
908401	6/4/2009	FIRSTGROUP AMERICA	\$1,050.00	TRANSPORTATION (ATHLETICS)
908402	6/4/2009	GOLD STAR FOODS	\$75.00	FOOD (FOOD SERVICES)
908403	6/4/2009	GRANICUS, INC.	\$140.00	MINUTESMAKER
908404	6/4/2009	BEI HE	\$69.00	AP TEST REIMB
908405	6/4/2009	WENDY HOLMES	\$168.49	REIMB FOR SUPPLIES
908406	6/4/2009	ROSE HSU	\$69.00	AP TEST REIMB
908407	6/4/2009	KAVANAUGH COFFEE ROASTING CO	\$105.00	COFFEE (FOOD SERVICE)
908408	6/4/2009	JUDY KERR	\$69.00	AP TEST REIMB
908409	6/4/2009	SHIRLYN KIM	\$69.00	AP TEST REIMB
908410	6/4/2009	DIANA LI	\$69.00	AP TEST REIMB
908411	6/4/2009	PANSY LOU	\$324.84	REIMB FOR LHS & WILD CARE TRIPS/PHOTO PROCESSING
908412	6/4/2009	SUSAN LOUIE	\$20.00	REIMB FOR ADDMISSION TO DE YOUNG/LEGION OF HONOR
908413	6/4/2009	DIANE MELTZER	\$64.99	RE-ISSUE STALE DATE CK# 608833
908414	6/4/2009	MARGARET MOWRY EVANS	\$5,520.00	08/09 CASE MANAGEMENT SERVICES
908415	6/4/2009	NEXTEL COMMUNICATIONS	\$419.07	04/23-05/22 SERVICE
908416	6/4/2009	PASTIME ACE HARDWARE	\$978.31	05/09 HARDWARE (DIST)
908417	6/4/2009	PG&E	\$19,966.28	04/28-05/26 SERVICE
908418	6/4/2009	PROGRESSUS THERAPY, LLC	\$17,168.00	08/09 SPEECH & LANGUAGE SERVICES
908419	6/4/2009	PRUDENTIAL OVERALL SUPPLY	\$160.10	UNIFORM SERVICE (DIST)
908420	6/4/2009	QUALITY BEHAVIORAL OUTCOMES	\$1,127.50	08/09 SPECIALIZED BEHAVIOR INTERVENTION SERVICES
908421	6/4/2009	BLANCHE SANTA ANA	\$69.00	AP TEST REIMB
908422	6/4/2009	SCHOOL MART	\$595.45	EVERYDAY MATH MATERIAL (CORNELL)
908423	6/4/2009	SECURE NET ASSOCIATES	\$7,485.00	INTERNET FILTER & REPORTER RENEWAL (TECH)
908424	6/4/2009	KIM SMITHERS	\$69.00	AP TEST REIMB
908425	6/4/2009	STAR ACADEMY	\$5,808.90	08/09 SPECIAL ACADEMIC SERVICES
908426	6/4/2009	QUANTA RECEIVABLES LP-SUNESYS	\$2,804.15	DISTRICT-WIDE SOLUTION
908427	6/4/2009	VERIZON WIRELESS	\$95.54	04/20-05/19 SERVICE



# **JUNE 2009 WARRANT LISTING**

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908428	6/4/2009	WASTE MANAGEMENT OF ALAMEDA	\$6,995.15	05/09 PICK-UP
908802	6/10/2009	A BETTER CHANCE SCHOOL	\$5,480.50	08/09 SPEECH & LANGUAGE SERVICES
908803	6/10/2009	AHS PTSA	\$577.11	RETURN UN-USED GRANT/PEER HELPERS TEAM BUILDING
908804	6/10/2009	ALAMEDA UNIFIED SCHOOL DIST.	\$14,750.00	08/09 SPED: IDEA PRESCHOOL GRANTS, PART B (SELPA)
908805	6/10/2009	ANNE ALCOTT	\$67.24	REIMB FOR CLASSROOM SUPPLIES
908806	6/10/2009	ASCOM HASLER / GE CAP PROG	\$118.09	08/09 MAIL MACHINE LEASE (D.O.)
908807	6/10/2009	PARENT	\$0.50	REIMB FOR TUITION PER AGREEMENT
908808	6/10/2009	BEHAVIORAL INTERVENTION	\$6,553.00	08/09 BEHAVIOR INTERVENTION SERVICES
908809	6/10/2009	BERKELEY UNIFIED SCHOOL DIST.	\$11,541.00	08/09 SPED: IDEA PRESCHOOL GRANTS, PART B (SELPA)
908810	6/10/2009	BERKELEY UNIFIED	\$257.00	TRANSPORTATION TO LHS (OCEAN VIEW)
908811	6/10/2009	BEYOND THE CLASSROOM	\$2,723.00	08/09 AUDIOLOGY SERVICES
908812	6/10/2009	BLIND BABIES FOUNDATION	\$82.00	08/09 VISUALLY IMPAIRED SERVICES
908813	6/10/2009	CDW GOVERNMENT INC	\$315.92	WIDESCREEN LCD & MICROSOFT OFFICE (D.O.)
908814	6/10/2009	CENTER FOR EARLY INT. ON	\$3,521.50	08/09 SPECIALIZED INSTRUCTION SERVICES
908815	6/10/2009	JULIET CHIARELLA	\$894.27	REIMB FOR GARDEN MATERIALS
908816	6/10/2009	CHILDREN'S LEARNING CENTER	\$21,378.75	08/09 SPEECH, LANGUAGE & OTHER SERVICES
908817	6/10/2009	CIT TECHNOLOGY FINANCING SERV	\$153.33	08/09 LEASE (SELPA)
908818	6/10/2009	CITY OF ALBANY	\$5,518.56	08/09 RESOURCE OFFICER PROGRAM (AHS)
908819	6/10/2009	CITY OF RICHMOND RECREATION	\$1,356.00	POOL RENTAL 06/22-07/31 (AAS)
908820	6/10/2009	HSBC BUSINESS SOLUTIONS	\$760.55	FOOD AND SUPPLIES (FOOD SERVICES)
908821	6/10/2009	CRISIS PREVENTION INSTITUTE	\$279.71	TRAINING WORKBOOKS (SPECIAL SERVICES)
908822	6/10/2009	DELL MARKETING L.P.	\$142.09	LAPTOP BATTERY (HR)
908823	6/10/2009	PEDIATRIC CONTRACTING SERVICES	\$564.50	08/09 OCCUPATIONAL/PHYSICAL THERAPY
908824	6/10/2009	EBMUD	\$2,832.01	03/30-05/29 SERVICE
908825	6/10/2009	EMERY UNIFIED SCHOOL DISTRICT	\$215.00	08/09 SPED: IDEA PRESCHOOL GRANTS, PART B (SELPA)
908826	6/10/2009	FOLGER GRAPHICS INC	\$3,961.25	09 SUMMER TABLOID (AAS)
908827	6/10/2009	FOLLETT SOFTWARE CO	\$3,750.00	04/01/09-03/31/10 DESTINY LIBRARY RENEWAL
908828	6/10/2009	GA SYSTEMS INC	\$204.07	ELEMENT (MAINT)
908829	6/10/2009	MONICA GRYZ	\$3.69	REIMB FOR FILM PROCESSING
908830	6/10/2009	HANDWRITING WITHOUT TEARS	\$261.98	NOTEBOOK PAPER (OCEAN VIEW)
908831	6/10/2009	HYDREX- HAYWARD	\$75.00	08/09 PEST CONTROL (AMS)
908832	6/10/2009	BETSY KAYE	\$1,300.00	08/09 VISUALLY IMPAIRED SERVICES
908833	6/10/2009	LANGUAGE PEOPLE, INC.	\$5,320.00	08/09 CAPTIONING SERVICES
908834	6/10/2009	MICHELLE LAU-SEIM	\$101.14	REIMB FOR HISTORY BOOKS
908835	6/10/2009	UC REGENTS/ CASHIER'S OFFICE	\$240.00	WHO DONE IT? WORKSHOPS-LHS (OCEAN VIEW)
908836	6/10/2009	LESLIE CERAMICS SUPPLY CO.,INC	\$873.82	ART MATERIALS (AHS)

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908816	6/10/2009	CHILDREN'S LEARNING CENTER	\$21,378.75	08/09 SPEECH, LANGUAGE & OTHER SERVICES
908817	6/10/2009	CIT TECHNOLOGY FINANCING SERV	\$153.33	08/09 LEASE (SELPA)
908818	6/10/2009	CITY OF ALBANY	\$5,518.56	08/09 RESOURCE OFFICER PROGRAM (AHS)
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908823	6/10/2009	PEDIATRIC CONTRACTING SERVICES	\$564.50	08/09 OCCUPATIONAL/PHYSICAL THERAPY
908824	6/10/2009	EBMUD	\$2,832.01	03/30-05/29 SERVICE
908825	6/10/2009	EMERY UNIFIED SCHOOL DISTRICT	\$215.00	08/09 SPED: IDEA PRESCHOOL GRANTS, PART B (SELPA)
908826	6/10/2009	FOLGER GRAPHICS INC	\$3,961.25	09 SUMMER TABLOID (AAS)
908827	6/10/2009	FOLLETT SOFTWARE CO	\$3,750.00	04/01/09-03/31/10 DESTINY LIBRARY RENEWAL
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908831	6/10/2009	HYDREX- HAYWARD	\$75.00	08/09 PEST CONTROL (AMS)
908832	6/10/2009	BETSY KAYE	\$1,300.00	08/09 VISUALLY IMPAIRED SERVICES
908833	6/10/2009	LANGUAGE PEOPLE, INC.	\$5,320.00	08/09 CAPTIONING SERVICES
908834	6/10/2009	MICHELLE LAU-SEIM	\$101.14	REIMB FOR HISTORY BOOKS
908835	6/10/2009	UC REGENTS/ CASHIER'S OFFICE	\$240.00	WHO DONE IT? WORKSHOPS-LHS (OCEAN VIEW)
908836	6/10/2009	LESLIE CERAMICS SUPPLY CO.,INC	\$873.82	ART MATERIALS (AHS)

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908837	6/10/2009	LOZANO SMITH	\$19,550.69	04/09 LEGAL SERVICES
908838	6/10/2009	TITIA MARTIN-NAGEL	\$475.00	MUSIC THERAPY SERVICES (AHS)
908839	6/10/2009	HELEN C MILLER	\$5,062.50	08/09 ASSISTIVE TECHNOLOGY SERVICES
908840	6/10/2009	MOON MOUNTAIN MEDIA	\$787.50	08/09 WEB SERVICES (AAS)
908841	6/10/2009	CAROL NEWBORG	\$1,500.00	6TH GRADE TILE PROJECT (AMS)
908842	6/10/2009	SANG NGUYEN (PARENT)	\$29.00	REFUND/UNUSED LUNCH MONEY
908843	6/10/2009	OFFICE DEPOT	\$2,584.32	SUPPLIES
908844	6/10/2009	GREGORY PAOLI	\$52.65	05/12-05/26 MILEAGE REIMB
908845	6/10/2009	PAWAR TRANSPORTATION LLC	\$300.00	08/09 TRANSPORTATION SERVICES
908846	6/10/2009	DIANE PETERSON	\$8.36	REIMB FOR GRADUATION POSTAGE
908847	6/10/2009	PG&E	\$9,708.12	04/07-05/27 SERVICE
908848	6/10/2009	PIEDMONT UNIFIED SCHOOL DIST	\$1,283.00	08/09 SPED: IDEA PRESCHOOL GRANTS, PART B (SELPA)
908849	6/10/2009	RICOH AMERICAS CORP..	\$212.15	36 MO LEASE AGREEMENT (ACC)
908850	6/10/2009	MEREDITH ROGERS	\$96.00	REIMB FOR TRAN TICKETS
908851	6/10/2009	AT&T	\$232.89	05/28-06/27 SERVICE
908852	6/10/2009	DEREK SCHAUFFLER	\$80.00	REIMB FOR PARKING 05/21 TRIP
908853	6/10/2009	VICTORIA SEARS	\$25.85	REIMB FOR SCHOLASTIC BOOKS
908854	6/10/2009	SELK COMMUNICATIONS	\$150.00	PUBLIC RELATIONS & WEB EVALUATION (DIST)
908855	6/10/2009	AMANDA SILAS	\$106.46	REIMB FOR ART MATERIALS
908856	6/10/2009	SPURR	\$4,203.88	05/09 GAS
908857	6/10/2009	STAR ELEVATOR INC-ATLAS	\$291.86	08/09 SERVICE (AHS)
908858	6/10/2009	SUMMITVIEW SCHOOL	\$3,792.32	08/09 BASIC ED & TRANSPORTATION SERVICES
908859	6/10/2009	TOSHIBA FINANCIAL SERVICES	\$5,238.21	08/09 EQUIP LEASE (DIST)
908860	6/10/2009	WAXIE SANITARY SUPPLY	\$4,900.02	SANITARY SUPPLIES
909425	6/15/2009	ASCOM HASLER / GE CAP PROG	\$0.00	
909426	6/15/2009	ASCOM HASLER / GE CAP PROG	\$118.09	08/09 MAIL MACHINE LEASE (D.O.)
909427	6/15/2009	BAY AREA NEWS GROUP	\$87.72	AD/POOL
909428	6/15/2009	BENSON LEE, CONSULTING	\$270.00	CEQA SERVICES (POOL)
909429	6/15/2009	NICHOLAS BERGER	\$18.72	REIMB FOR 06/08/09 MILEAGE
909430	6/15/2009	BERKELEY FARMS	\$2,136.07	DAIRY (FOOD SERVICES)
909431	6/15/2009	BOLLO CONSTRUCTION INC.	\$11,000.00	POOL PROJECT
909432	6/15/2009	BREAKTYME SERVICES	\$540.00	KETTLECORN (FOOD SERVICES)
909433	6/15/2009	CDW GOVERNMENT INC	\$55.80	MICROSOFT OFFICE 2007 (SPECIAL SERVICES)
909434	6/15/2009	IVY CHEN, MPH	\$5,062.20	08/09 SEXUALITY EDUCATION (ELEM)
909435	6/15/2009	CHEVRON AND TEXACO BUSINESS	\$47.12	05/22/09 GAS (FOOD SERVICES)
909436	6/15/2009	CITY OF BERKELEY-H&HS	\$60,000.00	08/09 MENTAL HEALTH SERVICES

## JUNE 2009 WARRANT LISTING

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909437	6/15/2009	COMMERCIAL LIGHTING CO.	\$1,873.24	BALLASTS (MAINT)
909438	6/15/2009	HSBC BUSINESS SOLUTIONS	\$95.22	FOOD (FOOD SERVICES)
909439	6/15/2009	DANIELSEN	\$1,323.85	FOOD & SUPPLIES (FOOD SERVICES)
909440	6/15/2009	DEPARTMENT OF JUSTICE	\$499.00	05/09 FINGERPRINTS
909441	6/15/2009	EAST BAY PAINT & DECORATOR CTR	\$28.63	PAINT MATERIALS (MAINT)
909442	6/15/2009	EBMUD	\$3,579.50	02/27-04/28 SERVICE
909443	6/15/2009	EDWARD B. WARD & CO.	\$4.84	HARDWARE (MAINT)
909444	6/15/2009	FALTZ ASSOCIATES INC.	\$750.00	08/09 SPEECH & LANGUAGE SERVICES
909445	6/15/2009	FAR WEST SANITATION AND	\$3,671.14	CARGO CONTAINERS FOR STORAGE USE (AAS & MARIN)
909446	6/15/2009	FENCECORP INC.	\$96,614.60	SOUND FENCE PROJECT
909447	6/15/2009	FIREMASTER DEPT. 1019	\$987.11	MAINT & SERVICE CALL (AMS)
909448	6/15/2009	FISHER SCIENTIFIC	\$56.19	SCIENCE MATERIALS (AHS)
909449	6/15/2009	GOLD STAR FOODS	\$3,381.87	FOOD (FOOD SERVICES)
909450	6/15/2009	GWEN HARRISON	\$20.00	FINGERPRINT REIMB
909451	6/15/2009	WENDY HOLMES	\$63.79	REIMB FOR SUPPLIES
909452	6/15/2009	HOME DEPOT CREDIT SERVICES	\$684.96	HARDWARE FOR COUGAR FIELD
909453	6/15/2009	HOME DEPOT SUPPLY	\$590.46	HARDWARE (MAINT)
909454	6/15/2009	INTERNATIONAL MAILING	\$191.24	MAILING MACHINE SUPPLIES (D.O.)
909455	6/15/2009	JOHNSTONE SUPPLY	\$593.10	OPEN FOR HARDWARE (MAINT)
909456	6/15/2009	KAVANAUGH COFFEE ROASTING CO	\$87.50	COFFEE (FOOD SERVICES)
909457	6/15/2009	IRYNA KIREYERA (PARENT)	\$16.50	REFUND/UNUSED LUNCH MONEY
909458	6/15/2009	MIKE KRITSCHER (PARENT)	\$43.10	REFUND-UNUSED LUNCH MONEY
909459	6/15/2009	BARBARA LEE	\$640.00	08/09 COACHING FOR DIRECTOR OF CURRICULUM
909460	6/15/2009	MAGGIORA BAKING CO	\$890.30	FOOD (FOOD SERVICES)
909461	6/15/2009	MICHAEL'S TRANSPORTATION SRV	\$559.42	TRANSPORTATION TO SF ZOO (MARIN)
909462	6/15/2009	JACK MILLER	\$1,800.00	REIMB FOR CLAY/COUGAR FIELD PITCHING MOUND
909463	6/15/2009	SUZANNE NELSON	\$770.55	REIMB FOR SELPA CONFERENCE EXPENSES
909464	6/15/2009	NORTHBRAE COMMUNITY CHURCH	\$150.00	FACILITIES USE FOR GRADUATION (MAC HIGH)
909465	6/15/2009	ODWALLA INC	\$401.76	DRINKS (FOOD SERVICES)
909466	6/15/2009	OFFICE DEPOT	\$407.63	SUPPLIES
909467	6/15/2009	PG&E	\$72.09	05/07-06/04 SERVICE
909468	6/15/2009	FIA CARD SERVICES	\$250.00	MAY REVISION WORKSHOP (HARDEN)
909469	6/15/2009	FIA CARD SERVICES	\$513.82	FOOD, SUPPLIES & CSNA MEMBERSHIP (HOFFMAN)
909470	6/15/2009	PRUDENTIAL OVERALL SUPPLY	\$160.10	UNIFORM SERVICE (DIST)
909471	6/15/2009	VIRGINIA RAJV	\$230.00	REFUND FOR CAMP ARROYO TRIP/CHILD DID NOT ATTEND
909472	6/15/2009	RICOH AMERICAS CORP..	\$105.36	STAPLES & TONER (D.O.)

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909473	6/15/2009	PABLO E. SANCHEZ	\$1,500.00	CUT & TRIM GRASS (DIST)
909474	6/15/2009	AT&T	\$263.13	06/07-07/06 SERVICE
909475	6/15/2009	SMITH-EMERY COMPANY	\$293.76	INSPECT & TEST/SOUND FENCE PROJECT
909476	6/15/2009	STARFISH THERAPIES	\$420.00	08/09 PHYSICAL THERAPY SERVICES
909477	6/15/2009	SUMMITVIEW SCHOOL	\$6,966.52	08/09 BASIC ED & TRANS SERVICES
909478	6/15/2009	CARLA SWAN	(\$621.75)	REIMB FOR BUS TO GREAT AMERICA
909479	6/15/2009	SYSCO FOOD SERVICES OF S.F.INC	\$3,416.06	FOOD & SUPPLIES (FOOD SERVICES)
909480	6/15/2009	TOSHIBA BUSINESS SOLUTIONS CA	\$200.00	LABOR/RISOGRAPH MACHINE (AMS)
909481	6/15/2009	WILLIAMS SCOTSMAN, INC.	\$1,235.79	05/26-06/25 PORTABLE RENT (CORNELL)
909482	6/15/2009	YMCA POINT BONITA OUTDOOR &	\$14,425.00	05/13-05/15 BONITA TRIP (MARIN)
909728	6/22/2009	ALAMEDA COUNTY OFFICE OF ED	\$106.00	LAMPS (AMS)
909729	6/22/2009	ALL STAR DATA	\$1,500.00	RENEWAL OF E-REPORT CARDS CONTRACT (DIST)
909730	6/22/2009	GLENN R. KILLAM	\$500.00	RENEWAL OF E-REPORT CARDS CONTRACT (DIST)
909731	6/22/2009	ARROWHEAD MOUNTAIN SPRING	\$35.95	05/07-06/06 WATER (MARIN)
909732	6/22/2009	NICHOLAS BERGER	\$155.96	REIMB FOR WORKABILITY CONFERENCE EXPENSES
909733	6/22/2009	BIO MEDIA ASSOCIATES	\$142.00	BIOLOGY DVD (AHS)
909734	6/22/2009	CDW GOVERNMENT INC	\$189.95	HP LASERJET PRINTER (SPECIAL SERVICES)
909735	6/22/2009	CHADD	\$88.54	EDUCATOR'S MANUAL (AHS)
909736	6/22/2009	CHILDREN'S LEARNING CENTER	\$1,976.25	08/09 SPEECH, LANGUAGE & OTHER SERVICES
909737	6/22/2009	CONTINENTAL ATHLETIC SUPPLY	\$2,500.00	FOOTBALL RECONDITIONING (ATHLETICS)
909738	6/22/2009	HSBC BUSINESS SOLUTIONS	\$29.07	FOOD (FOOD SERVICES)
909739	6/22/2009	DELL MARKETING L.P.	\$142.09	PRIMARY BATTERY FOR LAPTOP (HR)
909740	6/22/2009	AMY EVOY	\$73.04	REIMB FOR CLASS PICS & ADVENTURE PLAYGROUND
909741	6/22/2009	FAGEN FRIEDMAN & FULFROST, LLP	\$14,146.83	03/09 & 04/09 LEGAL SERVICES
909742	6/22/2009	ATHENA GALANIS	\$115.07	09/02-06/10 MILEAGE REIMB
909743	6/22/2009	NAOMI GARDNER	\$32.93	REIMB FOR CLASSROOM SUPPLIES
909744	6/22/2009	GL SPORTS	\$365.21	PE SUPPLIES (MARIN)
909745	6/22/2009	GOLD STAR FOODS	\$12.50	FOOD (FOOD SERVICES)
909746	6/22/2009	FRANCES GRAHAMJONES	\$770.00	08/09 SPEECH & LANGUAGE SERVICES
909747	6/22/2009	GRANICUS, INC.	\$140.00	MINUTESMAKER
909748	6/22/2009	LAURIE HARDEN	\$72.05	REIMB FOR MILEAGE & PARKING
909749	6/22/2009	HOME DEPOT CREDIT SERVICES	\$295.13	HARDWARE (MAINT)
909750	6/22/2009	TUYET HUYNH	\$14.46	05/27-06/12 MILEAGE REIMB
909751	6/22/2009	HELEN JIANG	\$7.99	05/25-06/12 MILEAGE REIMB
909752	6/22/2009	JOSTENS	\$537.77	GRADUATION OUTFITS (MAC HIGH)
909753	6/22/2009	LAKESHORE	\$340.56	CLASSROOM MATERIALS (ACC)

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909754	6/22/2009	EVA LAMED	\$21.50	REFUND/UNUSED LUNCH MONEY
909755	6/22/2009	CATHERINE LAWRENCE	\$495.03	REIMB FOR CLASSROOM SUPPLIES & CCC ADMISSIONS
909756	6/22/2009	TOM MURPHY	\$105.11	REIMB FOR A LID & RINGS
909757	6/22/2009	MELINDA NIEDERBRACH	\$11.52	05/18-06/08 MILEAGE REIMB
909758	6/22/2009	GREGORY PAOLI	\$35.10	06/02-06/09 MILEAGE REIMB
909759	6/22/2009	PARTNERSHIP FOR AUGMENTIVE	\$2,090.00	08/09 AUGMENTIVE & ASSISTIVE TECH SERVICES
909760	6/22/2009	DIANE PETERSON	\$49.98	REIMB FOR GRADUATION SUPPLIES
909761	6/22/2009	PITNEY BOWES	\$388.02	POSTAGE MACHINE 01/09-06/09 (AHS)
909762	6/22/2009	FIA CARD SERVICES	\$505.26	PINS, PENS, NAME PLAQUE & POSTING (STEPHENSON)
909763	6/22/2009	PROGRESSUS THERAPY, LLC	\$18,944.00	08/09 SPEECH & LANGUAGE SERVICES
909764	6/22/2009	PRUDENTIAL OVERALL SUPPLY	\$160.10	UNIFORM SERVICE (DIST)
909765	6/22/2009	AT&T	\$178.20	06/11-07/10 SERVICE
909766	6/22/2009	SI SE PUEDE BEHAVIORAL	\$4,415.00	08/09 SPECIAL ACADEMIC BEHAVIOR SERVICES
909767	6/22/2009	STAR ACADEMY	\$6,834.00	08/09 SPECIAL ACADEMIC SERVICES
909768	6/22/2009	PARENT	\$1,095.00	COMPROMISE & RELEASE AGREEMENT
909769	6/22/2009	U S GAMES	\$602.43	PE SUPPLIES (CORNELL)
909770	6/22/2009	VICK COPY	\$285.35	COPYING/PROGRAMS FOR SENIOR AWARDS DAY (AHS)
909771	6/22/2009	WAXIE SANITARY SUPPLY	\$2,820.54	SANITARY SUPPLIES
918124	6/26/2009	AC TRANSIT	\$340.00	STUDENT BUSS PASSES (SPECIAL SERVICES)
918125	6/26/2009	ACSA'S FOUNDATION FOR	\$1,404.00	MEMBERSHIP DUES FOR HARDEN
918126	6/26/2009	ALAMEDA COUNTY OFFICE OF ED	\$9.63	LAMPS (AHS)
918127	6/26/2009	ALBANY HIGH SCHOOL-ASB	\$9,807.50	ATHLETIC OFFICIALS REIMB
918128	6/26/2009	ERIC ANGRESS	\$250.00	TRIM PINE TREE BRANCHES (MAC HIGH)
918129	6/26/2009	ALBANY UNIFIED REVOLVING FUND	\$532.00	REIMB REVOLVING FOR RETURNED CHECKS
918132	6/26/2009	SALLY BENJAMIN	\$54.88	REIMB FOR AWARD DAY FLOWERS
918133	6/26/2009	BERKELEY UNIFIED	\$1,930.50	TRANSPORTATION TO POINT BONITA (OCEAN VIEW)
918134	6/26/2009	BOLLO CONSTRUCTION INC.	\$8,500.00	POOL PROJECT
918138	6/26/2009	MARGARET S CARLOCK	\$889.06	REIMB FOR SCI BOWL EXPENSES
918139	6/26/2009	JULIET CHIARELLA	\$188.94	REIMB FOR CALSS SUPPLIES
918140	6/26/2009	JOANNE CHUN	\$98.34	04/13-06/08 MILEAGE REIMB
918141	6/26/2009	CONTRA COSTA CO OFFICE OF EDU	\$9,076.23	ROP OVERPAYMENT
918142	6/26/2009	COPY EXPRESS	\$353.12	PROGRAMS FOR GRADUATION (AHS)
918143	6/26/2009	CREST GOOD MFG. CO.	\$497.81	HARDWARE (MAINT)
918145	6/26/2009	BETH DILLIN	\$1,360.00	08/09 OCCUPATIONAL THERAPY SERVICES
918146	6/26/2009	DJ CO-OPS	\$67.50	FOOD (FOOD SERVICES)
918150	6/26/2009	EDUCATIONAL TESTING SERVICE	\$1,700.40	PRE-ID STAR TEST (DIST)

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918151	6/26/2009	EL CERRITO ELECTRIC CO.	\$475.30	DISCONNECT POWER/HOOKUP PIGTAIL (POOL)
918152	6/26/2009	LORETA EMERSON	\$29.70	04/19-06/18 MILEAGE REIMB
918153	6/26/2009	FEDEX	\$126.94	SHIPPING CHARGES
918154	6/26/2009	FIRSTGROUP AMERICA	\$723.00	TRANSPORTATION (ATHLETICS)
918155	6/26/2009	FOLLETT LIBRARY RESOURCES	\$1,095.58	LIBRARY BOOKS (AHS)
918156	6/26/2009	HONG FORREST	\$231.73	REIMB FOR CLASSROOM SUPPLIES
918158	6/26/2009	GOLD STAR FOODS	\$22.50	FOOD (FOOD SERVICES)
918159	6/26/2009	MARGARET GOLDBERG	\$405.00	REIMB FOR ANGEL ISLAND TRIP
918165	6/26/2009	ANNE-MARIE HURTGEN	\$69.73	REIMB FOR AMERICAN MASTERS DVD
918166	6/26/2009	IBC SALES CORP	\$763.49	FOOD (ACC)
918167	6/26/2009	IRRIGATION EQUIPMENT COMPANY	\$447.37	HARDWARE (MAINT)
918170	6/26/2009	JOHNSTONE SUPPLY	\$331.44	OPEN FOR HARDWARE (MAINT)
918171	6/26/2009	BETSY KAYE	\$325.00	08/09 VISUALLY IMPAIRED SERVICES
918173	6/26/2009	THE KEY SHACK LOCKSMITH	\$2.74	CONTROL KEY (MAINT)
918176	6/26/2009	LANER ELECTRIC SUPPLY CO INC	\$75.61	FUSES (MAINT)
918180	6/26/2009	PAMELA LIM-MCALISTER	\$227.83	REIMB FOR CLASSROOM SUPPLIES
918181	6/26/2009	LPA, INC.	\$1,125.00	POOL BUILDING PROJECT
918187	6/26/2009	MARILEE MITCHELL	\$69.31	REIMB FOR CLASRRROM SUPPLIES
918188	6/26/2009	SUZANNE NELSON	\$169.41	REIMB FOR SUPPLIES & SELPA CONFERENCE EXPENSES
918189	6/26/2009	NETBINDER SYSTEM INTEGRATION	\$2,000.00	NETWORK ASSESSMENT (DIST)
918192	6/26/2009	OFFICE DEPOT	\$453.10	SUPPLIES
918193	6/26/2009	PARAMOUNT ELEVATOR CORPORATION	\$90.00	08/09 ELEVATOR SERVICE (CORNELL)
918194	6/26/2009	RAY PEDERSEN	\$175.58	REIMB FOR TONER
918195	6/26/2009	FIA CARD SERVICES	\$366.89	BLUETOOTH, HARDWARE FOR O.V. & AHS (MURPHY)
918196	6/26/2009	PRUDENTIAL OVERALL SUPPLY	\$160.10	UNIFORM SERVICE (DIST)
918199	6/26/2009	SCHOOLDUDE.COM	\$6,041.50	FACILITY SOFTWARE
918200	6/26/2009	MARTHA SCHULTZ	\$53.07	REIMB FOR SUPPLIES & SELPA CONFERENCE EXPENSES
918201	6/26/2009	JINWOOK SHIN	\$7.00	REFUND/UNUSED LUNCH MONEY
918205	6/26/2009	WAXIE SANITARY SUPPLY	\$2,526.78	SANITARY SUPPLIES
918206	6/26/2009	SARAH WHITMER	\$230.00	CAMP ARROYO REFUND
918130	6/26/2009	RETIREE	\$459.57	07/09 CALPERS/REIMB
918131	6/26/2009	RETIREE	\$459.57	07/09 CALPERS/REIMB
918135	6/26/2009	RETIREE	\$407.30	07/09 CALPERS/REIMB
918136	6/26/2009	RETIREE	\$801.01	07/09 CALPERS/REIMB
918137	6/26/2009	RETIREE	\$459.57	07/09 CALPERS/REIMB
918144	6/26/2009	RETIREE	\$687.46	07/09 CALPERS/REIMB

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918147	6/26/2009	RETIREE	\$687.46	07/09 CALPERS/REIMB
918148	6/26/2009	RETIREE	\$1,020.14	07/09 CALPERS/REIMB
918149	6/26/2009	RETIREE	\$915.60	07/09 CALPERS/REIMB
918157	6/26/2009	RETIREE	\$240.44	07/09 CALPERS/REIMB
918160	6/26/2009	RETIREE	\$125.00	07/09 CNL
918161	6/26/2009	RETIREE	\$407.30	07/09 CALPERS/REIMB
918162	6/26/2009	RETIREE	\$1,020.14	07/09 CALPERS/REIMB
918163	6/26/2009	RETIREE	\$1,020.14	07/09 CALPERS/REIMB
918164	6/26/2009	RETIREE	\$801.01	07/09 CALPERS/REIMB
918168	6/26/2009	RETIREE	\$915.60	07/09 CALPERS/REIMB
918169	6/26/2009	RETIREE	\$1,020.14	07/09 CALPERS/REIMB
918172	6/26/2009	RETIREE	\$863.96	07/09 CALPERS/REIMB
918174	6/26/2009	RETIREE	\$915.60	07/09 CALPERS/REIMB
918175	6/26/2009	RETIREE	\$303.60	07/09 CALPERS/REIMB
918177	6/26/2009	RETIREE	\$801.01	07/09 CALPERS/REIMB
918178	6/26/2009	RETIREE	\$687.46	07/09 CALPERS/REIMB
918179	6/26/2009	RETIREE	\$407.30	07/09 CALPERS/REIMB
918182	6/26/2009	RETIREE	\$407.30	07/09 CALPERS/REIMB
918183	6/26/2009	RETIREE	\$687.46	07/09 CALPERS/REIMB
918184	6/26/2009	RETIREE	\$915.60	07/09 CALPERS/REIMB
918185	6/26/2009	RETIREE	\$459.57	07/09 CALPERS/REIMB
918186	6/26/2009	RETIREE	\$915.60	07/09 CALPERS/REIMB
918190	6/26/2009	RETIREE	\$949.94	07/09 CALPERS/REIMB
918191	6/26/2009	RETIREE	\$1,020.14	07/09 CALPERS/REIMB
918197	6/26/2009	RETIREE	\$459.57	07/09 CALPERS/REIMB
918198	6/26/2009	RETIREE	\$407.30	07/09 CALPERS/REIMB
918202	6/26/2009	RETIREE	\$1,020.14	07/09 CALPERS/REIMB
918203	6/26/2009	RETIREE	\$407.30	07/09 CALPERS/REIMB
918204	6/26/2009	RETIREE	\$949.94	07/09 CALPERS/REIMB
918207	6/26/2009	RETIREE	\$1,020.14	07/09 CALPERS/REIMB
918208	6/26/2009	RETIREE	\$915.60	07/09 CALPERS/REIMB



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905876	6/1/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$197.22	Payroll on 6/01/09
905877	6/1/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$843.26	Payroll on 6/01/09
905878	6/1/2009	PRUDENTIAL/KEENAN	\$7.50	Payroll on 6/01/09
910129	6/24/2009	ALBANY EDUCATION FOUNDATION	\$0.00	
910130	6/24/2009	Albany Unified School District	\$0.00	
910131	6/24/2009	CTA	\$0.00	
910132	6/24/2009	Provident central Credit Union	\$200.00	Payroll on 6/24/09
910133	6/24/2009	SCHOOL CARE	\$5.00	Payroll on 6/24/09
910134	6/24/2009	STANDARD INSURANCE COMPANY	\$27.63	Payroll on 6/24/09
910135	6/24/2009	STATE OF CALIFORNIA	\$937.53	Payroll on 6/24/09
910136	6/24/2009	STATE OF CALIFORNIA	\$177.35	Payroll on 6/24/09
910137	6/24/2009	United Way	\$10.00	Payroll on 6/24/09
910138	6/24/2009	ALBANY EDUCATION FOUNDATION	\$17.00	Payroll on 6/24/09
910139	6/24/2009	Albany Unified School District	\$656,321.66	Payroll on 6/24/09
910140	6/24/2009	CTA	\$10.00	Payroll on 6/24/09
910222	6/24/2009	ALBANY EDUCATION FOUNDATION	\$0.00	
910223	6/24/2009	AMERICAN FIDELITY ASSURANCE CO	\$0.00	
910224	6/24/2009	Albany Unified School District	\$705,094.89	Payroll on 6/24/09
910225	6/24/2009	CTA	\$10.00	Payroll on 6/24/09
910226	6/24/2009	Provident central Credit Union	\$200.00	Payroll on 6/24/09
910227	6/24/2009	SCHOOL CARE	\$5.00	Payroll on 6/24/09
910228	6/24/2009	STANDARD INSURANCE COMPANY	\$27.63	Payroll on 6/24/09
910229	6/24/2009	STATE OF CALIFORNIA	\$937.53	Payroll on 6/24/09
910230	6/24/2009	STATE OF CALIFORNIA	\$177.35	Payroll on 6/24/09
910231	6/24/2009	United Way	\$10.00	Payroll on 6/24/09
910232	6/24/2009	ALBANY EDUCATION FOUNDATION	\$17.00	Payroll on 6/24/09
910233	6/24/2009	AMERICAN FIDELITY ASSURANCE CO	\$55.48	Payroll on 6/24/09
910373	6/24/2009	1st United Services Credit Un.	\$2,217.90	Payroll on 6/24/09
910374	6/24/2009	ACSA'S FOUNDATION FOR	\$310.01	Payroll on 6/24/09
910375	6/24/2009	ACSA'S FOUNDATION FOR	\$360.25	Payroll on 6/24/09
910376	6/24/2009	ALAMEDA COUNTY SCHOOLS INS	\$6,308.90	Payroll on 6/24/09
910377	6/24/2009	Alameda Cnty Schools Insurance	\$1,411.45	Payroll on 6/24/09
910378	6/24/2009	AIG RETIREMENT ADVISORS INC.	\$2,850.00	Payroll on 6/24/09
910379	6/24/2009	AIG RETIREMENT ADVISORS INC.	\$250.00	Payroll on 6/24/09
910380	6/24/2009	ALBANY EDUCATION FOUNDATION	\$17.00	Payroll on 6/24/09
910381	6/24/2009	American Family Life	\$12.94	Payroll on 6/24/09

## JUNE 2009 WARRANT LISTING

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
910382	6/24/2009	American Fidelity Assurance Co	\$1,930.00	Payroll on 6/24/09
910383	6/24/2009	AMERICAN FIDELITY ASSURANCE	\$3,937.30	Payroll on 6/24/09
910384	6/24/2009	AMERICAN FIDELITY ASSURANCE CO	\$438.84	Payroll on 6/24/09
910385	6/24/2009	AMERICAN FIDELITY ASSURANCE CO	\$552.13	Payroll on 6/24/09
910386	6/24/2009	AMERICAN FUNDS SERVICE	\$1,820.00	Payroll on 6/24/09
910387	6/24/2009	American Fidelity Assurance	\$4,430.00	Payroll on 6/24/09
910388	6/24/2009	American Fidelity Assurance	\$278.00	Payroll on 6/24/09
910389	6/24/2009	American Fidelity Assurance	\$4,508.66	Payroll on 6/24/09
910390	6/24/2009	American General Annuity	\$120.00	Payroll on 6/24/09
910391	6/24/2009	ING Northern Annuity	\$3,325.56	Payroll on 6/24/09
910392	6/24/2009	Albany Unified School District	\$1,049,180.46	Payroll on 6/24/09
910393	6/24/2009	Albany Unified School District	\$27,290.53	Payroll on 6/24/09
910394	6/24/2009	Albany Unified School District	\$55,586.10	Payroll on 6/24/09
910395	6/24/2009	Albany Unified School District	\$19,329.05	Payroll on 6/24/09
910396	6/24/2009	Albany Unified School District	\$1,388.33	Payroll on 6/24/09
910397	6/24/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$69,540.79	Payroll on 6/24/09
910398	6/24/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$218,462.07	Payroll on 6/24/09
910399	6/24/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$59,950.80	Payroll on 6/24/09
910400	6/24/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$67,479.84	Payroll on 6/24/09
910401	6/24/2009	ALBANY UNIFIED REVOLVING FUND	\$50.00	Payroll on 6/24/09
910402	6/24/2009	CALIFORNIA STATE	\$625.00	Payroll on 6/24/09
910403	6/24/2009	CALIF STATE TEACHER RET SYSTEM	\$6,685.85	Payroll on 6/24/09
910404	6/24/2009	Calif. State Empl.Credit Union	\$400.00	Payroll on 6/24/09
910405	6/24/2009	CALIFORNIA STATE DISBSMT UNIT	\$309.54	Payroll on 6/24/09
910406	6/24/2009	CALPERS - CALIFORNIA PUBLIC	\$15,657.44	Payroll on 6/24/09
910407	6/24/2009	CONSECO INSURANCE COMPANY	\$200.00	Payroll on 6/24/09
910408	6/24/2009	CONSECO INSURANCE COMPANY	\$400.00	Payroll on 6/24/09
910409	6/24/2009	CSEA Dues	\$3,840.05	Payroll on 6/24/09
910410	6/24/2009	CSEA VICTORY CLUB	\$43.00	Payroll on 6/24/09
910411	6/24/2009	CTA Dues	\$21,725.17	Payroll on 6/24/09
910412	6/24/2009	CTA	\$10.00	Payroll on 6/24/09
910413	6/24/2009	EDFUND	\$483.85	Payroll on 6/24/09
910414	6/24/2009	Equitable Life Assurance Co.	\$1,005.00	Payroll on 6/24/09
910415	6/24/2009	FIDELITY INVESTMENTS	\$300.00	Payroll on 6/24/09
910416	6/24/2009	STATE OF CALIFORNIA	\$29.61	Payroll on 6/24/09
910417	6/24/2009	State Of California	\$261.15	Payroll on 6/24/09

**JUNE 2009 WARRANT LISTING**

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
910418	6/24/2009	State Of California	\$1,323.52	Payroll on 6/24/09
910419	6/24/2009	FRANKLIN TEMPLETON BANK & TRUS	\$1,100.00	Payroll on 6/24/09
910420	6/24/2009	GALIC DISBURSING COMPANY	\$9,005.00	Payroll on 6/24/09
910421	6/24/2009	GALIC DISBURSING COMPANY	\$212.00	Payroll on 6/24/09
910422	6/24/2009	GALIC DISBURSING COMPANY	\$5,968.60	Payroll on 6/24/09
910423	6/24/2009	GALIC DISBURSING COMPANY	\$275.00	Payroll on 6/24/09
910424	6/24/2009	GALIC DISBURSING COMPANY	\$250.00	Payroll on 6/24/09
910425	6/24/2009	GALIC DISBURSING COMPANY	\$4,750.00	Payroll on 6/24/09
910426	6/24/2009	HORACE MANN LIFE INS. CO	\$1,000.00	Payroll on 6/24/09
910427	6/24/2009	IDS Financial Serices INS	\$300.00	Payroll on 6/24/09
910428	6/24/2009	Fresno Internal Revenue Serv.	\$438.36	Payroll on 6/24/09
910429	6/24/2009	Jackson National Life Ins Co	\$1,044.00	Payroll on 6/24/09
910430	6/24/2009	PRUDENTIAL/KEENAN	\$175.18	Payroll on 6/24/09
910431	6/24/2009	PRUDENTIAL/KEENAN	\$1,645.94	Payroll on 6/24/09
910432	6/24/2009	PRUDENTIAL/KEENAN	\$448.30	Payroll on 6/24/09
910433	6/24/2009	Life Insurance Co of SouthWest	\$3,410.00	Payroll on 6/24/09
910434	6/24/2009	METLIFE RESOURCES 403B CO	\$11,587.50	Payroll on 6/24/09
910435	6/24/2009	National Health Insurance Co.	\$550.00	Payroll on 6/24/09
910436	6/24/2009	NORTHERN LIFE INSURANCE CO	\$200.00	Payroll on 6/24/09
910437	6/24/2009	NORTHERN LIFE INSURANCE CO	\$400.00	Payroll on 6/24/09
910438	6/24/2009	OGDEN SERVICE CENTER	\$126.00	Payroll on 6/24/09
910439	6/24/2009	OPPENHEIMER FUND	\$2,569.00	Payroll on 6/24/09
910440	6/24/2009	Pacific Life Insurance Co	\$300.00	Payroll on 6/24/09
910441	6/24/2009	Provident central Credit Union	\$1,275.00	Payroll on 6/24/09
910442	6/24/2009	Provident central Credit Union	\$636.00	Payroll on 6/24/09
910443	6/24/2009	Putnam Investors Services	\$4,550.00	Payroll on 6/24/09
910444	6/24/2009	Reliastar Life Ins. CO	\$3,460.00	Payroll on 6/24/09
910445	6/24/2009	SCHOOL CARE	\$5.00	Payroll on 6/24/09
910446	6/24/2009	The Security Benefit Group	\$300.00	Payroll on 6/24/09
910447	6/24/2009	PAT MORONES	\$1,859.75	Payroll on 6/24/09
910448	6/24/2009	SEIU LOCAL 1021 COPE DEDUCTION	\$29.00	Payroll on 6/24/09
910449	6/24/2009	SOCIAL SECURITY ADMINISTRATION	\$254.74	Payroll on 6/24/09
910450	6/24/2009	STANDARD INSURANCE COMPANY	\$52.85	Payroll on 6/24/09
910451	6/24/2009	STANDARD INSURANCE COMPANY	\$46.57	Payroll on 6/24/09
910452	6/24/2009	STANDARD INSURANCE COMPANY	\$2,429.44	Payroll on 6/24/09
910453	6/24/2009	STANDARD INSURANCE COMPANY	\$22.97	Payroll on 6/24/09

## INE 2009 WARRANT LISTING

CHECK #	CHECK DT	COMPANY NAME	CHECK AMOUNT	DESCRIPTION
10454	6/24/2009	STATE OF CALIFORNIA	\$937.53	Payroll on 6/24/09
10455	6/24/2009	STATE OF CALIFORNIA	\$261.22	Payroll on 6/24/09
10456	6/24/2009	STATE OF CALIFORNIA	\$209.95	Payroll on 6/24/09
10457	6/24/2009	TAX DEFERRED SERVICES 457PLAN	\$20,410.00	Payroll on 6/24/09
10458	6/24/2009	TAX DEFERRED SERVICES 457PLAN	\$1,400.00	Payroll on 6/24/09
10459	6/24/2009	Thomas E. Mestmaker	\$11.25	Payroll on 6/24/09
10460	6/24/2009	TIAA-CREF	\$260.00	Payroll on 6/24/09
10461	6/24/2009	TRANSAMERICA	\$385.00	Payroll on 6/24/09
10462	6/24/2009	United Way	\$10.00	Payroll on 6/24/09
10463	6/24/2009	Vanguard Fiduciary Trust Co	\$7,790.00	Payroll on 6/24/09
10464	6/24/2009	VAR ANN LF	\$5,445.00	Payroll on 6/24/09
			<b>\$4,256,599.66</b>	<b>TOTAL</b>

FUND SUMMARY
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FUND	DESCRIPTION	AMOUNT
010-	GENERAL FUND	\$3,977,165.92
110-	ADULT EDUCATION FUND	\$35,025.59
120-	CHILD DEVELOPMENT FUND	\$60,187.77
130-	CAFETERIA FUND	\$60,895.74
210-	BUILDING FFUND PRIMARY	\$122,088.85
250-	CAPITAL FACILITIES FUND	\$1,235.79
		<b>\$4,256,599.66</b>
		<b>TOTAL</b>

**JULY 2009 WARRANT LISTING**

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
918706	7/1/2009	ACSIG - VISION INSURANCE	\$9,695.36	06/09 VISION PREMIUM
918707	7/1/2009	ACSIG - DELTA DENTAL	\$30,875.55	06/09 DENTAL PREMIUM
918708	7/1/2009	ALAMEDA COUNTY OFFICE OF ED	\$12.96	LAMPS
918709	7/1/2009	AT&T	\$4,303.61	05/19-06/18 SERVICE
918710	7/1/2009	AT&T/MCI	\$5.26	05/01-06/04 SERVICE
918711	7/1/2009	AMERICAN TELESOURCE, INC.	\$2,020.00	CLOCK ERROR/VM NOT WORKING/TELEPHONE SYSTEM (O.V.)
918712	7/1/2009	BURKE CONSULTING & EDUCATIONAL	\$425.00	STAFF DEVELOPMENT/WORKING W/STUDENTS W/SPECIAL NEEDS
918713	7/1/2009	CALPERS - CALIFORNIA PUBLIC	\$336,113.24	07/09 PREMIUM
918714	7/1/2009	CHEVRON AND TEXACO BUSINESS	\$53.55	06/22/09 GAS (FOOD SERVICES)
918715	7/1/2009	COPY EXPRESS	\$104.59	COLOR COPIES/NAME PLATE (BOARD)
918716	7/1/2009	EBMUD	\$260.30	05/22-06/23 SERVICE
918717	7/1/2009	YUE FANG (O.V. PARENT)	\$24.50	REFUND FOR UNUSED LUNCH MONEY
918718	7/1/2009	GOLD STAR FOODS	\$75.00	FOOD (FOOD SERVICES)
918719	7/1/2009	BELINDA LUM	\$3,000.00	ASSIT W/E RATE FUNDING
918720	7/1/2009	NEXTEL COMMUNICATIONS	\$400.29	05/23-06/22 SERVICE
918721	7/1/2009	OFFICE DEPOT	\$186.30	SUPPLIES
918722	7/1/2009	PG&E	\$5,607.66	05/27-06/23 SERVICE
918723	7/1/2009	CARLA SWAN	\$621.75	REIMB FOR BUS TO GREAT AMERICA
918724	7/1/2009	UC REGENTS	\$320.00	08/09 PST MANAGEMENT (ACC)
918725	7/1/2009	WASTE MANAGEMENT OF ALAMEDA	\$6,769.18	06/09 PICK-UP
918726	7/1/2009	WAXIE SANITARY SUPPLY	\$2,942.74	SANITARY SUPPLIES
925845	7/13/2009	ACHIEVERS, INC.	\$2,891.25	DIPLOMAS & COVERS (AHS)
925846	7/13/2009	ALAMEDA COUNTY OFFICE OF ED	\$1,360.00	TOBACCO USE PREVENTION CONF (AMS)
925847	7/13/2009	ALBANY HILL MINI MART	\$424.95	05/09 GAS (MAINT)
925848	7/13/2009	ALBANY ROTARY CLUB	\$375.00	09/10 ROTARY DUES (STEPHENSON)
925849	7/13/2009	ARCO AM/PM	\$787.66	06/09 GAS (TRANSPORTATION)
925850	7/13/2009	HASLER FINANCIAL SERVICES	\$425.78	06/09-07/08 POSTAGE MACHINE LEASE (D.O.)
925851	7/13/2009	AUSD CAFETERIA	\$258.00	REIMB FOR FOOD SAFETY WORKSHOP & EXAM
925852	7/13/2009	BAY ALARM	\$914.95	09/10 ALARM/MONITORING (CORNEILL, MARIN, O.V.)
925853	7/13/2009	BAY AREA FLOOR MACHINE	\$439.73	REPAIR CARPET CLEANERS (DIST)
925854	7/13/2009	BOLLO CONSTRUCTION INC.	\$18,500.00	POOL PROJECT
925855	7/13/2009	JULIET CHIARELLA	\$100.00	REIMB FOR CLASSROOM SUPPLIES
925856	7/13/2009	CITY OF ALBANY	\$5,204.11	08/09 RESOURCE OFFICER PROGRAM
925857	7/13/2009	COPY EXPRESS	\$516.59	CREATIVE WRITING MAG COPIES (AMS)/ COLORED COPIES (D.O.)
925858	7/13/2009	CRAIGSLIST	\$150.00	09/10 JOB POSTINGS

## JULY 2009 WARRANT LISTING

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
925859	7/13/2009	DEPARTMENT OF JUSTICE	\$96.00	06/09 FINGERPRINTS
925860	7/13/2009	EBMUD	\$2,502.46	04/28-06/26 SERVICE
925861	7/13/2009	YUE FANG (O.V. PARENT)	\$219.00	PT BONITA-REFUND/CHILD DID NOT ATTEND
925862	7/13/2009	GL SPORTS	\$50.68	SOCCER EQUIP (AHS)
925863	7/13/2009	NANCY HENDERSON	\$124.65	01/21-06/10 MILEAGE REIMB
925864	7/13/2009	HOME DEPOT CREDIT SERVICES	\$703.44	HARDWARE (MAINT)
925865	7/13/2009	MARIFLORENCE HUDSON	\$262.69	REIMB FOR DC TRIP
925866	7/13/2009	INTERNATIONAL MAILING	\$1,118.28	3 YR MAINT AGREEMENT/POSTAGE MACHINE (D.O.)
925867	7/13/2009	CHRISTOPHER KAJIWARA	\$23.98	05/26-06/19 MILEAGE REIMB
925868	7/13/2009	HUMBOLT COUNTY OFFICE OF ED.	\$75.00	STUDENT PASSWORDS FOR PERSONAL DATA WIZARD (AHS)
925869	7/13/2009	LA VIE EN ROSE	\$200.00	GRADUATION FLOWERS (AHS)
925870	7/13/2009	LANGUAGE PEOPLE, INC.	\$1,260.00	08/09 CAPTIONING SERVICES
925871	7/13/2009	TITIA MARTIN-NAGEL	\$100.00	MUSIC THERAPY SERVICES (AHS)
925872	7/13/2009	NATIONAL ELEVATOR CO	\$135.00	09/10 ELEVATOR SERVICE (AMS)
925873	7/13/2009	NCS PEARSON INC	\$16,415.77	09/10 SASI RENEWAL
925874	7/13/2009	NEOPOST LEASING	\$99.96	09/10 POSTAGE MACHINE LEASE (AMS)
925875	7/13/2009	OFFICE DEPOT	\$1,415.46	SUPPLIES
925876	7/13/2009	PACE SUPPLY CORP.	\$65.15	BENCH (ACC)
925877	7/13/2009	PASTIME ACE HARDWARE	\$1,309.18	06/09 HARDWARE (DIST)
925878	7/13/2009	PG&E	\$22,090.41	05/27-06/25 SERVICE
925879	7/13/2009	PLEASANTON UNIFIED SCHOOL DISTRICT	\$500.00	08/09 SERVICES
925880	7/13/2009	PRUDENTIAL OVERALL SUPPLY	\$320.20	09/10 UNIFORM SERVICE
925881	7/13/2009	RICOH AMERICAS CORP..	\$30,424.69	08/09 COPIER LEASE PMT (DIST)
925882	7/13/2009	ROTO-ROOTER	\$385.50	DRAIN CLEANING (O.V.)
925883	7/13/2009	SCHOOLHOUSE SOFTWARE INC	\$5,549.56	09/10 SUPPORT RENEWAL (FOOD SERVICES)
925884	7/13/2009	SELK COMMUNICATIONS	\$750.00	PUBLIC RELATIONS & WEBSITE EVALUATION
925885	7/13/2009	SPURR	\$3,887.37	06/09 GAS
925886	7/13/2009	STAR ELEVATOR INC-ATLAS	\$291.86	09/10 ELEVATOR SERVICE (AHS)
925887	7/13/2009	SUBSTITUTE ONLINE, INC.	\$3,000.00	09/10 SUB-ONLINE (DIST)
925888	7/13/2009	CARLA SWAN	\$49.16	REIMB FOR SUMMER SCHOOL SUPPLIES
925889	7/13/2009	TOSHIBA FINANCIAL SERVICES	\$5,238.21	09/10 COPIER LEASE (DIST)
925890	7/13/2009	WESTERN TELEPHONE AND ALARM	\$225.00	09/10 MONITRING & ALARM SERVICE
925891	7/13/2009	WILLIAMS SCOTSMAN, INC.	\$443.39	06/23-07/22 PORTABLE RENT (MARIN)
926047	7/16/2009	ACCREDITING COMMISSION FOR	\$0.00	
926048	7/16/2009	ERIC ANGRESS	\$0.00	

**JULY 2009 WARRANT LISTING**

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
926242	7/16/2009	ACCREDITING COMMISSION FOR	\$0.00	
926299	7/16/2009	ACCREDITING COMMISSION FOR	\$1,440.00	09/10 ACCREDITATION (AHS & MAC HIGH)
926300	7/16/2009	ALBANY TIRE SERVICE	\$20.00	REPAIR HOLE IN TIRE
926301	7/16/2009	ERIC ANGRESS	\$550.00	REMOVE TREE LIMBS (MAC HIGH)
926302	7/16/2009	ARROW GLASS COMPANY	\$479.92	INSTALL WINDOW (AMS & COUGAR FIELD)
926303	7/16/2009	SARA BACKOWSKI	\$29.62	REIMB FOR GRAMMAR BOOK
926304	7/16/2009	BAY AREA FLOOR MACHINE	\$3,071.58	REPAIR FLOOR MACHINES (DIST)
926305	7/16/2009	BAY AREA NEWS GROUP	\$20.21	06/09 ADVERTISING
926306	7/16/2009	BEYOND THE CLASSROOM	\$1,939.00	08/09 AUDIOLOGY SERVICES
926307	7/16/2009	BOARD OF EQUALIZATION	\$1,683.00	4TH QTR SALES USE TAX
926308	7/16/2009	CHILDREN'S LEARNING CENTER	\$18,571.50	08/09 SPEECH, LANGUAGE & OTHER SERVICES
926309	7/16/2009	JOANNE CHUN	\$9.93	06/08-06/30 MILEAGE REIMB
926310	7/16/2009	CIT TECHNOLOGY FINANCING SERV	\$153.33	09/10 COPIER LEASE (SELPA)
926311	7/16/2009	DELTA DENTAL	\$4,191.69	07/09 PREMIUM
926312	7/16/2009	EBMUD	\$709.74	05/05-07/06 SERVICE
926313	7/16/2009	FAGEN FRIEDMAN & FULFROST, LLP	\$205.00	06/09 LEGAL SERVICES
926314	7/16/2009	FALTZ ASSOCIATES INC.	\$150.00	08/09 SPEECH & LANGUAGE SERVICES
926315	7/16/2009	FIREMASTER DEPT. 1019	\$740.00	SERVICE CALL (AHS)
926316	7/16/2009	PARENT	\$5,177.70	08/09 REIMB PER AGREEMENT
926317	7/16/2009	CLELL HOFFMAN	\$38.56	05/26-06/16 MILEAGE REIMB
926318	7/16/2009	HOME DEPOT CREDIT SERVICES	\$128.32	HARDWARE (MAINT)
926319	7/16/2009	J.W. PEPPER & SON INC	\$451.80	OPEN FOR SHEET MUSIC (AMS)
926320	7/16/2009	JOHNSTONE SUPPLY	\$70.72	TOOLS (MAINT)
926321	7/16/2009	KELLY-MOORE PAINT COMPANY, INC	\$71.34	PAINT MATERIALS (MAINT)
926322	7/16/2009	LANGUAGE PEOPLE, INC.	\$5,740.00	08/09 CAPTIONING SERVICES
926323	7/16/2009	LOZANO SMITH	\$24,143.18	05/09 LEGAL SERVICES
926324	7/16/2009	BAKARI McCOY	\$20.00	FINGERPRINT REIMB
926325	7/16/2009	HELEN C MILLER	\$4,995.00	08/09 ASSISTIVE TECHNOLOGY SERVICES
926326	7/16/2009	PARTNERSHIP FOR AUGMENTIVE	\$166.25	08/09 AUGMENTIVE & ASSISTIVE TECH SERVICES
926327	7/16/2009	DEBORAH B PLACE	\$35.10	REIMB FOR GRAMMAR BOOKS
926328	7/16/2009	FIA CARD SERVICES	\$91.77	06/09 SHIPPING, BOARD/FOOD (STEPHENSON)
926329	7/16/2009	FIA CARD SERVICES	\$259.63	06/09 HARDWARE, MAINT SUPPLIES (MURPHY)
926330	7/16/2009	FIA CARD SERVICES	\$95.28	06/09, FOOD (HOFFMAN)
926331	7/16/2009	PABLO E. SANCHEZ	\$1,500.00	CUT & TRIM GRASS (DIST)
926332	7/16/2009	AT&T	\$241.96	06/28-07/27 SERVICE

## JULY 2009 WARRANT LISTING

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
926333	7/16/2009	STAR ACADEMY	\$6,321.45	08/09 SPECIAL ACADEMIC SERVICES
926334	7/16/2009	SUMMITVIEW SCHOOL	\$5,966.83	08/09 BASIC ED & TRANSPORTATION SERVICES
926335	7/16/2009	UC REGENTS	\$629.00	08/09 SANITATION CHARGES
926336	7/16/2009	VERIZON WIRELESS	\$94.40	05/20-06/19 SERVICE
926337	7/16/2009	WILKINSON & HADLEY, LLP	\$6,000.00	08/09 AUDIT
926338	7/16/2009	WILLIAMS SCOTSMAN, INC.	\$1,235.79	06/26-07/25 PORTABLE RENT (CORNELL)
926910	7/24/2009	NATALIE AGUILAR	\$20.00	FINGERPRINT REIMB
926911	7/24/2009	ALAMEDA UNIFIED SCHOOL DIST.	\$424,390.00	08/09 SELPA
926912	7/24/2009	ALBANY VETERANS MEMORIAL BLDG	\$3,600.00	08/09 RENT (AAS)
926913	7/24/2009	APPLE COMPUTER INC.	\$1,273.10	RECHARGEABLE BATTERY (TECH)
926914	7/24/2009	AT&T	\$1,617.66	06/19-07/18 SERVICE
926915	7/24/2009	BAY ALARM	\$575.95	09/10 ALAMRM MONITORING (MARIN & O.V.)
926916	7/24/2009	BERKELEY FARMS	\$1,857.07	DAIRY (ACC)
926917	7/24/2009	BERKELEY UNIFIED SCHOOL DIST.	\$357,108.00	08/09 SELPA
926918	7/24/2009	MICKEY CABODI	\$1,216.00	SECURING ACCESS POINTS (POOL)
926919	7/24/2009	CITY OF ALBANY	\$11,720.00	09/10 CABLECAST & FACILITY/AUSD BOARD MEETINGS
926920	7/24/2009	CREST GOOD MFG. CO.	\$64.68	CHILD'S SEAT (MAINT)
926921	7/24/2009	DEPARTMENT OF MOTOR VEHICLES	\$18.00	REPLACEMENT REGISTRATION CARD (MAINT VAN)
926922	7/24/2009	EAST BAY PAINT & DECORATOR CTR	\$130.96	PAINT MATERIALS (MAINT)
926923	7/24/2009	EBMUD	\$1,275.14	05/07-07/08 SERVICE
926924	7/24/2009	EL CERRITO UUT	\$573.85	EBMUD UTILITY USER TAX 07/01/08-12/31/08
926925	7/24/2009	EL CERRITO ELECTRIC CO.	\$767.80	REMOVE ELECTRICAL WIRING/POOL
926926	7/24/2009	EMERY UNIFIED SCHOOL DISTRICT	\$30,857.00	08/09 SELPA
926927	7/24/2009	Employment Development Dept	\$20,716.34	06/30/09 UNEMPLOYMENT
926928	7/24/2009	HAPPY PRODUCE	\$1,098.50	PRODUCE (ACC)
926929	7/24/2009	HOME DEPOT CREDIT SERVICES	\$984.01	HARDWARE (MAINT)
926930	7/24/2009	CINNA HUNTER	\$44.51	04/15-06/26 MILEAGE REIMB
926931	7/24/2009	IBC SALES CORP	\$95.76	FOOD (ACC)
926932	7/24/2009	KELLY-MOORE PAINT COMPANY, INC	\$2.22	PAINT HANDLE (MAINT)
926933	7/24/2009	MAGGIORA BAKING CO	\$122.00	FOOD (FOOD SERVICES)
926934	7/24/2009	OFFICE DEPOT	\$390.46	SUPPLIES
926935	7/24/2009	PARAMOUNT ELEVATOR CORPORATION	\$90.00	09/10 ELEVATOR SERVICE FOR CORNELL
926936	7/24/2009	PAWAR TRANSPORTATION LLC	\$150.00	08/09 TRANSPORTATION SERVICES
926937	7/24/2009	PIEDMONT UNIFIED SCHOOL DIST	\$103,546.00	08/09 SELPA
926938	7/24/2009	STEVEN PIERCY	\$749.03	REIMB FOR TECH PARTS & MATERIALS



**JULY 2009 WARRANT LISTING**

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
926939	7/24/2009	PRUDENTIAL OVERALL SUPPLY	\$320.20	09/10 UNIFORM SERVICE
926940	7/24/2009	SAN DIEGO COUNTY	\$720.23	PHYSICAL TESTS (DIST)
926941	7/24/2009	SAN JOAQUIN COUNTY	\$458.50	09/10 ED-JOIN USE
926942	7/24/2009	AT&T	\$441.27	07/07-08/06 SERVICE
926943	7/24/2009	STANLEY STEEMER CARPET &	\$277.76	CARPET CLEANING (ACC)
926944	7/24/2009	SYSCO FOOD SERVICES OF S.F.INC	\$2,886.29	FOOD & SUPPLIES (ACC)
926945	7/24/2009	TOSHIBA BUSINESS SOLUTIONS CA	\$12.61	05/02-06/01 COPIES (AMS)
926946	7/24/2009	WAXIE SANITARY SUPPLY	\$2,134.37	SANITARY SUPPLIES
927501	7/28/2009	ALAMEDA CO. HEALTH CARE	\$680.00	TREATMENT SUPPLIES FOR THERAPY UNIT (SELPA)
927502	7/28/2009	AT&T	\$544.96	06/19-07/18 SERVICE
927508	7/28/2009	CDW GOVERNMENT INC	\$1,610.33	TECH SUPPLIES
927509	7/28/2009	COALITION FOR ADEQUATE FUNDING	\$1,300.00	09/10 SELPA MEMBERSHIP
927510	7/28/2009	COMMERCIAL LIGHTING CO.	\$1,891.00	BALLASTS (MAINT)
927511	7/28/2009	HSBC BUSINESS SOLUTIONS	\$329.24	SAFE (FOOD SERVICES)
927515	7/28/2009	EBMUD	\$946.96	05/19-07/20 SERVICE
927516	7/28/2009	ELIZABETH ENCHELMAYER	\$1,320.00	REIMB FOR TICKETS TO GREAT AMERICA
927517	7/28/2009	FAR WEST SANITATION AND	\$254.83	CONTAINER DELIVERY & RENTAL (POOL)
927523	7/28/2009	HOME DEPOT CREDIT SERVICES	\$165.51	HARDWARE (MAINT)
927528	7/28/2009	THE KEY SHACK LOCKSMITH	\$19.94	KEYS MADE (MAINT)
927536	7/28/2009	DIANE MARIE	\$46.40	REIMB FOR SUPPLIES
927540	7/28/2009	TOM MURPHY	\$20.00	FINGERPRINT REIMB
927541	7/28/2009	NATIONAL ELEVATOR CO	\$135.00	09/10 ELEVATOR SERVICE (AMS)
927543	7/28/2009	NEXTEL COMMUNICATIONS	\$576.23	06/23-07/22 CELL PHONE SERVICE (DIST)
927545	7/28/2009	OFFICE DEPOT	\$1,002.26	SUPPLIES
927546	7/28/2009	GREGORY PAOLI	\$1,760.00	08/09 SPEECH & LANGUAGE THERAPY
927547	7/28/2009	STEVEN PIERCY	\$172.81	08/09 MILEAGE REIMB
927548	7/28/2009	RICOH AMERICAS CORP..	\$8,407.60	09/10 LEASE & MAINT FOR COPIERS (DIST)
927551	7/28/2009	SELPA ADMINISTRATOR'S ASSOC.	\$600.00	09/10 SELPA DUES
927554	7/28/2009	UNITED PARCEL SERVICE	\$630.62	SHIPPING/RETURN DUP ORDER (ATHLETICS)
927503	7/28/2009	RETIREE	\$459.57	08/09 CALPERS/REIMB
927504	7/28/2009	RETIREE	\$459.57	08/09 CALPERS/REIMB
927505	7/28/2009	RETIREE	\$407.30	08/09 CALPERS/REIMB
927506	7/28/2009	RETIREE	\$801.01	08/09 CALPERS/REIMB
927507	7/28/2009	RETIREE	\$459.57	08/09 CALPERS/REIMB
927512	7/28/2009	RETIREE	\$687.46	08/09 CALPERS/REIMB

## JULY 2009 WARRANT LISTING

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
927513	7/28/2009	RETIREE	\$1,020.14	08/09 CALPERS/REIMB
927514	7/28/2009	RETIREE	\$915.60	08/09 CALPERS/REIMB
927518	7/28/2009	RETIREE	\$240.44	08/09 CALPERS/REIMB
927519	7/28/2009	RETIREE	\$125.00	08/09 CNL
927520	7/28/2009	RETIREE	\$407.30	08/09 CALPERS/REIMB
927521	7/28/2009	RETIREE	\$1,020.14	08/09 CALPERS/REIMB
927522	7/28/2009	RETIREE	\$1,020.14	08/09 CALPERS/REIMB
927524	7/28/2009	RETIREE	\$801.01	08/09 CALPERS/REIMB
927525	7/28/2009	RETIREE	\$915.60	08/09 CALPERS/REIMB
927526	7/28/2009	RETIREE	\$1,020.14	08/09 CALPERS/REIMB
927527	7/28/2009	RETIREE	\$863.96	08/09 CALPERS/REIMB
927529	7/28/2009	RETIREE	\$915.60	08/09 CALPERS/REIMB
927530	7/28/2009	RETIREE	\$303.60	08/09 CALPERS/REIMB
927531	7/28/2009	RETIREE	\$801.01	08/09 CALPERS/REIMB
927532	7/28/2009	RETIREE	\$687.46	08/09 CALPERS/REIMB
927533	7/28/2009	RETIREE	\$407.30	08/09 CALPERS/REIMB
927534	7/28/2009	RETIREE	\$407.30	08/09 CALPERS/REIMB
927535	7/28/2009	RETIREE	\$687.46	08/09 CALPERS/REIMB
927537	7/28/2009	RETIREE	\$915.60	08/09 CALPERS/REIMB
927538	7/28/2009	RETIREE	\$459.57	08/09 CALPERS/REIMB
927539	7/28/2009	RETIREE	\$915.60	08/09 CALPERS/REIMB
927542	7/28/2009	RETIREE	\$949.94	08/09 CALPERS/REIMB
927544	7/28/2009	RETIREE	\$1,020.14	08/09 CALPERS/REIMB
927549	7/28/2009	RETIREE	\$459.57	08/09 CALPERS/REIMB
927550	7/28/2009	RETIREE	\$407.30	08/09 CALPERS/REIMB
927552	7/28/2009	RETIREE	\$1,020.14	08/09 CALPERS/REIMB
927553	7/28/2009	RETIREE	\$407.30	08/09 CALPERS/REIMB
927555	7/28/2009	RETIREE	\$949.94	08/09 CALPERS/REIMB
927556	7/28/2009	RETIREE	\$1,020.14	08/09 CALPERS/REIMB
927557	7/28/2009	RETIREE	\$915.60	08/09 CALPERS/REIMB

# JULY 2009 WARRANT LISTING

<u>CHECK #</u>	<u>CHECK DT</u>	<u>COMPANY NAME</u>	<u>CHECK AMOUNT</u>	<u>DESCRIPTION</u>
910257	7/8/2009	ING Northern Annuity	\$628.32	Payroll on 7/08/09
910258	7/8/2009	Albany Unified School District	\$20,730.89	Payroll on 7/08/09
910259	7/8/2009	Albany Unified School District	\$4,880.46	Payroll on 7/08/09
910260	7/8/2009	Albany Unified School District	\$1,164.79	Payroll on 7/08/09
910261	7/8/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$974.50	Payroll on 7/08/09
910262	7/8/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$4,594.23	Payroll on 7/08/09
910263	7/8/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$1,349.20	Payroll on 7/08/09
910264	7/8/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$1,942.66	Payroll on 7/08/09
910265	7/8/2009	State Of California	\$129.62	Payroll on 7/08/09
910266	7/8/2009	STATE OF CALIFORNA	\$11.68	Payroll on 7/08/09
927202	7/27/2009	1st United Services Credit Un.	\$2,217.90	Payroll on 7/27/09
927203	7/27/2009	ACSA'S FOUNDATION FOR	\$290.50	Payroll on 7/27/09
927204	7/27/2009	ALAMEDA COUNTY SCHOOLS INS	\$4,321.87	Payroll on 7/27/09
927205	7/27/2009	Alameda Cnty Schools Insurance	\$880.16	Payroll on 7/27/09
927206	7/27/2009	American Family Life	\$12.94	Payroll on 7/27/09
927207	7/27/2009	AMERICAN FIDELITY ASSURANCE	\$1,416.68	Payroll on 7/27/09
927208	7/27/2009	AMERICAN FIDELITY ASSURANCE CO	\$333.24	Payroll on 7/27/09
927209	7/27/2009	American Fidelity Assurance	\$125.00	Payroll on 7/27/09
927210	7/27/2009	American Fidelity Assurance	\$641.66	Payroll on 7/27/09
927211	7/27/2009	ING Northern Annuity	\$1,049.94	Payroll on 7/27/09
927212	7/27/2009	Albany Unified School District	\$125,401.60	Payroll on 7/27/09
927213	7/27/2009	Albany Unified School District	\$60,762.26	Payroll on 7/27/09
927214	7/27/2009	Albany Unified School District	\$7,453.96	Payroll on 7/27/09
927215	7/27/2009	Albany Unified School District	\$5,049.34	Payroll on 7/27/09
927216	7/27/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$8,702.52	Payroll on 7/27/09
927217	7/27/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$28,894.88	Payroll on 7/27/09
927218	7/27/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$11,011.32	Payroll on 7/27/09
927219	7/27/2009	ALBANY UNIFIED SCHOOL DISTRICT	\$31,084.00	Payroll on 7/27/09
927220	7/27/2009	CALIF STATE TEACHER RET SYSTEM	\$75.08	Payroll on 7/27/09
927221	7/27/2009	CALPERS - CALIFORNIA PUBLIC	\$3,172.53	Payroll on 7/27/09
927222	7/27/2009	State Of California	\$199.85	Payroll on 7/27/09
927223	7/27/2009	GALIC DISBURSING COMPANY	\$125.00	Payroll on 7/27/09
927224	7/27/2009	GALIC DISBURSING COMPANY	\$1,300.00	Payroll on 7/27/09
927225	7/27/2009	PRUDENTIAL/KEENAN	\$77.50	Payroll on 7/27/09
927226	7/27/2009	PRUDENTIAL/KEENAN	\$95.00	Payroll on 7/27/09

## JULY 2009 WARRANT LISTING

CHECK #	CHECK DT	COMPANY NAME	CHECK AMOUNT	DESCRIPTION
927227	7/27/2009	Life Insurance Co of SouthWest	\$1,250.00	Payroll on 7/27/09
927228	7/27/2009	METLIFE RESOURCES 403B CO	\$1,762.00	Payroll on 7/27/09
927229	7/27/2009	OGDEN SERVICE CENTER	\$126.00	Payroll on 7/27/09
927230	7/27/2009	OPPENHEIMER FUND	\$500.00	Payroll on 7/27/09
927231	7/27/2009	Provident central Credit Union	\$1,075.00	Payroll on 7/27/09
927232	7/27/2009	Reliastar Life Ins. CO	\$300.00	Payroll on 7/27/09
927233	7/27/2009	PAT MORONES	\$1,308.16	Payroll on 7/27/09
927234	7/27/2009	SEIU LOCAL 1021 COPE DEDUCTION	\$20.00	Payroll on 7/27/09
927235	7/27/2009	TAX DEFERRED SERVICES 457PLAN	\$6,450.00	Payroll on 7/27/09
927236	7/27/2009	Thomas E. Mestmaker	\$11.25	Payroll on 7/27/09
927237	7/27/2009	TIAA-CREF	\$200.00	Payroll on 7/27/09
927238	7/27/2009	VAR ANN LF	\$700.00	Payroll on 7/27/09
			<b>\$1,997,732.48</b>	<b>TOTAL</b>

FUND SUMAMRY
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FUND	DESCRIPTION	AMOUNT
010-	GENERAL FUND	\$1,872,001.66
110-	ADULT EDUCATION FUND	\$20,270.27
120-	CHILD DEVELOPMENT FUND	\$70,541.42
130-	CAFETERIA FUND	\$12,325.99
210-	BUILDING FUND PRIMARY	\$21,357.35
250-	CAPITAL FACILITIES FUND	\$1,235.79
		<b>\$1,997,732.48</b>
		<b>TOTAL</b>

2008-2009

CONTRACT NUMBER:

JUL 14 2009

LEA: ALBANY UNIFIED SCHOOL DISTRICT

Special Education Office  
Albany Unified School District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:

OAK HILL SCHOOL

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
**MASTER CONTRACT**

***AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS***

**1. MASTER CONTRACT**

This Master Contract is entered into this   1st   day of   July  , 2008, between the Albany Unified School District (hereinafter referred to as "LEA") and OAK HILL SCHOOL (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA pupils with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this Master Contract does not commit LEA to pay for special education and/or related services provided to any LEA pupil, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR pursuant to an Individualized Education Plan (hereinafter referred to as "IEP"), Individual Family Service Plan (hereinafter referred to as IFSP) or Rehabilitation Act Section 504 plan.

SELPA Collaborative. The LEA is a member of the Bay Area SELPA Collaborative. Nonpublic schools and nonpublic agencies that are geographically located in one of the participating SELPAs agree to participate in this collaborative process to establish a uniform contract for identified services and standards. The established system provides NPA/Ss with an opportunity to have input to the development of the process, contract issues, etc., and a simplified, standard process for rate negotiation with the participating SELPAs. Issues listed on the Rate Schedule portion of this Master Contract may be reviewed on an annual basis upon request of the CONTRACTOR using the established Bay Area SELPA Collaborative system. CONTRACTOR agrees that the rates set forth in this Master Contract will remain unchanged from July 1 through June 30 of the term of contract, with no changes in the services provided, unless changed in a duly executed amendment to this Master Contract signed by both parties. Increases in rates will be considered on an annual basis and remain unchanged for the term of the contract from July 1 through June 30, with no changes in level of service provided without written approval by both parties.

NPA/Ss that are not geographically located in a participating SELPA should negotiate rates with their geographically corresponding SELPA(s). The LEA will contact the corresponding SELPA to verify established rates. Increases in rates will be considered on an annual basis and

62. CONTRACTOR	CONTRACTOR NUMBER	2008-2009
(NONPUBLIC SCHOOL OR AGENCY)		(CONTRACT YEAR)

Per CDE Certification, total enrollment may not exceed 75

The attached rate schedule limits the number of LEA students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally. Special education and/or related services offered by CONTRACTOR, shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in section 62.

**Rate Schedule.** Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

		Rate	Period
A. Basic Education Program/Special Education Instruction rate	I	\$190	DAY
Basic Education Program/Dual Enrollment*/Special Ed. rate	II	255	DAY

\*Per Diem rates for LEA pupils whose IEP/IFSPs authorize less than a full instructional day shall be adjusted proportionally. In such cases only, the adjustments in basic rate shall be based on the percentage of a 240-minute instructional day.

#### B. Related Services

(1)	a. Transportation – Round Trip			
	b. Transportation – One Way			
	c. Transportation-Dual Enrollment			
	d. MTA			
	e. Parent*			
(2)	a. Educational Counseling – Individual	95.00		hourly
	b. Educational Counseling – Group of 2,3,4	75.00		hourly
	c. Counseling – Parent	95.00		hourly
(3)	a. Adapted Physical Education – Individual			
	b. Adapted Physical Education – Group of			
	c. Adapted Physical Education – Group of			
(4)	a. Language and Speech Therapy – Individual	95.00		hourly
	b. Language and Speech Therapy – Group of 2	75.00		hourly
	c. Language and Speech Therapy – Group of 3	75.00		hourly
	d. Language and Speech Therapy – Per diem	75.00		hourly
	e. Language and Speech - Consultation Rate	70.00		hourly
(5)	a. Additional Adult Assistance - Individual (must be authorized on IEP/IFSP)	26.00		hourly
	b. Additional Adult Assistance – Group of 2			
	c. Additional Adult Assistance – Group of 3			
(6)	Intensive Special Education Instruction, by credentialed special education teacher			

(7)	a. Occupational Therapy – Individual	95.00	hourly
	b. Occupational Therapy – Group of 2	75.00	hourly
	c. Occupational Therapy – Group of 3	75.00	hourly
	d. Occupational Therapy – Group of 4 - 7	75.00	hourly
	e. Occupational Therapy - Consultation Rate	70.00	hourly
(9)	Physical Therapy		
(10)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		
	Provided by:		
(11)	Nursing Services		
(12)	Other: Psychological Services other than Assessment and IEP		
(13)	Home or Hospital Instruction		
(14)	Other		

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July 2008 and terminates at 5:00 P.M. on June 30, 2009, unless sooner terminated as provided herein.

CONTRACTOR, OAK HILL SCHOOL		SCHOOL DISTRICT Albany Unified	
Nonpublic School/Agency			
By:	Heidi Rosevear	By:	<i>Diane Marie</i> 7/13/09
Signature	Date	By:	Date
<i>Heidi Rosevear</i>	7/1/09	Diane Marie, Director of Special Ed	
Name and Title of Authorized Business Manager		By:	Date
Notices to CONTRACTOR shall be addressed to: Name <b>HEIDI ROSEVEAR</b>		Notices to LEA shall be addressed to: Name: Diane Marie, Director of Special Education	
Nonpublic School/Agency Service Provider OAK HILL SCHOOL		Albany Unified School District	
Address 441 DRAKE AVE.		Address: 601 San Gabriel Avenue	
City MARIN CITY State CA Zip 94965		City: Albany State: CA Zip: 94706	
Phone 415-331-7601 X 107		Phone: 510-559-6536	
Fax 415-331-9096		Fax: 510-559-6543	
Email hrosevear@myoakhill.org		Email: diane.marie@albany.k12.ca.us	
Website www.theoakhillschool.org		Website	

**2009-2010****CONTRACT NUMBER:****LEA:** Albany Unified School District**NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:****A Better Chance School****NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
**MASTER CONTRACT*****AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS*****1. MASTER CONTRACT**

This Master Contract is entered into this 1<sup>st</sup> day of July, 2009, between the Albany Unified School District (hereinafter referred to as "LEA") and A Better Chance School (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA pupils with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this Master Contract does not commit LEA to pay for special education and/or related services provided to any LEA pupil, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR pursuant to an Individualized Education Plan (hereinafter referred to as "IEP"), Individual Family Service Plan (hereinafter referred to as IFSP) or Rehabilitation Act Section 504 plan.

SELPA Collaborative. The LEA is a member of the Bay Area SELPA Collaborative. Nonpublic schools and nonpublic agencies that are geographically located in one of the participating SELPAs agree to participate in this collaborative process to establish a uniform contract for identified services and standards. The established system provides NPA/Ss with an opportunity to have input to the development of the process, contract issues, etc., and a simplified, standard process for rate negotiation with the participating SELPAs. Issues listed on the Rate Schedule portion of this Master Contract may be reviewed on an annual basis upon request of the CONTRACTOR using the established Bay Area SELPA Collaborative system. CONTRACTOR agrees that the rates set forth in this Master Contract will remain unchanged from July 1 through June 30 of the term of contract, with no changes in the services provided, unless changed in a duly executed amendment to this Master Contract signed by both parties. Increases in rates will be considered on an annual basis and remain unchanged for the term of the contract from July 1 through June 30, with no changes in level of service provided without written approval by both parties.

NPA/Ss that are not geographically located in a participating SELPA should negotiate rates with their geographically corresponding SELPA(s). The LEA will contact the corresponding SELPA to verify established rates. Increases in rates will be considered on an annual basis and



**Rate Schedule.** Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

	Rate	Period
A. <u>Basic Education Program/Special Education Instruction</u>	\$165	7/1/09-6/30/10
Basic Education Program/Dual Enrollment*		

\*Per Diem rates for LEA pupils whose IEP/IFSPs authorize less than a full instructional day shall be adjusted proportionally. In such cases only, the adjustments in basic rate shall be based on the percentage of a 240-minute instructional day.

#### B. Related Services

(1)	a. Transportation – Round Trip	Varies	Per day
	b. Transportation – One Way	Varies	Per day
	c. Transportation-Dual Enrollment		
	d. MTA		
	e. Parent*		
(2)	a. Educational Counseling – Individual	\$79.00	
	b. Educational Counseling – Group of		
	c. Counseling – Parent		
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of		
	c. Adapted Physical Education – Group of		
(4)	a. Language and Speech Therapy – Individual	\$79.00	Per hour
	b. Language and Speech Therapy – Group of 2		
	c. Language and Speech Therapy – Group of 3		
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate	\$79.00	Per hour
(5)	a. Additional Adult Assistance - Individual (must be authorized on IEP/IFSP)	\$112.00	Per day
	b. Additional Adult Assistance – Group of 2		
	c. Additional Adult Assistance – Group of 3		
(6)	Intensive Special Education Instruction, by credentialed special education teacher		
(7)	a. Occupational Therapy – Individual	\$76.00	Per hour
	b. Occupational Therapy – Group of 2		
	c. Occupational Therapy – Group of 3		
	d. Occupational Therapy – Group of 4 - 7		
	e. Occupational Therapy - Consultation Rate	\$76.00	Per hour
(9)	Physical Therapy		
(10)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		
	Provided by:		
(11)	Nursing Services		
(12)	Other: Psychological Services other than Assessment and IEP		
(13)	Home or Hospital Instruction		
(14)	Other		

P50

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July 2009 and terminates at 5:00 P.M. on June 30, 2010, unless sooner terminated as provided herein.

CONTRACTOR, <u>A Better Chance School</u>		ALBANY UNIFIED SCHOOL DISTRICT	
Nonpublic School/Agency			
By:	<u>Marla J. Williams</u> <u>6/18/09</u>	By:	<u>Diane Marie</u>
	Signature Date		Signature Date
			<u>7-21-09</u>
Marla J. Williams School Administrator A Better Chance School		Diane Marie Director of Special Education Albany Unified School District	
Notices to CONTRACTOR shall be addressed to: Name: Lori Mothersell		Notices to LEA shall be addressed to: Name: Diane Marie	
Nonpublic School/Agency Service Provider A Better Chance School		Local Educational Agency Albany Unified School District	
Address 4138 Lakeside Drive		Address 601 San Gabriel Avenue	
City State Zip Richmond CA 94806 Phone: (510) 262-1500 ext 101 Fax: (510) 262-1540 Email: lmothersell@calautism.org Website: <a href="http://www.calautism.org">www.calautism.org</a>		City State Zip Albany CA 94706 Phone: 510-559-6536 Fax: 510-559-6543 Email: diane.marie@albany.k12.ca.us Website	

# 2009-2010

**CONTRACT NUMBER:**
**LEA: ALBANY UNIFIED SCHOOL DISTRICT**
**NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:**

Beyond the Classroom
----------------------

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
**MASTER CONTRACT**

***AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS***

**1. MASTER CONTRACT**

This Master Contract is entered into this 1<sup>st</sup> day of July, 2009, between the Albany Unified School District (hereinafter referred to as "LEA") and Beyond the Classroom (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA pupils with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this Master Contract does not commit LEA to pay for special education and/or related services provided to any LEA pupil, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR pursuant to an Individualized Education Plan (hereinafter referred to as "IEP"), Individual Family Service Plan (hereinafter referred to as IFSP) or Rehabilitation Act Section 504 plan.

SELPA Collaborative. The LEA is a member of the Bay Area SELPA Collaborative. Nonpublic schools and nonpublic agencies that are geographically located in one of the participating SELPAs agree to participate in this collaborative process to establish a uniform contract for identified services and standards. The established system provides NPA/Ss with an opportunity to have input to the development of the process, contract issues, etc., and a simplified, standard process for rate negotiation with the participating SELPAs. Issues listed on the Rate Schedule portion of this Master Contract may be reviewed on an annual basis upon request of the CONTRACTOR using the established Bay Area SELPA Collaborative system. CONTRACTOR agrees that the rates set forth in this Master Contract will remain unchanged from July 1 through June 30 of the term of contract, with no changes in the services provided, unless changed in a duly executed amendment to this Master Contract signed by both parties. Increases in rates will be considered on an annual basis and remain unchanged for the term of the contract from July 1 through June 30, with no changes in level of service provided without written approval by both parties.

NPA/Ss that are not geographically located in a participating SELPA should negotiate rates with their geographically corresponding SELPA(s). The LEA will contact the corresponding SELPA to verify established rates. Increases in rates will be considered on an annual basis and

Beyond the Classroom	000107	CONTRACTOR NUMBER	2009-2010
(Contractor Name)		(year)	

Per CDE Certification, total enrollment may not exceed 75

The attached rate schedule limits the number of LEA students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally. Special education and/or related services offered by CONTRACTOR, shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in section 62.

**Rate Schedule.** Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

	Rate	Period
A. Basic Education Program/Special Education Instruction		
Basic Education Program/Dual Enrollment*		

\*Per Diem rates for LEA pupils whose IEP/IFSPs authorize less than a full instructional day shall be adjusted proportionally. In such cases only, the adjustments in basic rate shall be based on the percentage of a 240-minute instructional day.

**B. Related Services**

(1)	a. Transportation – Round Trip			
	b. Transportation – One Way			
	c. Transportation-Dual Enrollment			
	d. MTA			
	e. Parent*			
(2)	a. Educational Counseling – Individual			
	b. Educational Counseling – Group of			
	c. Counseling – Parent			
(3)	a. Adapted Physical Education – Individual			
	b. Adapted Physical Education – Group of			
	c. Adapted Physical Education – Group of			
(4)	a. Language and Speech Therapy – Individual			
	b. Language and Speech Therapy – Group of 2			
	c. Language and Speech Therapy – Group of 3			
	d. Language and Speech Therapy – Per diem			
	e. Language and Speech - Consultation Rate			
(5)	a. Additional Adult Assistance - Individual (must be authorized on IEP/IFSP)			
	b. Additional Adult Assistance – Group of 2			
	c. Additional Adult Assistance – Group of 3			
(6)	Intensive Special Education Instruction, by credentialed special education teacher			
(7)	a. Occupational Therapy – Individual			

	b. Occupational Therapy – Group of 2				
	c. Occupational Therapy – Group of 3				
	d. Occupational Therapy – Group of 4 - 7				
	e. Occupational Therapy - Consultation Rate				
(9)	Physical Therapy				
(10)	a. Behavior Intervention – BII				
	b. Behavior Intervention – BID				
	Provided by:				
(11)	Nursing Services				
(12)	Other: Psychological Services other than Assessment and IEP				
(13)	Home or Hospital Instruction				
(14)	Other LI Deaf/Hard of Hearing Specialist; Audiologist		\$84.00	per	
			hour		

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July 2009 and terminates at 5:00 P.M. on June 30, 2010, unless sooner terminated as provided herein.

CONTRACTOR, Beyond the Classroom		ALBANY UNIFIED SCHOOL DISTRICT	
Nonpublic School/Agency			
By:		By:	<i>Diane Marie</i>
Signature	Date		Diane Marie, Director of Special Education
<i>Martie Martin</i>	<i>7/16/09</i>		
Martie Martin, M.S. CCC-A			<u>7-16-09</u> Date
Notices to CONTRACTOR shall be addressed to: Martie Martin, M.S. CCC-A		By:	Notices to LEA shall be addressed to: Name: Diane Marie, Director of Special Education
Beyond the Classroom			Albany Unified School District
Address: 3020 El Cerrito Plaza #125			Address: 601 San Gabriel Avenue
City: El Cerrito State: CA Zip: 94530		City: Albany State: CA Zip: 94706	
Phone: 510-234-3344		Phone: 510-559-6536	
Fax: 510-234-6644		Fax: 510-559-6543	
Email: martiem@prodigy.net		Email: diane.marie@albany.k12.ca.us	
Website: none		Website	

# 2009-2010

RECEIVED  
CONTRACT NUMBER: 101 San Gabriel Ave.

JUL 14 2009

LEA: ALBANY UNIFIED SCHOOL DISTRICT

Special Education Office  
Albany Unified School District

NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER:

Oak Hill School

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
**MASTER CONTRACT**

***AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS***

**1. MASTER CONTRACT**

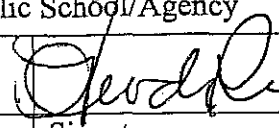
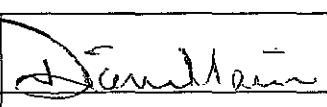
This Master Contract is entered into this 1<sup>st</sup> day of July, 2009, between the Albany Unified School District (hereinafter referred to as "LEA") and Oak Hill School (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA pupils with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this Master Contract does not commit LEA to pay for special education and/or related services provided to any LEA pupil, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR pursuant to an Individualized Education Plan (hereinafter referred to as "IEP"), Individual Family Service Plan (hereinafter referred to as IFSP) or Rehabilitation Act Section 504 plan.

SELPA Collaborative. The LEA is a member of the Bay Area SELPA Collaborative. Nonpublic schools and nonpublic agencies that are geographically located in one of the participating SELPAs agree to participate in this collaborative process to establish a uniform contract for identified services and standards. The established system provides NPA/Ss with an opportunity to have input to the development of the process, contract issues, etc., and a simplified, standard process for rate negotiation with the participating SELPAs. Issues listed on the Rate Schedule portion of this Master Contract may be reviewed on an annual basis upon request of the CONTRACTOR using the established Bay Area SELPA Collaborative system. CONTRACTOR agrees that the rates set forth in this Master Contract will remain unchanged from July 1 through June 30 of the term of contract, with no changes in the services provided, unless changed in a duly executed amendment to this Master Contract signed by both parties. Increases in rates will be considered on an annual basis and remain unchanged for the term of the contract from July 1 through June 30, with no changes in level of service provided without written approval by both parties.

NPA/Ss that are not geographically located in a participating SELPA should negotiate rates with their geographically corresponding SELPA(s). The LEA will contact the corresponding SELPA to verify established rates. Increases in rates will be considered on an annual basis and

	b. Occupational Therapy – Group of 2	\$75	hourly	P55
	c. Occupational Therapy – Group of 3	\$75	hourly	
	d. Occupational Therapy – Group of 4 - 7	\$75	hourly	
	e. Occupational Therapy - Consultation Rate	\$70	hourly	
(9)	Physical Therapy			
(10)	a. Behavior Intervention – BII	\$95	hourly	
	b. Behavior Intervention – BID	\$95	hourly	
	Provided by: Liz McDonough, MFT			
(11)	Nursing Services			
(12)	Other: Psychological Services other than Assessment and IEP			
(13)	Home or Hospital Instruction			
(14)	Other			

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July 2009 and terminates at 5:00 P.M. on June 30, 2010, unless sooner terminated as provided herein.

CONTRACTOR, Oak Hill School		ALBANY UNIFIED SCHOOL DISTRICT	
Nonpublic School/Agency			
By: 	7/1/09 Date	By: 	7/13/09 Date
Signature		Diane Marie, Director of Special Education	
Name and Title of Authorized Representative Heidi Rosevear, Business Manager		7-13-09 Date	
Notices to CONTRACTOR shall be addressed to: Name: Heidi Rosevear		By: Notices to LEA shall be addressed to: Name: Diane Marie, Director of Special Education	
Nonpublic School/Agency Service Provider: Oak Hill School		Albany Unified School District	
Address 441 Drake Ave.		Address: 601 San Gabriel Avenue	
City: Marin City State: CA Zip: 94941		City: Albany State: CA Zip: 94706	
Phone: 415-331-7601 ext. 107 Fax: 415-331-9096 Email: hrosevear@myoakhill.org Website: www.theoakhillschool.org		Phone: 510-559-6536 Fax: 510-559-6543 Email: diane.marie@albany.k12.ca.us Website	

62. CONTRACTOR	CONTRACTOR NUMBER	2009-2010
(NONPUBLIC SCHOOL OR AGENCY)		(CONTRACT YEAR)

Per CDE Certification, total enrollment may not exceed 75

The attached rate schedule limits the number of LEA students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally. Special education and/or related services offered by CONTRACTOR, shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in section 62.

**Rate Schedule.** Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

	Rate	Period
A. Basic Education Program/Special Education Instruction	\$190	daily
Basic Education Program/ (Intensive and/or Nonverbal)	\$255	daily

\*Per Diem rates for LEA pupils whose IEP/IFSPs authorize less than a full instructional day shall be adjusted proportionally. In such cases only, the adjustments in basic rate shall be based on the percentage of a 240-minute instructional day.

#### B. Related Services


(1)	a. Transportation – Round Trip		
	b. Transportation – One Way		
	c. Transportation-Dual Enrollment		
	d. MTA		
	e. Parent*		
(2)	a. Educational Counseling – Individual	\$95	hourly
	b. Educational Counseling – Group of 2 or more	\$75	hourly
	c. Counseling – Parent	\$95	hourly
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of		
	c. Adapted Physical Education – Group of		
(4)	a. Language and Speech Therapy – Individual	\$95	hourly
	b. Language and Speech Therapy – Group of 2	\$75	hourly
	c. Language and Speech Therapy – Group of 3	\$75	hourly
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate	\$70	hourly
(5)	a. Additional Adult Assistance - Individual (must be authorized on IEP/IFSP)		
	b. Additional Adult Assistance – Group of 2		
	c. Additional Adult Assistance – Group of 3		
(6)	Intensive Special Education Instruction, by credentialed special education teacher		
(7)	a. Occupational Therapy – Individual	\$95	hourly



**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM:** **PARKS AND RECREATION COMMISSION BIENNIAL  
REPORT**

**PREPARED BY:** Marla Stephenson, Superintendent 

**TYPE OF ITEM:** **Staff Report**

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**BACKGROUND INFORMATION:**

The Park & Recreation Commission advises the City Council on all matters of public recreation, public park facilities and public landscaping (including street trees and parkways) in the City; Formulate (review) the Master Plan for recreation; Make recommendations to the City Council regarding the acquisition and maintenance of parks, playgrounds and recreation centers; and, Promote recreation and encourage public agencies and private parties to develop recreational facilities and programs that benefit the citizens of Albany. John Kindle will update the Board on commission projects and recommendations.

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**FINANCIAL INFORMATION:**

No fiscal impact

**RECOMMENDATION:**

Accept the Park and Recreation Commission biannual report.

[Measure A –Restate 3 existing taxes consistently]

**BOARD OF EDUCATION  
OF THE  
ALBANY UNIFIED SCHOOL DISTRICT  
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

Res. No. 2009-10-01

**RESOLUTION CALLING PARCEL TAX ELECTION**

---

WHEREAS, a superior and comprehensive K-12 education program delivers many long-lasting benefits and advantages to all the children and residents of a community;

WHEREAS, it is essential the Albany Unified School District (the "District") have stable, reliable, local funding to maintain its quality academic programs;

WHEREAS, perpetual State of California budget problems threaten the District's many successful educational programs with an increasingly uncertain fiscal future;

WHEREAS, contributions from parent clubs and educational foundations, while generous, are not reliable or adequate to fund academic core programs;

WHEREAS, voters and taxpayers in the District have provided strong support of local schools with parcel tax measures since 1987;

WHEREAS, continuation of a parcel tax for Albany schools will help preserve funding for threatened positions and academic programs, including librarians; student mental health services; courses in science, technology, business, arts, music, and foreign language; and athletics, including extra-curricular activities; and will help preserve small class sizes and allow the District to attract and retain highly qualified teachers;

WHEREAS, the District's three current parcel taxes, passed in 1987, 1999, and 2005, contain inconsistent rates and terms, and do not all contain exemptions and rebates for seniors and low-income residents, and the Board of Education desires to clarify and harmonize all such provisions;

WHEREAS, the District's Measure A approved by voters in November, 2005, will expire in 2012 if not re-approved, leaving critical educational programs at risk in the near future;

WHEREAS, by combining, replacing and re-enacting the District's three current parcel tax programs, local voters can ensure that our schools will receive a stable, reliable, local source of funding, while ensuring that all taxpayers are treated equally and fairly;

WHEREAS, Section 2(d) of Article XIII B of the Constitution of the State of California (the "State") requires an election to be conducted before any special tax may be imposed, and Section 4 of Article XIII A of the Constitution of the State and California Government Code Section 50079 authorize a school district, upon approval of two-thirds of the electorate voting on the proposition, to levy a qualified special tax for specified purposes;

WHEREAS, Section 1000 of the California Elections Code authorizes the District to conduct such an election only on an established election date;

WHEREAS, November 3, 2009, is an established election date;

WHEREAS, this Board of Education has held a public hearing after due notice regarding the parcel tax proposed by this Resolution, as required by Government Code Section 50077;

WHEREAS, the District's boundaries have not changed since the November 4, 2008 election; and

WHEREAS, the District is located entirely within the County of Alameda (the "County"), and the Alameda County Superintendent of Schools has jurisdiction over the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Albany Unified School District as follows:

1. Recitals. This Board of Education hereby finds and determines that the foregoing recitals are true and correct.

2. Order of Election; Specifications of Ballot Measure. This resolution shall stand as the order to the Alameda County Superintendent of Schools to call an election within the boundaries of the District on November 3, 2009, for the purpose of proposing to the electors of the District the proposition contained in Exhibit A hereto. The authority for the specifications of this election order is contained in Sections 5304 and 5322 of the California Education Code and Sections 50075-77 and 50079 of the Government Code.

This Board of Education hereby requests the Registrar of Voters of the County of Alameda (the "Registrar of Voters") to submit to the voters of the District at said election the proposition as it appears in Exhibit A.

3. Filing of Order of Election. The Secretary of this Board of Education is ordered to cause certified copies of this resolution and order to be delivered not later than Wednesday, August 5, 2009, to the Alameda County Superintendent of Schools, and not later than Friday, August 7, 2009, to the Registrar of Voters and the Clerk of the Board of Supervisors of the County.

4. Formal Notice. The Alameda County Superintendent of Schools is hereby requested to prepare and execute a Formal Notice of Parcel Tax Election and consolidation order in substantially the form attached hereto as Exhibit B (the "Formal Notice"), and to call the

election by causing the Formal Notice to be posted in every schoolhouse in the District and at three public places in the District, in accordance with Section 5362 of the Education Code, no later than Wednesday, August 5, 2009, or to otherwise cause the notice to be published as permitted by law. The Secretary of this Board of Education, on behalf of and as may be requested by the County Superintendent of Schools, is authorized to cause all notices required by law in connection herewith to be published and posted, as the case may be.

5. Conduct of Election. (a) *Request to Registrar of Voters.* Pursuant to Section 5303 of the Education Code, the Registrar of Voters is required to, and is hereby requested to, take all steps to hold the election in accordance with law and these specifications.

(b) *Ballot and Voter Pamphlet.* The Registrar of Voters is requested to cause the exact wording of the Abbreviation of the Measure contained in Exhibit A to appear on the ballot, and to print the Full Text of the Measure contained in Exhibit A in the voter information pamphlet to be distributed to voters pursuant to the Elections Code. The full text of the measure is all that text in Appendix A hereto between the indicators "**BEGINNING OF FULL TEXT OF MEASURE----->>>>>>**" and "**<<<<<<-----END OF FULL TEXT OF MEASURE.**"

(c) *Consolidation.* The Alameda County Superintendent of Schools and the Board of Supervisors of the County are requested to order consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same, pursuant to Education Code Section 5342 and Section 10400 and following of the Elections Code.

(d) *Canvass of Results.* The Board of Supervisors of the County is authorized to canvass the returns of the election pursuant to Section 10411 of the Elections Code.

(e) *Required Vote.* The proposition shall become effective upon approval of two-thirds of those voting thereon.

(f) *Election Costs.* This Board of Education shall pay all costs of the election approved by the Board of Supervisors of the County, pursuant to Education Code Section 5421.

6. Appropriations Limit. This Board of Education shall provide in each year (pursuant to Section 7902.1 of the Government Code or any successor provision of law) for any increase in the District's appropriations limit as shall be necessary to ensure that proceeds of the proposed tax may be spent for the authorized purposes.

7. Ballot Argument. The President of this Board of Education, or any member or members of this Board as the President shall designate, is hereby authorized, but not directed, to prepare and file with the Registrar of Voters a ballot argument in favor of the proposition contained in Exhibit A hereof, within the time established by the Registrar of Voters, which shall be considered the official ballot argument of this Board as sponsor of the proposition.

8. Effective Date. This resolution shall take effect from and after its adoption by a two-thirds vote of all of the members of this Board.

PASSED AND ADOPTED this day, August 4, 2009, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

---

President of the Board of Education  
of the Albany Unified School District

Attest:

---

Secretary of the Board of Education of  
the Albany Unified School District

**EXHIBIT A**

**PARCEL TAX MEASURE TEXT**

**I. ABBREVIATION OF THE MEASURE**

*[This summarizes, in 75 words or less, the full text of the proposition which appears below.]*

To maintain high quality Albany public schools, shall the Albany Unified School District renew and replace three special school taxes with a single measure continuing the current combined annual rate without increase at \$555/ residential unit (five cents/s.f. on nonresidential parcels), adjusted annually for inflation, exempting seniors and low-income taxpayers, with all funds for school library and mental health services, science, technology, arts, music courses and athletics, small class sizes, and attracting and retaining highly qualified teachers?

[75 words]

## II. FULL TEXT OF THE MEASURE

BEGINNING OF FULL TEXT OF MEASURE----->>>>>>

### ALBANY UNIFIED SCHOOL DISTRICT LOCAL EDUCATION PROTECTION ACT OF 2009

This Proposition may be known and referred to as the "Albany Unified School District Local Education Protection Act of 2009" or as "Measure \_\_\_\_". *[designation to be assigned by County Registrar of Voters]*

### FINDINGS

A superior and comprehensive K-12 education program delivers many long-lasting benefits and advantages to all the children and residents of a community.

It is essential that the Albany Unified School District (the "District") have stable funding sources to maintain its quality academic programs, including librarians; student mental health services; science, technology, and business courses, arts, music, and foreign language; and athletics and extra-curricular activities; and to maintain small class sizes and attract and retain highly qualified teachers.

Perpetual California State budget problems threaten the District's many successful educational programs with an increasingly uncertain fiscal future.

However, local voters and taxpayers have provided strong support of the District's schools with parcel tax measures since 1987.

The District's three current parcel tax programs, passed in 1987, 1999, and 2005, contain inconsistent rates and terms, and do not all contain exemptions and rebates for seniors and low-income residents. In addition, the District's Measure A approved by voters in November, 2005, will expire in 2012 if not re-approved, leaving critical educational programs at risk in the near future.

By combining, replacing and re-enacting all existing parcel taxes, local voters can ensure that our schools will receive a stable, reliable, local source of funding, while treating all taxpayers equally and fairly.

### TERMS

Upon approval of two-thirds of those voting on this Proposition, the District shall be authorized to levy a qualified special tax (education parcel tax) commencing on July 1, 2010 at the rate of \$555 per year on each residential unit, as defined in this section. On each parcel of

nonresidential property, the qualified special tax shall be levied commencing on July 1, 2010 at the rate of \$0.05 per square foot of land area, not to exceed \$555 per parcel.

The education parcel tax authorized by this Proposition shall replace the three existing special taxes approved by the voters of the District in 1987, 1999 and 2005, and the initial rate of the education parcel tax is equal to the 2009-10 combined rate of the three replaced taxes. In the event that this Proposition is not approved by the requisite vote, the existing parcel taxes shall continue in effect until their scheduled expiration, if any. Under no circumstances shall the education parcel tax approved in this Proposition and any of the three existing measures be collected in the same year.

To account for the impact of inflation on the cost of delivering the classroom programs and student services supported by the education parcel tax, the tax rate and maximum tax shall be adjusted annually as the Board of Education shall determine, commencing July 1, 2011, by no more than the percentage change in the Consumer Price Index-All Urban Consumers, San Francisco-Oakland-San Jose area (Series CUURA422SA0) for April of each year, as published by the U.S. Bureau of Labor Statistics, rounded to the nearest dollar. If in any year, that index is not available, the rate will be adjusted based on the annual change in the Consumer Price Index - All Urban Consumers (CPI-U).

"Residential unit" shall mean any building or portion thereof which is intended and legally permitted to be occupied by not more than one family, whether or not then inhabited, with facilities for living, sleeping, cooking and eating, and having only one kitchen.

"Nonresidential property" shall mean all real property not used for dwelling purposes.

The nonresidential property portion of any parcel that includes one or more residential units shall be taxed at the nonresidential property rate.

### PURPOSES

Moneys raised under this Local Education Protection Act shall be authorized to be used only to provide financial support to local school programs in accordance with priorities established by the Board of Education and to the extent of available funds, including to:

- Provide librarians and mental health services,
- Protect core academic programs from deep State budget cuts and preserve science, mathematics, arts, music, technology and foreign language courses,
- Provide athletics, including extra-curricular activities,
- Keep class sizes below the State K-12 average,
- Attract and retain highly qualified teachers,
- support other District facilities needs,



and to provide other financial support to the extent of available funds to maintain and support the District's academic programs and facilities, including the purchase of instructional equipment, materials and supplies.

### EXEMPTIONS AND REBATES

The exemptions and rebate provided for below shall be available pursuant to procedures to be prescribed by the Board of Education or otherwise as required by law or by the Alameda County Tax Collector.

A. Senior Exemption. Any parcel owned and occupied by a person 65 years of age or older shall be exempt from the education parcel tax upon proper application to the District. Senior citizens with a current valid exemption from the District's education parcel taxes shall continue to be exempt and not be required to reapply.

B. Low-Income Homeowner Exemption. Any parcel containing a single residential unit owned and occupied by a person or persons whose combined family income from all sources for the previous calendar year is at or below the income level qualifying as "low income" or "very low-income" for a family of such size under Section 8 of the U.S. Housing Act of 1937 [42 U.S.C. 1437 *et seq.*], for such year, shall be exempt from the education parcel tax upon proper application to the District.

C. Low-Income Renter Rebate. Any person who is the tenant of record in a rental unit not exempt from the education parcel tax and whose combined family income, from all sources for the previous calendar year, is at or below the income level qualifying as "very low-income" or "low income" for a family of such size under Section 8 of the U.S. Housing Act of 1937 [42 U.S.C. 1437 *et seq.*], for such year shall be eligible to receive a rebate in the amount of the special tax imposed by this Proposition on the rental unit in which he or she resides, upon proper application to the District.

### ACCOUNTABILITY PROVISIONS

Annual Audit. Upon the levy and collection of the education parcel tax, the Board of Education shall cause an account to be established for deposit of the proceeds, pursuant to Government Code Section 50075.1. For so long as any proceeds remain unexpended, the Superintendent of the District shall cause an independent financial auditor to prepare a report to be filed with the Board of Education no later than December 31 of each year, commencing December 31, 2010, stating (1) the amount collected and expended in such year, and (2) the status of any projects or description of any programs funded. The report may relate to the calendar year, fiscal year, or other appropriate annual period, as the Superintendent shall determine, and may be incorporated into or filed with the annual budget, audit, or other appropriate routine report to the Board of Education.

Specific Purposes. All of the purposes named in this Proposition shall constitute the specific purposes of the education parcel tax, and proceeds thereof shall be applied only for such purposes.

### LEVY AND COLLECTION

The education parcel tax shall be collected by the Alameda County Treasurer-Tax Collector at the same time and in the same manner and shall be subject to the same penalties as *ad valorem* property taxes collected by the Treasurer-Tax Collector. Unpaid taxes shall bear interest at the same rate as the rate for unpaid *ad valorem* property taxes until paid.

The education parcel tax shall be due with respect to every parcel of real property in the District which receives a separate tax bill for *ad valorem* property taxes from the Alameda County Treasurer-Tax Collector's Office. All property which is otherwise exempt from or on which are levied no *ad valorem* property taxes in any year shall also be exempt from the education parcel tax in such year. In addition, parcels may be exempt from the education parcel tax as described above under "EXEMPTIONS AND REBATES".

The District shall annually provide a list of parcels to the Alameda County tax collection officials which the District has approved for an exemption in accordance with this Proposition. The Alameda County Assessor's determination of exemption or relief for any reason of any parcel from taxation, other than through either of said exemptions, shall be final and binding for the purposes of the education parcel tax. Taxpayers wishing to challenge the County Assessor's determination must do so under the procedures for correcting a misclassification of property pursuant to Section 4876.5 of the California Revenue and Taxation Code or other applicable procedures. Taxpayers seeking a refund of any tax paid shall follow the procedures applicable to property tax refunds pursuant to the California Revenue and Taxation Code.

### PROTECTION OF FUNDING

In the event the Congress or State Legislature enacts any law, or the U.S. Department of Education, or the State Department of Education or State Board of Education adopts any rule, providing that other funding to which the District would otherwise be entitled will be reduced as a result of the District's income from the education parcel tax, the Board of Education shall take action as soon as practicable to reduce the amount or rate of the education parcel tax such that the amount collected will not cause such other funding to be reduced.

### SEVERABILITY

The Board of Education hereby declares, and the voters by approving this Proposition concur, that every section, paragraph, sentence and clause of this Proposition has independent value, and the Board of Education and the voters would have adopted each provision hereof regardless of every other provision hereof. Upon approval of this Proposition by the voters, should any part be found by a court of competent jurisdiction to be invalid for any reason, all remaining parts hereof shall remain in full force and effect to the fullest extent allowed by law.

<<<<<-----END OF FULL TEXT OF MEASURE.

**EXHIBIT B****FORMAL NOTICE OF EDUCATION PARCEL TAX ELECTION**

NOTICE IS HEREBY GIVEN to the qualified electors of the Albany Unified School District of Alameda County, California, that in accordance with the provisions of the Education Code, the Elections Code, and the Government Code of the State of California, an election will be held on November 3, 2009, for the purpose of submitting to the qualified electors of the District the proposition summarized as follows:

To maintain high quality Albany public schools, shall the Albany Unified School District renew and replace three special school taxes with a single measure continuing the current combined annual rate without increase at \$555/ residential unit (five cents/s.f. on nonresidential parcels), adjusted annually for inflation, exempting seniors and low-income taxpayers, with all funds for school library and mental health services, science, technology, arts, music courses and athletics, small class sizes, and attracting and retaining highly qualified teachers?

By execution of this formal Notice of Election the County Superintendent of Schools of Alameda County orders consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same.

The County Superintendent of Schools of Alameda County, by this Notice of Election, has called the election pursuant to a Resolution and Order of the Board of Education of the Albany Unified School District adopted August 4, 2009, in accordance with the provisions of Education Code Sections 5302, 5325 and 5361.

IN WITNESS WHEREOF, I have hereunto set my hand this day, August 5, 2009.

---

County Superintendent of Schools  
Alameda County, California

SECRETARY'S CERTIFICATE

I, Marla Stephenson, Secretary of the Board of Education of the Albany Unified School District, County of Alameda, California, do hereby certify as follows:

The attached is a full, true and correct copy of a resolution duly adopted at a special meeting of the Board of Education duly and regularly held at the regular meeting place thereof on August 4, 2009, and entered in the minutes thereof, of which meeting all of the members of said Board of Education had due notice and at which a quorum thereof was present, and said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

At least 24 hours before the time of the meeting, a written notice and agenda of the meeting was mailed and received by or personally delivered to each member of the Board of Education not having waived notice thereof, and to each local newspaper of general circulation, radio, and television station requesting such notice in writing, and was posted in a location freely accessible to members of the public, and a brief description of the resolution appeared on the agenda.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office. Said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand this \_\_\_\_ day of August, 2009.

---

Secretary of the Board of Education  
Albany Unified School District

[Measure B –Temporary Emergency Parcel Tax of \$142]

**BOARD OF EDUCATION  
OF THE  
ALBANY UNIFIED SCHOOL DISTRICT  
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

Res. No. 2009-10-02

**RESOLUTION CALLING PARCEL TAX ELECTION**

---

WHEREAS, a superior and comprehensive K-12 education program delivers many long-lasting benefits and advantages to all the children and residents of a community;

WHEREAS, it is essential the Albany Unified School District (the "District") have stable, reliable, local funding to maintain its quality academic programs;

WHEREAS, the recently adopted State of California budget for 2009-10 cut \$6.5 billion from education funding;

WHEREAS, essential District programs and teaching positions will be eliminated as a direct result of these State budget actions;

WHEREAS, the Board of Education has placed on the November 3, 2009 ballot a measure to reenact, combine and continue the District's three existing special parcel taxes for Albany schools, to ensure that our schools will receive a stable, reliable, local source of funding, on an ongoing basis, but such taxes are not sufficient to prevent program losses from the budget cuts demanded by the new State budget;

WHEREAS, Section 2(d) of Article XIII B of the Constitution of the State of California (the "State") requires an election to be conducted before any special tax may be imposed, and Section 4 of Article XIII A of the Constitution of the State and California Government Code Section 50079 authorize a school district, upon approval of two-thirds of the electorate voting on the proposition, to levy a qualified special tax for specified purposes;

WHEREAS, Section 1000 of the California Elections Code authorizes the District to conduct such an election only on an established election date;

WHEREAS, November 3, 2009, is an established election date;

WHEREAS, this Board of Education has held a public hearing after due notice regarding the parcel tax proposed by this Resolution, as required by Government Code Section 50077;

WHEREAS, the District's boundaries have not changed since the November 4, 2008 election; and

WHEREAS, the District is located entirely within the County of Alameda (the "County"), and the Alameda County Superintendent of Schools has jurisdiction over the District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Albany Unified School District as follows:

1. Recitals. This Board of Education hereby finds and determines that the foregoing recitals are true and correct.

2. Order of Election; Specifications of Ballot Measure. This resolution shall stand as the order to the Alameda County Superintendent of Schools to call an election within the boundaries of the District on November 3, 2009, for the purpose of proposing to the electors of the District the proposition contained in Exhibit A hereto. The authority for the specifications of this election order is contained in Sections 5304 and 5322 of the California Education Code and Sections 50075-77 and 50079 of the Government Code.

This Board of Education hereby requests the Registrar of Voters of the County of Alameda (the "Registrar of Voters") to submit to the voters of the District at said election the proposition as it appears in Exhibit A.

3. Filing of Order of Election. The Secretary of this Board of Education is ordered to cause certified copies of this resolution and order to be delivered not later than Wednesday, August 5, 2009, to the Alameda County Superintendent of Schools, and not later than Friday, August 7, 2009, to the Registrar of Voters and the Clerk of the Board of Supervisors of the County.

4. Formal Notice. The Alameda County Superintendent of Schools is hereby requested to prepare and execute a Formal Notice of Parcel Tax Election and consolidation order in substantially the form attached hereto as Exhibit B (the "Formal Notice"), and to call the election by causing the Formal Notice to be posted in every schoolhouse in the District and at three public places in the District, in accordance with Section 5362 of the Education Code, no later than Wednesday, August 5, 2009, or to otherwise cause the notice to be published as permitted by law. The Secretary of this Board of Education, on behalf of and as may be requested by the County Superintendent of Schools, is authorized to cause all notices required by law in connection herewith to be published and posted, as the case may be.

5. Conduct of Election. (a) *Request to Registrar of Voters*. Pursuant to Section 5303 of the Education Code, the Registrar of Voters is required to, and is hereby requested to, take all steps to hold the election in accordance with law and these specifications.

(b) *Ballot and Voter Pamphlet*. The Registrar of Voters is requested to cause the exact wording of the Abbreviation of the Measure contained in Exhibit A to appear on the ballot, and to print the Full Text of the Measure contained in Exhibit A in the voter information pamphlet to be distributed to voters pursuant to the Elections Code. The full text of the measure is all that text in Appendix A hereto between the indicators "**BEGINNING OF FULL TEXT OF MEASURE----->>>>>>**" and "**<<<<<<-----END OF FULL TEXT OF MEASURE.**"

(c) *Consolidation.* The Alameda County Superintendent of Schools and the Board of Supervisors of the County are requested to order consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same, pursuant to Education Code Section 5342 and Section 10400 and following of the Elections Code.

(d) *Canvass of Results.* The Board of Supervisors of the County is authorized to canvass the returns of the election pursuant to Section 10411 of the Elections Code.

(e) *Required Vote.* The proposition shall become effective upon approval of two-thirds of those voting thereon.

(f) *Election Costs.* This Board of Education shall pay all costs of the election approved by the Board of Supervisors of the County, pursuant to Education Code Section 5421.

6. Appropriations Limit. This Board of Education shall provide in each year (pursuant to Section 7902.1 of the Government Code or any successor provision of law) for any increase in the District's appropriations limit as shall be necessary to ensure that proceeds of the proposed tax may be spent for the authorized purposes.

7. Ballot Argument. The President of this Board of Education, or any member or members of this Board as the President shall designate, is hereby authorized, but not directed, to prepare and file with the Registrar of Voters a ballot argument in favor of the proposition contained in Exhibit A hereof, within the time established by the Registrar of Voters, which shall be considered the official ballot argument of this Board as sponsor of the proposition.

8. Effective Date. This resolution shall take effect from and after its adoption by a two-thirds vote of all of the members of this Board.

PASSED AND ADOPTED this day, August 4, 2009, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

---

President of the Board of Education  
of the Albany Unified School District

Attest:

---

Secretary of the Board of Education of  
the Albany Unified School District



**EXHIBIT A**  
**PARCEL TAX MEASURE TEXT**

**I. ABBREVIATION OF THE MEASURE**

*[This summarizes, in 75 words or less, the full text of the proposition  
which appears below.]*

To restore programs, teachers and student support services lost because of deep State budget cuts, including music and arts courses, library aides, reading, writing and math support, and school safety and security, shall the Albany Unified School District levy a special parcel tax for five years only at \$142 per year on residential units (five cents per square foot of each non-residential parcel), with annual audits and adjustments for inflation, exempting homeowners over age 65 and low-income taxpayers?

[75 words]

## II. FULL TEXT OF THE MEASURE

### BEGINNING OF FULL TEXT OF MEASURE----->>>>>

#### ALBANY UNIFIED SCHOOL DISTRICT EMERGENCY EDUCATION FUNDING ACT OF 2009

This Proposition may be known and referred to as the "Albany Unified School District Emergency Education Funding Act of 2009" or as "Measure \_\_\_\_". *[designation to be assigned by County Registrar of Voters]*

#### FINDINGS

A superior and comprehensive K-12 education program delivers many long-lasting benefits and advantages to all the children and residents of a community.

The State's dire economic condition has led the Governor Schwarzenegger and the California Legislature to make drastic cuts in education funding.

The direct impact of these State cuts on local Albany schools has meant eliminating 17 teaching positions and many more student support and District support staff.

Long after the current recession is over, Californians will be struggling to repay the debts incurred today. Despite promises from Sacramento, the full funding guarantee to schools enshrined in the California Constitution will not be realized for many years.

The District's current students cannot wait for the economy to come out of recession or the State's financial condition to improve. Some of Albany's school-age children will never recover from lost years of inadequate school funding.

A temporary emergency parcel tax, supplementing regular State and local school funding, is the only way to protect our children and their education programs from serious damage.

#### TERMS

Upon approval of two-thirds of those voting on this Proposition, the District shall be authorized to levy a qualified special tax (education parcel tax) for five years commencing on July 1, 2010, at the rate of \$142 per year on each residential unit, as defined in this section. On each parcel of nonresidential property, the qualified special tax shall be levied commencing on July 1, 2010 at the rate of \$0.05 per square foot of land area, not to exceed \$142 per parcel.

During its term, the education parcel tax authorized by this Proposition shall be in addition to any other existing parcel taxes or another tax enacted on the same date.

To account for the impact of inflation on the cost of delivering the classroom programs and student services supported by the education parcel tax, the tax rate and maximum

tax shall be adjusted annually as the Board of Education shall determine, commencing July 1, 2011, by no more than the percentage change in the Consumer Price Index-All Urban Consumers, San Francisco-Oakland-San Jose area (Series CUURA422SA0) for April of each year, as published by the U.S. Bureau of Labor Statistics, rounded to the nearest dollar. If in any year, that index is not available, the rate will be adjusted based on the annual change in the Consumer Price Index - All Urban Consumers (CPI-U).

"Residential unit" shall mean any building or portion thereof which is intended and legally permitted to be occupied by not more than one family, whether or not then inhabited, with facilities for living, sleeping, cooking and eating, and having only one kitchen.

"Nonresidential property" shall mean all real property not used for dwelling purposes.

The nonresidential property portion of any parcel that includes one or more residential units shall be taxed at the nonresidential property rate.

### PURPOSES

Moneys raised under this Emergency Education Funding Act shall be authorized to be used only to restore programs and services cut from the District's budget as a direct result of a reduction in State funding for schools, including:

- Restore teaching positions and support services
- Restore music and arts courses
- Restore English language learning services
- Restore campus safety and security services
- Restore library aides
- Restore counseling
- Restore reading, writing and math support

and to restore and preserve other academic programs, instructional equipment, materials and supplies from State budget cuts, to the extent of available funds.

### EXEMPTIONS AND REBATES

The exemptions and rebate provided for below shall be available pursuant to procedures to be prescribed by the Board of Education or otherwise as required by law or by the Alameda County Tax Collector.

A. Senior Exemption. Any parcel owned and occupied by a person 65 years of age or older shall be exempt from the education parcel tax upon proper application to the District. Senior citizens with a current valid exemption from the District's education parcel taxes shall continue to be exempt and not be required to reapply.

B. Low-Income Homeowner Exemption. Any parcel containing a single residential unit owned and occupied by a person or persons whose combined family income from all sources for the previous calendar year is at or below the income level qualifying as "low income" or "very low-income" for a family of such size under Section 8 of the U.S. Housing Act of 1937 [42 U.S.C. 1437 *et seq.*], for such year, shall be exempt from the education parcel tax upon proper application to the District.

C. Low-Income Renter Rebate. Any person who is the tenant of record in a rental unit not exempt from the education parcel tax and whose combined family income, from all sources for the previous calendar year, is at or below the income level qualifying as "very low-income" or "low income" for a family of such size under Section 8 of the U.S. Housing Act of 1937 [42 U.S.C. 1437 *et seq.*], for such year shall be eligible to receive a rebate in the amount of the special tax imposed by this Proposition on the rental unit in which he or she resides, upon proper application to the District.

### ACCOUNTABILITY PROVISIONS

Annual Audit. Upon the levy and collection of the education parcel tax, the Board of Education shall cause an account to be established for deposit of the proceeds, pursuant to Government Code Section 50075.1. For so long as any proceeds remain unexpended, the Superintendent of the District shall cause an independent financial auditor to prepare a report to be filed with the Board of Education no later than December 31 of each year, commencing December 31, 2010, stating (1) the amount collected and expended in such year, and (2) the status of any projects or description of any programs funded. The report may relate to the calendar year, fiscal year, or other appropriate annual period, as the Superintendent shall determine, and may be incorporated into or filed with the annual budget, audit, or other appropriate routine report to the Board of Education.

Specific Purposes. All of the purposes named in this Proposition shall constitute the specific purposes of the education parcel tax, and proceeds thereof shall be applied only for such purposes.

### LEVY AND COLLECTION

The education parcel tax shall be collected by the Alameda County Treasurer-Tax Collector at the same time and in the same manner and shall be subject to the same penalties as *ad valorem* property taxes collected by the Treasurer-Tax Collector. Unpaid taxes shall bear interest at the same rate as the rate for unpaid *ad valorem* property taxes until paid.

The education parcel tax shall be due with respect to every parcel of real property in the District which receives a separate tax bill for *ad valorem* property taxes from the Alameda County Treasurer-Tax Collector's Office. All property which is otherwise exempt from or on which are levied no *ad valorem* property taxes in any year shall also be exempt from the education parcel tax in such year. In addition, parcels may be exempt from the education parcel tax as described above under "EXEMPTIONS AND REBATES".

The District shall annually provide a list of parcels to the Alameda County tax collection officials which the District has approved for an exemption in accordance with this

Proposition. The Alameda County Assessor's determination of exemption or relief for any reason of any parcel from taxation, other than through either of said exemptions, shall be final and binding for the purposes of the education parcel tax. Taxpayers wishing to challenge the County Assessor's determination must do so under the procedures for correcting a misclassification of property pursuant to Section 4876.5 of the California Revenue and Taxation Code or other applicable procedures. Taxpayers seeking a refund of any tax paid shall follow the procedures applicable to property tax refunds pursuant to the California Revenue and Taxation Code.

#### PROTECTION OF FUNDING

In the event the Congress or State Legislature enacts any law, or the U.S. Department of Education, or the State Department of Education or State Board of Education adopts any rule, providing that other funding to which the District would otherwise be entitled will be reduced as a result of the District's income from the education parcel tax, the Board of Education shall take action as soon as practicable to reduce the amount or rate of the education parcel tax such that the amount collected will not cause such other funding to be reduced.

#### SEVERABILITY

The Board of Education hereby declares, and the voters by approving this Proposition concur, that every section, paragraph, sentence and clause of this Proposition has independent value, and the Board of Education and the voters would have adopted each provision hereof regardless of every other provision hereof. Upon approval of this Proposition by the voters, should any part be found by a court of competent jurisdiction to be invalid for any reason, all remaining parts hereof shall remain in full force and effect to the fullest extent allowed by law.

<<<<<-----END OF FULL TEXT OF MEASURE.

**EXHIBIT B****FORMAL NOTICE OF EDUCATION PARCEL TAX ELECTION**

NOTICE IS HEREBY GIVEN to the qualified electors of the Albany Unified School District of Alameda County, California, that in accordance with the provisions of the Education Code, the Elections Code, and the Government Code of the State of California, an election will be held on November 3, 2009, for the purpose of submitting to the qualified electors of the District the proposition summarized as follows:

To restore programs, teachers and student support services lost because of deep State budget cuts, including music and arts courses, library aides, reading, writing and math support, and school safety and security, shall the Albany Unified School District levy a special parcel tax for five years only at \$142 per year on residential units (five cents per square foot of each non-residential parcel), with annual audits and adjustments for inflation, exempting homeowners over age 65 and low-income taxpayers?

By execution of this formal Notice of Election the County Superintendent of Schools of Alameda County orders consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same.

The County Superintendent of Schools of Alameda County, by this Notice of Election, has called the election pursuant to a Resolution and Order of the Board of Education of the Albany Unified School District adopted August 4, 2009, in accordance with the provisions of Education Code Sections 5302, 5325 and 5361.

IN WITNESS WHEREOF, I have hereunto set my hand this day, August 5, 2009.

---

County Superintendent of Schools  
Alameda County, California

SECRETARY'S CERTIFICATE

I, Marla Stephenson, Secretary of the Board of Education of the Albany Unified School District, County of Alameda, California, do hereby certify as follows:

The attached is a full, true and correct copy of a resolution duly adopted at a special meeting of the Board of Education duly and regularly held at the regular meeting place thereof on August 4, 2009, and entered in the minutes thereof, of which meeting all of the members of said Board of Education had due notice and at which a quorum thereof was present, and said resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

At least 24 hours before the time of the meeting, a written notice and agenda of the meeting was mailed and received by or personally delivered to each member of the Board of Education not having waived notice thereof, and to each local newspaper of general circulation, radio, and television station requesting such notice in writing, and was posted in a location freely accessible to members of the public, and a brief description of the resolution appeared on the agenda.

I have carefully compared the same with the original minutes of said meeting on file and of record in my office. Said resolution has not been amended, modified or rescinded since the date of its adoption, and the same is now in full force and effect.

WITNESS my hand this \_\_\_\_ day of August, 2009.


---

Secretary of the Board of Education  
Albany Unified School District

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM:** **CEQA NOTICE OF EXEMPTION - ALBANY HIGH  
SCHOOL POOL AND NEW CLASSROOM  
CONSTRUCTION**

**PREPARED BY:** Marla Stephenson, Superintendent 

**TYPE OF ITEM:** **Action**

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**BACKGROUND INFORMATION:**

The existing Albany High School Natatorium and pool were severely deteriorated. Safety and liability concerns related to the structural integrity, seismic safety, and hazardous materials (asbestos and lead paint) of the buildings and pool required the demolition of the facilities.

A new pool facility is currently being designed to replace the demolished facility. The square footage of the new facility will not increase the square footage of the demolished facility by more than 50%.

In addition to the pool facility, three additional classrooms are being planned for construction concurrently during the construction of the new pool facility. These three classrooms will not increase student capacity by more than 25% of the existing high school student capacity.

To comply with the California Environmental Quality Act (CEQA), staff has prepared the attached Notice of Exemption. Pending approval of the attached Notice of Exemption and the completion of the required 35-day comment period, the District will have met the CEQA requirements for the construction of the new pool facility and additional classrooms.

---

**FINANCIAL INFORMATION:**

There is no financial impact specific to the approval of the Notice of Exemption.

**RECOMMENDATION:**

Approve CEQA Notice of Exemption for the Construction of the New Albany High School Pool and Classrooms



**Notice of Exemption**

Form D

To: Office of Planning and Research  
P.O. Box 3044, Room 212  
Sacramento, CA 95812-3044

From: (Public Agency) Albany Unified School District  
904 Talbot Avenue  
Albany, CA 94706  
(Address)

County Clerk  
County of Alameda  
1106 Madison Street  
Oakland, CA 94607

Project Title: Construction of New Albany High School Natatorium, Pool and Classrooms

## Project Location - Specific:

South east corner of Albany High School campus. 603 Key Route Blvd., Albany CA 94706

Project Location - City: Albany Project Location - County: Alameda

## Description of Nature, Purpose and Beneficiaries of Project:

A new pool facility will be constructed to replace the demolished pool facilities. The new pool facilities will be constructed on the footprint of the former facility. In addition to the new pool facilities, three additional classrooms will be constructed as part of the project.

Name of Public Agency Approving Project: Albany Unified School District

Name of Person or Agency Carrying Out Project: Albany Unified School District

## Exempt Status: (check one)

- ☐ Ministerial (Sec. 21080(b)(1); 15268);  
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));  
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));  
☒ Categorical Exemption. State type and section number: 15302(a) Replacement or Reconstruction and 15314 Minor Additions to Schools  
☐ Statutory Exemptions. State code number: \_\_\_\_\_

## Reasons why project is exempt:

The project is exempt from the CEQA pursuant to Article 19, Categorical Exemptions, Section 15302(a), Replacement of School Facilities to provide earthquake resistant structures, and Section 15314, Minor Additions to Schools not increasing student capacity by greater than 25%.

Lead Agency  
Contact Person: Marla Stephenson, Superintendent Area Code/Telephone/Extension: (510) 588-3766

## If filed by applicant:

1. Attach certified document of exemption finding.  
 2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

☒ Signed by Lead Agency

☐ Signed by Applicant

Date received for filing at OPR: \_\_\_\_\_

Revised 2005

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM: APPROVE THE SAFE SCHOOL PLANS FOR 2009-2010**

**PREPARED BY:** Lynda Hornada, Director of Curriculum and Instruction 

**TYPE OF ITEM:** *Review and Action*

---

**BACKGROUND INFORMATION:**

Each school shall adopt a comprehensive school safety plan by and shall review and update its plan every year. The plans are a component of the School Accountability Report Card (SARC).

**FINANCIAL INFORMATION:** No Fiscal Impact

**RECOMMENDATION:**

**Approve the Safe School Plans for 2009-2010**

## ALBANY UNIFIED SCHOOL DISTRICT

**CORNELL ELEMENTARY SCHOOL****COMPREHENSIVE SAFE SCHOOL PLAN**

(Updated June 25, 2009)

**CONTENTS**

- School Contact Information
- Safe School Vision Statement
- School Mission Statement
- Overall School Culture Goal
- Action Steps to Reach Goal (Site Plan)
- Assessment of School Crime at School
- Strategies and Programs that Foster School Safety
- Policies and Procedures
- School Safety Strategies and Programs
  - Component 1 - Personal Characteristics of Students and Staff
  - Component 2 - The School's Physical Environment
  - Component 3 - The School's Social Environment
  - Component 4 - The School's Culture

**School Contact Information**

County: Alameda County  
School District: Albany Unified School District  
Address: 904 Talbot Ave., Albany, CA 94706, Telephone (510) 558-3750  
School Site Name: Cornell Elementary School  
Address: 920 Talbot Ave, Albany, CA 94706  
Telephone: 510-558-3700  
Principal's Name: Wendy Holmes

**Safe School Vision Statement**

We believe that feeling and being safe are necessary for students to succeed. We believe in working actively in growing a caring community of teachers and learners in which each member is valued and acknowledged. We believe that connected relationships are key to ensuring that every student receives support and motivation to achieve his/her highest potential.

**School Mission Statement**

Our mission is to create a community of self-sufficient lifelong learners who are cooperative, respectful and responsible. We create safe, inclusive and engaging classrooms as places of exploration and creativity. We have routines and procedures that foster students taking responsibility for learning and achieving their personal best.

Students reflect on themselves as learners in the roles of readers, writers, mathematicians, scientists, historians, sociologists, athletes and artists. Our students see their own individual strengths and set goals for their learning. They develop the skills to empathize with others through active listening and group work. This helps them see themselves as unique and part of a larger diverse society. As we tend to their learning, we emphasize critical thinking, problem solving and students' ability to express themselves clearly. All of our students are moving towards mastering the essential skills and grade level standards so that they can thrive as learners in school and throughout their lives.

### **Overall School Culture Goal**

The school will provide a safe, inclusive environment where students are engaged in active learning.

### **Action Steps for 2009-2010 to Reach School Culture Goal (Site Plan Action Steps)**

- The school will foster an environment that welcomes all families and facilitates ways for families to make connections. We will create a system of "family buddies" to connect families, particularly ELL families, to serve as a means of offering support for each other. This system will also help new families understand school procedures in a supportive and friendly manner. The school will also support opportunities for families with differing structures to meet and discuss their particular needs.
- Teachers and staff will utilize lessons and activities from the Welcoming Schools curriculum and other resources at each grade level that will offer an articulated means to discuss issues of inclusion, bullying and name calling. The program helps students build understanding and empathy for differences that students have, facilitates the use of common language school-wide when addressing bullying at Cornell, and it assist students in making positive behavioral choices at school.
- The principal will lead anti-bullying discussions in classrooms each trimester as another means of helping to build a safe, welcoming and positive school environment where student learning can thrive. Also, in Fall 2009 and Spring 2009, the teaching faculty will engage in discussions where agreements are made about how we address discipline on a school-wide basis. The school will also offer means for parents to learn how to support their children to make positive behavioral choices at school as well as at home.
- Based on CST student achievement data and student need, Cornell teachers will identify target students in their classroom. Cornell staff will provide outreach to the students and their families with an emphasis on strengthening communication and relationship building. Positive outreach has shown to bring greater involvement in the school which, in turn, leads to improved student achievement.
- The school will continue to offer programs and practices which are effective in fostering a safe school with clear behavioral expectations, rules and policies. These programs and practices include the following: Conflict Manager

program, Peaceful Playground handbook, Cornell's school-wide Big Four Rules, school-wide focus on targeted lifeskills, monthly Community Time, Student Council, consistently enforced rules for the classroom and playground, weekly Student Study Team (SST) meetings, class meetings, weekly grade level collaboration/planning time, and home-school communication through classroom and school-wide newsletters, parent handbook and parent directory.

- Cornell School will continue to fund noon supervisors to monitor and guide students to maintain safe and positive behavior on the playground in the cafeteria at lunchtime.

### **Assessment of School Crime Committed at School**

a. Suspension and Expulsion Data

Show few suspensions and no expulsions

b. CSSA Reports

Show little to no school crime

c. Student Progress Reports

Show the majority of students are making satisfactory progress towards grade level content standards and citizenship goals. All students are offered appropriate support for their academic and emotional growth.

d. Law enforcement interventions or crime reports

Show little or no school crime

e. Staff, Student, and Community Surveys

Surveys indicate continued work needed to prevent demeaning comments among students based on weight, body type, gender expression, special ed, socio-economic, and English proficiency.

f. Property Loss, Vandalism, and Insurance Reports

Little vandalism

### **Strategies and Programs that Foster a High Level of School Safety**

a. Community-Parent Partnerships

The schools work closely with a broad range of community support groups, such as, Cornell PTA, SchoolCARE, Albany Education Foundation, Albany Music Fund, City of Albany, and Safe Routes to School

b. Conflict Resolution

The school has an active program which trains students in constructive ways of conflict resolution. 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students serve as Conflict Managers on the playground at all recesses.

c. Peer Counselors or Peer Mediation

The school models and supports conflict resolution strategies. Teachers model and facilitate mediation strategies and teach students to use "I Messages" when in a conflict.

d. After-School Activity Programs

After-school fee-based enrichment and intensive support programs are available to students. Classes that are offered include Spanish language class, Italian language class, recorder class, and chess class.

e. Probation or Law Enforcement Support

The district and schools cooperate closely with local law enforcement through the following means: School Attendance Review Board, School Resource Officers, Child Protective Services report, vehicle/pedestrian traffic management, and crossing guards

f. Anger Management – Staff work individually with students as needed. Students are trained to give "I messages" and other positive options when in a conflict. When available, the school organizes small anger management groups who meet with an intern counselor on a regular basis.

g. Gang Intervention – Staff are alert to any signs of gang behavior/attire.

### **Policies and Procedures**

There are policies and procedures at the school site to address each of the following situations. They consist of Board Policies (BP's), Administrative Regulations (AR's) and other district and school policies and procedures.

a. Child Abuse Reporting Procedures

Forms and procedures are available in each school office.

b. Disaster Procedures

Each school has a "Site Emergency Plan" includes planning for and responding to a variety of emergencies. These procedures correspond to the SEMS (Standardized Emergency Management System) model of disaster planning required by Federal and State agencies.

c. District and School Suspension, Expulsion and Mandatory Expulsion Guidelines AUSD Board Policy and AR.

d. Procedures to Notify Teachers of Dangerous Pupils (AUSD Board Policy & AR)

e. Sexual Harassment Policy (AUSD Board Policy & AR)

f. School-wide Dress Code Relating to Gang-related Apparel (AUSD Board Policy & AR)

g. Procedure for Safe Ingress and Egress of Pupils, Parents, and Staff to the School

Signs are posted at all entries directing visitors to sign in at the office. Staff are alert to direct strangers to the office to sign in. PE teacher, who is on playground all day, is alert to adults entering the campus.

h. A Safe and Orderly School Environment Conducive to Learning  
AUSD Board Policy and AR, school-wide discipline rules and procedures along with classroom rules, rewards and consequences enhance positive school climate and culture. The following programs and practices are in place at Cornell:

- School faculty meetings, grade level meetings.
- Conflict Manager program
- Peaceful Playground handbook
- Cornell's school-wide Big Four Rules
- School-wide focus on targeted lifeskills
- Monthly Community Time
- Student Council
- Consistently enforced rules for the classroom and playground
- Weekly Student Study Team (SST) meetings
- Class meetings
- Weekly grade level collaboration/planning time
- Home-school communication through classroom and school-wide newsletters
- Parent handbook
- Parent directory
- Behavior intervention plans (for specific students as needed)
- Student medication administration policies
- Attendance and Attendance Officer (Principal)
- Fire and disaster drill regulation and procedures
- Policies related to disciplinary action regarding special education students

An updated file containing all safety-related plans and materials is available for public inspection at this school.

A public meeting (Site Council and/or PTA) is held to allow members of the general community the opportunity to familiarize themselves with this school's Safe School Plan. The Site Council participates in the planning and approval of the Comprehensive Safe School Plan. A report of the status of the Safe School Plan will be made in the annual School Accountability Report Card which is available to the public. This report will include a description of key elements of the plan.

## **SCHOOL SAFETY STRATEGIES AND PROGRAMS**

### **Component 1: Personal Characteristics of Students and Staff**

The traits that students, teachers, administrators, and other personnel bring to the campus (ethnic/cultural diversity, various experiences) include the following:

Students, staff, community and other agencies are positive, constructive, willing and able to mutually cooperate in planning and implementation efforts.

Students, staff, families and community represent, contribute to and embrace a diverse spectrum of ethnic, cultural and language identification, experiences and understanding as well as experience and expertise directly related to safety and emergency preparation, etc.

### **Component 2: School's Physical Environment Component**

The physical conditions in which education takes place

#### **Examples of programs and practices in place:**

- "Sign-in" procedure for visitors
- Tuesday visiting day in classrooms
- Upgraded telephone/intercom system with fire alarm system in every classroom
- Fire drills (once per month), Earthquake drills (two times per year) and Safe Inside drills (two times per year)
- Walkie-talkies for Principal, Secretaries, Physical Education teacher, and custodians.
- Security cameras are installed at entries.
- System for emergency water and food supply for student population
- Completed updated emergency backpacks in each classroom.
- Use of code words to use on the PA system to communicate emergency conditions to staff without alarming students.

#### **What we want to do next:**

- Increase lighting in stair wells, and near MPR for night time use
- Telephone for PE teacher
- Review method for communicating with office in an emergency

### **Component 3: School's Social Environment Component**

The organizational and interpersonal processes that occur in and around the structure, procedures, and organization

#### **Awareness Strategies:**

- Early identification of young children (birth to age 3, linkage to early intervention programs, Albany Children's Center Pre-School)
- School rules at each site and in each classroom.
- On-site counseling interns by Berkeley-Albany Mental Health
- Staff Training – Student Study Team, Section 504, Special Education referral processes
- Social skills instruction and guidance
- Direct communication with students and parents
- Annual articulation about student information from one year's teacher to the next including 5th to 6th grade. Specialists also pass on information about students with special needs.
- Parent training on education topics, such as Family Literacy Night, Back to School Night, and the PTA Education Program



- Communication/Sharing with the Police Dept., County Dept. of Health, Berkeley-Albany Mental Health, etc.
- Speakers meet with parents to discuss topics such as setting boundaries and developing self-esteem

### **Intervention & Referral:**

- Student Study Team (SST) – Weekly meetings with general ed. teacher, specialists, principal, school psychologist and parents
- Assistance for students with learning/social/emotional problems
- Personnel – Principals, School Psychologist, Reading Specialists, ELD Teacher, Speech Therapist, Resource Teacher,
- Section 504 meetings and student plans for students with medical needs
- Weekly faculty meetings
- Weekly grade level team meetings
- Cross-site collaboration meetings (every six weeks)
- Weekly elementary principal meetings
- Administrative leadership team meetings (two times per month)
- Assessment planning team (weekly specialist group brown bag lunch to discuss student needs)
- Crisis management team (team activated to respond to tragic events)
- Identification of “at risk” students
- Behavior intervention plans for specific students
- Behavioral Therapist consultation for Special Education students
- Student Mentor Program - Supportive adult paired with student
- Classroom paraeducators for individual or small groups of students as needed

### **What we want to do next:**

- Reach out more to families new to the country. Coordinate with Adult School, Albany Village and UC programs. Find more psychological support for all families.

### **Component 4: School's Cultural Environment Component**

The general atmosphere or spirit of the school (norms, beliefs, and values)

### **Prevention Programs:**

- Instruction of social decision making and development of problem solving skills
- School-wide implementation of Welcoming Schools curriculum, which focuses on anti-bias, character development, bullying prevention
- In-class student support program for special needs students
- Lunch Bunch buddy program in Special Day Class
- Buddy Program between upper and lower grade classes. (Program pairs an older student with younger student for entire year)
- Small counseling groups for students coping with issues at home and school
- Student sensitivity training programs to increase disability awareness

- Co-curricular & PE programs
- Instrumental and vocal music
- Anti-bullying assembly programs
- Before/after child care program facilitated by outside agency

**Areas needing improvement or change:**

Find more psychological support for all families.

**Based on the analysis of data and major areas of desired change, our priorities for action are as follows:**

- a. Continue to build programs which connect all students to the school. Continue to identify students most at risk of not meeting grade level standards and enhance/expand support systems for them.

## ALBANY UNIFIED SCHOOL DISTRICT

**MARIN ELEMENTARY SCHOOL****COMPREHENSIVE SAFE SCHOOL PLAN**  
**2009-2010****Contents:**

Assessment of Data on School Safety.

School Safety Strategies and Programs.

Component 1. Personal Characteristics of Students and Staff

Component 2. The School's Physical Environment

Component 3. The School's Social Environment

Component 4. The School's Culture

**School Contact Information:**

County: Alameda County

School District: Albany Unified School District

Address: 1001 Santa Fe, Albany, CA 94706, Telephone (510) 558-4740

School Site Name: Marin Elementary School

Address: 1001 Santa Fe, Albany, CA 94706

Telephone: 510-558-4740

Principal's Name: Laura Casdia

**Safe School Vision Statement:**

"We believe that feeling and being safe are necessary for students to succeed. We believe in working actively in growing a caring community of teachers and learners in which each member is valued and acknowledged. We believe that connected relationships are key to ensuring that every student receives support and motivation to achieve his/her highest potential."

**Assessment of school crime committed on the school campus and at school-related activities:**

- a. Suspension and expulsion data – show few suspensions and no expulsions.
- b. CSSA reports – show little to no school crime.
- c. Student progress reports – show the majority of students making satisfactory progress. Students who are not are identified, monitored and provided additional support.
- d. Law enforcement interventions or crime reports – show little or no school crime.

- e. Staff, student, and community surveys – indicate desire for expanded counseling for students. Staff identified area's of need: fifth grader profanity at small handball area, and additional efforts to prevent demeaning comments among students based on weight, body type, gender expression, special ed, socio-economic, and English proficiency. Parents expressed a desire to train students in self-defense.
- f. Property loss, vandalism, and insurance reports – little vandalism.

**Strategies and programs that provide or maintain a high level of school safety, for example:**

- a. Community-parent partnerships – The schools work closely with a broad range of community support groups, ie. PTA, Music Boosters, SchoolCare, University Village, UC, City of Albany, etc.
- b. Conflict resolution – The school has an active program which trains students in constructive ways of conflict resolution. Student Conflict Managers are on duty at all recesses.
- c. Peer counselors or peer mediation – The school models and supports conflict resolution strategies. Teachers model and facilitate mediation strategies
- d. After-school activity programs – After-school fee-based enrichment and intensive support programs are available to students, i.e. Spanish, recorder, choir, chess, ELD Club, etc.
- e. Probation or law enforcement support – The district and schools cooperate closely with local law enforcement, i.e. School Attendance Review Board, School Resource Officers, Child Protective Services report, vehicle/pedestrian traffic management, crossing guards, etc.
- f. Anger management – Staff work individually with students as needed. Students are trained to give "I messages" and other positive options. When available, the school organizes small anger management groups who meet with an intern counselor on a regular basis.
- g. Gang intervention – Staff are alert to any signs of gang or "wanna be" behavior/attire.
- h. School will implement "Welcoming Schools" curriculum.

5. **Policies and procedures** for each of the following situations. These policies are available at the school site. They consist of Board Policies (BP's), Administrative Regulations (AR's) and other district and school policies and procedures. (Not necessary to attach forms)

a. Child abuse reporting procedures – Forms and procedures are available in each school office.

b. Disaster procedures - Each school has a "Site Emergency Plan" (attached, red cover, tabbed, posted in each classroom) which includes planning for and responding to a variety of emergencies. These procedures correspond to the SEMS (Standardized Emergency Management System) model of disaster planning required by Federal and State agencies..

c. District and school suspension, expulsion and mandatory expulsion guidelines. – AUDS Board Policy and AR.

d. Procedures to notify teachers of dangerous pupils – at each school.

e. Sexual harassment policy - AUDS Board Policy and AR.

f. School-wide dress code relating to gang-related apparel (gang-related apparel is not considered protected speech) - AUDS Board Policy and AR.

g. Procedure for safe ingress and egress of pupils, parents, and staff to and from school – At each school, ie. Signs posted at all entries directing visitors to sign in at the office. Staff are alert to direct strangers to the office to sign in. PE teacher who is on playground all day is alert to adults entering the campus.

h. A safe and orderly school environment conducive to learning. School discipline rules and procedures - AUDS Board Policy and AR, School Rules, Classroom Rules, rewards and consequences.

- Annual Parent Handbook – District and school.
- School Rules –
- Classroom behavior rules, i.e. Classroom "Constitutions", community agreements, etc.
- Grade Level Team Meetings – formal and informal
- Staff and Principal– school-wide behavior management, resources
- Individual communication
- Behavior intervention plans (for specific students as needed)
- Student medication administration policies
- Child abuse policy
- Crisis Management Team policy procedures
- School faculty meetings, grade level meetings.
- Attendance and Attendance Officer (Principal)
- Fire and disaster drill regulation and procedures
- Policies related to disciplinary action regarding special education students

An updated file containing all safety-related plans and materials is available for public inspection at this school.

A public meeting (Site Council and/or PTA) is held to allow members of the general community the opportunity to familiarize themselves with this school's Safe School Plan. The Site Council participates in the planning and approval of the Comprehensive Safe School Plan. A report of the status of the Safe School Plan will be made in the annual School Accountability Report Card which is available to the public. This report will include a description of key elements of the plan.

### Data Summary

Component 1: Personal Characteristics of Students and Staff - The traits that students, teachers, administrators, and other personnel bring to the campus (ethnic/cultural diversity, various experiences)

Students, staff, community and other agencies are positive, constructive, willing and able to mutually cooperate in planning and implementation efforts. Necessary data is available. School, district and community resources are available.

Students, staff, families and community represent, contribute to and embrace a diverse spectrum of ethnic, cultural and language identification, experiences and understanding as well as experience and expertise directly related to safety and emergency preparation, etc.

There is an excellent and growing working relationship among the following groups.

- Albany Police and Fire Departments
- The business community and Albany Chamber of Commerce
- Social service agencies, i.e. Berkeley-Albany Community Mental Health
- University of California
- University Village
- Community leaders
- The media

Component 2: School's Physical Environment Component - The physical conditions in which education takes place (location, buildings, classrooms):

Examples of programs and practices in place:

- "Sign-in" procedure for visitors.
- Tuesday visiting day in classrooms.
- Upgraded telephone/intercom system with fire alarm system in every classroom
- Fire drill (once per month) and disaster (two times per year) drill system
- Personal cell phones.
- Security cameras have been installed around the exterior of the school.

What we want to do next:

- Address need for water and food for 3 days self-sufficiency.
- Inventory, refill and refresh emergency backpacks in each classroom.

- Review method for communicating with office in an emergency.
- Increase lighting in near MPR for night time use
- Walkie-talkies for Principal, Secretaries, Physical Education Teacher, custodians.

Component 3: School's Social Environment Component - The organizational and interpersonal processes that occur in and around the structure, procedures, and organization

Examples of programs and practices in place:

**Awareness Strategies** – School staff, students, parents, and community

- Early identification of young children (birth to age 3, linkage to early intervention programs, Albany Children's Center Pre-School)
- School rules at each site and in each classroom.
- Staff Training – Social Decision Making/Problem Solving Skills (Pre-K – 8), I&RS (Intervention & Referral Service), Section 504, Special Education referral processes, Student Study Team.
- Social skills instruction and guidance. Posters (in classrooms)
- Direct communication with students and parents (e.g., sexual harassment, bullying)
- Annual articulation re student information from one year's teacher to the next including 5th to 6th grade. Specialists included to pass on info re special ed students.
- Parent Training – annual training and education topics, as needed, ie., Special Ed and ELD Parent Night, ELD Back to School Night, PTA Education Program.
- Communication/Sharing with the Police Dept., County Dept. of Health, Berkeley-Albany Mental Health, etc.
- Speakers meet with parents to discuss topics such as setting boundaries and developing self-esteem.

**Intervention & Referral** –

- Student Study Team – weekly meetings of teacher, specialists and parents.
- Assist staff with student learning/social/emotional problems
- Personnel –Counselor, Principals, School Psychologist, Student Study Team
- Intervention & Referral Services
- Section 504 meetings and student plans for students with medical needs
- Faculty, grade level team meetings.
- Weekly Wednesday Staff Planning Days
- Elementary Principal meetings,



- Administrative Leadership Team meetings, x2 monthly.
- Assessment Planning Team (weekly specialist group brown bag lunch to discuss student needs)
- Crisis Management Team (team activated to respond to tragic events)
- Identification of "At Risk" students
- Behavior intervention plans for specific students
- Services of Consulting Behavioral Therapist for special day class students.
- Student Mentor Program - supportive adult paired with student
- Grade Level Team Meetings
- Referral to outside agencies regarding specific students, e.g., Berkeley-Albany Mental Health,
- Classroom Paraeducators for individual or small groups of students as needed

What we want to do next:

- Reach out more to families new to the country. Coordinate with Adult School, Albany Village and UC programs. Find more psychological support for all families.
- Develop code words to use on the PA system to communicate emergency conditions to staff without alarming students.

Component 4: School's Cultural Environment Component - The general atmosphere or spirit of the school (norms, beliefs, and values)

Examples of programs and practices in place:

**Prevention Programs:**

- All students are learners and teachers.
- All adults are teachers and learners.
- Social decision making/problem solving skills
- Classroom health curriculum, i.e. character development, bullying prevention.
- In-class student support program for special needs students
- Buddy Program between upper and lower grade classes. Pairs older with younger student for full year. Periodic activities.
- Small counseling group for students coping with separation, divorce, and death.
- Student mentors – supportive adult paired with student.
- Student sensitivity training programs regarding disabilities
- Student of the Week classroom student recognition program
- Co-curricular & PE programs
- Instrumental and vocal music
- Health and safety assembly programs
- Before/after child care program

- facilitated by outside agency
- Health/physical education during PE.
- Welcoming School Curriculum taught in all classrooms.

Areas needing improvement or change (from student, staff, and community surveys):

- Provide additional counseling services for elementary students with more stable funding and staffing.
- Reach out more to families new to the country. Coordinate with Adult School, Albany Village and UC programs. Find more psychological support for all families.
- Develop code words to use on the PA system to communicate emergency conditions to staff without alarming students.
- Address need for water and food for 3-5 days self-sufficiency.
- Inventory, refill and refresh emergency backpacks in each classroom.
- Review method for communicating with office in an emergency.
- Enhance efforts to prevent demeaning comments among students.
- Train students re "stranger danger" and self-defense.

Based on the analysis of data and major areas of desired change, our priorities for action are as follows:

- a. Continue to build programs which connect all students to the school. Continue to identify students most at risk of not meeting grade level standards and enhance/expand support systems for them.
- b. Continue the modernization plans for all elementary schools which includes many updated safety features, i.e. classroom phones, intercom system, fire alarm and sprinkler systems.
- c. Maintain security camera's at all elementary schools.
- d. Provide additional counseling services for elementary students with more stable funding and staffing.
- e. Enhance efforts to prevent demeaning comments.
- f. Train students re "stranger danger" and self-defense.

Our overall goals for the school year are:

- a. Continue to implement, refine and strengthen programs which connect all students to the school. Continue to identify students most at risk of not meeting grade level standards and build additional support systems for them.

b. Continue the modernization plans for all elementary schools which includes many updated safety features, i.e. classroom phones, intercom system, fire alarm and sprinkler systems.

c. Maintain the security camera's at all elementary schools.

d. Provide additional counseling services for elementary students with more stable funding and staffing.

e. Enhance efforts to prevent demeaning comments.

f. Train students re "stranger danger" and self-defense.

g. Implement Welcoming School curriculum in each classroom.

Attached: Site Emergency Plan with annual update pages

# **OCEAN VIEW ELEMENTARY SCHOOL**

## **COMPREHENSIVE SAFE SCHOOL PLAN** **2009-2010**

### **Contents:**

Assessment of Data on School Safety.

School Safety Strategies and Programs.

Component 1. Personal Characteristics of Students and Staff

Component 2. The School's Physical Environment

Component 3. The School's Social Environment

Component 4. The School's Culture

### **School Contact Information:**

County: Alameda County

School District: Albany Unified School District

Address: 906 Talbot Ave, Albany, CA 94706, Telephone (510) 558-3766

School Site Name: Ocean View Elementary School

Address: 1000 Jackson Street, Albany, CA 94706

Telephone: 510-558-4800

Principal's Name: Terry Georgeson

### **Safe School Vision Statement:**

We at Ocean View School believe that all students need to feel safe and welcomed in order to be successful. We work actively in a caring community of teachers, parents and students to ensure that each member of our community is safe. We believe that connected relationships are key to ensuring that every student receives support and motivation to achieve his/her highest potential.

### **Assessment of school crime committed on the school campus and at school-related activities:**

- a. Suspension and expulsion data – show few suspensions and no expulsions.
- b. CSSA reports – show little to no school crime.
- c. Student progress reports – show the majority of students making satisfactory progress. Students who are not identified, monitored and provided additional assistance.
- d. Law enforcement interventions or crime reports – show little or no school crime.
- e. Staff, student, and community surveys – indicate desire for continued and expanded counseling for students. Staff identified area's of need: 1. Student

profanity on playground area, and additional efforts to prevent demeaning comments among students based on weight, body type, gender expression, special ed, socio-economic, and English proficiency. 2. Counseling services offered to students demonstrating need. Property loss, vandalism, and insurance reports show little vandalism.

**Strategies and programs that provide or maintain a high level of school safety, for example:**

- a. Community-parent partnerships – The schools work closely with a broad range of community support groups, ie. PTA, Music Boosters, SchoolCare, University Village, UC, Albany-Berkeley Mental Health, and City of Albany.
- b. Conflict Resolution – The school has an active teacher directed program which trains students in constructive ways of conflict resolution.
- c. Peer counselors or peer mediation – The school could benefit from a model that supports peer conflict resolution strategies and practices. Teachers do model and facilitate mediation strategies within classrooms and during recess.
- d. After-school activity programs – After-school fee-based enrichment and intensive support programs need to be more available for students.
- e. Probation or law enforcement support – The district and schools cooperate with local law enforcement, i.e. Albany Police, School Resource Officer, Child Protective Services report, vehicle/pedestrian traffic management, crossing guards, U.C Police Department.
- f. Anger management – Staff work individually with students as needed. Students are trained to give “I messages” and other positive options. When available, the school organizes small anger management groups who meet with an intern counselor as available.
- g. Gang intervention – Staff are alert to any signs of gang or “wanna be” behavior/attire and report concerns to administration

5. **Policies and procedures** for each of the following situations. These policies are available at the school site. They consist of Board Policies (BP's), Administrative Regulations (AR's) and other district and school policies and procedures. (Not necessary to attach forms)

- a. Child abuse reporting procedures – Forms and procedures are available in each school office.
- b. Disaster procedures - Each school has a “Site Emergency Plan” (attached, red cover, tabbed, posted in each classroom) which includes planning for and responding to a variety of emergencies. These procedures correspond to the SEMS (Standardized Emergency Management System) model of disaster planning required by Federal and State agencies..

c. District and school suspension, expulsion and mandatory expulsion guidelines. – AUSD Board Policy and AR.

d. Procedures to notify teachers of dangerous pupils – at each school.

e. Sexual Harassment policy - AUSD Board Policy and AR.

f. School-wide dress code relating to gang-related apparel (gang-related apparel is not considered protected speech) - AUSD Board Policy and AR.

g. Procedure for safe ingress and egress of pupils, parents, and staff to and from school – At each school, ie. Signs posted at all entries directing visitors to check-in with the office. Early student pick up is done through the office. The PE teacher/staff who is on the playground is alert to adults entering the campus and will report incidence.

h. A safe and orderly school environment conducive to learning. School discipline rules and procedures - AUSD Board Policy and AR, School Rules, Classroom Rules, rewards and consequences.

- Annual Parent Handbook – District and school.
- School and Classroom behavior rules, i.e. Classroom “Constitutions”, community agreements, etc.
- Grade Level Team Meetings – formal and informal
- Staff and Principal– school-wide behavior management, resources
- Individual parent communication
- Behavior intervention plans (for specific students as needed)
- Student medication administration policies
- Child abuse policy
- Crisis Management Team policy procedures
- School faculty meetings, grade level meetings.
- Attendance and Attendance Officer (Principal)
- Fire and disaster drill regulation and procedures
- Policies related to disciplinary action regarding special education students

An updated file containing all safety-related plans and materials is available for public inspection at this school.

A public meeting (Site Council and/or PTA) is held to allow members of the general community the opportunity to familiarize themselves with this school's Safe School Plan. The Site Council participates in the planning and approval of the Comprehensive Safe School Plan. A report of the status of the Safe School Plan will be made in the annual School Accountability Report Card which is available to the public. This report will include a description of key elements of the plan.

Component 1: Personal Characteristics of Students and Staff - The traits that students, teachers, administrators, and other personnel bring to the campus (ethnic/cultural diversity, various experiences)

Students, staff, community and other agencies are positive, constructive, willing and able to mutually cooperate in planning and implementation efforts. Necessary data is available. School, district and community resources are available.

Students, staff, families and community represent, contribute to and embrace a diverse spectrum of ethnic, cultural and language identification, experiences and understanding as well as experience and expertise directly related to safety and emergency preparation, etc.

There is an excellent and growing working relationship among the following groups. The principal is an active member of Crossroads, a group which meets regularly to promote communication, service delivery and resource development among Albany Unified School District, City of Albany, the University of California and other community groups.

- Albany Police and Fire Departments
- The business community and Albany Chamber of Commerce
- Social service agencies, i.e. Berkeley-Albany Community Mental Health
- University of California
- University Village
- Community leaders
- The media

Component 2: School's Physical Environment Component - The physical conditions in which education takes place (location, buildings, classrooms):

Examples of programs and practices in place:

- "Sign-in" procedure for visitors and volunteers.
- Tuesday visiting day in classrooms. Directed tours only
- Upgraded telephone/intercom system with fire alarm system in every classroom
- Fire drill (once per month) and disaster (two times per year) drill system
- Walkie-talkies for Principal, Assistant Principal or Yard Duty lead, Secretaries, Custodians
- Personal cell phones.
- 
- Monitored access – Security cameras are installed at entries.
- Water and food for 3 days self-sufficiency. (PTA)
- Inventory, refill and refresh emergency backpacks in each classroom. (PTA)
- Annually review method for communicating with office in an emergency.

Component 3: School's Social Environment Component - The organizational and interpersonal processes that occur in and around the structure, procedures, and organization

Examples of programs and practices in place:

**Awareness Strategies** – School staff, students, parents, and community

- Early identification of young children (birth to age 3, linkage to early intervention programs, Albany Children's Center Pre-School)
- School rules at each site and in each classroom.
- Counselor – We have had counseling interns.
- Student Study Team- Section 504, Special Education referral processes and intervention strategy plans
- Social skills instruction and guidance, teacher modeling, counseling
- Direct communication with students and parents (e.g., sexual harassment, bullying, conflict resolution)
- Annual articulation re student information from one year's teacher to the next including 5th to 6th grade. Specialists included to pass on info re special ed students.
- Parent Training – annual training and education topics, as needed, ie., Special Ed and ELD Parent Night, ELD Back to School Night, PTA Education Program.
- Communication/Sharing with the Police Dept., County Dept. of Health, Berkeley-Albany Mental Health, etc.
- Speakers meet with parents to discuss topics such as setting boundaries and developing self-esteem.

**Intervention & Referral –**

- Student Study Team – weekly meetings of teacher, specialists and parents.
- Assist staff with student learning/social/emotional problems
- Personnel –Counselor, Principals, Assistant Principals, Nurses, School Psychologist, Student Study Team
- Intervention & Referral Services
- Section 504 meetings and student plans for students with medical needs.
- Faculty, grade level team meetings.
- Weekly Wednesday Staff Planning Days
- Elementary Principal meetings, weekly.
- Administrative Leadership Team meetings weekly.
- Assessment Planning Team (specialist group brown bag lunch to discuss student needs)
- Crisis Management Team (team activated to respond to tragic events).
- Identification of "At Risk" students through CST and district data
- Behavior intervention plans for specific students
- Services of Consulting Behavioral Therapist for special day class students.
- Student Mentor Program - supportive adult paired with student
- Grade Level Team Meetings.
- Referral to counseling regarding specific students, e.g., Berkeley-Albany Mental Health.



What we want to do next:

- Reach out to families new to the country using a welcoming parent handbook. Coordinate with Albany Village and UC programs.
- Create better access to psychological support for families.
- Revisit code words used on the PA system to communicate emergency conditions to staff without alarming students.

Component 4: School's Cultural Environment Component - The general atmosphere or spirit of the school (norms, beliefs, and values)

Examples of programs and practices in place:

**Prevention Programs:**

- All students are learners and teachers.
- All adults are teachers and learners.
- Social decision making/problem solving skills
- Classroom health and puberty education curriculum, i.e. Welcoming Schools, and Family Life Education
- In-class student support program for special needs students
- Lunch Bunch buddy program in Special day Class.
- Guided Play Program – special day class and other students after school.
- Buddy "Otters" Program between upper and lower grade classes. Pairs older with younger student for reading and for periodic activities.
- Through counseling program small groups for students i.e. social skills, coping with separation, divorce, and death.
- Student mentors – supportive adult paired with student.
- Student sensitivity training programs regarding diversity/differences and disabilities
- Student of the Week student recognition program, classroom and school wide.
- Co-curricular & PE programs
- Instrumental and vocal music
- Health and safety assembly programs
- Before/after child care program facilitated by outside agency
- Health/physical education during PE and with classroom teachers.

Areas needing improvement or change (from student, staff, and community surveys):

- Provide additional counseling services (hours increased) for students with more chronic issues.
- Reach out more to families new to the country/bay area. Coordinate with Adult School, Albany Village and UC programs.
- Develop a more comprehensive Emergency Plan
- Inventory, refill and refresh emergency backpacks in each classroom.
- Enhance efforts to prevent demeaning comments among students.
- Train students: self-defense and assertiveness training.

**Based on the analysis of data and major areas of desired change, our priorities for action are as follows:**

- a. Continue to build programs that connect all students to the school.
- b. Plan staff development: that will enhance instruction.
- c. Plan staff development that will enhance community building and appreciation of the schools diversity
- d.. Continue to identify students most at risk of not meeting grade level standards and enhance/expand support systems for them.
- e. Enhance efforts to prevent demeaning comments between students with by using the Welcoming Schools curriculum.
- f. Train students re and self-defense and assertiveness training

**Our overall goals for the school year are:**

- a. Continue to implement, refine and strengthen programs that connect all students to the school. Continue to identify students most at risk of not meeting grade level standards and build additional support systems for them.
- b. Maintain counseling services for students and families.
- c. Enhance efforts to develop a school wide appreciation for our school diversity.

ALBANY UNIFIED SCHOOL DISTRICT

ALBANY MIDDLE SCHOOL

**COMPREHENSIVE SAFE SCHOOL PLAN**

**Contents:**

Assessment of Data on School Safety.

School Safety Strategies and Programs.

Component 1. Personal Characteristics of Students and Staff

Component 2. The School's Physical Environment

Component 3. The School's Social Environment

Component 4. The School's Culture

**School Contact Information:**

County: Alameda County

School District: Albany Unified School District

Address: 904 Talbot Ave, Albany, CA 94706, Telephone (510) 558-3750

School Site Name: Albany Middle School

Address: 1259 Brighton Avenue, Albany, CA 94706

Telephone: 510-558-3600

Principal's Name: Robin Davis

**Safe School Vision Statement:**

"We believe that feeling and being safe are necessary for students to succeed. We believe in working actively in growing a caring community of teachers and learners in which each member is valued and acknowledged. We believe that connected relationships are key to ensuring that every student receives support and motivation to achieve his/her highest potential."

**Assessment of school crime committed on the school campus and at school-related activities:**

- Suspension and expulsion data – show suspensions for nonviolent incidents and no expulsions.
- CSSA reports – show little to no school crime.
- Student progress reports – show the majority of students making satisfactory progress. Students who are not are identified, monitored and provided additional support.
- Law enforcement interventions or crime reports – show theft of small items such as cell phones and iPods primarily out of PE lockers and backpacks. We have worked closely with the School Resource Officer this year in investigating thefts.
- Staff, student, and community feedback indicate desire for expanded counseling for students. We were fortunate to have three, full time counselors this year, one at each grade level. However, next year, due to budget reductions we are staffed for only two counselors. Staff identified area's of need: Increased adult supervision before and after school and at lunch; a tougher, more enforceable lunch detention which we were unable to staff this past year because of budget cuts; an articulated school-wide discipline plan including positive supports; and additional efforts to prevent demeaning comments and bullying among students based on weight, body type, gender expression, special ed, socio-economic, and English proficiency.
- Incidences of bike theft have been virtually eliminated by a locked bike cage. We have also installed new skateboard/scooter racks.
- Property loss, vandalism, and insurance reports – little vandalism. Occasional graffiti in bathrooms and some outside school which we clean up immediately.
- Community Problems: As we are in an urban setting we at times are visited by students from other middle schools and high schools in the area. Occasionally we have to monitor activity between these groups and our students. We also monitor the off-campus area adjacent to the school beneath the BART tracks which is often a meeting place for fights.

- Tobacco and other drugs – Have confiscated some drug-related paraphernalia from students. One incident this year of a student who was in possession of a small amount of marijuana. We are fairly certain that we have a small group of students who are experimenting with drugs and alcohol outside of school. Students express concerns that classmates are experimenting with drugs and alcohol.

**Strategies and programs that provide or maintain a high level of school safety, for example:**

- a. Bullying Prevention- We ran a focused unit on bullying prevention during advisory last year. We would like to fund a school-wide bullying prevention assembly with classroom follow-up session next year.
- b. Community-parent partnerships – Albany Middle School works closely with a broad range of community support groups, ie. PTA, Music Boosters, SchoolCare, University Village, UC, City of Albany, etc.
- c. Conflict resolution – Students are required to participate in Problem-Solving Conferences to resolve interpersonal conflicts. Students may also request in the counseling office meeting room to attempt to resolve interpersonal conferences. Groups of students also meet with counseling staff to resolve issues.
- d. Peer Educators – A team of 8<sup>th</sup> grade students is trained to provide peer education units to 6<sup>th</sup> graders. One of our school guidance counselors facilitates this activity.
- e. After-school activity programs – After-school fee-based enrichment and intensive support programs are available to students, i.e. Spanish, recorder, choir, chess, ELD Club, etc.
- f. Probation or law enforcement support – The district and schools cooperate closely with local law enforcement, i.e. School Attendance Review Board, School Resource Officers, Child Protective Services report, vehicle/pedestrian traffic management, crossing guards, etc.
- g. Anger management – Staff work individually with students as needed. Students are trained to give "I messages" and other positive options. When available, the school organizes small anger management groups who meet with an intern counselor on a regular basis.
- h. Gang intervention – Staff are alert to any signs of gang or "wanna be" behavior/attire. We have also consulted with our School Resource Officer around gang related concerns.
- i. At-risk Interventions – Classes offering remedial math and English instruction to identified students are integrated into the school day.
- j. Guidance Counselors – We have had three full-time counselors –one for each grade level this year available to students throughout the school day. Berkeley Mental Health has also provided mental health services through a licensed clinician and interns.
- k. Psychoeducational Groups-Groups led by counselors this year have addressed topics including, anger management, friendship, motivation, divorce, and attention.
- l. Student Leadership Team
- m. Noontime activities – supervised by staff and appointed students
- n. Parent Volunteers- Parents volunteer during lunch to help serve students as well as provide general supervision during lunchtime. We would like to increase parent participation in this volunteer effort.

**5. Policies and procedures** for each of the following situations. These policies are available at the school site. They consist of Board Policies (BP's), Administrative Regulations (AR's) and other district and school policies and procedures.

- a. Child abuse reporting procedures – Forms and procedures are available in school office.

- b. Disaster procedures - Albany Middle School has a "Site Emergency Plan" (attached, red cover, tabbed, posted in each classroom) which includes planning for and responding to a variety of emergencies. These procedures correspond to the SEMS (Standardized Emergency Management System) model of disaster planning required by Federal and State agencies. This plan is reviewed annually with staff. Monthly disaster drills are scheduled.
- c. District and school suspension, expulsion and mandatory expulsion guidelines. -- AUSD Board Policy and AR.
- d. Procedures to notify teachers of dangerous pupils -- at each school
- e. Sexual harassment policy - AUSD Board Policy and AR
- f. School-wide dress code relating to gang-related apparel (gang-related apparel is not considered protected speech). Regulations in place to address the wearing of inappropriate, suggestive, or revealing clothing. No sagging requirement for boys. - AUSD Board Policy and AR. Students may be asked to turn clothing inside-out to obscure inappropriate lettering or images. They may also be asked to change out of inappropriate clothing.
- g. Procedure for safe ingress and egress of pupils, parents, and staff to and from school -- Signs are posted at all entries directing visitors to sign in at the office. Staff are alert to direct strangers to the office to sign in. We operate a closed campus. Once students arrive on campus they are not allowed to leave until the school day is over. Our playground is closed to the public during the school day as is Cougar Field.
- h. A safe and orderly school environment conducive to learning. School discipline rules and procedures - AUSD Board Policy and AR, School Rules, Classroom Rules, rewards and consequences.
  - Student Handbook -- Included as part of Student Planner which is available to all students
  - School Rules -- Covered in Student Handbook
  - Classroom behavior rules -- posted in classrooms
  - Grade Level Team Meetings -- formal and informal
  - Staff and Principal-- school-wide behavior management, resources
  - Individual communication
  - Behavior intervention plans (for specific students as needed)
  - Student medication administration policies
  - Child abuse policy
  - Crisis Management Team policy procedures
  - School faculty meetings, grade level meetings.
  - Attendance Clerk -- Auto dialer reports absences
  - Fire and disaster drill regulation and procedures
  - Policies related to disciplinary action regarding special education students

An updated file containing all safety-related plans and materials is available for public inspection in the school office.

A public meeting (Site Council and/or PTA) is held to allow members of the general community the opportunity to familiarize themselves with this school's Safe School Plan. The Site Council participates in the planning and approval of the Comprehensive Safe School Plan. A report of the status of the Safe School Plan will be made in the annual School Accountability Report Card which is available to the public. This report will include a description of key elements of the plan.

A PTA parent representative heads our Disaster Preparedness Committee. This year the committee inventoried all our emergency supplies and updated and added to the inventory as needed.

### Data Summary

Component 1: Personal Characteristics of Students and Staff - The traits that students, teachers, administrators, and other personnel bring to the campus (ethnic/cultural diversity, various experiences)

Students, staff, community and other agencies are positive, constructive, willing and able to mutually cooperate in planning and implementation efforts. Necessary data is available. School, district and community resources are available.

Students, staff, families and community represent, contribute to and embrace a diverse spectrum of ethnic, cultural and language identification, experiences and understanding as well as experience and expertise directly related to safety and emergency preparation, etc.

There is an excellent and growing working relationship among the following groups.

- Albany Police and Fire Departments
- Teen Center
- Albany YMCA
- The business community and Albany Chamber of Commerce
- Social service agencies, i.e. Berkeley-Albany Community Mental Health
- University of California
- University Village
- Community leaders
- The media

Component 2: School's Physical Environment Component - The physical conditions in which education takes place (location, buildings, classrooms):

Examples of programs and practices in place:

- "Sign-in" procedure for visitors
- Thursday visiting day in classrooms
- Upgraded telephone/intercom system with fire alarm system in every classroom
- Fire drill (once per month) and disaster (two times per year) drill system
- 2-way radios for Principal, Assistant Principal, Secretaries, Physical Education Teacher, custodians, and other staff as needed
- Personal cell phones
- Megaphones placed throughout the school for emergency communications
- Security System in place with video monitor for playback which is scheduled for an upgrade this coming year

What we want to do next:

- Address need for water, food and supervision for 3 days self-sufficiency
- Review method for communicating with office in an emergency. Also use 2-way radios more effectively.
- Update School Safety Plan to incorporate "*Seven-Step Planning Process for Safe and Effective Schools.*"

Component 3: School's Social Environment Component - The organizational and interpersonal processes that occur in and around the structure, procedures, and organization

Examples of programs and practices in place:

**Awareness Strategies** – School staff, students, parents, and community

- School rules in each classroom
- Health class for 7<sup>th</sup> graders
- Guidance Counselors and mental health interns

- Staff Training – Social Decision Making/Problem Solving Skills (Pre-K – 8), I&RS (Intervention & Referral Service), Section 504, Special Education referral processes, Student Study Team
- Social skills instruction and guidance. Posters (in classrooms)
- Direct communication with students and parents (e.g., sexual harassment, bullying)
- Annual articulation re student information from one year's teacher to the next including 5th to 6th grade. Specialists included to pass on info re special ed students.
- Parent Training – annual training and education topics, as needed, ie. Title I, Special Ed and ELD Parent Night, ELD Back to School Night, PTA Education Program
- Communication/Sharing with the Police Dept., County Dept. of Health, Berkeley-Albany Mental Health, etc.
- Speakers meet with parents to discuss topics such as setting boundaries and developing self-esteem.

#### **Intervention & Referral –**

- Student Study Team – weekly meetings of teacher, specialists and parents
- Assist staff with student learning/social/emotional problems
- Personnel –Counselor, Principals, Assistant Principals, School Psychologist, Student Study Team
- Intervention & Referral Services including collaboration with Berkeley Mental Health
- Section 504 meetings and student plans for students with medical needs
- Faculty, grade level team meetings
- Weekly Counselor's Meeting comprised of counselors, principal, and vice principal, and mental health staff as appropriate to discuss individual student issues/concerns and to develop intervention plans
- Weekly Leadership Team Meeting
- Weekly Wednesday Staff Planning Days
- Administrative Leadership Team meetings, x2 monthly.
- Assessment Planning Team (weekly specialist group brown bag lunch to discuss student needs)
- Crisis Management Team (team activated to respond to tragic events)
- Identification of "At Risk" students
- Behavior intervention plans for specific students
- Services of Consulting Behavioral Therapist for special day class students and other special education students
- Leadership Team Meeting – team of administrators, teachers, and staff meet weekly
- Grade Level Team Meetings
- Referral to outside agencies regarding specific students, e.g., Berkeley-Albany Mental Health
- Classroom Para educators for individual or small groups of students as needed
- Peer Educators

#### What we want to do next:

- Reach out more to families new to the country. Coordinate with Adult School, Albany Village and UC programs. Find more psychological support for all families.

Component 4: School's Cultural Environment Component - The general atmosphere or spirit of the school (norms, beliefs, and values)

Examples of programs and practices in place:

#### **Prevention Programs:**

- All students are learners and teachers
- All adults are teachers and learners
- Social decision making/problem solving skills
- Classroom health curriculum, i.e. character development, bullying prevention.
- In-class student support program for special needs students
- Lunch Bunch buddy program in Special day Class

- PE Pals – students working with adaptive PE students
- Small counseling group for students coping with separation, divorce, and death.
- Student sensitivity training programs regarding disabilities
- Cobra of the Month student recognition program
- Co-curricular & PE programs
- Instrumental and vocal music
- Health and safety assembly programs
- Before/after child care program facilitated by outside agency
- Add health education class to 7<sup>th</sup> period wheel

Areas needing improvement or change (from student, staff, and community surveys):

- Attract and fund coaches for after school sports in the face of budget cuts
- Find funding to maintain one counselor for each grade level
- Reach out more to families new to the country. Coordinate with Adult School, Albany Village and UC programs. Find more psychological support for all families.
- Schedule intruder alert drills
- Review method for communicating with office in an emergency
- Enhance efforts to prevent demeaning comments among students
- Increase adult supervision during lunch. Parent volunteers may partially address this concern
- Ability to keep library open during lunch not that the library tech position has been eliminated

Based on the analysis of data and major areas of desired change, our priorities for action are as follows:

- a. Continue to build programs that connect all students to the school. Continue to identify students most at-risk of not meeting grade level standards and enhance/expand support systems for them.
- b. Connect all students to the school. Continue to identify students most at risk of not meeting grade level standards and enhance/expand support systems for them.
- c. Look for ways to maintain a consistent arts program given current budget reductions.
- d. Given reduction of the school day to 6 periods, we have significantly reduced the number of computer/keyboarding classes or health education classes offered.
- e. Develop consistent building upkeep and maintenance schedule, that includes regular watering and weeding. Albany Middle School signs in front of the building and at corner of the parking lot have been restored.
- f. Provide additional Bully Prevention training and intervention.
- g. Enhance efforts to prevent demeaning comments.

Our overall goals for the school year are:

- a. Continue to implement, refine and strengthen programs, which connect all students to the school. Continue to identify students most at risk. Enhance efforts to prevent demeaning comments, including Bully Prevention.
- b. Meeting grade level standards and build additional support systems for them.
- c. Increase adult supervision before, during, and after school.
- d. Provide additional counseling services for students with more stable funding and staffing.



- e. Find hard monies to fund Project Alert and other tobacco and other drug education/prevention programs.
- f. Work toward identifying essential standards in core subjects and assessing student competency.
- g. Coordinating school-based mental health services given the new district-wide delivery model.
- h. Continue to develop awareness and respect for all students by supporting the work started this year by the Student Voices, our diversity club.
- i. Work toward greening of Albany Middle School through a viable recycling program and ongoing support of the AMS garden, garden club, and the staff who support these efforts.

Attached: Site Emergency Plan with annual update pages.

## ALBANY UNIFIED SCHOOL DISTRICT

**MACGREGOR HIGH SCHOOL****COMPREHENSIVE SAFE SCHOOL PLAN****Contents:**

Assessment of Data on School Safety.

School Safety Strategies and Programs.

Component 1. Personal Characteristics of Students and Staff

Component 2. The School's Physical Environment

Component 3. The School's Social Environment

Component 4. The School's Culture

**School Contact Information:**

County: Alameda County

School District: Albany Unified School District

Address: 904 Talbot Ave, Albany, CA 94706, Telephone (510) 558-3750

School Site Name: MacGregor High School

Address: 720 Jackson St, Albany, CA 94706

Telephone: 510-559-6570

Principal's Name: Alexia Ritchie

**Safe School Vision Statement:**

"We believe that feeling and being safe are necessary for students to succeed. We believe in working actively in growing a caring community of teachers and learners in which each member is valued and acknowledged. We want to create a positive climate with an emphasis on enhancing academic achievement, self-esteem, physical well-being, interpersonal skills and personal goal setting."

**Assessment of school crime committed on the school campus and at school-related activities:**

- Suspension and expulsion data – show suspensions for nonviolent incidents and no expulsions.
- Student progress reports – show the majority of students making satisfactory progress. Students who are not identified, monitored and provided additional support.
- Law enforcement interventions or crime reports – show theft of small items such as cell phones and iPods primarily out of classrooms and backpacks. We have worked closely with the School Resource Officer this year in investigating thefts.
- Staff, student, and community feedback – indicate desire for continued counseling for students, which will be maintained next year via Albany High School. The site neighbors expect removal of graffiti within 24 hours. Staff identified areas of need: Increased

campus security especially given the new extended MacGregor schedule, the addition of younger students and Albany High culinary arts students now on campus.

- Property loss, vandalism, and insurance reports – little vandalism. Occasional graffiti in bathrooms and some outside school, which we clean up immediately.
- Community Problems: As we are in an urban setting we at times are visited by students from other middle schools and high schools in the area. Occasionally we have to monitor activity from youth in the area, which like and use our campus for its seclusion. There is evidence of skateboarders using outside furniture as well as the roof during the evening and weekend hours.
- Tobacco and other drugs – Have confiscated some drug-related paraphernalia from students. We are fairly certain that we have a small group of students who are experimenting and frequently using/abusing drugs and alcohol outside of school. We suspect some try to bring it on campus.

**Strategies and programs that provide or maintain a high level of school safety, for example:**

- a. Community-parent partnerships – The school works closely with a broad range of community support groups, i.e. The Albany Police Department, Berkeley Youth Alternative, the Albany YMCA, Albany Rotary, SchoolCARE, Albany Education Foundation and the City of Albany.
- b. Individual and Group Counseling- We have a counselor that works with each student and their Support Plan. We also have the services similar to those we had through Berkeley Mental Health for individual and group counseling support.
- c. Probation or law enforcement support – The district and schools cooperate closely with local law enforcement, i.e. School Attendance Review Board, School Resource Officers, Child Protective Services report, vehicle/pedestrian traffic management.
- d. Gang intervention – Staff are alert to any signs of gang or “want to be” behavior/attire. Albany Police is notified of any signs or gang behavior.
- e. At-risk Interventions – Parent-Guardian members are involved with any intervention of those students who are not successful in our program. Other interventions included McCullum Youth Court in Oakland for truancy and other criminal offenses.
- f. Guidance Counselors – We have one part-time counselor who works three days a week. She works with the students on academic and other personal issues. Berkeley Mental Health has also provided mental health services through a licensed clinician and interns.
- g. Psychoeducational Groups-Groups led by interns this year have addressed topics including transition, multi-cultural and other self-esteem topics

5. **Policies and procedures** for each of the following situations. These policies are available at the school site. They consist of Board Policies (BP's), Administrative Regulations (AR's) and other district and school policies and procedures. (Not necessary to attach forms)

- a. Child abuse reporting procedures – Forms and procedures are available in each school office.
- b. Disaster procedures - Each school has a "Site Emergency Plan" which includes planning for and responding to a variety of emergencies. These procedures correspond to the SEMS (Standardized Emergency Management System) model of disaster planning required by Federal and State agencies..
- c. District and school suspension, expulsion and mandatory expulsion guidelines. -- AUSD Board Policy and AR.
- d. Procedures to notify teachers of dangerous pupils – at each school.
- e. Sexual harassment policy - AUSD Board Policy and AR.
- f. School-wide dress code relating to gang-related apparel (gang-related apparel is not considered protected speech). Regulations in place to address the wearing of inappropriate, suggestive, or revealing clothing.
- g. Procedure for safe ingress and egress of pupils, parents, and staff to and from school – At each school signs posted at all entries directing visitors to sign in at the office. Staff is alerted to direct strangers to the office to sign in. We operate a closed campus. Once students arrive on campus they are not allowed to leave until the school day is over.
- h. A safe and orderly school environment conducive to learning. School discipline rules and procedures - AUSD Board Policy and AR, School Rules, Classroom Rules,
  - Student Handbook – distributed to each new student.
  - School Rules – Covered in Student Handbook
  - Staff, security and Principal– school-wide behavior management, resources
  - Individual Education Plans-for students who qualify
  - Behavior intervention plans (for specific students as needed)
  - Student medication administration policies
  - Child abuse policy
  - Crisis Management Team policy procedures
  - School faculty meetings.
  - Attendance – Personal calls to parents to report daily and period absences
  - Fire and disaster drill regulation and procedures
  - Policies related to disciplinary action regarding special education students

An updated file containing all safety-related plans and materials is available for public inspection at this school.

A public meeting (Site Council and/or PTA) is held to allow members of the general community the opportunity to familiarize themselves with this school's Safe School Plan. The Site Council participates in the planning and approval of the Comprehensive Safe School Plan. A report of the status of the Safe School Plan will be made in the annual School Accountability Report Card, which is available to the public. This report will include a description of key elements of the plan.

The Principal, secretary and Campus Security head our Disaster Preparedness Committee. This year the committee inventoried all our emergency supplies and updated and added to the inventory as needed.

### Data Summary

Component 1: Personal Characteristics of Students and Staff - The traits that students, teachers, administrators, and other personnel bring to the campus (ethnic/cultural diversity, various experiences)

Students, staff, community and other agencies are positive, constructive, willing and able to mutually cooperate in planning and implementation efforts. Necessary data is available. School, district and community resources are available.

Students, staff, families and community represent, contribute to and embrace a diverse spectrum of ethnic, cultural and language identification, experiences and understanding as well as experience and expertise directly related to safety and emergency preparation, etc.

There is an excellent and growing working relationship among the following groups.

- Albany Police and Fire Departments
- Albany YMCA
- The business community and Albany Rotary
- Social service agencies, i.e. Berkeley-Albany Community Mental Health
- Community leaders such as City Council members
- The media such as the Journal newspaper.

Component 2: School's Physical Environment Component - The physical conditions in which education takes place (location, buildings, classrooms):

Examples of programs and practices in place:

- "Sign-in" procedure for visitors.
- Fire drill (once per month) and disaster (two times per year) drill system
- Personal cell phones.
- Security System in place with video monitor for playback.
- 

What we want to do next:

- Address need for water, food and supervision for 3 days self-sufficiency.
- Review method for communicating with the District Office in an emergency. Also how to acquire and use 2-way radios more effectively.
- Update School Safety Plan to incorporate "*Seven-Step Planning Process for Safe and Effective Schools.*"

Component 3: School's Social Environment Component - The organizational and interpersonal processes that occur in and around the structure, procedures, and organization

Examples of programs and practices in place:

**Awareness Strategies** – School staff, students, parents, and community

- Guidance Counselors and mental health interns
- Staff Training – Social Decision Making/Problem Solving with at-risk students, Section 504, Special Education referral processes, Student Study Team.
- Social skills instruction and guidance. Posters (in classrooms)
- Direct communication with students and parents (e.g., sexual harassment, bullying)
- Communication/Sharing with the Police Dept., County Dept. of Health, Berkeley-Albany Mental Health, etc.

#### **Intervention & Referral –**

- Assist staff with student learning/social/emotional problems
- Personnel –Counselor, Principals, Assistant Principals, School Psychologist
- Intervention & Referral Services including collaboration with Berkeley Mental Health and CPS.
- Section 504 and IEP meetings and student plans for students with special needs
- Weekly Wednesday Staff Planning Days.
- Administrative Leadership Team meetings, x2 monthly.
- Curriculum and Instruction meeting-district leadership monthly
- Crisis Management Team (team activated to respond to tragic events)
- Behavior intervention plans for specific student
- Referral to outside agencies regarding specific students, e.g., Berkeley-Albany Mental Health McCullum Youth Court
- Peer Educators

#### What we want to do next:

- Continue funding our Campus Security position, which is very important given our limited school staff and the adult-student ratio we will have as we continue to grow.

#### Component 4: School's Cultural Environment Component - The general atmosphere or spirit of the school (norms, beliefs, and values)

Examples of programs and practices in place:

##### **Prevention Programs:**

- All students are learners and teachers.
- All adults are teachers and learners.
- Social decision making/problem solving skills
- Classroom health curriculum, i.e. character development, bullying prevention.
- Cross grade level culinary classes with elementary and middle school students
- Student sensitivity presentations and guest speakers regarding disabilities
- Health and safety assembly programs (California Highway Patrol Start Smart Driving course)

Areas needing improvement or change:

- Find funding to maintain the part-time counselor and Campus Security position.
- Find more coping support agencies for all families and increase parent participation in intervention strategies.
- Address need for water and food for 3-5 days self-sufficiency.

Based on the analysis of data and major areas of desired change, our priorities for action are as follows:

- a. Continue to build programs, which connect all students to the school. Continue to identify students most at risk of not meeting graduation requirements and enhance/expand support systems for them.
- b. Develop consistent building upkeep and maintenance schedule that includes regular watering and weeding. MacGregor High shares its campus with Adult ESL classes and other county offices. The school has been painted and is regularly maintained during the school year.
- c. Continue funding a Campus security position given the increased numbers of students on campus as it is utilized by Albany High programs (Culinary Arts class)

Our overall goals for the school year are:

- a. That the board and site administration develop a strategic one-year and five-year plan for the school, which would include financial and public relations for any future needs. This plan would help the teachers and parents understand the directions and priorities of the board and administration.
- b. Take steps to replace stolen computers and ensure that there is security systems in place to deter theft and the teachers integrate technology into daily instructional strategies.
- c. Closely monitor student enrollment so that all students meet the age requirement for continuation and/or Opportunity programs as mandated by California Ed Code.

Attached: Site Emergency Plan with annual update pages.



# ALBANY HIGH SCHOOL

## Safe School Plan

### Personal Characteristics of Students and Staff

(The experiences of students, teachers, administrators, and other personnel in the school.)

<b>Safe School Component</b>	<b>Planning Goal</b>
Ethnic/cultural diversity of students	<ul style="list-style-type: none"> <li>Albany High School is an ethnically and culturally diverse school. It is our goal to acknowledge and respect the backgrounds of all of our students and to incorporate our diversity into the school curriculum and activities.</li> <li>Albany High School is currently assessing the achievement gap between our White and Asian students and our other students of color. We are working on closing our current achievement gap and will be planning professional development on this topic during the next school year.</li> <li>Albany High School currently offers 4 levels of English Language Development classes for English Language Learners. We also offer sheltered content classes where teachers shelter their instruction through the use of SDAIE strategies to ensure access to the core curriculum for all of our students.</li> </ul>
Life experiences of students and staff	<ul style="list-style-type: none"> <li>Albany High School offers a year-long Health class to all of the 9<sup>th</sup> grade students. Topics such as drug and alcohol use, sexual identity, cultural/ethnic awareness, etc. are covered. The curriculum was developed to meet the state health standards as well as the specific needs of our student body.</li> </ul>
Physical/health concerns	<ul style="list-style-type: none"> <li>All 9<sup>th</sup> graders at Albany High School are required to take a Health course that addresses many health related topics.</li> <li>Counseling office and school administration will coordinate with community health services for prevention and intervention programs for students and their families.</li> <li>Albany High School has a full-time mental health specialist who provides mental health counseling for students who are referred by staff, parents, and/or peers.</li> <li>The mental health specialist and one of the school counselors has developed a peer- counseling program to offer additional counseling support for students.</li> </ul>

	<ul style="list-style-type: none"><li>• The counseling office has identified one counselor to help coordinate programs for at-risk youth and to work specifically with students who are struggling academically.</li></ul>
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**The School's Physical Environment**  
**(The physical setting and conditions of the school)**

<b><i>Safe School Subcomponent</i></b>	<b><i>Planning Goal</i></b>
School Grounds	<ul style="list-style-type: none"> <li>• We are currently working on securing our campus perimeter from criminal activity by having site administrators patrolling the campus along with parent volunteers (Campus Cruisers) and hired security. The campus is closed to outsiders, and access signs are displayed prominently at entry points.</li> <li>• We will have a School Resource Officer (SRO) who will be working with the school to heighten safety and security and reduce crime on campus.</li> <li>• Albany High School currently has cameras in all of the main parts of the buildings to help prevent crime on campus. We will be adding more cameras to the outside of the school building next year for heightened security.</li> <li>• Physical conditions that could lead to accidental harm will be reported and corrected promptly by site administration, custodial, and maintenance teams.</li> <li>• School grounds will be kept clean at all times. Graffiti will be painted over in a timely manner and repairs will be made as necessary.</li> </ul>
School Buildings and Classrooms	<ul style="list-style-type: none"> <li>• School buildings and classrooms will be well maintained and attractive, and will be free of physical hazards.</li> <li>• Classrooms will have adequate space for the student-teacher ratio and will be conducive to learning.</li> </ul>
Internal Security Procedures	<ul style="list-style-type: none"> <li>• Standard incident-reporting procedures will be in place.</li> <li>• Valuables and equipment will be inventoried properly, engraved for identification, and stored securely.</li> <li>• Campus security will receive appropriate training.</li> <li>• Parents and volunteers will be recruited and trained as monitors.</li> <li>• The community will use the school during off-hours.</li> <li>• The school and community will collaborate on crime prevention efforts. AHS administration and local police chief will be meeting to create a plan to stop crime on campus.</li> <li>• PTSA Health and Safety Committee is beginning to coordinate health and safety issues between the school, community, police, etc.</li> <li>• A crisis response plan will identify procedures to follow during (1) human emergencies, such as death of a</li> </ul>

	student, suicide pacts, intruders, etc, and (2) natural emergencies, such as fires, earthquakes, and other natural disasters.
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**The School's Social Environment**  
**(The leadership and organizational processes of the school)**


<b><i>Safe School Subcomponent</i></b>	<b><i>Planning Goal</i></b>
Leadership	<ul style="list-style-type: none"> <li>• The principal will provide strong leadership and a vision for school achievement, establish a positive leadership style and tone, and set the direction for the school.</li> <li>• The principal will facilitate shared decision-making, involving the certificated and non-certificated staff, school security, students, parents, and community members.</li> <li>• The site administration will be readily available to all members of the school community and will be highly visible on the campus and in classrooms.</li> <li>• The site administration and the site Leadership team will be actively involved in curricular matters and in establishing effective communication with the staff.</li> </ul>
School-site management	<ul style="list-style-type: none"> <li>• Students, parents, certificated and classified staff, and representatives from the community will participate in goal-setting decision making at Albany High School. This will be done through our School Site Council, Instructional Improvement Committee (IIC), ELAC, and PTSA. These groups meet monthly.</li> <li>• The site Leadership team meets weekly to discuss counseling issues, school activities, planning for staff meetings and professional development meetings.</li> <li>• The department chairs meet monthly to discuss curricular issues and to look at achievement data.</li> </ul>
Classroom organization and structure	<ul style="list-style-type: none"> <li>• All classrooms at Albany High School will provide an orderly learning environment, enhance the experience of learning, and promote positive interactions among students and staff.</li> <li>• Albany High School is currently on a rotating block schedule. Within this block schedule we offer two periods of advisory a week for students to work on their homework and receive additional support from their teachers.</li> <li>• Instructional time will be maximized: disruptions will be minimized.</li> <li>• Students will be encouraged to work together on academic tasks through cooperative learning.</li> <li>• Curricula will be aligned to the California State Standards and will be designed to meet the diverse learning styles of students.</li> </ul>

Discipline and Consequences	<ul style="list-style-type: none"><li>• Consequences for violating behavioral and academic expectations will be fair and will be disseminated to and understood by students and staff. A copy of the AHS discipline grid will be passed out to students and parents in advisory and will also be included in our student planners.</li><li>• Staff members will respond fairly and consistently to student violations, including disciplinary issues and criminal infractions.</li><li>• Policies and procedures will be established for reporting all criminal behavior on the school campus to the Albany Police Department.</li><li>• Disciplinary practices will be developed with the active participation of all certificated and noncertificated staff; will involve students in problem-solving situations.</li><li>• Discipline will be a developmental process aimed at changes in behavior and attitude and will not be merely a punitive reaction.</li></ul>
Participation and involvement	<ul style="list-style-type: none"><li>• Police and fire representatives will participate in safety reviews of the campus, and will assist staff to respond more effectively to school security and safety.</li><li>• A multidisciplinary approach will be encouraged; community support agencies, such as mental health, child protective services, and juvenile probation, will take an active part in school matters when necessary.</li></ul>

**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM:** **APPROVE ONE STUDENT APPOINTMENT TO THE  
CITY OF ALBANY SOCIAL AND ECONOMIC JUSTICE  
COMMISSION**

**PREPARED BY:** Marla Stephenson, Superintendent 

**TYPE OF ITEM:** **Action Item**

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**BACKGROUND INFORMATION:**

Board appointments to the City of Albany Committees and Commissions were approved December 16, 2008. There is a vacancy for the student representative.

**Commission Origin**

City Council Resolution #05-15 & #05-21

**Commission Purpose**

The charge of this Commission is to research, analyze, discuss and evaluate a broad range of data and opinions on social and environmental issues affecting the welfare of the residents of Albany as inhabitants of both a local and a global community, and make recommendations to the City Council on positions and/or actions to take to address these issues.

Recommendations to the City Council shall state the relevance, important and/or particular impact that the issue has on the welfare of the residents of Albany.

**Commission Composition**

Seven Members

Each of the five City Council members has an appointment whose term runs until the next Municipal election (2 years),

Board of Education Appointees: two members with one at large appointment and one youth member either a Junior or Senior, Members serve for two years, until the next Municipal Election

**Applicant: Danielle Kim**

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**FINANCIAL INFORMATION:**

No financial impact

**RECOMMENDATION:**


Approve the appointment of Danielle Kim to serve on the City of Albany Social and Economic Justice Commission.



**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM: BOARD POLICY UPDATE/REVISION  
SECTION 7000 – FACILITIES**

**PREPARED BY:** Marla Stephenson, Superintendent 

**TYPE OF ITEM:** 1<sup>st</sup> Reading – Board Policies

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**BACKGROUND INFORMATION:**

Per Education Code the Governing Board 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.

The Board shall review the newly adopted policies on Facilities and suggests any revisions. are presented for a first and second reading prior to adoption. Board-requested changes or revisions will be made prior to the second reading at the next-scheduled regular board meeting policies will be presented for 2<sup>nd</sup> reading and adoption.

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**FINANCIAL INFORMATION:**

No fiscal impact

**RECOMMENDATION:**

It is recommended that the Governing Board:

- (1) Accept for a first reading the following board policies, administrative regulations and/or exhibits and
- (2) Direct the Superintendent or his designee to further refine the documents as necessary and return them for a second reading at the August 18, 2009, meeting, at which time the Governing Board will vote to adopt, approve or delete them as recommended.

## Facilities

BP 7000(a)

## CONCEPTS AND ROLES

The Board of Education recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program. The Board shall endeavor to make the provision of adequate school facilities a priority in the district. Because the schools serve as a focal point for the community, the Board shall also strive to ensure that district facilities fit harmoniously and attractively into their neighborhoods and have flexibility of design to meet future educational and community needs.

*(cf. 9000 - Role of the Board)*

The Board shall strive to have a school facilities master plan in place and regularly reviewed in light of the district's educational goals. In accordance with this plan, the Board shall:

1. Approve additions or major alterations to existing buildings

*(cf. 7111 - Evaluating Existing Buildings)*

2. Determine what new buildings shall be built, when and where, and what equipment shall be purchased for them

3. Determine the method of financing that will be used

*(cf. 7210 - Facilities Financing)*

4. Select and purchase school sites for future expansion

*(cf. 7150 - Site Selection and Development)*

5. Approve the selection of architects and structural engineers

*(cf. 7140 - Architectural and Engineering Services)*

6. Award contracts for design and construction

7. Name schools and individual buildings

*(cf. 7310 - Naming of Facility)*

8. Advocate school facility needs to the community

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7131 - Relations with Local Agencies)*

BP 7000(b)

**CONCEPTS AND ROLES (continued)**

The Superintendent or designee shall:

1. Assess the district's short- and long-term facility needs
2. Direct the preparation and updating of the facilities master plan
3. Oversee the preparation of bids and award of contracts

(cf. 3311 - Bids)

4. Supervise the implementation of the district's building program in accordance with the master plan, Board policy, and state and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities
5. Represent the district in official governmental interactions related to the building program

*Legal Reference:*

EDUCATION CODE

17210-17224 General provisions (school sites)

17260-17268 Plans of schoolhouses

17280-17317 Approval of plans and supervision of construction

17340-17343 Building of schoolhouses

17350-17360 Factory-built school buildings

17365-17374 Fitness of buildings for occupancy; liability of board members

17400-17429 Leasing of school buildings

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards

14010 Procedure for site acquisition

14030 Preliminary procedure, planning and approval of school facilities

14031-14032 Submissions to bureau of school facilities planning; approval

## Facilities

BP 7110(a)

## FACILITIES MASTER PLAN

Note: Legal requirements for facilities plans, including Education Code 16011, 16322, and 17017.5, vary depending on the funding source and type of project. In addition, 5 CCR 14001 requires that educational facilities planned by school districts be master-planned to provide for maximum site enrollment. 5 CCR 14030 delineates detailed standards for developing plans for the design and construction of school facilities. All school districts must comply with these standards, whether a project is state funded or locally funded.

The Board of Education recognizes the importance of long-range planning for school facilities in order to help meet the changing needs of district students and to help ensure that resources are allocated in an efficient and effective manner. To that end, the Board directs the Superintendent or designee to develop and maintain a master plan for district facilities.

The plan shall describe the district's anticipated short- and long-term facilities needs and priorities and shall be aligned with the district's educational goals.

*(cf. 0000 - Vision)*

*(cf. 7000 - Concepts and Roles)*

*(cf. 7111 - Evaluating Existing Buildings)*

*(cf. 7131 - Relations with Local Agencies)*

*(cf. 7210 - Facilities Financing)*

The Superintendent or designee shall ensure that staff, parents/guardians, students, and business and community representatives are kept informed of the need for construction and modernization of facilities and of the district's plans for facilities. The Superintendent or designee may also establish a facilities committee that shall meet at regular intervals in order to give community members opportunities to provide input into the planning process. The committee may consult local governmental and state planning agencies in order to ensure compliance with local and state standards.

*(cf. 1220 - Citizen Advisory Committees)*

Note: As added by AB 1367 (Ch. 396, Statutes of 2001), Government Code 65352.2 requires the Board to provide a copy of any facilities master plan or other long-range facilities plan to the city or county agency or planning commission with jurisdiction over district land-use issues as specified below.

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

BP 7110(b)

**FACILITIES MASTER PLAN (continued)**

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with them within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

*Legal Reference:*EDUCATION CODE

16011 Long range comprehensive master plan  
 16322 Department of Education services  
 17017.5 Approval of applications for projects  
 17251 Powers and duties of CDE  
 17260-17268 Plans of schoolhouses  
 17280-17317 Field Act  
 17365-17374 Fitness for occupancy  
 17405 Relocatable structures; lease requirements  
 35275 New school planning; cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities  
 65352.2 Communicating and coordinating of school sites  
 65995.6 School facilities needs analysis

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards  
 14030-14036 Standards, planning and approval of school facilities

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

*Management Resources:*WEB SITES

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>  
 CDE, School Facilities Division: <http://www.cde.ca.gov/facilities>

**Facilities**

AR 7111(a)

**EVALUATING EXISTING BUILDINGS**

The Superintendent or designee shall periodically evaluate the adequacy, design, and conditions of existing district facilities to determine whether they meet the needs of the instructional program and provide a healthful and pleasing environment for students and staff. He/she also shall determine whether district facilities fulfill legal requirements for safety and structural soundness, access for the disabled, and energy conservation.

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

*(cf. 3511 - Energy and Water Management)*

*(cf. 3514 - Environmental Safety)*

*(cf. 3515 - Campus Security)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

*(cf. 3517 - Facilities Inspection)*

In addition, the Superintendent or designee shall regularly calculate the capacity of existing school buildings to adequately house the district's current students and projected enrollments.

Any identified needs for repair, modernization, or construction shall be incorporated into the district's facilities planning process.

*(cf. 7110 - Facilities Master Plan)*

Note: Education Code 17071.10-17071.40 require districts wishing to participate in the state's School Facility Program to submit to the State Allocation Board a one-time report of existing school building capacity when the district applies for funding. Education Code 17071.25 and the implementing regulations of the State Allocation Board, 2 CCR 1859-1859.106, set forth the formula for calculating the building capacity. The district's use of portable classrooms and year-round programs are two of the several factors used in the calculation. The calculations contained in the district's report will be used as the baseline for eligibility determinations pursuant to the funding program.

**Structural Safety**

Note: School facilities are generally subject to the design and construction standards specified in Education Code 17280-17317 (the Field Act). However, even if a school building was not constructed under those requirements, Education Code 17371 indicates that Board members will not be personally liable for related injury to persons or damage to property provided that the Board complies with Education Code 17365-17374 pertaining to fitness for occupancy. Protection from liability begins when the Board initiates action to comply with Education Code 17367 as described in the following paragraph. See BB 9260 - Legal Protection.

In the event that the Department of General Services or any licensed structural engineer or licensed architect finds and reports to the Board of Education that a district building is unsafe for use, the Superintendent or designee shall immediately obtain an estimate of the cost of repairs or reconstruction necessary to bring the building up to legal standards for structural safety. The Board shall establish a system of priorities for the repair, reconstruction, or replacement of unsafe school buildings. (Education Code 17367)

AR 7111(b)

**EVALUATING EXISTING BUILDINGS (continued)**

Note: Education Code 17292 provides that districts may use portable school buildings that do not comply with Field Act provisions relating to structural safety provided that specified conditions are met. SB 1324 (Ch. 308, Statutes of 2006) amended Education Code 17292 to extend, until September 30, 2015, the date by which such portables may be used and expanded the conditions to include (1) anchoring the portable to the ground to resist earthquake and wind loads and (2) certifying to the Department of General Services that the portable complies with the conditions. In addition, SB 1324 amended Education Code 17292 to provide that, on or before October 30, 2015, the Board must adopt a resolution certifying to the State Allocation Board that the use of any such portables has been discontinued in accordance with law.

A relocatable school building or structure shall meet the requirements of Education Code 17280-17317 and 17365-17374 pertaining to structural safety. However, a relocatable building that does not meet the requirements of Education Code 17280 may be used as a school building until September 30, 2015, if all the conditions specified in Education Code 17292 are met and the Board so certifies to the Department of General Services. (Education Code 17291, 17292)

**Energy Efficiency**

To the extent that services are available, the Superintendent or designee shall arrange for the energy audit of school buildings to identify the type and amount of work necessary to retrofit buildings and obtain an estimate of projected energy savings. The district may contract with qualified businesses capable of retrofitting these buildings and may borrow funds which do not exceed the amount of energy savings to be accumulated from the improvement of the buildings. (Education Code 17651-17653)

*Legal Reference: (see next page)*

**EVALUATING EXISTING BUILDINGS (continued)***Legal Reference:*EDUCATION CODE*17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998, especially:**17071.10-17071.40 Existing school building capacity**17280-17316 Building approvals**17365-17374 Fitness for occupancy**17650-17653 Retrofitting school facilities for energy conservation*GOVERNMENT CODE*53097 Compliance with city or county ordinances**53097.5 Inspection of schools by city or county*CODE OF REGULATIONS, TITLE 2*1859-1859.106 Regulations relating to the Leroy F. Greene School Facilities Act of 1998**Management Resources:*CSBA PUBLICATIONS*Maximizing School Board Governance: School Facilities Management*WEB SITES*CSBA: <http://www.csba.org>**California Department of Education, School Facilities Division: <http://www.cde.ca.gov/ls/fa>**California Energy Commission, Bright Schools Program:**<http://www.energy.ca.gov/efficiency/brightschoools>**Coalition for Adequate School Housing: <http://www.cashnet.org>**Department of General Services, Office of Public School Construction: <http://www.dgs.ca.gov/opsc>*



## Facilities

BP 7131(a)

## RELATIONS WITH LOCAL AGENCIES

Note: Education Code 35275 requires the Board to meet with local park and recreation authorities to coordinate planning, design and construction of new school facilities and school sites or major additions to existing school facilities and recreation and park facilities; see AR 7150 - Site Selection and Development. In addition, Government Code 65352.2, as added by AB 1367 (Ch. 396, Statutes of 2001), encourages collaboration between districts and cities and counties by authorizing meetings between those agencies to discuss methods of coordinating planning, design and construction of facilities.

The Board of Education recognizes the importance of collaborating and communicating with other local agencies in order to provide the best possible school facilities and to allocate facility resources in an effective and efficient manner. The Board and district staff shall consult and coordinate with local agencies as required by law and whenever the expertise and resources of these agencies can assist the district in the planning, design and construction of facilities.

Following notification by a city or county of proposed action to adopt or substantially revise a general plan, the Board may request a meeting with the local planning agency to discuss possible methods of coordinating planning, design and construction of new school facilities and school sites. (Government Code 65352.2)

Note: Government Code 65995, as amended by SB 50 (Ch. 407, Statutes of 1998) essentially repeals, until 2006, the Mira/Hart/Murrietta line of case law which had granted cities or counties the authority to deny development projects based on a determination as to whether the schools were adequate to meet the demands created by the development. Although that authority has been repealed, districts may still wish to encourage cities/counties to include language in the city/county general plan regarding adequacy of school facilities so that the language is in place upon the expiration of SB 50's restrictions. The following paragraphs are optional.

The Superintendent or designee shall monitor land development proposals within district boundaries and shall ensure that an exchange of accurate information is maintained with city/county planning staff regarding the impact of land development on the district's educational programs and facility needs.

(cf. 7150 - Site Selection and Development)

Recognizing that available funds may not suffice to eliminate overcrowding in district schools caused by new development, the Board urges the city/county to adopt in its general plan or other appropriate planning documents, to the extent permitted by law, a provision which ensures that adequate school facilities will be available.

(cf. 7210 - Facilities Financing)

(cf. 7211- Developer Fees)

**RELATIONS WITH LOCAL AGENCIES (continued)****Notifications to Other Local Agencies**

Note: Government Code 65971 requires the Board, upon making the findings described below, to notify the city council or board of supervisors of the city or county in which the district is located. If the city council or board of supervisors concurs in these findings, Government Code 65972 requires that the development be denied unless specific overriding factors exist or the city or county, by ordinance and as a condition of approval, imposes specific land and/or fee requirements on the developer to fund interim facilities. Although Government Code 65971 and 65972 may have been preempted by the provisions in SB 50, it is recommended that, if the conditions exist, districts make the findings below and consult legal counsel, as appropriate.

The Board shall notify the city council or county board of supervisors whenever it finds, based on clear and convincing evidence: (Government Code 65971)

1. That conditions of overcrowding exist in one or more attendance areas within the district which will impair the normal functioning of the educational programs, and the reason for the existence of those conditions
2. That all reasonable methods of mitigating conditions of overcrowding have been evaluated and no feasible method for reducing those conditions exists

The above notice shall specify the mitigation measures considered by the district and shall include a completed application to the Office of Public School Construction for preliminary determination of eligibility for school construction under applicable state law. (Government Code 65971)

Note: Government Code 53094 has long authorized Boards to render, by a 2/3 vote of its members, a city or county zoning ordinance inapplicable to a proposed use of property by the district, as long as the proposed use of the property is for classroom facilities. See E 9323.2 - Actions by the Board. However, Government Code 53094, as amended by AB 1367 (Ch. 396, Statutes of 2001), now requires that, prior to taking such an action, the district must notify the city or county planning commission of the acquisition of a new school site (Public Resources Code 21151.2) or the adoption of a facilities needs analysis or master plan (Government Code 65352.2).

The Superintendent or designee shall notify the appropriate city or county planning agency of the adoption of a school facility needs analysis or facilities master plan, the acquisition of a school site, or other action regarding school facilities in accordance with law.

*(cf. 7110 - Facilities Master Plan)*

*Legal Reference: (see next page)*

BP 7131(c)

**RELATIONS WITH LOCAL AGENCIES (continued)***Legal Reference:*EDUCATION CODE

17280-17316 Approval of plans and supervision of construction

35275 New school planning; cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Compliance with city or county regulations

65300-65307 Authority for and scope of general plans

65352.2 Communication between cities, counties and school districts

65850-65863.11 Adoption of regulations

65970-65981 School facilities

65995-65998 Developer fees

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act of 1970

CODE OF REGULATIONS, TITLE 5

14010 Procedure for site acquisition

CODE OF REGULATIONS, TITLE 14

15000-15285 Implementation of California Environmental Quality Act of 1970

*Management Resources:*WEB SITESOffice of Public School Construction: <http://www.opsc.dgs.ca.gov>CDE, School Facilities Division: <http://www.cde.ca.gov/facilities>

## Facilities

BP 7140

## ARCHITECTURAL AND ENGINEERING SERVICES

Note: Education Code 17302 requires districts to employ a licensed and certified architect or structural engineer to prepare building plans, estimates and specifications and supervise the construction of building projects.

In order to ensure safe construction and protect the investment of public funds, the Board of Education requires that a licensed and certified architect or structural engineer be employed to design and supervise the construction of district schools and other facilities.

Note: As added by SB 50 (Ch. 407, Statutes of 1998), Education Code 17070.50 prohibits the State Allocation Board from apportioning state facilities funds under the new program unless the district has certified that the services of an architect, a structural engineer or other design professional has been selected using a "competitive process" consistent with Government Code 4526. The process required by Government Code 4526 must be based on "demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services." See AR 7140.

The Superintendent or designee shall devise a competitive process for the selection of architects and structural engineers that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she shall recommend specific architectural and engineering firms to the Board. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

(cf. 3311 - Bids)

Note: Although contracts for architectural and other professional services are exempted from the bidding requirements detailed in Public Contract Code 20111, State Allocation Board policy still requires a three percent disabled veteran business participation goal when contracts exceeding \$10,000 for lease-purchase building projects and certain contracts in the State Relocatable Classroom Program are awarded by school districts and funded by the State Allocation Board. Architects and other professionals who are not disabled veteran business enterprises can comply with this policy by using subcontractors for goal attainment or by meeting specified "good faith" efforts.

*Legal Reference:*

EDUCATION CODE

17070.50 Conditions for apportionment

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision re school district property

17371 Limitation on liability of governing board

GOVERNMENT CODE

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

14837 Definition of small business

87100 Public officials; financial interest

PUBLIC CONTRACT CODE

20111 School district contracts

## Facilities

AR 7140(a)

## ARCHITECTURAL AND ENGINEERING SERVICES

The Board of Education shall engage the services of a licensed architect(s) holding a valid certificate or engineer(s) holding a valid certificate for the preparation of plans, specifications or estimates for any construction project, through a signed contract. (Education Code 17302)

(cf. 3312 - Contracts)

Note: As a condition to the receipt of state funding, Education Code 17070.50, as added by SB 50 (Ch. 407, Statutes of 1998), requires districts to select architectural and engineering services pursuant to the competitive process outlined below.

Contractors for any architectural, landscape architectural, engineering, environmental, land surveying or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

Note: Government Code 4526 requires that the district's selection process include at least items #1-3 below; however, the law does not prescribe the exact procedures that must be followed. Generally, elements of a "competitive process" include advertising and notice of the need for services, objective evaluation and selection criteria, and an appeals process for use by those not selected. Districts may wish to develop procedures consistent with these and other requirements in consultation with legal counsel.

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. Ensures that projects entail maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

(cf. 9270 - Conflict of Interest)

Note: Pursuant to Government Code 4527, the following items are optional.

The selection process may also include: (Government Code 4527)

1. Detailed evaluations of current statements of prospective contractors' qualifications and performance data

AR 7140(b)

**ARCHITECTURAL AND ENGINEERING SERVICES (continued)**

2. Discussion of alternative approaches for furnishing the services with at least three firms
3. Selection of at least three firms deemed to be the most highly qualified to provide the required services, in accordance with established criteria and recommended in order of preference

Contracts shall specify that all plans, specifications and estimates prepared by the contractor shall become the property of the district. (Education Code 17316)

**Facilities**

BP 7150(a)

**SITE SELECTION AND DEVELOPMENT**

Note: Education Code 17070.10-17077.10 set forth eligibility requirements for the receipt of state facilities funds under the School Facilities Program of 1998 (Proposition 1A). As a condition for receipt of the funds, Education Code 17070.50 requires districts to obtain written approval from the California Department of Education (CDE) and certify to the State Allocation Board that the district's site selection and building plans comply with the regulations developed by the department pursuant to Education Code 17251(b) and (c). In addition, Education Code 17070.50 requires the district to certify that the services of an architect, a structural engineer, or other design professional has been selected using a competitive process consistent with Government Code 4526. See BP/AR 7140 - Architectural and Engineering Services.

The Board of Education believes that a school site should serve the district's educational needs in accordance with the district's master plan as well as show potential for contributing to other community needs.

*(cf. 7110 - Facilities Master Plan)*

The Board recognizes the importance of community input in the site selection process. To this end, the Board will solicit community input whenever a school site is to be selected and shall provide public notice and hold public hearings in accordance with law.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9320 - Meetings and Notices)*

The Superintendent or designee shall establish a site selection process which complies with law and ensures that the best possible sites are acquired and developed in a cost-effective manner.

*(cf. 7140 - Architectural and Engineering Services)*

*(cf. 7210 - Facilities Financing)*

Before acquiring property for a new school or an addition to an existing school site, the Board shall evaluate the property at a public hearing using state site selection standards. (Education Code 17211)

**Environmental Impact Investigation for the Site Selection Process**

Note: Pursuant to Public Resources Code 21082, districts are mandated to adopt procedures for the evaluation of all projects (beyond just site selection) and the preparation of environmental impact reports and negative declarations required under the California Environmental Quality Act (CEQA). In order to satisfy this mandate, the district may either (1) adopt the actual CEQA guidelines, as applicable, as its own procedure; (2) adopt the county or city guidelines, (3) or develop its own procedure. In most cases, the district's environmental investigation will conclude with a simultaneous public review of both the environmental documentation and, if applicable, the Department of Toxic Substance Control (DTSC) documents.

The following paragraph provides for the use of CEQA guidelines for the evaluation of all projects, including site selection. Districts that have adopted the city/county guidelines or their own procedure should modify the paragraph accordingly.

**SITE SELECTION AND DEVELOPMENT (continued)**

The Superintendent or designee shall determine whether any proposed development project is subject to the requirements of the California Environmental Quality Act (CEQA) and shall ensure compliance with this Act whenever so required. When evaluating district projects, the CEQA guidelines shall be used.

**Agricultural Land**

Note: In 82 Ops.Cal.Atty.Gen. 130 (1999), the Attorney General opined that a district may construct a school on land designated by a county ordinance for "agricultural, open space or rural land use." However, the Board must, by a two-thirds vote pursuant to Government Code 53094, render the ordinance inapplicable to the proposed use of the property. See 9323.2 - Actions by the Board. The exemption can be blocked only by a court determination that the action was "arbitrary and capricious."

If the proposed site is in an area designated in a city, county, or city and county general plan for agricultural use and zoned for agricultural production, the Board shall determine all of the following: (Education Code 17215.5)

1. That the district has notified and consulted with the city, county, or city and county within which the prospective site is to be located
2. That the Board has evaluated the final site selection based on all factors affecting the public interest and not limited to selection on the basis of the cost of the land
3. That the district shall attempt to minimize any public health and safety issues resulting from the neighboring agricultural uses that may affect students and employees at the site

*Legal Reference: (see next page)*



BP 7150(c)

**SITE SELECTION AND DEVELOPMENT (continued)***Legal Reference:*EDUCATION CODE

17006 Definition of self-certifying district  
 17024 Prior written approval of CDE for selection of school site or construction of building  
 17070.10-17077.10 Leroy F. Greene School Facilities Act of 1998  
 17210-17224 General provisions (school sites)  
 17240-17245 New Schools Relief Act  
 17250.20-17250.35 Design-build contracts  
 17251-17253 Powers concerning buildings and building sites  
 17260-17268 Plans  
 17280-17317 Approvals  
 17565-17592.5 Board duties re management and control of school property  
 35271 Power to acquire and construct on adjacent property  
 35275 New school planning and design, re consultation with local recreation and park authorities

CODE OF CIVIL PROCEDURE

1263.710-1263.770 Remediation of hazardous substances on property to be acquired by school district

GOVERNMENT CODE

53094 Authority to render zoning ordinances inapplicable  
 65402 Acquisition or disposition of property  
 65995-65997 Developer fees  
 66455.9 Written notices of proposed public school site within development; investigation and report; conditions for acquisition

HEALTH AND SAFETY CODE

44360 Risk assessment

PUBLIC RESOURCES CODE

21000-21177 Implementation of Environmental Quality Act

CODE OF REGULATIONS, TITLE 5

14001-14036 Minimum standards

CODE OF REGULATIONS, TITLE 14

15000-15209 Review and evaluation of EIRs and negative declarations

ATTORNEY GENERAL OPINIONS

82 *Ops. Cal. Atty. Gen.* 130 (1999)

*Management Resources:*WEB SITES

CDE, School Facilities Planning Division: <http://www.cde.ca.gov/dmsbranch/sfpdiv>  
 Office of Public School Construction: <http://www.opsc.dgs.ca.gov/>

## Facilities

AR 7150(a)

## SITE SELECTION AND DEVELOPMENT

As part of the district's site selection process, the Superintendent or designee shall:

1. Meet with appropriate local government recreation and park authorities to review all possible methods of coordinating the planning, design, and construction of new school facilities and school sites or major additions to existing school facilities and recreation and park facilities in the community. (Education Code 35275)

(cf. 7131 - *Relations with Local Agencies*)

2. Notify the appropriate local planning agency in writing and request its report and recommendations regarding the proposed site or proposed addition's conformity with the adopted general plan. (Government Code 65402; Public Resources Code 21151.2)
3. Have the site investigated by competent personnel with regard to population trends, transportation, water supply, waste disposal facilities, utilities, traffic hazards, surface drainage conditions, and other factors affecting initial and operating costs. This investigation shall include geological and soil engineering studies to preclude locating the school on terrain that has the potential for earthquake or other geologic hazard damage as specified in Government Code 65302. (Education Code 17212-17212.5)

Note: Education Code 17212.2, as added by AB 2485 (Ch. 505, Statutes of 2004), authorizes the district to request information from the following entities in order to evaluate the safety of a proposed site.

4. As necessary, request information necessary or useful to assess and determine the safety of a proposed school site, or an addition to an existing school site, from a person, corporation, public utility, locally publicly owned utility, or governmental agency regarding pipelines, electric transmission and distribution lines, railroads, and storage tanks in accordance with law. (Education Code 17212.2, 17251)
5. Ensure that the site meets state standards for school site selection as specified in 5 CCR 14010-14012.
6. Ensure compliance with the California Environmental Quality Act (CEQA) as required by law. (Public Resources Code 21000-21177)

Note: AB 1358 (Ch. 229, Statutes of 2005) amended Education Code 17215 to require notification to the California Department of Education (CDE) if the district is leasing a site near an airport.

7. If the proposed site is within two miles of the air line of an airport runway or proposed runway, before acquiring title to or leasing the site, notify the California Department of Education in writing. (Education Code 17215)

Note: Education Code 17213 prohibits the approval of a school site within 500 feet from the freeway or other busy traffic corridor, unless the district performs an air quality analysis as specified in law.

AR 7150(b)

**SITE SELECTION AND DEVELOPMENT (continued)**

8. If the proposed site is within 500 feet of the edge of the closest traffic lane of a freeway or other busy traffic corridor, conduct an air quality analysis pursuant to Health and Safety Code 44360 and Education Code 17213 and determine that the air quality at the proposed site is such that neither short-term nor long-term exposure poses significant health risks to students. (Education Code 17213)

Note: Pursuant to Education Code 17213.1, both a Phase I environmental assessment and a preliminary endangerment assessment, if necessary, must be conducted pursuant to Education Code 17213.1 to determine whether a release of hazardous materials has occurred, as provided in item #1 below. The district must submit these documents to the CDE and Department of Toxic Substance Control (DTSC) for review. If hazardous substances are disclosed, Education Code 17213.1 authorizes DTSC to order the district to complete certain "response actions" prior to securing state funding.

In the selection and development of projects funded pursuant to the School Facilities Program of 1998 (Proposition 1A) as contained in Education Code 17070.10-17077.10, the Superintendent or designee shall:

1. Determine whether the proposed site is free of toxic contamination by ensuring that a Phase I environmental assessment and/or preliminary endangerment assessment is conducted as required by law (Education Code 17213.1)

The Superintendent or designee shall ensure that the preliminary endangerment assessment is made available for public review and comment in accordance with Education Code 17213.1.

2. Annually submit a summary report of expenditures to the State Allocation Board in accordance with law (Education Code 17076.10)
3. Include in the plans a hard-wired connection to a public switched telephone network or utilization of wireless technology (Education Code 17077.10)

Note: The Office of Public School Construction recommends that districts consult with legal counsel to ensure compliance with the disabled veteran provisions of item #4 below.

4. Establish a participation goal of at least three percent, per year, of the overall dollar amount expended each year by the district for disabled veteran business enterprises (Education Code 17076.11)

## Facilities

BP 7210(a)

## FACILITIES FINANCING

When it is determined that school facilities must be built or expanded to accommodate a increased or projected increased enrollment, the Board of Education shall consider appropriate methods of financing for the purchase of school sites and the construction of buildings. In addition, financing may be needed when safety considerations and educational program improvements require the replacement, reconstruction or modernization of existing facilities.

The Superintendent or designee shall research funding alternatives and recommend to the Board the method that would best serve district needs as identified in the district's master plan for school facilities.

*(cf. 7110 - Facilities Master Plan)*

Note: The following list describes some of the facilities financing options available to school districts.
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These funding alternatives may include, but not be limited to:

1. Levying developer fees pursuant to Education Code 17620 and Government Code 65995-65998

*(cf. 7211 - Developer Fees)*

2. Forming a community facilities district pursuant to Government Code 53311-53368.3, the Mello-Roos Community Facilities Act

*(cf. 7212 - Mello-Roos Districts)*

3. Forming a school facilities improvement district pursuant to Education Code 15300-15425

*(cf. 7213 - School Facilities Improvement Districts)*

4. Issuing voter-approved general obligation bonds
5. Imposing a qualified parcel tax pursuant to Government Code 50079
6. Using lease revenues for capital outlay purposes from surplus school property

*Legal Reference: (see next page)*

BP 7210(b)

**FACILITIES FINANCING (continued)***Legal Reference:*EDUCATION CODE

15100-17059.2 School bonds, especially:

15122.5 Ballot statement

15300-15327 School facilities improvement districts

17000-17059.2 State School Building Lease-Purchase Law of 1976

17060-17066 Joint venture school facilities construction projects

17070.10-17076.10 Leroy F. Greene School Facilities Act of 1998

17085-17095 State Relocatable Classroom Law of 1979

17582 District deferred maintenance fund

17620-17626 Levies against development projects by school districts especially:

17621 Procedures for levying fees

GOVERNMENT CODE

6061 One time notice

6066 Two weeks' notice

50075-50077 Voter-approved special taxes

50079 School districts; qualified special taxes

53175-53187 Integrated Financing District Act

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

65864-65867 Development agreements

65970-65980.1 School facilities development project

65995-65998 Payment of fees against a development project

66000-66008 Fees for development projects

66016-66018.5 Development project fees

66020-66025 Protests and audits

HEALTH AND SAFETY CODE

33445.5 Overcrowding of schools resulting from redevelopment

33446 School construction by redevelopment agency

CALIFORNIA CONSTITUTION

Article 13D, Sections 1-6 Assessment and property related fee reform

UNCODIFIED STATUTES

17696-17696.98 Greene-Hughes School Building Lease-Purchase Bond Law of 1986

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

*Legal Reference continued: (see next page)*

## FACILITIES FINANCING (continued)

### *Legal Reference: (continued)*

#### COURT DECISIONS

Loyola Marymount University v. Los Angeles Unified School District (1996) 45 Cal.App.4th 1256

Ehrlich v. City of Culver City (1996) 12 Cal.4th 854

Dolan v. City of Tigard (1994) 114 S.Ct. 2309

Canyon North Co. v. Conejo Valley Unified School District (1993) 19 Cal.App.4th 243, 23 Cal.Rptr.2d 495

Garlic Development Co. v. Hayward Unified School District (1992) 3 Cal.App.4th 320, 4 Cal.Rptr.2d 897

Nollan v. California Coastal Commission (1987) 107 S.Ct. 3141

#### ATTORNEY GENERAL OPINIONS

79 Ops.Cal.Atty.Gen. 149 (1996)

### *Management Resources:*

#### WEB SITES

Department of General Services, Office of Public School Construction: <http://www.dgs.ca.gov/opsd/>

**Facilities**

BP 7211(a)

**DEVELOPER FEES**

Note: Developer fees are one method of financing facilities available to the district. As amended by SB 50 (Ch. 407, Statutes of 1998), Government Code 65995 prohibit cities and counties from requiring development fees in excess of the maximum amounts set forth in Education Code 17620 to help fund school facilities. Government Code 65995 and, as amended by AB 127 (Ch. 35, Statutes of 2006), Government Code 65997 essentially repeal, until 2012, the Mira/Hart/Murrietta line of case law which had granted cities or counties the authority to deny development projects based on a determination as to whether school facilities were adequate to meet the demands created by the development. Districts with current Mira agreements should consult legal counsel in order to determine whether that agreement can be "grandfathered," and therefore exempted from the SB 50 requirements.

See AR 7211 for detailed findings that must be made by the Board of Education prior to the levying of any developer fees. The following policy and regulation are optional.

In order to finance the construction or reconstruction of school facilities needed to accommodate students coming from new development, the Board of Education may establish, levy and collect developer fees on residential, commercial and industrial construction within the district, subject to restrictions specified by law and administrative regulation.

**Appeals Process for Protests by Developers**

Note: In addition to authorizing developer protests in accordance with Government Code 66020 and 66021, Education Code 17621 requires the Board to provide an appeals process for commercial/industrial fees when the district has analyzed the impact of these projects on a categorical rather than individual basis.

The Superintendent or designee shall establish an appeals process for the handling of protests by developers. (Education Code 17621)

*Legal Reference: (see next page)*

## DEVELOPER FEES (continued)

### *Legal Reference:*

#### EDUCATION CODE

17070.10-17077.10 *Leroy F. Greene School Facilities Act of 1998*

17582 *District deferred maintenance fund*

17620-17626 *Levies against development projects by school districts*

#### GOVERNMENT CODE

6061 *One time notice*

6066 *Two weeks' notice*

65352.2 *Level 2 funding notification requirement*

65864-65869.5 *Development agreements*

65995-65998 *Payment of fees against a development project*

66000-66008 *Fees for development projects*

66016-66018.5 *Development project fees*

66020-66025 *Protests and audits*

#### CODE OF REGULATIONS, TITLE 2

1859-1859.106 *School facility program*

#### COURT DECISIONS

*Dolan v. City of Tigard* (1994) 114 S.Ct. 2309

### *Management Resources:*

#### WEB SITES

Department of General Services, Office of Public School Construction: <http://www.dgs.ca.gov/opsc/>



**Facilities**

AR 7211(a)

**DEVELOPER FEES**

Note: Government Code 65995 provides authority for three different levels of developer fees to be levied by school districts. Pursuant to Education Code 17620 and Government Code 65995, Level 1 fees for residential, commercial and industrial construction may be assessed as long as the district's Developer Fee Justification Study, as required by Government Code 66001, justifies the amount. Pursuant to Education Code 17620, some types of construction may be exempted. Districts should consult with legal counsel as appropriate.

**Level 1 Funding: Residential, Commercial and Industrial Construction**

Note: In order to levy or increase developer fees, Government Code 66001 requires that a district develop a Fee Justification Study which justifies the amount of the fee. The State Allocation Board sets the developer fee rates; these rates will be increased every two years. It is important to note that, in order to increase their rates, Government Code 66001 and 66016 requires districts to update their Fee Justification Study and to satisfy the notice and hearing requirements, as specified below. Education Code 17622 requires separate, special findings when levying fees on spaces enclosed for agricultural purposes.

Before taking action to establish, increase or impose developer fees, the Board of Education shall conduct a fee justification study which: (Government Code 66001)

1. Identifies the purpose of the fee and the use to which the fee will be put
2. Determines a reasonable relationship between the fee's use and the type of development project for which the fee is imposed
3. Determines a reasonable relationship between the need for the public facility and the type of development project for which the fee is imposed
4. Determines a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributed to the development for which the fee is imposed

**Level 1 Funding: Notice and Hearing Requirements**

Before levying developer fees or prior to increasing an existing fee, the Board shall schedule a public hearing. The Superintendent or designee shall mail notice of the time and place of the meeting, including a general explanation of the matter to be considered and a statement that the required data are available, at least 14 days prior to the meeting to any interested party who has requested such information. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 66016)

Information on the anticipated amount of fees, other available funds and funding sources, and the estimated cost of planning, land acquisition and school construction shall be made available to the public at least 10 days before the hearing. (Government Code 66016)

AR 7211(b)

**DEVELOPER FEES (continued)**

At the hearing, the Board shall adopt a resolution for the levying of the developer fees. (Government Code 66016) The resolution shall set forth:

1. The purpose of the fee and the public improvement(s) that the fee will be used to finance (Government Code 66006)
2. The Board's findings of reasonable relationship which justify the fees pursuant to Government Code 66001
3. The district's determination of either of the following conditions which allow collection of the fees at the time when building permits are issued: (Government Code 66007)

Note: In order to collect fees earlier than the date of final inspection or the issuance of a certificate of occupancy, the district must determine either item #a or #b below.

- a. That the fees are to reimburse the district for previous expenditures
- b. That the fees shall be collected for public improvements or facilities for which an account has been established, funds have been appropriated and the district has adopted a proposed construction schedule or plan

**Level 2 Funding: Residential Construction**

Note: Government Code 65995.5 allows the Board to impose a fee on residential construction that is higher than the Level 1 fee limit set forth in Government Code 65995 if the district is considered eligible pursuant to Education Code 17071.10-17078.10 and a timely application is made to the State Allocation Board. In addition, Government Code 65995.5 requires the district to adopt a "Facility Needs Analysis" and to satisfy the cost-saving/revenue-enhancing measures described in that section. Government Code 65995.5 clarifies that developer fees may be expended on the costs of performing the needs analysis as well as on the administrative costs associated with collecting the fees.

In order to impose residential construction fees within the limits of Government Code 65995.5, the Board shall: (Government Code 65995.5)

1. Make a timely application to the State Allocation Board for new construction funding for which it is eligible

Note: The Needs Analysis required by Government Code 65995.6 serves a similar purpose as the Fee Justification Study detailed above, but specifies different legal requirements, as well as a different approval and adoption process.

2. Conduct and adopt a school facility needs analysis pursuant to Government Code 65995.6

AR 7211(c)

**DEVELOPER FEES (continued)**

3. Satisfy at least two of the requirements set forth in Government Code 65995.5(b)(3)(A-D) (Government Code 65995.5)

**Level 2 Funding: Notice and Hearing Requirements**

Note: Government Code 65352.2, as added by AB 1367 (Ch. 396, Statutes of 2001), requires the district to provide the notification specified below to the appropriate city or county planning agency. If the parties decide to meet, Government Code 65352.2 specifies issues that may be considered at the meeting.

At least 45 days prior to completion of the school facility needs analysis, the Board shall notify and provide copies of the analysis to the planning commission or agency of the city or county with land use jurisdiction within the district. Upon request of either party, the Board and city or county shall meet within 15 days following notification. (Government Code 65352.2)

*(cf. 7131 - Relations with Local Agencies)*

The Board shall adopt the school facility needs analysis by resolution at a public hearing. (Government Code 65995.6)

Note: Government Code 65995.6 provides that if the school facility needs analysis is revised during the period of public review or at the public hearing, the approval process must recommence (e.g., another 30-day review period, published notice, etc.).

This analysis may not be adopted until the analysis, in its final form, has been made available to the public for a period of not less than 30 days. Prior to its adoption, the public shall have the opportunity to review and comment on the analysis and the Board shall respond to written comments it receives regarding the analysis. (Government Code 65995.6)

During the period of public review, the analysis shall be provided to the local agency responsible for land use planning for its review and comment. (Government Code 65995.6)

No less than 30 days prior to the hearing, notice of the time and place of the hearing, including the location and procedure for viewing or requesting a copy of the proposed analysis, shall be published in at least one newspaper of general circulation within the jurisdiction of the district. If there is no paper of general circulation, the notice shall be posted in at least three conspicuous places within the district's jurisdiction not less than 30 days prior to the hearing. (Government Code 65995.6)

In addition, the Superintendent or designee shall mail a copy of the needs analysis not less than 30 days prior to the hearing to any person who has made a written request if the written request was made 45 days prior to the hearing. The district may charge a fee reasonably related to the cost of providing these materials. (Government Code 65995.6)

**DEVELOPER FEES (continued)**

The school facility needs analysis may be revised at any time. The revision is subject to the same conditions and requirements applicable to the adoption of the analysis. The existing school building capacity shall be recalculated as part of any revision to the needs analysis. (Government Code 65995.6)

Note: Pursuant to Government Code 65995.6, the fees take effect immediately upon adoption and are effective for only one year. After one year, the district must repeat the adoption process.

The fees authorized by Government Code 65995.6 and Government Code 65995.7 shall be adopted by resolution as part of the adoption or revision of the school facilities needs analysis. The fees shall take effect immediately upon adoption of the resolution and may not be effective for more than one year. (Government Code 65995.6)

**Level 3 Funding: Residential Construction**

Note: Government Code 65995.7 has authorized a district that is eligible to receive the Level 2 funding the authority to levy a still higher fee on residential construction (Level 3 Funding) upon a determination by the State Allocation Board that state funds are no longer available. However, with the passage of the 2002 School Facilities Bond (Proposition 47) and its implementing legislation, AB 16 (Ch. 33, Statutes of 2002), districts are prohibited from levying Level 3 fees until the 2004 primary election.

When Level 3 fees are authorized by law and the district qualifies for Level 2 funding pursuant to Government Code 65995.5, the Board may assess a fee on residential construction pursuant to the requirements of Government Code 65995.7.

**Level 3 Funding: Notice and Hearing Requirements**

Pursuant to Government Code 65995.7, the notice and hearing requirements, resolution requirement, and term of effectiveness for Level 3 funding shall be the same as the requirements for Level 2 funding as specified above.

**All Developer Funding Fees: Additional Requirements**

The district shall send a copy of any resolution adopting or increasing developer fees to the city and county, accompanied by all relevant supporting documentation and a map indicating the boundaries of the area subject to the fee. (Education Code 17621)

In cooperation with local governmental agencies issuing building permits, the Superintendent or designee shall establish a means by which all of the following shall be accomplished:

1. The project applicant shall receive a written statement of the amount of the fees and notification that the 90-day approval period during which the applicant may protest has begun. (Government Code 66020)

AR 7211(e)

**DEVELOPER FEES (continued)**

Note: Item #2 below is optional and is intended to ensure that the district will have evidence that the required notification was delivered.

2. The Superintendent or designee shall receive and retain acknowledgment that the above notification was received.
3. Before a permit is issued and upon the payment of the applicable fee or requirement, the Board shall immediately certify that the fee has been paid or that the district has determined that the fee does not apply to the development project. (Education Code 17620)

Developer fees shall be deposited, invested, accounted for and expended pursuant to Government Code 66006. Developer fees shall be deposited in a separate capital facilities account, except for temporary investments allowed by law, and shall be used only for the purpose for which they were collected. Interest income earned by the capital facilities account shall also be deposited in that account and used only for the purpose for which the fee was originally collected. (Government Code 66006)

For each separate account so established, the Superintendent or designee shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year: (Government Code 66006)

1. A brief description of the type of fee in the account or fund
2. The amount of the fee
3. The beginning and ending balance of the account or fund
4. The amount of the fees collected and the interest earned
5. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees
6. An identification of an approximate date by which the construction of the public improvement will commence if the district determines that sufficient funds have been collected to complete financing on an incomplete public improvement
7. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan

**DEVELOPER FEES (continued)**

8. The amount of refunds made pursuant to Government Code 66001(e) and any allocations made pursuant to Government Code 66001(f)

The Board shall review the above information at the first regularly scheduled public Board meeting which occurs 15 days after the information is made available to the public. Fifteen-day prior notice of this meeting shall be mailed to any parties filing a written request pursuant to Government Code 66006. (Government Code 66006)

Note: Pursuant to Government Code 66006, the district may establish a reasonable annual charge, based on estimated cost, for sending the above notice.

In addition to discharging its public disclosure duties regarding the levying of developer fees, the Board shall, for the fifth fiscal year after the first deposit into the account or fund and every five years thereafter, make all of the following findings with respect to the portion of the account or fund that remains unexpended, whether committed or uncommitted: (Government Code 66001)

Note: Pursuant to Government Code 66001, if the findings are not made every five years as required, the district may be required to refund the moneys in the account or fund pursuant to Government Code 66006(e).

1. Identify the purpose to which the fee is to be put
2. Demonstrate a reasonable relationship between the fee and the purpose for which it is charged
3. Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements originally identified
4. Designate the approximate dates on which the funding referred to in item #3 is expected to be deposited into the appropriate account or fund

When sufficient funds have been collected to complete the financing of public improvements but such improvements remain incomplete, the district shall, within 180 days of the date that a determination of sufficient funding was made, either identify an approximate date by which construction will begin or refund the unexpended revenues in accordance with Government Code 66001. (Government Code 66001)

**Appeals Process for Protests by Developers**

Note: Pursuant to Education Code 17621, a developer may protest the imposition of any developer fees listed above in accordance with the requirements in Government Code 66020.

AR 7211(g)

**DEVELOPER FEES (continued)**

Developers of residential, commercial and industrial projects who claim that the developer fee has been inappropriately levied shall use the following procedures: (Government Code 66020)

1. The developer shall tender any required payment in full or provide satisfactory evidence of arrangements to pay the fee when due or ensure performance of the conditions necessary to meet the requirements of the imposition.
2. The developer shall serve written notice to the Board. This notice shall include:
  - a. A statement that the required payment is tendered or will be tendered when due, or that any conditions which have been imposed are provided for or satisfied, under protest
  - b. A statement informing the Board of the factual elements of the dispute and the legal theory forming the basis for the protest
3. The protest shall be filed at the time of approval or conditional approval of the development or within 90 days after the date of the imposition of the fees.

At the time of the imposition of the fee, the Superintendent or designee shall provide each project applicant written notice that the 90-day period in which the applicant may initiate a protest has begun. The developer may file an action to attack, review, set aside, void or annul the imposition of the fees imposed on the development project within 180 days of delivery of the notice. (Government Code 66020)

## Facilities

BP 7214(a)

**GENERAL OBLIGATION BONDS**

Note: Article 16, Section 18 of the California Constitution permits school districts to issue bonds for school facilities with either a 66.67 percent or 55 percent approval by local voters. To qualify for the lower 55 percent (Proposition 39) threshold, districts must use the bond funds for more limited purposes and fulfill additional accountability requirements, as specified below.

In 88 Ops. Cal. Atty. Gen. 46 (2005), the Attorney General opined that a school district may use district funds to hire a consultant to assess the feasibility of developing a bond measure and to assess the public's support and opposition. However, according to the Attorney General, a district may not use district funds to hire a consultant to develop and implement a strategy to build a coalition to support the bond because such activities would be an impermissible use of public funds for campaign purposes in violation of Education Code 7054. For further discussion regarding use of district funds for political purposes, see BP 1160 - Political Processes.

Education Code 15100 sets forth conditions under which the Board may call for a bond election. Pursuant to Education Code 15266, these conditions must be satisfied if the Board is seeking either the 66.67 percent or 55 percent approval threshold. The following paragraph is consistent with Education Code 15100.

The Board of Education desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. To that end, the Board may order an election on the question of whether bonds shall be issued for school facilities when, in the Board's judgment, it is advisable and in the best interest of district students.

(cf. 1160 - Political Processes)  
(cf. 7110 - Facilities Master Plan)  
(cf. 7210 - Facilities Financing)

Note: For bonds passed with a 55 percent majority, Education Code 15268 and 15270 set limits as to the maximum amount of the bond and the tax rate that may be levied as a result of the bond. Limitations for bonds requiring a 66.67 percent majority are detailed in Education Code 15102-15109.

The Board shall determine the appropriate size of the bond in accordance with law.

**Bonds Requiring 55 Percent Approval by Local Voters**

Note: Pursuant to Education Code 15266, upon adoption of the resolution specified below, the district must comply with the accountability provisions required for 55 percent approval, even if the bond ultimately passes by a 66.67 percent majority of the voters.

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agree to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)



BP 7214(b)

**GENERAL OBLIGATION BONDS (continued)**

Note: As amended by AB 3063 (Ch. 289, Statutes of 2006), Education Code 15266 requires that the bond election be held only during a regularly scheduled local election at which all of the electors in the district are entitled to vote. Therefore, those school districts whose boundaries encompass more than one city or county or whose board members are elected by trustee area must ensure that the bond election is on a ballot in which all of the electors in the district are entitled to vote.

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities. (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified above, as detailed in California Constitution Article 13A, Section 1(b)(3), and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)  
 (cf. 0450 - Comprehensive Safety Plan)  
 (cf. 6151 - Class Size)

Note: Because the proceeds from the bond can be used only for types of construction, site acquisition or lease purposes for school facilities in accordance with California Constitution Article 13A, Section 1(b)(3)(A), bond funds cannot be used to pay the costs of the audits required below.

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

**GENERAL OBLIGATION BONDS (continued)****Bonds Requiring 66.67 Percent Approval by Local Voters**

Bonds shall be sold to raise money for the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

*Legal Reference: (see next page)*

BP 7214(d)

**GENERAL OBLIGATION BONDS (continued)***Legal Reference:*EDUCATION CODE

7054 Use of district property, campaign purposes  
 15100-15254 Bonds for school districts and community college districts  
 15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000  
 17577 Sewers and drains  
 47614 Charter school facilities

ELECTIONS CODE

324 General election  
 328 Local election  
 341 Primary election  
 348 Regular election  
 356 Special election  
 357 Statewide election  
 1302 School district election  
 15372 Elections official certificate

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers  
 1125-1129 Incompatible activities  
 8855 California Debt and Investment Advisory Commission  
 53580-53595.5 Bonds  
 54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation  
 Article 16, Section 18 Debt limit

COURT DECISIONS

*San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District*, (2006) 139 Cal.App.4<sup>th</sup> 1356

ATTORNEY GENERAL OPINIONS

88 *Ops. Cal. Atty. Gen.* 46 (2005)  
 87 *Ops. Cal. Atty. Gen.* 157 (2004)

*Management Resources:*WEB SITES

CSBA: <http://www.csba.org>  
 CSBA, District and Financial Services, Proposition 39 Bond Performance Audit Program:  
<http://www.csba.org/ds/prop39.cfm>  
 California Department of Education: <http://www.cde.ca.gov>  
 California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

**Facilities**

AR 7214(a)

**GENERAL OBLIGATION BONDS****Election Notice**

Note: Notice and ballot requirements for bond elections are specified in Education Code 15120-15126. Additional requirements for bond measures with a 55 percent vote are contained in Education Code 15272.

The Superintendent or designee shall ensure that election notice and ballot requirements are satisfied in accordance with Education Code 15120-15126 and 15272.

**Certificate of Results**

Note: Pursuant to Elections Code 15372, following a bond election, the county elections official must submit a certificate of the election results to the Board which must then provide certification to the county board of supervisors, as specified below.

If it appears from the certificate of election results that the appropriate majority of the voters are in favor of issuing the bonds, the Board of Education shall cause an entry of that fact to be made in its minutes. The Board shall then certify to the board of supervisors of the county whose superintendent of schools has jurisdiction over the district all proceedings had in connection with the election results. (Education Code 15124; 15274)

(cf. 9324 - Board Minutes and Recordings)

**Resolution Regarding Sale of Bonds**

Note: Pursuant to Education Code 15140, bonds may be offered for sale by either the county board of supervisors or the County Superintendent of Schools. However, the county board of supervisors may adopt a resolution authorizing a district to sell bonds on its own behalf when the district has not received a qualified or negative certification in its most recent interim financial report.

Prior to bonds being offered for sale, Education Code 15140 requires the Board to adopt a resolution directing the sale of bonds and prescribing the amount of bonds to be sold. As amended by AB 1482 (Ch. 213, Statutes of 2006), Education Code 15146 requires the Board to adopt an additional resolution prior to the sale of bonds and after the sale, to disclose the cost information and submit a cost summary, as detailed below.

Following passage of the bond measure, the Board shall pass a resolution to issue the sale of bonds. The resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 25 years from the date of the bonds. (Education Code 15140)

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**GENERAL OBLIGATION BONDS (continued)**

Prior to the sale of bonds, the Board shall adopt, as an agenda item at a public meeting, another resolution, which includes all of the following items: (Education Code 15146)

1. Express approval of the method of sale
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance

After the sale, the Board shall be presented with the actual cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146)

**Citizens' Oversight Committee**

Note: The following section is for use by districts that have had a general obligation bond approved with a 55 percent majority. Education Code 15278 requires such districts to appoint a citizens' oversight committee. Districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint an oversight committee but may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

The citizens' oversight committee shall consist of at least seven members including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district
2. One member active in a senior citizens organization
3. One member active in a bona fide taxpayers' organization

**GENERAL OBLIGATION BONDS (continued)**

4. One member who is a parent/guardian of a child enrolled in the district
5. One member who is a parent/guardian of a child enrolled in the district and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 1230 - School-Connected Organizations)*

No employee, official, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Members of the citizens' oversight committee shall serve for a term of two years without compensation and for no more than two consecutive terms. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities
2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance audit required by Article 13A, Section 1(b)(3)(C) of the California Constitution
2. Receiving and reviewing copies of the annual, independent financial audit required by Article 13A, Section 1(b)(3)(D) of the California Constitution
3. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution

AR 7214(d)

**GENERAL OBLIGATION BONDS (continued)**

4. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district, including any reports required by Education Code 17584.1
5. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures including, but not limited to, the following:
  - a. Mechanisms designed to reduce the costs of professional fees
  - b. Mechanisms designed to reduce the costs of site preparation
  - c. Recommendations regarding the joint use of core facilities
  - d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design
  - e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

*(cf. 7110 - Facilities Master Plan)*

The Board shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. (Education Code 15280)

Note: Pursuant to Government Code 54952, open meeting laws (the Brown Act) apply to any commission, committee, board, or other body created by formal action of the Board, regardless of whether that body is permanent or temporary, decision-making or advisory.

All oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 9320 - Meetings and Notices)*

The oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

*(cf. 1340 - Access to District Records)*  
*(cf. 9324 - Minutes and Recordings)*

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**GENERAL OBLIGATION BONDS (continued)**

Members of the oversight committee shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1098. (Education Code 15282)

*(cf. 9270 - Conflict of Interest)*

**Reports**

Note: The following section applies to all bond elections.
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Within 30 days after the end of each fiscal year, the Board shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

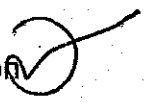
1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
2. The percentage of registered electors who voted at the election
3. The results of the election, with the percentage of votes cast for and against the proposition



**ALBANY UNIFIED SCHOOL DISTRICT  
BOARD AGENDA BACKUP**

**Regular Meeting of August 4, 2009**

**ITEM: CONDUCT THE FIRST READING OF THE TEXT – ENVIRONMENT - 6<sup>TH</sup> EDITION - FOR THE ALBANY HIGH SCHOOL AP ENVIRONMENTAL SCIENCE COURSE**

**PREPARED BY:** Lynda Hornada, Director of Curriculum and Instruction 

**TYPE OF ITEM:** *Review and Discussion*

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**BACKGROUND INFORMATION:**

In February 2009, The Board of Education approved a new Environmental AP Science course to begin in the 2009-2010 school year. Albany Unified School District is now seeking Board of Education approval for the text entitled Environment for this new course.

The following process was used in selecting the text: A committee consisting of science teachers Peggy Carlock (Dept. Chair) Darren McNally, and Allison Pfeiffer met, discussed what they were looking for in a text, ordered 5 or 6 different qualifying texts for review (all on the College Board approved list), contacted other AP Environmental Science teachers to gain from their experience, reviewed the various texts, rated them, and came to consensus on which was the best. There was no pilot since this a new course for 2009-2010.

After the teachers selected the text, notice was given and it went on display at the District Office for public comment. There were no comments during the time it was available.

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**FINANCIAL INFORMATION:**

The text will be purchased with instructional materials funds (IMF) allocations. The Board approved the IMF allocations on June 30, 2009.

**RECOMMENDATION:**

**CONDUCT THE FIRST READING OF THE TEXT – ENVIRONMENT - 6<sup>TH</sup> EDITION - FOR THE ALBANY HIGH SCHOOL AP ENVIRONMENTAL SCIENCE COURSE**

