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REGULAR MEETING OF THE BOARD OF TRUSTEES

Burlingame ESD

December 09, 2014 6:30PM

DISTRICT OFFICE CONFERENCE ROOM

1825 TROUSDALE DRIVE

BURLINGAME, CA 94010

Mission Statement:

The mission of the Lancaster School District is to provide a relevant, high quality education within an inclusive and culturally respectful environment, preparing all students for personal and professional success.

0. CALL TO ORDER

0.1. Call to Order

Minutes:

President Intriери called the meeting to order at 6:00 p.m.

1. PUBLIC COMMENTS RELATED TO CLOSED SESSION ITEMS

1.1. Public Comments Related to Closed Session Items

2. RECESS TO CLOSED SESSION

2.1. Conference with Legal Counsel - Existing Litigation APL-1213-1 Pursuant to Government Code section 54956.9, subdivision (a), the Board will consider: Alliance for Responsible Neighborhood Planning, Christine C. Fitzgerald, Diane Haggerty, Elizabeth Vorsatz v. Burlingame School Dist.; San Mateo Superior Court Case No. CIV519075?

2.2. Closed Session

Quick Summary / Abstract

If the Board does not complete closed session items by 6:30 p.m, it will reconvene after the regular session.

3. RECONVENE TO REGULAR MEETING

3.1. Reconvene to the Regular Meeting

Minutes:

President Intriери reconvened to the regular meeting at 6:30 p.m.

4. CLOSED SESSION REPORT

4.1. Closed Session Report

5. PATRIOTIC EXERCISE

5.1. Patriotic Exercise

Minutes:

The patriotic exercise was led by Director Tim Ryan.

6. ROLL CALL

6.1. Roll Call

Minutes:

Trustee Land teleconferenced in Trustee Drabkin present Clerk Coskey present Vice President Barber present President Intriери present

Quick Summary / Abstract

Teleconference from 2800 Opryland Drive, Nashville, TN

7. APPROVAL OF AGENDA

7.1. Approval of Agenda

Actions:

Motion

- Motion made by Kay Coskey and a seconded by Davina Drabkin.

Vote:

Yes Greg Land.
Yes Michael Barber.
Yes Mark Intriери.
Yes Davina Drabkin.
Yes Kay Coskey.

Minutes:

Clerk Coskey motioned to approve the agenda, seconded by Trustee Drabkin, carried 5-0.

8. APPROVAL OF MINUTES

8.1. Approval of Minutes from December 2, 2014

Actions:

Motion

- Motion made by Kay Coskey and a seconded by Davina Drabkin.

Vote:

Yes Greg Land.
Yes Michael Barber.
Yes Mark Intrieri.
Yes Davina Drabkin.
Yes Kay Coskey.

Minutes:

Clerk Coskey motioned to approve the minutes from December 2, 2014, seconded by Trustee Drabkin, carried 5-0.

Attachments:

12-02-14_Minutes

9. PUBLIC STATEMENTS RELATED TO NON AGENDA TOPICS

9.1. Public Statements to Non Agenda Items

Requested Action

Public statements: At the discretion of the Board of Trustees, the public may address the Board on non-agenda topics and/or agenda items. Prior to the opening of the meeting, a blue slip should be completed and given to the Superintendent or her assistant. Public statements on agenda items may be heard at the time the specific item is under discussion by the Board. Individual statements should be limited to three minutes. The President of the Board may grant additional time. The Board may refer items to the administration for follow-up and/or placement on a future agenda.

Minutes:

None

Quick Summary / Abstract

Public statements: At the discretion of the Board of Trustees, the public may address the Board on non-agenda topics and/or agenda items. Prior to the opening of the meeting, a blue slip should be completed and given to the Superintendent or her assistant. Public statements on agenda items may be heard at the time the specific item is under discussion by the Board. Individual statements should be limited to three minutes. The President of the Board may grant additional time. The Board may refer items to the administration for follow-up and/or placement on a future agenda.

10. PUBLIC STATEMENTS RELATED TO AGENDA ITEMS

10.1. Public Statements Related to Agenda Items

Requested Action

Public statements: At the discretion of the Board of Trustees, the public may address the Board on non-agenda topics and/or agenda items. Prior to the opening of the meeting, a blue slip should be completed and given to the Superintendent or her assistant. Public statements on agenda items may be heard at the time the specific item is under discussion by the Board. Individual statements should be limited to three minutes. The President of the Board may grant additional time. The Board may refer items to the administration for follow-up and/or placement on a future agenda.

Quick Summary / Abstract

Public statements: At the discretion of the Board of Trustees, the public may address the Board on non-agenda topics and/or agenda items. Prior to the opening of the meeting, a blue slip should be completed and given to the Superintendent or her assistant. Public statements on agenda items may be heard at the time the specific item is under discussion by the Board. Individual statements should be limited to three minutes. The President of the Board may grant additional time. The Board may refer items to the administration for follow-up and/or placement on a future agenda.

11. STATEMENTS OF ASSISTANT SUPERINTENDENTS

11.1. Statement of Assistant Superintendent of Business/CBO, Gaby Hellier

Minutes:

None

12. STATEMENT OF SUPERINTENDENT

12.1. Statement of Superintendent, Dr. Maggie Maclsaac

Minutes:

None Dr. Maggie Maclsaac teleconferenced from 2800 Opryland Drive, Nashville, TN

13. STATEMENTS OF BOARD MEMBERS

13.1. Statements of Board Members

Minutes:

Trustee Land did not have a statement. Trustee Drabkin did not have a statement Clerk Coskey attended the BCE Scholar's Circle. It was a wonderful meeting and she thanked everyone for their hard work throughout this year. Clerk Coskey also thanked BCE for their support and grant. Vice President Barber did not have a statement. President Intrieri did not have a statement.

14. CONSENT AGENDA

14.1. Consent Agenda

Requested Action

All items on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed and removed from the Consent Agenda. The Superintendent and staff recommend approval of all consent items. Movement of any suggested Consent items is appropriate at this time.

Actions:

Motion

All items on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed and removed from the Consent Agenda. The Superintendent and staff recommend approval of all consent items. Movement of any suggested Consent items is appropriate at this time. - Motion made by Davina Drabkin and a seconded by Kay Coskey.

Vote:

Yes Greg Land.
Yes Michael Barber.
Yes Mark Intrieri.
Yes Davina Drabkin.
Yes Kay Coskey.

Minutes:

Trustee Drabkin motioned to approve the consent agenda, seconded by Clerk Coskey, carried 5-0.

Quick Summary / Abstract

All items on the Consent Agenda are considered by the Board to be routine and will be enacted by the Board in one motion in the form listed below. There will be no discussion on these items prior to the time the Board votes on the motion unless members of the Board, staff or public request specific items to be discussed and removed from the Consent Agenda. The Superintendent and staff recommend approval of all consent items. Movement of any suggested Consent items is appropriate at this time.

15. BUSINESS/FINANCE (CONSENT)

15.1. Child Nutrition Update October 2014

Item Prepared for

Consent

Requested Action

It is requested the Board of Trustees receive the update for October 2014 for the BSD Child Nutrition Program.

Actions:

Motion

It is requested the Board of Trustees receive the update for October 2014 for the BSD Child Nutrition Program. - Motion made by Davina Drabkin and a seconded by Kay Coskey.

Vote:

Yes Greg Land.
Yes Michael Barber.
Yes Mark Intrieri.
Yes Davina Drabkin.
Yes Kay Coskey.

Board Goal

All students will learn at high levels, prepared to excel in high school.

Minutes:

Trustee Drabkin motioned to approve the consent agenda, seconded by Clerk Coskey, carried 5-0.

Fiscal Impact

Fund 13 - (\$55,034)

Quick Summary / Abstract

It is requested the Board of Trustees receive the October 2014 update for the BSD Child Nutrition Program.

Item Prepared by

Gaby Hellier, Assistant Superintendent/Chief Business Official

Description/ Details

The October 2014 update for the Board includes October 2014 activities. The current estimated loss to date is \$55,034. The same period in 2013-2014 was a loss of \$39,928. Participation rates are in line with recent years, with this month running 23.70%.

Targeted Action

Develop and monitor the effectiveness of communications to the Board, staff, parents, and community regarding the District's fiscal health and priorities for program and budget.

Attachments:

- P&L 2014-2015 October
- Participation 2014-2015 October

16. BUSINESS/FINANCE

16.1. Award Bid for Burlingame Intermediate School (BIS) Classroom Building ? Project 1401

Item Prepared for

Action

Requested Action

Staff recommends approval of lowest qualified bid

Actions:

Motion

Staff recommends approval of lowest qualified bid - Motion made by Michael Barber and a seconded by Kay Coskey.

Vote:

Yes Greg Land.
Yes Michael Barber.
Yes Mark Intrieri.
Yes Davina Drabkin.
Yes Kay Coskey.

Board Goal

The district will provide facilities that optimize learning and instruction

Minutes:

Director Tim Ryan presented. Trustee Drabkin appreciated the background that was provided since the bid was higher than expected. Director Ryan stated it is a hot bidding environment, some people are seeing a 5-12% increase. Our increase was 4.6% higher than the 95% construction documents cost estimate. However, the overall project budget is still within the budget estimate, we were conservative in our estimate. This construction bid overage does not encumber our contingency. The overage is being absorbed within the project budget by decreasing the amount of design contingency since we are now through the design phase, we decreased the architectural fees to actual projected costs, and we decreased GEOTech because we received actual numbers. We are carrying a positive \$13,000 outside our budget. In addition our project budget is carrying an additional \$800,000 contingency. Vice President Barber motioned to approve, seconded by Clerk Coskey, carried 5-0.

Fiscal Impact

Fund 21 Measure D \$9,908,500

Quick Summary / Abstract

Staff is recommending awarding the bid to the lowest prequalified bidder, Sausal Corporation of San Leandro, California

Item Prepared by

Tim Ryan, Director of Facilities

Description/ Details

In preparation for the construction of the BIS new Classroom Building, at its June 24, 2014 Regular Board meeting, the Governing Board passed resolutions 2013-14-32 and 2013-14-33 directing staff to begin the prequalification process for General Contractors, and Electrical, Mechanical, and Plumbing Subcontractors. On October 14th 2014 - the Board of Trustees approved the Prequalification List of Contractors. Eight (8) General Contractors were prequalified. On October 29, 2014 Seven (7) firms attended the mandatory bid walk, and five (5) firms submitted bids. Staff is recommending awarding the bid to the lowest prequalified bidder, Sausal Corporation of San Leandro, California <http://www.sausal.net> in the amount of \$9,908,500. If approved the next steps in the process are as follows: December 10, 2014 Issue Notice of Award December 17, 2014 Contracts signed December 18, 2014 Issue Notice to Begin December 19, 2014 Construction Begins January 12, 2016 Construction Ends February 16, 2016 Classes Move in

Targeted Action

i. Develop and thoroughly review by all stakeholders a comprehensive needs assessment of district facilities connecting Measure A unfinished projects to possible Measure D projects, which will lead to a clear project implementation plan. (2013-2014) ii. Create, evaluate, and maintain facilities according to district standards with input from school site staff and community. (2013-2016) iii. Develop and monitor a process to evaluate the effectiveness of communicate the District's facilities plans to the community, including parents, staff and the non-school community members. (2013-2016)

Attachments:

[Sausal Corporation Bid](#)

16.2. Copier Lease/Purchase**Item Prepared for**

Action

Requested Action

It is requested the Board of Trustees approve Resolution 2014/2015-11 for a 60 month lease/purchase agreement with Leasource Financial Services, Inc (through West America Bank)for 12 copiers at 7 sites (6 schools and the district office) and a service agreement with Ray Morgan Company.

Actions:**Motion**

It is requested the Board of Trustees approve Resolution 2014/2015-11 for a 60 month lease/purchase agreement with Leasource Financial Services, Inc (through West America Bank)for 12 copiers at 7 sites (6 schools and the district office) and a service agreement with Ray Morgan Company. - Motion made by Michael Barber and a seconded by Kay Coskey.

Vote:

Yes Greg Land.
Yes Michael Barber.
Yes Mark Intrieri.
Yes Davina Drabkin.
Yes Kay Coskey.

Board Goal

All students will learn at high levels, prepared to excel in high school.

Minutes:

Assistant Superintendent/CBO Hellier presented. The district received 3 bids; Xerox, Ray Morgan, and Canon. The lowest was Ray Morgan who also represents Canon copiers. The district will roughly be saving \$300 a month. This amount will depend on the number of copies made. At the end of the 60 month lease, we will own copiers. Vice President Barber motioned to approve, seconded by Clerk Coskey, carried 5-0.

Fiscal Impact

\$3,664.32 lease cost per month for 60 months. Service costs are dependent on the number of copies made at \$0.0035 for black/white copies and \$0.045 for color copies.

Quick Summary / Abstract

It is requested the Board of Trustees approve Resolution 2014/2015-11 for a 60 month lease/purchase agreement with Leasource Financial Services, Inc (through West America Bank)for 12 copiers at 7 sites (6 schools and the district office) and a service agreement with Ray Morgan Company.

Item Prepared by

Gaby Hellier, Assistant Superintendent/Chief Business Official

Description/ Details

The District's current 60-month copier lease agreement is expiring soon. We received three bids for new copiers and service with Ray Morgan Company (representing Canon copiers) as the lowest bid. Copiers are new, high capacity machines with large capacity paper trays, hole punch, stapling and scanning capabilities. Service is charged at a per copy charge and includes replacement parts, maintenance, toner and staples.

Targeted Action

The district will maintain fiscal stability while supporting the district goals.

Attachments:

[Leasource Copier Agreement](#)

16.3. Audit Request for Proposal (RFP)

Item Prepared for

Action

Requested Action

It is requested the Board of Trustees approve the Audit RFP for the fiscal year 2014/15.

Actions:

Motion

It is requested the Board of Trustees approve the Audit RFP for the fiscal year 2014/15. - Motion made by Kay Coskey and a seconded by Michael Barber.

Vote:

Yes Greg Land.
Yes Michael Barber.
Yes Mark Intrieri.
Yes Davina Drabkin.
Yes Kay Coskey.

Board Goal

All students will learn at high levels, prepared to excel in high school.

Minutes:

Assistant Superintendent/CBO Hellier presented. Trustee Drabkin inquired about the auditor results being sent directly to the Board instead of first going to the district. This was something she had heard at a previous training. Assistant Superintendent Hellier will check with the county to see if this is the practice of other districts. Clerk Coskey motioned to approve, seconded by Vice President Barber, carried 5-0.

Fiscal Impact

To be determined.

Quick Summary / Abstract

It is requested the Board of Trustees approve the Audit RFP for the fiscal year 2014/15.

Item Prepared by

Gaby Hellier, Assistant Superintendent/Chief Business Official

Description/ Details

The District is required to have its financial information audited by an external auditing firm each fiscal year. We have been using the same firm for a number of years and it is recommended that we look into using a new firm to insure audit independence.

Targeted Action

The district will maintain fiscal stability while supporting the district goals.

Attachments:

[Audit RFP](#)

17. BOARD REQUESTED ITEMS

17.1. Board Requested Items

Minutes:

None

18. ADJOURNMENT

18.1. Adjournment

Minutes:

President Intrieri adjourned the meeting at 6:42 p.m.

Disability Information:

Anyone requiring disability-related accommodations or modifications, including auxiliary aids or services, in order to participate in the meeting should contact the Superintendent's Office at (661) 948-4661 x134 at least 36 hours prior to the meeting to request specific accommodations. Any materials required by law to be made available to the public prior to a meeting of the Board of Trustees of the Lancaster School District can be inspected at the Superintendent's office, 44711 North Cedar Avenue, Lancaster, CA 93534 during the hours of 8:00 a.m. - 4:00 p.m. Monday through Friday; closed all major holidays.

(Original)

Present Greg Land
Present Michael Barber
Present Mark Intrieri
Present Davina Drabkin
Present Kay Coskey



connect and share

A social media sharing bar with a dark grey header containing a globe icon and the text 'connect and share'. Below the header are four square icons: Facebook (blue with white 'f'), Twitter (light blue with white bird), YouTube (red and white with 'You Tube' text), and LinkedIn (blue with white 'in').