

BOARD OF EDUCATION OF THE CITY OF LOS ANGELES  
Governing Board of the Los Angeles Unified School District

AUGMENTED AUDIT, BUSINESS, AND TECHNOLOGY COMMITTEE NOTES  
333 South Beaudry Avenue, Board Room  
1:00 pm., Thursday, December 16, 2004

Committee Members

Mr. David Tokofsky, Chairperson  
Ms. Marlene Canter  
Mr. Jon Lauritzen

District Staff

Mr. Timothy Buresh, Chief Operating  
Officer  
Mr. Robert Kasper, Inspector General Office

Outside Committee Members

Dr. John Hwang  
Allan Warhaftig

Committee Contact Person

Ms. Kara Backus, Policy Analyst,  
District 5

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The meeting convened at 1:10 p.m.  
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Mr. David Tokofsky introduced Mr. Allan Warhaftig and Dr. John Hwang, the new outside Committee Members of the Audit, Business and Technology Committee.

APPROVAL OF THE MINUTES FOR THE SEPTEMBER 23, 2004 ABT COMMITTEE MEETING

The minutes for September 23, 2004, meetings were approved as submitted.

RESULTS OF INFORMATION TECHNOLOGY DIVISION BENCH REQUEST FOR PROPOSAL

Dr. Julie Crum, Director, Information Technology Division Support Services, made a presentation on the results from the Information Technology Division third Request for Proposals (RFP) for Bench Contract Services. She mentioned that out of the thirty-four vendors

listed in Attachment 1, twenty-five (73%) have been determined to meet the criteria of small business vendors. She indicated that all three RFP's have resulted in having a total of 109 vendors of which 77 (71%) qualify as small businesses.

Dr. Crum mentioned this report authorizes the Superintendent to execute three-year multiple award agreements to provide technical services to Information Technology Division.

Dr. Crum responded to questions by Committee Members.

### CONTRACTOR EVALUATIONS

Ms. Anne Fischer, Chief Procurement Officer, gave an overview of the policy for Contractor Performance Evaluations. She indicated that the Procurement Services Group procedures require completion of the Independent Contractor Assessment form after the completion of services for a purchase or contract. She mentioned that 75 evaluations were received last year out of approximately 600 contracts.

Ms. Fischer responded to questions by Committee Members.

### STUDENT/SCHOOL SYSTEMS - INTEGRATED STUDENT INFORMATION SYSTEM

Dr. Robert Donahue, Manager, Organizational Change and Communications, Student Information System Branch, presented a semi-annual status report on the Integrated Student Information System (ISIS). He indicated that ISIS is a District wide initiative to consolidate multiple and disparate database systems into a single integrated system to capture and track student records and information. He stated that this will increase the ability to identify students, maintain more accurate family information, and provide District and Local District offices access to operational data and reports.

Dr. Donahue mentioned that there is computer training for staff for the Early Education Student Information System prior to training in the Information System application.

### SPEAKERS

Ms. Lorena Jaramillo, addressed the Committee on the Student Information System.  
Mr. Daniel J. Barnhart, Chapter Chair, United Teachers Los Angeles, addressed the Committee regarding software for schools that will allow them to upload grades for students.

Dr. Donahue responded to questions by Committee Members.

## FOOD SERVICES SUCCESS FACTORS

Ms. Marilyn Wells, Director, Food Services Branch, made a presentation on Food Services Success Factors. She indicated that approximately 350,000 meal tickets are separated by meal eligibility and are counted each day. She mentioned that under the Financial Management System each student will have an account which will eliminate the need for replacement tickets and enable students to charge meals.

Ms. Wells mentioned that for fiscal year 04-05 priorities are:

- 1) to increase student participation particularly in secondary and breakfast
- 2) decrease labor costs
- 3) capital improvement, and
- 4) fiscal solvency

## SPEAKERS

Ms. Rosmary Seerina, Senior Marketing Analyst

Mr. Daniel Morales, Director of Marketing, School Link Technology

Ms. Wells responded to questions by Committee Members.

## VOLUNTARY BENEFITS

Mr. Brian Clelland, Director, Benefits Administration, made a presentation on the District-provided voluntary benefits. He particularly mentioned that through a payroll deduction program employees are given an opportunity to purchase computer equipment. Purchasing Power is the firm responsible for this payroll deduction program.

Mr. Clelland mentioned the District will offer a new Section 457 Retirement Savings Plan and other discounted products and services which will be competitively bid.

Mr. Clelland responded to questions by Committee Members.

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The meeting adjourned at 3:45 p.m.  
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**BOARD OF EDUCATION OF THE CITY OF LOS ANGELES**  
Governing Board of the Los Angeles Unified School District

**Meeting Agenda for the  
Augmented Audit, Business, and Technology (ABT) Committee**

Thursday, December 16, 2004, 1:00 PM  
333 South Beaudry Avenue, Board Room  
Los Angeles, CA 90017

**Committee Members**

David Tokofsky, Chair  
Marlene Canter  
Marguerite Poindexter LaMotte  
Jon Lauritzen

**Committee Contact Person**

Kara Backus  
TEL: (213) 241-6383  
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**District Staff Member**

Don Mullinax, Inspector General  
TEL: (213) 241-7700

**Superintendent's Representative**

Timothy Buresh, Chief Operating Officer  
TEL: (213) 241-4133

**ACTION ITEMS – Oral reports with written documents that require Committee action**

**1. Approval of the Minutes for the September 23, 2004 ABT Committee Meeting.**

The ABT Committee will take action on approving the draft minutes for the September 23, 2004 ABT Committee meeting.

**INFORMATION ITEMS – Oral presentations with or without written documents**

**2. Results of ITD Bench RFP**

Dr. Julie Crum (Director, IT Support Services) will present the results of the ITD Bench request for proposals.

### **3. Contractor Evaluations**

Ms. Anne Fischer (Chief Procurement Officer) will present an overview of the policy for contractor evaluations.

### **4. Student/School Systems – ISIS Update**

Dr. Robert Donahue (Manager, Organizational Change & Communications, Student Information Systems Branch) will provide a semiannual update on the ISIS implementation.

### **5. Food Services Success Factors**

Ms. Marilyn Wells (Food Services Branch Director, Business Services Division) will present the Food Services success factors, which includes the meal eligibility report.

### **6. Budget Transfers**

Mr. Lorenzo Tyner (Budget Director) will make a presentation on the budget transfer process.

### **7. Employee Discounts on Electronic Equipment/Voluntary Benefits**

Mr. Brian Clelland (Director, Benefits Administration) will present a report on employee discounts for electronic equipment and voluntary benefits.

## **OTHER ITEMS**

### **8. Small Business Enterprises (SBE) Quarterly Report (Receipt & File Only)**

Procurement Services Group will file for receipt its SBE first quarter 2004-05 report.

### **9. Items Referred to the Committee by the Board of Education or Committee of the Whole**

The Committee may consider and act upon motions, Board Reports, or other business referred to it by the Board of Education or Committee of the Whole, with respect to any properly posted matter at a meeting immediately preceding this committee meeting, where the time between that meeting and this committee meeting is less than 72 hours. Members of the public are encouraged to review the order of business or agenda for the meetings of the Board of Education or Committee of the Whole.

## **10. Public Comments**

Persons who wish to address the Committee may sign up at the meeting.

**For more information on the Audit, Business and Technology Committee,  
go to:**

**<http://www.lausd.k12.ca.us/bfat>**