

BERKELEY UNIFIED SCHOOL DISTRICT
Office of the Superintendent
2134 Martin Luther King Jr. Way
Berkeley, CA 94704-1180
Phone: (510) 644-6147 Fax (510) 540-5358

REGULAR MEETING OF THE BOARD OF EDUCATION – AGENDA

Wednesday, November 6, 2002

Call to Order The Presiding Officer will Call the Meeting to Order at 6:00 p.m. The Board will recess to Closed Session at 6:00 p.m. and reconvene in Public Session at 7:30 p.m.

Roll Call	President Shirley Issel	Director Ted Schultz
	Vice President Joaquin J. Rivera	Director John T. Selawsky
	Director Terry S. Doran	Student Director Andy Turner

Administration Superintendent Michele Lawrence, Secretary

Prior to Closed Session, as necessary, staff/employee comments are taken per Government Code Section 54957

Recess to Closed Session (Government Code Sections 3549.1(d), 54956.9(a) and 54957) and Education Code Section 49818(c)—Board Conference Room

- a) Conference with Legal Counsel—Existing Litigation
- b) Consideration of Student Expulsion
- c) Collective Bargaining
 (1) Ratification of Sixth-period Day
- d) Public Employee Discipline/Dismissal/Release
- e) Public Employment Appointments
- f) Liability Claims
- g) Property Acquisition

Report Closed Session Action	Motion_____ Second_____ Vote_____	
Approve Agenda	Approve the Regular Meeting Agenda of November 5, 2002 Motion_____ Second_____ Vote_____	
Approval of Minutes	October 9, 16, and 30, 2002 Motion_____ Second_____ Vote_____	Page 1

PUBLIC TESTIMONY Persons wishing to address the Board should fill out a card located on the table by the door and submit the completed card to the Board Recorder. Speakers will be selected by lottery. The Public Testimony is limited to 30 minutes—3 minutes per speaker. Speakers with the same concerns are encouraged to select a spokesperson to address the Board.

REPORTS Union Representatives’ Reports
Advisory Councils’ Report
Superintendent’s Report
Board Members’ Reports

CONSENT ITEMS

These items are considered routine and may be enacted by a single motion. All items needing discussion may be moved to the appropriate section of the agenda upon the request of any Member of the Board.

<u>General Services</u>		Page
1.1-C Resolution in Acknowledgement of César Chávez Day	<u>Board Member Recommendation:</u> Approve Resolution in support of making March 31 st César Chávez Day Motion_____ Second_____ Vote_____	21
1.2-C Resolution prohibiting the irradiated food products in the District’s food Services	<u>Board Member Recommendation:</u> Approve Resolution prohibiting the use of any irradiated food product in any of the District’s food services: lunch, breakfast, or snack program at any of the District’s school sites. Motion_____ Second_____ Vote_____	27

<u>Human Resources</u>		Page
2.1-C Acceptance of Personnel Report	<u>Staff Recommendation:</u> Accept Personnel Report 03-08 as submitted. The report includes details, assignments, Terminations, and employment of personnel. Motion_____ Second_____ Vote_____	30
2.2-C STRS Exemptions	<u>Staff Recommendation:</u> Approve STRS Exemptions for certificated Administrators for the 2002-2003 school Year Motion_____ Second_____ Vote_____	39
2.3-C Liability Claims submitted to the District	<u>Staff Recommendation:</u> Deny all claims presented.	4
 <u>Business and Operations</u>		
4.1-C Approval of Contracts/ Purchase Orders for	<u>Staff Recommendation:</u> Authorize the Associate Superintendent, Business and Operations or Purchasing Agent, to execute Purchase Orders Motion_____ Second_____ Vote_____	41
4.2-C Authorization to Advertise for bids for Grounds Maintenance at Longfellow, Malcolm X and Cragmont schools	<u>Staff Recommendation:</u> Authorize bidding process to begin for Grounds Maintenance at Longfellow, Malcolm X and Cragmont schools Motion_____ Second_____ Vote_____	41

CONFERENCE

These items are submitted for advance planning and to assist the Board in establishing future agenda items. The Board may, however, take action on the following:

<u>General Services</u>		Page
1.1-CF First Reading of REVISED Board Policies CEB and ABB: Role of the Superintendent and Role of the Board of Education	<u>Staff Recommendation</u> Accept for First Reading.	50

INFORMATION

These items are intended to keep the Board informed on various District business matters, which do not require formal action, by the Board.

<u>Educational Services</u>		
3.1-I Preliminary Report from the Student Assignment Advisory Committee	<u>Staff Recommendation:</u> Receive for information.	58

<u>Business and Operations</u>		
4.1-I Nutrition Services Work Plan for 2002-2003	<u>Staff Recommendation:</u> Review for information	67

EXTENDED PUBLIC TESTIMONY

Persons wishing to address the Board at this time should fill out a card located on the table by the door and submit the completed card to the Board Recorder. (Public Testimony is limited to a maximum of 30 minutes—3 minutes per speaker).

ANNOUNCEMENT Schedule of Board of Education Meetings for 2002:

- November 6, 2002
- November 13, 2002
- November 20, 2002
- December 11, 2002

ADJOURNMENT Time _____

**Board of Education Meetings are broadcasted live on KPFB/FM 89.3
Cable Television Channels 25 and Berkeley’s Government Access Channel 78**

GUIDELINES FOR SPEAKERS

You are invited to participate in Meetings of the Board of Education and make your views known at these meetings.

WHEN YOU WANT TO TALK ABOUT AN AGENDA ITEM OR A NON-AGENDA ITEM

Please fill in a **REQUEST TO ADDRESS THE BOARD OF EDUCATION CARD** (located on the side of the Speaker’s Stand) and give it to the Board Recorder. Speakers will be selected by lottery. Your card must be submitted before the Presiding Officer calls for the item—**PUBLIC TESTIMONY**.

You will be called on to speak by the Presiding Officer.

A speaker has three minutes in which to make his/her remarks. (The Presiding Officer will extend the time allocation for those with special speech needs.)

Any subject related to the District or its educational programs may be discussed at Board of Education Meetings **except matters pertaining to individual employees of the Berkeley Unified School District**. There is an established procedure for making such complaints. You may obtain information about this procedure from your school or from the Superintendent’s Office.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Terry S. Doran, Director, Board of Education
DATE: November 6, 2002
SUBJECT: Adopt Resolution making March 31st César Estrada Chávez Day in the Berkeley Unified School District.

BACKGROUND INFORMATION:

In 1999 the Berkeley School Board passed a resolution supporting legislation to establish a State holiday in honor of César Chávez which would, among other things, support an annual commemoration of César Chávez in public schools, colleges and universities on March 31st. This legislation passed and the State declared César Chávez's birthday, March 31st, an official state holiday. The resolution before us would establish March 31st César Estrada Chávez Day in the Berkeley Unified School District and support a school-based recognition, on March 31st, of the life and legacy of César E. Chávez as well as explore the feasibility of developing a service learning program in our schools by applying for State grants available in the name of César Chávez for service learning and volunteerism. This resolution is similar to the resolution brought before the board on October 8th (and tabled), in that it has been revised to include an implementation plan.

FISCAL IMPACT

To be determined.

BOARD MEMBER RECOMMENDATION:

Adopt resolution making March 31st César Estrada Chávez Day in the BUSD which has been revised to include an Implementation Plan.

**BERKELEY UNIFIED SCHOOL DISTRICT
RESOLUTION MAKING MARCH 31ST CÉSAR ESTRADA CHÁVEZ DAY
IN THE BERKELEY UNIFIED SCHOOL DISTRICT**

November 6th, 2002

WHEREAS, in 1999 the Berkeley School Board passed a resolution supporting State Senator Richard Polanco's efforts to establish a César Chávez state holiday; and

WHEREAS, this board resolution included support for an annual commemoration of César Chávez in public schools, colleges and universities on March 31; and

WHEREAS, the State of California has declared César Chávez's birthday an official state holiday for state workers (March 31st), and

WHEREAS, the Berkeley School District and City now honor Martin Luther King, Malcolm X and International Women's Day as school holidays; and

WHEREAS, César Chávez Day is not a district holiday in Berkeley.

THEREFORE, BE IT RESOLVED, that the district will make March 31st César Estrada Chávez Day in the Berkeley Unified School District and put this on all official publications of the district; and

FURTHER BE IT RESOLVED, that the district will support a school-based recognition, on March 31st, of the life and legacy of César E. Chávez, rather than a school holiday which will include, but not be limited to:

- Distribute information on the availability of curricula and resources developed by the state for teachers,
- Encourage teachers, through announcements and publications, to incorporate the curricula into their lesson plans for March 31st,
- Encourage each school to have school-wide activities on March 31st to honor the legacy of César Chávez,
- Support existing efforts to celebrate César Chávez in the district, and

FURTHER BE IT RESOLVED, that the district explore the feasibility of developing a large district-wide Chávez-based service learning effort for the 2003-2004 and 2004-2005 school years (and apply to the Governor's Office on Service and Volunteerism to carry out such an effort). This will engage students in service to their community minimally on March 31st, or on or near that date as specified by the State (the State's recommended way of best honoring the life and legacy of César Chávez).

AND FINALLY BE IT RESOLVED, that the district will follow the attached “Implementation Plan”.

APPROVED AND ADOPTED, this 6th day of November, 2002.

Shirley Issel, President
Board of Education

**RESOLUTION MAKING MARCH 31ST CESAR ESTRADA CHAVEZ DAY
(CONTINUED)**

Implementation Plan

(Keyed to provisions of the Resolution)

OFFICIALLY support a school-based recognition of the life and legacy of Cesar E. Chavez, rather than a school holiday. Such an official recognition and celebration will involve the following:

Immediately designate a district administrator who will be responsible for implementing the components of this resolution, and who has the authority to do so. This person will give a progress report to the board prior to the winter break, and early in March 2003.

(1) Add Cesar Chavez Day to official district calendar (i.e., encouraging a School-based commemoration on March 31st).

(a) This should be immediately added to the district web site and all new publications prior to the winter break.

(b) Principals, particularly at elementary and middle school should be formally encouraged to hold a school-based commemoration on March 31st that will involve the entire school. Principals should be notified well before winter break, and should be further encouraged at principal meetings leading up to March 31st.

(2) Encourage teachers to incorporate the curricula into their lesson plans

(a) District will formally notify principals and teachers of the full content of this resolution well before the winter break.

(b) District will directly encourage teachers to incorporate lessons on Cesar Chavez into their lessons plans during the period March to June 2003. Teachers should be directly notified well before the winter break.

(3) Distribute curricula & resources developed by the state to teachers (see resources below). (The Resources include the Chavez Learning Resource Kit and the California Federation of Teachers curriculum)

(a) District will supply staff time and copying resources to ensure that a grade appropriate curriculum will be given to each elementary teacher in the district, and to History/social science teachers in the middle schools and high school. See (b) below for method.

(b) The district will supervise one or two UC Berkeley students (already recruited) to download the material for each grade level, to assemble it in packets to be duplicated and bound, and to distribute it in the most expeditious manner prior to winter break. Models for grade 4 and 5 have already been completed.

(note: one UCB student is working on this already...A senior, Sara Elena Santoyo)

(4) Explore the feasibility of developing a large district-wide and collaborative Chavez-based service learning effort for the 2003-2004 and 2004-2005 school years (and apply to the Governor's Office on Service and Volunteerism to carry out such an effort). This will engage students in service to their community minimally on March 31st, or on or near that date as specified by the State (the State's recommended way of best honoring the life and legacy of Cesar Chavez).

Notify Board and community how it will explore and carry out this service learning effort by Cesar Chavez's birthday, March 31, 2003. (funding deadline will be in October 2003)

(5) Support existing community-based efforts to celebrate Chavez in district

THE FOLLOWING RESOURCES ARE AVAILABLE:

_ Chavez Learning Resource Kit

Over the last two years the Chavez Circle of Service Partnership, under the guidance of the Cesar Chavez Memorial Solar Calendar Project, has placed a "Kit" in 9 schools. The kit currently contains.....

- _ a selection of curricula for some grade levels (not the state approved ones BELOW)
- _ a video (Common Man, Uncommon Vision) or (Fight In The Fields)
- _ posters/bookmarks
- _ a tool kit for developing service learning projects

_ California Federation of Teachers Curriculum

A curriculum developed by the California Federation of Teachers is also available. The CFT (A Chavez Circle of Service partner) has utilized this curriculum to train approximately 30 teachers in Berkeley over the last two years. The curriculum also has a service-learning component.

_ A State Approved curriculum for each grade level on Cesar Chavez. Click on any below for general overview or for specific curricula for each grade level.

<http://chavez.scientech.com/Teachers/>

Specific Curricula for:

Grades K-3: http://chavez.scientech.com/Teachers/Lessons_K-3.htm

4-6: http://chavez.scientech.com/Teachers/Lessons_4-6.htm

7-9: http://chavez.scientech.com/Teachers/Lessons_7-9.htm

10-12: http://chavez.scientech.com/Teachers/Lessons_10-12.htm

_ Video and audio resources

<http://chavez.scientech.com:8080/research>

_ Chavez biography in Spanish and English

Grade 4 - 6 Biography
http://chavez.scientech.com/Teachers/Lessons/Resources/Biographies/Biographical_Sketch_4thGrd.htm

Grade 7-9 Biography
http://chavez.scientech.com/Teachers/Lessons/Resources/Biographies/Middle_Level_Biography.htm

Grade 10-12 Biography
http://chavez.scientech.com/Teachers/Lessons/Resources/Biographies/High_School_Biography.htm

Biography in Spanish
http://chavez.scientech.com/Teachers/Lessons/Resources/Biographies/Middle_Level_Biography_ES.htm

TO: Michele Lawrence Superintendent
 FROM: David A. Gomez, Ph. D.
 Associate Superintendent, Human Resources
 DATE: November 06, 2002
 SUBJECT: ACCEPTANCE OF PERSONNEL REPORT 03-08

Following is Personnel Report 03-08, which reports details of personnel assignments employment and terminations.

CERTIFICATED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
<u>CERTIFICATED ADMINISTRATIVE APPOINTMENT</u>							
Katherine Hatzke	Program Supervisor	District Office	Special Education	IXX-05	1.00 FTE	10/21/02	6/30/02
<u>TEMPORARY TEACHER APPOINTMENT</u>							
Alisha Berry	Temporary Teacher	BAHS	General Fund	II-01	.40 FTE	10/21/02	6/13/03
Kim Beeson	Temporary Teacher	Thousand Oaks	General Fund	VII-05	1.00 FTE	9/19/02	6/13/03
Jan Leary	Temporary Teacher	State & Federal	Site Fund	VII-12	.40 FTE	10/8/02	6/13/03
Rebecca Hopkirk	Temporary Teacher	Thousand Oaks	General Fund	II-01	1.00 FTE	10/2/02	2/25/03
Thomas Hunt	Temporary Teacher	Longfellow	General Fund	I-03	.60 FTE	10/28/02	1/24/03
Eve Iverson	Temporary Teacher	Berkeley High	General Fund	VII-03	.80 FTE	10/7/02	6/13/03
Matthew Carton	Temporary Teacher	Berkeley High	General Fund	II-02	.80 FTE	10/28/02	6/13/03
Clare Dugan	Temporary Teacher	Rosa Parks	Site Fund	VI-12	.20 FTE	9/1/02	6/13/03
Dick LeBlanc	Temporary Teacher	Berkeley High	General Fund	VII-23	.40 FTE	8/26/02	6/13/03
Joshua Rosenthal	Temporary Teacher	Willard	General Fund	I-01	1.00 FTE	8/28/02	6/13/03
Joseph Phillips	Temporary Teacher	King/Washington	General Fund	III-02	.60 FTE	9/30/02	6/13/03

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NAME	POSITION	LOCATION	BUDGET	CLASS & FTE STEP	FROM	TO
<u>TEACHER IN CHARGE STIPENDS</u>						
Lynda Arnold	Teacher in Chg.	LeConte	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Anne Donaker	Teacher in Chg.	John Muir	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Matt Fishencord	Teacher in Chg.	Washington	General Fund	Stipend	\$634.59	9/1/02 6/13/03
Rupert Gopez	Teacher in Chg.	Arts Magnet	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Maria Rosa Grunwaldt	Teacher in Chg.	Thousand Oaks	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
James Harris	Teacher in Chg.	Jefferson	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Marie Hunter	Teacher in Chg.	Hopkins Pre Kindergarten	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Cathleen Jones	Teacher in Chg.	Oxford	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Judy Kono	Teacher in Chg.	Oxford	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Marilyn Littles	Teacher in Chg.	LeConte	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Bruce Simon	Teacher in Chg.	Washington	General Fund	Stipend	\$634.59	9/1/02 6/13/03
Christy Smith	Teacher in Chg.	John Muir	General Fund	Stipend	\$634.59	9/1/02 6/13/03
Frances Stephens	Teacher in Chg.	King Pre-Kindergarten	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Mary Owens	Teacher in Chg.	Washington EDC	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Letitia Riles	Teacher in Chg.	Rosa Parks	General Fund	Stipend	\$1923.00	9/1/02 6/13/03

NAME	POSITION	LOCATION	BUDGET	CLASS & FTE STEP	FROM	TO
Sarah Waggoner	Teacher in Chg.	Malcolm X	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Dorothy Walker	Teacher in Chg.	Washington	General Fund	Stipend	\$634.59	9/1/02 6/13/03
Jeannie Wang	Teacher in Chg.	Emerson	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Raymond Wiley	Teacher in Chg.	LeConte Kindergarten	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Raymond Wiley	Teacher in Chg.	King Pre-Kindergarten	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Karen Zuniga	Teacher in Chg.	Cragmont	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
<u>INSTRUCTIONAL SPECIALIST STIPENDS</u>						
Rebecca Burke	Instructional Specialist	King Middle School	General Fund	Stipend	\$320	9/1/02 6/13/03
Mark Delepine	Instructional Specialist	King Middle School	General Fund	Stipend	\$320	9/1/02 6/13/03
Leslie Stenger	Instructional Specialist	King Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Richard Silberg	Instructional Specialist	King Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Frank Martin	Instructional Specialist	King Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Amy Masuda	Instructional Specialist	King Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Jan Goodman	Instructional Specialist	King Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Akemi Hamai	Instructional Specialist	King Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Patricia Culpepper	Instructional Specialist	Longfellow Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Michael McEvoy	Instructional Specialist	Longfellow Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03
Ruth Dorman	Instructional Specialist	Longfellow Middle School	General Fund	Stipend	\$640	9/1/02 6/13/03

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NAME	POSITION	LOCATION	BUDGET	CLASS & FTE STEP	FROM	TO
Jesse Luxford	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Bret Levy	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Susanna Loper	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Gerald Evans	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Gerald Evans	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Vana James	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Jesse Ragent	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Michael Flushman	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Bhipinder Virk	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
<u>STIPENDS (NEW TEACHER ORIENTATION)</u>						
Matt Bremer	Teacher	Berkeley High	BTSA	\$182.00	8/23/02	8/23/02
Josie Gerst	Teacher	King	BTSA	\$910.00	7/12/02	8/23/02
Jan Goodman	Teacher	King	BTSA	\$910.00	7/12/02	8/23/02
Bill Pratt	Teacher	Berkeley High	BTSA	\$182.00	8/23/02	8/23/02

CLASSIFIED EMPLOYEES

11/06/02

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
<u>RETIREMENT</u>							
Joe L. Battle	Custodian I	Adult School				10/31/02	
Irene A. Brass	Instructional Assistant (ECE)	Washington				12/30/02	
<u>PERMANENT EMPLOYEES</u>							
Michael Bauce	Instructional Specialist (Cooking)	Thousand Oaks	Categorical Fund	51/2	.78 FTE \$22.02/hr.	10/1/02	6/13/03
Victor Brown	Instructional Technician (After School Program)	Malcolm X	Categorical Fund	34/1	.47 FTE \$13.76/hr.	10/2/02	6/13/03
Michael Bush	Instructional Specialist (Garden)	John Muir	Categorical Fund	51/2	.40 FTE \$22.02/hr.	10/1/02	6/13/03
Tara Creehan	Instructional Specialist (Garden)	Washington	Categorical Fund	51/2	.87 FTE \$22.02/hr.	10/1/02	6/13/03
Helen Dotson	Instructional Specialist (Afterschool Program)	Longfellow	BSEP	58/1	.33 FTE \$24.94/hr.	10/1/02	6/13/03
Eunice Dunham	Assistant Coordinator (Extended Day Program)	Thousand Oaks	Categorical Fund	50/1	.13 FTE \$20.45/hr.	10/21/02	6/13/03
Ben Goff	Instructional Specialist (Garden)	LeConte	Categorical Fund	51/2	.80 FTE \$22.02/hr.	10/1/02	6/13/03
William Harris Jr.	Food Service Assistant	Longfellow	Cafeteria Fund	35/5	.13 FTE \$17.18/hr.	10/21/02	6/13/03
Rose Huynh	Food Service Assistant	Jefferson	Cafeteria Fund	26/2	.27 FTE \$11.88/hr.	10/21/02	6/13/03
Rose Huynh	Food Service Assistant	Longfellow	Cafeteria Fund	26/2	.23 FTE \$11.88/hr.	10/21/02	6/13/03
John Alford-Leaks	Assistant Coordinator (Extended Day Program)	Emerson	Categorical Fund	50/3	.83 FTE \$22.59/hr.	10/14/02	6/13/03
Chris Nakao	Instructional Specialist (Garden)	Thousand Oaks	Categorical Fund	51/2	.60 FTE \$22.02/hr.	10/1/02	6/13/03

CLASSIFIED EMPLOYEES

11/06/02

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
Taeko Okamura	Instructional Assistant	King	BSEP & Categorical Fund	29/5	.80 FTE \$14.83/hr.	8/26/02	6/13/03
Charlene Reis	Instructional Specialist (Garden/ Cooking)	Washington	Categorical Fund	51/2	.80 FTE \$22.59/hr	10/1/02	6/13/03
Rhomila Khanna	Instructional Assistant	LeConte	Categorical Fund	29/5	.13 FTE \$14.82	11/1/02	6/30/03
Brenna Turman	Instructional Technician (Afterschool Program)	Malcolm X	Categorical Fund	34/2	.60 FTE \$14.45/hr	10/1/02	6/13/03
Claudia Waters	Instructional Assistant (Special Education)	LeConte	Special Education	31/3	.80 FTE \$14.12/hr	8/28/02	6/13/03
<u>TEMPORARY/HOURLY</u>							
Sadie Cooper	Instructional Technician	Willard	Site Fund	34/1	8.75 hrs/wk. \$13.76/hr.	10/1/02	6/13/03
Cesar Diaz	Student Worker	Berkeley High	Site Fund	N/A	\$6.75/hr. (Not to exceed 20 hrs/wk.)	10/1/02	6/13/03
Melba Evans	Instructional Assistant	LeConte	Site Fund	29/1	6 hrs/wk \$12.17/hr.	10/8/02	6/14/03
Carrie Fehr	Instructional Specialist (Cooking)	Rosa Parks	Categorical Fund	51/2	7 hrs/wk \$11.88/hr		
Louis Hickman	Student Worker (Workability)	Berkeley High	Site Fund	N/A	\$6.75/hr. (Not to exceed 20 hrs/wk)	10/1/02	6/30/03
Fredrick James	Instructional Technician	LeConte	Site Fund	34/1	3 hrs/wk \$13.76/hr	10/1/02	12/6/02
Fredrick James	Noon Director	LeConte	Site Fund	N/A	4 hrs/wk \$11.45/hr.	10/1/02	6/14/03
Simon Kaplan	Instructional Specialist	Willard	Site Fund	51/1	6 hrs/ wk. \$20.96/hr	10/7/02	6/13/03

CLASSIFIED EMPLOYEES
11/06/02

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
Marjorie Lee	Home School Liaison	LeConte	Site Fund	37/1	3 hrs wk \$14.82/hr	10/8/02	6/14/03
Carolyn Mead	School Service Assistant	John Muir	Site Fund	31/1	2 hrs/day \$12.77/hr	8/28/02	6/14/03
Joel Mesnikoff	Instructional Specialist	Willard	Categorical Fund	51/1	10 hrs wk \$20.96/hr	9/26/02	6/12/03
Jeff Narrell	Instructional Specialist	Longfellow	BSEP	51/1	7 hrs/day \$20.96/hr	9/3/02	6/13/03
Diana Negrin	Tutor Speciality (ELL)	Berkeley High	Categorical Fund	31/1	19 hrs/wk \$12.77/hr (not to exceed \$1000.)	10/1/02	6/30/03
Olanike Orogun	Student Worker (Workability)	Berkeley High	Special Education	N/A	20 hrs wk. \$6.75/hr.	10/1/02	6/13/03
Daniel Palau	Student Tutor	Willard	Site Fund	31/1	15 hrs/wk \$12.77/hr (not to exceed \$6321)	10/4/02	6/13/03
Elaine Pecot	Professional Expert	Transportation	General Fund	N/A	30 hrs/yr. \$42.88/hr	10/1/02	6/13/03
Tina Piggee	Instructional Assistant (Study Hall)	King	Site Fund	31/1	5 hrs/wk \$12.77/hr	10/15/02	6/13/03
Tri Phan	Student Tutor Speciality	Berkeley High	BSEP	31/1	10 hrs/wk \$12.77/hr	9/3/02	6/30/03
Londell Rhodes	Student Worker (Workability)	Berkeley High	Special Education	N/A	20 hrs/wk \$6.75/hr.	10/1/02	6/30/03
Saima Shah	Tutor Speciality	State & Federal	Categorical Fund	31/1	1 hr/wk \$12.77hr.	10/4/02	6/13/03

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CLASSIFIED EMPLOYEES**11/06/02**

Barbara Singleton	Instructional Assistant (Special Education)	LeConte	Special Education	31/5	.80 FTE \$15.56/hr	8/28/02	6/13/03
Michael Spencer	Instructional Technician (After School Program)	Malcolm X	Categorical Fund	34/1	.47 FTE \$13.76/hr	10/2/02	6/13/03
Corinne Sterling-Thompson	Noon Director	Berkeley Arts Magnet	Site Fund	N/A	7.5 hrs wk \$11.45/hr	8/28/02	6/13/03
<u>PROBATIONARY</u>							
Leon Daniels	Instructional Technician (Extended Day Program)	Longfellow	Categorical Fund	34/1	.40 FTE \$13.76/hr	10/10/02	4/10/03
<u>PROVISIONAL</u>							
Chris Brague	Instructional Specialist (Band)	Berkeley Arts Magnet	BSEP	51/1	.45 FTE \$20.96/hr.	10/1/02	1/1/03
Jack Coglizer	Instructional Technician	Berkeley High	Site Fund	34/1	1.0 FTE \$13.76/hr	10/1/02	1/1/03
Gene Faurie, Jr.	Senior Personnel Assistant	Human Resources	General Fund	42/1	1.0 FTE \$16.77/hr	10/9/02	1/9/03
Betty Ladzekpo	Instructional Specialist	Berkeley Arts Magnet	BSEP	58/1	.58 FTE \$24.94/hr	10/1/02	1/1/03
Ivery McKnight-Johnson	Program Coordinator	Berkeley High	Site Fund	52/1	.80 FTE \$21.48/hr	10/24/02	1/24/03
Chris Robinson	Instructional Technician (Athletics)	Willard	BSEP & Categorical Fund	34/1	1.0 FTE \$13.76/hr	8/28/02	6/13/03
Harold Schneider	Instructional Assistant (Special Education)	Berkeley Arts Magnet	Special Education	31/1	.80 FTE \$12.77/hr	10/7/02	6/30/03
Travis Smith	Program Coordinator	District - Annex	General Fund	52/4	.80 FTE \$24.94/hr	10/1/02	1/1/03
Shoshana Weiner Uribe	Instructional Specialist (ECE)	Hopkins Preschool	Categorical Fund	51/1	.50 FTE \$20.96/hr	10/1/02	1/1/03

P. 8 OF 9

CLASSIFIED EMPLOYEES
11/06/02

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
<u>STIPEND</u>							
Bryce Copeland	Coach & Homework	Longfellow EDP	Categorical	N/A	\$500 per team	9/27/02	6/13/03
Joe Scarcella	Athlete Trainer	Berkeley High	Site Fund	N/A	\$1666/mo	10/1/02	6/13/03
<u>RECLASSIFIED</u>							
Mary Hurlbert	Administrative Coordinator	BSEP Office	BSEP	52/5	.80 FTE \$26.17/hr.	10/1/02	6/30/03
<u>DIFFERENTIAL PAY</u>							
Eunice Dunham	Assistant Coordinator (Extended Day Program)	Thousand Oaks	Categorical Fund		5% differential (.13 FTE + \$1.07/hr)	10/8/02	10/18/02
Harold Schneider	Instructional Assistant (Special Ed.)	Berkeley Arts Magnet	Special Ed.		10% differential (.80 FTE + \$1.27/hr)	10/7/02	6/30/03
Barbara Singleton	Instructional Assistant (Special Ed.)	LeConte	Special Ed.		10% differential (.80 FTE + \$1.56/hr)	8/28/02	6/13/03
Claudia Waters	Instructional Assistant (Special Ed.)	LeConte	Special Ed.		10% differential (.80 FTE + \$1.42/hr)	8/28/02	6/13/02
							<i>P. 9 of 9</i>

TO: Michele Lawrence Superintendent
 FROM: David A. Gomez, Ph. D.
 Associate Superintendent, Human Resources
 DATE: November 06, 2002
 SUBJECT: ACCEPTANCE OF PERSONNEL REPORT 03-08

Following is Personnel Report 03-08, which reports details of personnel assignments employment and terminations.

CERTIFICATED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
<u>CERTIFICATED ADMINISTRATIVE APPOINTMENT</u>							
Katherine Hatzke	Program Supervisor	District Office	Special Education	IXX-05	1.00 FTE	10/21/02	6/30/02
<u>TEMPORARY TEACHER APPOINTMENT</u>							
Alisha Berry	Temporary Teacher	BAHS	General Fund	II-01	.40 FTE	10/21/02	6/13/03
Kim Beeson	Temporary Teacher	Thousand Oaks	General Fund	VII-05	1.00 FTE	9/19/02	6/13/03
Jan Leary	Temporary Teacher	State & Federal	Site Fund	VII-12	.40 FTE	10/8/02	6/13/03
Rebecca Hopkirk	Temporary Teacher	Thousand Oaks	General Fund	II-01	1.00 FTE	10/2/02	2/25/03
Thomas Hunt	Temporary Teacher	Longfellow	General Fund	I-03	.60 FTE	10/28/02	1/24/03
Eve Iverson	Temporary Teacher	Berkeley High	General Fund	VII-03	.80 FTE	10/7/02	6/13/03
Matthew Carton	Temporary Teacher	Berkeley High	General Fund	II-02	.80 FTE	10/28/02	6/13/03
Clare Dugan	Temporary Teacher	Rosa Parks	Site Fund	VI-12	.20 FTE	9/1/02	6/13/03
Dick LeBlanc	Temporary Teacher	Berkeley High	General Fund	VII-23	.40 FTE	8/26/02	6/13/03
Joshua Rosenthal	Temporary Teacher	Willard	General Fund	I-01	1.00 FTE	8/28/02	6/13/03
Joseph Phillips	Temporary Teacher	King/Washington	General Fund	III-02	.60 FTE	9/30/02	6/13/03

P. 1 of 9

NAME	POSITION	LOCATION	BUDGET	CLASS & FTE STEP	FROM	TO
<u>TEACHER IN CHARGE STIPENDS</u>						
Lynda Arnold	Teacher in Chg.	LeConte	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Anne Donaker	Teacher in Chg.	John Muir	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Matt Fishencord	Teacher in Chg.	Washington	General Fund	Stipend	\$634.59	9/1/02 6/13/03
Rupert Gopez	Teacher in Chg.	Arts Magnet	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Maria Rosa Grunwaldt	Teacher in Chg.	Thousand Oaks	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
James Harris	Teacher in Chg.	Jefferson	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Marie Hunter	Teacher in Chg.	Hopkins Pre Kindergarten	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Cathleen Jones	Teacher in Chg.	Oxford	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Judy Kono	Teacher in Chg.	Oxford	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Marilyn Littles	Teacher in Chg.	LeConte	General Fund	Stipend	\$961.50	9/1/02 6/13/03
Bruce Simon	Teacher in Chg.	Washington	General Fund	Stipend	\$634.59	9/1/02 6/13/03
Christy Smith	Teacher in Chg.	John Muir	General Fund	Stipend	\$634.59	9/1/02 6/13/03
Frances Stephens	Teacher in Chg.	King Pre-Kindergarten	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Mary Owens	Teacher in Chg.	Washington EDC	General Fund	Stipend	\$1923.00	9/1/02 6/13/03
Letitia Riles	Teacher in Chg.	Rosa Parks	General Fund	Stipend	\$1923.00	9/1/02 6/13/03

NAME	POSITION	LOCATION	BUDGET	CLASS & FTE STEP	FROM	TO
Sarah Waggoner	Teacher in Chg.	Malcolm X	General Fund	Stipend \$1923.00	9/1/02	6/13/03
Dorothy Walker	Teacher in Chg.	Washington	General Fund	Stipend \$634.59	9/1/02	6/13/03
Jeannie Wang	Teacher in Chg.	Emerson	General Fund	Stipend \$1923.00	9/1/02	6/13/03
Raymond Wiley	Teacher in Chg.	LeConte Kindergarten	General Fund	Stipend \$1923.00	9/1/02	6/13/03
Raymond Wiley	Teacher in Chg.	King Pre-Kindergarten	General Fund	Stipend \$961.50	9/1/02	6/13/03
Karen Zuniga	Teacher in Chg.	Cragmont	General Fund	Stipend \$1923.00	9/1/02	6/13/03
<u>INSTRUCTIONAL SPECIALIST STIPENDS</u>						
Rebecca Burke	Instructional Specialist	King Middle School	General Fund	Stipend \$320	9/1/02	6/13/03
Mark Delepine	Instructional Specialist	King Middle School	General Fund	Stipend \$320	9/1/02	6/13/03
Leslie Stenger	Instructional Specialist	King Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Richard Silberg	Instructional Specialist	King Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Frank Martin	Instructional Specialist	King Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Amy Masuda	Instructional Specialist	King Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Jan Goodman	Instructional Specialist	King Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Akemi Hamai	Instructional Specialist	King Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Patricia Culpepper	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Michael McEvoy	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Ruth Dorman	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03

NAME	POSITION	LOCATION	BUDGET	CLASS & FTE STEP	FROM	TO
Jesse Luxford	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Bret Levy	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Susanna Loper	Instructional Specialist	Longfellow Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Gerald Evans	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Gerald Evans	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Vana James	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Jesse Ragent	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Michael Flushman	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
Bhipinder Virk	Instructional Specialist	Willard Middle School	General Fund	Stipend \$640	9/1/02	6/13/03
<u>STIPENDS (NEW TEACHER ORIENTATION)</u>						
Matt Bremer	Teacher	Berkeley High	BTSA	\$182.00	8/23/02	8/23/02
Josie Gerst	Teacher	King	BTSA	\$910.00	7/12/02	8/23/02
Jan Goodman	Teacher	King	BTSA	\$910.00	7/12/02	8/23/02
Bill Pratt	Teacher	Berkeley High	BTSA	\$182.00	8/23/02	8/23/02

CLASSIFIED EMPLOYEES

11/06/02

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
<u>RETIREMENT</u>							
Joe L. Battle	Custodian I	Adult School				10/31/02	
Irene A. Brass	Instructional Assistant (ECE)	Washington				12/30/02	
<u>PERMANENT EMPLOYEES</u>							
Michael Bauce	Instructional Specialist (Cooking)	Thousand Oaks	Categorical Fund	51/2	.78 FTE \$22.02/hr.	10/1/02	6/13/03
Victor Brown	Instructional Technician (After School Program)	Malcolm X	Categorical Fund	34/1	.47 FTE \$13.76/hr.	10/2/02	6/13/03
Michael Bush	Instructional Specialist (Garden)	John Muir	Categorical Fund	51/2	.40 FTE \$22.02/hr.	10/1/02	6/13/03
Tara Creehan	Instructional Specialist (Garden)	Washington	Categorical Fund	51/2	.87 FTE \$22.02/hr.	10/1/02	6/13/03
Helen Dotson	Instructional Specialist (Afterschool Program)	Longfellow	BSEP	58/1	.33 FTE \$24.94/hr.	10/1/02	6/13/03
Eunice Dunham	Assistant Coordinator (Extended Day Program)	Thousand Oaks	Categorical Fund	50/1	.13 FTE \$20.45/hr.	10/21/02	6/13/03
Ben Goff	Instructional Specialist (Garden)	LeConte	Categorical Fund	51/2	.80 FTE \$22.02/hr.	10/1/02	6/13/03
William Harris Jr.	Food Service Assistant	Longfellow	Cafeteria Fund	35/5	.13 FTE \$17.18/hr.	10/21/02	6/13/03
Rose Huynh	Food Service Assistant	Jefferson	Cafeteria Fund	26/2	.27 FTE \$11.88/hr.	10/21/02	6/13/03
Rose Huynh	Food Service Assistant	Longfellow	Cafeteria Fund	26/2	.23 FTE \$11.88/hr.	10/21/02	6/13/03
John Alford-Leaks	Assistant Coordinator (Extended Day Program)	Emerson	Categorical Fund	50/3	.83 FTE \$22.59/hr.	10/14/02	6/13/03
Chris Nakao	Instructional Specialist (Garden)	Thousand Oaks	Categorical Fund	51/2	.60 FTE \$22.02/hr.	10/1/02	6/13/03

CLASSIFIED EMPLOYEES

11/06/02

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
Taeko Okamura	Instructional Assistant	King	BSEP & Categorical Fund	29/5	.80 FTE \$14.83/hr.	8/26/02	6/13/03
Charlene Reis	Instructional Specialist (Garden/ Cooking)	Washington	Categorical Fund	51/2	.80 FTE \$22.59/hr	10/1/02	6/13/03
Rhomila Khanna	Instructional Assistant	LeConte	Categorical Fund	29/5	.13 FTE \$14.82	11/1/02	6/30/03
Brenna Turman	Instructional Technician (Afterschool Program)	Malcolm X	Categorical Fund	34/2	.60 FTE \$14.45/hr	10/1/02	6/13/03
Claudia Waters	Instructional Assistant (Special Education)	LeConte	Special Education	31/3	.80 FTE \$14.12/hr	8/28/02	6/13/03
<u>TEMPORARY/HOURLY</u>							
Sadie Cooper	Instructional Technician	Willard	Site Fund	34/1	8.75 hrs/wk. \$13.76/hr.	10/1/02	6/13/03
Cesar Diaz	Student Worker	Berkeley High	Site Fund	N/A	\$6.75/hr. (Not to exceed 20 hrs/wk.)	10/1/02	6/13/03
Melba Evans	Instructional Assistant	LeConte	Site Fund	29/1	6 hrs/wk \$12.17/hr.	10/8/02	6/14/03
Carrie Fehr	Instructional Specialist (Cooking)	Rosa Parks	Categorical Fund	51/2	7 hrs/wk \$11.88/hr		
Louis Hickman	Student Worker (Workability)	Berkeley High	Site Fund	N/A	\$6.75/hr. (Not to exceed 20 hrs/wk)	10/1/02	6/30/03
Fredrick James	Instructional Technician	LeConte	Site Fund	34/1	3 hrs/wk \$13.76/hr	10/1/02	12/6/02
Fredrick James	Noon Director	LeConte	Site Fund	N/A	4 hrs/wk \$11.45/hr.	10/1/02	6/14/03
Simon Kaplan	Instructional Specialist	Willard	Site Fund	51/1	6 hrs/ wk. \$20.96/hr	10/7/02	6/13/03

**CLASSIFIED EMPLOYEES
11/06/02**

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
Marjorie Lee	Home School Liaison	LeConte	Site Fund	37/1	3 hrs wk \$14.82/hr	10/8/02	6/14/03
Carolyn Mead	School Service Assistant	John Muir	Site Fund	31/1	2 hrs/day \$12.77/hr	8/28/02	6/14/03
Joel Mesnikoff	Instructional Specialist	Willard	Categorical Fund	51/1	10 hrs wk \$20.96/hr	9/26/02	6/12/03
Jeff Narrell	Instructional Specialist	Longfellow	BSEP	51/1	7 hrs/day \$20.96/hr	9/3/02	6/13/03
Diana Negrin	Tutor Speciality (ELL)	Berkeley High	Categorical Fund	31/1	19 hrs/wk \$12.77/hr (not to exceed \$1000.)	10/1/02	6/30/03
Olanike Orogun	Student Worker (Workability)	Berkeley High	Special Education	N/A	20 hrs wk. \$6.75/hr.	10/1/02	6/13/03
Daniel Palau	Student Tutor	Willard	Site Fund	31/1	15 hrs/wk \$12.77/hr (not to exceed \$6321)	10/4/02	6/13/03
Elaine Pecot	Professional Expert	Transportation	General Fund	N/A	30 hrs/yr. \$42.88/hr	10/1/02	6/13/03
Tina Piggee	Instructional Assistant (Study Hall)	King	Site Fund	31/1	5 hrs/wk \$12.77/hr	10/15/02	6/13/03
Tri Phan	Student Tutor Speciality	Berkeley High	BSEP	31/1	10 hrs/wk \$12.77/hr	9/3/02	6/30/03
Londell Rhodes	Student Worker (Workability)	Berkeley High	Special Education	N/A	20 hrs/wk \$6.75/hr.	10/1/02	6/30/03
Saima Shah	Tutor Speciality	State & Federal	Categorical Fund	31/1	1 hr/wk \$12.77hr.	10/4/02	6/13/03

CLASSIFIED EMPLOYEES**11/06/02**

Barbara Singleton	Instructional Assistant (Special Education)	LeConte	Special Education	31/5	.80 FTE \$15.56/hr	8/28/02	6/13/03
Michael Spencer	Instructional Technician (After School Program)	Malcolm X	Categorical Fund	34/1	.47 FTE \$13.76/hr	10/2/02	6/13/03
Corinne Sterling-Thompson	Noon Director	Berkeley Arts Magnet	Site Fund	N/A	7.5 hrs wk \$11.45/hr	8/28/02	6/13/03
<u>PROBATIONARY</u>							
Leon Daniels	Instructional Technician (Extended Day Program)	Longfellow	Categorical Fund	34/1	.40 FTE \$13.76/hr	10/10/02	4/10/03
<u>PROVISIONAL</u>							
Chris Brague	Instructional Specialist (Band)	Berkeley Arts Magnet	BSEP	51/1	.45 FTE \$20.96/hr.	10/1/02	1/1/03
Jack Coglizer	Instructional Technician	Berkeley High	Site Fund	34/1	1.0 FTE \$13.76/hr	10/1/02	1/1/03
Gene Faurie, Jr.	Senior Personnel Assistant	Human Resources	General Fund	42/1	1.0 FTE \$16.77/hr	10/9/02	1/9/03
Betty Ladzekpo	Instructional Specialist	Berkeley Arts Magnet	BSEP	58/1	.58 FTE \$24.94/hr	10/1/02	1/1/03
Ivery McKnight-Johnson	Program Coordinator	Berkeley High	Site Fund	52/1	.80 FTE \$21.48/hr	10/24/02	1/24/03
Chris Robinson	Instructional Technician (Athletics)	Willard	BSEP & Categorical Fund	34/1	1.0 FTE \$13.76/hr	8/28/02	6/13/03
Harold Schneider	Instructional Assistant (Special Education)	Berkeley Arts Magnet	Special Education	31/1	.80 FTE \$12.77/hr	10/7/02	6/30/03
Travis Smith	Program Coordinator	District - Annex	General Fund	52/4	.80 FTE \$24.94/hr	10/1/02	1/1/03
Shoshana Weiner Uribe	Instructional Specialist (ECE)	Hopkins Preschool	Categorical Fund	51/1	.50 FTE \$20.96/hr	10/1/02	1/1/03

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CLASSIFIED EMPLOYEES
11/06/02

NAME	POSITION	LOCATION	BUDGET	CLASS & STEP	FTE	FROM	TO
<u>STIPEND</u>							
Bryce Copeland	Coach & Homework	Longfellow EDP	Categorical	N/A	\$500 per team	9/27/02	6/13/03
Joe Scarcella	Athlete Trainer	Berkeley High	Site Fund	N/A	\$1666/mo	10/1/02	6/13/03
<u>RECLASSIFIED</u>							
Mary Hurlbert	Administrative Coordinator	BSEP Office	BSEP	52/5	.80 FTE \$26.17/hr.	10/1/02	6/30/03
<u>DIFFERENTIAL PAY</u>							
Eunice Dunham	Assistant Coordinator (Extended Day Program)	Thousand Oaks	Categorical Fund		5% differential (.13 FTE + \$1.07/hr)	10/8/02	10/18/02
Harold Schneider	Instructional Assistant (Special Ed.)	Berkeley Arts Magnet	Special Ed.		10% differential (.80 FTE + \$1.27/hr)	10/7/02	6/30/03
Barbara Singleton	Instructional Assistant (Special Ed.)	LeConte	Special Ed.		10% differential (.80 FTE + \$1.56/hr)	8/28/02	6/13/03
Claudia Waters	Instructional Assistant (Special Ed.)	LeConte	Special Ed.		10% differential (.80 FTE + \$1.42/hr)	8/28/02	6/13/02

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: David A. Gomez, Ph.D., Associate Superintendent, Human Resources
DATE: November 6, 2002
SUBJ: STRS Exemption

BACKGROUND INFORMATION:

Under Education Code 24216, a retired certificated administrator who is employed short-term by a school district to work in an emergency to fill a vacant administrative position requiring highly specialized skills is eligible for an exemption with the State Teachers' Retirement System. This STRS exemption would allow a retired certificated administrator to work temporarily in the Department of Special Education. This waiver provides for the individual administrator to earn up to one-half of the full-time equivalent of the position and be exempt from earning limitations.

POLICY CODE:

Education Code 22119.5, 24214 and 24216

FISCAL IMPACT:

Not to exceed \$30,000

STAFF RECOMMENDATIONS:

Approval of STRS Exemption

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: David Gomez, Ph.D., Associate Superintendent, Human Resources
DATE: November 6, 2002
SUBJECT: Liability claims submitted to Berkeley Unified School District

BACKGROUND INFORMATION:

The following claims for damages to person or property have been filed against Berkeley Unified School District:

1. Claim filed by a parent for emotional distress suffered by her daughter when she was allegedly not put on her school bus.
2. Claim filed by an employee for alleged violations of his civil liberties.

POLICY/CODE

Government Code Section 910

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Deny all claims presented.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Jerry J. Kurr
Associate Superintendent of Business and Operations
DATE: November 6, 2002
SUBJECT: Approval of Contracts/Purchase Orders for Services
Contracts

BACKGROUND INFORMATION

The District contracts with consultants or independent contractors who can provide valuable and necessary specialized services not normally required on a continuing basis.

The following contract services are requested.

1. Magic Scrapper Company to furnish steam cleaning services as required at Berkeley High School. The cost will not exceed \$3,500. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
2. Craigslist to provide advertising services for Instructional Technicians for Nutritional Network program. The cost will not exceed \$75. To be paid from the General Fund Human Resources Budget. Requested by David Gomez.
3. Software Systems to provide database/website design and maintenance for the on-line attendance program of rth ASLP Program. The cost will not exceed \$500. To be paid from School Linked Program Budget. Requested by Julie Sinai.
4. Ratification of contract to Dean Peacock for consulting services provided in preparation in developing a Young Men's group at Berkeley High School a rate of \$40.00 per hour. The cost will not exceed \$400. To be paid from Domestic Violence Prevention Budget. Requested by Gabriel McCurtis.
5. Angela Barra to provide development, coaching and consultation for lead teachers/coaches in English Language development. To guide teachers in using differentiated instruction in teaching English Language Learners for the period September 2002 through June 30, 2003. The cost will not exceed \$24,000. To be paid from Title VII Budget. Requested by Carla Basom.
6. Linda Yaven to provide a series of six art workshops "The Artofcritique Conversation" to classroom teachers for the period

- October 2002 through May 2003. The cost will not exceed \$4,200. To be paid from Magnet Title V Budget. Requested by Carla Basom.
7. Moran Engineering to provide Topographic surveying and mapping or the King Middle School Dining Commons. The cost will not exceed \$7,000. To be paid from Measure A Budget. Requested by Lew Jones.
 8. Dave Olnes PE Inc., soil engineering services for the King Middle School Dining Commons. The cost will not exceed \$2,000. To be paid from Measure A. Requested by Lew Jones.
 9. David Berg to provide consulting services in mathematics, Services may include Math in service classes, in class coaching, modeling, follow-up discussions with staff and curriculum services. The cost will not exceed \$12,050. To be paid from Dryer's Grant and School Improvement Program Budget. Requested by Lorna Skantze-Neil.
 10. Semans Communications to provide electrical wiring service at the Berkeley High School. The cost will not exceed \$2,000. To be paid from Title III Technology Literacy Challenge Budget. Requested by Rhonda Bacot.
 11. R.F.MacDonald Company provides annual inspection for Kewanee Boiler at Oxford School; provide annual inspection on 2 AJAX Boilers. Replace operator and high limit aqua stats and replace safety valve on boiler located at the Adult School. The cost will not exceed \$3,800. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
 12. Safety Kleen Systems, Inc., to provide services to pick-up photo lab chemicals at Berkeley High School and dispose of properly. The cost not to exceed \$ 3,500. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
 13. The Ecology Center to coordinate and conduct approximately 20 nutrition education field trips to the Berkeley Farmers Market for approximately 560 4th grade and afterschool students at Malcolm X, Rosa Parks, Thousand Oaks and Washington elementary schools, including pre and post-trip nutrition education in the classroom for the period October 1, 2002 through September 30, 2003. The terms of the contract with the Ecology Center are the same contractual agreements the District required of the Center for Ecoliteracy, which provided field trip coordination for the District's 2001-2002 Nutrition Network Program. The cost will

- not exceed \$8,000. To be paid from California Nutrition Network Program Budget. Requested by Julie Sinai.
14. Ratification of contract to Anderson Carpet & Linoleum to furnish labor and material to remove existing underlayment, and sheet vinyl. Furnish and install 3/8" Halex plywood underlayment. Install Armstrong sheet vinyl classic corlon at Old East Campus D7. The cost will not exceed \$1,670. To be paid from Measure BB. Requested by Rhonda Bacot.
 15. Chain Link Fence to furnish labor and material to remove exiting iron slide gates and install new 12' opening by 8' high chain link fence slide gates and reuse existing track, 4 gates and 4 tracks at Rosa Parks School. The cost will not exceed \$2,947. To be paid from Measure BB. Requested by Rhonda Bacot.
 16. Terminex International to furnish labor and services for termite eradication as required for the period October 28, 2002 through June 30, 2003. The cost will not exceed \$2,500. To be paid from Measure BB. Requested by Rhonda Bacot.
 17. Double Day Movers to provide moving services per unit rates for the period November 7, 2002 through June 30, 2003. The cost will not exceed \$10,000. To be paid from General Fund Maintenance Budget. Requested by Rhonda Bacot.
 18. Mobile Modular Mgt. Corp to provide the use of one 24 x 43 Portable at Emerson School for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$7,000. To be paid from Measure BB. Requested by Rhonda Bacot.
 19. Dr. Diane Ashton to provide Individualized Educational Program consultant services for psycho-educational assessments at a rate of \$125 per hour for the 2002/2003 school year. The cost will not exceed \$5,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
 20. Winner Circle to repair computers and printers as needed for the 2002/2003 school year. The cost will not exceed \$500. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti .
 21. Zygo to repair student communication devices as needed for the 2002/2003 school year. The cost will not exceed \$1,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.

22. Marjorie Goodin will develop and provide two vital literacy projects: 1) a reading program of Sustained Silent Reading library books in revolving boxes, and 2) an Information Literacy project including orientation and training in the use of the BHS Library web page for the 2002/2003 school year. The cost will not exceed \$4,000. To be paid from BSEP Fund 5 Budget. Requested by Monica Thyberg.
23. ACCORD for Youth AmeriCorps will implement the ACCORD for youth program by placing an AmeriCorps member at Emerson Elementary School. The AmeriCorps member responsibilities are to recruit, screen and supervise mentors and volunteers to work with students individually on homework and literacy as well as assist in homework centers and enrichment classes. The cost will not exceed \$5,000. To be paid from Emerson After School Learning Program Budget. Requested by Julie Sinai.
24. Judith a Colman to provide independent consultation to process and reconcile 2002/2003 Budget which includes position control at a rate of \$55 per hour plus mileage and parking for the period October 29, 2002 through December 31, 2002. The cost will not exceed \$8,250. To be paid from General Fund Fiscal Services Budget. Requested by Song Chin-Bendid.
25. Ratification of contract to Food Prepared With Love by Annette E Valentine-Bennett, catering services for approximately 1400 employees for breakfast and lunch for October 14, 2002 at a rate of \$15.75 per person, 130 additional lunches and beverages in anticipation of shortage at a rate of \$10 per person. The cost will not exceed \$24,175. To be paid from General Fund Budget. Requested by Karen Candito.

FISCAL IMPACT

As indicated

POLICY/CODE

Public Contract Code: 20111

Board Policy: DJED

STAFF RECOMMENDATION

Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Jerry J. Kurr, Associate Superintendent of Business and Operations
DATE: November 06, 2002
SUBJECT: Authorization to Bid for Grounds Maintenance at Longfellow, Malcolm X and Cragmont Schools

BACKGROUND INFORMATION

The citizens approved Measure BB in November of 2000. The District has an immediate need to maintain its landscaping at an acceptable level at Longfellow, Malcolm X and Cragmont Schools.

Upon approval of this item, we will bid the services as required by the code. The bidding process includes a job conference/information session on November 22, 2002, acceptance of bids on November 26, 2002, and award of the project to the lowest responsive responsible bidder at a subsequent Board Meeting.

Advertising at this time will permit the bidding to proceed.

POLICY/CODE

California Public Contract Code 20110 - 20118.

FISCAL IMPACT

The expenses to produce specifications, advertise, and the landscape services itself will be paid from the Measure BB proceeds.

STAFF RECOMMENDATION

Approve the advertisement for landscaping maintenance services for Longfellow, Malcolm X and Cragmont Schools

RESOLUTION NO. 02-40

**AUTHORIZATION to ADVERTISE FOR BIDS for GROUNDS
MAINTENANCE at LONGFELLOW, MALCOLM X and CRAGMONT
SCHOOLS**

WHEREAS, in the judgment of the Board of Education of the Berkeley Unified School District of Alameda County, it is necessary to secure all labor, materials, equipment, mechanical workmanship, transportation and services required for furnishing and installation of **GROUNDS MAINTENANCE AT LONGFELLOW, MALCOLM X and CRAGMONT SCHOOLS**, all in accordance with the plans and specifications for the same, Prepared by Berkeley Unified School District, Facilities Planning Office, Berkeley, California, which are on file in the office of said Board and which said plans and specifications are hereby approved and adopted;

NOW, THEREFORE, BE IT RESOLVED that the general prevailing rates of wages as Heretofore ascertained and determined by the Director of the State Department of Industrial Relations in accordance with Labor Code Section 1770 and by said Board shall be the general prevailing rates of per diem wages for each craft or type of worker or mechanic needed to execute this contract; and

BE IT FURTHER RESOLVED, that the Secretary of the Board be and he is hereby authorized to advertise for proposal for the completion of said work in accordance with law by publishing the same in newspapers of general circulation published and circulated in said district; and

BE IT FURTHER RESOLVED that the Notice to Contractor shall be in form as follows:

Resolution No.02-40

Continue

NOTICE TO CONTRACTORS

NOTICE IS HEREBY GIVEN, that the Board of Education of the Berkeley Unified School of Alameda County hereby calls for sealed proposals to be delivered to the Purchasing Agent of said Board at the Purchasing Office of said Board 1720 Oregon Street, Berkeley, California until **3:00 PM November 26, 2002** at which time and place said bids will be opened for the furnishing of all labor, materials, equipment, mechanical workmanship, transportation and services to be used and employed in the installation of Grounds Maintenance **at Longfellow, Malcolm X and Cragmont Schools, Berkeley, California**, for the Board of Education of the Berkeley Unified School District of Alameda County.

These bids shall be presented in accordance with plans and specifications for said work prepared by Berkeley Unified School District, Facilities Planning Office, 1720 Oregon Street, Berkeley, California 94703, which are on file at the said office of said Board located at above-mentioned address.

Bids must be made on bid forms obtained at the said office of the Purchasing Agent, 1720 Oregon Street, and must be signed by the bidder.

The contractor and all subcontractors under him/her must pay all labors, workers and mechanics on said work, or any part thereof, not less than the general prevailing rate of pr diem wages and not less than the general prevailing rate of per diem wages for legal holiday and overtime work for work of a similar character in locality in which the work is performed, to wit; said school district, which per diem wages shall not be less than the stipulated rates contained in a schedule thereof which has been ascertained and determined by the Director of the State Department of Industrial Relations in accordance with Labor Code Section 1770 and by said Board and which is now on file in the office of said Board and by reference incorporated and specified herein and made a part hereof, copies of which are available at said office of said Board, to any interested party upon requested.

Any contractor and his subcontractors shall be bound by said wage scale and shall agree to pay all wages in accordance with said wage schedule.

There will be no fax bids.

Mandatory Job Walk to be held on November 22, 2002 at 9:00 am to meet at 1707 Russell Street, Maintenance Office.

The Board reserves the right to reject any and all bids, or any or all items or alternates or proportions of such bids.

First Issue: November 13, 2002
Second Issue: November 20, 2002

Purchase Order No. 310740 – Send Invoice to Purchasing Department, 1720 Oregon Street, Berkeley, California 94703

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 6th day of November, 2002 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Michele Lawrence Superintendent
Secretary of the Board of Education
Of the City of Berkeley and of
Berkeley Unified School District of
Alameda County, State of California

Administration

ROLE OF THE DISTRICT SUPERINTENDENT

The district superintendent is the chief executive officer of the governing board and shall assume total responsibility, under the governing board, to manage and direct all affairs of the school district, including general control of all certificated and classified employees of the district. In addition to specific powers and duties which may be assigned to the superintendent elsewhere in the laws and the regulations of the state board of education, the superintendent shall have the additional powers and duties stated in Education Code Section 35035.

The execution of all decisions made by the governing board concerning the internal operations of the school system is delegated to the superintendent.

The superintendent must play a key role in the collective negotiation process, but without normally becoming involved in direct negotiation. The superintendent shall work closely with the governing board and its chief negotiator providing leadership for them as well. (cf.9141)

The responsibilities of the superintendent shall include but not be limited to the following:

The Superintendent:

1. Will consider all practices and recommendations based on the best interest of the students we serve.
2. Shall serve as secretary to the Board and is the executive officer of the Board. The Superintendent shall be charged with the responsibilities for implementing the policies of the Board.
3. Acts as an advisor to the Board and recommends a course of action after presenting pros and cons on all issues presented to the superintendent by the Board.
4. Recommends for employment all certificated and classified employees.
5. After discussion with the Board, makes personnel assignments, reassignments, and transfers in the best interest of the educational program.

Administration

ROLE OF THE DISTRICT SUPERINTENDENT

6. Serves as the Board's representative in cooperative undertakings with other community agencies and is charged with the responsibility of maintaining both within and outside the school system a program of public information designed to improve understanding of school policies and programs.
7. May delegate to other staff members any of the powers and duties that the Board has entrusted to the office, but in every instance that a power or duty is delegated, the superintendent shall continue to be responsible to the Board for the execution of the power or duty delegated.
8. Will keep the Board informed of all significant administrative decisions.
9. Will avoid surprises to the Board at Board meetings.
10. Will respect the opinion of Board Members, the staff, and community members.
11. Will treat each Board member, the staff, and community member with dignity and respect.
12. Will consider any matter reported by a Board Member and report to the total Board.
13. Will provide equal information to all Board Members
14. Will give the Board full disclosure of all significant school problems.
15. Will involve the Board in periodic, careful planning and evaluation of programs.
16. Will defend Board Members for unwarranted accusations.
17. Will receive and welcome constructive criticism from the Board.

Administration

ROLE OF THE DISTRICT SUPERINTENDENT

Legal Reference:	Education Code
	35020 Duties of Employees set by Governing Board
	35026 Employment of District Superintendent by Certain Districts
	35028 Qualifications for Employment
	35029 Waiver of Certification Requirement for Chief Administrative Office of the District
	35031 Term of Employment (up to four years)
	35032 Salary Increase
	35034 District Superintendent of Certain Unified Districts
	35035 Additional Powers and Duties of Superintendent

Policy adopted: _____ Berkeley Unified School District Berkeley, California

BERKELEY UNIFIED SCHOOL DISTRICT

STUDENT ASSIGNMENT
ADVISORY COMMITTEE

PRELIMINARY REPORT
to the
BOARD OF EDUCATION

November 6, 2002

STATEMENT OF BELIEFS

- Berkeley Unified School District believes that free and public education is the right of all the children of Berkeley.
- Berkeley Unified School District must provide a quality education at each public school and there must be equal opportunities, for all our students, to acquire that quality education. A quality education includes a strong core curriculum, enriched learning experiences and individual, community and educational resources that promote success in a rapidly changing multi-cultural society.
- Berkeley Unified School District believes that diversity is a community value. Diversity in education which could be addressed by a student assignment plan may include gender, race, ethnicity, language, family structure and socio-economic status.
- Berkeley Unified School District believes that diversity in our student population and reflected in our faculty and staff enriches the educational experiences of students; advances educational and occupational aspirations; enhances critical thinking skills; facilitates the equitable distribution of resources; reduces, prevents or eliminates the effects of racial isolation; encourages positive relationships across racial lines by breaking the cycle of racial hostility; fosters a community of tolerance and appreciation; and promotes participation in a pluralistic society.

A. Summary

The Student Assignment Advisory Committee strongly reiterates its commitment to diversity in all of its forms as a core community value. Berkeley is a pioneer in incorporating racial diversity as a component of a quality public education. However, in the current legal climate this long-standing community value is difficult to maintain and perpetuate. The Committee is working to develop a plan that excludes the use of race but will continue to enhance and maintain the benefits of diverse schools using a broad definition of diversity. The Committee is working to modify the current controlled-choice student assignment plan and is a few weeks away from presenting it to you in greater detail. With the 2000 US Census data now available, a set of diversity indicators such as household income, parent education level, English as a second language and single parent households can be utilized to ensure all students equal access to rich and inclusive learning environments.

B. Charge of the Committee

The Student Assignment Advisory Committee ("Committee") was originally convened in September of 2000 as an advisory committee to then Superintendent Jack McLaughlin. Its charge was to develop two alternative kindergarten through 5th grade assignment plans: a plan with factors including the use of race and a plan with factors excluding the use of race. The Committee was charged to include parent representation from each school and to hold at least one community forum, which it did in November of 2000.

C. The Committee Process

In receiving its charge, the Committee was provided with relevant law and studies of the effects of diversity in education to consider in making its recommendations. The Committee met weekly for the first nine months, September 2000 through June 2001 and resumed in September 2001 meeting biweekly thereafter. The meetings have been open to the public. Time for public comment was allotted at the beginning and end of each meeting. All recommendations given thus far have been supported by consensus, unless otherwise noted. For eight months between September 2000 and June 2001 we analyzed the controlled-choice student assignment plan and discussed several important questions, including the following: Is the plan effective in achieving our goal of diversity at the elementary school level?

The Committee presented a report to the School Board in December 2000. The presentation included a recommendation to retain the existing student assignment plan. In evaluating the plan's effectiveness in providing an integrated student body at the elementary level, the Committee did not reach consensus. It was clear that variations in the degree of racial integration within the classrooms varied from site to site, but that largely the District had worked to balance the racial integration in each school and has had some measure of success.

The Committee spent the spring of 2001 analyzing school site equity issues and again came to the Board with a set of recommendations regarding school site equity, and again believing it was best to retain the current plan.

For eight months, between October 2001 and May 2002, the Committee spent the majority of its time developing a statement of beliefs. This statement provides the foundation for our work and we believe it best represents the ideals and goals that any assignment plan in the Berkeley school district should embrace.

The Committee reconvened in September of 2002 with the redefined charge of recommending a change in the current assignment plan, and presenting a modified plan which does not use race as a factor, which could be utilized in the 2003/2004 student assignment process.

D. Discussion and Conclusions

Scientific research supports the belief that racial diversity, along with other forms of diversity, is essential to our educational goals. Diverse classrooms provide Berkeley elementary students with opportunities to achieve maximum academic success, to break the cycle of racial hostility, to foster a community of tolerance and appreciation and to build positive relationships across racial lines. Research has shown that children educated in desegregated schools are more likely to live and work effectively in diverse communities and to gain access to practical skills which help them participate more fully in American society. Diverse classrooms foster the equitable distribution of school resources including supplementary resources such as parent participation and fundraising dollars.

In 1954, *Brown v Board of Education* recognized the harmful effects of racially segregated schools. Whether such segregation is due to *de jure* or *de facto* segregation the harmful effect is the same: it violates the constitutional right of our students to have equal opportunity for a quality education.

In 1968 Berkeley was the first major school district in the country to voluntarily desegregate its schools. Our commitment to this important and precious legacy is a primary value in our community and has continued since that time. From 1968 until fall, 1995, Berkeley used a “paired school” system. Students attended one school for grades kindergarten through third grade and another for grades four through six. The goal was to allow children to attend schools in their neighborhoods for part of their elementary years and to be bussed to another neighborhood for the remaining part of their elementary education, providing diversity at all schools.

Over time, due to demographic changes, closures of schools, and attendance patterns, a number of schools became racially imbalanced. Many parents and teachers were concerned about the disruption that occurred when students changed schools after third grade, and many did not like having junior highs at which students stayed only two years. It was felt that a longer stay at each school would provide a stronger bond between

families and school staff. Over the course of five years, from 1989 to 1994, the Berkeley school district and the community re-examined how our elementary schools are organized.

Parents are now given the opportunity to choose a school for their children. In 1994, the School Board, after much consideration, discussion and community input decided to reconfigure the schools using a kindergarten through fifth elementary and six through eight grade model and implement a “controlled choice” assignment system.

The District’s goal for achieving desegregated schools has been to assign students so that each school will have a student population which reflects a racial/ethnic balance consistent with the zone-wide proportion of white, black and other students at that grade level.

Nationally, federal and state courts have issued contradictory legal opinions regarding the use of race in admissions in varied academic environments, including kindergarten through twelfth grade. However in California, the question is governed by Proposition 209, which was passed by the voters of California in 1996 and went into effect in late 1997 as article 1, Section 31 of the California Constitution. Proposition 209 requires that the State, including school districts, shall not discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin. Whether this prohibition would apply to the non-preferential consideration of race in school assignment plan has not been tested in a California court. However, the decisions in two cases, *Hi Voltage v. City of San Jose* (California Supreme Court) and *Connerly v. State Personnel Board* (California Court of Appeals), indicate that the California Supreme Court and at least one Court of Appeals will interpret the language in Proposition 209 very narrowly to mean that no consideration of race by a state entity is permissible.

As we studied the legal decisions we continued to study the student assignment plan, twice making recommendations to the School Board to retain the current system. We remain concerned about legal challenges presented here in California under Proposition 209, including the concern that a failure to maintain diversity, or a return to neighborhood schools could be construed as intentional discrimination due to the knowledge the Berkeley Unified School District had gained regarding residential segregation in Berkeley. We studied countless breakdowns of socio-economic and other various measures of diversity and racial groupings in the city, analyzed statistical trends of parent choices for school, and outcomes of the current controlled-choice plan, by school, by year, by race, to an exhaustive degree. It was only through a collaborative process of insightful discussions on these issues, and the development of a statement of beliefs over the course of many months that the Committee began to expand its definition of diversity.

The recent release of the 2000 US Census demographic data makes it possible to create rich snapshots of the Berkeley population. Using a computer program which divides the city into 445 "planning areas," (see attached map) we were able to map many different variables and see how various factors of diversity were spread across the city map. The

Committee analyzed data on parent education level, income, single-parent households, home sale prices, neighborhoods with greater numbers of non-English speaking households, families living in poverty, neighborhoods which had been stable since 1970, and SAT-9 test scores. The factors were narrowed down to the four that are now currently being considered. By overlapping these maps, the Committee was able to study where there was a convergence of factors in each of the 445 “planning areas.”

The system that we intend to propose was applied to the 2000, 2001 and 2002 assignment rounds and the outcomes were compared with the actual outcomes for those years. It was evident that there were no dramatic differences in the racial diversity of African-American, white and other ethnicities at a school site when utilizing the proposed plan on these past rounds. Thus, the effects of the new plan would not be dramatically different from the present plan, although the primary goal of the proposed system is to achieve a broad-based diversity, rather than diversity based solely on race or ethnicity.

Schools will need to be carefully monitored at each stage of the enrollment process, especially during this first transitional year, so as to study the effectiveness in balancing the schools to ensure that a desired diversity is achieved.

Please note that while it was out of the scope of our Committee's charge to recommend policy outside of the District's assignment plan, school site equity continued to be a concern of this Committee: any plan based on choice needs to provide similar levels of education and resource at each site, so that no site is lacking, and no site is outstanding, with respect to facilities, for example, teacher reputations and experience, and funds for classroom supplies and field trips. If a particular school is thriving, what do sister schools need in order to replicate its success?

Likewise, concern over lack of racial diversity of school site staff continued to be raised by committee members. Our District should demonstrate the goal of active recruitment of teachers of color so as to have better representation at each school site. A diverse classroom needs to reflect more than simply a diverse group of students, but should extend to the staff as well.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Karen Candito, Director of Nutrition Services
DATE: November 6, 2002
SUBJECT: Nutrition Services Work Plan

BACKGROUND INFORMATION

The Nutrition Services Department has established a work plan based on goals and objectives for the 2002-2003 school year. The work plan is designed to continue the process of building a strong foundation on which to build future stability and success. The plan addresses core issues in the nutrition services office and at all grade levels. The attached documents outline the goals and objectives and work plan. An oral presentation by the Food Services Department will augment the written report.

Nutrition Services Goals, Objectives and Work Plan **2002-2003**

Goal #1 – Shift from Food Based Menu Planning to Nutrient Standard Menu Planning (NSMP)

Objectives:

- To allow for a more flexible, healthful food selection
- To establish a baseline from which to work
- To establish a strong foundation on which to build and expand
- To be in alignment with the Berkeley USD Food Policy

Outcomes to Achieve:

- Nutrient Analysis will be included on menus
- Menu will have changes that reflect healthy lifestyles at all grade levels

September 2002	Supervisors attend NSMP training
October-January	Gather Nutrient Information – Data Entry (proposal for UC Berkeley intern or LEAF funding)
January 2003	Analysis of current menu completed
February	Develop menu changes to reflect NSMP requirements Start work on cycle menu (include NS staff in process)
April	Finalize cycle menu Develop food groupings/menu production worksheets, etc. Develop training materials for Nutrition Services staff
June	Finalize August menu Preliminary Nutrition Services site staff training
August	Comprehensive NS site staff training
First day of school	Full implementation of NSMP
Current & Ongoing	Integrate healthy changes into menu based on nutrient analysis

Integrate new recipes into menu
Integrate healthier prepared items into menu as we find them
Work with menu committee regarding student acceptability of new food items and marketing

Goal #2 – Implement LEAF “Linking Education Activities & Food” Grant
(Middle School Level)

Objectives:

- Develop and pilot healthier menus as outlined in Senate Bill 19, which prescribes to help significantly improve the nutrition and eating habits of California’s school children.
- Develop internal administrative tracking systems

Outcomes to Achieve:

- Detail timeline to be published when funding is finalized

Details published when funding is known

Goal #3 – Open Berkeley High School Mobile Food Unit

Objectives:

- To expand service of food to our students
- To increase the healthfulness of foods available on campus
- To encourage students to stay on campus

Outcomes to Achieve:

- Increase student participation
- Increase student health and satisfaction

Ongoing Work

- Development of partnerships with organic/natural/alternative/healthy food vendors and distributors
- Berkeley High School Food Court Planning
- King Middle School Dining Commons Planning

September 2002	Health Department inspection & clearance Start vehicle preparation for service
October	Develop a la carte menu & pricing Meet with high school staff regarding logistics, line control, garbage, etc. Investigate signage
November	Student preferences regarding menu choices (menu committee) Determine staffing Begin hiring process
December	Meet with Nutrition Service staff regarding menu planning, packaging, delivery, etc. Order small wares as needed Develop marketing plan (menu committee)
January 2003	Hire and train staff Order food and paper supplies Complete vehicle preparation
February	Open Unit
March	Collect student feedback (menu committee) Continue to work on menus, rotation, etc.
Ongoing	Track sales trends and student preferences Develop variety in menus