

Report Closed
Session Action

Motion_____ Second_____ Vote_____

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' Reports
Superintendent's Report
Board Members' Reports

CONSENT ITEMS

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

General Services

Page

1.1-C
Resolution
Supporting
Proposition 47

Board Member Recommendation:
Approve the Resolution supporting
Proposition 47: Kindergarten-University
Public Education Facilities Bond Act of
2002
Motion_____ Second_____ Vote_____

1

1.2-C
Right to Higher
Education
Resolution

Board Member Recommendation:
Approve the Right to Public Higher Education
Resolution
Motion_____ Second_____ Vote_____

5

		Page
<u>Human Resources</u>		
2.1-C Acceptance of Personnel Report	<u>Staff Recommendation:</u> Accept Personnel Report 03-06 as submitted. The report includes details, assignments, terminations, and employment of personnel. Motion_____ Second_____ Vote_____	8
 <u>Educational Services</u>		
3.1-C Overnight Field Trip Requests	<u>Staff Recommendation:</u> Approve the overnight field trip for students Consistent with the District Policies and Instructional Programs Motion_____ Second_____ Vote_____	11
3.2-C School Renovation Technology Grant	<u>Staff Recommendation:</u> Approve application for School Renovation Technology Grant Motion_____ Second_____ Vote_____	13
3.3-C Willard Middle School California State Gear-up for College Grant	<u>Staff Recommendation:</u> Accept the California State Gear-up College Grant awarded to Willard Middle School Motion_____ Second_____ Vote_____	27

<u>Business & Operations</u>		Page
4.1-C Approval of Contracts/ Purchase Orders for Services Contracts	<u>Staff Recommendation:</u> Authorize the Associate Superintendent Business and Operations or Purchasing Agent to execute Purchase Orders Motion_____ Second_____ Vote_____	28
4.2-C Approve listing of Warrants issued In September 2002	<u>Staff Recommendation:</u> Approve the monthly bill warrant list for September 2002 Motion_____ Second_____ Vote_____	33
4.3-C Approve payroll payments made in September 2002	<u>Staff Recommendation:</u> Approve payroll payments made in September 2002 Motion_____ Second_____ Vote_____	36
4.4-C Advertise for bids For repair of failing Retaining wall at King Middle School Garden Portable	<u>Staff Recommendation:</u> Authorize the advertisement of bid Motion_____ Second_____ Vote_____	39

ACTION ITEMS

These items are presented for action at this time. Some may have been reviewed at a previous meeting.

4.1-A Contract for COBRA, HIPAA and Retirees' Health Insurance Processing Services	<u>Staff Recommendation:</u> Approve entering into a contract with Complink to provide administrative services for COBRA, HIPAA and retiree Motion_____ Second_____ Vote_____	43
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INFORMATION

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

Educational Services

Page

7:45 p.m.

3.1-I
4th Annual Report
on the District’s
Early Literacy Plan

Staff Recommendation:
Accept the 4th Annual Report on the
District’s Early Literacy Plan

49+
Separate
document

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

REVISED Schedule of Board of Education Meetings for
2002:

- October 16, 2002
- October 30, 2002**
- November 6, 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 maybe 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 a school or from the Superintendent's Office.

qeg

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Joaquín J. Rivera, Vice-President, Board of Education
DATE: October 16, 2002
SUBJECT: Resolution Supporting Proposition 47 — Kindergarten-University Public Education Facilities Bond Act of 2002

BACKGROUND INFORMATION:

Proposition 47 — the Kindergarten-University Public Education Facilities Bond Act of 2002 will appear in the November 5, 2002 ballot. Proposition 47 will help California schools relieve overcrowding, make safety repairs and upgrade our elementary, middle and high schools, community colleges and universities. Proposition 47 will authorize \$13 billion in bonds to repair and expand existing schools and build new ones. For many schools, it means turning libraries and computer and science labs back into libraries and labs — facilities that had been lost to classroom space to house more kids than those schools were ever designed to hold.

In addition, many older schools are in dire need of repair and upgrading. Proposition 47 funds will fix leaky roofs, repair broken bathrooms, upgrade inadequate electrical and fire alarm systems, install heaters and air conditioning, improve earthquake safety in our schools and upgrade college laboratories and research facilities.

Proposition 47 will also wire classrooms for the technology and computers our kids need to meet academic standards and compete in the modern workforce.

For districts like Berkeley that have passed local bonds, Proposition 47 will provide matching funds that will allow us to complete our construction projects.

Proposition 47 is supported by the California School Boards Association, the California State PTA, the California Federation of Teachers, California Taxpayers' Association, California Chamber of Commerce, California Teachers Association, and League of Women Voters of California, among others.

FISCAL IMPACT:

None

BOARD MEMBER RECOMMENDATION:

That the Board of Education approve the resolution supporting Proposition 47.

BERKELEY UNIFIED SCHOOL DISTRICT
**Board Resolution Supporting Proposition 47 — Kindergarten-
University Public Education Facilities Bond Act of 2002**

WHEREAS, Proposition 47 — the Kindergarten-University Public Education Facilities Bond Act of 2002 — provides \$13.05 billion in bonds to accommodate new enrollments, relieve overcrowding, make safety repairs and upgrade California’s elementary, middle and high schools, community colleges and universities; and

WHEREAS, California’s Office of the Legislative Analyst estimates that “One in three California school children attends an overcrowded school or a school needing modernization”; and

WHEREAS, The Office of Public School Construction estimates that more than 1 million new students will be added to enrollment rolls by the year 2010 and that the state will need to add 46,000 new classrooms — the equivalent of 1,175 new schools — to meet the demand; and

WHEREAS, Proposition 47 provides state matching funds to local school districts that, like Berkeley Unified, have already or will soon pass local school construction bond measures; and

WHEREAS, More than 2,000 classroom construction and repair projects that were locally approved by its voters are ready and waiting to break ground throughout the state; and

WHEREAS, It is challenging to provide a sound educational program when our schools are desperately overcrowded; and

WHEREAS, School districts throughout California, including the Berkeley Unified School District, have come a long way in education reform efforts over the last few years and sufficient classroom space is a major barrier to further progress; and

WHEREAS, Proposition 47 is supported by a large and diverse coalition, including the California School Boards Association, the California State PTA, the California Federation of Teachers, California Business Roundtable, Association of California School Administrators, California Taxpayers’ Association, California Chamber of Commerce, League of Women Voters of California, Californians for Higher Education, Association, California Teachers Association, California Building Industry Association, and local, state, and federal policymakers across the state.

NOW, THEREFORE, BE IT RESOLVED THAT the Berkeley Unified School District Board of Education believes that California needs dedicated, consistent and long-term sources of funding and supporting Proposition 47, the Kindergarten-University Public Education Facilities Bond Act of 2002 will meet that need.

ADOPTED October 16, 2002, by the Berkeley Board of Education.

Shirley Issel, President

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: John T. Selawsky, Director
Board of Education
DATE: October 16, 2002
SUBJECT: Higher Education Resolution

BACKGROUND INFORMATION

Since 1997, the final year that affirmative action programs were implemented in the UC system, enrollment of underrepresented minorities has declined by over 30% (25.3% of the total enrollment in 1997, 17.5% of this year's total enrollment). African-American, Latino/Latina, and other student populations have declined at UC Berkeley and the UC Berkeley Boalt Law School even more dramatically during this same period. Clearly the ban on affirmative action has had a deleterious effect on historically underrepresented student enrollment in the UC system.

In this year's proposed California Master Plan for Education changes, language guaranteeing a percentage of top high school graduates admission to the UC schools and to the California State University schools has been altered. This change in language permits admissions to these top graduates of each high school in California but can be interpreted as not guaranteeing admission. We believe this will have a further deleterious effect on admissions and enrollments of many students within the state, as well as within the Berkeley Unified School District.

Recommendation thirteen of the proposed Master Plan states that UC and USC should continue to select freshmen students from "among" the top one-eighth and one-third of the high school graduating class, respectively. This is the language that is at issue in the recommendation, and we ask that the Master Plan proposal revert to the current guarantee for this same group of graduating students.

FISCAL IMPACT

None

BOARD RECOMMENDATION

Approve the Right to Public Higher Education Resolution.

**BERKELEY UNIFIED SCHOOL DISTRICT
RIGHT TO PUBLIC HIGHER EDUCATION RESOLUTION
October 16, 2002**

WHEREAS, the language of the proposed 2002 California Master Plan for Education would eliminate the guarantee of admission to the top one-eighth (12.5%) and one-third (33.3%) of the state's high school graduates for the University of California and California State University (CSU) systems respectively;

WHEREAS, the right of the top one-eighth (12.5%) and one-third (33.3%) of the state's high school graduates to guaranteed admissions to the UC's and CSU's respectively has existed in practice since 1960 and was formalized into the California Master Plan for Education in 1989;

WHEREAS, the right of admission to public higher education in California must be maintained for students throughout California;

WHEREAS, no public hearings have been scheduled in the Bay Area regarding this Master Plan change, and teachers, students, and parents in the Bay Area have not had an opportunity to testify at local public hearings;

WHEREAS, the University of California itself has asked the Joint Committee to Develop a Master Plan for Education of the state legislature to restore the guarantee, and the UC Berkeley Student Government (ASCU) and Oakland Education Association (OEA) are among the organizations calling for maintaining the guarantee and a local public hearing on the Master Plan provisions;

NOW, THEREFORE, BE IT RESOLVED, that the Berkeley Board of Education calls on the state legislature to put the following 1989 Master Plan for Education back into the 2002 proposed Master Plan: "The University of California shall guarantee admission to every student who ranks among the top one-eighth of all California public high school graduates. The California State University shall guarantee admission to every student who ranks among the top third of all California high school graduates."

BE IT FURTHER RESOLVED that the Berkeley Board of Education calls on the University of California to maintain its commitment to admit the top one-eighth (12.5%) of graduating high school students to UC campuses; and that the California State University maintain its commitment to admit the top one-third (33.3%) of graduating high school students to its campuses;

BE IT FINALLY RESOLVED that the Berkeley Board of Education, through the Berkeley Superintendent of Schools or her designee, send copies of this resolution to members of the Legislative Joint Committee on the Master Plan and to local state legislators calling on them to hold a local public hearing before the next legislative session (January 2003).

PASSED AND ADOPTED, this 16th day of October 2002.

Shirley, President
Board of Education

TO: Michele Lawrence Superintendent
 FROM: David A. Gomez, Ph.D.
 Associate Superintendent Human Resources
 DATE: October 16, 2002
 SUBJECT: ACCEPTANCE OF PERSONNEL REPORT 03-06

Following is Personnel Report 03-06 which reports details of personnel assignments employment and terminations.

CERTIFICATED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>LEAVE OF ABSENCE:</u>						
Lara Lawrence		Thousand Oaks		1.0 FTE	8/26/02	6/13/03
<u>LEAVE OF ABSENCE WITHOUT PAY</u>						
Verda Delp		Willard		1.0 FTE	11/1/02	6/13/03
<u>MATERNITY LEAVE:</u>						
Joyceline Lee		Thousand Oaks		1.0 FTE	12/2/02	4/30/03
<u>EXTRA DUTY</u>						
Susan Alexander	Testing Coordinator	Malcolm X	Site Fund	\$25.00/hr (Not to exceed \$4000)	8/02/02	6/13/03
Cynthia Allman	Testing Coordinator	Malcolm X	Site Fund	\$25.00/hr (Not to exceed \$4000)	8/02/02	6/13/03
Tara Easley	Testing Coordinator	Malcolm X	Site Fund	\$25.00/hr (Not to exceed \$4000)	8/02/02	6/13/03
Barbara Foster	Testing Coordinator	Malcolm X	Site Fund	\$25.00/hr (Not to exceed \$4000)	8/02/02	6/13/03
Mary Machens	Testing Coordinator	Malcolm X	Site Fund	\$25.00/hr (Not to exceed \$4000)	8/02/02	6/13/03
Dyanthe McDougal	Testing Coordinator	Malcolm X	Site Fund	\$25.00/hr (Not to exceed \$4000)	8/02/02	6/13/03
<u>STIPENDS</u>						
Mollie Crittenden	Teacher	Rosa Parks (Nutrition Curriculum Planning)	Shape Grant	\$200 One Time Payment	8/1/02	8/30/02
Darren Pagtakhan	Newspaper Teacher	King	Site Fund	\$619 per year	8/20/02	4/30/03
Joyce Seitz	Yearbook Teacher	King	Site Fund	\$732 per year	8/20/02	4/30/03
Richard Silberg	Drama Production	King	Site Fund	\$619/one production or \$731/two productions	8/30/02	4/30/03

P. 1 of 3

CLASSIFIED EMPLOYEES							
NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>PERMANENT EMPLOYEES</u>							
Craig Davis	Food Service Assistant	LeConte	Cafeteria Fund	26/5	.40 FTE \$13.76/hr	8/26/02	6/13/03
Craig Davis	Food Service Assistant	Jefferson	Cafeteria Fund	26/5	.47 FTE \$13.76/hr	8/26/02	6/13/03
Clay Olitt	Instructional Specialist	Malcolm X	Categorical	51/2	.90 FTE \$22.02/hr	9/01/02	9/30/02
Tasha Prysi	Instructional Specialist	Rosa Parks	General Fund	51/2	.43 FTE \$22.02/hr	9/01/02	9/30/02
Charlene Reis	Instructional Specialist (Cooking and Gardening)	Washington	Categorical	51/2	.80 FTE \$22.02/hr	8/26/02	9/30/02
Kathleen Russell	Instructional Specialist	Washington	Categorical	51/2	.80 FTE \$22.02/hr	9/01/02	9/30/02
Joyce Slim	Instructional Assistant Special Education	Malcolm X	Special Education	31/4	.80 FTE \$14.82/hr	8/28/02	6/13/03
Althea Trotter	Food Service Assistant	Oxford	Cafeteria Fund	26/5	.40 FTE \$13.76/hr.	8/26/02	6/13/03
Althea Trotter	Food Service Assistant	Jefferson	Cafeteria Fund	26/5	.47 FTE \$13.76/hr	8/26/02	6/13/03
<u>TEMPORARY/HOURLY</u>							
Nancy Acevedo	Instructional Assistant (CELDT)	King	Site Fund	29/1	10hrs/wk. \$12.17/hr	9/12/02	10/31/02
Michael Crystal	Instructional Technician	King	Site Fund	34/1	15 hrs/wk. \$13.76/hr.	9/06/02	6/13/03
Julie Dempster	Noon Director	Berkeley Arts Magnet	Site Fund	N/A	3 hrs/wk. \$11.45/hr.	08/28/02	6/13/03
Julie Drucker	Instructional Specialist (Dance)	King	Site Fund	51/1	9 hrs/wk. \$20.96/hr.	9/03/02	6/13/03
Jocelyn Foreman	Instructional Assistant	King	Site Fund	31/2	5 hrs/wk \$13.42/hr.	8/28/02	6/13/03
Tracey Freyre	Instructional Assistant	King	Site Fund	29/1	3 hr/wk \$12.17/ hr.	9/16/02	6/13/03
Ting L. Hsu	Instructional Technician	King	Site Fund	34/1	4 hrs/wk \$13.76/hr	9/16/02	06/13/03

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Marjorie Lee	Instructional Technician (Afterschool Support)	LeConte	Site Fund	34/1	4 hrs/wk. \$13.76/hr	10/8/02	12/6/02
Marjorie Lee	Instructional Technician (Literacy)	LeConte	Site Fund	34/1	6 hrs/wk \$13.76/hr	10/8/02	6/13/03
Marialice Pride	Noon Director	Berkeley Arts Magnet	Site Fund	N/A	5 hrs/wk \$11.45/hr	9/01/02	6/30/03
Mariyetta Pustilnikova	Noon Director	Berkeley Arts Magnet	Site Fund	N/A	7.5 hrs/wk \$11.45/hr	8/28/02	6/13/03
Saima Shah	Tutor-Speciality	State & Federal Programs	Categorical	31/1	1 hr/wk \$12.77/hr	10/04/02	6/13/03
Julia Triana	Student Worker	Business	General Fund	N/A	15hrs/wk \$6.75/hr	9/11/02	3/12/03
<u>PROVISIONAL</u>							
Kevin Contreras	V&E Mechanic Supervisor	Transportation	General Fund	58/1	1.0 FTE \$37.41/hr	10/1/02	1/01/03
Joseph Hammond	General Maintenance Wkr.	Maintenance Dept.	BB Measure	40/1	1.0 FTE \$15.96/hr	10/8/02	11/30/02
Abdul Mixon	V&E Mechanic	Transportation	General Fund	50/1	1.0 FTE \$20.45/hr.	10/7/02	1/07/03
Peter Schaapok	Painter	Maintenance Dept.	BB Measure	50/1	1.0 FTE \$20.45/hr	10/01/02	11/30/02
Nicole Sherwood	Instructional Specialist (Chorus)	Berkeley Arts Magnet	BSEP	51/1	.35 FTE \$20.96/hr	10/1/02	1/1/03
<u>DIFFERENTIAL PAY</u>							
Peter Schaapok	Painter	Maintenance Dept.	BB Measure		5% differential (1.0 FTE +\$1.02/hr)	10/1/02	11/30/02
Althea Trotter	Food Service Assistant	Jefferson	Cafeteria Fund		5% differential (.13 FTE +\$.69/hr)	8/26/02	6/13/03

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Christine Lim, Associate Superintendent, Educational Services
DATE: October 16, 2002
SUBJECT: Overnight Field Trip Requests

BACKGROUND INFORMATION:

The following overnight field trip requests are being made:

1. Approve participation of ten (10) 5th grade students from each elementary school, four (4) teachers and six (6) other adults on an overnight trip to Cazadero Music Camp October 25-27, 2002. Students will participate in "JUMPSTART", a weekend experience that will give students the opportunity to participate in large ensemble playing and be encouraged to practice and continue instruments into middle school. Accommodations will be gender specific. Transportation will be provided by a District approved private bus company. The \$75 per student cost of the trip is being funded by PTA donations, Cazadero Music Camp and parents. No student will be denied access based on ability to pay. Requested by Suzanne McCulloch, Visual and Performing Arts Coordinator.
2. Approve participation of 56 fourth and fifth grade students from Berkeley Arts Magnet, two (2) teachers, and 16 other adults on an overnight trip to Point Bonita at the Marin Headlands. Students will be studying natural science, biology, and geology. Students will also participate in community and team building activities. Accommodations will include gender specific dormitories. Transportation will be provided by District buses. The \$3,500 cost will be funded by class fundraisers. Requested by Lorna Skantze-Neill, Principal, Berkeley Arts Magnet.
3. Approve participation of 23 fourth grade students, one (1) teacher and six (6) parents on an overnight trip to Jamestown, California May 27-28, 2002. Students will participate in activities related to their study of the Gold Rush and fourth grade science standards. Accommodations will be gender specific cabins. Transportation will be provided by District buses or a District approved private bus company. The \$4,000 cost of the trip is being funded by grants from the Berkeley Public

Education Foundation, East Bay Community Foundation, class fundraisers and parents. Requested by Lorna Skantze-Neill, Principal, Berkeley Arts Magnet.

POLICY/CODE:

Education Code, Section 35330 - Excursions and Field Trips
Board policy 6153 – School Sponsored Trips

FISCAL IMPACT:

As indicated above.

STAFF RECOMMENDATION:

Approve the overnight field trip for students consistent with the District Policies and instructional programs.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Chris Lim, Associate Superintendent, Educational Services
DATE: October 16, 2002
SUBJECT: School Renovation Technology Grant

BACKGROUND INFORMATION

The California Department of Education (CDE) has announced a new program to fund hardware acquisition to lower the student-to-multimedia computer ratio in 4th through 8th grade classrooms. Approximately \$33 million in federal funding will be made available to recently renovated schools in California through a competitive grant process. This program is made possible through the United States Department of Education under Public Law 106-554. Eligible applicants include school districts and county offices of education serving any combination of grades 4 through 8.

Individual grant amounts will be based upon \$2,000 per computer for the number of multimedia computers necessary to lower the student-to-multimedia computer ratio in the 4th-8th grades to ten-to-one at the funded school. To qualify for this funding, a school must have been renovated, or will be renovated in the near future, as defined in the application. Additionally, the applicant agency must have completed the 2002 Online California School Technology Survey between January 14, 2002, and June 30, 2002 for each school in the LEA for which funding is sought. In addition to filing an application, the applicant agency must submit a current, approved E-rate plan, or local governing board certified education technology plan, or a technology plan that has been reviewed and approved at the state level to align with the California State Board of Education planning guidelines. Berkeley Unified School District meets all of the above requirements, and thus, staff is requesting approval to submit an application.

POLICY/CODE

Public Law 106-554

FISCAL IMPACT

Restricted income of approximately \$124,000.00

STAFF RECOMMENDATION

Approve application for School Renovation Technology Grant

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Chris Lim, Associate Superintendent, Educational Services
DATE: October 16, 2002
SUBJECT: Willard Middle School California State Gear-up for College Grant

BACKGROUND INFORMATION

Willard is awarded a California State Gear Up Grant for this fall. GEAR UP is a federally funded, state-administered program designed to stimulate interest in college attendance, awareness of college entrance requirements and knowledge about available financial aid by middle school students.

The California State GEAR UP program develops and sustains the organizational capability of middle schools to prepare all students for high school and post-secondary education.

Though this grant Willard will receive support to provide staff development, parent education and curriculum to stimulate interest in college attendance, awareness of college entrance requirements and knowledge about available financial aid by middle school students. Additionally, this program provides scholarships in the form of Educational Trust Accounts in the amount of \$2,000 that accrue interest until the student withdraws the funds upon entering college. These scholarships are administered by the California Student Aid Commission. Student selection criteria includes financial, educational, cultural, language, home, community, environmental, and other conditions that hamper access to and persistence in post secondary programs.

POLICY/CODE

Board Policy 6141.1

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Accept the California State Gear-up for College Grant awarded to Willard Middle School

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Jerry J. Kurr, Associate Superintendent of Business and Operations
DATE: October 16, 2002
SUBJECT: Contract for COBRA, HIPAA and Retirees' Health Insurance Processing Services

BACKGROUND INFORMATION

Currently the District is assuming all of the liability for compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Health Insurance Portability and Accountability Act (HIPAA). In the following documents it is stated that compliance with these Federal Regulations is complex, cumbersome and does pose a significant liability risk for the District. Additionally the undocumented process for administering the continuing health insurance coverage for retired employees is shared between the Divisions of Business, Operation Services and Human Resources. The District has had the experience in the past of having paid premiums for insurance coverage that was the obligation of former employees. The complexity of administering this activity along with handling active employees' salaries and benefits has contributed to errors that cost additional dollars along with frustrating employees that Business and Human Resources Divisions support.

We are seeking approval to contract with Commlink to provide processing services that meet the requirements of COBRA, HIPAA and health insurance premium processing for non-active employees. The agreement with the company does indemnify the District from the liability risk for compliance with COBRA, HIPAA and insurance premium coverage for non-active employees. The cost for providing retiree-billing administration services will be less than \$6.00 per covered retired employee per month not to exceed \$28,800 annually. This cost is paid by the employee and will not impact the District budget. The cost for the COBRA and HIPAA administration services will be \$1.00 per employee per month not to exceed \$15,600 annually with a first year set up fee of \$1,250.

POLICY/CODE

Public Contract Code: 20111
Board Policy: DJED

FISCAL IMPACT

Not to exceed \$16,850 spread across all budgets that have employee salary costs.

STAFF RECOMMENDATION

Approve entering into a contract with Complink to provide administrative services for COBRA, HIPAA and retiree health billing services

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Jerry J. Kurr
Associate Superintendent of Business and Operations
DATE: October 16, 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. Ratification of contract for Pierre Foods to provide commodity processing for Beef as needed for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$1,500. To be paid from Nutrition Services Budget. Requested by Karen Candito.
2. Ratification of contract for Integrated Food Service to provide commodity processing for Cheese Product as needed for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$5,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
3. Ratification of contract for Sewer Connection to perform emergency work to repair blocked sewer line for King Middle School. Work to include installation of new clean-out and connections. Camera will be used to survey existing line conditions to determine full scope of work needed. Work to be schedule around school hours. The cost will not exceed \$10,000. To be paid from Measure BB Funds. Requested by Rhonda Bacot.
4. Ratification of contract for Sunny Fresh Foods to provide commodity processing of Egg Products for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$1,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
5. Ratification of contract for Schwan's Food Services to provide commodity processing of Beef Products for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$2,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.

6. Ratification of contract for Don Lee Farms to provide commodity processing of Beef Products for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$5,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
7. Stuart & Associates to provide lobbying services for the 2002/2003 Fiscal Year. Services to include Governor's Budget process, legislative committee hearings, review of legislation and subsequent amendments to bills, sponsor legislation, attend community meetings as needed, communicate with OPSC and SAB. The cost will not exceed \$20,000. To be paid from General Fund Superintendent Budget. Requested by Michele Lawrence.
8. Thomas Bye to provide consultant services on preparation of Annual Performance Reports for 2002, Biennial Evaluation report, and Final Evaluation report for Cragmont Title VII Program Development and Implementation Grant. For the period October 1, 2002 through September 3, 2003. The cost will not exceed \$15,000. To be paid from Title VII Grant. Requested by Jason Lustig.
9. Thomas Bye to provide consultant services on External Evaluation of the District's Title VII System wide Improvement Grant. Duties include preparation of the Annual Performance Report for the period October 1, 2002 through September 3, 2003. The cost will not exceed \$10,000. To be paid from the Title VII Grant. Requested by Carla Basom.
10. Kelli Richardson to provide Project Guided Language Acquisition Design (GLAD) seven days teacher training which includes Theory and Classroom Demonstrations for the period September 18, 2002 through October 11, 2002 at a rate of \$1,000 per day. Approximately 30 teachers will receive training. The cost will not exceed \$7,321.60. To be paid from Title VII Grant. Requested by Carla Basom.
11. Jocelyn Mitchelmore to provide Project GLAD seven days teacher training which includes Theory and Classroom Demonstrations for the period September 18, 2002 through October 11, 2002 at a rate of \$1,000 per day. Approximately 30 teachers will receive training. The cost will not exceed \$7,156. To be paid from Title VII Gant. Requested by Carla Basom.
12. Central Launderette to provide laundry services for linen bedding at the sites for periodic laundry services as required by the Special Education Department for the period July 1, 2002

- through June 30, 2003. The cost will not exceed \$800. To be paid from General Fund Special Education Budget. Requested by Margaret Kidd.
13. Copy Central to provide copy services as needed for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$3,000. To be paid from General Fund Special Education Budget. Requested by Margaret Kidd.
 14. Fast Response to provide CPR First Aid training as required for Special Education Personnel to keep current certification, at a rate of \$40 less discount, for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$ 2,500. To be paid from General Fund Special Education Budget. Requested by Margaret Kidd.
 15. Ratification of contract for Hanna, Brophy, Machean, McAleer & Jensen, L.L.P. to provide professional services for the period July 3, 2001 through August 30, 2001. The cost will not exceed \$379. To be paid from General Fund Human Resource Budget. Requested by David Gomez.
 16. Parent Services Project to provide workshops three hours per session on Family Support Building Relations with Families on October 6, 15, 2002 and December 2, 2002 at Hopkins Street Child Development Center. The cost will not exceed \$1,400. To be paid from BSEP Early Childhood Education Fund. Requested by John Santoro.
 17. Habitat Children Museum to provide on Site programming for preschool classes at Hopkins Street Child Development Center for thirty weeks, ½ day, once a week, September 2, 2002 through May 3, 2003 including instructor's time and art materials. Also part of this will be one teacher training (session to be arranged). The cost will not exceed \$5,215. To be paid from BSEP Early Childhood Education Fund. Requested by John Santoro.
 18. Berkeley YMCA to provide shallow and lap pool services on October 25, November 15 and November 22, 2002 for Thousand Oaks students for 2 hours. The cost will not exceed \$235. To be paid from General Fund Thousand Oaks Budget. Requested by Jesse Ramos.
 19. UC Berkeley Work Study to provide Spanish Bilingual tutor for King Middle School ELL. The cost will not exceed \$411. To be paid from Title III Budget. Requested by Kit Pappenheimer.

20. Federal Express to provide shipping services as needed for the period October 17, 2002 through June 30, 2003. The cost will not exceed \$400. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
21. Ratification of contract for Margaret E. Kidd to provide consultant services for the Special Education Department for the period September 12, 2002 through December 31, 2002 at a rate of \$625 per day three (3) days per week for a total of sixteen (16) weeks. The cost will not exceed \$30,000. To be paid from General Fund Special Education Budget. Requested by Alan Joy.
22. Berkeley Sports Officials to provide Officials and pay tournament fees for the Willard Middle School Interscholastic sporting events for the 2002/2003 school year. The cost will not exceed \$6,000. To be paid from Willard BSEP Budget. Requested by Michele Patterson.
23. MOCHA to provide Residency Artist for nine classrooms, one lesson per week for thirty weeks, two hundred seventy classes @ \$80 per class. The cost will not exceed \$21,600. To be paid from Washington BSEP Budget. Requested by Rita Kimball.
24. Ratification of contract for Page Point to develop, maintains, and as necessary, temporarily hosts the BUSD Web page. The cost will not exceed \$10,000. To be paid from BSEP Funds. Requested by Monica Thyberg.
25. Hearing Conservation Associate to provide hearing test as required yearly by the State at a rate of \$400 for over four hours day, \$300 for four hours day or less, \$1.00 per student tested, \$.30 per mile as necessary for the 2002/2003 school year. The cost will not exceed \$9,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
26. Kid's Express to provide Individualized Educational Required transportation services for students as required for 180 days at a rate of \$19.75 per day for two students for the 2002/2003 school year. The cost will not exceed \$7,110. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
27. Siemens Fire Safety to provide service repairs as needed for the District Fire Alarms for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$4,000. To be paid from Measure BB Funds. Requested by Rhonda Bacot.

28. Continental Athletic Supply to provide inspection, reconditioning and repair of Berkeley High School athletic protective and safety equipment to include baseball and softball batting helmets and catcher's gear, football blocking bags and dummies, equipment travel bags, swimming parka, gymnasium wallboard cushion pads, and training room first-aid examination and treatment table for the 2002/2003 school year. The cost will not exceed \$1,642.87. To be paid from General Fund BHS Athletic Budget. Requested by Gabriel McCurtis.

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: October 16, 2002
SUBJECT: Approve Listing of Warrants issued in September 2002

BACKGROUND INFORMATION

Each month the District writes many checks to vendors for services provided and goods received. The checks are written on both the general fund and restricted funds. The attached represents a summary of warrants for the month of September 2002.

POLICY/CODE

Educational Code Section 41010 ET seq.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the monthly bill warrant list for September 2002.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Christine Lim, Associate Superintendent, Educational Services
DATE: October 16, 2002
SUBJECT: 4th Annual Report on the District's Early Literacy Plan

BACKGROUND INFORMATION:

In September 1998, the School Board approved the implementation of the K-3 Early Literacy Plan (ELP). The Early Literacy Plan was revised last year to state:

By the end of three years in the Berkeley Schools, all elementary students will read at or above grade level as measured by a district-wide assessment system.

In these four years of the Early Literacy Plan, the District made significant progress in early literacy. Assessments and early intervention structures are solidly in place, and all but one site have completed research-based staff development for all teachers; the last site will complete training this school year. In the past three years Literacy Teacher Leaders at each site have provided site training in assessments, coordination of book purchases, staff development and some peer coaching and support in literacy practices. The statistics in the Executive Summary and throughout the annual report demonstrate that good progress has been made in improving student achievement, and it identifies our next steps to further improve our Early Literacy Plan.

SUCSESSES

- All but one site have continued to implement a research-based reading model. The last site, Jefferson, has started to implement their literacy staff development plan that includes training for staff on a research-based reading model.
- The implementation of certification forms signed off by the principal significantly improved the accuracy and timeliness of DRA/QRI data scantron forms.
- Reading Recovery service increased. Increases in service were as follows:
 - Served: 20 more students were served (+15%)
 - Graduated: 37 more students graduated (+54%)
 - Related Early Literacy Groups: 38 more students were served (+28%)
- Implemented Early Literacy Groups at the two remaining sites (Jefferson and Berkeley Arts Magnet).
- An assessment has been developed for dual immersion students at grades 3-5.

- Spanish high frequency reading and spelling word lists have been developed.

Under separate cover is the K-5 District Literacy Plan Report for 2001-2002. Tonight several staff members will be present to share the report in detail and answer any questions.

Executive Summary

2001-2002 Successes, Status and Next Steps

Successes in achieving next steps from 2001 Annual Report	
DESCRIPTION	STATUS
Implement research-based reading model at K- 3 level at remaining site.	Under the leadership of the new principal, Jefferson has expanded intervention service to include not only Reading Recovery, but also Early Literacy Group service and staff development in research-based balanced literacy practices.
Improve site accountability for reporting DRA and QRI reading scores (Certification form and reviews)	The implementation of a certification form, signed by the principal after reviewing assessment scores, improved the accuracy and timeliness of reporting DRA/QRI data. Improvement by classroom teachers in accurately completing spring scan forms for District data input was noted. Promptness and accuracy in reporting end of year scores is an important on-going issue. A video on administering the DRA/QRI assessments was developed and used during fall staff development days for the purpose of training new teachers in the District and refining administration procedures for veteran teachers.
Determine assessments for dual immersion students at grades K-3	A committee of Two Way Immersion and Bilingual teachers and a principal met throughout last year. A packet of Spanish text reading passages for grades 3-5 TWI and Bilingual students was developed. Permissions to duplicate copyrighted material have been granted for several reading passages; one permission to duplicate is pending. Spanish text reading assessments in the Houghton Mifflin materials will be reviewed for possible inclusion in the district assessments for TWI and Bilingual students at grades 3-5 as soon as the state approves the submitted Spanish material.
Develop Spanish high frequency reading and spelling word lists	A Spanish high frequency word list and spelling list have been developed and are now being used.
Implement Early	Early Literacy Groups have been implemented at

Literacy Groups at remaining two sites	Jefferson and at Berkeley Arts Magnet. (The 2003 model of service enables the Title 1 teacher at BAM to work with a first grade group as well as an upper grade group while continuing to teach Reading Recovery.)
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Increase Reading Recovery service (served and graduated) and work towards full implementation (all needing service receiving it)	Reading Recovery/Descubriendo La Lectura served 20 more students (15% increase) and graduated 37 more students (54% increase). Early Literacy Groups served 38 more students (28% increase).
Increase coaching feedback time and continue effective literacy classroom instruction	Due to limited success during 2001-2002, this year's model of service provided by the Reading Recovery/Early Literacy Group/ Literacy Teacher Leader expands the Reading Recovery teacher's role to include one half day per week for coaching services which involves observation, modeling/ demonstration, and feedback time.

The goal in the 2002-2003 school year is to build on and sustain an effective process to continually improve student achievement. The focus will be on using district assessment data and state assessment data to identify content areas of need, students who need to improve achievement, and classroom teaching strategies to meet those needs.

2002-2003 Next Steps

Next Step	Comment
Obtain grant funding for a coaching expert to deepen the expertise of the 25 Literacy Teacher Leaders.	Grants have been received from SBC Foundation (\$10,000), Pacific Gas and Electric Company (\$6,000), and an anticipated grant from the Y & H Soda Foundation (\$5,000). All the grants are administered through Berkeley Public Education Foundation. Charlotte Knox, a staff developer in the Strategic Schooling model, has been selected as the provider to train Literacy Teacher Leaders to use district and state assessment data to identify areas of need, how to facilitate effective grade level collaboration meetings, and to provide coaching expertise to Literacy Teacher Leaders and classroom teachers. Charlotte Knox will work directly with Literacy Teacher Leaders at individual sites and at the monthly Literacy Teacher Leader meetings. The district DRA and QRI assessments, the State Standards assessment including the content clusters for reading and writing, the SAT 9 group reports, and the CELDT scores for English Language Learners are data that will be considered in the training sessions with Charlotte Knox.

<p>Implement the 2003 model change for Reading Recovery/ Early Literacy Group/ Literacy Teacher Leader teachers.</p>	<p>All 11 elementary sites (with the exception of John Muir at .75 FTE) have a 1.0 FTE RR/ELG/LTL teacher who will work with a minimum of 20 students per year and provide one half day of on-site coaching per week. In addition, a site Literacy Teacher Leader works in conjunction with the RR/ELG/LTL, the site literacy committee, and the principal to determine monthly literacy staff development topics. Grade level meetings are scheduled monthly to review data and to plan instruction to improve student achievement.</p>
<p>Implement the Spanish assessments developed in 2002.</p>	<p>The Spanish text reading passages and the high frequency and spelling word lists have been added to the District's assessment manual and are being used for the first time during the fall 2002 assessment period at the Two Way Immersion and the Bilingual sites. Houghton Mifflin Spanish materials will be reviewed for possible inclusion in our district assessments when they are approved by the state. Since the assessment manual is a living document, the text reading passages will be used this year with the understanding that changes may have to be made next year.</p>
<p>Determine effective processes for facilitating collaborative meetings and reporting on outcomes in a structured and consistent manner.</p>	<p>Literacy Teacher Leaders will be trained by Charlotte Knox to facilitate grade level collaborative meetings as part of the Strategic Schooling model.</p>
<p>Incorporate information and plans from site literacy committees (via Literacy Teacher Leaders) into next steps for continual improvement.</p>	<p>Continue to evaluate progress and plan improvements as principals, site literacy committees, and Literacy Teacher Leaders discuss progress and needs throughout the year.</p>