

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**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, April 2, 2003**

- 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 Joaquin J. Rivera                      Director Shirley Issel  
Vice President John T. Selawsky              Director Nancy Riddle  
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
- d) Public Employee Discipline/Dismissal/Release
  - 1) Custodian
- e) Public Employment Appointments
- f) Liability Claims
- g) Property Acquisition

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\*The Student Director does not attend Closed Session.

Report Closed  
Session Action                      Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Approve Agenda                      Approve the Regular Meeting Agenda of April 2, 2003  
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.

Human Resources

2.1-C                                      Staff Recommendation:                                      1  
Acceptance of                                      Accept Personnel Report 03-17 as submitted.  
Personnel Report                                      Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Educational Services

3.1-C                                      Staff Recommendation:                                      5  
Workforce Investment                                      Approve submission of the Workforce  
Act—Adult Education                                      Investment Act—Adult Education and  
and Family Literacy Fund                                      Family Literacy Fund Application  
Application                                      Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

3.2-C Approval of the Updated Educational Technology Plan	<u>Staff Recommendation:</u> Approve the BUSD Updated Educational Technology Plan Motion_____ Second_____ Vote_____	11
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Business Services

4.1-C Approval of Contracts/ Purchase Orders for Services and Contracts	<u>Staff Recommendation:</u> Authorize the Associate Superintendent of Business and Operations or Purchasing Agent to execute Purchase Orders Motion_____ Second_____ Vote_____	74
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4.2-C Resolution 02-65: Authorization to Call for bids to Replace worn hydraulic Elevator controls at John Muir Elementary School	<u>Staff Recommendation:</u> Approve Resolution 02-65: Resolution to Call for bids to replace worn hydraulic elevator controls at John Muir Elementary School Motion_____ Second_____ Vote_____	79
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4.3-C Resolution 02-66: Authorization to Call for bids for grounds Renovation work at Cragmont Elementary School	<u>Staff Recommendation:</u> Approve Resolution 02-66: Resolution to Call for bids for grounds renovation at Cragmont Elementary School Playground Motion_____ Second_____ Vote_____	83
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4.4-C Resolution 02-67: Authorization to Call For Bids for Willard Middle School Walkway Roof Maintenance	<u>Staff Recommendation:</u> Approve Resolution 02-67: Authorization to Call for bids for Willard Middle School Walkway Roof Maintenance Motion_____ Second_____ Vote_____	87
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<p>4.5-C Resolution 02-68: Authorization to Call for Bids for Dead and Diseased Tree Removal, Tree Pruning Services at Various sites</p>	<p><u>Staff Recommendation:</u> Approve Resolution 02-68: Authorization to Call for bids for dead and diseased tree removal and pruning services at various sites Motion_____ Second_____ Vote_____</p>	<p>91</p>
<p>4.6-C Resolution 02-69: Approval to Advertise Bids for the landscape Renovation Project at Jefferson Elementary School</p>	<p><u>Staff Recommendation:</u> Approve Resolution 02-69: Authorization to advertise to accept bids for Landscape Renovation Project at Jefferson Elementary School Motion_____ Second_____ Vote_____</p>	<p>96</p>
<p>4.7-C Resolution 02-71: Approval to Advertise to extend the intercom/ telephone system at Berkeley High School to be used as a public address</p>	<p><u>Staff Recommendation:</u> Approve Resolution 02-71: Approve the advertisement to solicit bids for this project Motion_____ Second_____ Vote_____</p>	<p>100</p>
<p>4.8-C Resolution 02-72: Approval to Advertise for The Re-Roofing of LeConte Elementary School</p>	<p><u>Staff Recommendation:</u> Approve Resolution 02-72: Resolution to advertise to solicit bids for this project Motion_____ Second_____ Vote_____</p>	<p>104</p>
<p>4.9-C Resolution 02-73: Approval to Reject and not Re-Advertise for the Demolition of Portables at Jefferson Elementary School</p>	<p><u>Staff Recommendation:</u> Approve Resolution 02-73: Resolution to reject the bids and to not re-advertise Motion_____ Second_____ Vote_____</p>	<p>108</p>
<p>4.10-C Authorization to Award Contract to 3DI, Inc. for Several Construction Projects</p>	<p><u>Staff Recommendation:</u> Authorize staff to sign a contract with 3DI, Inc. for several Berkeley Unified Construction Projects Motion_____ Second_____ Vote_____</p>	<p>111</p>

<p>4.11-C  Resolution 02-75:  To establish the 2003-2004 tax rate for the “Berkeley Schools Facilities Safety and Maintenance Act of 2000” (Measure BB, November 2000)</p>	<p><u>Staff Recommendation:</u>  Adopt the authorized COLA increase for the “Berkeley Schools Facilities Safety and Maintenance Act of 2000” (Measure BB) tax rate  Motion_____ Second_____ Vote_____</p>	<p>113</p>
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<p>4.12-C  Resolution 02-74:  To establish the 2003-2004 tax rate for the “Berkeley Public Schools Educational Excellence Act of 1994” (Measure B, 1994—Schools Special Tax)</p>	<p><u>Staff Recommendation:</u>  Adopt authorized COLA increase for BSEP tax collection  Motion_____ Second_____ Vote_____</p>	<p>116</p>
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**ACTION ITEMS**

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

General Services

<p>1.1-A  Resolution Endorsing the Statewide Rally in Sacramento on May 8, 2003</p>	<p><u>Board Member Recommendation:</u>  Approve the Resolution.  Motion_____ Second_____ Vote_____</p>	<p>119</p>
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<p>1.2-A  Resolution: Request for Public Hearing on Impacts of State Cuts in Public Education in the Berkeley Unified School District</p>	<p><u>Board Member Recommendation:</u>  Approve Resolution Requesting Public Hearing on Impacts of State Cuts in Public Education in the Berkeley Unified School District  Motion_____ Second_____ Vote_____</p>	<p>121</p>
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<p>1.3-A Approval of Berkeley High School Campus Beautification Club's Art As Free Expression Mural</p>	<p><u>Board Member Recommendation:</u> Approve the Berkeley High School Campus Beautification Club's Art as Free Expression Mural Motion_____ Second_____ Vote_____</p>	<p>124</p>
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Human Resources

<p>2.1-A Resolution 02-76: Reduction or Elimination of Specified Classified Positions</p>	<p><u>Staff Recommendation:</u> Approve Resolution 02-76. Motion_____ Second_____ Vote_____</p>	<p>127</p>
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Educational Services

<p>3.1-A 2003 Mandatory Summer School Program</p>	<p><u>Staff Recommendation:</u> Approve implementation of the 2003 Mandatory Summer School Program Motion_____ Second_____ Vote_____</p>	<p>130</p>
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Business Services

<p>4.1-A Approval of Design of the Berkeley High School Campus Green Project</p>	<p><u>Staff Recommendation:</u> Approve the Master Plan and approve the Base Bid for the Berkeley High School Campus Green Area Motion_____ Second_____ Vote_____</p>	<p>132</p>
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**9:00 p.m.**

<p>4.2-A Resolution 02-70: Approval to advertise for the Campus Green Project at Berkeley High School</p>	<p><u>Staff Recommendation:</u> Approve Resolution 02-70: The advertisement to solicit bids for this project Motion_____ Second_____ Vote_____</p>	<p>140</p>
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## 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:

### General Service

1.1-CF First Reading: Revisions To Board Policies on Board Task Forces	<u>Board Member Recommendation:</u> Accept, for First Reading, the following Board Policies on Board Task Forces * 3400: Budget and Finance Committee * 9131: Child Nutrition Advisory Committee (CNAC) (Policy 9131) established August 1999 * Berkeley Arts in Education Steering Committee (BAESC) (Established July 5, 2000)	144
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### Educational Services

3.1-CF Receive for Adoption Consideration <i>Science</i> <i>Spectrum—Physical Science</i>	<u>Staff Recommendation:</u> Receive for review.	161
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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.

### General Services

<b>9:30 p.m.</b> 1.1-I Presentation of Mandated Board of Education Policies	<u>Staff Recommendation:</u> Receive for information and explanation of next steps in policy adoption process.	162 Separate documen
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**EXTENDED PUBLIC TESTIMONY**

Persons wishing to address the Board at this time should fill out a card located at 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 2003**

April 2, 2003	September 3, 2003
April 23, 2003	September 17, 2003
May 7, 2003	October 1, 2003
May 21, 2003	October 15, 2003
June 4, 2003	November 5, 2003
June 18, 2003	November 19, 2003
July 2, 2003	December 3, 2003
August 20, 2003	December 17, 2003

**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 the school or from the Superintendent’s Office.





TO: Michele Lawrence Superintendent  
 FROM: David A. Gomez, Ph.D.  
 Associate Superintendent Human Resources  
 DATE: April 2, 2003  
 SUBJECT: ACCEPTANCE OF PERSONNEL REPORT 03-17

Following is Personnel Report 03-17, which reports details of personnel assignments, employment and terminations.

<b>CERTIFICATED EMPLOYEES</b>						
<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
<b><u>RESIGNATION</u></b>						
Nancy Elnor	Teacher	Longfellow		1.00 FTE	3/17/03	
<b><u>LEAVE OF ABSENCE WITHOUT PAY</u></b>						
Martha Cain	Teacher	Longfellow		0.40 FTE	1/28/03	6/13/03
<b><u>PROBATIONARY PRINCIPAL</u></b>						
Susan Hodge	Principal	Emerson	General Fund	1.00 FTE	7/01/02	6/30/03
<b><u>TEMPORARY TEACHERS</u></b>						
Maria Carriedo	Teacher	Thousand Oaks	General Fund	1.00 FTE 11-01	1/06/03	4/30/03
Mya Hotter	Teacher	King	General Fund	0.60 FTE I-01	1/28/03	5/30/03
Jeremy Packman	Teacher	Willard	General Fund	1.00 FTE I-01	2/01/03/	6/13/03
<b><u>EXTRA DUTY TEACHER (FAMILY MEETING/RAINY DAY TUTORIALS)</u></b>						
Lois Belany	Teacher	King	SIP	Not to exceed \$600	1/01/03	6/13/03
Frank Martin	Teacher	King	SIP	Not to exceed \$600	1/01/03	6/13/03
Anthony Mason	Teacher	King	SIP	Not to exceed \$600	1/01/03	6/13/03
Victoria Edwards	Teacher	King	Site Fund	Not to exceed \$600	1/01/03	6/13/03

**CLASSIFIED EMPLOYEES**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
<b><u>RETIREMENT</u></b>							
Billye M. Boatman	Student Body Accounting Technican	Berkeley High				6/27/03	
<b><u>MATERNITY LEAVE</u></b>							
Tasha Prysi	Instructional Specialist (CNN)	Rosa Parks	Site Fund	51/2	.43 FTE \$22.02 hr	4/01/03	6/13/03
<b><u>EXTENDED SICK LEAVE</u></b>							
Worley Morrison	Custodian I	Longfellow/ Transportation	Site Fund	32/1	.77 FTE \$13.10 hr	3/15/03	4/24/03
Mary Ann Reynolds	School Safety Officer	Berkeley High	Site Fund	44/2	1.0 FTE \$18.48 hr	03/15/03	4/18/03
<b><u>DEMOTION IN LIEU OF LAYOFF</u></b>							
Yvonne Adams	Clerical Specialist	Nutrition Services	Cafeteria Fund	42/5	1.0 FTE \$20.45 hr	3/17/03	6/30/03
<b><u>PERMANENT (TRANSFER)</u></b>							
Renona Alexis	Food Service Satellite Operator	Berkeley Arts Magnet	Cafeteria Fund	31/5	.47 FTE \$15.56 hr	3/01/03	6/13/03
Alice Lewis	School Safety Officer	Berkeley Adult School	Site Fund	44/5	1.0 FTE \$21.48 hr	3/17/03	6/30/03
<b><u>PERMANENT/TRANSFER</u></b>							
Sara Soto	Instructional Assistant Special Ed.	Berkeley High	Special Ed.	31/2	.80 FTE \$13.42 hr	3/19/03	6/13/03
<b><u>RETURN FROM LAYOFF</u></b>							
Carrie Fehr	Instructional Specialist (CNN)	Rosa Parks	Site Fund	51/2	.43 FTE \$22.02 hr	3/01/03	6/13/03
<b><u>PROBATIONARY</u></b>							
Sarah Purdy	Interpreter for Deaf	John Muir	Special Ed.	45/1	.80 FTE \$18.06 hr	3/01/03	6/13/03
<b><u>PROVISIONAL</u></b>							
Abdul Mixon	General Maintenance Worker	Plant Operations	BB Measure	40/1	1.0 FTE \$15.96 hr	3/10/03	6/10/03

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
Evan Poe	School Bus Driver	Transportation	General Fund	42/1	Not to exceed 18 hrs/wk \$16.77 hr	3/18/03	6/13/03
Rochon Martin	Instructional Assistant	Hopkins ECE	Site Fund	29/5	.40 FTE \$14.82 hr	4/01/03	6/30/03
Cassandra Powell	Clerical Specialist	Nutrition Services	Cafeteria Fund	42/4	1.0 FTE \$19.44 hr	3/17/03	3/31/03
Bertha Reed	Instructional Assistant	Washington ECE	Site Fund	29/1	.60 FTE \$12.17 hr	03/30/03	6/30/03
<b><u>TEMPORARY/HOURLY</u></b>							
Kojo Arhin	Noon Director	Oxford	Site Fund	N/A	Not to exceed 7 hrs/wk \$11.45 hr	1/06/03	6/13/03
Michelle Bayba	Noon Director	Oxford	Site Fund	N/A	Not to exceed 7 hrs/wk \$11.45 hr	3/01/03	6/13/03
Cesar Lopez-Hilleger	Tutor	Berkeley Alternative	Site Fund	N/A	Not to exceed 144 hrs \$11.45 hr	1/30/03	6/13/03
Lea Baechler-Brabo	Administrative Coordinator	BSEP Office	BSEP	52/5	Not to exceed 10 hrs/wk \$26.17 hr	3/24/03	6/30/03
Deborah Carter	Instructional Technician	Vera Casey Center	Site Fund	N/A	Not to exceed 30 hrs/wk \$13.76 hr	3/06/03	6/13/03
Xiao Ming Deng	Tutor	Berkeley Adult School	Site Fund	N/A	Not to exceed 10 hrs /wk \$11.45 hr	2/01/03	6/13/03
Holly Gillette	Interpreter for Deaf	King	Special Ed.	45/5	Not to exceed 10 hrs/wk \$22.02 hr	3/20/03	6/13/03
Prema Heller	Noon Director	Oxford	Site Fund	N/A	Not to exceed 7 hrs/wk \$11.45 hr	1/06/03	6/13/03
Nicholas Ponder	Student Worker	Berkeley High (Workability)	Special Ed.	N/A	Not to exceed 20 hrs/wk \$6.75 hr	3/13/03	6/30/03
Daniel Meier	Instructional Specialist	Early Child Education	Site Fund	51/1	Not to exceed 130 hrs \$20.96	3/01/03	6/30/03
<b><i>P. 3 of 4</i></b>							

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
Armetha Robinson	Custodian I (Substitute)	Longfellow/ Transportation	Site Fund	32/1	.77 FTE \$13.10 hr	3/17/03	4/24/03
Lorena Soto	Tutor Specialty	Independent Study	Site Fund	N/A	Not to exceed 10 hrs/wk	11/15/02	6/13/03

	(Spanish)				\$12.77 hr		
Sushil Sharma	Tutor Specialty (Bilingual)	King (ELL)	Site Fund	N/A	Not to exceed 10hrs/wk \$12.77 hr	2/01/03	6/13/03
Martha M. Thompson	Instructional Specialist (CNN)	Hopkins ECE	Site Fund	51/1	Not to exceed 5 hrs/wk \$20.96 hr	2/10/03	9/30/03
Ninger Yuan	Food Service Assistant	Various Sites	Cafeteria Fund	26/1	Not to exceed 10 hrs/wk \$11.29 hr	3/03/03	6/03/03
<b>STIPEND</b>							
Olive Davis- Hammerquist	Coach (Track/Field)	King	Site Fund	N/A	\$600	3/04/03	6/04/03
Jennifer B. Dorn	Coach (Softball)	Longfellow	Site Fund	N/A	\$500	12/10/02	3/10/03
Tsyehaye Zementes	80% Assistant Coach (Boys Soccer)	Berkeley High	Site Fund	N/A	\$1124.80	11/01/02	4/01/03
<b><u>WORKING EVENING SHIFT, OUT OF CLASS, ATTENDANT DUTIES OR AS CONFIDENTIAL OR MANAGEMENT EMPLOYEE</u></b>							
Alice Lewis	School Safety Officer	Adult School	Site Fund	44/5	5% differential (3 hrs + \$1.07)	3/17/03	6/30/03
Sara Soto	Instructional Assistant (Special Ed.)	Berkeley High	Special Ed.	31/2	5% differential (.80 FTE + \$.67)	3/19/03	3/31/03
<b>P. 4 of 4</b>							

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Chris Lim, Associate Superintendent, Educational Services  
**DATE:** April 2, 2003  
**SUBJECT:** Workforce Investment Act - Adult Education and Family Literacy Funds Application

### **BACKGROUND INFORMATION**

The Department of Education has made Federal Adult Education and Family Literacy Funds available for noncompetitive and pay for performance grants. For 2003-2004 the California Department of Education has included two grants under this one grant title. In 2002-2003 the Adult School received \$330,525 from one grant, based on the results of Standardized testing of high school diploma, English as a Second Language and adult basic education students. For 2003-2004 the Adult School is applying for an additional \$134,000 from the second grant on a pay for performance system for a total of \$464,525 in Adult Education and Family Literacy Funds. Eligibility for funds from the second grant is based on a combination of results of standardized testing, alternative assessments and government/citizenship tests of ESL students.

The Adult School is applying for a new program focus area, English Learner Civics – Citizenship Preparation related to the second grant. This will entail adding at least two English Learner Civics – Citizenship Preparation classes to prepare at least 60 English as a Second Language students with literacy skills through citizenship preparation and the successful completion of the CASAS U.S. Government and History test and the Oral Citizenship Interview test.

These funds will be used for instructional materials and equipment, curriculum and alternative assessment development, staff development, child care, transportation and other expenses related to the attainment of the CDE approved instructional objectives.

### **POLICY/CODE**

Adult Education and Family Literacy Act, P.L. 105-220, Title II

### **FISCAL IMPACT**

Approximately \$464,525 in restricted funds

**STAFF RECOMMENDATION**

Approve the submission of the Workforce Investment Act - Adult Education and Family Literacy Funds Application

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Christine Lim  
Associate Superintendent, Instruction  
**DATE:** April 2, 2003  
**SUBJECT:** Updated Educational Technology Plan

## **BACKGROUND INFORMATION**

Education Code Section 51871.5(a) requires that every school district seeking educational technology funding from the California Department of Education have as a prerequisite a three to five year local technology plan in place by January 1, 2002. Berkeley Unified School District complied with this mandate when the Board approved the Educational Technology Plan in December of 2002. As a result of the No Child Left Behind Act, the state now requires District to add components related to adult school literacy and research based practice. The updated plan includes these additionally required components that meet the state's new compliance guidelines and can be found on pages 42 and 43 of the attached Instructional Technology Plan.

Approval of this updated plan does not obligate funding from the General Fund at this time. However, the long range educational technology strategic plan can act as a guide for staff in seeking educational technology funding for the various components either from grants or from the General Fund.

## **POLICY/CODE**

Education Code Section 51871.5(a)

## **FISCAL IMPACT**

None.

## **STAFF RECOMMENDATION**

Approve the Berkeley Unified School District Technology Plan.



**BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Jerry J. Kurr  
Associate Superintendent of Business and Operations  
**DATE:** April 2, 2003  
**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. Increase in contract to provide Work Study tutors for the 2002/2003 school year at Longfellow School. Board approval on September 25, 2002 in the amount of \$25,000. The additional time required will increase the cost by \$10,000 for a total cost of \$35,000. To be paid from Title 1 Basic Grant Budget. Requested by Rebecca Cheung.
2. Abigail Koss to provide consultant services working with all teachers on math curriculum using classroom observations at 8<sup>th</sup> grade level, modeling lessons and working with staff developing a unified curriculum through all K-5 grade levels at Berkwood School. The cost will not exceed \$417. To be paid from Title V Budget. Requested by Carla Basom.
3. Increase in contract to provide Work Study tutors for the 2002/2003 school year at Berkeley High School. Board approval on December 12, 2002 in the amount of \$8,500. The additional time required will increase the cost by \$3,500 for a total cost of \$12,000. To be paid from BSEP Budget. Requested by Gabriel Mc Curtis.
4. Ratification of contract for Advance Recruitment Solutions for advertisement in newspaper for Senior Budget Analyst and School Bus Driver on March 2, 2003. The cost will be \$1,459.20. To be paid from General Fund Human Resources Budget. Requested by David Gomez.

5. Marjorie Goodin to provide consultant services at Berkeley High School Professional Development Coordination Team, to organize and discuss in SSC/Administration documents. Plan and implement professional development workshops in secondary literacy as discussed in BHS and SSC documents. The cost will not exceed \$2,500. To be paid from California Professional Development Budget. Requested by Gabriel Mc Curtis.
6. Increase in contract to Shaeedah Deal consultant to provide dance instructions at Willard Middle School. Board approval on January 16, 2003 in the amount of \$2,100. The additional time required will increase the cost by \$2,000 for a total cost of \$4,100. To be paid from Healthy Start After School Program Budget. Requested by Michele Patterson.
7. Increase in contract to Jocelyn Mitchelmore to provide training in the Guided Language Acquisition Design program (G.L.A.D.) for the period April 1, 2002 through June 30, 2003. Board approval on February 19, 2003. The additional time required will increase the cost by \$12,874.40 for a total amount of \$34,394.60. To be paid from Title 1 and Gifted and Talented Programs Budget. Requested by Carla Basom.
8. Increase in contract to Kelli Richardson to provide training in the Guided Language Acquisition Design program (G.L.A.D.) for the period April 1, 2003 through June 30, 2003. Board approval on February 19, 2003. The additional time required will increase the cost by \$11,031.84 for a total amount of \$33,060. To be paid from Title 1 and Gifted and Talented Programs Budget. Requested by Carla Basom.
9. Increase in contract to Susana Aragon to provide art modeling sessions at Thousand Oaks School for the 2002/2003 school year. Board approval on November 20, 2002. The additional time required will increase the cost by \$1,340 for a total amount of \$7,040. To be paid from Magnet Budget. Requested by Jesse Ramos.
10. Increase in contract to David Berg to provide mathematics services at Cragmont School. Board approval on September 25, 2002. The additional time required will increase the cost by \$2,000 for a total amount of \$12,000. To be paid from SIP Budget. Requested by Jason Lustig.

11. Acorn Afterschool to provide two science classes at Oxford School, once a week for eight to ten weeks. The cost will not exceed \$1,150. To be paid from GATE Budget. Requested by Kathleen Lewis.
12. Ratification of contract to Berkeley Boosters for providing yard supervision and P.E. Activities at Rosa Parks School for the period November 2002 through June 30, 2003. The cost will not exceed \$3,000. To be paid from SIP Budget. Requested by Shirley Herrera.
13. New Haven Adult School sub-contract to provide services in South Alameda County as part of Bay Area Regional Resource Center Grant, for the 2002/2003 school year. The cost will not exceed \$37,350. To be paid from BARRC Budget. Requested by Margaret Kirkpatrick.
14. Increase in contract to Jeanmarie Hulaj to provide art modeling sessions at Thousand Oaks School. Board approval on November 20, 2002. The additional time required will increase the cost by \$1,340 for a total amount of \$7,040. To be paid from Magnet Budget. Requested by Jesse Ramos.
15. Stiles Hall to provide mentoring tutoring services to forty students at Le Conte School for the period October 2002 through May 2003. The cost will not exceed \$3,500. To be paid from Magnet Budget. Requested by Pat Saddler.
16. Lifelong Medical Care to provide administration, outreach and training services at Rosa Parks School Program Improvement under No Child Left Behind for the period January 2003 through June 2003. The cost will not exceed \$5,880. To be paid from Title I Budget. Requested by Carla Basom.
17. Mary Lee Cole, PH.D. to provide consultant services for Freshman English Literacy/Writing Training and Collaborative workshops at Berkeley High School for the period April 2003 – May 2003. The cost will not exceed \$725. To be paid from Staff Development Budget. Requested by Carla Basom.
18. Word for Word to provide two performances of “Stories by Sandra Cisneros” on May 15, 2003. The cost will not exceed \$850. To be paid from Magnet Budget. Requested by Rita Kimball.

19. Increase in contract Gilbert Associates, Inc. to provide Auditing services for the 2001-2002 FY. Board approval on November 20, 2002. The additional time required will increase the cost by \$15,000 for a total amount of \$95,000. To be paid from the General Fund Fiscal Services Budget. Requested by Song Chin-Bendib.
20. Judith A Coleman to provide independent consultant services for BSEP budget adjustments, journal entries and Budget projections at a rate of \$55 per hour plus mileage and parking from April 1, 2003 to June 30, 2003. The cost will not exceed \$10,000. To be paid from the BSEP Implementation Budget. Requested by Monica Thyberg.
21. Ratification of contract to Marjorie (Susie) Goodin to provide independent consultant services for BUSD libraries, set up and develop collection for Berkeley Alternative High School, assist with professional development of library staff, and Berkeley High School library move and other related services as needed at a rate of \$50 per hour from August 1, 2002 to June 30, 2003. The cost will not exceed \$4,000. To be paid from the BSEP Library Support Budget. Requested by Monica Thyberg.
22. NCS Pearson to repair Scantron Serial Number 1800292 Model 50 at Berkeley High School. The cost not to exceed \$1500. To be paid from the General Fund Basic Instruction Budget. Requested by Gabriel McCurtis.
23. Ratification of contract to Pacific Educational Group for training for AP Project by on September 6, 2001, PCAD Admin Group Planning and Facilitation on March 15<sup>th</sup> and 22<sup>nd</sup>, 2001 and Consultation on December 15, 2001 at Berkeley High School. The cost not to exceed \$5,936.25. To be paid from the General Fund Basic Instruction Budget. Requested by Gabriel McCurtis.
24. Ratification of order to Fricke Parks Press for printing of Student Class Selection catalogs. The cost not to exceed \$ 1000. To be paid from the General Fund Basic Instruction Budget. Requested by Gabriel McCurtis.

25. Ratification of contract to Kern County Superintendent of Schools per recommendation of FCMAT for QSS conversion consultants J and F. Hickenbottom. , Interim CBO services from May 1, 2002 to August 31, 2002 and other consulting services from September 1, 2002 to January 31, 2003. The cost not to exceed 245,835 to be paid over a two-year period (\$190,000 will be paid in Fiscal Year 2002-2003 and \$55,835 in Fiscal Year 2003/2004). \$150,000 to be paid from QSS Conversion Budget and \$95,835 to be paid from General Fund Fiscal Services Budget. Requested by Jerry Kurr.

**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 Kurr, Associate Superintendent of Business and Operations  
**DATE:** April 2, 2003  
**SUBJECT:** Authorization to Call for Bids to Replace Worn Hydraulic Elevator Controls at John Muir School.

## **BACKGROUND INFORMATION:**

The elevator controls have had multiple repairs over the past school years. The repairs have proven unsuccessful in maintaining elevator dependency. Elevators are required by the American Disability Act (ADA) and we believe the only way to solve this problem is to replace the old elevator controls.

## **POLICY/CODE**

California Public Contract Code 20110-20118

## **FISCAL IMPACT**

Measure BB

## **STAFF RECOMMENDATION**

Due to multiple elevator failures and American Disability Act, (ADA) requirements, staff request authorization to Call for Bids to Replace the Elevator Controls at John Muir School.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 02-65**

### **AUTHORIZATION to ADVERTISE FOR BIDS TO REPLACE WORN HYDRAULIC ELEVATOR CONTROLS at JOHN MUIR SCHOOL**

**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 REPLACE WORN HYDRAULIC ELEVATOR CONTROLS AT JOHN MUIR SCHOOL, 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 she 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.02-65**  
**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 May 6, 2003** 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 **Replace Worn Hydraulic Elevator Controls at John Muir School, located at 2955 Claremont Avenue, 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 per 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.**



**Resolution No. 02-65**  
**Continue**

**Mandatory Job Walk to be held on April 14, 2003 at 9:00 am to meet at the 2955 Claremont Avenue.**

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: April 6, 2003  
Second Issue: April 13, 2003

Purchase Order No. 311788 – 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 2nd day of April, 2003 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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Jerry J. Kurr, Associate Superintendent of Business and Operations  
**DATE:** April 2, 2003  
**SUBJECT:** Authorization to Call for Bids for Grounds Renovation Work at Cragmont Elementary School Playground.

### **BACKGROUND INFORMATION**

The playground field at Cragmont Elementary School is in need of extensive repair to obtain a safe turf area. The field has had several repairs made and no work has proven successful. We believe the only way to repair this field is full turf renovation. The renovation work will require complete field closure during the summer for the project to take place and be successful.

### **POLICY/CODE**

California Public Contract Code 20110-20118

### **FISCAL IMPACT**

Bond Measure BB/Grounds

### **STAFF RECOMMENDATION**

Because repair work to the Cragmont field has not resolved safety problems, staff recommends a full turf renovation. Approve Calling for Bids for Cragmont Elementary School Playground Turf Renovation be advertised.

## **RESOLUTION NO. 02-66**

### **AUTHORIZATION to ADVERTISE FOR BIDS for GROUNDS RENOVATION WORK at CRAGMONT SCHOOL**

**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 RENOVATION WORK at CRAGMONT SCHOOL, 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 she 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.02-66

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 May 6, 2003 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 RENOVATION WORK at CRAGMONT** School, located at 830 Regal Road, 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 per 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.

Resolution No. 02-66

Continue

Mandatory Job Walk to be held on April 15, 2003 at 9:00 am to meet at School Office, 830 Regal Road, Berkeley.

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: April 6, 2003  
Second Issue: April 13, 2003

Purchase Order No. 311788 – 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 2<sup>nd</sup> day April, 2003 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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Jerry J. Kurr, Associate Superintendent of Business and Operations  
**DATE:** April 2, 2003  
**SUBJECT:** Authorization to Call for Bids for Willard Middle School Walkway Roof Maintenance

### **BACKGROUND INFORMATION**

The condition of the Willard Middle School Walkway Roof has deteriorated and requires maintenance repair to obtain watertight building conditions. Staff recommends that this work is a priority and that it take place this summer for safe and healthy facility environments to be maintained.

### **POLICY/CODE**

California Public Contract Code 20110-20118

### **FISCAL IMPACT**

AA Bond Measure/Deferred Maintenance

### **STAFF RECOMMENDATION**

Because of the current conditions of the Willard Middle School Walkway Roof staff recommends that maintenance work is required for safe and healthy building environments. Staff request that a Call for Bids for Willard Middle School Walkway Roof Maintenance be advertised.

# BERKELEY UNIFIED SCHOOL DISTRICT

## RESOLUTION NO. 02-67

### **AUTHORIZATION to ADVERTISE FOR BIDS for WALKWAY ROOF MAINTENANCE at WILLARD MIDDLE SCHOOL**

**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 workership, transportation and services required for furnishing and installation of **WALKWAY ROOF MAINTENANCE at WILLARD MIDDLE SCHOOL**, 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 she 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.02-67  
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 May 7, 2003** 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 **Walkway Roof Maintenance at Willard Middle School, located at 2425 Stuart Street, 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.



Resolution No. 02-67  
Continue

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 April 16, 2003 at 9:00 am to meet at the School Office, 2425 Stuart Street, Berkeley.**

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: April 6, 2003  
Second Issue: April 13, 2003

Purchase Order No. 311788 – 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 2nd day of April, 2003 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

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Michele Lawrence, Superintendent  
**FROM:** Jerry J. Kurr, Associate Superintendent of Business and Operations  
**DATE:** April 2, 2003  
**SUBJECT:** Authorization to Call for Bids for Dead and Diseased Tree Removal, and Tree Pruning Services at Various Sites.

## BACKGROUND INFORMATION

District staff has reviewed the current condition of trees throughout the District and have submitted a comprehensive List of locations of trees currently in need of removal or pruning to maintain safe conditions at site facilities. The work will take place during the summer. Below is a list of trees in need of servicing:

SITE	QUANTITY	DESCRIPTION	SERVICE
KING MIDDLE SCHOOL	2	PINES ALONG RUNNING TRACK.	REMOVAL
	1	ACACIA SCIENCE BLVD	REMOVAL
BERKELEY HIGH SCHOOL	2	ACACIAS ON CHANNING WAY	REMOVAL
BERKELEY ADULT SCHOOL	6	LARGE PALM TREE FRONDS	PRUNING
	1	LARGE PINE ON BONAR ST.	PRUNING
BERKELEY HIGH SCHOOL	11	SYCAMORES ON CHANNING	PRUNING
LONGFELLOW	1	LARGE TREE (CENTER COURT)	PRUNING
WILLARD	3	BOTTLE BRUSH'S	PRUNING
ARTS MAGNET	1	LARGE TREE ON MILVIA	PRUNING
CITY OF FRANKLIN	5	ASH TREES (TOPPED)	PRUNING
	1	AVOCADO	PRUNING
EMERSON	1	LARGE PINE	PRUNING
JEFFERSON	1	ACACIA ON ROSE ST.	PRUNING
LE CONTE	1	CAMPHOR (COURTYARD)	PRUNING
MALCOLM X	1	OAK	PRUNING
OXFORD	4	TREES ON WALNUT ST.	PRUNING

## POLICY/CODE

California Public Contract Code 20110-20118

## FISCAL IMPACT

Measure BB

**STAFF RECOMMENDATION**

Due to the current conditions of unsafe trees, staff recommends that tree removal and pruning services are needed to maintain safe conditions at District facilities. Therefore it is recommended that a Calling for Bids for Dead and Diseased Tree Removal, and Tree Pruning Services be advertised.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 02-68**

### **AUTHORIZATION to ADVERTISE FOR BIDS for DEAD AND DISEASED TREE REMOVAL AND TREE PRUNING SERVICES at VARIOUS SITES**

**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 **DEAD AND DISEASED TREE REMOVAL AND TREE PRUNING SERVICES at VARIOUS SITES**, 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 she 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.02-68  
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 May 7, 2003* 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 **Dead and Diseased Tree Removal, and Tree Pruning Services at Various Sites, 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 per 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.**

Resolution No. 02-68  
Continue

**Pre- Bid Conference to be held on April 17, 2003 at 9:00 am to meet at Plant Operations Office, 1707 Russell Street, Berkeley.**

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: April 6, 2003  
Second Issue: April 13, 2003

Purchase Order No. 311788 – 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 2nd day of April, 2003 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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** April 2, 2003  
**SUBJECT:** Approval to Advertise for the Landscape Renovation Project at Jefferson

### **BACKGROUND INFORMATION**

The Board reviewed and approved the Jefferson landscape renovation project at its March 19, 2003 Board Meeting. We are meeting with the Site Committee in the week of March 24<sup>th</sup> to finalize the base bid and alternates. That Meeting is too late in the week to incorporate into this Board document. The priorities discussed at the Site Committee Meeting will be reflected in the final bid package.

The demolition of the Jefferson portables is discussed in a separate action. We plan to incorporate the demolition into this bid package. The demolition will be a line item in the landscape project because it will be funded through a different funding source.

### **POLICY/CODE**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The landscape project is funded in the BSEP Fund 7 budget; the demolition will be funded in the Bond.

### **STAFF RECOMMENDATION**

Approve the advertisement to solicit bids for this project.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 02-69**

### **AUTHORIZATION to ADVERTISE FOR BIDS FOR LANDSCAPE RENOVATION PROJECT JEFFERSON SCHOOL**

**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 **LANDSCAPE RENOVATION PROJECT AT JEFFERSON SCHOOL**, 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 she 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.02-69**  
**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 May 5, 2003** 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 **Landscape Renovation Project at Jefferson School, 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 per 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.**

**RESOLUTION NO. 02-69**  
**Continue**

**Mandatory Job Walk to be held on April 15, 2003 at 9:00 am to meet at the Main 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: April 6, 2003  
Second Issue: April 13, 2003

Purchase Order No. 311788 – 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 2nd day of April, 2003 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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** April 2, 2003  
**SUBJECT:** Approval to Advertise to extend the intercom/telephone system at Berkeley High School to be used as a public address

### **BACKGROUND INFORMATION**

The Berkeley High School communication system has been through the telephone system. This works very well for room-to-room communication, but is problematic for school-wide communications. The BSEP Maintenance and Security Fund (Fund 7) approved an allocation to add public address capabilities to the school. The current estimate is less than the BSEP Fund 7 budget, however, if the project costs more than the amount budgeted, we can utilize Bond Funds to make up the difference.

The project will add speakers into every classroom (which do not have them) add speakers in the hallways and add a few external speakers. The system will be integrated into the existing telephone system. All buildings will be connected, except the old gym and the portables.

### **POLICY/CODE**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The project is funded in the BSEP Fund 7 budget.

### **STAFF RECOMMENDATION**

Approve the advertisement to solicit bids for this project.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 02-71**

### **AUTHORIZATION to ADVERTISE FOR BIDS FOR INTERCOM— TELEPHONE SYSTEM (PA) at BERKELEY HIGH SCHOOL**

**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 **INTERCOM—TELEPHONE SYSTEM (PA) at BERKELEY HIGH SCHOOL**, 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 she 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.02-71**  
**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 May 5, 2003** 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 **Intracom-Telephone System (PA) at Berkeley High School, located at 2223 Martin Luther King Jr. Way, 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 per 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.**

**RESOLUTION NO. 02-71**

**Continue**

**Mandatory Job Walk to be held on April 15, 2003 at 9:00 am to meet at the Main 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: April 6, 2003  
Second Issue: April 13, 2003

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 2nd day of April, 2003 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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** April 2, 2003  
**SUBJECT:** Approval to Advertise for the Re-Roofing of the LeConte Elementary School

### **BACKGROUND INFORMATION**

The LeConte roof is ready to be replaced. Replacement of this roof is identified in both the Deferred Maintenance and Facilities Plans.

### **POLICY/CODE**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The project is funded in the Deferred Maintenance budget (District contribution from the Bond).

### **STAFF RECOMMENDATION**

Approve the advertisement to solicit bids for this project.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 02-72**

### **AUTHORIZATION to ADVERTISE FOR BIDS for Re-ROOFING PROJECT at Le CONTE SCHOOL**

**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 LANDSCAPE RENOVATION PROJECT **at Le CONTE SCHOOL**, 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 she 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.02-72  
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 MAY 5, 2003** 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 **Re-Roofing at Le Conte School, 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 per 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.**

Resolution No. 02-72  
Continue

**Mandatory Job Walk to be held on April 14, 2003 at 9:00am to meet at Main 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: April 6, 2003  
Second Issue: April 13, 2003

Purchase Order No. 311788 – 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 2nd day of April, 2003 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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** April 2, 2003  
**SUBJECT:** Approval to Reject and Not Re-Advertise for the Demolition of Portables at Jefferson

### **BACKGROUND INFORMATION**

The Board authorized the bidding of a project to demolish the portables at Jefferson School at its Meeting of February 19, 2003. Two bids were received, but only one bidder included the required bid bond. We had originally planned to award this project so that work could begin in the late spring. Demolition would have been completed prior to the award of the landscape improvement project.

We think the price submitted by the low bidder is a reasonable price. If the low bidder had included a bid bond, we might recommend award of the project. Because we cannot award to the low bidder, and because the time needed to re-bid will make it overlap with the landscape project, we recommend that the project be rejected and not re-advertised. The scope of work will be incorporated into the Jefferson landscape project.

### **POLICY/CODE**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The demolition will be funded in the Bond.

### **STAFF RECOMMENDATION**

Reject the bids and do not re-advertise.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 02-73**

### **AUTHORIZATION TO REJECT and NOT RE-ADVERTISE for BIDS for REMOVAL of PORTABLES at JEFFERSON SCHOOL**

**WHEREAS**, this Board as heretofore on February 19, 2003 adopted Resolution No. 02-57 for **Removal of Portables at Jefferson School** as more fully described in the specification of Bid Schedule No. 2279 and

**WHEREAS**, the Notice to Contractors specified bid opening date March 19, 2003 and

**WHEREAS**, one qualified bid was received by this Board on March 19, 2003.

**WHEREAS**, this Board desire **not to** have aforementioned work performed as a separate project and completed but to incorporate into the Jefferson School Landscape Project.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board authorizes **not to re-advertise** for bids and that the Secretary of this Board be and he/she is hereby authorized not to re-advertise for proposals for the completion of said work.

<u>Contractor</u>	<u>Base Bid</u>
Younger-Wunar, Inc	\$38,900 not qualified – No Bid Bond
De Jani Construction	\$49,612.50

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District on this 2<sup>nd</sup> day of April 2003 by the following vote:

**Resolution No. 02-73**  
**Continue**

**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

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** April 2, 2003  
**SUBJECT:** Authorization to Award Contract to 3DI, Inc. for Several Berkeley Unified Construction Projects

## **BACKGROUND INFORMATION**

On January 15, 2003, the Board authorized staff to solicit qualifications to hire a Construction Management firm to assist the District in its construction program. A Request for Qualifications (RFQ) was sent out to seventeen firms. On February 13<sup>th</sup>, eight firms submitted proposals.

On February 28<sup>th</sup>, a paper screen of the proposals was conducted by the Associate Superintendent of Business, the Director of Facilities and the Senior Construction Coordinator. That group recommended four firms for interview.

On March 12<sup>th</sup>, a larger group convened to interview the four firms. In attendance were the Associate Superintendent of Business, the Director of facilities, the Director of Maintenance, two members of the Citizens Construction Advisory Committee and one member of the Maintenance Advisory Committee. The group recommended 3DI as the most qualified firm.

Over the past few weeks, staff has met with 3DI to finalize a contract and fees. Several projects can be done on a fixed fee basis (based on a defined schedule). These projects include Franklin, Berkeley High Community Theater and C building, and the King Dining Commons. In addition, the District needs assistance to complete the Berkeley High School new buildings and the Campus Green. These are designated at a monthly cost. Finally, the District has the need for hourly services for other projects (Transportation, West Campus and possibly Berkeley High School Old Gym) until they can be defined in a way which will allow a fixed fee proposal to be developed. We request approval for the following at this time:

Franklin	\$ 230,000
King Dining Commons	\$ 240,000
BHS C and Theater	\$ 300,000
BHS new building and Campus Green	\$ 130,000
Other Projects	\$ 200,000
Total	\$1,100,000

We intend to come back to the Board for additional authority when projects are added or when those projects which cannot currently be done on a fixed fee basis are better defined.

**POLICY/CODE**

Government Code 4525 – 4529.5.

**FISCAL IMPACT**

The expenses will be paid from the Measure AA proceeds. The budget for the King Dining Commons will need a minor adjustment to include the appropriate fee; the fees for the other requests are within previously established budgets.

**STAFF RECOMMENDATION**

Authorize staff to sign a contract with 3DI. The total authority requested is \$1,100,000.

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Resolution Endorsing the Statewide Rally in**  
**Sacramento on May 8, 2003**

April 2, 2003

**WHEREAS**, California State Governor Gray Davis is proposing to cut the State budget for K-12 education by \$3.9 billion and cut the budget for higher education by \$1.5 billion; and

**WHEREAS**, the proposed budget cuts will drastically decrease the quality of pre-kindergarten through high school by increasing class sizes, reducing student support programs, and reducing class offerings in the arts and athletics; and

**WHEREAS**, the proposed budget cuts will greatly decrease the public's access to community and four-year State colleges through reductions in course offerings, student support services, and increased tuition; and

**WHEREAS**, the proposed budget cuts will have a disproportionately negative impact on the achievement of low income students and students of color; and

**WHEREAS**, the proposed budget cuts will result in increased workloads for and layoffs of thousands of teachers and other school employees; and

**WHEREAS**, the proposed budget cuts of individual programs foster competition and unwittingly pit educators against each other; and

**WHEREAS**, the children and adults of California are entitled to a quality education that meets their needs and prepares them to be leaders of their communities; and

**WHEREAS**, a State's budget acts as a reflection of its values and priorities.

**THEREFORE, BE IT RESOLVED**, that the Board of Education of the Berkeley Unified School District endorses and supports the Statewide Rally in Sacramento on May 8, 2003, to protest the proposed cuts on education spending.

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of April 2003.

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Joaquin J. Rivera,  
President, Board of Education

1.1-A



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Directors  
**FROM:** Joaquin J. Rivera, President  
Board of Education  
**DATE:** April 2, 2003  
**SUBJECT:** Resolution Endorsing the Statewide Rally in Sacramento on  
May 8, 2003

### **BACKGROUND INFORMATION**

California State Governor Gray Davis is proposing to cut the State budget for K-12 education by \$3.9 billion and cut the budget for higher education by \$1.5 billion. The Berkeley Unified School District Board of Education, Superintendent and staff, are lending their voices and support to the many unions and boards of education throughout the State regarding the Statewide Rally in Sacramento on May 8, 2003.

### **POLICY/CODE**

None

### **FISCAL IMPACT**

None

### **BOARD MEMBER RECOMMENDATION**

Approve the Resolution Endorsing the Statewide Rally in Sacramento on May 8, 2003.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Directors  
**FROM:** John Selawsky, Vice President  
Board of Directors  
**DATE:** April 2, 2003  
**SUBJECT:** Request for Public Hearing on Impacts of State cuts in Public Education in the Berkeley Unified School District

### **BACKGROUND INFORMATION**

The Berkeley community and the Berkeley Board of Education share common goals of excellence in instructional models, reduced class sizes, and collaborative efforts between the BUSD and the various union and employee groups. In this fiduciary time of scarcity and cutback it is especially important to identify our funding priorities and essential programming.

It is also important to identify the root causes of insufficient funding for public education within the State of California, and to address some of these systemic deficiencies. We offer this public hearing as a forum for the community to express both frustrations and needs to our elected representatives in Sacramento.

### **POLICY/CODE**

None

### **FISCAL IMPACT**

None

### **BOARD MEMBER RECOMMENDATION**

Approve Public Hearing for April 16, 2003.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **REQUEST FOR PUBLIC HEARING ON IMPACTS OF STATE CUTS IN PUBLIC EDUCATION IN THE BERKELEY UNIFIED SCHOOL DISTRICT**

**April 2, 2003**

**WHEREAS**, California's budget is both insufficient to meet the needs of local school districts and the children they serve and unlikely to improve in the next two years; and

**WHEREAS**, Berkeley Unified's budget has been impacted by both its own past bad practices and current state funding reductions, and is likely to experience state funding reductions for this fiscal year, the next fiscal year, and for fiscal years still undetermined in the future; and

**WHEREAS**, the Berkeley Board of Education shares with the community of Berkeley a strong commitment to educational excellence, equity, and achievement, and understands the value in educational opportunities for all our youth, at all grade levels, of all socioeconomic, racial, and cultural backgrounds; and

**WHEREAS**, it is our belief that the State of California as both structural deficiencies in the manner in which public education is funded as well as procedural and administrative impediments to local school districts achieving full advantage of academic excellence for all students; and

**WHEREAS**, it is the belief of the Berkeley Board of Education that the education, advancement, and enrichment of our children is the best and only hope we all have for a participatory citizenry, an informed and engaged populous, and ultimately a better, more fully realized democracy, and that each individual child holds in its possible advancement the hopes and aspirations of all of us, as a community, as a city, as a state, and as a nation;

**THEREFORE, BE IT RESOLVED**, this 2<sup>nd</sup> day of April 2003, the Berkeley Board of Education declares that on April 16, 2003, at 7:30 p.m., a Public Hearing will be held in the Council Chambers, and that at that Public Hearing testimony will be taken from the citizens of Berkeley and all others interested in the success of Berkeley's public schools; and

**FURTHER, BE IT RESOLVED**, that said testimony will be recorded and transcribed, and sent to representatives of the State of California Assembly, Senate, and the Governor's Office, and that the Berkeley Board of Education on that night will also discuss strategies and plans for both optimizing State funding for our public schools and identifying possible improvements in the manner which our public schools are funded and managed.

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of April 2003.

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Joaquin J. Rivera, President  
Board of Education

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Andrew Turner  
Student Director, Board of Education  
**DATE:** April 2, 2003  
**SUBJECT:** Approval of Berkeley High School Campus Beautification  
Club's Art as Free Expression Mural

### **BACKGROUND INFORMATION**

With the looks of the Berkeley High School campus undergoing significant changes, it is clear that without a sense of pride and student ownership of the campus, development money might be put to waste. As the campus dynamic change with the new Milvia Street building, the "Campus Green Project" and the shifting of portables, Berkeley is approaching a turning point in its aesthetic value. The student directed Campus Beautification Club impresses upon others, both students and adults, that if students when attending Berkeley High School do not feel at home and the school is a restricted and less than pleasant environment they will continue to abuse the facilities and further blight the campus.

Therefore, the Campus Beautification Club feels that with student art publicly displayed, the students can beautify the campus and improve the aesthetic value for all who make their way to Berkeley High School. The first project undertaken by the Club is a mural project to be erected in a central location and to set a precedent for further artistic action. The club believes that by producing your art in public places to be displayed prominently and proudly on campus, the students will feel welcome and encouraged to open their minds and be active and creative.

The Mural, the first and therefore a symbolic project, has taken the theme of Art as Free Expression. A number of students of all grade levels and of diverse backgrounds have come together to participate in the project. Among the Co-sponsors and supporters include:

- Berkeley High Black Student Union
- Berkeley High Visual Arts Department
- Berkeley Youth Commission
- City Councilwomen Miriam Hawley

The mural has been funded by the Berkeley High Development Group in the amount of \$805.00 to be and is completed by the end of the 2002-03 school year. The mural is proposed to be painted on the outside of the G-Building on the adjoining walls facing West towards the blacktop and

south towards the field on the wall bordering the creative arts yard (see attachment). The project is to begin as soon as it is approved by the Board of Education.

**POLICY/CODE**

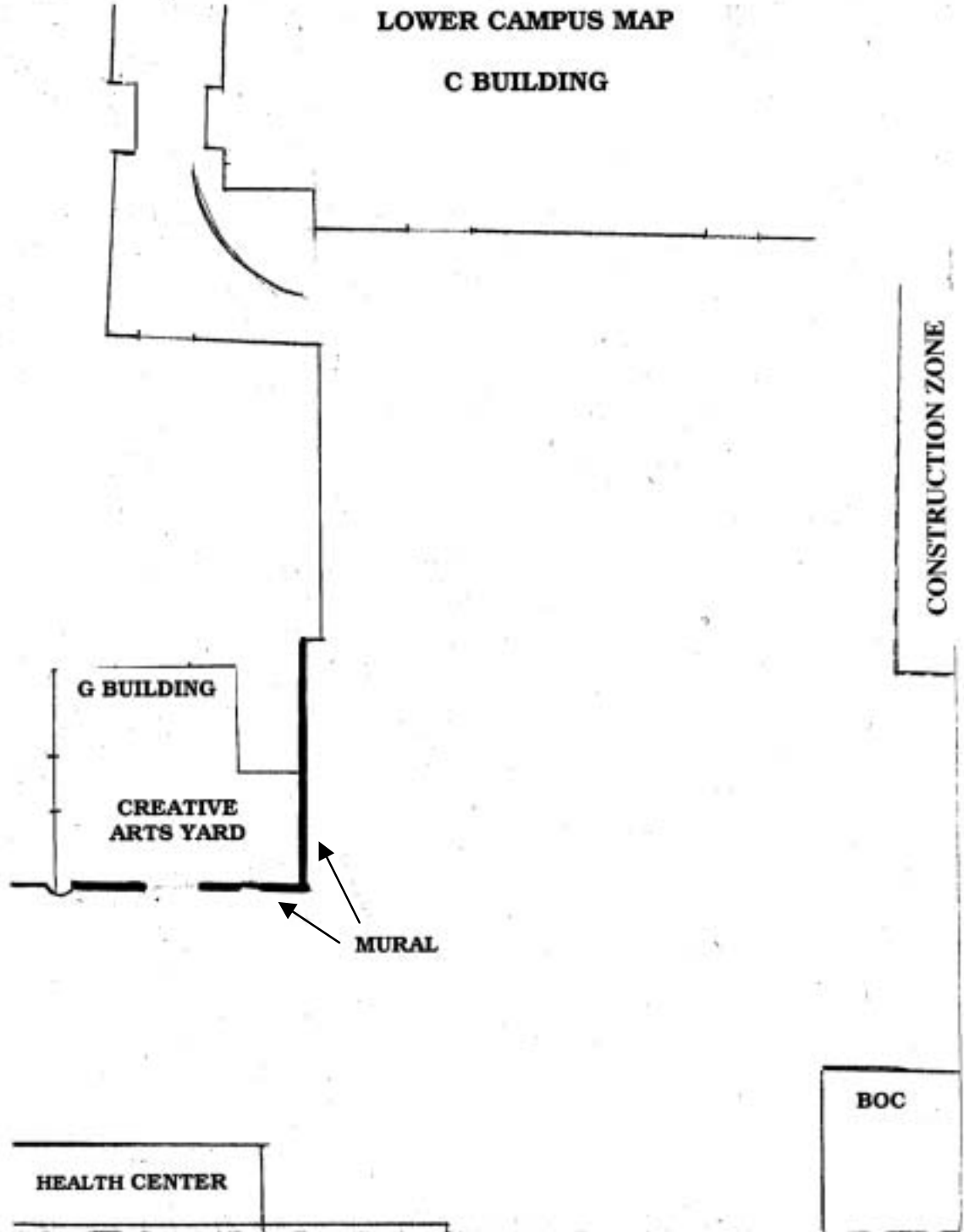
Board Public Art Policy

**FISCAL IMPACT**

The project has been fully funded by the Berkeley High Development Group

**STAFF RECOMMENDATION**

Approve the Berkeley High School Campus Beautification Club's Art as Free Expression Mural.







**BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** April 2, 2003  
**SUBJECT:** Resolution No. 02-76 for Reduction or Elimination of Specified Classified Positions

**BACKGROUND INFORMATION:**

The District is seeking other sources for funding for the positions discussed below, however in light of the Education Code requirements, it is necessary for the Governing Board to set forth and act on these reductions of Classified positions so that each employee affected can be timely notified as prescribed by union contract.

On February 19, 2003 the Governing Board of the Berkeley Unified School District determined that particular kinds of services set forth herein be reduced.

**POLICY/CODE:**

Education Code Section 45117 states that classified employees may be laid off due to lack of funds or lack of work.

**FISCAL IMPACT:**

Reduction in employee costs to alleviate budget deficit.

**STAFF RECOMMENDATION:**

Approve Resolution No. 02-76.

**BEFORE THE GOVERNING BOARD OR THE  
BERKELEY UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 02-76**

**Elimination of Specified Classified Positions for 2003-2004**

**WHEREAS**, due to lack of funds and/or lack of work, the Board of Education of the Berkeley Unified School District hereby finds it necessary to eliminate or reduce in hours the positions set forth herein below to the following extent:

- 1.50 FTE Senior Records Clerk (formerly Clerical III - .50 FTE reduction at each Middle Schools)
  
- .33 FTE School Safety Officer - (.33 FTE reduction at Willard Middle School)
  
- .80 FTE Library Media Technician (Secondary)

**NOW, THEREFORE, BE IT RESOLVED** by the Board as follows:

1. That the classified positions specified herein above be eliminated or reduced in hours by layoff pursuant to District rules and regulations and applicable provisions of the California Education Code and the current collective bargaining agreement.
  
2. That said reduction by layoff becomes effective on or before July 1, 2003.
  
3. That the Superintendent or designee has been directed to give a notice of layoff to the affected classified employee and any employee subject to displacement, pursuant to California Education Code Section 45117 and applicable provisions concerning layoff and reemployment in the current collective bargaining agreement.

4. That the affected classified employee laid off pursuant to this resolution shall be eligible for reemployment pursuant to California Education Code Section 45298 and applicable provisions concerning layoff and reemployment in the collective bargaining agreement.

The foregoing Resolution was adopted by the Board of Education of the Berkeley Unified School District on the 2nd day of April, 2003 as the same appears of record in my office.

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Michele Lawrence, Secretary to the Board of Education of the Berkeley Unified School District, County of Alameda, State of California, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Board of Education of the aforesaid school district as the Board meeting held on the 2nd day of April, 2003, as the same appears of record in my office.

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Michele Lawrence Secretary to the Board of Education  
of the Berkeley Unified School District

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Chris Lim, Associate Superintendent, Educational Services  
**DATE:** April 2, 2003  
**SUBJECT:** 2003 Mandatory Summer School Program

### **BACKGROUND INFORMATION**

In the past Berkeley Unified has held site based summer school programs that were found to be quite successful by teachers, administrators and parents. Last summer the District consolidated the program into a zone based model for the elementary level, one site for the middle school and one site for the high school. Based on surveys of parents, staff and administrators, all prefer the site based model as the most effective delivery model. Thus, staff is recommending that the District offer a site based mandatory summer school program for K-8 students who are at-risk of retention and/or identified as Title I students. As in prior years, this program will be funded through mandated summer school funding from the State and supplemented with \$100,000 of Title I funds. Additionally staff is exploring the possibility of serving breakfast to all Kindergarten through eighth grade participants and coordinating with the City of Berkeley summer feeding program to provide lunch service at one location in each zone. The high school will offer the same 9-12 grade program as it has in the past.

### **ELEMENTARY**

For four weeks from June 23 - July 18, 2003, elementary students will be provided with three and one half hours of instruction daily at their home school site (with the exception of Jefferson which will be under construction and will need to be moved to an alternate location). Class size will remain 20:1. Oversight of the elementary program will be provided by a roving principal with a teacher leader at each site. Transportation will be provided to students who are bused to school during the regular school year.

### **MIDDLE SCHOOL**

For four weeks from June 23 - July 18, 2003, middle school students will be provided with four and one half hours of instruction daily at their home school site (with the exception of King which will be under construction and will be using Berkeley Alternative High School). Class size will be 25:1 with program oversight being handled by a Lead Teacher at each site.

**HIGH SCHOOL**

The high school program is a 6 - week program June 23 - August 1, 2003. Four and one half hours of instruction will be provided daily. A variety of courses for students who need to make up credits, or which to participate in enrichment.

**POLICY/CODE**

Board Policy 6177

**FISCAL IMPACT**

Approximately \$400,000 in restricted funds.

**STAFF RECOMMENDATION**

Approve the 2003 mandatory summer school program.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** April 2, 2003  
**SUBJECT:** Approval of Design of the Berkeley High School Campus Green Project

### **BACKGROUND INFORMATION**

In the summer of 2001, The Board approved the demolition of the B Building. Later that summer, the site was paved with asphalt and a temporary outdoor facility with a food service trailer and tables and benches was added.

On January 15, 2003, the Board approved an expenditure budget for its facilities funds. One component of that budget was the approval of a project at Berkeley High School to improve the area where B building was located. The project to improve this area became known as the Campus Green project.

In late December, staff interviewed several landscape design firms to design the Campus Green. On January 15, 2003, the Board approved MIG, Inc. as the designer. That approval was for \$65,000. This figure was based on a percentage of the estimated budget of \$500,000. At the same Board Meeting, the Board also approved a planning process, which was shorter than is common for our projects. Shortening the planning process was mandated by the desire to begin construction as soon as possible in the summer. One of the needed compromises was that the staff had to proceed with construction documents prior to schematic design approval by the Board. On this same agenda, the Board is being asked to solicit bids for the project. The Board can make minor revisions to the design at this time, but major revisions will require a delay in the bid solicitation.

There is a standing facilities group at Berkeley High School who met to inform and review the design. In addition, meetings were held with Board Members, administrative staff and students. The attached design comes from that design process. The BHS group has reviewed the final design prior to the definition of potential bid alternates. The project was also reviewed by the local Fire Marshal in late February and by the access section of DSA in mid-March. The project has no structural elements so DSA structural approval was not required.

On April 2, 2003 the landscape designer, MIG, Inc. will present the completed design. This cover note defines the current scope of work for the project. Attached to this note are:

- The master plan (site development plan)
- The base bid plan (area of proposed work)
- Cost proposal

The construction budget for this project was \$500,000. The base bid is estimated at \$715,344. The alternate is an additional \$61,170.

### ***Base Project***

#### **Demolition:**

Remove existing asphalt paving

Remove existing Building B foundation slab and partial piers and grade beams

Remove existing curbs and gutters, saw cut boundary lines

Disconnect existing food service trailer, and relocate with bicycle storage

Protect trees and salvageable furniture.

#### **Grading and Drainage:**

Stake and layout complete work area, grade work area, and install lateral drains connecting to existing storm drains. Install irrigation lines and connect to existing water lines. Install underground lighting and irrigation control wires and connect to existing timers in the new Milvia Street building

#### **Paving:**

Pave new fire lanes and concrete. Fire lane to support 55,000-pound fire trucks.

#### **Concrete and Stone Work:**

Install stairs, curbs, seating walls, and other concrete structures with basic broom finish to seat 550 students.

#### **Lighting:**

Install 12 deluxe light posts.

#### **Food Service Trailer**

Reinstall food trailer in sunken pit to give it more permanent appearance.

Reconnect all utilities. Reinstall concrete benches/tables per BUSD direction.

**Planting:**

Install 30 new shade trees, 10,000 SF of shrubs and 8,600 SF of turf in various natural areas along buildings C and G, in the outer and inner circle of the main plaza and other designated areas.

***Alternates***

Add drinking fountain to food trailer

Add seat walls

Add concrete curb etching

Add color concrete to flat work

Add color concrete to stairs, curbs and seat walls

Sandblast rather than broom finish for flat work

Sandblast rather than broom finish concrete seat walls, curbs and stairs

***MASTER PLAN***

The Campus Green master plan envisages the inclusion of Bancroft Way into the overall design. The street would be paved with concrete in an attractive pattern. Discussions with the City of Berkeley would be needed prior to undertaking such changes. A permanent canopy would be constructed in the future, which could shelter approximately 150 diners. A canopy or other structure would require the approval of DSA structural section prior to installation. The opening of the new buildings will significantly modify the traffic flow of the campus. Minor adjustments in the built design may be warranted after the new buildings are opened.

**POLICY/CODE**

Board Policy requiring Design Review and Approval

**FISCAL IMPACT**

The currently identified budget for the construction is \$500,000. That construction budget leads to a project budget of \$800,000. The Facilities Plan also contains a plan to further improve the grounds at Berkeley High School. A large portion of that second allocation is needed to increase the budget for this project. While we will not have an exact figure until the bids are received, we estimate that a \$775,000 bid will lead to a \$1,125,000 project budget. If the plan is approved, that figure will become the new budget until bids are received. There is sufficient funds in the second grounds improvement to fund this addition. The other costs of accelerating this work, such as availability of the cash, are not a major factor in an adjustment this small.



**STAFF RECOMMENDATION**

Approve the Master Plan and approve the Base Bid for the BHS Campus Green area. Increase the project budget from \$800,000 to \$1,125,000. Increase the fees for MIG, Inc. from \$65,000 to \$85,000.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** April 2, 2003  
**SUBJECT:** Approval to Advertise for the Campus Green Project at Berkeley High School

### **BACKGROUND INFORMATION**

The Board is being asked to review and approve the Campus Green project at Berkeley High School as a separate part of the Agenda. The District will need to solicit bids immediately if we are to perform the work in the summer.

### **POLICY/CODE**

California Public Contract Code 20110- 20118.

### **FISCAL IMPACT**

The project is funded in the Bond budget.

### **STAFF RECOMMENDATION**

Approve the advertisement to solicit bids for this project.



**BERKELEY UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 02-70**

**AUTHORIZATION to ADVERTISE FOR BIDS for NEW CAMPUS GREEN  
at BERKELEY HIGH SCHOOL**

**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 **NEW CAMPUS GREEN at BERKELEY HIGH SCHOOL**, 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 she 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.02-70  
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 MAY 8, 2003** 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 **New Campus Green at Berkeley High School, located at 2223 Martin Luther King Jr. Way, 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 per 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.**

Resolution No. 02-70  
Continue

**Mandatory Job Walk to be held on April 17, 2003 at 9:00 am to meet at Milvia Street & Bancroft Way**

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: April 6, 2003  
Second Issue: April 13, 2003

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 2nd day of April, 2003 by the following called vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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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

**TO:** Board of Education and Superintendent  
**FROM:** Shirley Issel, Director  
**DATE:** April 2, 2003  
**SUBJECT:** First Reading: Revisions to Board Policy on Board Task Forces including:

- Budget and Finance Committee (Policy 3400)
- Child Nutrition Advisory Committee (CNAC) (Policy 9131 established August 1999)
- Berkeley Arts in Education Steering Committee (BAESC) (Established July 5, 2000)

## **BACKGROUND**

The Board has been working to update both the charge and composition of its Advisory Committees. At the last Board meeting, March 05, 2003, Policy 9130, the "master policy" on Board Committees, was clarified and updated. In the master policy, two types of Board Committees are delineated: Oversight Committees and Task Forces. Updated policies on two of the Board's three Oversight Committees were also approved on March 5<sup>th</sup> meeting.

Presented for the Board's consideration tonight are the policies regarding three Board Task Forces: the Child Nutrition Advisory Committee (CNAC); the Budget and Finance Committee; and Berkeley Arts in Education Steering Committee (BAESC). Now that clear policies and guidelines for the workings of the Board's Task Force Committees have been adopted, the Board must "reconsider and reaffirm both the charge and membership of each of its Task Forces" as called for in the Board's policy.

This annual reconsideration and reaffirmation was to have occurred at the Board's annual organizational meeting which was held in December of 2002. Regrettably, the Board's readiness to take action has been delayed, and our committees have patiently continued to function informally while awaiting direction from us. At this juncture, the Board has two options to consider for each Task Force: 1) to reconsider and reaffirm both the change and membership of each Task Force, or 2) to refer the Task Force(s) to the Superintendent to continue functioning as Superintendent's Committee(s).

Policy 9130 states that "the charge of a Task Force is to assist the Board in the development of policy recommendations for Board consideration." The charge of Superintendent's Committees, on the other hand, is to advise the Superintendent in matters of curriculum, business and fiscal matters, and implementation of programs.

### **3400: Budget and Finance Committee**

The existing Budget and Finance Committee was formed in 2000 as a Superintendent's "Blue Ribbon Committee." Its charge was to advise the Superintendent on budget and financial issues. Later that year, on June 21, 2000, the Board took action to establish the Committee as Advisory to the Board. The policy establishing this Committee, # **3400**, was based upon an

earlier version first developed in June of 1974, and revised in 1989, 2000 and 2001. While the charge of this committee is rather broad, most of the duties involve the review and analysis of financial information. Unfortunately, the district's ability to produce timely and useful information has been impaired due to our focus for the past year on rebuilding our data processing capacity and developing a financial recovery plan. Hence, the Budget and Finance committee has not met for some time. At this juncture, the Board might prefer to delay reconsideration of the charge and composition of this Committee and could take action to retire the Committee until such time as our data systems are substantially rebuilt and District staff are reasonably fluent in its use. Members could be encouraged to serve on other committees that could benefit from their experience and skills.

**Policy 9131: Child Nutrition Advisory Committee (Established August 1999)**

The Child Nutrition Advisory Committee (CNAC) emerged from a unique community partnership that reflects the character and interests of our community. Members came together to discuss food-related topics of concern to the school community, and to help make policy recommendations to the Board of Education. This Committee developed and successfully lobbied for the adoption of a visionary Food Policy as well as for the establishment of a Board Advisory Committee on Nutrition. With the adoption of this policy in 1999, the focus of the Committee gradually changed from policy development to program implementation. The Committee has been working with the Director of Food Services and her staff to develop the systems and processes needed to sustain our progressive food policy. We are now faced with taking action regarding this Committee: either to reconsider and reaffirm the charge and membership or to retire the CNAC as a Board Committee and recommend (or not) that it continue to function as a Superintendent's Committee.

**Berkeley Arts in Education Steering Committee (BAESC)**

BAESC emerged from a unique partnership of community members and organizations who came together to make policy recommendations to the Board of Education and to support the performing and visual arts in our public schools. The Committee developed and successfully lobbied for the adoption of an Arts Education Policy and for the adoption of a "Fully Articulated Arts Program." BAESC was established as a Board Advisory Committee on 7/05/2000. In accordance with its charge, the Committee prepared an Annual Report to the Board in December 2002. While waiting for the Board to revise its policy on Board Committees, BAESC has continued to pursue its focus as outlined in that document. At least two options are open to the Board regarding this Committee: to reconsider and reaffirm the charge and membership as a Board Task Force or to retire BAESC as a Board Committee and recommend (or not) that it continue to function as a Superintendent's Committee.

Recommendation: Accept, for First Reading, the following Board policies on Board Task Forces:



- Budget and Finance Committee (Policy 3400)
- Child Nutrition Advisory Committee (CNAC) (Policy 9131 established August 1999)
- Berkeley Arts in Education Steering Committee (BAESC) (Established July 5, 2000)

## **Berkeley Unified School District**

### **Policy on the Berkeley Arts In Education Steering Committee (BAESC)**

#### **Authorization and Charge to Committee:**

The BUSD Arts Education Policy states, “The Board of Education recognizes that arts education, including dance, drama / theater, music, and visual arts is an integral part of basic education for all students. The Board of Education supports comprehensive curriculum that includes arts education as part of the program for all students. In order to implement a correlated and integrated art education program, the Board of Education supports the need to provide resources necessary to implement the program, to provide a continuing program of in-service education for staff, and to provide comparable education opportunities for all students.”

The mission of BAESC is the implementation of the Berkeley Unified School District goal to ensure that all students will experience a comprehensive, sequential, and articulated arts education.

BAESC supports the arts education policy through the creation and support of a district-wide “Fully Articulated Arts Program,” (attached) to be used as the basis for current and future program planning and budgeting. BAESC will:

- develop recommendations for the program and curriculum for performing and visual arts education in the BUSD and its articulation between schools,
- improve communication among parents, the community and the school district,
- report directly to the Board and makes recommendations directly to the Board in accordance with Board Policy 9130,
- seek outside funding to support a full time arts program coordinator until this position can be supported by the district,
- co-sign MOUs with arts providers as evidence of mutual belief and commitment to developing a model arts program in BUSD schools.

#### **Membership Categories:**

Members qualify by attendance, service, and residency requirements.  
Candidates may self-nominate or be nominated.

#### **Arts Providers:**

Sabrina Klein, Julia Morgan Center for the Arts  
Susie Medak, Berkeley Repertory Theater  
Scotti Plunkett, Berkeley Symphony Orchestra  
Julie Regalado, LunaKids Dance  
Nancy Ng, LunaKids Dance  
Hollis Ashby, Cal Performances

Laura Abrams, Cal Performances  
Michele Rabkin, UC Berkeley, Consortium for the Arts

Community Members/Parents

Lissa Miner, community  
Laura Myers-Clara, parent Thousand Oaks & King MS  
Michael Kelly, Music Committee  
Rosemary Richie, Music Committee

Students

none

Certificated and classified staff

Jeni Maier, Drama Specialist, Thousand Oaks  
Kelly Graham, Teacher, Berkeley Arts Magnet  
Susan Archuletta, Teacher, Longfellow MS  
Jai Waggoner, Art Teacher, Malcolm X

Funders (nonvoting members)

Elena Ronquillo, East Bay Community Foundation  
Janice Yang, East Bay Community Foundation  
Karen McKie, Berkeley Public Education Foundation  
Monica Thyberg, BSEP

**Staff Liaison:** Suzanne McCulloch

**Board Liaison:** John Selawsky

**TO: Berkeley Board of Education**  
**FROM: Berkeley Arts in Education Steering Committee (BAESC)**  
**RE: Annual Report for the 2001-2002 School year**

**Officers in 2002**

Chair – Lissa Miner  
Immediate past chair – Susie Medak  
Secretary – rotates

**Key Accomplishments, 2001-2002**

BAESC successfully secured funds to support the district in development of a fully articulated arts education program for all students in the Berkeley Unified School District. We also continued to build effective working partnerships with respected arts organizations in the community.

- BAESC partners funded grant writing in 2001 for applications for Arts Work grants for 2001-02 and secured the full \$100,000 applied for; a NEA grant for 2002-03 and secured \$70,000; and secured a \$10,000 contribution through BPEF to support district arts education for 2001-02.
- In summer and fall of 2001, BAESC worked with BUSD to establish and select the Visual and Performing Arts Coordinator position for 2001-02. The funds garnered to support a full-time position were BSEP funds for supervision of the Music Program, half-time, and funds from the above-mentioned Arts Work grants, and contributions to work on district arts education programs half-time.
- In 2001-02 BAESC worked to secure funds for 2002-03. We repeated the funding package for the coordinator position: encouraged the use of BSEP funds for Music Coordinator duties, which the Board ultimately approved; applied for and secured 4 Arts Work grants (\$100,000); and BPEF dedicated funds to support the Arts Coordinator position. Portions of the Arts Work grants fund the position and when the NEA grant came through, the district was able to use NEA funds in place of BPEF funds.
- Professional development provided through the grant programs in 2001-02:

- 1) Kennedy Center Partner in Education Program, 1<sup>st</sup> of 3 years. Cal Performances partners with BUSD to provide *Cal Performances in the Classroom* professional development workshops in conjunction with *School Time Performances* for students, which deepened students' appreciation and understanding of the performances.
- 2) Teachers from 4 elementary schools participated in The California Arts Project (TCAP) series on Visual and Performing Arts (VAPA) standards implementation provided by East Bay California Arts Project..
- 3) Professional development provided by Lincoln Center Institute at Julia Morgan Center for the Arts. Teaching artists worked with 30 teachers from 4 schools to develop performing arts integration units.
- 4) District Arts Coordinator participated in state and county Model Arts Program Network. Developed leadership and project management skills to coordinate professional development programs, implement arts education program, conduct district wide assessment, and establish district arts team.
- 5) Participation in the Alameda County Alliance for Art Learning Leadership and their advocacy event "Art **IS** Education" by hosting art exhibitions at Old City Hall.

**Committee's Desired Tasks/Focus for 2002-03**

- 1) Support District Arts Coordinator in managing the 2002-03 NEA Arts Learning Grant in partnership with the Julia Morgan Center for the Arts and the 2002-03 Art Work Projects to: coordinate professional and curriculum development funded by the Arts Work and NEA grants, establish District Arts Team, complete the district wide arts assessment and participate in the county and state Model Arts Program Networks.
- 2) Coalesce a funding package for 2003-04 for the full-time Arts Coordinator position, professional development, and strategic planning for arts education program implementation. Includes supporting and reaffirming the use BSEP funds for a half-time music program coordinator, preparing Arts Work grants, and

- 3) securing other resources to be identified for district arts program management.
- 4) Pursue long term, sustainable funding for the district arts education programs. Highest priority is to establish arts coordinator position as a permanent position with secure funding.
- 5) Inform and educate BUSD community on the importance of quality arts education and how arts learning can support and enrich academic learning in the public schools
- 6) David Sousa presentation, November 2002.
- 7) Art **IS** Education, March 2003 - Alameda County Alliance for Arts Learning Leadership month-long advocacy event which coincides with the state's March is Arts Education month.

Attached: Fully Articulated Arts Program, 2000  
Arts Education Policy, 1997

## ***This represents current policy***

### **3004 Budget and Finance Advisory Committee**

**3004.1**     **Establishment of a Budget and Finance Advisory Committee.** It is the policy of the Board that a Budget and Finance Advisory Committee be established to advise the Board on budget and financial issues. This committee will also help develop a better understanding of school funding and the budget process among the community, and encourage a broad range of community activities focused on obtaining additional resources for our schools.

**3004.2**     **Duties.** The duties of the Citizens Budget and Finance Advisory Committee may include any or all of the following:

- A. Review of all financial reports, including but not limited to, interim reports, annual audits, Berkeley Schools Excellence Project annual plans, consolidated application for state and federal projects, major grant reports, and first estimate and final budgets for the District.
- B. Review and make suggestions concerning format budget and financial documents.
- C. Advise on long-range financial planning.
- D. Make suggestions on revenue enhancement.
- E. Make suggestions regarding cost savings.
- F. Advocate for local, state and federal legislation and/or activities that enhance funding for public schools.
- G. Review actual costs and total funding and make suggestions concerning the effectiveness of existing programs, processes and services.
- H. Help the broader community understand school funding and the district's budget.
- I. At the direction of the School Board, analyze and make recommendations on specific issues and/or district needs.
- J. At the Board's request, conduct meetings or workshops to receive public input on budgetary issues.
- K. Keep minutes of each meeting.

#### **3004.3 Limits of Authority**

- A. The Committee shall receive direction from and make recommendations directly to the Board.
- B. The Committee shall serve as an advisory group only and may be dissolved at any time by the Board.
- C. The committee should follow the guidelines set forth in the School Board's policy on advisory committees (Policy 913 0. 1).

#### **3004.4 Membership**

- A. The Budget and Finance Advisory Committee shall be composed of thirteen (13) official, voting members, to be selected as follows:
  - six Board-appointed community representatives (one appointed by each Board member; including the student Director). The Board, at its discretion and by majority vote, can appoint a seventh community representative. If the Board votes to appoint another member, the Committee will be composed of fourteen (14) official, voting members.

- one community representative appointed by the Superintendent;
  - two non-staff members of the BSEP Planning and Oversight committee appointed by the BSEP Planning and Oversight committee;
  - two current classroom teachers appointed by the Berkeley Federation of Teachers (BFT);
  - one classified employee appointed by Local One; and
  - one administrator to be appointed by the Union of Berkeley Administrators (UBA)
- B. The School Board will appoint two of its members as Board liaisons to the committee.
- C. The Superintendent or his/her designee shall be the staff liaison to this committee.
- D. Citizen members shall outnumber staff.
- E. The Chair of the Committee (chosen by majority vote of the Committee) shall be a resident of Berkeley not employed by the Berkeley Unified School District.
- F. This committee shall follow the Brown Act and be open to the participation of other interested District administrators, personnel, and community members. The District will inform the public of the time and location of the committee meetings.
- G. All appointed community representatives should be individuals knowledgeable about financial and budgetary issues.
- H. Appointees to the Committee need to agree to serve as individuals, as opposed to sharing a seat on the Committee with others from a particular constituency.
- I. The usual term shall be two years, with new appointments to be made at the December Board organizational meeting. However, the initial appointees shall serve until December 2002.
- J. The committee can use subcommittees or task-forces which include members of the committee and other interested citizens.

**3004.5**        **Quorum.** Seven members present at any regular meeting shall comprise a quorum.

**3004.6**        **Reports to the Board.** The committee will make two yearly reports to the Board: one before the presentation of the First Estimate Budget and one before the presentation of the Final Budget. Additional reports will be scheduled as needed to assist the Board in the budget development process. In addition, the committee will make timely, written reports to the Board.

*3004.1 Adopted: 06/07/89,- Revised and adopted 06/21/00*

*3004.2 Adopted: 06/07/89; Revised and adopted 06/21/00*

*3004.3 Adopted: Current Practice Codified 1975, Date of manual adoption; Revised and adopted 06/21/00*

*3004.4 Adopted: 09/20/74; Revised and adopted 06/21/00; Revised and adopted 2/07/01*

*3004.5 Adopted: 09/20/74; Revised and adopted 06/21/00*

*3004.6 Adopted: 06/21/00*



***This represents current policy.***

**Berkeley Unified School District**

Food Policy, Adopted: August, 1999

The Child Nutrition Advisory Committee (CNAC) was established as part of the “Food Policy” adopted by the Berkeley Board of Education in August, 1999. The composition and charge of the Committee is as follows:

**“Establishment of a Child Nutrition Advisory Committee**

1. A Child Nutrition Advisory Committee shall be established to discuss food-related topics of concern to the school community and help make policy recommendations to the Board of Education.
2. The 24 Member Child Nutrition Advisory Committee shall be as follows:
  - a) 10 Community/Parent representatives appointed by the Board of Education
  - b) Superintendent.
  - c) Director of Child Nutrition Services.
  - d) 3 Classified employees appointed by their employee organization.
  - e) 3 Teachers (elementary, middle and high school) appointed by their employee organization.
  - f) 1 Principal appointed by their employee organization.
  - g) 5 Students (3 middle school and 2 high school) appointed by student government
3. The Advisory Committee shall meet at least six times a year at hours convenient for public participation.
4. The Duties and Responsibilities shall be as follows:
  - a) Present to the Board of Education an Annual Report in April of each year on the status of meeting the food policy goals. The report shall contain: Review and comment on the Director's Annual Report, Profit and Loss Statement, Marketing Plan and Business Plan.
  - b) Recommendations for improving the delivery and cost effectiveness of food services.
  - c) Assist the Director of Child Nutrition Service in the development and implementation of the Outreach and Promotion Marketing plan.
  - d) Review and report by February 1 to the Board of Education on recommendations to eliminate potentially harmful food additives and processes.
  - e) Make periodic reports, as the Advisory Committee deems necessary.
  - f) Establish rules for decision-making.”

***The BUSD Food Policy, adopted August, 1999, is as follows:***

**Responsibilities**

The Board of Education recognizes the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. The Board also recognizes the school's role, as part of the larger community, to promote family health, sustainable agriculture and environmental restoration. The Board of Education recognizes that the sharing of food is a fundamental experience for all peoples; a primary way to nurture and celebrate our cultural diversity; and an excellent bridge for building friendships, and inter-generational bonds.

**Mission**

The educational mission is to improve the health of the entire community by teaching students and families ways to establish and maintain life-long healthy eating habits. The mission shall be accomplished through nutrition education, garden experiences, the food served in schools, and core academic content in the classroom.

**Goals**

1. Ensure that no student in Berkeley is hungry.
2. Ensure that a healthy and nutritious breakfast, lunch and after school snack is available to every student at every school so that students are prepared to learn to their fullest potential.
3. Eliminate the reduced-price category for school lunch, breakfast and snacks, so that all low-income children have healthy food available at no cost.
4. Ensure that all qualified children become eligible for free meals by frequently checking with Alameda County Social Services.
5. Ensure maximum participation in the school meal program by developing a coordinated, comprehensive outreach and promotion plan for the school meal programs.
6. Shift from food-based menu planning to nutrient-based planning (as set forth under USDA guidelines) to allow for more flexible food selection.
7. Ensure that the nutritional value of the food served significantly improves upon USDA Dietary Guidelines by providing nutritious, fresh, tasty, locally grown food that reflects Berkeley's cultural diversity.
8. Ensure that the food served shall be organic to the maximum extent possible, as defined by the California Certified Organic Farmers.
9. Eliminate potential harmful food additives and processes, such as bovine growth hormones, irradiation, and genetically modified foods.
10. Serve meals in a pleasant environment with sufficient time for eating, while fostering good manners and respect for fellow students.
11. Maximize the reduction of waste by recycling, reusing, composting and purchasing recycled products. Each school site shall have a recycling program.
12. Ensure that a full service kitchen will be installed at school sites where public bond money is expended to repair or remodel a school.

## Strategies

### A. Integration into the Curriculum

1. Integrate eating experiences, gardens, and nutrition education into the curriculum for math, science, social studies and language arts at all grade levels.
2. Establish a school garden in every school. Give students the opportunity to plant, harvest, prepare, cook and eat food they have grown.
3. Establish relationships with local farms. Encourage farmers and farm workers to come to the school classroom and arrange for students to visit farms.

### B. Student Participation

1. Solicit student preferences in planning menus and snacks through annual focus groups, surveys, and taste tests of new foods and recipes.
2. Ensure that 5 students are represented on the Child Nutrition Advisory Committee.

### C. Waste Reduction

1. Ensure that cafeterias are part of the environmental education of students and staff through reducing waste, composting, recycling and purchasing recycled material.

### D. Sustainable Agriculture

1. Purchase food from school gardens and local farmers as a first priority, based on availability and acceptability. Child Nutrition Services will coordinate its menus with school garden production and provide to garden coordinators a list of the produce it wishes to purchase.
2. Work with the Alameda County Cooperative Bid (13 school districts) to increase the amount of products purchased from local farms and organic food suppliers.

### E. Nutrition Education and Professional Development

1. Provide regular professional development to enable the Food Services Staff to become full partners in providing excellent food for our students.
2. Provide regular training, at least annually, to teachers and the Food Service Staff on basic nutrition, nutrition education, and benefits of organic and sustainable agriculture.
3. Provide Child Nutrition Services with USDA approved computer software, training and support to implement nutrient-based menu planning.

### F. Business Plan

1. The Board of Education shall do a comprehensive cost/benefit analysis and business plan. The plan shall include an examination of different development models of increased fresh food preparation at the central and satellite kitchens.

### G. Public Information

1. Each year in March, Child Nutrition Services shall prepare The Director's Annual Report for the Board of Education, which will include:
  - i) Description of the level of service for each site and level of participation;
  - ii) Profit and Loss Statement for the past fiscal year;

**BUSD FOOD POLICY, adopted 8/99**

- iii) Outreach and Promotion Marketing Plan (with assistance from Advisory Committee);
- iv) Budget for the future year;
- v) Report on the progress in meeting the food policy goals;
- vi) Nutritional quality of the food being served;
- vii) Inventory of equipment;
- viii) Budget for maintenance and replacement equipment;
- ix) Accounting of Child Nutrition Services' financial reserve and a budget allocating the reserve.

1. The Berkeley Unified School District's Food Policy, Director's Annual Report, Monthly Menus and food policy information shall be available at District Office and on the Board of Education's Web site.
2. A summary of the Director's Annual Report shall be distributed as part of the April and May menus.

**H. Public Policy**

Advocate for label disclosure:

1. Request State and Federal representatives support legislation that will clearly label food products that have been irradiated, genetically modified or have been exposed to bovine growth hormones.
2. Send a Board of Education resolution requesting support for labeling legislation to: a) Every School Board in the State of California; b) The State School Boards Association; c) The National School Boards Association.

**J. Maintenance and Repair of Equipment**

The Board of Education instructs the Maintenance Committee to include kitchen facilities, food preparation and storage of equipment as high priority in its comprehensive maintenance policy; further to modernize computer equipment and programs, and institute an automated accounting system.

**K. Community Use of School District Property**

District facilities, including school kitchens shall be available to community based groups for their use and enjoyment under terms established by the Board of Education.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Chris Lim, Associate Superintendent, Educational Services  
**DATE:** April 2, 2003  
**SUBJECT:** Receive for Adoption Consideration *Science Spectrum - Physical Science*

### **BACKGROUND INFORMATION**

The new text *Science Spectrum - Physical Science* is aligned with the State and District adopted Science standards and aligned with the current Integrated Science 1/2 course. The textbook and the course outline are on display in the Instructional Services Office.

Integrated Science 1/2 is a survey course for the 9<sup>th</sup> and 10<sup>th</sup> graders that incorporates the major disciplines of science (physics, chemistry, biology and earth science). While no single textbook covers all of these topics at the appropriate level, *Science Spectrum - Physical Science* aligns more closely with the course content and level than any other text reviewed by the Berkeley High School Science Department. Teachers plan to augment the text with supplementary material, primarily when covering topics in biology.

At present there is no Board approved textbook for the Integrated Science course. In order to use the State Instructional Materials funds to purchase the books, the Board is required to adopt the text.

The book will be brought to the Board meeting on April 23, 2003 for official adoption.

### **POLICY/CODE**

Board Policy 6161.1

### **FISCAL IMPACT**

Approximately \$8,000 from restricted funds

### **STAFF RECOMMENDATION**

Receive for review.