

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**Office of the Superintendent  
2134 Martin Luther King Jr. Way  
Berkeley, CA 94704-1180**

**Phone: (510) 644-8764 Fax: (510) 540-5358**

## **REGULAR MEETING OF THE BOARD OF EDUCATION - AGENDA**

**Wednesday, December 17, 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 John T. Selawsky  
Vice President Nancy Riddle  
Director Terry S. Doran  
Director Shirley Issel  
Director Joaquin J. Rivera  
Student Director Bradley Johnson\*

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
- 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  
December 17, 2003  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Approve Minutes                      Approve the Board of Education Minutes of:                      1  
December 3, 2003, Special Meeting  
December 3, 2003, Regular Meeting

**PRESENTATION**                      Berkeley Alliance

**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  
Superintendent's Report  
Board Members' Report

**CONSENT ITEMS**

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

General Services

1.1-C                                      Staff Recommendation:                      22  
Acceptance of Gifts/  
Donations                              Accept the gifts/donations to the District  
or facilities from individuals and/or  
companies  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

1.2-C                                      Staff Recommendation:                      23  
Resolution 03-28:  
Signatures of Board  
Members                              Approve Resolution 03-28: Signatures of  
Board Members  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Human Resources

2.1-C Staff Recommendation: 25  
Acceptance of Accept Personnel Report 03-32 as submitted.  
Personnel Report Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

2.2-C Staff Recommendation: 29  
Staffing the new Approval to add classified and certificated  
Berkeley High School staff positions needed to manage the new  
Facility Berkeley High School facility  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Education Services

3.1-C Staff Recommendation: 32  
Overnight Field Trips Approve the overnight field trips for students  
consistent with District policies and  
Instructional Programs  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

3.2-C Staff Recommendation: 33  
Public Art Proposal Approve the request to display public art at  
for Thousand Oaks Thousand Oaks School  
School Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

3.3-C Staff Recommendation: 34+  
Consolidated Application Approve the Consolidated Application for Separate  
for Categorical Funding, Part II Funding Categorical Aid Programs, Part II documen  
Part II Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

3.4-C Staff Recommendation: 36  
English Language Approve the English Language Arts-English  
Arts-English Language Language Development Standards Map K-12  
Development Standards Map K-12  
Map K-12 Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

3.5-C Single Plan for Student Achievement for Berkeley Alternative High School	<u>Staff Recommendation:</u> Approve the Single Plan for Student Achievement for Berkeley Alternative High School Motion_____ Second_____ Vote_____	40
3.6-C New Non-Public School Placements for Special Education Students	<u>Staff Recommendation:</u> Approve the non-public school placements for these Special Education students Motion_____ Second_____ Vote_____	50
<u>Business Services</u>		
4.1-C Approval of Contracts/ Purchase Orders for Services and Contracts	<u>Staff Recommendation:</u> Authorize the Deputy Superintendent and Purchasing Agent to execute Purchase Orders Motion_____ Second_____ Vote_____	52
4.2-C Approve Listing of Warrants issued in November 2003	<u>Staff Recommendation:</u> Approve the monthly bill warrants issued in November 2003 Motion_____ Second_____ Vote_____	59
4.3-C Receive and Approve Information on the Issuance of Payroll Warrants for Employee Services for November 2003	<u>Staff Recommendation:</u> Approve Payroll payments made in November, 2003 Motion_____ Second_____ Vote_____	62
4.4-C Review Monthly Investment Reports	<u>Staff Recommendation:</u> Review and Approve the Monthly Investment Reports Motion_____ Second_____ Vote_____	65
4.5-C Resolution 03-26: Authorization to Accept completion of the Landscape Renovation of Jefferson School	<u>Staff Recommendation:</u> Approve Resolution 03-26: Authorization to Accept completion of the Landscape Renovation of Jefferson School Motion_____ Second_____ Vote_____	105

<p>4.6-C Resolution 03-27: Authorization to Accept the Public Address System at Berkeley High School</p>	<p><u>Staff Recommendation:</u> Approve Resolution 03-27: Authorization to Accept the Public Address System Project at Berkeley High School Motion_____ Second_____ Vote_____</p>	<p>107</p>
<p>4.7-C Budget Development Timelines for FY 2004- 2005</p>	<p><u>Staff Recommendation:</u> Approve the Budget Development Timelines for FY 2004-2005 Motion_____ Second_____ Vote_____</p>	<p>109</p>
<p>4.8-C Liability Claims submitted to the District</p>	<p><u>Staff Recommendation:</u> Deny all claims presented. Motion_____ Second_____ Vote_____</p>	<p>113</p>

**ACTION ITEMS**

Business and Operations

<p>4.1-A Set Self-insured Workers' Compensation Rate for balance of 2003-04 FY and 2004-05 FY</p>	<p><u>Staff Recommendation:</u> Approval to set self-insured Workers' Compensation Rate for balance of 2003-04 FY and 2004-05 FY Motion_____ Second_____ Vote_____</p>	<p>114</p>
<p>4.2-A BSEP Timeline Calendar</p>	<p><u>Staff Recommendation:</u> Adopt the BSEP Timeline Calendar Motion_____ Second_____ Vote_____</p>	<p>117</p>
<p>4.3-A Yearly Facilities Plan Modification</p>	<p><u>Staff Recommendation:</u> Approve the items listed and the process outlined Motion_____ Second_____ Vote_____</p>	<p>120</p>

## **INFORMATION**

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

### Educational Services

#### **8:30 p.m.**

3.1-I Presentation by Educational Services Department on Assessment Data using Multiple Measures	<u>Staff Recommendation:</u> Receive the presentation on Multiple Measures for information.	124
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#### **9:00 p.m.**

3.2-I Presentation by Educational Services Department on the Guided Language Acquisition Design (GLAD) Staff Development Model	<u>Staff Recommendation:</u> Receive the presentation by the the Educational Services Department on the Guided Language Acquisition Design (GLAD) Staff Development Model	145
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### Business Services

4.1-I Measure BB Financial Update	<u>Staff Recommendation:</u> Receive Financial Update on Measure BB.	146
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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 2004**

January 14, 2004  
January 21, 2004  
February 4, 2004  
February 18, 2004  
March 10, 2004  
March 24, 2004  
April 14, 2004  
April 21, 2004  
May 5, 2004  
May 19, 2004  
June 2, 2004  
June 23, 2004  
July 7, 2004 (Tentative)  
August 25, 2004  
September 1, 2004  
September 15, 2004  
October 6, 2004  
October 20, 2004  
November 3, 2004  
November 17, 2004  
December 1, 2004  
December 15, 2004

**ADJOURNMENT:**

Time \_\_\_\_\_

**Board of Education Meetings are broadcasted live on KPFB/FM 89.3  
Berkeley's Government Access Channel 33**

**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 is welcome at the Board of Education Meetings. **However, we ask that matters pertaining to individual employees of the Berkeley Unified School District be discussed in private.** There is an established procedure for making such complaints. You may obtain information about this procedure from a school or from the Superintendent's Office.





## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Queen Graham, Executive Assistant  
**DATE:** December 17, 2003  
**SUBJECT:** Acceptance of Gifts/Donations

### **BACKGROUND INFORMATION**

The Board may accept and utilize on behalf of the District any bequests or gifts of money or property for a purpose deemed to be suitable by the Board.

The following donations have been presented to the District:

1. Larry Goldenburg, President, Rotary Club of Berkeley: A donation of \$100.
2. Elizabeth Godfrey, Berkeley City Ballet, 300 tickets for our students to attend the Berkeley City Ballet *Nutcracker*.
3. Jim Veitch: \$550 to be distributed to ten Martin Luther King Jr. Middle School teachers to be used for supplies in their classrooms.
4. Kate Gong: A PC and accessories to be used at Martin Luther King Jr. Middle School. The equipment has an estimated value of \$500.

### **POLICY/CODE**

Board Policy DFK/KHE

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Accept the donations/gifts to the District.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Queen Graham, Executive Assistant  
**DATE:** December 17, 2003  
**SUBJECT:** Approval of Resolution 03-28: Signatures of Board Members

### **BACKGROUND INFORMATION**

Education Code Section 42632 for K-12 districts requires that signatures of all governing board members and signatures of persons authorized by the governing board to sign purchase orders must be filed with the County Superintendent of Schools.

### **POLICY/CODE**

Education Code Section 42632

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve Resolution 03-28.



# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Michele Lawrence Superintendent  
**FROM:** Tina Brier, Director, Classified Personnel  
 Patricia Calvert, Director, Certificated Personnel  
**DATE:** December 17, 2003  
**SUBJECT:** ACCEPTANCE OF HUMAN RESOURCES REPORT 03-32  
 Following is Human Resources Report 03-32 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>MEDICAL LEAVE OF ABSENCE WITH PAY</u></b>						
Thelette Bennett	Vice Principal	Berkeley High	General	1.00	10/24/03	12/31/03
Gabriel McCurtis	Vice Principal	Berkeley High	General	1.00	10/28/03	12/31/03
<b><u>ADMINISTRATIVE APPOINTMENT</u></b>						
Amy Buster	Program Supervisor	Special Ed.	General	1.00 0019-05	1/5/04	
<b><u>MATERNITY LEAVE OF ABSENCE WITH PAY</u></b>						
Ingrid Martinez	Teacher	Berkeley High	General	1.00	1/5/04	6/11/04
Fatemeh Mizbani	Teacher	Berkeley High	General	1.00	12/2/03	12/19/03
<b><u>TEMPORARY TEACHER</u></b>						
Elizabeth Weinstein	Teacher	Thousand Oaks	General	1.00 IV-03	10/21/03	6/11/04
<b><u>EXTRA DUTY</u></b>						
Akemi Hamai	ELL Tutor	King	Site	\$27.21 hr NTE 3 hrs/wk	9/4/03	6/5/04
Elizabeth Little	Homework Club	King	Site	\$27.21 hr NTE 2 hrs/wk	9/8/03	5/28/04
<b><u>STIPEND</u></b>						
Stacy Uyeda	Library Supervisor	Willard	Site	NTE \$500	9/1/03	1/26/04

**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>RESIGNATION</u></b>							
Marcia Brown-Machen	Coordinator of Health Services	Berkeley High				12/1/03	
Daniel Kelley	Instructional Assistant Special Education	Malcolm X				12/5/03	
<b><u>LEAVE OF ABSENCE WITHOUT PAY</u></b>							
Hermelinda Guerrero	Instructional Assistant Special Education	Special Ed./ King					
<b><u>LEAVE OF ABSENCE WITH PAY</u></b>							
Lynn Rice	Construction Contract Coordinator	Maintenance				12/1/03	1/7/04
<b><u>PERMANENT</u></b>							
Joseph Baca	School Bus Driver	Transportation	General	42/5	.83 FTE \$20.45 hr	11/1/03	
Johnny Billups	School Bus Driver	Transportation	General	42/5	.93 FTE \$20.45 hr	11/1/03	
Wiley Carter	School Bus Driver	Transportation	General	42/5	.87 FTE \$20.45 hr	11/1/03	
Annette Johnson	School Bus Driver	Transportation	General	42/5	.80 FTE \$20.45 hr	11/1/03	
Darrell Laird	School Bus Driver	Transportation	General	42/5	.83 FTE \$20.45 hr	11/1/03	
Marialice Pride	School Bus Driver	Transportation	General	42/5	1.00 FTE \$20.45 hr	11/1/03	
Ilene Sheng	Library Media Tech. (Elementary)	Oxford	Site Fund	41/5	+ .13 FTE \$19.93 hr	12/1/03	
Marian Yu	Instructional Assistant Special Education	Hopkins	Special Ed.	31/5	+ .13 FTE \$15.56 hr	11/1/03	
<b><u>PROBATIONARY</u></b>							
Patricia Brazil	Health Educator	Berkeley High	Site Fund	58/2	.50 FTE \$26.17 hr	12/02/03	6/2/04
<b><u>PROBATIONARY (CORRECTIONS)</u></b>							
Kimberly Evans	Food Service Satellite Operator	Berkeley Arts Magnet	Cafeteria Fund	31/1	.47 FTE \$12.77 hr	12/5/03	6/11/04
<b><u>PROVISIONAL</u></b>							
Patricia Brazil	Coordinator of Health Services	Berkeley High	Site Fund	66/5	.20 FTE \$36.98 hr	12/2/03	3/2/04

**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>
Marjorie Lee	Instructional Specialist (Reading)	LeConte	Site Fund	51/1	+ .13 FTE \$20.96 hr	11/17/03	2/17/04
<b><u>SUBSTITUTES</u></b>							
Amanda Hart	Instructional Assistant Special Education	All District	Special Ed.	31/1	37.5 hrs/wk \$12.77 hr	12/2/03	6/11/04
<b><u>TEMPORARY/HOURLY</u></b>							
Carlos Cil	Painter	Berkeley High	BB Measure	50/1	37.5 hrs/wk \$20.45 hr	11/5/03	2/28/04
Shaneka Carter	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	20 hrs/wk \$6.75 hr	9/1/03	6/30/04
Iyana Clardy	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	20 hrs/wk \$6.75 hr	9/1/03	6/30/04
Joseph Connors	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	20 hrs/wk \$6.75 hr	9/1/03	6/30/04
Bryce Copeland	Tutor Group (After School)	Longfellow	Site Fund	N/A	15 hrs/wk \$11.45 hr	11/12/03	6/11/04
Jonathan Council	Student Worker (Community Theatre)	Berkeley High	Site Fund	N/A	20 hrs/wk \$6.75 hr	11/1/03	6/30/04
Araceli Espinoza	Tutor Group	Alternative High School	BSEP	N/A	NTE 480 hrs \$11.45 hr	9/8/03	6/11/04
Antonio Floyd	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	20 hrs/wk \$6.75 hr	9/1/03	6/30/04
Leah Forbes	Instructional Tech. (After School)	John Muir	Site Fund	34/1	17.5 hrs/wk \$13.76 hr	11/6/03	6/11/04
Alejandro Hernandez, Jr.	Instructional Tech. (After School)	John Muir	Site Fund	34/1	20 hrs/wk \$13.76 hr	11/12/03	6/11/04
Judith Hernandez	Noon Director	Malcolm X	Site Fund	N/A	NTE 180 hrs \$11.45 hr	11/4/03	6/11/04
Aminah Ilyas	Clerical Specialist	Transportation	General Fund	42/1	37.5 hrs/wk \$16.77 hr	11/1/03	1/31/04
Tamera Morgan	Instructional Assistant Special Education	Rosa Parks	Special Ed.	31/1	30 hrs/wk \$12.77 hr	11/24/03	2/24/04
Laquetta Osborne	Instructional Tech. (After School)	Emerson	Site Fund	34/1	4.5 hrs/day \$13.76 hr	11/1/03	6/11/04
Raquel Rios	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	20 hrs/wk \$6.75 hr	11/1/03	6/30/04



**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>
Oliver Suttice	Tutor Group (After School)	Malcolm X	Site Fund	N/A	15 hrs/wk \$11.45 hr	11/3/03	6/13/04
Gloria Woodson	Instructional Assistant Special Education	Rosa Parks	Special Ed.	31/1	30 hrs/wk \$12.77 hr	10/14/03	6/11/04
Robin Vangphachanh	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	20 hrs/wk \$6.75 hr	9/1/03	6/30/04
<b><u>STIPENDS</u></b>							
Adriana Leaks	Coach (Girls Basketball)	King	BSEP	N/A	\$600.00	11/3/03	1/16/04
Anthony Mason	Coach (Girls Volleyball)	King	BSEP	N/A	\$600.00	9/8/03	10/31/03
James Ragon	40% Trainer (Athletics)	Berkeley High	BSEP	N/A	\$1095.60	11/15/03	3/1/04
Valerie Root	80% Assistant Coach (Girls Soccer)	Berkeley High	Site Fund	N/A	\$1124.80	11/5/03	3/25/04
<b><u>WORKING EVENING SHIFT, DIFFERENTIAL, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u></b>							
Tamera Morgan	Instructional Assistant Special Education	Rosa Parks	Special Ed.	31/1	30 hrs/wk 5% differential \$.64 hr	11/24/03	2/24/04
Judson Owens	Asst. Stage/Theatre Manager	Berkeley	Site Fund	48/5	1.0 FTE 5% differential \$1.18 hr	12/1/03	2/1/04
Gloria Woodson	Instructional Assistant Special Education	Rosa Parks	Special Ed.	31/1	30 hrs/wk 5% differential \$.64 hr	10/14/03	6/11/04

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Tina Brier, Director of Classified Personnel  
**DATE:** December 17, 2003  
**SUBJECT:** Staffing the new Berkeley High School facility

## **BACKGROUND INFORMATION:**

Berkeley High School's new flagship facility will be opening in time for the second semester of 2004. The new building contains ninety-five thousand square feet and includes administrative offices, a modern library, gymnasium, pool, and food court.

In preparation for the opening, we have conducted an analysis of the facility (square footage, hours of operation, standard levels of service, etc.) and the program operations of the library and food services, and have concluded that to provide the instructional programs for which the facility was built and to preserve the community's investment in this spacious facility, the following additional positions will be needed if we are to adequately operate this facility:

## **A. General Fund Expenditures:**

### **1. Custodial and Security staff**

Based on the District standard that a custodian can clean 21,600 square feet in a shift, and the assumption that the pool area will be maintained through an arrangement with a community organization, there will be a need for three additional custodians (i.e. 95,000 s.f. minus 30,000 s.f. equals 65,000 s.f. divided by 21,600 s.f. equals 3.0 FTES). The additional FTE's will be used as follows: One 1.0 FTE Custodian I will maintain the new facility's upstairs. One 1.0 FTE Custodian I will maintain the new facility's downstairs and the new locker rooms. The remaining 1.0 FTE Custodian I will work the outside of the premises including the Food Court and kitchen area. In addition, 2.66 FTE in School Safety Officers would be used to secure the expansive new main entrance, oversee the Food Court area, monitor the new building's exterior perimeter, monitor the locker rooms in between classes, and monitor the library and gym on the second floor. The additional staff needed to support the above responsibilities are:

3.00 FTE Custodian I  
2.66 FTE School Safety Officers (an increase of .33 FTE for  
two current employees @ .67 FTE and a new position @ 1.0 FTE)

Total compensation for this staffing model = \$247,412

## **2. Technology staff**

The District has already made a substantial investment in technology at the high school and the new facility will host a significant expansion of sophisticated administrative technology and a concomitant increased demand for technological support. Currently, technology at Berkeley High School is supported by two Microcomputer Technicians and an Instructional Media Technician. We believe that a Technology Supervisor is needed there to supervise the current staff as well as to perform the higher level tasks required to manage the purchase, installation and maintenance of the sophisticated technology equipment and networks (building HVAC and security systems, SASI, QSS, Internet access, B-mail, Web pages, instructional software, etc.) The cost of this additional supervisor would be \$76,874; however, if this position is approved, the net increase in expense would be only \$10,671 because the new position would be filled in lieu of a currently budgeted Microcomputer Technician position which would remain vacant and unfilled.

1.00 FTE Technology Supervisor = \$10,671 (net).

## **3. Instructional staff**

Our instructional leadership team believes strongly in the research that demonstrates that access to school libraries is fundamental to student achievement. In order for all students to have equity in access to the library, and by extension, to the other instructional programs, it is imperative that the hours in which the Berkeley High School library are open must be extended to include early morning and after school as well as some overlapping time during the day to enable the credentialed Library Media Teachers to serve the increased number of students who can now be accommodated in the spacious new library. Therefore, it is advantageous to acquire a second Library Media Teacher. (A credentialed Library Media Teacher could be further assigned responsibility for providing coordination, technical support and staff development of the elementary school Library Media Technicians.)

1.0 FTE credentialed Library Media Teacher = \$70,876.

## **B. Cafeteria Fund Expenditures:**

### **Food Services**

The Board and staff recognize the important connection between a healthy diet and a student's ability to learn and are committed to developing a sound food services program at Berkeley High School. Since the campus has been without adequate food service facilities for quite some time, students regularly leave campus to have lunch in downtown Berkeley and in some cases do not return to school.

The new building at the High School includes a sizeable food court and student union area, which is anticipated to open sometime in late February, 2004. In order to utilize the facility to provide a healthy breakfast and lunch as part of a welcoming environment for students, additional staff will be needed. It is

intended that the Food Court will feature a variety of house made dishes including Italian, Asian, Mexican and Classic American meals offered from 12 points of sale. (All meals will be reimbursable). The Food Court will also feature a pizzeria. Our analysis indicates the following additional positions will be needed to staff the Food Court:

- 1.00 FTE Nutrition Services Production Operator
- 1.00 FTE Senior Food Service Assistant
- 2.68 FTE Food Service Assistants (4 employees at .67 FTE each)
- 2.65 FTE Food Service Assistants (5 employees at .53 FTE each)
- .54 FTE Food Service Assistants (2 employees at .27 FTE each)

The Nutrition Services Production Operator will oversee the operation, which will include planning and coordination of food orders, deliveries and preparation as well as training and directing employees. The additional food service employees will be responsible for preparing a wide variety of main dishes, salads and other food items in large quantities as well as cashier, report sales and clean up as necessary.

Total annual income for the Food Court = \$720,263

Total annual compensation for Food Court positions = \$284,902

Total annual non-personnel expenditures = \$396,145

Total annual profit for the Food Court = \$39,216

The Nutrition Services and Fiscal Services Departments will evaluate the additional staffing allocations and the Food Court on a monthly basis to ensure its economic feasibility and success. Adjustments will be made to staffing on an as needed basis in accordance with contractual and legal requirements.

**POLICY/CODE:**

Education Code 45109

**FISCAL IMPACT:**

Total annual cost for the above positions equals \$ 613,861 and is differentiated below by budget source. Note that the 2003-2004 Fiscal year cost for six months in the FY 2004 budget is half of the amount below.

\$ 328,959 General Fund

(Custodians, School Safety Officers, Technology Supervisor  
and Library Media Teacher)

\$ 284,902 Cafeteria Fund (Food Service Personnel)

**STAFF RECOMMENDATION:**

Recommend approval to add classified and certificated staff positions needed to manage the new Berkeley High School facility.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director of Curriculum & Instruction  
**DATE:** December 17, 2003  
**SUBJECT:** Public Art Proposal for School

## **BACKGROUND INFORMATION:**

The Thousand Oaks School community is requesting approval to adhere student-made ceramic tiles to a retaining wall at the East Entrance to the campus.

**Error! Bookmark not defined.** has collaborated with the Julia Morgan Center for the Arts and the Lincoln Center Institute to implement an integrated arts curriculum throughout the entire school. All teachers have participated in a week long summer training that introduces significant works of art and helps teachers integrate the works into the core curriculum. This year as part of the visual arts curriculum, the students at Thousand Oaks have been studying the beauty of art in public spaces as well as the sculpture of renowned Bay Area artist, Ruth Asawa. The fifth grade classes have used her sculpture as inspiration in constructing their own art that includes the elements of stone, sand, water, wood, and metal. To culminate their study, the students are creating ceramic tiles that feature the theme of water, through stylized motifs or word phrases. The tiles will be fired in a new kiln at .

Water is a familiar element in the Thousand Oaks community. The school yard is crossed by an underground creek which is prominently highlighted by a curved concrete aggregate path, and at each end of this path there is a water fountain. The tiles that have been designed by the children will be placed on the side of the retaining wall that faces the water fountain at the east side of the school yard. This is the point where the underground creek reaches the school property. The tiles will complement the school entrance which already has tile pillars designed by the school community and the 1000 oak tiles inset in the floor.

## **POLICY/CODE:**

BUSD Public Art Policy – Approved November 1, 1995

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Approve the request to display public art at Thousand Oaks School.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director of Curriculum and Instruction  
**DATE:** December 17, 2003  
**SUBJECT:** Approval of the 2003 - 2004 Consolidated Application for Funding Categorical Programs, Part II

## **BACKGROUND INFORMATION:**

Part I of the Consolidated Application for Funding Categorical Programs was submitted July 2, 2003. Part II of the application contains the following information: (1) the entitlement of funds from the federal and state government; (2) the allocation of funds to the schools; (3) the number of participants in specified programs; and (4) the reports on various state and federal programs. The application is due no later than December 19, 2003 to the State Department of Education. The District Advisory Committee (DAC) and the District English Learner Advisory Committee (DELAC) have reviewed the plan and have had an opportunity to give input during the preparation of the application.

Federal and State funds for special needs students included in the application are:

Title I, Part A Basic Grant – Low Income, NCLB Sec. 101  
Title III, Part A – LEP Students, NCLB Sec. 301  
Economic Impact Aid, EC 54000

Federal and State funds for School Improvement and Professional Development included in the application are:

Title II, Part A – Teacher Quality, NCLB Sec. 201  
Title II, Part D – Technology, NCLB Sec. 2401  
Title V, Part A – Innovative, NCLB Sec. 501  
School Improvement Program (SIP), EC 52000  
10<sup>th</sup> Grade Counseling, EC 48431.6  
Peer Assistance Review, EC 44500

Federal and State funds for Safe and Drug-Free Schools included in the application are:

Title IV, Part A – Safe Drug Free Schools, NCLB Sec. 401  
Tobacco Use Prevention Education (TUPE) Program, Health & Safety  
104350  
AB1113 School Safety, EC 32228

A complete copy of the Consolidated Application is available in the board room for public viewing.

**POLICY/CODE:**

Education Code Section 64000-64001

**FISCAL IMPACT:**

There is no impact on the General Fund.

**STAFF RECOMMENDATION:**

Approve Part II of the Consolidated Application for funding Categorical Aid programs.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director of Curriculum and Instruction  
**DATE:** December 17, 2003  
**SUBJECT:** Approval of English Language Arts-English Language Development Standards Map K-12

## **BACKGROUND INFORMATION:**

Berkeley Unified School District has adopted both English Language Arts (ELA) standards and English Language Development (ELD) standards. The ELD-ELA standards map, developed by West Ed for use in school districts, helps individual teachers, schools and districts clearly understand the relationship between the ELA and ELD standards. The ELD-ELA Standards Map can provide the foundation for the design and implementation of an articulated and integrated system of instruction and assessment for English Learners.

This document reformats existing state ELA and ELD documents to cluster similar standards together. The focus is on the integration of listening, speaking, reading and writing which is crucial to achieving complete language proficiency for all students.

The California ELA standards are written for each grade level and organized by areas (e.g. reading), strands (e.g. reading comprehension), sub-strands (e.g. reading comprehension and analysis of grade level appropriate text) and standards. The ELD standards are written for grade spans and linked to ELA standards. Where clusters of ELA and ELD standards match, the opportunity exists to identify common local assessment instruments that can be adapted to measure from the beginning ELD level and through the appropriate ELA level.

Attached is a sample section of the ELD-ELA standards map. A complete ELD-ELA Standards Map is available in the board room.

## **POLICY/CODE:**

Ed Code 33308.5

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Approve the ELD-ELA standards map as the basis of the District's ELD curriculum.



# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director of Curriculum and Instruction  
**DATE:** December 17, 2003  
**SUBJECT:** Single Plan for Student Achievement for Berkeley Alternative High School

## **BACKGROUND INFORMATION**

The California Department of Education requires all schools participating in school-based coordinated categorical programs to have a board approved Single Plan for Student Achievement. The content of the plan must be aligned with school goals for approving student achievement, be based on an analysis of verifiable state data and may include any data voluntarily developed by districts to measure pupil achievement. The District governing board must review and approve school plans when there are material changes that affect the academic programs for students covered by programs funded through the Consolidated Application.

Berkeley Alternative High School (BAHS) has gone through an extensive planning process with all staff beginning at a staff retreat in the summer of 2003 to analyze data, develop goals and write a new comprehensive plan that addresses the needs of the students at the Alternative High School. The BAHS Site Council has approved this plan.

There are required legal assurances for all of the categorical programs. Board approval of the plan indicates that the school district and the site will comply with all of the requirements for the program funds included in the school plan.

An executive summary of the BAHS Single Plan for Student Achievement is included in the board packet. A complete copy of the plan is available in the board room.

## **POLICY/CODE:**

Education Code Section 64001

## **FISCAL IMPACT:**

There is no impact on the General Fund.

## **STAFF RECOMMENDATION:**

Approve the Berkeley Alternative High School Single Plan for Student Achievement.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric D. Smith  
Deputy Superintendent of Business and Operations (CBO)  
**DATE:** December 17, 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. Ratification of contract to Bay Area Community Resources to provide service Voyage After School Program at Jefferson School. The cost to be paid will not exceed \$4,188.06. To be paid from General Fund After School Program Budget. Requested by Betty Delaney.
2. Ratification of contract to Accountants Inc. to provide temporary employment to replace a retired employee @ \$31/hr for the period December 1, 2003 through January 14, 2003. The cost to be paid will not exceed \$6,200. To be paid from General Fund Business Services Budget. Requested by Song Chin-Bendib.
3. Ratification of contract to Automatic Response System for maintenance contract and repair of Power Shredder located in the Business Office. The cost to be paid will not exceed \$600. To be paid from General Fund Business Services Budget. Requested by Song Chin-Bendib.
4. Ratification of contract to Marilyn Knight-Mendelson to provide consultant services for "Managing the Multi-Level ESL Class on October 14, 2003. The cost to be paid will not exceed \$107.40. To be paid from Adult School BARRC Budget. Requested by Margaret Kirkpatrick.
5. Ratification of contract to Rhonda Slota to provide consultant services for "Just-In-Time" New Administration Training for the period October 7 - 8, 2003. The cost to be paid will not exceed \$600. To be paid from Adult School BARRC Budget. Requested by Margaret Kirkpatrick.

6. Ratification of contract to Sarah Carlson to provide writing integrated curriculum services for the period February through May, 2003. The cost to be paid will not exceed \$1,000. To be paid from VAPA Arts Works Grant Budget. Requested by Suzanne McCulloch.
7. Ratification of contract to NCS Person DMS to repair Scranton machine located at Berkeley High Attendance Office. The cost to be paid will not exceed \$900. To be paid from General Fund BHS Budget. Requested by Jim Slemph.
8. Ratification of contract to Danny J. Walker sports official and referee for flag football and after school sports at Longfellow Middle School for the period September 1, 2003 through June 15, 2004. The cost to be paid will not exceed \$1,200. To be paid from BSEP Budget. Requested by Rebecca Cheung.
9. Ratification of contract to Child Care Links to provide administrative support to CEL Users and Subscribers, provide interface with software vendor, monitor software vendor contract, pay software vendor, and provide appropriate staff to maintain an update of the CEL as described in the Business Plan for the period August through December 2003. The cost to be paid will not exceed \$750. To be paid from Early Childhood Education Budget. Requested by John Santoro.
10. Ratification of contract to YMCA Berkeley/Albany for Personnel Manager of Healthy Start program at Washington School for the period November 20, 2003 through June 30, 2004. The cost to be paid will not exceed \$30,000, \$10,000 to be paid from SIP and \$20,000 to be paid from Healthy Start Budgets. Requested by Rita Kimball.
11. Ratification of contract to Hatchuel Tabernick & Associated to provide technical assistance for Healthy Start Sites in Region 4 on Sustainability for the period July 1, 2003 through June 30, 2005. The cost to be paid will not exceed \$13,724. To be paid from Healthy Start Budget. Requested by Gerald Herrick.
12. Ratification of contract to Four Star Cleaning and Restoration for cleaning services at Franklin Parent Nursery site, decontamination of selected items and contents. The cost to be paid will not exceed \$9,632.11. To be paid from Self Insurance Budget. Work could not be performed by in-house labor due to lack of licensing and equipment. Requested by Lew Jones.

13. Ratification of contract to Angela McKinney to provide SASI New Year rollover consulting services for the period July 1, 2003 through June 30, 2004. The cost to be paid will not exceed \$3,000. To be paid from General Fund Admissions Office Budget. The contract is being submitted late because the contractor had not submitted the required documents. Requested by Francisco Martinez.
14. Berkeley Mental Health/Family, Youth & Children to provide Family Youth Children's services at Washington School. The cost will not exceed \$5,000. To be paid from SIP Budget. Requested by Rita Kimball.
15. SEMANS Communications, Inc. to relocate existing network cable and add cable to be used for wireless station at 2134 MLK Jr. Way, Administration Building. Cost includes relocation of the existing network cable for Deputy Superintendent, Admin Assistant, Accounts Payable, Accounting, Payroll, and Conference Room to be completed on December 19, 2003. Installation of 2 new sets of network cable, to be completed on December 29, 2003. The cost will not exceed \$5,373.16. To be paid from General Fund Technology Budget. Requested by Eric D. Smith
16. Pacific Legacy to provide archeological monitoring during excavation phase related to the Franklin Adult School Modernization. The cost will not exceed \$6,850.20. To be paid from Measure AA Budget. Requested by Lew Jones.
17. Data Works to provide analytical data to all school sties including but not limited to CST, API, student achievement and multi-measures. The cost will not exceed \$15,000. To be paid from State/Federal Program SIP Budget. Requested by Carla Basom.
18. Miles Refrigeration to provide repair services for the 2003/2004 SY. The cost will not exceed \$2,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
19. Seal Pack to provide repair services of packing machine. The cost will not exceed \$650. To be paid from Nutrition Services Budget. Requested by Karen Candito.
20. Schoolhouse Software to provide consulting services for the 2003/2004 SY. The cost will not exceed \$446. To be paid from Nutrition Services. Requested by Karen Candito.

21. Contract Floor Covering, Inc to install carpet and base in the Business and Finance Offices during the winter break. The District does not have carpet layers on staff, therefore we must contract for carpet installation. The cost will not exceed \$16,148. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
22. Janice Ruchlis to provide conflict resolution groups/anger management groups, individual counseling for the period November 15, 2003 through June 1, 2004 at a rate of @30/hr. The cost will not exceed \$6,220. To be paid from Arts Magnet School SIP Budget. Requested by Lorna Skantze-Neill.
23. Hackley Signage to provide signs for Library Stacks and College Career Stacks for Berkeley High School New Building. The cost will not exceed \$8,485.48. To be paid from Measure AA Budget. Requested by Lew Jones.
24. Excel Roofing Service to provide re-roofing services at BHS Community Theatre over Piano Recital Room. The District does not have roofers on staff, therefore we must contract for the re-roofing. The cost will not exceed \$7,645. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
25. City of Berkeley to be paid hazardous/toxic materials management fees for BUSD Transportation Auto Shop. The cost will not exceed \$4,953.46. To be paid from General Fund Maintenance Budget. Requested by Rhonda Bacot.
26. CH2o to provide services to boilers located at Berkeley Community Theatre as needed for the 2003/2004 FY. The cost will not exceed \$2,000. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
27. Air-Sea Containers, Inc. to reposition containers at Malcolm X School. The cost will not exceed \$300. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
28. Safety Kleen Systems to provide services to pick up photo lab chemicals at Berkeley High School and dispose of them properly. The cost will not exceed \$1,500. To be paid from General Fund Maintenance Budget. Requested by Rhonda Bacot.
29. Toyota Material Handling, to provide repair services to 3 jitneys custodial vehicles located at Berkeley High, Willard Middle and King Middle Schools. The cost will not exceed \$2,500. To be paid from General Fund Custodial Budget. Requested by Rhonda Bacot.

30. John Doe and Jane Doe, parent's reimbursements for their daughter's tuition for the period November 2003 through June 30, 2004 at a rate of \$1,800/month per IEP required and agreement dated November 1, 2003. The cost will not exceed \$21,600. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
31. ANOVA Education and Behavior to provide IEP required behavior and education for two students at a rate of \$30/hour and clinical supervision, behavior analyst @\$95/hour, 4 hours/month for the period September 2003 through June 2004. The cost will not exceed \$50,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
32. IDS to provide materials and labor for window coverings at the New Building at Berkeley High School. Material cost \$31,100 and labor cost \$8,500 for a total cost of \$39,600. To be paid from Bond Interest Budget. Requested by Lew Jones.
33. Younger-Wunar Inc. to provide construction services to New Xerox Print Center room located at 1720 Oregon Street scope of work; add double doors where a single door exists, to have a single door removed and the door opening made bigger to have a 7 foot opening. To have an 11 foot square of carpet removed and have linoleum installed. To have touch up work done when all construction is done. The reason that this job was requested to be done by an outside contractor is that the BUSD Maintenance Department does not have the man power being that they only have one qualified carpenter, lack of equipment and tools needed to cut through an approximately 18" cement and brick wall. The cost will not exceed \$14,300. To be paid from Measure AA Budget. Requested by Lew Jones.
34. Computer Recycling Center to discard old computer equipment rental of truck to haul old computers as requested by the Technology Department. The cost will not exceed \$20,700. To be paid from General Fund Technology Department. Requested by Zina Lindsey.
35. Commercial Appliance to provide repair to Nutrition Services equipment as needed for the period December 2003 through June 2004. The cost will not exceed \$500. To be paid from Nutrition Services Budget. Requested by Karen Candito.

36. Robert Wilson to provide parenting workshops on child rearing and behavior management for preschool families for the period December 18, 2003 through June 2004 at a rate of \$150/hr. The cost to be paid will not exceed \$1,500. To be paid from Early Childhood BSEP Budget. Requested by John Santoro.
37. Increase in contract to Kinko's for printing services for Houghton-Mifflin summative tests grades 2-5. Board approval in the amount of \$5,000 on October 10, 2003. The additional time required will increase the cost by \$1,000 for a total amount of \$6,000. To be paid from General Fund Educational Services Budget. Requested by Neil Smith.
38. Increase in contract to Welcome Transport to provide transportation for special education students for the period January 2004 through June 2004. Board approval in the amount of \$11,000 on July 2, 2003. The additional time required will increase the cost by \$16,830 for a total amount of \$27,830. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
39. Increase in contract to Simplex Grinnell LP to provide fire alarm system repairs as needed through June 30, 2004. Board approval in the amount of \$10,000 on August 20, 2003. The additional time required will increase the cost by \$10,000 for a total amount of \$20,000. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
40. Student Teaching Agreement between California State University, Hayward and Berkeley Unified School District to provide to University students teaching experience through practice teaching in school and classes of the District not to exceed the units of practice teaching set forth in the Special Provisions. The term of the Agreement is for a period of three (3) fiscal years: October 1, 2003 through June 30, 2006. Board approval on September 11, 2002, for 03/04 and 04/05 University to pay District \$1583.65. Requested by Pat Calvert.



**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:** Song Chin-Bendib  
Director of Fiscal Services  
**DATE:** December 17, 2003  
**SUBJECT:** Approve Listing of Warrants issued in November 2003

### **BACKGROUND INFORMATION**

Each month the District writes several checks to vendors for services provided and goods received. The checks are written on both the general fund and restricted funds. The attached represents a summary of warrants for the month of November 2003.

### **POLICY/CODE**

Educational Code Section 41010 ET seq.

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve the monthly bill warrant list for November 2003.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric D. Smith  
Deputy Superintendent of Business and Operations (CBO)  
**DATE:** December 17, 2003  
**SUBJECT:** Receive and Approve Information on the Issuance of Payroll  
Warrants for Employee Services for November 2003.

### **BACKGROUND INFORMATION**

On a regular basis the Board receives information on the total amount paid employees during a month. The attached represents a summary of pay warrants from various funds for the month of November 2003.

### **POLICY/CODE**

Educational Code 41010 ET Seq.

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve payroll payments made in November 2003.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric D. Smith  
Deputy Superintendent of Business and Operations (CBO)  
**DATE:** December 17, 2003  
**SUBJECT:** Review Monthly Investment Reports

### **BACKGROUND INFORMATION**

Government Code Section 53646 requires the Board to review and approve the District's investments in accordance with the Board's adopted investment policy. Since all of the District's cash is invested with the County Treasurer, review of the County Treasurer's Monthly Investment Reports meets this requirement.

### **POLICY/CODE**

Government Code 53646  
FCMAT Financial Management Standard 10.1

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Review the monthly investment reports.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** December 17, 2003  
**SUBJECT:** Authorization to Accept the Landscape Renovation of  
Jefferson School

### **BACKGROUND INFORMATION**

On May 21, 2003, the Board approved a bid to renovate the grounds at Jefferson School. The contractor has completed the project. The site has requested added steps for the ring equipment. This will be provided separately by the contractor (it is not a part of the current contract). Acceptance of the project by the Board will permit staff to file a Notice of Completion at the County so we can release the contractor's retention.

### **POLICY/CODE**

California Public Contract Code 20110 - 20118.

### **FISCAL IMPACT**

The project is funded in the BSEP Fund 7 budget.

### **STAFF RECOMMENDATION**

Accept the project as complete.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** December 17, 2003  
**SUBJECT:** Authorization to Accept the Public Address System Project at Berkeley High School

### **BACKGROUND INFORMATION**

On May 21, 2003, the Board approved a bid to install a public address system at Berkeley High School. This system is integrated with the telephone system. The contractor has completed the project. Acceptance of the project by the Board will permit staff to file a Notice of Completion at the County so we can release the contractor's retention.

### **POLICY/CODE**

California Public Contract Code 20110 - 20118.

### **FISCAL IMPACT**

The project is funded in the BSEP Fund 7 budget.

### **STAFF RECOMMENDATION**

Accept the project as complete.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** December 17, 2003  
**SUBJECT:** Authorization to Accept the Public Address System Project at Berkeley High School

### **BACKGROUND INFORMATION**

On May 21, 2003, the Board approved a bid to install a public address system at Berkeley High School. This system is integrated with the telephone system. The contractor has completed the project. Acceptance of the project by the Board will permit staff to file a Notice of Completion at the County so we can release the contractor's retention.

### **POLICY/CODE**

California Public Contract Code 20110 - 20118.

### **FISCAL IMPACT**

The project is funded in the BSEP Fund 7 budget.

### **STAFF RECOMMENDATION**

Accept the project as complete.



# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION NO. 03-27**

AUTHORIZATION TO ACCEPT COMPLETION of the PUBLIC ADDRESS SYSTEM PROJECT at BERKELEY HIGH SCHOOL

WHEREAS, **YOUNGER-WUNAR, INC.**, a contractor licensed and Existing under and by virtue of the laws of the State of California, and having offices at 1620 Grant Avenue, Novato, California, entered into a contract dated **6<sup>th</sup> day of June, 2003**, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials, mechanical workmanship, transportation, equipment and services necessary for the Willard Middle School Walkway Roofing Project and

WHEREAS, Project Construction manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contractor has completed the work of said contract in workerlike and satisfactory manner as of **December 18, 2003** and that warrant period begin on this date for this work.

NOW, THEREFORE, BE IT RESOLVED that said written certification of said Supervisor's recommending the acceptance of the work listed above of said contract be and the same is hereby approved and adopted and said work of said contract be the same is hereby accepted.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this **17<sup>th</sup> day of December, 2003**.

AYES:

NOES:

ABSENT:

ABSTAIN:

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



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric D. Smith  
Deputy Superintendent of Business and Operations (CBO)  
**DATE:** December 17, 2003  
**SUBJECT:** Set Self-insured Workers Compensation Rate for balance of 2003-04 fiscal year and 2004-05 fiscal year.

### **BACKGROUND INFORMATION**

On September 3, 2003 the District made the decision to apply for self insurance status for workers compensation through the State Department of Industrial Relations. On October 30, 2003, the State issued the District their Certificate to Self Insure. On December 3, 2003, the District awarded a contract to Gregory B. Bragg and Associates to administer workers compensation claims.

On September 3, 2003 the Board was provided with an actuarial study regarding the District's claim history and anticipated future claims. Based on that study, and in accordance with Board Policy 3530, staff recommends that the District set the workers compensation rate for the balance of the 2003-04 fiscal year and the 2004-05 fiscal year at \$2.00 per \$100 of payroll. Based on this rate, the cost savings for all funds for the balance of the fiscal year will be \$833,257.00. Of this amount, \$610,687.00 is attributable to the Unrestricted General Fund.

Additionally, staff had budgeted a contingency of \$400,000.00 in the unrestricted General Fund in anticipation of a rate increase with the State Insurance Fund. Because the District will move to being fully self insured for workers compensation effective with the 2004 calendar year, there is no longer a need for this contingency, and this amount will be released to reduce the operating deficit.

### **POLICY/CODE**

Board Policy 3530  
FCMAT Personnel Management Standard 11.8

### **FISCAL IMPACT**

Cost savings of \$1,233,257.00 overall, with a cost savings of \$1,010,687.00 attributable to the unrestricted General Fund.

### **STAFF RECOMMENDATION**

Set the workers compensation rate for the balance of the 2003-04 fiscal year and the 2004-05 fiscal year at \$2.00 per \$100 of payroll.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director of Curriculum & Instruction  
**DATE:** December 17, 2003  
**SUBJECT:** Presentation of Assessment Data using Multiple Measures

## **BACKGROUND INFORMATION:**

Educational Services will present an overview of the District's assessment results using Multiple Measures. Multiple Measures analysis is a method which combines the results from several student assessments to produce an overall measure of student achievement. Measures include classroom grades, writing assessments, CAT6 and SABE results, California Standards Tests, DRA/QRI, and district-developed tests. The use of Multiple Measures reduces the errors associated with using a single test as an indicator of student achievement.

The district's Accountability Model lists the individual assessments used for Multiple Measures along with cut points for each assessment and the combining method that was used to determine if a student meets Grade-Level Standards (GLS). The Accountability Model is included in the board packet.

Dataworks Educational Research has compiled and disaggregated the data by school, grade and subgroups of Title I, Special Ed, EL, GATE, gender, socio-economics and ethnicity.

In addition to the Multiple Measures data, the CAT6 results will be presented separately as an indicator of student performance in Berkeley Unified School District compared to students nationally. The CAT6 is a norm referenced test. There is also a cohort analysis for the California Standards Tests which shows how students are performing over a period of time.

The staff is continuing to collect and analyze data in order to better inform our decisions regarding curriculum, instruction, and staff development. The staff will discuss with the board the salient features of the assessment data.

## **POLICY/CODE:**

Ed Code 99150

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Receive for Information.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director of Curriculum and Instruction  
**DATE:** December 17, 2003  
**SUBJECT:** Guided Language Acquisition Design Presentation

## **BACKGROUND INFORMATION:**

Guided Language Acquisition Design (GLAD) is a model of professional development that is being implemented in BUSD in grades K-8. Through this model, teachers are updated on educational research and theory, and taught practical, effective strategies to develop students' academic language, literacy, academic achievement and cross-cultural skills. This model promotes high expectations for all students in a standards based curriculum while helping teachers establish a classroom environment that values every student. GLAD incorporates a management system, creates authentic opportunities for use of academic language and includes authentic assessment. The GLAD model values the time for teaching as well as the viewpoints and expertise of teachers.

There are four components to the GLAD model:

- Theory and research in an introductory two day training
- A four day classroom demonstration lesson
- Follow-up coaching
- Curriculum development of units using the GLAD model

Education Services staff will present information on the GLAD model at the Board meeting.

## **POLICY/CODE:**

None

## **FISCAL IMPACT:**

None

## **STAFF RECOMMENDATION:**

Receive for Information.

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Board of Education  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** December 17, 2003  
**SUBJECT:** Measure BB Financial Update

## SUMMARY AND DISCUSSION

This report is an update of the Maintenance Yearly Plan and BB expenditures from July 1, 2003 through October 31, 2003. Expenses recorded after this date, are not included. This report does not detail encumbered (obligated) expenses separately from other planned expenses. This report is not intended to be a comprehensive look at the activities in this fund; that more comprehensive look occurs annually. The first chart details the actual recorded expenses as of October 31, 2003 and the projected expenses for the remainder of the Fiscal Year.

TYPE OF EXPENSE	EXPENDED	PROJECTED	FY 2004 EXPENSE
Salaries	\$578,940	\$1,220,000	\$1,800,000
Benefits	231,489	490,000	730,000
Supplies	82,069	468,000	550,000
Contracts	101,010	599,000	700,000
Equipment	29,832	195,000	225,000
Indirect Costs	0	370,000	370,000
<b>TOTAL</b>	<b>\$ 1,023,340</b>	<b>\$3,351,000</b>	<b>\$4,375,000</b>

This next chart compares the October 1, 2003 Board approved planned expenditures with our revised projected expenditures.

TYPE OF EXPENSE	BOARD PLAN	REVISED	VARIANCE
Salaries	\$2,050,000	\$1,800,000	\$250,000
Benefits	750,000	730,000	20,000
Supplies	550,000	550,000	0
Contracts	825,000	700,000	125,000
Equipment	225,000	225,000	0
Indirect Costs	370,000	370,000	0
<b>TOTAL</b>	<b>\$4,770,000</b>	<b>\$4,375,000</b>	<b>\$395,</b>

**000**  
 4.2-I

## **MODIFICATIONS**

### **EXPENDITURES**

#### **SALARIES AND BENEFITS**

The planned expenditures for salaries and benefits for the Fiscal Year have decreased by \$270,000. This represents about three or four full time positions for the Fiscal Year. We have hired new positions, but not as many as we had hoped.

The salary and benefits budget includes cost for the following staff. Please note that we list some jobs by functional area - we feel that is clearer than always listing by classification:

- Maintenance Director
- Director of Facilities (a portion of his salary)
- Two Trade Shift Supervisors
- Three Lead Trades
- One Security Engineer
- Thirteen Trades personnel
- Three Maintenance Technicians
- One General Maintenance Worker
- One Landscape Supervisor
- One Lead Gardener
- Six Gardeners
- One Construction Contract Coordinator (a portion of her salary)
- Two Administrative Coordinators (a portion of each salary)

In addition to these positions, there has been some provisional and temporary staff hired to fill vacancies and assist with summer work plans:

- Three General Maintenance Workers (1 provisional, 2 temporary)
- Five Gardeners (1 provisional, 4 temporary)
- One Painter (provisional)

#### **CONTRACTED SERVICES**

The planned expenditures for contracted services have been reduced by \$125,000. We are performing less contracted work than planned. Our long term model presumed contract services decreasing to \$600,000 in Fiscal Year 2005.

**TOTAL EXPENDITURES**

The changes detailed result in a \$395,000 decrease in total expenditures.

INCOME

**TOTAL INCOME**

The projected income for maintenance has stayed the same.

INCOME OVER EXPENDITURES

TOTAL INCOME

The total income has stayed the same.

TOTAL EXPENDITURES

The total expenditures have decreased by \$395,000.

**TOTAL INCOME OVER EXPENDITURE**

The anticipated carryover has increased by \$395,000. The previous anticipated carryover was \$473,212. The new anticipated carryover from Fiscal Year 2004 to Fiscal Year 2005 is projected to be \$868,000.

**POLICY/CODE**

N/A

**FISCAL IMPACT**

None

**STAFF RECOMMENDATION**

Receive Financial Update on Measure BB.