

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 3, 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.

President Joaquin J. Rivera
Vice President John T. Selawsky
Director Terry S. Doran
Director Shirley Issel
Director Nancy Riddle
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

*The Student Director does not attend Closed Session.

Report Closed
Session Action

Motion_____ Second_____ Vote_____

ANNUAL ORGANIZATIONAL MEETING

Election of Officers

President_____ Motion_____ Second_____ Vote_____

Vice President_____ Motion_____ Second_____ Vote_____

Secretary_____ Motion_____ Second_____ Vote_____

Approve Agenda

Approve the Regular Meeting Agenda of
December 3, 2003
Motion_____ Second_____ Vote_____

Approval of Resolution
Of Appreciation for
Outgoing President
Joaquin J. Rivera

Board Member Recommendation:
Approve the Resolution of Appreciation
for Outgoing Board of Education
President Joaquin J. Rivera
Motion_____ Second_____ Vote_____

Separate
document

Board of Education
Representatives to
Board Committees
for 2004

Staff Recommendation:
Approve the representation of individual
Board members on District and Community
Committees
Motion_____ Second_____ Vote_____

1

2004 Board of
Education Meeting
Schedule

Staff Recommendation:
Approve the proposed 2003 Board of Education
Meeting Schedule
Motion_____ Second_____ Vote_____

3

Approval of Minutes

Staff Recommendation:
Approve the Minutes:
November 15, 2003, Special Meeting
November 19, 2003, Regular Meeting
Motion_____ Second_____ Vote_____

4

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	
	District Music Curriculum Committee Report	18
	Board Members’ Reports	
	Superintendent’s Report	

CONSENT ITEMS

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

General Services

1.1-C Adopt-A-School	<u>Board Member Recommendation:</u> Reaffirm Adopt-A-School Assignments for 2003-2004 Motion_____ Second_____ Vote_____	24
1.2-C Acceptance of Gifts/Donations	<u>Staff Recommendation:</u> Accept the gifts/donations to the District or facilities from individuals and/or companies, as submitted. Motion_____ Second_____ Vote_____	25
1.3-C Call for Nominations for CSBA Delegate Assembly	<u>Staff Recommendation:</u> Approval of nominations for the CSBA Delegate Assembly Motion_____ Second_____ Vote_____	26
1.4-C Addition of Board Policies to adopted Policy Manual	<u>Board Member Recommendation:</u> Receive for information. Motion_____ Second_____ Vote_____	30

Human Resources

2.1-C Staff Recommendation: 88
Acceptance of Accept Personnel Report 03-31 as submitted.
Personnel Motion_____ Second_____ Vote_____
Report

Educational Services

3.1-C Staff Recommendation: 91
Overnight Approve the overnight field trips for students
Field Trips consistent with District policies and
instructional programs
Motion_____ Second_____ Vote_____

Business and Operations

4.1-C Staff Recommendation: 93
Approval of Contracts/ Authorize the Deputy Superintendent and
Purchase Orders for Purchasing Agent to execute Purchase Orders
Services and Contracts Motion_____ Second_____ Vote_____

4.2-C Staff Recommendation: 98
Approve Listing of Approve monthly bill warrants issued in
Warrants Issued in October, 2003
October 2003 Motion_____ Second_____ Vote_____

4.3-C Staff Recommendation: 101
Receive and Approve Approve Payroll payments made in October, 2003
Information on the Motion_____ Second_____ Vote_____
Issuance of Payroll
Warrants for Employee
Services for October
2003

ACTION ITEMS

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

Educational Services

3.2-A English Language Development Standards	<u>Staff Recommendation:</u> Approve the English Language Development Standards Motion_____ Second_____ Vote_____	104
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Business and Operations

4.1-A Certification of First Interim Report	<u>Staff Recommendation</u> That the Board of Trustees accepts the Negative Certification of the First Interim Report, certifying that the District will be Unable to meet their financial obligations for the subsequent year without significant expenditure reductions and revenue enhancements Motion_____ Second_____ Vote_____	196+ Separate document delivered prior to the meeting.
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4.2-A Approve Third Party Administrator for Administration of Claims for Self Insured Workers Compensation	<u>Staff Recommendation:</u> Approve the firm of Gregory B. Bragg and Associates as the District's third party administrator for workers compensation claims and authorize the Deputy Superintendent to negotiate the remaining terms and conditions of the agreement Motion_____ Second_____ Vote_____	198
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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:

Educational Services

8:30 p.m.

3.1-CF

Magnet Grant
Presentation and
Consideration

Staff Recommendation:

School site representatives are seeking approval to apply for a Magnet Grant.

Separate document delivered prior to the meeting.

Business and Operations

4.1-CF

Suggested timeline
For a public process
Leading to a new BSEP
Tax measure in
November, 2004

Staff Recommendation:

Consider the proposed timeline for a public process which may lead to a decision to place a modified BSEP tax measure on the ballot of November, 2004

200

INFORMATION

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

Educational Services

3.1-I

Monthly School
Enrollment Report
and Average Daily
Attendance Summaries

Staff Recommendation:

Receive for information.

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EXTENDED PUBLIC TESTIMONY

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

ANNOUNCEMENT

Remaining Board of Education Meeting for 2003:

December 3, 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 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.

qeg

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Queen Graham, Executive Assistant
DATE: December 3, 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 gifts have been presented to the District:

- Dr. Warren Nelson: A gift of a Dell Desktop PC and Cannon printer, with an estimated value of \$1000.00, to be used at Martin Luther King Jr. Middle School.

POLICY

Board Policy DFK/KHE

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept the gifts to the District.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Queen O'Graham, Executive Assistant
DATE: December 3, 2003
SUBJECT: Approval of 2004 California School Boards Association (CSBA)
Delegate Assembly

BACKGROUND INFORMATION

At the February 20, 2002 Board of Education Meeting, the Board nominated President Joaquin J. Rivera to continue to serve as a member of the California School Boards Association Delegate Assembly. President Rivera is seeking re-election. Delegates serve two-year terms. They usually meet twice a year to conduct business, and may also meet with the other delegates and the director within their region.

There are four positions up for election in Subregion 7-B, Alameda County.

FISCAL IMPACT

There is no fiscal impact.

STAFF RECOMMENDATION

That the Board nominates Director Joaquin J. Rivera for another term to the CSBA Delegate Assembly.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
DATE: December 3, 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 Diane K. Youtsey to provide a presentation to the Special Education Department on the goals and objectives related to essential State of California Content Standards on October 15, 2003. The cost to be paid will not exceed \$400. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
2. Ratification of contract to Hatchuel Tabernick & Associates to provide technical assistance for Healthy Start Sites in Region 4 on Sustainability for the period June 1, 2003 through June 30, 2003. The cost to be paid will not exceed \$1,765.72. To be paid from Healthy Start Budget. Requested by Gerald Herrick.
3. Ratification of contract to Schoolhouse Software for installation services, AIM-SRM on April 7 – 9, training on April 10, 2003 plus out of pocket expenses. The cost to be paid will not exceed \$2,537.38. To be paid from Adult School Budget. Requested by Margaret Kirkpatrick.
4. Ratification of contract to ACORN After School to provide enrichment classes for the after school program at King Middle School for the period October 2003 to May 2004. The cost will not exceed \$2,880. To be paid from After School Program Budget. Requested by Gerald Herrick.

5. Ratification of contract to Julia Robertson to provide enrichment classes for the after school program at King Middle School for the period November 11, 2003 through May 29, 2004. The cost will not exceed \$2,000. To be paid from After School Program Budget. Requested by Gerald Herrick.
6. Ratification of contract to Phale D. Hale Education Consultant to furnish grant development services for the MSAP, to include preparing, advising, designing and reviewing the MSAP programs for the period July 1, 2003 through June 30, 2004. The cost will not exceed \$16,961.56. To be paid from State & Federal Programs. Requested by Carla Basom.
7. Myers Stevens & Toohey & Company, Inc to be paid premium for 100% participation student insurance and catastrophic student accident insurance for the 2003/04 FY. The cost will not exceed \$39,685.40. To be paid from Self Insurance Fund. Requested by Eric D. Smith.
8. NCS Pearson to provide maintenance for the period December 1, 2003 through November 30, 2003 for SXPSBASE Sasi xp, SXPCASREP Sasi xp Sec State Report support, SXPPERATT Sasi xp Period Attendance support, SXPSCH Sasi xp Student Scheduling support and PS GRDREP Sasi xp Secondary Grade support. The cost will not exceed \$33,329.65. To be paid from General Fund Data Processing Budget. Requested by Eric D. Smith.
9. Professional Tutors of America to provide 4 tutors as supplemental services provider to District students who have chosen this provider. Supplemental services must be provided to students in year 3 of program improvement under NCLB at Rosa Parks School. The cost will not exceed \$4,336. To be paid from Title 1 Budget. Requested by Carla Basom.
10. Njorje Tho-Biaz to provide case work and student counseling for the 2003/2004 SY. The cost will not exceed \$9,500. To be paid from Longfellow School Healthy Start and BSEP Budgets. Requested by Rebecca Cheung.
11. University of California Work Study Programs to provide work study students at King Middle School for the 2003/2004 SY. The cost will not exceed \$8,869. To be paid from BSEP Budget. Requested by Kit Pappenheimer.

12. Erica Wandner, Ph. D, consultant to provide mental health services at John Muir School at a rate of \$40/hour for the period November 2003 through June 2004. The cost will not exceed \$3,000. To be paid from Principal's Discretionary Budget. Requested by Nancy D. Waters.
13. Marysville Joint USD/C.U.T.E. Co-op to provide services for processing USDA commodity for the 2003/2004 SY. The cost will not exceed \$2,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
14. Pierre Foods, Inc to provide services for commodity processing of beef products for the 2003/2004 SY. The cost will not exceed \$10,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
15. Tyson Food, Inc to provide commodity processing of chicken products for the 2003/2004 SY. The cost will not exceed \$6,000. To be paid from Nutrition Services Budget. Requested by Karen Candito.
16. Alameda County Social Services to provide services for direct certification for free and reduced processing. The cost will not exceed \$120. To be paid from Nutrition Services. Requested by Karen Candito.
17. Schoolhouse Software to be provide maintenance for AIM-SRM Core Server and AIM-SRM Client License for the 2003/2004 SY. The cost will not exceed \$6,250. To be paid from Adult School Budget. Requested by Margaret Kirkpatrick.
18. DGE Services, Inc to provide electrical services for the Xerox Print Center at Oregon Street. Outside vendors are used when the Administration determines that the existing labor force does not possess the skills to perform the work identified or using in-house labor would result in excessive overtime costs or other costs to the District. In this instance, staff has determined that the electrical work is more detailed than existing staff can performed and needs to be performed immediately to accommodate the Docutech at the new District print shop. The cost will not exceed \$9,500. To be paid from Measure AA Budget. Requested by Eric D. Smith.
19. Berkeley Glass Center to provide glazing services for the Xerox Print Center at Oregon Street. Outside vendors are used when the District Administration determines that the existing labor force does not possess the skills to perform the work identified or using in-

house labor would result in excessive overtime costs or other costs to the District. In this instance, our glazer is currently on loan to the Facilities Department to assist with project management. The cost will not exceed \$2,950. To be paid from Measure AA Budget. Requested by Eric D. Smith.

20. Data Works to provide multiple measure disaggregated analysis of Student Achievement Data, API, CST, student lists for students meeting or exceeding grade level standards in Math and English Language Arts, CAT 6 and COHORT CAT 6 comparison for the period November 14, 2003 through June 30, 2004. The cost will not exceed \$15,850. To be paid from State & Federal School Improvement Budget. Requested by Carla Basom.
21. Increase in contract to Replica Copy to provide photo copy and print services of BHS course catalogue. Board approval in the amount of \$400 on November 19, 2003. The additional time required will increase the cost by \$800 for a total of \$1,200. To be paid from General Fund BHS Budget. Requested by Jim Slemph.
22. Gilbert Associates, Inc to provide auditing services to assist the District in documenting the District's compliance with the ballot language of Measure BB for the 24 month period ending June 30, 2002 and 2003 expenditures under the Berkeley Schools Facilities Safety and Maintenance Act of 2000. Fees include travel and other out of packet costs such as report reproduction, typing and postage at a rate of \$225 per hour for Thomas M. Gilbert, MBA, CPA; Bobbie N. Hales, CPA \$125 per hour and Anthony F. Tisane, Associate Auditor \$85 per hour and other various clerical services at a rate of \$45 per hour. The cost will not exceed \$6,500. To be paid from Measure BB Budget. Requested by Eric D. Smith.
23. Hunza Graphics to provide services to the BUSD Nutrition Network Program. Services will be provided from December 3, 2003 through September 30, 2004. Services will include printing two color issues, at 2,000 copies each issue, of the BUSD "Nutrition News" Newsletter highlighting nutrition education and physical promotion efforts throughout BUSD. The cost will not exceed \$3,000. To be paid from Nutrition Network Budget. Requested by Neil Smith.

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 3, 2003
SUBJECT: Approve Listing of Warrants issued in October 2003

BACKGROUND INFORMATION

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

POLICY/CODE

Educational Code Section 41010 ET seq.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the monthly bill warrant list for October 2003.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
DATE: December 3, 2003
SUBJECT: Receive and Approve Information on the Issuance of Payroll
Warrants for Employee Services for October 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 October 2003.

POLICY/CODE

Educational Code 41010 ET Seq.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve payroll payments made in October 2003.

BERKELEY UNIFIED SCHOOL DISTRICT

2003-2004 First Interim Assumptions

PART A:

ITEMS IN THE BUDGET – General Fund

1. ENROLLMENT:

Berkeley USD is a declining enrollment district and has the option to recognize the higher of prior year's P-2 or current year's ADA (excluding Adult Ed ADA). Therefore, 2002-03's P-2 ADA will be used to project 2003-04 Revenue Limit income, i.e. 8,497.92 ADA.

A history of the District's ADA is provided.

	<u>ADA</u> <u>2000-01</u>	<u>ADA</u> <u>2001-02</u>	<u>ADA</u> <u>2002-03</u>	<u>ADA</u> <u>2003-04</u>	<u>CBEDS</u> <u>October</u> <u>2002</u>	<u>ADA 2002/03</u> <u>% OF CBEDS</u>
First Period (P-1)	9,222.55	8,998.21	8,426.67		9,060	93.00%
Second Period (P-2)	9,103.40	8,881.15	8,497.92		9,060	93.80%
Annual	9,056.32	8,840.81	8,497.92			
Revenue Limit	9,104.63	9,112.11	8,881.15	8497.92		

2. REVENUE:

A. Revenue Limit projections:

The District is projecting a deficit of 3.002% for the 2003-04 Revenue Limit (including Meals for Needy Pupils and BTSA) and a corresponding 1.86% cost of living adjustment to the Revenue Limit.

	<u>2002-03</u>	<u>2003-04</u>
Based Revenue Limit		
Per ADA	\$4,917.83	\$5,010.83
Inflation increase	<u>93.00</u>	<u>88.00</u>
Revenue Limit	\$5,010.83	\$5,098.83
Multiplies by:		
P-2 ADA	<u>8,884.01</u>	<u>8,497.92</u>
Equals		
Projected Revenue Limit		
	\$44,516,264	\$43,329,449
Plus: meals for needy		426,982
BTSA		<u>136,732</u>
		\$43,893,163
Deduct: 3.002% deficit		<u>(\$ 1,317,673)</u>
Equals Revenue Limit		\$42,575,490

An increase in COLA results in \$747,817 projected revenue while 3.002% deficit results in a \$1,317,673 loss of projected revenue. The net loss to the district is \$569,856.

B. Federal Income - we have included in the 2003-04 First Interim appropriate dollars per grant letters and deferred income from 2002-03. However, Federal Special Education has not budgeted to include any COLA increase.

C. State Income - we have included in the 2003-04 First Interim appropriate dollars per grant letters and deferred income from 2002-03 when applicable.

- i) State Mandated Cost
Since there is still uncertainty on the reimbursements by the State for mandated claims, we have not projected any receipts of income for 2003-04 First Interim.
- ii) State Lottery
We have included in the 2003-04 First Interim \$112.00 per ADA at 10,341.56 2002-03 Annual ADA (includes Adult Education) for the Unrestricted General Fund and \$12.00 per ADA at same ADA for Proposition 20 instructional materials fund.
- iii) Targeted Instruction Improvement Program (Desegregation)
We have included \$4,363,878 in the 2003-04 First Interim.

- iv) Staff Development Buy Back Days.
We budgeted \$436,350.
- v) K-3 Class Size Reduction.
We projected \$2,078,364 (2294 eligible pupils @ \$906 per pupil.)
per our October's application.
- vi) Inter-agency Contracts.
Projected income from inter-agencies at \$221,994

D. Local Income

- i) Special Tax of the Berkeley Schools Excellence Project (BSEP) – increased by a percentage equal to the annual percentage increase of the Consumers Price Index of 1.9%.

BSEP *

	2000-01	2001-02	<i>% OF INCREASE (NET COLLECTI ONS</i>	2002-03	<i>% OF INCREASE (NET COLLECTI ONS</i>	2003-04	<i>% OF INCREASE (NET COLLECTIO NS</i>
Parcel Tax	\$9254	\$9697	4.8%	\$10,174	4.9	10,364	1.9%

***IN THOUSANDS**

- ii) Measure BB – increased by a percentage equal to the inflation increase applied by the State to average Revenue Limit as defined in Education Code Section 42238.1(b).

MEASURE BB *

	2001-02	2002-03	<i>% OF INCREASE (NET COLLECTI ONS</i>	2003-04	<i>% OF INCREASE (NET COLLECTI ONS</i>
Parcel Tax	\$3728	\$3988	10.10	\$3929	1.5%
Adjusted Parcel Tax	\$3918	\$3798	- 3.10	\$3929	3.4%

***IN THOUSANDS**

Out of the \$3.9 M (\$3,988,103) received in income for Measure BB in fiscal year 2002-03, \$189,890 belongs to fiscal year 2001-02 which was not set up as receivable at closing, therefore the real receipts for 2001-02 should be about \$3,918,000 (rounded due to difficulty in retrieving data from the old MicroData system). The adjusted income for 2002-03 will be \$3,798,213 which brings the percentage change from 2002-03 to 2001-02 at minus 3.1%, and plus 3.4% for 2003-04 to 2002-03. However, the income of \$3.7 M (adjusted of \$3.9 M) for fiscal year 2001-02 could have included receivables from 2000-01 as well. It is not possible to determine at this point.

- iii) Leases and Rentals – We have budgeted conservatively \$400,000 for rental income in General Fund Unrestricted. Last fiscal year, we collected \$418,153 in actual income.

LEASES AND RENTALS

	<i>2000-01</i>	2001-02	<i>2002-03</i>	2003-04	% OF INCREASE
Rental Income		\$346,454	\$418,153	\$400,000	0.00

- iv) Interest income – We have projected \$50,000 in income because the General Fund Unrestricted will be negative in cash most of the months and will not generate much interest income. BB and BSEP budgeted the interest income appropriately.

3. EXPENDITURES:

Restricted General Fund (Categoricals):

We have \$1.4 million on entitlement carryover (Fund Balance) from the close of last fiscal year. This amount will be subject to confirmation from the external auditors. As for current year’s funding, we estimated grant amounts based on what we received from the apportionment letters.

GENERAL FUND COMBINED:

FTEs for the 2003-04 First Interim reflects complete reconciliations among the following departments: Payroll, Human Resources and Position Control.

FTE's for the First Interim Report for the 2003-04 fiscal years are as follows:

	GENERAL FUND COMBINED	FOOD SERVICE	ADULT EDUCATION	BOND FUND	CHILD DEVELOP-MENT	TOTAL
Certificated Teachers	496.74		1.00		30.21	527.95
Classified Employees	408.59	26.41	17.19		42.24	494.43
Certificated Management	39.80		3.00		1.00	43.80
Classified Management	16.24	3.00		1.00		20.24
TOTAL	961.37	29.41	21.19	1.00	73.45	1086.42

A. Certificated Salaries (BFT):

- No salary increases are budgeted
- A 1.50% of step and column costs are budgeted
- Three staff development buy-back days are included in the salary expenditures

B. Certificated Management salaries (UBA):

- No salary increases are budgeted
- Appropriate step and column costs are budgeted

C. Certificated Management (Non-represented Group)

- No salary increases are budgeted.
- Appropriate step and column costs are budgeted

D. Classified Managers

- No salary increases are budgeted.
- Appropriate step and column costs are budgeted

E. Classified Employees

- No salary increase are budgeted
- An estimated 1.25% is included for step movement.

F. Salary-driven benefits for all employees are as follows:

Section 1.01	CERTIFICATED	
STRS		8.25%
MEDICARE		1.45%
SUI		0.30%
W/C		4.80%
RETIREES' BENEFIT RATE		4.05%
TOTAL* (for every salary dollar)		18.85%

Section 1.02	CLASSIFIED	
PERS rate **		10.42%
PERS R/L Reduction		2.60%
OASDI		6.20%
Medicare		1.45%
SUI		0.30%
W/C		4.80%
RETIREES' BENEFIT RATE		4.05%
TOTAL* (for every salary dollar)		29.82%

G. Health and welfare benefits – varies according to the individual but amounts to about a 20% increase over current year.

The District's contribution is budgeted at \$10,827.84 per full-time employee annually for all certificated employees and \$10,804.56 for classified.

H. Books and Supplies – General Fund Unrestricted—

These expenditures are budgeted using the following allocations given to sites:

- K-5 \$22 per projected enrollment
- Middle Schools \$30 per projected enrollment
- High School \$50 per projected enrollment

BB and BSEP continue to fund the supply category as needed and per formula respectively.

I. Services and Other Operating Expenses Supplies — Minimal increase over last year's expenditures, including BB and BSEP expenditures.

J. Capital Outlay

- It is assumed that there will be no equipment purchases with General Fund monies. Equipment has been purchased with interest earnings on the Bond Fund per the Bond ballot language and the BSEP Fund.
- BB and BSEP budgeted these costs based on needs

CURRENT YEAR UNRESTRICTED GENERAL FUND OPERATING DEFICIT

Based on projected unrestricted revenues of \$42,834,862 and expenditures of \$44,380,307, we estimate an operating deficit of \$1,545,445. However, the First Interim Report does not reflect projected costs savings or increase associated with the following events:

1. Mandatory Health and Welfare Re-Enrollment of District FTEs;
2. Self Insurance for Workers Compensation;
3. General Fund Contribution to the Cafeteria Fund.

RESERVE FOR ECONOMIC UNCERTAINTIES

In addition to eliminating the District's net operating deficit (defined as the difference between unrestricted general fund revenues and expenditures, and predicated on the assumption that to the extent possible, restricted programs and funds shall pay for themselves), the District must also restore its minimum reserve for economic uncertainties. The minimum reserve requirement for the Berkeley Unified School District is three percent of total general fund expenditures, including other outgo and transfers out. Based on the budget projected for the First Interim Report, it estimated that the minimum reserve requirement will be \$2,702,813. However, Measures BB and BSEP shall contribute \$130,788 and \$315,512 respectively since their expenditures increase the amount that the District must carry in reserves. Therefore, the true burden on the unrestricted General Fund is \$2,256,513.

OTHER FUNDS FOR 2003-04 FIRST INTERIM REPORT:

1. Cafeteria Fund

This Fund is going to be in a deficit status because the District, beginning in 2002-03, retained the unrestricted meals for needy reimbursement (\$421,695) from the State and withdrew its contribution of \$350,000. This Fund is projected to have an operating deficit of \$596,387 plus an audit adjustment of \$75,379. However, the First Interim Report does not reflect reductions in personnel in this Fund that will be brought to the Board in January of 2004.

2. Child Development Fund

This Fund is currently projected to have an overall operating deficit of \$245,725 due to operating deficits in the State General Child Care Program, Vera Casey Center and Franklin Parent Nursery. Although, some of adjustments may be possible due to a restatement of expenditures in the General Child Care Program, the Vera Casey Center and Franklin Parent Nursery continue to struggle financially.

3. Adult Education Fund

The Adult Education Fund has made several budget adjustments and the budget is presently balanced for the 2003-04 fiscal year.

4. Self Insurance Fund

The General Fund continues to buy down the unfunded liability to this fund. General Fund will contribute \$722,738 for FY 2003-04 to pay for insurance costs and buy down of unfunded liability. Moreover, we have reserved an additional \$412,000 in the ending balance for the 2004-05 payment against the unfunded liability in this fund. Lastly, we are evaluating whether this fund has collected enough revenue to cover the costs of the self insured Dental program and report back on this issue at Second Interim Report.

5. Deferred Maintenance Fund

The District's match to this fund will be provided by the interest generated in the Bond Fund. The budgeted match from the Bond interest is \$300,000 for FY 2003-04. The State Budget Act eliminated the matching State apportionment that this program generally receives.

6. Bond Fund

This Fund is anticipated to be fiscally solvent as in FY 2003.

OTHER AREAS THAT NEED TO BE ADDRESSED FOR FISCAL YEAR 2003-04:

1. State Budget

The continuing State fiscal crisis will have significant ramifications for the District. The Governor's Budget in January could improve or worsen the District's financial condition.

2. Encroachment on the Unrestricted General Fund from Other Funds

There may be encroachment from the other restricted funds if the deficits identified in fiscal year 2002-03 are not fully eliminated in fiscal year 2003-04.

EXPLANATIONS on some items:

Unrestricted General Fund Operating Deficit:

1. On page 18 of the General Fund Unrestricted - Comparison Report the operating deficit projected at First Interim 2003-04 is shown as \$1,922,690 while the Multi-Year Projections on page 36 shows \$1,545,445, this is because the former includes carryovers of Block Grants and High Achieving Fund. There is also a technical accounting of unrestricted lottery funds to pay for utilities included in the \$1,922,690 figure. If the one time funds are carried forward in the multi-year projection, they will overstate the operating deficit in future years. As a result, they have been removed for purposes of presentation in the subsequent two fiscal years.

Contribution to Transportation Costs:

2. On page 18 of the General Fund Unrestricted - Comparison Report, contribution to Transportation has now been reported in the Restricted Fund and not on this report. The Targeted Instruction Improvement Program (TIIG), formerly called Voluntary Integration fund, is used partially to pay for transportation cost but now reported as a restricted fund. Part of the funds projected to receive from TIIG has been transferred to defray the cost of transportation. As a result, the line item of contribution from Unrestricted General Fund has been eliminated.

There is no direct display of this contribution from TIIG to Transportation cost because we have not produced a comparison

report for the Restricted General Fund. However, the amount of (\$10,642,224) on page 75 of the Multi-year projections for Unrestricted General Fund Combined (includes Measures BB and BSEP) includes the contribution to transportation. The projected contribution to Transportation is \$2,047,313.

The detail for the contribution of (\$10,642,224) to the Unrestricted General Fund on page includes the following:

- Contribution to Special Education (\$9,943,557)
- Contribution to Transportation (from TIIG) (\$2,047,313)
- Flexibility transfer of Classroom Materials \$ 40,272
- Flexibility transfer of Library Act 98 \$ 168,950
- Flexibility transfer of Safety Grant \$ 50,000

(Flexibility transfers were approved by the Board on October 15, 2003 allowable under the Budget Act to Use certain carryover funds to offset the 3% reserve Requirement)

- One-time transfer of SIP grant - \$ 102,930
 - TIIG (voluntary intergration funds) – received \$4,363,878 *
 - Measure BB’s required on-going maintenance Funds (\$3,377,384) *
- Total (\$10,642,424)

- These two transactions are technical accounting entries to recognize the receipt of the TIIG funds and the required spending of the on-going maintenance expenditures.

Increase in Contribution to Transportation Costs:

There are various factors in explaining the increase of contribution cost from the projected \$2,047,313 to \$1,522,506 (on page 16 of the Comparison Report). The increase is about \$524,800 (rounded from \$524,807).

- Revenue for Transportation was projected conservatively at First Interim 2003-04, i.e. less than 2002-03 \$40,600
 - Clerical’s salaries – increase \$14,670
 - PERS Employer’s rate increase \$93,950
 - Health & welfare costs increase \$41,990
 - Retirees’ cost (4.05% for the full fiscal Year as opposed to 2.03% as year) \$25,700
 - Supplies increase \$162,900
 - Direct costs offset from Special Education Transportation has not been budgeted \$249,600
 - Other decreases in expenditures \$(104,610)
- Total \$524,800

BERKELEY UNIFIED SCHOOL DISTRICT

PART B:

Multi-year Projections

ASSUMPTIONS FOR THE MULTI-YEAR PROJECTS (2004-05; 2005-06; and 2006-7) :

Fiscal Year 2004-05:

The multi-year financial projections contemplate continued declining enrollment through fiscal year 2004-05. As a result, projections indicate that the District will lose an additional \$1.5 million in revenue going into the next fiscal year. Unless this budget imbalance is addressed, the operating deficit will be compounded in future years.

1. Proposed annual statutory COLA of 2.10% for Revenue Limits and Special Education. But we held back the COLA in our Special Education budget.
2. A 3.002% in Revenue Limit deficit
3. A 8,202 ADA which is a projected drop of 296 ADA from this year's Revenue Limit ADA. Note: Because Berkeley USD is a declining enrollment district, the Revenue Limit ADA is from last year's P-2 and this year's, 2003-04, P-2 will be used for 2004-05 Revenue Limit ADA accordingly, and we are projecting this year's P-2 at 8,202.
4. A 0% COLA for categorical programs.
5. \$500,000 in mandated costs reimbursement is projected for fiscal year 2004-05.
6. A \$111.75 per annual ADA for Unrestricted Fund lottery and \$12.25 for proposition 20.
7. An interest rate of 1.50% for 2004-05 although the dartboard provided by School Services California, Inc (SSC) indicates 5.1% for 10-year Treasuries.

8. A total enrollment of 8,546 including 185 for special education students.
9. A ratio of 92.85% of average daily attendance (ADA) to each enrollment.
10. A California Price Index (CPI) of 4.00% per the dartboard provided by the SSC. This rate was applied to most materials and supplies and some contract services.
11. An equivalent estimated 20% of health and welfare cost increase. Due to the reduction in force in 2002-03, the projected rate is 16%.
12. Projecting a 0% salary increase for all staff members.
13. Projecting a 1.50% step and column increase for certificated employees.
14. Projecting a 1.25% step and column increase for classified employees.

Fiscal Year 2005-06:

1. Proposed annual statutory COLA of 2.30% for Revenue Limits and Special Education. But we held back the COLA in our Special Education budget.
2. A 5.0% in Revenue Limit deficit
3. A 8,043 ADA, which is a projected drop of 159 ADA from 2004-05's Revenue Limit ADA. Note: Because Berkeley USD is a declining enrollment district, the Revenue Limit from the prior year's P-2 will be used for the following year's Revenue Limit calculations.
4. A 2.10% COLA for categorical programs.
5. Mandated Costs Reimbursements are projected at \$400,000.
6. A \$111.50 per annual ADA for Unrestricted Fund lottery and \$12.50 for proposition 20.
7. An interest rate of 2.00% for 2005-06 although the dartboard provided by School Services California, Inc (SSC) indicates 5.4% for 10-year Treasuries.

8. A total enrollment of 8,702 including 185 for special education students.
9. A ratio of 92.85% of average daily attendance (ADA) to each enrollment.
10. A California Price Index (CPI) of 4.00% per the dartboard provided by the SSC. This rate was applied to most materials and supplies and some contract services.
11. A projected 15% of health and welfare cost increase.
12. Projecting a 0% salary increase for all staff members.
13. Projecting a 1.50% step and column increase for certificated employees.
14. Projecting a 1.25% step and column increase for classified employees.

Fiscal Year 2006-07:

1. Proposed annual statutory COLA of 2.70% for Revenue Limits and Special Education. But we held back the COLA in our Special Education budget.
2. A 5.0% in Revenue Limit deficit
3. A 8,043 ADA, same as fiscal year 2005-06.
4. A 2.50% COLA for categorical programs.
5. Mandated Costs Reimbursements are projected at \$400,000
6. A \$111.30 per annual ADA for Unrestricted Fund lottery and \$12.70 for proposition 20.
7. An interest rate of 3.00% for 2005-06 although the dartboard provided by School Services California, Inc (SSC) indicates 5.5% for 10-year Treasuries.
8. A total enrollment of 8,702 including 185 for special education students.

9. A ratio of 92.85% of average daily attendance (ADA) to each enrollment.
10. A California Price Index (CPI) of 4.00% per the dashboard provided by the SSC. This rate was applied to most materials and supplies and some contract services.
11. A projected 15% of health and welfare cost increase.
12. Projecting a 0% salary increase for all staff members.
13. Projecting a 1.50% step and column increase for certificated employees.
14. Projecting a 1.25% step and column increase for classified employees.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence
FROM: Neil Smith, Director of Curriculum and Instruction
DATE: December 3, 2003
SUBJECT: Magnet Grant Presentation and Consideration

BACKGROUND INFORMATION:

The Educational Services Division has been guiding three schools since last spring in exploring the idea of applying for another round of Magnet funding to support the instructional program. The schools recommended for the new grant are LeConte Elementary School, Willard Middle School and Longfellow Middle School. The curriculum design of Longfellow will be patterned after and articulated with the Berkeley High Communication Arts and Sciences (CAS) Program. LeConte and Willard are designing programs based on the International Baccalaureate Program (IB), and there is a perceived articulation with Berkeley High through long range planning and discussion with the high school principal. A more detailed program design description for each school is included below. Board approval is needed to hire a grant writer to prepare an authorized Magnet Schools Assistance Program Grant for Berkeley Unified School District.

Magnet grants are funded in three year cycles by the U.S. Department of Education (USDE) with these explicit goals:

- To encourage the development and design of innovative educational methods and practices that promote diversity and increase choices in public schools
- To strengthen the knowledge of academic subjects and the attainment of tangible and marketable vocational, technological and professional skills of students attending such schools
- To improve the capacity of local educational agencies, including, through professional development, to continue to operate magnet schools at a high performance level after Federal funding for the magnet schools is terminated
- To insure that all students enrolled in magnet school programs have equitable access to a high quality education that will enable the students to succeed academically.

The additional Magnet funding will enhance the educational opportunities for the students at the three Berkeley schools as well as provide structure and models to replicate in other schools in Berkeley Unified School District. There will be extensive marketing to attract students who live in Berkeley but do not attend our schools, to attend the schools that offer these programs. Placement

in a magnet school will fall within any existing or new guidelines for student placement in our district.

Representatives from the three schools have already engaged in considerable thought, discussion and planning about magnet schools. In addition, LeConte and Willard staff members have visited schools with similar programs outside the district to get more accurate and complete information to share with their school communities. The faculties at all three schools support applying for the Magnet Program grant for these instructional models. These programs would deliver a curriculum that is aligned with the mission, vision and goals of the district, meeting the needs of the whole child and all children. In addition to addressing the standards, these models are based on the inquiry model of teaching and learning and will be interdisciplinary and academically rigorous.

Program Design

LeConte is presently funded as a Science magnet program. The new Le Conte magnet program will include three principal components:

- Additional enhancements to the specialized science program already in implementation through support from the district's current Magnet Schools Assistance Program funding.
- Expansion of the existing two-way Spanish-English Immersion program to all grade levels to increase in the number of students who speak Spanish.
- Implementation of the Primary Years Program of the International Baccalaureate at all grade levels.

These three components are designed for seamless integration of students' learning experience. As a part of the official authorization process, the Primary Years Program requires a careful analysis of existing instructional programs to identify areas that should be made more rigorous as well as planning and implementation of approaches that will make more challenging learning more accessible and appealing to students of all backgrounds and previous levels of academic achievement. The existing magnet-school science program already meets IB standards in many respects.

The curriculum will be systematic in addressing the physical and mental health of the child, including emphasis on the life cycle and sustainable agriculture, and will be imbedded in what is already successful for students at this time. Incorporation of science content into the Two-Way Immersion program is underway at Le Conte, and this process will expand if new funding becomes available. The immersion program will meet the IB requirement for access to second-language instruction. Staff development and continuing

implementation of the GLAD model at LeConte is aligned with the plan to infuse the IB program. There will be articulation with the Middle Years Program at Willard.

Willard plans to implement the Middle Years Program of the International Baccalaureate (IB). Students who choose the LeConte and Willard programs will have access to a fully articulated K-8 program that addresses the quality and content of instruction in all core-curricular areas. The IB program at this level builds its program around concerns that students develop a personal value system by which to guide their own lives, as thoughtful members of our community and the larger world. Cultural awareness is central to the program to enable our students to live more peacefully than we do today.

There are five perspectives or themes, known as the areas of interaction, at the core of the IB Middle Years program. These are: approaches to learning, community service, health and social education, environment, and *homo faber*. There is an independent piece of work that is intended to be the culmination of the students' involvement with the five areas. As with the elementary program, this model has an emphasis on thematic integration of curriculum and a foreign language component. This program is compatible with the existing Willard program and the emphasis on lesson study as it has been successfully implemented at that site.

Longfellow will align its program with the Communication Arts and Science Small School at Berkeley High. Longfellow will educate students in all forms of modern communication. Students in Two Way Immersion will have experiences in both Spanish and English. Longfellow is committed to social justice curriculum. Students will learn to analyze and evaluate the community and world we live in and to propose solutions for a more just society. As with the Willard program, Longfellow students will participate in community service as part of increasing their understanding of the world around them and contributing to its well being.

The Longfellow curriculum planning will be guided by the "Five Habits of Mind" developed by the Central Park East High School in New York to outline an orientation to independent inquiry and critical thinking.

1. How do we know what we know? (The question of evidence)
2. Who is speaking? (Viewpoint in its multiplicity)
3. What causes what? (The search for connections and patterns)
4. How might things have been different? (Evaluation and involvement)
5. Who cares? Why does any of it matter?

Each Longfellow student will participate in at least one media related project per grade.

An experienced Magnet grant writer will help to guide the district and school staffs in this process and write the grant. The request for applications (RFA)

will be posted in early January; the application will be due forty-five (45) calendar days after that.

POLICY/CODE:

Title V, Part C, Sec. 5301

FISCAL IMPACT:

\$21,000 from site funds to pay for grant writing

STAFF RECOMMENDATION:

Approve proposal to apply for new Magnet grant.

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BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Michele Lawrence, Superintendent
DATE: December 3, 2003
SUBJECT: Suggested timeline for a public process leading to a new BSEP tax measure in November, 2004

BACKGROUND INFORMATION

A number of community members have been advocating that the district place a new BSEP tax measure on the ballot of November, 2004. Such a measure would essentially be a modification of the current tax measure: *Berkeley Public Schools Educational Excellence Act of 1994 (BSEP)*. Citizen concerns about the district's financial capacity to deliver programs currently supported by the BSEP Measure, particularly class size reduction and music, as well as the wish to restore previously eliminated programs and prevent future reductions of desired programs, are motivating this advocacy. The attached information sheet more fully describes the programs currently supported with monies from the BSEP Measure.

There is not unanimity of opinion within the groups which have been discussing the advisability of placing a new tax measure on the ballot in November, 2004. The BSEP Planning and Oversight Committee, which has discussed this issue twice in recent months, is not prepared to put forth a recommendation on this matter at this time. However, it should be recognized that the current BSEP Measure expires at the end of FY 2007. Thus, if (as expected) the need persists for continued local funding of the programs which the current BSEP tax supports, the latest date that a new measure could be approved without jeopardizing the loss of these funds would be the election of November, 2006. The only other option for voter approval, other than a Special Election, would be March, 2006.

Should the Board decide to place a new measure on the ballot of November, 2004, the public process to engage the community in dialogue about the purposes and costs of a new measure would have to be undertaken immediately. The timeline put forth here for the Board's consideration is based on an assumption of a November 2004 ballot. However, in deciding to undertake such a public process, the Board does not have to finalize the decision to place a new measure on the ballot of November, 2004 until as late as **June 30, 2004**. It is our view that there is a positive value for the district to undertake a planning process such as that outlined here for considering a new BSEP Measure whether or not it culminates in a decision to place a new Measure on the ballot of November, 2004.

SUGGESTED TIMELINE FOR A PUBLIC PROCESS
FOR A NEW BSEP MEASURE IN NOVEMBER, 2004

POLICY/CODE:

Berkeley Public Schools Educational Excellence Act of 1994 (BSEP)

FISCAL IMPACT:

Revenue of ten Million, five hundred thousand dollars (\$10,500,000) is collected annually to fund the identified programs as defined in the BSEP Measure.

STAFF RECOMMENDATION:

Consider the proposed timeline for a public process which may lead to a decision to place a modified BSEP tax measure on the ballot of November, 2004.

What is BSEP*?

How does it impact education in the Berkeley schools?

For the past 18 years, thanks to the generosity of Berkeley voters, the Berkeley Schools Excellence Project (BSEP) has supported Berkeley's public schools. A special local property tax first created by parents in 1986, BSEP has made a huge difference in the quality of our children's education. The BSEP measure earmarks the purposes for which the funds may be spent and requires extensive parent involvement in planning and overseeing the expenditures of BSEP monies.

In the 2003-2004 school year alone, over \$10 million BSEP dollars are at work, providing:

Class Size Reduction & Program Diversity (60%) \$5.7 million

57 classroom teachers (1 out of 6 in 2004), to keep classes as small as possible

Books & Educational Materials (12%) \$1.1 million

materials: 8,500 new library books, hundreds of musical instruments, middle school literacy materials, Berkeley High Writer's Handbook, and much more;

staff: elementary school library media technicians & microcomputer technicians to support instructional technology

District-wide Music Program (4%) \$375,000

Music education for all children in grades 3-5, for many in 6-12

School Maintenance & Security (8%) \$700,000

*Playground planning/restoration @ Jefferson, Oxford, Willard;
asphalt replacement @ Emerson, Malcolm X, LeConte & Longfellow*

Site-based Enrichment Programs (16%) \$1.5 million

Chosen by each school's BSEP Site Committee, from arts classes at Arts Magnet to the Farm & Garden at LeConte, from middle school counseling & sports to high school college counseling, computer and writing support

Public Information and BSEP Implementation - \$737,000

Before the above monies are divided among these programs, 1% is allocated to public information, and a percentage, (6.24% in FY 2004), is used for staff needed to implement the programs.

A voter approved tax, BSEP must be put periodically to the voters, in this case before it expires in 2006. The election date for a new BSEP measure is currently being deliberated by Board and community members.

Proposed Timeline for development of a new BSEP Measure

DATE	EVENT
January 5-23	<p>Activity: Preliminary meetings w/ parents, school staffs, district wide committees regarding existing BSEP-funded programs and “brainstorming” for a new BSEP</p> <p>Who responsible: BUSD Administration, BSEP staff, BSEP P&O Committee representatives, School Board members.</p>
February 18*	Board review and discuss material developed in preliminary meetings with reference to the district’s recovery plan.
March 10	<p>Activity: Community workshop re: priority setting for use of new funds.</p> <p>Who responsible: BUSD Administration (may use outside facilitator)</p>
March 8-31	<p>Activity: Analyze the program implications; cost out the proposals; craft the language, conduct legal analysis; prepare draft of scenarios for Board presentation.</p> <p>Who responsible: (Superintendent, BSEP staff, Budget staff)</p>
March 24**	Board reviews alternate scenarios for presentation to the public and decides whether to commission a community survey.
April 13-30	<p>(Spring break: April 6-9th)</p> <p>Activity: Gather feedback from various district committees to proposed scenarios; Conduct community survey (end of April, if needed and desired)</p> <p>Who responsible: (BUSD Administration, BSEP Staff, survey consultant)</p>
May 5*	First Board Reading and Public Hearing on proposed new tax Resolution
May 19*	<p>Second Board Reading of new tax Resolution</p> <p><i>[Community members may decide to form a campaign committee.]</i></p>
June 16*	Final Approval of new Tax Measure Resolution
July 1	Ballot Measure to County Superintendent of Schools
November 2, 2004	Election Day!

* Tentatively scheduled regular Board meeting

** Tentatively scheduled special Board meeting

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Michele Lawrence, Superintendent
DATE: December 3, 2003
SUBJECT: Monthly School Enrollment Report and Average Daily Attendance Summaries

BACKGROUND INFORMATION

Based on information provided from each school site, average daily attendance (ADA) summaries and school enrollment reports are prepared on a monthly basis. During the second month of school, September 22 - October 17, Berkeley Unified had an enrollment of 8957 students. This number includes students in non-public schools and home and hospital instruction. The attached enrollment table details the number of students by school and by grade.

The second table summarizes the earned and loss revenue for the first month of student attendance. Note that the number of monthly absences for Emerson Elementary School have been updated. In addition, the number of absences due to suspensions has been updated for Willard Middle School.

The third and subsequent tables illustrate earned and loss attendance revenue by school and by grade for the second attendance period. Since 1997, school districts can no longer claim any absences, including excused absences, for apportionment attendance. Hence, for the purposes of this report we have defined as an absence any student not meeting the statutory minimum instructional day requirements. The minimum instructional day requirements for 1st - 3rd graders are 230 minutes. Students in 4th - 12th grade must attend school for at least 240 minutes a day. Kindergarten is the only grade level with a 240 maximum day requirement. Berkeley Alternative High School's students are divided into two sub-groups because the instructional minutes are different for continuation school students, students in the 10th - 12th grade. These students need only attend school for 180 minutes a day or fifteen hours a week, whereas 9th graders must attend school for 240 minutes a day. Each day a student is absent results in a loss of \$27.84.

The percentage of projected ADA presented in this report reflects the 2002 FCMAT multi-year ADA projections. On February 2004, the BUSD budget office will submit updated information ADA projections in its recovery plan.

POLICY/CODE

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive this monthly enrollment and average daily attendance summary reports for information.

**Annual Report from Advisory Committee
To the Berkeley Board of Education
December, 2003**

I. Name of Committee:

Berkeley Unified School District Music Curriculum Committee

II. Board Liaison: John Selawsky

III. Staff Liaison: Suzanne McCulloch

IV. Authorization and Charge to Committee:

The charge of the Music Curriculum Committee is to develop recommendations for the program and curriculum for music education in the Berkeley Schools, its articulation between schools and to improve communication between parents, the community and the school district. The Committee is to:

1. Follow the BSEP legislation approved by the Berkeley voters in November, 1994 which stipulates that: "A plan for the expenditure of BSEP funds dedicated to a district-wide elementary instrumental music program shall be developed annually by a district-wide curriculum committee, comprised of staff (including music teachers), parents and citizens, and adopted as approved by the School Board."
2. Review and advise the Board regarding the articulation between the elementary, middle and high school programs, advise the board on and evaluation of the music program in BUSD overall and at each site;
3. Improve communication among parents, the community and the school district regarding the music program, report directly to the board and make recommendations to the Board in accordance with Board Policy 9130;
4. Act as liaison to community arts organizations, coordinate community outreach, actively seek sources of revenue and actively support the Youth Arts Festival;
5. Provide regular reports to the BSEP Planning and Oversight Committee pertinent to the charge of the committee.

V. Membership Categories:

1. Five Arts, Music and Community Representatives;
2. Five Parent Representatives (to include representation from the elementary, middle and high school level, 3 members plus one alternate recommended by BSEP P & O Committee, two members at large);
3. Five BUSD staff, which are to include music teachers and a BUSD Music Administrator.

The nominees to serve on the Committee for the 2003-2004 school year include the following:

Arts, Music and Community Representatives:

1. Karen McKie, Berkeley Public Education Foundation, Berkeley Arts Commission
2. Rosemary Richie, Early Childhood Music Education Specialist
3. Rachel Brown, Education Director, Berkeley Symphony Orchestra
4. Ellie Shapiro, Director, Jewish Music Festival, Berkeley-Richmond Jewish Community Center
5. Susan Brand, Berkeley Jazzschool

Planning and Oversight:

1. Fiona Hamer, Willard Middle School, Berkeley High School parent
2. Paula Buel, Longfellow Middle School parent
3. Anita Martinez, Berkeley High School parent
4. Alternate TBA

At-Large:

1. Michael Kelley, Jefferson Elementary, Berkeley High School parent
2. Bob Kridle, Berkeley High School parent, Camp Cazadero board member
3. Alternate Barbara Judd, Berkeley High, Longfellow Middle School parent

BUSD staff (including music teachers and BUSD Music Administrator):

1. Tiffany Carrico, Music Teacher
2. Mabel Dong, Music Teacher
3. John Stanley, Music Teacher
4. Greg Gomez, Music Teacher (alternate)
5. Annette Lys, Music Librarian
6. Suzanne McCulloch, Visual and Performing Arts Coordinator

Officers in 2003-2004

1. Co-chair: Bob Kridle
2. Co-chair: Paula Buel
3. Secretary: Rotating

VI. Key Accomplishments in 2002-2003

Curriculum:

1. Supported Music Teachers to design a new music curriculum, geared to state standards for Music Education. Expanded elementary program to include weekly classes for third graders and choral music for fourth and fifth graders at most sites.
2. Developed a plan to implement Orff-based approach in elementary schools in the 03-04 school year, as a response to staffing cuts and to improve curriculum.
3. Supported the Visual and Performing Arts Coordinator to implement programs in which professional musicians taught and performed both for and with students :
 - Berkeley Symphony Youth Education Program, winner of the 2003 Bank of America Award for Excellence in Orchestra Education award, brought symphony musicians to four elementary schools.
 - Musicians from the Jewish Music Festival and Cypress String Quartet worked with BUSD students at Longfellow and Berkeley High.

Funding:

1. In response to budget constraints, collaborated with District administrators, Visual and Performing Arts Coordinator, BSEP Planning and Oversight Committee and the Berkeley Public Education Foundation to develop a revised Program Outline for FY 2004,
2. Secured funding for staff development training to implement Orff-based approach and purchase of Orff instruments.
3. Advocated for continuation of middle school band and orchestra five days a week. Lobbying and fundraising efforts resulted in restoration of band and orchestra to five days a week at Longfellow. Band and Orchestra at the other middle schools were restored from two days a week to three or four days, and the committee supported parents to form "music boosters" groups at both schools.
4. Secured a fiscal partnership with the Berkeley Public Education Foundation for a fundraising campaign as a response to program budget cuts, raising \$10,000 at Benefit Concert in May 2003.
5. Supported Berkeley Public Education Foundation funding for:
 - Berkeley Symphony Orchestra Music Education Program
 - Camp Cazadero Jumpstart Weekend Retreats for 5th grade and middle school students
 - School Arts Celebration Honors Ensembles Concert of student musicians in grades three through twelve

6. Supported Camp Cazadero's generous financial contribution and secured PTA funding for Jumpstart retreats.

Community Involvement

1. Facilitated community support for Jumpstart retreats at Camp Cazadero, including staffing by district music teachers, parent volunteers and Berkeley High musicians.
2. Developed a broad base of community support with the May Benefit Concert. Supporters included:

Performers:

- Linda Tillery and the Cultural Heritage Choir
- Big Belly Blues Band
- O-MAYA, with Berkeley High graduates Valentino Pellizzer-Salgado and Destani Wolf
- Naomi Washington and the BHS Afro-Haitian Dancers and Drummers
- Susan Horn and Emeryville Taiko
- Berkeley High Jazz Ensembles
- Jeff Narell and the Longfellow Steel Drums
- Master of Ceremonies John Santos, jazz musician and educator

Radio:

- Chris Welch of KPFA
- "Chuy" Varela and Melanie Berson of KCSM
- Avotcja of KPOO

Caterers: Brian and Georgia Moran

Graphics: John Sances of Alliance Graphics

Additional Support: Michael Morgan, director of the Oakland East Bay Symphony and many BUSD staff members, BUSD graduates, parents, students and community members who gave their time and financial support.

Program Maintenance

Supported staff in bar coding and cataloguing instruments, facilitating student accountability for loaned instruments in accordance with "Loan Agreement" instituted in FY 2003. Also supported staff to develop procedures for ongoing instrument repair and maintenance and an overhaul of the sheet music library.

Volunteers

Through events such as the May Benefit Concert, expanded the Music Volunteer Network to include support for community education, publicity and fundraising as well as classroom volunteers.

6. Desired Tasks/Focus for 2003-2004

Strategic Planning:

Engage in strategic planning in collaboration with the Berkeley Schools Excellence Project Planning and Oversight Committee, BAESC and BUSD administration. The process would aim to determine long-term program goals and costs, including a reasonable allowance for cost of living increases, to be incorporated into a new BSEP measure to go before the voters in November of 2004.

Funding

1. Continue fundraising efforts to restore staffing for elementary and middle school programs in the current year and in 2004. Promote "Media Drive" campaign. Work with PTA's to promote "music boosters" activities in schools where additional fundraising is needed.
2. Secure funding for FY 2005 programs, enlisting support from BUSD Board and Administration, the BSEP Planning and Oversight Committee, Berkeley Public Education Foundation and Berkeley Arts in Education Steering Committee. Such funding must include staffing and materials costs, as well full funding for the position of Visual and Performing Arts Coordinator, which is essential for day-to-day administration as well as long-term success of the Music Program.
3. Investigate funding for scholarships to music teachers wishing to pursue Orff certification.

Program Maintenance:

1. Work with Visual and Performing Arts Coordinator to develop schedule modifications and/or support for teachers travelling to a large number of schools per week and/or on a single day of the week.
2. Investigate alternate locations (such as a cafeteria, auditorium or dedicated music room) for fourth and fifth grade music classes, which provide adequate space for movement activities and instrumental music.
3. Improve student accountability for damaged or lost instruments. Rewrite "Loan Agreement" to reflect new policies. Investigate withholding grade reports for students who do not comply.
4. Advocate for scheduling procedures that encourage and promote student participation in Band, Orchestra and Choral Music at all middle schools and at the high school in FY 2005

Curriculum:

1. Work with community organizations such as Berkeley Symphony Music Education Program, Cal Performances in the Classroom, Camp Cazadero and the Jewish Music Festival to continue and improve programs that support and enhance music education for all students.
2. Assist in planning and presenting an Honors Concert in conjunction with the Arts Showcase in spring of 2004.
3. Plan and present a Music Family Night program with cooperation from community partners.

4. Continue to evaluate delivery of the grade 4-6 instrumental music program as stipulated by BSEP legislation.
5. Continue monthly Orff training workshops for staff through the current school year and in FY2005.
6. Plan for development of a choral music program at all middle schools and expansion of the choral music program at Berkeley High School in FY 2005.
7. Encourage site support for weekly K-2 music programs at all elementary schools that are articulated with the programs in grades 3-5 and geared to state standards in FY2005.

Community Involvement:

1. Work with community arts organizations such as Berkeley Arts Commission Education Subcommittee, Berkeley Repertory Theater, Berkeley Symphony, Cal Performances, the Jewish Music Festival and the Jazz School to arrange collaborative endeavors with local artists.
2. Network with community organizations such as PTA, Cal campus organizations, Jazz School and Berkeley Symphony to recruit volunteers to help music teachers in music classes and to help with publicity, fundraising and community education activities.
3. Recruit new members for this committee, especially from the elementary schools, for FY 2005.