

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**2134 Martin Luther King Jr. Way**

**Berkeley, CA 94704-1180**

**Phone: (510) 644-6147 Fax: (510) 540-5358**

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

**Wednesday, May 7, 2003**

Call to Order            The Presiding Officer will Call the Meeting to Order at 5:00 p.m. The Board will recess to Closed Session at 5:00 p.m. and reconvene in Public Session at 7:30 p.m.

Roll Call                President Joaquin J. Rivera                    Director Shirley Issel  
                                 Vice President John T. Selawsky            Director Nancy Riddle  
                                 Director Terry S. Doran                        Student Director Andy Turner\*

Administration        Superintendent Michele Lawrence, Secretary

Prior to Closed Session (Government Code Sections 3549.(1)d, 54956.9(a) and 54957) and Education Code Section 4981(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:
  - 1) Principal
- 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 May 7, 2003  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Approve Minutes                      Approval of Board of Education Minutes:  
Special Meeting of March 19, 2003; Regular  
Meeting of March 19, 2003; Regular Meeting of  
April 2 and 23, 2003  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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### **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' Report  
Advisory Councils' Report  
Superintendent's Report  
Board Members' Reports

### **CONSENT ITEMS**

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

#### General Services

1.1-C                      Board Members' Recommendation:  
Resolution                      Approve Resolution of Appreciation for  
Honoring                      Mary Friedman, for her service as Executive Director  
Mary Friedman                      Berkeley Public Education Foundation, 1985-2002  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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#### Human Resources

2.1-C                      Staff Recommendation:  
Acceptance of                      Accept Personnel Report 03-19 as submitted.  
Personnel Report                      Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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2.2-C  
Petition to Abolish  
The Merit System

Staff Recommendation:  
Acknowledge and Accept the Petition, schedule a date for the election, preferably during the second week of September 2003, and appoint a three-member Tabulation Committee to work with the Board to devise a balloting process and select a certain date for potential termination of the Merit System

Educational Services

3.1-C  
Overnight Field  
Trip Requests

Staff Recommendation:  
Ratify and Approve the overnight field trips in Accordance with District policies and procedures  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

50

3.2-C  
Recommendation  
For the Approval of the  
Berkeley Schools Early  
Childhood Education  
And Berkeley-Albany  
YMCA Head Start  
Program

Staff Recommendation:  
Approve contract between the Berkeley Unified School District for the Early Childhood Education Program and Berkeley-Albany YMCA Head Start Program effective May 1, 2003 through August 31, 2003  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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3.3-C  
Alameda County  
Office of Education  
Independent Study  
Program

Staff Recommendation:  
Approve the Memorandum of Understanding for the Alameda County Office of Education Independent Study Program  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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Business Services

4.1-C  
Approval of Contracts/  
Purchase Orders

Staff Recommendation:  
Authorize the Associate Superintendent, Business & Operations or Purchasing Agent to execute Purchase Orders  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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**ACTION ITEMS**

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

Page

Human Resources

2.1-A  
Resolution 02-82 for  
Reduction or  
Elimination of  
Specified Classified  
Positions

Staff Recommendation:  
Approve Resolution 02-82.  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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Educational Services

3.1-A  
Revised 2003-2004  
Single Plan for Student  
Achievement

Staff Recommendation:  
Approve the Revised 2003-2004 Single Plan  
for Student Achievement for the following  
schools: Arts Magnet, Cragmont, Emerson,  
Jefferson, John Muir, Le Conte,  
Malcolm X and Washington Elementary  
Schools and King Middle School  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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3.2-A  
BSEP School  
Enrichment Program  
Plans for FY 2004

Staff Recommendation:  
Approve the recommendations for expenditures  
to provide BSEP School Enrichment Programs  
at all schools in FY 2004  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

106+  
Separate  
document

Business and Operations

4.1-A  
Resolution 02-84:  
Temporary Transfer of  
Available Fund  
Balances for Cash  
Flow purposes

Staff Recommendation:  
Approve Resolution 02-84 for the temporary  
borrowing of balances from one fund to  
another  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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**INFORMATION**

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

General Services

**8:30 p.m.**

1.1-I  
Progress Report  
Regarding Small  
Schools

Staff Recommendation:  
Discuss and review progress on implementation  
of a viable model for Small Schools at Berkeley  
High School  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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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—32 minutes per speaker.)

**ANNOUNCEMENT**

**Schedule of Board of Education Meetings for 2003:**

May 7, 2003

**Tuesday, May 13, 2003, 7:30 p.m., Special Board Meeting**

- May 21, 2003
- June 4, 2003
- June 18, 2003
- July 2, 2003
- August 20, 2003
- September 3, 2003
- September 17, 2003
- October 1, 2003
- October 15, 2003
- November 5, 2003
- November 19, 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 may be discussed at Board of Education Meetings except matters pertaining to individual employees of the Berkeley Unified School District. There is an established procedure for making such complaints. You may obtain information about this procedure from a school or from the Superintendent's Office.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Joaquín J. Rivera, President, Board of Education  
**DATE:** May 7, 2003  
**SUBJECT:** Resolution honoring Mary Friedman

### **BACKGROUND INFORMATION:**

On May 9<sup>th</sup>, 2003, the Berkeley Public Education Foundation will be honoring Mary Friedman as a "School Angel" to recognize her 17 years as the Foundation's volunteer Executive Director. As we all know, in 1983, as Proposition 13 was just beginning to be felt in classrooms throughout the state, a group of parents and community leaders established the Berkeley Public Education Foundation with the stated mission of "restoring excellence in Berkeley public schools." With a volunteer Executive Director and a dedicated Board, the Foundation started small but through the years has galvanized both financial resources and the energy of our community to improve educational opportunity for students at all of Berkeley's 17 schools.

During her 17 years as the Foundation's Executive Director, Mary worked very hard to establish an effective and prestigious organization using donor dollars to help our schools. She has instilled throughout Berkeley a sense that, working together with vision, all children will benefit from public education.

In addition to their core programs of Classroom Grants to Teachers and Berkeley School Volunteers, some of the Foundation's special projects over the years include:

- Berkeley High School Health Center
- Elementary School Music
- Kindergarten Through 8th Grade Science Curriculum
- Street Law
- New Columbus (Now Rosa Parks) Elementary School
- Longfellow Theater Capital Campaign
- Berkeley Teachers' Center



In one way or another, Mary's work has touched the lives of every student in the Berkeley Unified School District. Always in the background, never looking for tribute or recognition, Mary's life has been about helping and giving. The Board of Education should honor Mary Friedman upon her retirement as Executive Direct of the Berkeley Public Education and for her many worthwhile accomplishments on behalf of our students and public education.

**BOARD MEMBER RECOMMENDATION:**

That the Board of Education approve the resolution honoring Mary Friedman.



**BERKELEY UNIFIED SCHOOL DISTRICT**  
**RESOLUTION IN APPRECIATION OF**  
**MARY FRIEDMAN**

For her service as Executive Director of the Berkeley Public Education Foundation  
1985-2002

**WHEREAS**, Mary Friedman, a native born Californian and resident of Berkeley, California, exemplifies the importance of family, school and community support in the education of youth, served voluntarily and selflessly as the founding Executive Director of the Berkeley Public Education Foundation from 1985 until 2002; and

**WHEREAS**, under her direction and vision, the Berkeley Public Education Foundation is held in the highest regard as an effective organization in which donor dollars are used to benefit the students of the Berkeley Unified School District; to name just some of Mary's efforts, she has influenced and pioneered grants to classroom teachers, provided funds for special projects such as literacy and music, established the Longfellow Theater Capital Campaign to create a place to serve the school community during and beyond the school day, inspired the campaign to raise \$1.2 million for Rosa Parks School to build spaces for family and support neighborhood services, raised community interest in 1994 to save the instrumental music program with ongoing long-term funding, encouraged the City of Berkeley to negotiate with the local Bayer Corporation to partially fund annually the K-8 science program, supported the Berkeley High School Parent Resource Center which resulted in assistance to the Rebound! Program by Parents of Children of African Descent, arranged for the Hills Project to establish the first East Bay participation in their arts education program, advised and provided expertise in securing funds to establish the Berkeley High School Health Center, augmented the Literacy Project designed to close the achievement gap of students at an early age, rekindled the defunct Berkeley School Volunteers program to place community volunteers in schools throughout the district, inspired the Board of the Berkeley Public Education Foundation to increasingly raise funds and enlarge their philanthropies, and

**WHEREAS**, Mary Friedman has extended her talents and volunteer efforts to the Berkeley/Albany YMCA Head Start Subcommittee, the BUSD, Arts and Education Steering Committee, California Arts Council, East Bay Region Advisory Board, Berkeley/Albany YMCA Executive Committee, and Berkeley/Albany YMCA Board Member; and

**WHEREAS**, Mary Friedman has been recognized for her contributions with the following awards - Alameda County Board of Education: Public Education Service Award, 1998; East Bay Express: Best Contribution by an Individual, 1997; Commission on the Status of Women, City of Berkeley: Outstanding Berkeley Woman, 1995; Alameda County Region VI Service Award: Outstanding Friend of Education, 1995; Berkeley Community Fund: Community Award for Individual Achievement, 1994;

**NOW THEREFORE BE IT RESOLVED**, that the Berkeley Board of Education and Superintendent of Schools, acknowledges, appreciates and thanks Mary Friedman for her seventeen years of service above self and dedication to her vision of working together for the betterment of public education in her capacity as Executive Director of the Berkeley Public Education Foundation; and, with her retirement, we wish her more time with her extended family and friends, knowing that she will be watching over us as an angel of the Berkeley public schools.

**PASSED AND ADOPTED** May 7, 2003, by the Berkeley Board of Education.

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Joaquin J. Rivera, President

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Michele Lawrence, Superintendent

1.1-C

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** May 7, 2003  
**SUBJECT:** Petition to Abolish the Merit System

### **BACKGROUND INFORMATION:**

The Classified Employees of Berkeley Unified School District have filed a valid petition to terminate the Merit System. The Board is now required to conduct an election by secret ballot of the District's classified personnel to determine whether or not they desire to have the merit system terminated.

The election must take place within the school year and shall be held no earlier than 45 days after the petition has been filed with the Board and no later than 180 days after the date the petition is filed with the Board.

The election will take place the week of September 15, 2003 and the Merit System termination date, if applicable, will be October 31, 2003.

The Education Code requires the Board to devise an identification system designed to protect against fraud in the balloting process. The Education Code also requires the Board to appoint a three member Tabulation Committee consisting of one board member, one member of the personnel commission and one classified employee to canvass the election ballots and certify the election results to the Board after tabulation.

### **POLICY/CODE:**

Education Code Section 45319

### **FISCAL IMPACT:**

None

### **STAFF RECOMMENDATION:**

Accept the Petition and approve the election and termination schedule noted above. Appoint a three-member Tabulation Committee consisting of Director Shirley Issel, Personnel Commission Chair Carolyn Weinberger, and Classified Employee, Freida Kraus to devise a balloting process for potential termination of the Merit System, set a date certain for the election, and report the results to the Board.

2.1 - A



# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Christine Lim, Associate Superintendent, Educational Services  
**DATE:** May 7, 2003  
**SUBJECT:** Overnight Field Trip Requests

## **BACKGROUND INFORMATION:**

The following overnight field trip requests are being made:

1. Ratify participation of 57 fourth grade students, two teachers and ten parents in the Coloma Outdoor Discovery School in Coloma, California on May 5-7, 2003. This trip follows an intense study of the Gold Rush. Students will participate in small and large group activities that support cooperative learning and team effort. Students will study the Nisenan Native Americans who lived in the region during that time, as well as the methods used by miners, and the Chinese and others who played an integral role during the gold rush and developing California. Accommodations were gender specific. Transportation was provided by District bus. The entire \$11,000.00 cost of the trip was funded by the Barrios Trust, an educational trust. Requested by Susan Hodge, Principal, Emerson School.
2. Ratify participation of 47 Berkeley High School Communication Arts and Science Juniors, four (4) teachers and one (1) other adult on an overnight trip to the University of California, Santa Cruz on May 5-6, 2003. The purpose of the trip was to provide CAS juniors with intensive writing training and workshops on admissions essay writing. Students drafted essays and received feedback from university professors. Students will be housed in gender specific dorms. Transportation was provided by District buses. The \$800 total cost of the trip was funded through CAS fundraising. Requested by Michael Hassett, Executive Vice Principal, Berkeley High School.
3. Approve participation of 70 middle school music students, 6 teachers and 15 parents to Camp Cazadero in Cazadero, California May 9-11, 2003, in a mini music camp/retreat. The purpose of this trip is to provide middle school band and orchestra students with the opportunity to learn new music, work in large and small ensembles and culminate their work with a concert on Sunday, May 11, 2003. Students will be housed in gender specific cabins. Transportation will be provided by private bus company, approved by the District Transportation Department, arranged for by Camp Cazadero. The \$95 per



student cost will be funded through scholarships, grants and student contributions. No student will be excluded based on ability to pay. Requested by Suzanne McCulloch, Visual and Performing Arts Coordinator.

4. Approve participation of 23 fifth grade students, one (1) teacher and five (5) other adults on an overnight trip to Stanford University to observe a Native American Powwow on May 9-10 2003. The purpose of this trip is to enhance and enrich the student's study of Native American culture. Accommodations will be gender specific tents and sleeping areas. Transportation will be provided by District buses. The \$20 cost per student will be funded by the PTA, BSEP and student contributions. No child will be excluded based on the ability to pay. Requested by Pat Saddler, Principal, LeConte School.
  
5. Approve participation of 60 sixth grade students, two (2) teachers, and five (5) other adults on a camping trip to Gillespie Youth Camp at Tilden Park in Berkeley on May 14-15, 2003. The purpose of the trip is to integrate science and history curriculum through the study of landforms, astronomy, weather, storytelling, community building and outdoor education. Accommodations will be gender specific tents and sleeping areas. Transportation will be provided by private vehicle in accordance with District policy. The \$15 cost per student will be funded by student contributions. No student will be denied access based on ability to pay. Requested by Michele Patterson, Principal, Willard Middle School.
  
6. Approve participation of 60 Berkeley High School Communication Arts and Science students, four (4) teachers, and four (4) other adults on a planning retreat at the Marin Headlands, May 18-19, 2003. The purpose of this trip is for students to work with teachers on planning the CAS program for next year and community building. Accommodations will be gender specific hostel rooms. Transportation will be provided by District buses. The \$1,800 total cost will be funded by student contributions. Requested by Michael Hassett, Executive Vice Principal, BHS.

**POLICY/CODE:**

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

**FISCAL IMPACT:**

As indicated above.

**STAFF RECOMMENDATION:**

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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent BUSD  
Board of Education  
**FROM:** Christine Lim, Associate Superintendent, Educational Services  
**DATE:** May 7, 2003  
**RE:** Recommendation for the Approval of the Berkeley Schools Early Childhood Education and Berkeley-Albany YMCA Head Start Program

### **BACKGROUND INFORMATION**

The State budget for the 2003-2004 fiscal year proposed dramatic changes and possible cuts to the Early Childhood Education (ECE) Program. Currently over 60% of the ECE's budget is dependent on State funding. Given the uncertainty of State funding, it would be prudent to look elsewhere for an additional funding sources. In contacting local agencies offering child development services and care, staff learned that the Berkeley-Albany YMCA was unable to enroll enough eligible students to fully utilize their Federal funding this year. Thus, their Executive Director, Pamm Shaw, suggested forming a partnership with the Berkeley Early Childhood Education Program to provide supplemental services to preschool students and their families. In reviewing the State Department of Education publication "Full-Day, Full Year Early Care and Education Partnerships" staff has been able to identify ways to collaborate with the YMCA.

For the remainder of the 2002-2003 school year, it is recommended that the District accept the Head Start funding to increase the Early Childhood Education services to preschool students, their families and to assist our preschools in meeting Head Start standards. These funds would be in addition to the funding received by the State and would support Berkeley preschool children at Franklin State Preschool/Parent Nursery, Rosa Parks, Hopkins, King and Franklin Preschools. Additional services to be funded by Head Start Funds for students and families are:

- Dental and hearing screening
- Assistance with access to medical and dental care
- Family counseling for students and parents
- Parenting workshops
- Staff training

In future years if the ECE Program were to receive reduced State funding in the 2003-2004 fiscal year, Head Start could be used to replace State funding for Head Start eligible preschool students (currently 80 students).

This would allow the ECE program the opportunity to use its remaining State funding to continue to subsidize non-Head Start eligible preschool and school-age students.

In addition, partnering with Head Start would allow the preschools to apply for Federal “start up” funding. Some of the projects that could be covered by these funds include:

- Meeting ADA guidelines at all entrances (Americans with Disability Act)
- Painting classrooms
- Four days of staff training
- Bringing all outdoor areas to ADA compliance
- Reconfiguring office space
- Purchasing materials and supplies to meet Head Start Standards in all preschool classrooms

Both the Policy Council Directors of the Berkeley-Albany YMCA and preschool administration and staff have met and agreed to the proposed partnership.

The contract would provide \$200 per student per month. Franklin Parent Nursery with 10 students will receive \$4,000 for the remaining two months of the school year (May and June). Rosa Parks, Hopkins, King Child Development Centers and Franklin State Pre-school with a total of 70 students will receive \$56,000 for May- August.

**POLICY/CODE:**

None

**FISCAL IMPACT:**

Income of approximately \$60,000 to the Child Development Fund.

**STAFF RECOMMENDATION**

Approve contract between the Berkeley Unified School District for the Early Childhood Education Program and Berkeley-Albany YMCA Head Start Program effective May 1, 2003 through August 31, 2003.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Chris Lim, Associate Superintendent, Educational Services  
**DATE:** May 7, 2003  
**SUBJECT:** Alameda County Office of Education Independent Study Program

### **BACKGROUND INFORMATION**

A need exists to provide additional educational options to Berkeley Unified School District students in grades 9-12 who have been expelled and/or have been identified as at-risk (behavior problems, low grades, poor attendance). Currently, these students are assigned to Rock LeFlech Community Day School or Berkeley Alternative High School. The Alameda County Office of Education (ACOE), in cooperation with the District, proposes to open immediately a Community Day School Independent Study Program in Berkeley to provide an additional placement option for Berkeley students. ACOE will operate the program at no cost to the District. The District agrees to provide office space for the program. The program will be housed between May 8 and June 13, 2003 at the Berkeley Adult School. The location for the program for the 2003-2004 school year has yet to be determined. The Manager of the Office of Student Services will be the liaison for the District, coordinate directly with ACOE staff and will approve all students assigned to the program.

The Alameda County Office of Education Memorandum of Understanding proposes to:

- Operate the program at no cost to the District
- Operate the program in the facilities agreed to between the District and the Alameda County Office of Education
- Be responsible for meeting regular educational needs for students enrolled in this program.
- Maintain attendance records required by State laws and regulations and receive all per pupil allocations from the State.
- Provide attendance data needed to file attendance reports with the California Department of Education which shall include such data in the report as to acquire the appropriate revenue limit for these students.
- Be responsible for any costs related to the auditing of the County's attendance data.

- Determine the revenue generated, submit the necessary forms to the California Department of Education, and to receive the funding for the operation of the program.

The Memoranda of Understanding will include the standard indirect costs charged by the District.

**POLICY/CODE**

Education Code 51745

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Approve the Memorandum of Understanding for the Alameda County Office of Education Independent Study Program.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric Smith  
Associate Superintendent of Business and Operations  
**DATE:** May 7, 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 numbers of contracts listed are a results of the volume of purchase requests received by the cut-off deadline in early April 2003 and the shortened processing time as a result of the Spring Break. Also, as a result, there are a number of ratifications.

The following contract services are requested.

1. Sustainable Agriculture Research and Education Program (SAREP) at UC Davis, to provide evaluation services required by the California Department of Education for the District's Linking Education, Activity, and Food (LEAF) Pilot Program during the grant period January 1, 2003 through September 30, 2004. Duties will include interviews with BUSD LEAF Team members, observations of meal delivery at Willard and Longfellow, analysis of information form written surveys, additional data collection as appropriate, attendance at Statewide LEAF workshops and District LEAF Team meetings, and preparation of Evaluation Reports. The cost will not exceed \$49,994. To be paid from LEAF Budget. Requested by Neil Smith.
2. Meg Chesley to provide consultant services to the Linking Education, Activity and Food (LEAF) Pilot Program for the period May 8, 2003 through September 30, 2004. Responsibilities will include creating and ingredient, recipe and menu database in existing Nutrikids and Caftrac software that will enable the Berkeley Unified School District Nutrition Services Department to automate inventory functions and coordinate databases, as well as implement Nutrient Standard Menu Planning. Meg Chesley may also assist in a design process to improve cafeteria and dining room ambiance. The cost will not exceed \$35,000. To be paid from LEAF Budget. Request by Karen Candito.

3. Cheryl Huffman to provide technical assistance to the Linking Education, Activity and Food (LEAF) Pilot Program for the period May 8, 2003 through August 31, 2003. Responsibilities will include setting up appropriate Schoolhouse Software databases and training staff in the accounting and inventory programs to fully implement a successful in-house financial management system. This system will work in tandem with BUSD QSS and payroll data. The will not exceed \$2,250. To be paid from LEAF Budget. Requested by Karen Candito.
4. Jack Ball to provide consultant services to the Linking Education, Activity, and Food (LEAF) Pilot Program for the period May 1, 2003 through September 30, 2003. Responsibilities will include planning and conduction staff development workshops for P.E. teachers at the three middle schools that will support the development of integrated activities linking physical education with science, health, and nutrition. The cost will not exceed \$4,725. To be paid from LEAF Budget. Requested by Neil Smith.
5. Melanie Okamoto to provide consultant services to the implementation of the California Nutrition Network (CNN) and the Linking Education, Activity, and Food (LEAF) Pilot Program for the period June 1, 2003 through September 30, 2004. Services include providing evaluative reports, technical analysis and recommendations for the coordination of the common goals of the CNN and LEAF Programs. The cost will not exceed \$70,000. To be paid from Nutrition Network and LEAF Budgets. Requested by Neil Smith.
6. Ratification of contract to University of California to provide Work-study tutors for General Core Subjects for Identified Title 1 students for the 02/03 school year. The cost will not to exceed \$4,000. To be paid from Berkeley Alternative High School Budget. Requested by Alex Palau.
7. Ratification of contract to Judith Coleman to provide additional consultant services through June 30, 2003 at a rate of \$55/hour plus mileage and parking. Board approval in the amount of \$17,850 on February 19, 2003. The additional amount will increase the cost by \$3,780 for a total amount of \$21,630. To be paid from General Fund Accounting Budget. Requested by Song Chin-Bendib.
8. Ratification of contract to Autumn Press for printing of Parent Student Handbooks for the 2002/2003 school year. The cost paid was \$10,695.27 from Title VI Budget. Requested by Chris Lim.

9. Ratification of contract to Evelyn Estes to provide consultant services for “Essential Elements of ESL workshop on March 14, 2003. The amount to be paid is \$125. To be paid from BAS BARRC Budget. Requested by Margaret Kirkpatrick.
10. Ratification of contract to Susan Gaer to provide consultant services for “One Computer in the Classroom workshop on March 8, 2003. The amount to be paid is \$300. To be paid from BAS BARRC Budget. Requested by Margaret Kirkpatrick.
11. Ratification of contract to Jane Foglesong to provide consultant services for “Essential Elements of ESL” workshop on March 14, 2003. The amount to be paid is \$125. To be paid from BAS BARRC Budget. Requested by Margaret Kirkpatrick.
12. West Cost Microscope Service to repair 90 microscopes at a cost of \$11.50 each total cost not to exceed \$1200. To be paid from BHS General Fund Budget. Requested by Gabriel McCurtis.
13. Copy World to provide copy services of materials for EDL/GLAD Social Studies Units at Thousand Oaks School. The cost will not exceed \$500. To be paid from Title III LEP Budget. Request by Jesse Ramos.
14. Esperana Uruenz to provide consultant translation services at Cragmont School. The cost will not exceed \$1,000. To be paid from Title III LEP Budget. Requested by Jason Lustig.
15. California Early Literacy Learning to provide training for Cell Literacy Coordinator at Berkeley Arts Magnet. The cost will not exceed \$12,000. To be paid from SIP Budget. Requested by Lorna Skantze-Neill.
16. Multicultural Institute to provide mentoring for Academic Success Program counseling for ASLP 4<sup>th</sup>/5<sup>th</sup> grade at Thousand Oaks School for the period September 2002 through May, 2003. The cost will not exceed \$14,900. To be paid from ASLP Budget. Requested by Jesse Ramos.
17. Ratification of contract to City of Berkeley to provide police officers for security at BHS Basketball games for the period January 10, 2003 through February 25, 2003. The amount to be paid is \$6,490.21. To be paid from General Fund Budget. Requested by Gabriel McCurtis.



18. Increase in contract to Ajax Portable Services for rental of portable toilet at the Transportation Yard. Board approval on October 30, 2003 in the amount of \$2,500. The additional time required will increase the cost by \$900 for a total of \$3,400. To be paid from the General Fund Budget. Requested by Bernadette Cormier.
19. Ratification of contract to Linda Yaven to provide consultant services in coaching 8 teachers in Japanese Research Lesson Study Project at Oxford School for the period September 2002 through February, 2003. The amount to be paid is \$2,000. To be paid from General Fund Budget. Requested by Kathleen Lewis.
20. Increase in contract to Kinko's to provide copy services for Transportation Department through June 30. Board Approval on September 25, 2002 in the amount of \$2,500. The additional time required will increase the cost by \$500 for a total amount of \$3,000. To be paid from General Fund Budget. Requested by Bernadette Cormier.
21. Ratification of contract to Berkeley Boosters Association/PAL to provide supervision and activities after school on two days a week for the 2002-2003 SY at Willard Middle School. The amount to be paid is \$1,500. To be paid from General Fund Budget. Requested by Michele Patterson.
22. Increase in contract to Copyworld for copy services through June 30, 2003 at BHS Independent Study. Board approval on September 25, 2003 in the amount of \$2,000. The additional time required will increase the amount by \$500 for a total of \$2,500. To be paid from General Fund Budget. Requested by Alex Palau.
23. Increase in contract to Integrated Food Service for commodity processing of cheese products through June 30, 2003. Board approval on October 9, 2002 in the amount of \$5,000. The additional time required will increase the amount by \$1,200 for a total amount of \$6,200. To be paid from Nutrition Services Budget. Requested by Karen Candito.
24. Increase in contract to Don Lee Farms for commodity processing of beef products through June 30, 2003. Board approval on March 19, 2003 in the amount of \$6,121. The additional time required will increase the amount by \$1,500 for a total cost of \$7,621. To be paid from Nutrition Services Budget. Requested by Karen Candito.

25. Angela McKinney to provide technical assistance during the SASI New Year rollover. The cost will not exceed \$4,000. To be paid from General Fund Admission & Attendance Budget. Requested by Francisco Martinez.
26. Mary Schindler to provide two Capoeira classes for the period February 4, 2003 through May 22, 2003 at a rate of \$37.50/class for a total of 30 classes. The cost will not exceed \$1,125. To be paid from Thousand Oaks ASLP Budget. Request by Jesse Ramos.
27. Increase in contract to David Maier to provide one drama class per week at \$50/hr for 15 weeks. Board approval on December 11, 2002 in the amount of \$500. The additional time required will increase this amount by \$750 for a total of \$1,250. To be paid from Thousand Oaks ASLP Budget. Requested by Jesse Ramos.
28. Rona Siddiqui to provide consultant services for musical director of after school production at a rate of \$138/hour for 16 hours of rehearsal plus 8 hours of performances for a total amount of \$900. Partial payment of \$293 already paid from proceed of box office, this amount is for \$607. To be paid from Willard School Afterschool EDP Budget. Requested by Michele Patterson.
29. Increase in contract to Copy Central to provide copy services for Special Education for the 02/03 school year. Board approval on October 16, 2002 in the amount of \$3,000. The additional time required will increase the amount by \$3,000 for a total amount of \$6,000. To be paid from General Fund Budget. Request by Ken Jacopetti.
30. Abigail Tucker to provide yoga classes for the period February 6, 2003 through May 22, 2003 30 classes at \$37.50/hr for a total of \$1,125. To be paid from Thousand Oaks ASLP Budget. Requested by Jesse Ramos.
31. Increase in contract to Hilda Ortiz to provide two Spanish classes per week at \$40/hour for 15 week for a total of \$1,200. Board approval on January 16, 2003 in the amount of \$900. The additional time required will increase the cost by \$1,200 for a total of amount \$2,100. To be paid from Thousand Oaks ASLP Budget. Requested by Jesse Ramos.
32. DataWorks to provide data preparation for CELDT 2003 testing for the period March 28, 2003 through June 30, 2003. The cost will not exceed \$1,000. To be paid from General Fund Testing and Scoring Budget. Requested by Neil Smith.

33. Increase in contract to Longfellow PTA to provide professional services for Parent and Community Outreach, Advocacy and Training services for Longfellow Healthy Start Operational Grant. Board approval in the amount of \$26,961. The additional time required will increase the cost by \$8,922.65 for a total amount of \$35,883.65. To be paid from Longfellow Healthy Start Budget. Requested by Rebecca Cheng.
34. Increase in contract to Sanjauna Cavazos to provide translation services at Thousand Oaks School. Board approval on January 16, 2003 in the amount of \$3,000. The additional time required will increase the cost by \$400 for a total amount of \$3,400. To be paid from ASLP Budget. Requested by Jesse Ramos.
35. Bay Island Officials Associates to provide official for King Middle School as needed for the 2002/2003 school year. The cost will not exceed \$2,000. To be paid from Healthy Start Budget. Requested by Kit Pappenheimer.
36. Pacific Educational Group to provide Equity Consultant Services at Washington School for the 2002/2003 school year. The cost will not to exceed \$ 2,000. To be paid from Healthy Start Budget. Requested by Rita Kimball.
37. YMCA to provide Family Outreach personnel at Washington School for the 2002/2003 school year. The cost will not exceed \$5,000. To be paid from Healthy Start Budget. Requested by Rita Kimball.
38. Increase in contract to Jean Marie Hulaj to provide consultant services for Thousand Oaks School ASLP art classes and literacy instruction for 21 weeks for 2-1/2 hrs/week and 15 weeks for 2 hrs/week. Board approval on April 2, 2003 in the amount of \$8,475. The additional time required will increase the cost by \$3,375 for a total amount of \$11,850. To be paid from ASLP Budget. Requested by Jesse Ramos.
39. Erica Wandner, Ph.D. to provide mental health services at John Muir School. Dr. Wandner will meet with student per parent/teacher request to help with emotional and behavior needs for the period April 15 through June 15, 2003. The cost will not exceed \$3,000. To be from Berkeley Public Foundation Budget. Requested by Nancy D. Waters.

40. Ratification of contract to Susan Diamond and Associates, Speech Language Pathologists to provide therapy for special education student at a rate of \$95/hr and speech consultation at a rate of \$115/hr. The cost will not exceed \$6,400. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
41. Speech Pathology Group to provide IEP required speech services at Orion Academy for special education student for the period October 2002 through June 2003. The cost will not exceed \$6,600. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
42. Ratification of contract to Quality Behavioral Outcome to provide IEP required behavior management services for student for the period October 2002, through June 2003. The cost will not exceed \$4,500. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
43. Atkinson, Anderson, Loya, Ruud & Romo to provide professional legal services for IEP or Special Education related services for the period July 1, 2002 through June 30, 2003. The cost will not exceed \$130,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
44. Barker Vilar Architects to provide architectural and construction services @Longfellow Parent Nursery. The cost will not exceed \$1,302.50. To be paid from Measure AA Budget. Requested by Lew Jones.
45. Ratification of contract to Caryl M. Callsen to provide consultant services at a rate of \$55/hr. plus mileage, hotel and parking not to exceed \$8,500. Board approval on March 19, 2003 in the amount \$37,380. The additional time required will increase the cost by \$8,500 for a total amount of \$45,880. Additional services needed to assist with position control training and fine tuning and budget correction as needed. To be paid from General Fund Accounting Budget. Requested by Song Chin-Bendib.
46. Alan Kropp & Associates to provide of Geotechnical services for the backfill and swimming pool operations @ The New Buildings @ Berkeley High School. Project #801.9702. The cost will not exceed 10,000. To be paid from Measure AA Budget. Requested by Lew Jones.

47. Ruth Bossieux to provide consultant service to conduct 70 one hour dance movement classes over a 20 week period at a rate of \$22.50/hour. Each class will be one hour. Seven 1<sup>st</sup>/2<sup>nd</sup> grade classes will be served. The cost will not exceed \$1,575. To be paid from BSEP Washington School Budget. Requested by Rita Kimball.
48. James H. Newton to provide consultant services to conduct 70 one hour dance movement classes over a 20 week period at a rate of \$22.50/hr. Each class will be one hour. Seven 1<sup>st</sup>/2<sup>nd</sup> grade classes will be served. To be paid from BSEP Washington School Budget. Requested by Rita Kimball.
49. Ratification of contract to VALA to provide five-session programs at \$500 per program for the 2001/2002 school year. To amount to be paid is \$2,500. To be paid from BSEP Cragmont School Budget. Requested by Jason Lustig.
50. CMS Viron Energy Services to provide energy management services at Willard Middle School, A, C and Cafeteria Buildings. Recommission existing Alerton system; provide staff training; reconfigure user interface at a cost of \$15,900; Replace leaking reheat valve at a cost of \$1,500; and Berkeley High School "C" building install Alteron DDC system, to provide scheduling and status of boiler plant and large equipment at a cost of \$15,100 for a total amount of \$32,500. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
51. Ratification of contract to MS Environmental Solutions, Inc., to provide hazard communication awareness training on April 8 & 10, 2003. The cost to be paid is \$1,950. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
52. Increase in contract to Ford Graphics to provide copying of Facilities Plan and other miscellaneous copying as needed for the 2002/2003 school year. The cost will not exceed \$5,000. To be paid from Measure AA Budget. Requested by Lew Jones.
53. Increase in contract to R.H. Tinney, Inc., to provide services and repairs to district boilers as needed through June 30, 2003. Board approval on January 16, 2003 in the amount of \$10,000. The additional time required will increase the cost by \$5,000 for a total amount of \$15,000. To be paid from Measure BB Budget. Requested by Lew Jones.

54. Increase in contract to Tennant Company to provide labor and materials to service and repair Tennant sweeper at Berkeley High School through June 30, 2003. Board approval on October 9, 2002 in the amount of \$2,000. The additional time required will increase the cost by \$1,000 for a total amount of \$3,000. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
55. Simplex-Grinnell to provide inspection services for fire alarms at all BUSD sites for the 2002/2003 school year. The cost will not exceed \$7,100. To be paid from Measure BB. Requested by Rhonda Bacot.
56. Increase in contract to Simplex-Grinnell to provide service and repair to fire alarm systems at all BUSD sites. Board approval on September 25, 2003 in the amount of \$11,555. The additional amount required will increase the cost by \$2,000 for a total amount of \$13,555. To be paid from Measure BB. Requested by Rhonda Bacot.
57. TMA Systems to provide two days on site training on upgrading TMA System for Maintenance and Technology personnel. The cost will not exceed \$3,590. To be paid from Measure BB. Requested by Rhonda Bacot.
58. TMA System to provide support services on TMA System for Maintenance. The cost will not exceed \$4,497. To be paid from Measure BB. Requested by Rhonda Bacot.
59. Infocus Video to furnish labor only to repair digital video records and frame servers as needed at Berkeley High School. The cost will not exceed \$5,000. To be paid from Measure BB. Requested by Rhonda Bacot.
60. The Mosaic Project to provide educational services for the period May 5-9, 27-31, 2003. The cost will not exceed \$2,000. To be paid from BSEP Cragmont School Budget. Requested by Jason Lustig.
61. Ratification of contract to Nancy Johnson for grant writing, Homeless Assistance Act for the period March 5 through March 21, 2003. The amount to be paid is \$1,000. To be paid from Homeless Assistance Program Budget. Requested by Carla Basom.

62. Ratification of contract to William E. Riker to provide arbitrator services involving BUSD/BFT Case # CSMOS ARB-02-0745 held on December 10, 2002 including the hearing, research, review and written report. The amount to be paid will be \$1,250. To be paid from General Fund Human Resources Budget. Requested by David Gomez.
63. Increase in contract to Accountants Inc., to provide temporary employment service until Account position is filled @ a rate of \$42/hour. Board approval on March 5, 2003 in the amount of \$9,408. The additional amount will increase the cost by \$6,720 for a total amount of \$16,128. To be paid from General Fund Accounting Budget. Requested by Song Chin-Bendib.
64. Meredith Moran to provide consultant services to lecture about New Look at Berkeley High School. The cost will not exceed \$200. To be paid from BSEP Budget. Requested by Laura Leventer.
65. Shane Nash to provide consultant services in Art Presentation at Berkeley High School. The cost will not exceed \$200. To be paid from BSEP Budget. Requested by Laura Leventer.
66. Marvin K. White to provide consultant services in Poetry Performance at Berkeley High School. The cost will not exceed \$200. To be paid from BSEP Budget. Requested by Laura Leventer.
67. Virco to provide classroom furniture for King Middle School. Pricing is based upon the Antioch USD 2003 piggyback bid #1999900-74 for furniture and equipment. The cost will not exceed \$106,079. To be paid from Bond Interest Budget. Requested by Lew Jones.
68. Increase in contract to Xerox Corporation for full service maintenance agreement on 34 copiers. Board approval on June 19, 2002 in the amount of \$152,000. The additional amount needed to cover services through June 30, 2003 will be \$25,000 for a total amount of \$177,000. To be paid from General Fund Budget. Requested by Doris Davis.
69. Ratification of contract to State Department of Architect to provide services for the Franklin Technology project, the Berkeley High School "C" Building Technology project, the Longfellow project and several other projects. The cost to be paid is \$13,000. To be paid from Measure AA Budget. Requested by Lew Jones.

70. Ross McDonald Company to provide library shelving for the Berkeley High School Library based on State of California CMAS contract #4-01-01-0015E. The cost will not exceed \$122,712.55. To be paid from Bond Interest Budget. Requested by Lew Jones.
71. Sign-A-Rama to provide labor and materials for signage and mount signs to building with pattern and \_” spacers at Longfellow School. The cost will not exceed \$2,448.62. To be paid from Measure AA Budget. Requested by Lew Jones.
72. Sentry Alarm Systems to provide new burglary system, police monitoring for Berkeley High School Milvia Street Buildings. The cost will not exceed \$17,346.44. To be paid from Measure AA. Requested by Lew Jones.
73. Increase in contract to the Post Newspaper Group for advertising for Measure AA and Deferred Maintenance Projects. The additional time required will increase this cost by \$2,000 for a total amount of \$4,000. To be paid from Measure AA Budget. Requested by Lew Jones.
74. Increase in contract to the Post Newspaper Group for advertising for Measure BB. The additional time required will increase this cost by \$2,000 for a total amount of \$4,000. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
75. AGATI to provide chairs, library, miscellaneous tables, work stations, cabinets, bookcase for Berkeley High School Library per State of California CMAS contract # 4-02-01-0078A. The cost will not exceed \$160,458.03. To be paid from Bond Interest Budget. Requested by Lew Jones.

**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:** Board of Education  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** May 7, 2003  
**SUBJECT:** Resolution No. 02-82 for Reduction or Elimination of Specified Classified Positions

**BACKGROUND INFORMATION:**

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

Today under a separate Recommendation the Governing Board of the Berkeley Unified School District reviewed the need for reductions for the particular kinds of services set forth herein.

**POLICY/CODE:**

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

**FISCAL IMPACT:**

Reduction in employee costs to alleviate budget deficit.

**STAFF RECOMMENDATION:**

Approve Resolution No. 02-82.

**BEFORE THE GOVERNING BOARD OR THE  
BERKELEY UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 02-82**

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

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

- .50 FTE Clerical III
- .13 FTE Instructional Assistant
- .60 FTE School Service Assistant
- .50 FTE Instructional Assistant (Bilingual)
- 1.18 FTE Instructional Technician
- .91 FTE Instructional Specialist (P.E., Dance, Percussion, Chorus, Literature, Music)
- .28 FTE Parent Liaison (Bilingual)
- .03 FTE EDP Program Coordinator

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

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

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

The foregoing Resolution was adopted by the Board of Education of the Berkeley Unified School District on the 7<sup>th</sup> day of May, 2003 as the same appears of record in my office.

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Michele Lawrence, Secretary to the Board of Education of the Berkeley Unified School District, County of Alameda, State of California, do hereby certify the foregoing to be a true and correct copy of a resolution adopted by the Board of Education of the aforesaid school district as the Board meeting held on the 7<sup>th</sup> day of May, 2003, as the same appears of record in my office.

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



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** BSEP Planning and Oversight Committee  
(transmitted by M. Thyberg, Project Manager)  
**DATE:** May 7, 2003  
**RE:** BSEP School Enrichment Program Plans for FY 2004

### **BACKGROUND INFORMATION:**

The Berkeley Public Schools Educational Excellence Act of 1994 (BSEP) directs that 20% of the annual revenues from the BSEP Measure be dedicated to the Purpose of providing ***School Enrichment Programs*** in such areas as music, the arts, athletics, sciences, tutoring and student activities.

Eighty percent of that money is distributed annually to each school (pre-K-12) for enrichment programs conducted during the school day and before and after school. (The other 20% is dedicated to the districtwide elementary schools Music Program.) A school site committee, consisting of parents, teachers and classified staff (and students at the middle and high schools) is established at each school to develop an annual plan for expenditure of the school's allocation from this BSEP Fund. The document presented here is a summary of the BSEP Annual Plans for the School Enrichment Programs proposed for the 2003-2004 school year. (A document which detail the planned expenditures is available under separate cover.)

In FY 2004, the allocation to each school is **\$165 per pupil**. Despite the increase of \$5 per pupil over the FY 2003 allocation, the allocation does not begin to cover the increased costs for program personnel and other costs. Committee members were challenged to balance their desires to preserve and strengthen "enrichment" programs, which some members may have perceived as "extra," with concerns about the academic needs of students. Virtually all of the schools' committees reported having to make painful choices, after extensive deliberations, to cut treasured programs. Many schools and program advocates increased their fund raising efforts—or vowed to do so—to supplement these BSEP monies with private donations and/or grants. We wish to acknowledge, with enormous gratitude, all of these efforts on behalf of our students.

### **POLICY/CODE:**

*Berkeley Public Schools Educational Excellence Act of 1994* (BSEP), Para. 3B

### **FISCAL IMPACT:**

Expenditure of \$1,508,430 from BSEP Fund 5 revenues in FY 2004.

### **STAFF RECOMMENDATION:**

Approve the recommendations for expenditures to provide BSEP School Enrichment Programs at all schools in FY 2004.

## **WHAT IS THE BERKELEY SCHOOLS EDUCATIONAL EXCELLENCE PROJECT (BSEP)?**

The **Berkeley Public Schools Educational Excellence Project, (BSEP)**, is a program funded by a local Special Tax, first approved by Berkeley voters in 1986 and reauthorized every four years since then. In the 2003-2004 school year, this tax will bring in over \$10 million to provide educational enrichment projects to students throughout the district. The BSEP Measure will sunset in FY 2006.

## **HERE'S HOW BSEP BRINGS ENRICHMENT TO EVERY STUDENT'S EDUCATION**

**BSEP keeps class size down.** Sixty percent (60%) of BSEP revenues are dedicated to the ***BSEP Class Size Reduction Fund***. Each year, BSEP supports about 75 classroom teachers in addition to those who are employed by the District from General Fund monies alone. This BSEP Fund has also enabled BUSD to maintain the State's K-3 Class Size Reduction Program even in the financially challenging year projected for FY 2003-2004 .

The ***BSEP School Enrichment Programs Fund*** provides additional resources to students by offering instruction in such areas as art, music, science and technology. Other programs provided with these BSEP monies include athletic programs, academic tutoring and counseling, cultural field trips and events. Each school elects a BSEP Site Committee, comprised of parents and teachers (and students at the secondary school level) which decides how to use these monies each year.

**A District-wide Music Program** is offered to all 4<sup>th</sup> and 5<sup>th</sup> graders with this BSEP Fund. This BSEP Fund also allows the middle and high school students at all the schools the opportunity to continue their instrumental music studies if they so choose. The Berkeley Public Education Foundation and many other private citizens contribute to this program as well.

The ***BSEP Books and Educational Materials Fund*** provides supplemental enriching educational materials and some staff support to help make the materials accessible to the teachers and students. Each year, about one million dollars go into the classrooms and school libraries for science and art consumable materials, library and classroom books, computers and other technology hardware and curriculum materials for special projects. A Central Media Center containing an extensive collection of educational videos, and technical support for classroom and library computers are some of the other resources provided by this Fund.

**Buildings and Grounds Improvement.** The ***BSEP School Maintenance and Security Fund*** supports special projects over and above what the District's Maintenance Department can do within the ordinary scope of work to "protect... the health, safety and security of children and staff" by "creating an environment more conducive to learning." Some of the projects which have been accomplished in the last several years or which are planned for the next school year include: significant improvements to each of the elementary school play yards and a complete restoration of the play yards at Jefferson, Oxford and Willard schools; installation of an intercom system in the Berkeley High School buildings; improvements to the stage lighting and sound systems of each of the schools; installation of security gates in the middle school libraries and purchase of containers for disaster preparedness supplies and up-to-date tools and equipment for the Maintenance Department.

**Public Information.** The District's Public Information Office, funded by BSEP, informs the community about the activities at schools and the school District's operations through the media, the District's Web page and a variety of other activities. For information about the district, log on to the district's Web page: [www.berkeley.k12.ca.us](http://www.berkeley.k12.ca.us).

The BSEP budgets are published annually in the *BSEP Annual Plan*. For more information about BSEP and about how you can participate in the BSEP budget planning committees, contact the BSEP Office at 644-8717.

**BEI School Enrollment Program (and) Allocations for FY 2007**

Sites/Departments	Projected Enrollment (as of 3-20-03)	Enrollment Used for Allocation**	Total Site Allocation \$165/ Pupil
<b>K-5 Schools</b>			
112 - Cragmont	394	374	61,710
113 - Emerson	270	257	42,405
116 - Jefferson	299	284	46,860
118 - LeConte	329	313	51,645
119 - Oxford	300	285	47,025
120 - Thousand Oaks	450	428	70,620
121 - Washington	344	327	53,955
123 - Arts Magnet	382	363	59,895
124 - Rosa Parks	365	347	57,255
126 - Malcolm X	369	351	57,915
128 - John Muir	226	215	35,475
<b>Sub-Total</b>	3,728	3,544	584,760
<b>Middle Schools</b>			
127 - Longfellow	440	418	68,970
131 - Willard	542	515	84,975
132 - King	788	749	123,585
<b>Sub-Total</b>	1,770	1,682	277,530
<b>9-12 Schools</b>			
136 - Berkeley Alternative High School	180	180	29,700
137 - Berkeley High	2,665	2,532	417,780
<b>Sub-Total</b>	2,845	2,712	447,480
<b>Other Sites</b>			
135 - Independent Study (K-12)	150	150	24,750
262 - Early Childhood (pre-K)	344	344	56,760
190 - Adult School (9-12)	130	130	21,450
<b>Sub-Total</b>	624	624	102,960
<b>Reserve</b>			
Reserve:	➤ Enrdlment Variance (405 additional pupils) ➤ Special Education (175 pupils)		95,700
		(K-12)	
<b>Sub-Total</b>			95,700
<b>GRAND TOTAL</b>	8,967	8,562	1,508,430





SUMMARY OF BSEP SCHOOL ENRICHMENT PROGRAM  
ANNUAL PLANS FOR FY 2004

CRAGMONT

Allocation: \$61,710

- **Dance Teacher (.20 FTE):** to provide K-5 students a variety of movement/dance experiences, integrated with core subject areas. (Kindergarten: 30 minutes/week; grades 1-5:45 minutes/week)
- **Instructional Specialist - Visual Arts (.50 FTE):** to provide K-5 visual arts instruction to all students in a variety of media, covering the visual arts standards and linked with grade level themes. (Kindergarten: 1 hour/week; grades 1-5: 1 semester @ 80 minutes/week)
- **Instructional Specialist - Garden/Science (.20 FTE):** to provide Kindergarten-3rd grade students a variety of hands-on environmental science experiences in the school garden. (Classes will rotate)
- **Instructional Specialist - Performing Arts/Music (hrly):** to provide K-2 classes with instruction in performing arts or music that is multi-faceted and standards-based.
- **Field Trips:** 4th and 5th grade classes will visit science or social studies sites to help bring the curriculum alive.

EMERSON

Allocation: \$42,405

- **Art Teacher (.40 FTE):** to conduct weekly art instruction/appreciation classes with each grade, to meet the state framework.
- **Sports 4 Kids (contract):** to provide an on-site Coordinator to work with playground assistants and volunteers (recruited by the Coordinator) to provide supervision and activities that make recess and lunchtime active, safe, and fun. Sports 4 Kids also assists teachers in running P.E. classes, and organizes afterschool sports.
- **Mental Health Counseling (contract):** to provide, in partnership with Berkeley Mental Health's Family Youth & Childrens' Services, individual and group counseling to students in need. Counselors emphasize positive interactions, making and maintaining friendships, and establishing healthy connections with adults in the school community.

JEFFERSON

Allocation: \$46,860  
Advance Carryover: \$1,172

- **Physical Education Teacher (.23 FTE):** to teach a standards-based P.E. curriculum to students at all grade levels, to coordinate the Conflict Resolution program, to organize special student performance assemblies (such as Jump-rope and Circus), and to support teachers in organizing recess and noon time activities.
- **Reading Recovery Teacher (.32 FTE):** to provide a Reading Recovery program to identified 1st graders, and to facilitate school-wide reading/literature enrichment activities (such as: poetry/writing projects, family reading nights, author visits, student participation in the California Young Reader Medal, developing reading lists, etc.).

LECONTE

Allocation: \$51,645  
Advance Carryover: \$11,236

- **Music Teacher (.12 FTE):** to provide Orff/multicultural music classes to three Kindergarten classes each week.
- **Art Program - Instructional Specialist (hrly) & Art Materials:** to provide students the opportunity to create artwork that is integrated with the social studies and science curriculum.

LECONTE (continued)

- **Instructional Specialist - Physical Education (.53 FTE):** to provide K-5 students with 30 minutes of Physical Education instruction per week, developing physical fitness through sports and dance, and encouraging the developing of teamwork and concentration. Recess sports activities during recess will also be provided.
- **Library Media Technician (.13 FTE):** to give booktalks to each LeConte class every week, offering students both a mirror and a glass, helping them to see themselves and the world outside, through fiction and nonfiction books.
- **Farm & Garden Project (AmeriCorps contract):** to provide a hands-on science program that teaches K-5 students gardening, animal care, nutrition and health, and cooking.

OXFORD

Allocation: \$47,025  
Advance Carryover: \$12,093

- **Instructional Specialist - Recreation/Conflict Resolution (1.0 FTE):** to support the cooperative playground interactions program and to provide sports and fitness training.

THOUSAND OAKS

Allocation: \$70,620

- **Literacy Support Teacher (.60 FTE):** to provide students with literacy support, and to assist teachers in running Guided Reading groups.
- **Kindergarten Literacy Teacher (hrly):** to provide one-on-one literacy instruction to teacher-identified Kindergartners.
- **Sports 4 Kids (contract):** to provide a Coordinator to organize sports and games during recesses. This program promotes self-confidence, conflict resolution, and an appreciation for benefits of regular exercise.
- **Field Trips:** to extend the classroom instruction in a memorable way.

WASHINGTON

Allocation: \$53,955

- **Instructional Specialist - Physical Education (.20 FTE):** to provide creative games and P.E. classes to 16 classes each week.
- **MOCHA (contract):** to provide all K-5 students with biweekly hands-on art experiences, integrated with the curriculum and supportive of English Language Learners.
- **Sports 4 Kids (contract):** to provide all K-5 students with organized sports and games at recess and lunch, and with classroom physical fitness games/activities; in addition, to provide an afterschool sports program for 4th and 5th grade students.

ARTSMAGNET

Allocation: \$59,895

- **Instructional Specialist - Dance (.40 FTE):** to teach dance/movement classes to all K-3 classes once a week, and four times per week to all 4-6 students who choose Dance as an elective, culminating in at least two performances during the year.
- **Instructional Specialist - Percussion (.40 FTE):** to provide weekly rhythm and percussion instruction to all K-3 students, and instruction four times a week for 4-6 students who choose Percussion Band as an elective, culminating in at least two performances during the year.
- **Instructional Specialist - Chorus (.32 FTE):** to provide weekly choral music instruction to all K-2 students, and instruction four times a week for 4-6 students who choose Chorus as an elective, culminating in at least two performances during the year.

## ARTSMAGNET (continued)

- **Instructional Specialist - Drama (hrly):** to provide drama instruction and technical stagecraft training to all 4-6 students who choose Drama as an elective, and to conduct at least two dramatic performances during the year.
- **Visual Arts Teacher (FTE/bd):** to provide visual arts instruction in an increasingly rich art curriculum, including color, form, and art history, weekly to all K-3 students, and four times a week for 4-6 students who choose Visual Arts as an elective. Student artwork will be displayed at an art show in a local hotel during the spring, and will also be projected on a screen during the Spring drama performance.

## ROSA PARKS

Allocation: \$57,255  
Advance Carryover: \$5,412

- **Science Teacher (.40 FTE):** to lead science lab activities for K-3 students.
- **Computer Teacher (.20 FTE):** to lead computer lab activities for 5th grade students.
- **Instructional Specialist - Thematic Literature (.20 FTE):** to assist teachers with thematic units in all curriculum subject areas, to select/order library books to support the curriculum standards and themes, and to teach library research skills to students.
- **From Carryover:**
  - **Sports 4 Kids (contract):** to provide a Coordinator to provide structured recess and noontime activities, designed to promote cooperation, team-building, and play, within and across grade levels.

## MALCOLM X

Allocation: \$57,915

- **Teacher/Curriculum Coordinator (.20 FTE):** to coordinate various strands of the Malcolm X schoolwide program.
- **Music Teacher (.27 FTE):** to teach Music Fundamentals to K-3 students (via songs, folk games, rhythmic training, ear training, movement, use of instruments such as xylophones and glockenspiels, and progressive use of musical symbols) so they are musically literate and ready to begin the instrumental music program in 4th grade.
- **Instructional Specialist - Afterschool Coordinator (.17 FTE):** to coordinate the X-Plus afterschool enrichment program, serving 85 students with tutoring, homework support, arts, sports, exercise, and dramatic productions.
- **Library Media Teacher (hrly):** to assist students during library visits, instructing them in how to use the library; to oversee selection and maintenance of library materials; and to support teachers with selections that will enhance lesson plans and overall school curriculum.

## JOHN MUIR

Allocation: \$35,475

- **Instructional Specialist - Physical Education (.32 FTE):** to provide all K-3 students Physical Education classes, including structured sports and physical fitness, twice a week.
- **Instructional Assistant - Kindergarten (.40 FTE):** to support all Kindergarten classes during literacy instruction, enabling teachers to work with students one-on-one or in Guided Reading groups.

## LONGFELLOW MIDDLE SCHOOL

Allocation: \$68,970

- **Academic Counselor (.30 FTE):** to provide increased academic support and mentoring for all students.
- **Instructional Technician (.53 FTE):** to coordinate the student athletic program, by: hiring and supervising coaches, coordinating transportation and equipment, holding tryouts, and organizing practice and game schedules.
- **Case Manager (contract):** to provide 30 at-risk students with additional support through group sessions, training, and classroom support, to prevent behavior that disrupts the classroom environment. Case Manager will also be in contact with at-risk students' families.
- **Instructional Specialist - Steel Drums (Hrly):** to continue the renowned afterschool Steel Drum classes, offered twice a week for an hour. A minimum of 3 performances will be held during the school year, some in conjunction with the advanced band and orchestra.
- **Writers' Room (contract):** to expand this writing/literacy support program for all of Longfellow's eighth grade students.
- **From Carryover:**
  - **Technology Support (overtime & contract):** additional support for Longfellow's computer infrastructure
  - **Afterschool Athletics Program:** coaches' & officials fees, tournament fees, transportation & equipment.
  - **Teacher (hrly):** to supervise student activities at lunch.
  - **Accelerated Reading Program (hrly teaching)**

## WILLARD MIDDLE SCHOOL

Allocation: \$84,975

Advance Carryover: \$17,650

- **Academic Counselor (.50 FTE):** to coordinate counseling and academic programs, providing direct support to Willard students and students transitioning into the school.
- **Library Media Teacher (.20 FTE):** to maintain the library, collaborate with teachers, and design school-wide projects. Responsibilities include offering 10-15 information literacy classes per week, training and supervising 10 student assistants, supervising 60-70 students before and after school, and during lunch, creating and maintaining the library website, maintaining the collection of 10,000 books and other materials.
- **Afterschool Sports:** to provide an afterschool sports program, to be designed by parents, students & staff, precise distribution of funds to be determined when program design is finalized.
- **Greening Project (contract):** provides Americorps personnel to offer a sixth grade hands-on science program, including the study of soil, recycling, nutrition, and the environment.
- **Student Government Advisors (teacher stipends):** to support grade level elections, student governmental bodies (House of Representatives, Executive Council), student clubs (Gay-Straight Alliance, Heritage Club, MEXA, etc.), and special student committees (Spring Day, Student Activities, etc.), chaired and staffed by students, enabling them to plan and implement school-wide events.
- **Mental Health / Counseling (contract):** to provide direct counseling and crisis intervention for 50 students during the 2003-04 school year, via a licensed clinician (one day/week) and two therapy interns (one day/week each).
- **Student Success Program Mentors (hrly or contract):** to provide counseling and tutoring for high potential students, aimed at increasing the number of African-American students on the honor roll.
- **Writers' Room (contract):** to continue this successful writing support program.
- **Youth Support Program (contract):** to provide a VISTA/Americorps Mentor Coordinator to recruit, train, and supervise 110 mentors to serve 110 students who are at risk of academic failure. Student goals are to maintain or improve their GPA over the year, to participate in community service projects, and other schoolwide events (Family Literacy & Math nights, etc.).
- **Schoolwide Learning Days (contracts):** to provide community resource people (such as dancers, storytellers, speakers) to expose students to information and provide hands-on experiences planned around African American History, and Latino, and Asian cultural months.

## KING MIDDLE SCHOOL

Allocation: \$123,585

- **Counselor (.60 FTE):** to provide essential counseling support for students, staff, parents, and community, via:

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overseeing licensed therapists who provide direct services to students, supervision of therapist interns, providing academic counseling, serving as a community liaison.

- **School Service Assistant - Library (.20 FTE):** to provide greater access to the school library, and to maintain the library collection.
- **Teacher - Intramural Coordinator (stipend):** to coordinate and supervise the six after-school sports teams, developing students' academic, athletic, social, and cooperative skills.
- **Coaches & Referees (stipend & contract):** for the afterschool athletic program.
- **Officiating Fees (contract):** for the afterschool athletic program.
- **Instructional Specialist - Mathematics (FTE):** to provide academic support for students struggling with mathematics (including tutoring Title I students in their math classes and tutoring Algebra students), and to supervise the before-school and lunchtime tutorial programs.
- **Teacher (hrly):** to maintain constant supervision on the yard during lunchtime, whenever administrators are unavailable and on rainy days.
- **Writers' Room (contract):** to continue to provide every 8th grade student with one-on-one coaching sessions to help them revise writing assignments (twice monthly).
- **G.A.T.E. Classes (teacher stipends):** to continue to offer, in the spring semester, academically enriching afterschool classes that are geared to high-achieving students, but open to all.
- **Afterschool Theatre Projects (teacher stipend):** to provide a fall "playmaking" project designed to encourage selected students in their writing (in conjunction with the Berkeley Repertory Theatre), and a spring large cast production of a classic work of literature.
- **ELL Tutorial Coordinator (hrly):** to supervise the ELL tutorial program, providing homework assistance and academic and language support for English Language learners (after school, Monday-Thursday).
- **Tutors - Before & Afterschool (hrly & contract):** to provide homework assistance and academic support before and afterschool.
- **Teacher/Homework Club Coordinator (.10 FTE) & Tutors (hrly):** to continue King's tradition of providing regular tutorial services and supplies to support referred and drop-in students in completing their homework. Improved grades are rewarded with a Pizza Party (funded by BPEF).
- **BSEP Committee Support (hrly):** to provide clerical assistance and postage/supplies to support the BSEP Site Committee's work.

## INDEPENDENT STUDY

Allocation: \$24,750

- **Instructional Specialist - Community Liaison/Student Mentor/Tutor Coordinator (hrly):** to support the Independent Study community and individual students by: coordinating the newsletter, organizing field trips, and other community-building activities; serving as the liaison between teachers, the program coordinator, families, and students; coordinating the tutor program, assisting with scheduling students and tutors; meeting with students on academic probation to provide intervention and assistance.
- **Independent Study Resource Guide & Newsletter:** to publish a parent-student resource guide which includes both Berkeley High's and Independent Study's policies and procedures, as well as valuable community resources for both the high school and the K-8 home-school program.
- **Tutors (hrly & contract):** to assist all Independent Study students on an as-needed basis, in Foreign Language, Math and Writing.
- **Instructional Specialist - K-8 Coordinator (hrly):** to provide the K-8 home-school community with an organized, readily available curriculum, meeting the California state standards; to advise in the purchase of K-8 educational materials; to instruct K-8 students in using the public library to complete projects; to build a database of public library resources to be used in the Independent Study history curriculum.
- **Field Trips:** to provide transportation, and admission fees to enable Independent Study students and teachers to take field trips ranging from outdoor activities to theatrical performances; such group activities help to build community in this far flung program
- **Art Teacher (hrly):** to provide a weekly art workshop for the K-8 home-school community, fostering art experiences and socialization.

## BERKELEY ALTERNATIVE HIGH SCHOOL

Allocation: \$29,700

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- **School Service Aide (hrly) & Supplies:** to supervise students in running an entrepreneurial food bar twice a week at lunchtime.
- **Tutors (hrly):** to assist students with coursework in all subject areas, during and after school.
- **Street Law Project (contract):** to provide a Boalt Hall law school Teaching Assistant to teach U.S. Government students the rights and responsibilities of youth under the law.
- **Guest Speakers (contract):** to provide special presentations to enhance the school culture, focusing on Black History Month, Cinco de Mayo, and graduation.
- **Freshman Ropes Course (contract):** to provide an organized and engaging team-building activity for incoming 9th graders, which will serve as an orientation to BAHSnorms, policies, and culture.
- **Field Trips:** to extend classroom learning by visiting historical and cultural sites.
- **Science Materials:** to increase hands-on lab science opportunities in biology, earth, physical science.
- **Art Supplies & Equipment:** to engage students in a variety of ceramics projects.
- **Display Case:** to foster a sense of BAHScommunity and pride by providing a case to display special projects, honor roll rosters, and motivational materials.

## BERKELEY HIGH SCHOOL

Allocation: \$417,780  
Advance Carryover: \$50,000

- **College Advisor (1.0 FTE):** to serve as a resource for students, parents and staff regarding college, including testing, applying for enrollment and financial aid, etc.; to serve as an advocate for Berkeley High students to the nation's 3,000 colleges.
- **Instructional Specialist - Good Food Cafe Chef (1.0 FTE):** to assist in all functions of the Good Food Cafe & Catering Co., which is operated by the BHS Restaurant Occupations Program.
- **Instructional Specialist - Drummer (.53 FTE):** to provide a half-time lead drummer for the African/Haitian dance course, serving 400 students.
- **Home-School Liaison (.53 FTE) & ELL Tutors:** to support English Language Learners at BHS in all academic subjects, and to communicate with families to promote regular school attendance and consistent home study habits.
- **Parent Liaison - Parent Resource Center (.25 FTE):** to provide outreach and conduct workshops for under-served families of the Berkeley High community, teaching students and parents how to access the wide array of services available at the school.
- **Student Learning Center Coordinator (position tbd):** to coordinate academic support services after school.
- **Microcomputer Technician (1.0 FTE):** to provide hardware and software maintenance and support throughout Berkeley High, in classrooms, computer labs, and the library.
- **Instructional Technician - Video (1.0 FTE):** to provide technical support to the Video Production Program at BHS, to maintain, monitor, and circulate video equipment, and to serve as an aide in video classes.
- **Library Media Technician (.20 FTE):** to support the BHS library program by assisting in the processing and circulation of books and other library materials.
- **Math Tutors (hrly):** to provide at least one tutor in each Algebra I class, to assist students and teachers in this "gatekeeper" class.
- **Writers' Room (contract):** to provide volunteer coaches in English classes to assist students in revising writing assignments, to support ELL students and students who need extra preparation for the California High School Exit Exam, and to serve students in the Student Learning Center after school.
- **BHS Student Organizer:** to provide each 9-12 grade student and each new teacher with a 5" x 8" spiral-bound planner, which also contains graduation requirements and other useful information.
- **Strength & Conditioning Coach (teacher stipend):** to provide afterschool supervision for the BHS Weight Room.
- **Athletic Equipment Manager (classification tbd):** to circulate and keep a detailed inventory of all team sports equipment and to set up playing surfaces (field, court) for all home games.
- **BSEP Site Committee Support (hrly):** clerical assistance & postage/supplies

## BERKELEY ADULT SCHOOL

Allocation: \$21,450

- **Student Worker Project (hrly Teacher & hrly Student Workers):** to provide job experience for students, to assist

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teachers with special projects.

- **Academic Computer Lab (hrly Teacher, Hardware & Software):** to provide individualized, computer-assisted instruction (both MAC and PC) for students in the literacy and high school programs.
- **Art Materials:** to provide a broad variety of art experiences, promoting creative thought, risk-taking, decision-making, and enhancing self-esteem.
- **"News for You" Subscription:** to provide a weekly newspaper, written at a 4th-5th grade reading level, to supplement the social science, English, and GED curriculum.
- **Literacy Software:** to support students' literacy and research skills via literacy software.
- **Computer Upgrades:** to upgrade three computers in the Academic Department with additional memory, new mice, and printers.
- **Video Equipment Upgrades:** to provide students with the opportunity to learn to use basic video and digital equipment, using a new video and digital still camera.

## EARLYCHILDHOOD EDUCATION

Allocation: \$56,760

- **Instructional Specialist - Dance/Movement (.15 FTE):** to provide weekly dance/movement classes, focusing on rhythm, balance, and enjoyment.
- **Instructional Technician - Computers (hrly):** to support the classroom computers and assist teachers in selecting and utilizing appropriate instructional hardware and software.
- **Library Bookbag Program (hrly Teacher & hrly Instructional Assistant):** to promote early literacy and love of reading via circulating bags of books for children to take home to read with their families.
- **Art Instruction (contract):** Habitat children's program will provide an artist to facilitate creative art activities with the children.
- **Field Trips/Visiting Programs:** to provide transportation and admission fees so children may visit and explore our community. Trips and visiting programs will complement the curriculum in science, literature, the arts, and cultural awareness.
- **Parent Education Program (contract):** to provide monthly parent workshops lead by a psychologist, focused on developing parenting skills and providing parents a forum for discussing parenting issues.



**BERKELEY UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 02-84**

**BUDGET TRANSFER OF FUNDS**

**WHEREAS**, the Board of Trustees of the Berkeley Unified School District has determined that there may be insufficient cash to meet current obligations; and

**WHEREAS**, Education Code Section 42603 permits the Governing Board of any school district to direct that monies held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds and shall not be available for appropriation or be considered income to the borrowing fund.

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with Education Code Section 42603, monies may be transferred between funds of the district and repaid in accordance with Education Code Section 42603.

**PASSED AND ADOPED** by the Governing Board of the Berkeley Unified School District on this 7<sup>th</sup> day of May 2003 , by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric Smith, Associate Superintendent of Business and Operations  
**DATE:** May 7, 2003  
**SUBJECT:** Temporary Transfer of Available Fund Balances for Cash Flow Purposes

## **BACKGROUND INFORMATION**

Property Tax Proceeds are a significant amount of revenues that fund District operations. Large portions of these proceeds are distributed to the District following the collection deadlines of December 10<sup>th</sup> and April 10<sup>th</sup> of each year. Because of this, the District in the past has experienced a shortage of cash in the months of November, December, March and April. Additionally with the budget difficulties at the State level certain apportionments are identified to be deferred until next fiscal year. This is putting an additional demand on cash availability over the end of this fiscal year.

The attached Resolution Number 02-84 would allow the District, if necessary, the ability to transfer available dollars from other Funds of the District to the General Fund. This would provide for cash to cover month ending payrolls until the Property Tax Proceeds are received. This borrowing from other Funds may not exceed 120 days or if transferred within the last 120 days of a fiscal year it may be repaid in the next fiscal year.

## **POLICY/CODE**

California Education Code 42603

## **FISCAL IMPACT**

No additional cost to the District

## **STAFF RECOMMENDATION**

Approve Resolution No. 02-84 for the temporary borrowing of balances from one fund to another.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** May 7, 2003  
**SUBJECT:** Progress of Small Schools

## **BACKGROUND INFORMATION**

In 2000 the Board approved a resolution, based on supporting national research, which gave affirmation to the formation and establishment of Small Schools at Berkeley High School. Simultaneously, the Board approved a planning grant to study small Schools that generated staff and community interests and passions around the idea of transforming Berkeley High into small schools.

During this same time the Board hired a new superintendent who asked that the determination of any specific policy or implementation strategy be postponed until she had an opportunity for further study. After a visit to New York and Maryland, where successful small learning communities have been implemented in urban settings, the Superintendent returned convinced that small learning communities had merit for many of our own students. As a result, she convened a task force composed of individuals with strong opposing views to assist her in the recommendation for implementation of a viable model which could put at least half the student population into Small Schools by 2005.

Tonight, members of this task force will discuss their work and progress in preparation for a formal recommendation. The recommendation for the establishment of Small Schools from the Superintendent will be presented to the Board on May 21.

## **POLICY CODE**

None

## **FISCAL IMPACT**

None

## **STAFF RECOMMENDATION**

Discuss and review report