

BERKELEY UNIFIED SCHOOL DISTRICT
Office of the Superintendent
District Administrative Offices, Board Conference Room
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, November 5, 2003

Call to Order The Presiding Officer will call the Meeting to Order at 6:00 p.m. The Board will recess to Closed Session at 6:00 p.m. and reconvene in Public Session at 7:30 p.m.

Roll Call President Joaquin J. Rivera
 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) 1) Instructional Assistant
- f) Public Employment Appointments
 - 1) Superintendent's Evaluation
- g) Liability Claims
- h) Property Acquisition

*The Student Director does not attend Closed Session.

Report Closed
Session Action

Motion_____ Second_____ Vote_____

Approve Agenda

Approve the Regular Meeting Agenda of November 5, 2003
Motion_____ Second_____ Vote_____

Approve Minutes

Approve the Board of Education Minutes as follows: 1
May 7, 2003, Regular Meeting
June 4, 2003, Regular Meeting
June 18, 2003, Regular Meeting
July 2, 2003, Regular Meeting
August 13, 2003, Special Meeting
August 20, 2003, Regular Meeting
September 3, 2003, Regular Meeting
September 10, 2003, Special Meeting
September 17, 2003, Regular Meeting
October 1, 2003, Regular Meeting
October 8, 2003, Special Meeting
October 15, 2003, Regular Meeting
October 21, 2003, Special Meeting

Motion_____ Second_____ Vote_____

PUBLIC TESTIMONY

Persons wishing to address the Board should fill out a card located on the table by the door and submit the completed card to the Board Recorder. Speakers will be selected by lottery. The Public Testimony is limited to 30 minutes—3 minutes per spokesperson to address the Board.

REPORTS

Union Representatives' Reports
Superintendent's Report
Board Members' Report

CONSENT ITEMS

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

General Services

1.1-C Veterans' Day Event	<u>Board Member Recommendation:</u> Approve the Berkeley Veterans Day Event Resolution. Motion_____ Second_____ Vote_____	111
------------------------------	--	-----

Human Resources

2.1-C Acceptance of Personnel Report	<u>Staff Recommendation:</u> Accept Personnel Report 03-09 as submitted. Motion_____ Second_____ Vote_____	115
2.2-C Rescission of Personnel Commission Appointment in the case of Mr. George Johnson	<u>Staff Recommendation:</u> Approve as submitted. Motion_____ Second_____ Vote_____	122

Educational Services

3.1-C Overnight Field Trip Requests	<u>Staff Recommendation:</u> Approve the overnight field trips for students consistent with District Policies and Instructional Programs Motion_____ Second_____ Vote_____	123
3.2-C "No Child Left Behind" Title I Private Schools Inter-district Service Agreement	<u>Staff Recommendation:</u> Approve the "No Child Left Behind" Title I Private Schools Inter-district Service Agreement Motion_____ Second_____ Vote_____	124
3.3-C Request for Field Trip To France and Spain April 4-13, 2004	<u>Staff Recommendation:</u> Approve the Request for Field Trip to France and Spain, April 4-13, 2004 Motion_____ Second_____ Vote_____	125

3.4-C Staff Recommendation: 126
Grant Application for Approve Intent to Apply for a Grant to the
Sign Language Instruction San Francisco Foundation.
at John Muir Elementary Motion_____ Second_____ Vote_____
School

3.5-C Staff Recommendation: 127
New Non-public Approve the non-public school placements for
School Placements Special Education Students
for Special Motion_____ Second_____ Vote_____
Education Students

Business and Operations

4.1-C Staff Recommendation: 129
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: 137
Resolution 03-23: Approve Resolution 03-23: Authorization to
Authorization to participate in the Department of General
Participate in the Department of General Services Procurement Division Surplus
Department of General Property Program.
Services Procurement Motion_____ Second_____ Vote_____
Division Surplus
Property Program

4.3-C Staff Recommendation: 139
Board Policy 3400: Adopt, at Second Reading, Board Policy 3400:
Fraud Fraud
Motion_____ Second_____ Vote_____

4.4-C Staff Recommendation: 143
Board Policy 3530: Adopt, at Second Reading, Board Policy 3530:
Self Insurance Self Insurance
Motion_____ Second_____ Vote_____

ACTION ITEMS

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

Business and Operations

4.1-A **Staff Recommendation:** 145
Modifications of Property Management Guidelines
Approve components and guidelines for property management and use of facilities
Motion_____ Second_____ Vote_____

4.2-A **Staff Recommendation:** 162
Approval of Modifications to the Franklin Adult School Project
Approve the Modifications for the Franklin Adult School Project and direct the architect to finalize the design modifications for pricing by the contractor, recognizing the Board's Authority to rescind such action pending Unanticipated legal or financial implications
Motion_____ Second_____ Vote_____

CONFERENCE

These items are submitted for advance planning and to assist the Board in establishing future agenda items. The Board may, however, take action on the following:

General Services

1.1-CF **Staff Recommendation:** 164
2003-2004 Work Plan for the FCMAT Report
Accept the 2003-2004 Work Plan for the FCMAT Report
Motion_____ Second_____ Vote_____

INFORMATION

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

Educational Services

8:00 p.m.

3.1-I
Educational initiatives
and instructional
improvement.

Staff Recommendation:
Staff will present work being done to
incorporate and advance District goals
into the curriculum.

Presentation

3.2-I
Monthly Enrollment
and average daily
attendance summary

Staff Recommendation:
Receive the monthly enrollment and average
daily attendance summary reports for
for information.

172

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).

ADJOURNMENT

Schedule of Board of Education Meetings for 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
Berkeley's Government Access Channel 33**

GUIDELINES FOR SPEAKERS

You are invited to participate in Meetings of the Board of Education and make your views known at these meetings.

WHEN YOU WANT TO TALK ABOUT AN AGENDA ITEM OR A NON-AGENDA ITEM:

Please fill in a **REQUEST TO ADDRESS THE BOARD OF EDUCATION CARD** (located on the side of the Speaker's Stand) and give it to the Board Recorder. Speakers will be selected by lottery. Your card must be submitted before the Presiding Officer calls for the item—**PUBLIC TESTIMONY**.

You will be called on to speak by the Presiding Officer.

A speaker has three minutes in which to make his/her remarks. (The Presiding Officer will extend the time allocation for those with special speech needs.)

Any subject related to the District or its educational programs 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: Shirley Issel, Director
Joe McDonald, a Berkeley Resident and Vietnam Veteran
DATE: November 5, 2003
SUBJECT: Berkeley Veterans' Day Event Resolution

BACKGROUND INFORMATION

By unanimous resolution of the City Council, a Veterans' Day Event will commence on Tuesday, November 11, 2003 at 11:00 a.m., the 11th hour of the 11th day of the 11th month of the year, commemorating the Armistice that brought World War I to an end. The ceremony will be held on November 11, 2003 at 11:00 a.m. in the Martin Luther King Jr. Civic Center Park. The Council item is attached for your information.

We invited the Board of Education to join with the City of Berkeley in acknowledging this event by passing the attached resolution and encouraging the entire BUSD family to join us in recognizing the millions of men and women who have served in our country's armed forces for over two hundred years.

POLICY/CODE

None.

FISCAL IMPACT

None

BOARD MEMBER RECOMMENDATION

Approve the Berkeley Veterans' Day Resolution.

BERKELEY UNIFIED SCHOOL DISTRICT

BERKELEY VETERANS DAY EVENT

November 11, 2003

WHEREAS, the City of Berkeley is sponsoring a Veterans' Day Event to commence on Tuesday, November 11, 2003 at 11:00 a.m., the 11th hour of the 11th day of the 11th month of the year, commemorating the Armistice that brought World War I to an end; and

WHEREAS, the City of Berkeley has sponsored Veterans' Day events over the last decade, including the 1995 display of the moving Vietnam Memorial Wall; and

WHEREAS, the theme of this year's event is to honor City and School District staff and Berkeley residents who are veterans or are currently serving in our armed forces, and to recognize and express appreciation for their service and the sacrifices they have made;

NOW, THEREFORE, BE IT RESOLVED, that the Berkeley Unified School District joins with the City of Berkeley in honoring Berkeley veterans and their families in a Veterans' Day ceremony at 11:00 a.m. on November 11, 2003 in the Martin Luther King Jr. Civic Center Park. The Board encourages the entire BUSD family to join us in recognizing the millions of men and women who have served in our country's armed forces over two hundred years.

PASSED AND ADOPTED this 5th day of November 2003.

Joaquin J. Rivera, President
Board of Education

CONSENT CALENDAR

October 14, 2003

TO: Members of the City Council

FROM: Mayor Tom Bates

SUBJECT: Co-Sponsorship and Fee Waiver for Veterans Day Event in Civic Center Park

RECOMMENDATION:

That the City Council adopt a resolution to sponsor and waive fees associated with a Veterans Day event scheduled for Tuesday, November 11. Waived fees shall include the park usage fee for Civic Center Park, sound permit, and other associated fees.

BACKGROUND:

The City of Berkeley has occasionally sponsored Veterans Day events over the last decade. For example, in 1995 a Veterans Day event was held where the moving Vietnam Memorial Wall was brought to Berkeley. Last year the City Manager's office organized a small event.

Country Joe MacDonald, a Berkeley resident and Vietnam veteran, approached the Mayor's office in the hopes of organizing a larger event this year. An ad hoc group of volunteers have been meeting over the past few months to organize this year's event.

A number of current City of Berkeley employees have been called up for active service for the conflict in Iraq and Afghanistan. The theme for this year's event is to honor City staff and Berkeley residents who are veterans or are currently serving in Iraq and Afghanistan. Despite the sharp disagreements in our community about the political motivation of many of these conflicts, it is appropriate for us to honor our own and the sacrifices they have made.

This year's event is scheduled for Tuesday, November 11th, 2003 beginning at 11 a.m. or the 11th hour, of the 11th day, of the 11th month of the year – which was the official end of World War One.

FINANCIAL IMPLICATIONS:

Loss of approximately \$1000 in waived fees.

CONTACT PERSON:

Mayor Tom Bates

981-7100

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence Superintendent
FROM: Tina Brier, Director, Classified Personnel
 Patricia Calvert, Director, Certificated Personnel
DATE: November 5, 2003
SUBJECT: ACCEPTANCE OF HUMAN RESOURCES REPORT 03-29
 Following is Human Resources Report 03-29 which reports details of personnel assignments, employment, and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>RESIGNATION</u>						
Clare Davies	Program Supervisor	Special Ed.	General	1.00	10/31/03	
Kenneth Purser	Administrative Dean	Berkeley High	General	1.00	10/3/03	
<u>LEAVE OF ABSENCE WITHOUT PAY</u>						
Matt Fishencord	Teacher	Washington	General	1.00	8/25/03	6/11/04
<u>PATERNITY LEAVE OF ABSENCE WITH PAY</u>						
Jacob Disston	Teacher	Willard	General	1.00	11/9/03	12/19/04
<u>TEMPORARY TEACHERS</u>						
Luis Argueta	Teacher	Rosa Parks/ LeConte	General & Title VII	1.00/III-01	10/20/03	6/11/04
Katherine Evans	Teacher	Special Ed.	General	.50/VII-23	9/29/03	1/25/04
Francis Guguni	Teacher	Berkeley High	General	.40/I-01	9/25/03	6/11/04
Alison Kelly	Teacher	Rosa Parks	Title VII	.40/VI-14	10/15/03	6/11/04
Ted MacArthur	Teacher	Special Ed.	General	.40/VII-12	10/21/03	6/11/04
<u>ADULT SCHOOL TEACHERS</u>						
Cassandra Bramucci	Teacher	Adult School	Site	\$30.39/HRLY	10/1/03	6/30/04
Benjamin Leon-Alaron	Teacher	Adult School	Site	\$30.39/HRLY	9/9/03	6/30/04
Barclay Stone	Teacher	Adult School	Site	\$30.39/HRLY	8/27/03	6/30/04
<u>STIPENDS</u>						
Leorah Abouav-Zilberman	Department Head	Berkeley High	General	\$5,000	8/25/03	6/14/04
Richard Ayers	Department Head	Berkeley High	General	\$2,250	8/25/03	6/14/04
Judith Bodenhausen	Department Head	Berkeley High	General	\$5,000	8/25/03	6/14/04
Joan Brannigan	Instructional Specialist	Longfellow	General	\$640	8/25/03	6/14/04

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Pat Culpepper	Instructional Specialist	Longfellow	General	\$640	8/25/03	6/14/04
Mark Delepine	Instructional Specialist	King	General	\$640	8/25/03	6/14/04
Ruth Dorman	Instructional Specialist	Longfellow	General	\$640	8/25/03	6/14/04
Cheryl Draper	Instructional Specialist	Longfellow	General	\$640	8/25/03	6/14/04
Victoria Edwards	Instructional Specialist	King	General	\$640	8/25/03	6/14/04
William Gaebler	Department Head	Berkeley High	General	\$2,250	8/25/03	6/14/04
Brooks Geiken	Track/Field Coach	King	BSEP	\$600	9/1/03	11/1/03
Aaron Glimme	Department Head	Berkeley High	General	\$5,000	8/25/03	6/14/04
Terri Goodman	Department Head	Berkeley High	General	\$700	8/25/03	6/14/04
Akemi Hamai	Instructional Specialist	King	General	\$640	8/25/03	6/14/04
Martha Hoppe	Instructional Specialist	King	General	\$640	8/25/03	6/14/04
Judy Kono	Teacher In Charge	Oxford	General	\$1,923	8/25/03	6/14/04
Suzane Kossa-Rienzi	Instructional Specialist	King	General	\$640	8/25/03	6/14/04
Alan Lee	Instructional Specialist	Longfellow	General	\$640	8/25/03	6/14/04
Jessee Luxford	Instructional Specialist	Longfellow	General	\$640	8/25/03	6/14/04
Frank Martin	Instructional Specialist	King	General	\$640	8/25/03	6/14/04
Robert McKnight	Department Head	Berkeley High	General	\$700	8/25/03	6/14/04
Joyce Seitz	Instructional Specialist	King	General	\$640	8/25/03	6/14/04
Miriam Stahl	Department Head	Berkeley High	General	\$2,250	8/25/03	6/14/04
Jeannie Wang	Teacher In Charge	Emerson	General	\$1,923	8/25/03	6/14/04
Benette Williams	Department Head	Berkeley High	General	\$3,750	8/25/03	6/14/04

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Thomasine Wilson	Department Head	Berkeley High	General	\$5,000	8/25/03	6/14/04
Jordan Winer	Department Head	Berkeley High	General	\$700	8/25/03	6/14/04

Page 3 of 7

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>RETIREMENT</u>							
Bennie Avery	Instructional Assistant Special Education	Berkeley High				12/31/03	
August Demartha	Custodian I	Rosa Parks				1/14/03	
<u>EXTENDED LEAVE OF ABSENCE WITH PAY</u>							
Darrin Gentry	Instructional Assistant Special Education	Longfellow				10/06/03	10/31/03
Jennifer Troupe	Administrative Coordinator	Education Services				10/24/03	3/12/04
<u>PERMANENT</u>							
Mabribel Coss-Perez	Instructional Assistant	Thousand Oaks	Site Fund	29/1	+ .27 FTE \$12.17 hr	10/1/03	
Gabriel Getchell	Instructional Tech. (Afterschool)	Thousand Oaks	Site Fund	34/2	+ .27 FTE \$14.45 hr	10/1/03	
Paula Israel	Interpreter for the Deaf	John Muir	Site Fund	45/5	+ .13 FTE \$22.02 hr	10/1/03	
Margie Samberg	Interpreter for the Deaf	John Muir	Site Fund	45/5	+ .20 FTE \$22.02 hr	10/1/03	
<u>RECALL FROM LAY-OFF</u>							
Chris Robison	Instructional Tech. (Athletics)	Willard	BSEP	34/1	.60 FTE \$13.76 hr	9/15/03	
<u>PROBATIONARY</u>							
Carlos Bustamante	Instructional Specialist (Student Learning Center)	Berkeley High	BSEP	51/1	.40 FTE \$20.96 hr	10/23/03	4/23/03
Erin Conboy	Program Coordinator	Annex	Nutrition Network	52/1	.80 FTE \$21.48 hr	10/17/03	4/17/04
Siu Lau	Program Coordinator	State & Federal	State & Federal	52/1	1.0 FTE \$21.48 hr	11/1/03	5/1/04
Bond Ren	Instructional Media Tech. (Video/Media)	Berkeley High	BSEP	43/1	1.0 FTE \$17.18 hr	9/01/03	6/11/04
<u>PROVISIONAL</u>							
Renona Alexis	Food Service Assistant	Jefferson	Cafeteria Fund	26/1	.40 FTE \$11.29 hr	10/1/03	1/1/04
Darcy Colwell	Instructional Assistant Special Education	Berkeley High	Special Ed.	31/1	.73 FTE \$12.77 hr	10/1/03	1/1/03

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Erin Conboy	Instructional Specialist (Garden)	Alternative High School	Nutrition Network	51/1	.20 FTE \$20.96 hr	10/20/03	1/20/04
Gene Faurie Jr.	Administrative Coordinator (Confidential)	Human Resources	General Fund	52/4	1.0 FTE \$24.94 hr	10/16/03	1/16/04
Cathi Hackbarth	Administrative Coordinator	Special Education	Special Ed.	52/5	1.0 FTE \$26.17 hr	10/16/03	1/16/04
Ami Hall	Instructional Tech. (Cooking)	Willard	Nutrition Network	34/1	.40 FTE \$13.76 hr	10/01/03	1/1/04
LaDonna Higgins	School Secretary II	Willard	Site Fund	44/1	1.0 FTE \$17.61 hr	10/01/03	1/1/04
Anastasia Jarema	Instructional Assistant Special Education	Berkeley High	Special Ed.	31/1	.53 FTE \$12.77 hr	10/1/03	1/1/03
Zina Lindsey	Technology Supervisor (Limited Term)	Technology	General Fund	65/1	1.0 FTE \$26.48 hr	10/1/03	1/1/04
Elizabeth Oghogho	Instructional Assistant Special Education	Rosa Parks	Special Ed.	31/1	.73 FTE \$12.77 hr	10/1/03	1/1/04
Matthew Roder	Instructional Assistant Special Education	King	Special Ed.	31/1	.80 FTE \$12.77 hr	10/8/03	1/8/04
Antonio Rodriquez	Instructional Assistant Special Education	Berkeley High	Special Ed.	31/1	.80 FTE \$12.77 hr	10/1/03	6/11/04
Gershon Roebuck III	Instructional Tech. (Afterschool)	Longfellow	Site Fund	34/1	.30 FTE \$13.76 hr	11/1/03	6/11/04
Pat Russell	Instructional Tech. (Cooking)	Longfellow	Site Fund	34/1	.30 FTE \$13.76 hr	10/1/03	1/1/04
Estella Sisneros	Library Media Tech. (Elementary)	LeConte	BSEP	41/1	.40 FTE \$16.37 hr	10/1/03	6/11/04
Gabriel Todd	Instructional Tech. (Cooking)	Willard	Nutrition Network	34/1	+.13 FTE \$13.76 hr	10/1/03	1/1/04
Sherri Wilson	Administrative Coordinator	Student Services	General Fund	52/4	1.0 FTE \$24.94 hr	10/16/03	1/16/04
Ahlam Younis	Tutor/Speciality	LeConte	State & Federal	31/4	.13 FTE \$14.82 hr	10/6/03	1/6/04

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>TEMPORARY/HOURLY</u>							
Julie Batsel	Interpreter for the Deaf	John Muir	Site Fund	45/5	5.5 hrs/wk \$22.02 hr	9/2/03	6/11/03
Julie Beagle	Intramural Director	Berkeley High	ASB Fund	N/A	10 hrs/wk \$11.45 hr	9/18/03	6/11/04
Shie Benaderet	Facility Equipment Grounds Coordinator	Berkeley High	BSEP	44/1	NTE 30 hrs \$17.61 hr	9/15/03	6/11/04
Willie Butler	Noon Director	John Muir	Site Fund	N/A	3 hr./wk \$11.45 hr	9/25/03	6/11/04
Christopher Fry-Lopez	Instructional Assistant Special Education	District	Special Ed.	31/1	3 hrs/day \$12.77 hr	7/1/03	6/11/04
Antionette Cooks	Intramural Director	Berkeley High	ASB Fund	N/A	10 hrs/wk \$11.45 hr	9/1/03	6/11/04
Sandra Henneman	Intramural Director	Berkeley High	ASB Fund	N/A	10 hrs/wk \$11.45 hr	9/1/03	6/11/04
Drew Howard	Noon Director	Arts Magnet	Site Fund	N/A	3 hrs/wk \$11.45 hr	9/1/03	6/11/04
Barbara Jackson-Mellion	Intramural Director	Berkeley High	ASB Fund	N/A	10 hrs/wk \$11.45 hr	9/1/03	6/11/04
Norman James	Intramural Director	Berkeley High	ASB Fund	N/A	10 hrs/wk \$11.45 hr	9/1/03	6/11/04
Maria Mendez	Tutor	State & Federal	State & Federal	N/A	4 hrs/wk \$11.45 hr	10/20/03	11/15/03
Kathryn Messina	Tutor/Speciality	Independent Study	BSEP	31/1	10 hrs/wk \$12.77 hr	10/2/03	6/11/04
Lilia Peral	Instructional Assistant	Le Conte	State & Federal	29/1	3 hrs/day 12.17 hr	8/27/03	6/11/04
Cassandra Powell	Intramural Director	Berkeley High	ASB Fund	N/A	10 hrs/wk \$11.45 hr	9/1/03	6/11/04
Jill Pressley	Instructional Assistant	Vera Casey	Site Fund	29/1	6 hrs/day \$12.17 hr	10/1/03	6/11/04
Charles Richardson	Student Service Specialist	Student Services	General Fund	41/1	25 hrs/wk \$16.37 hr	10/24/03	6/30/04

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Jan Ruchlis	Noon Director	Arts Magnet	Site Fund	N/A	3 hrs/wk \$11.45 hr	9/1/03	6/11/04
Fatima Shah	Tutor/Speciality	District	State & Federal	31/1	20 hrs \$12.77 hr	10/3/03	6/11/04
Saima Shah	Translator (Hindu/Pashtu)	District	State & Federal	56/1	20 hrs. \$23.71	10/1/03	6/11/04
<u>STIPENDS</u>							
Mark Griffin	60% Assistant Coach (Football)	Berkeley High	Site Fund	N/A	\$1431.00	9/15/03	5/31/04
Magan Prieto	Head Coach/80% Assistant Coach (Girls Volleyball)	Berkeley High	Site Fund	N/A	\$2278.80	8/15/03	11/15/03
James Ragon	60% Assistant Coach (Football)	Berkeley High	Site Fund	N/A	\$1431.00	9/15/03	5/31/04
Jason Smith	Coach (Football)	Willard	BSEP	N/A	\$600.00	9/15/03	5/31/04
Yan Sun	Coach (Extended Day Program)	Longfellow	Site Fund	N/A	\$600.00	9/17/03	6/11/04
<u>WORKING EVENING SHIFT, OUT OF CLASS, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u>							
Gene Faurie Jr.	Administrative Coordinator	Human Resources	General Fund	52/4	1.0 FTE 5% differential \$1.25 hr	10/1/03	1/1/04
Zina Lindsey	Technology Supervisor (Limited Term)	Technology	General Fund	65/1	1.0 FTE 5% differential \$1.33 hr	10/1/03	1/1/04
Odell Patton	Instructional Assistant Special Education	Berkeley High	Special Ed.	31/5	.80 FTE +5% differential \$.78 hr	10/1/03	6/11/04
Matthew Roder	Instructional Assistant Special Education	King	Special Ed.	31/1	.80 FTE 5% differential \$.64 hr	10/8/03	1/8/04
Antonio Rodriquez	Instructional Assistant Special Education	Berkeley High	Special Ed.	31/1	.80 FTE 10% differential \$1.28 hr	10/1/03	6/11/04

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Tina Brier, Director Classified Personnel
DATE: November 5, 2003
SUBJECT: Rescission of Emergency Appointment of Personnel Commissioner

BACKGROUND INFORMATION:

On September 17, 2003, the Board approved an emergency appointment of Mr. George Johnson to fill the third Personnel Commissioner seat that has been vacant since December 2000. The term of that position is to expire on November 30, 2003.

There is disagreement between the District and the unions regarding this emergency placement. After consultation with the Classified Unions and the Superintendent of Public Instruction, further consideration of the issue, and in the spirit of cooperation, we are now requesting that the Board rescind its appointment of Mr. Johnson. This request makes sense in light of the fact that if the Merit System remains in tact, a long-term appointment will have to be made in December for a Commission seat established for the period December 1, 2003 - November 30, 2006.

The Board will have to work with the sitting Commissioners, the Unions and the Superintendent of Instruction if the two Commissioners can not agree on an appointment for that new 2003 seat. It would be beneficial for the District to approach the new appointment with a clean slate and to have amicably resolved this issue. Consequently, we are requesting rescission of the appointment of Mr. Johnson. It should be publicly acknowledged that this request has no implications directed to Mr. Johnson, but rather the process of appointment. Mr. Johnson understands the situation and supports the Board's decision.

POLICY/CODE:

Education Code 45248

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

It is recommended that the Board rescind its appointment of George Johnson to the Personnel Commission. The rescission of the appointment will be effective retroactively as of October 1, 2003.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Neil Smith, Director of Curriculum & Instruction
DATE: November 5, 2003
SUBJECT: Overnight Field Trips Request

BACKGROUND INFORMATION:

The following overnight field trip requests are being made:

Coloma, CA – November 17-19, 2003

Approve participation of 106 fourth and fifth grade Emerson students, three (3) teachers, and ten (10) other adults on a three-day, two-night trip to Coloma Outdoor Discovery School. The purpose of the trip is to enhance the students' understanding of the lives of the Native Americans and the early settlers and develop team building and leadership skills through cooperative learning. Students will sleep in gender specific cabins on the grounds. Coloma Transportation has been contracted to provide transportation. Various fund raising efforts and grants will fund the \$170.00 cost per student. No student will be denied access based on ability to pay. Requested by Susan Hodge, Principal, Emerson Elementary School.

Santa Clara, CA – November 22-25, 2003

Approve participation of 23 Berkeley High School students and two (2) teachers on a three-day, two-night trip to the Junior State of America Convention in Santa Clara, California. The purpose of the trip is to give Berkeley High School students the opportunity to meet with peers from across the state to practice their public speaking skills and engage in debates and discussions on various current events topics. Accommodations will be arranged at the Santa Clara Marriott Hotel where students will be assigned gender specific rooms. Local public transportation will be utilized. The \$90.00 per student cost will be paid by personal parent/student funds. No student will be denied access based on ability to pay. Requested by Matt Huxley, Vice Principal, Berkeley High School.

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
FROM: Neil Smith, Director of Curriculum and Instruction
DATE: November 5, 2003
SUBJECT: "No Child Left Behind" Title I Private Schools Inter-district Service Agreement

BACKGROUND INFORMATION:

Title I funding provides additional support for disadvantaged children to acquire the knowledge and skills contained in the state standards. "No Child Left Behind" requires districts to ensure that Title I services and benefits provided to private school students are equitable to services and benefits for public school students. Students who are Berkeley residents enrolled in Berkeley non-profit private schools and who qualify for Title I are receiving targeted services funded through BUSD's Title I entitlement.

In order to serve Berkeley students who attend private schools outside of Berkeley Unified and who qualify for Title I, the California Department of Education requires each Local Education Agency to develop and implement a "No Child Left Behind" Title I Private Schools Inter-district Service Agreement. The Manager of the Office of State and Federal Programs has developed a Title I Private Schools Inter-district Service Agreement in collaboration with Oakland Unified, Alameda Unified, Emery Unified, San Lorenzo Unified, and San Leandro Unified School Districts. This collaboration, called "East Bay Private Schools Consortium," will ensure equitable and appropriate services to Title I eligible Berkeley students enrolled in private schools in neighboring school districts.

The Board of Education is requested to approve the Title I Private schools Inter-district Service Agreement. The approval is necessary to comply with the California Department of Education regulations and "No Child Left Behind" legislation.

POLICY/CODE:

Title I, Part A, Section 1120 et seq.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the "No Child Left Behind" Title I Private Schools Inter-district Service Agreement.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Neil Smith, Director of Curriculum & Instruction
DATE: November 5, 2003
SUBJECT: Request for Field Trip to France and Spain – April 4-13, 2004

BACKGROUND INFORMATION:

Berkeley Independent Study Program is organizing an educational 10-day trip to France and Spain during the spring 2004 semester. Department heads of the Art, French and Spanish departments are planning to lead a group of twenty-two Berkeley Independent Study Program students to sites in these European countries where the students' knowledge and study of humanities and language will be supplemented and rewarded by real-life experiences. The purpose of the trip is to enrich the academic knowledge and experiences of students as they study the culture, language, art and architecture of these countries.

EF Tours will provide the travel package that includes transportation, international medical insurance, roundtrip airfare, gender specific accommodations, and meals. A bilingual tour guide will be available. Various fund raising efforts and family donations will fund the \$1,814 per student and \$2,119 per adult chaperone cost. Students/parents will be responsible for the cost of passports (and visas for non-American citizens), all lunches, and any personal spending.

The Board of Education is requested to approve the participation of twenty-two Berkeley Independent Study Program students, three teachers and one other adult to France and Spain.

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 out of Country field trip request to France and Spain for Independent Study Students District Policies and instructional programs.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence
FROM: Neil Smith, Director of Curriculum and Instruction
DATE: November 5, 2003
SUBJECT: Grant Application for Sign Language Instruction at John Muir Elementary School

BACKGROUND INFORMATION:

The program for deaf and hearing-impaired students at John Muir Elementary School provides standards-based academic instruction as well as positive mainstreaming experiences for the 18 students presently enrolled. The program also teaches students in the mainstream deaf awareness and basic sign language through songs and stories to encourage communication with deaf and hearing-impaired students. These learning steps have increased deaf and hearing-impaired students' confidence, positive self-image, and integration within the hearing world. It has also resulted in a greater acceptance of diversity among hearing students.

While all students receive basic sign instruction, additional learning is dependent on an individual teacher's knowledge of sign language. The John Muir community would like to submit a grant proposal to the San Francisco Foundation to seek funding for a qualified instructor to teach sign language in all classes and in the after school program.

POLICY/CODE:

None

FISCAL IMPACT:

Potential income of \$30,000 to restricted funds

STAFF RECOMMENDATION:

Approve Intent to Apply for a Grant to the San Francisco Foundation.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
DATE: October 15, 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 Erica Peng independent contractor to provide services for mandatory evaluation of the BUSD Nutrition Network Program from October 1, 2003 through September 30, 2004. Evaluation will be conducted to measure the impact of program interventions on State-determined factors, Knowledge, Awareness, Preferences, Self-efficacy, and Norms. Services will include the following: working with State Evaluators to develop evaluation plan, customizing evaluation instruments to BUSD Nutrition Network interventions, coordinating and administering pre-and post-evaluation of approximately 380 5th grade students at Network schools (John Muir, LeConte, Malcolm X, Rosa Parks, Thousand Oaks, Washington), and 5th grade students at Jefferson school as the control group. Entering pre-post-evaluation data in State database, preparing evaluation summary to be submitted to the State with the final report, conducting baseline assessment of physical education instruction at Network schools, developing other qualitative evaluation instruments for classroom teachers, principals, and garden and cooking Instructional Specialists, including surveys and videotaped interviews. The cost will not exceed \$50,000. To be paid from Nutrition Network Budget. Requested by Neil Smith.
2. Ratification of contract to Bruce Wicinas to provide custom software work to Student Assignment Committee and Parent Access for the period June 24, 2003 through December 3, 2003. The cost to be paid will not exceed \$5,000. To be paid from General Fund Superintendent Budget. Requested by Queen Graham.

3. Ratification of contract to Allegra Print & Imaging to provide printing of detentions and referral forms on June 23, 2003. The cost to be paid will not exceed \$625. To be paid from General Fund Willard Middle School Budget. Requested by Michele Patterson.
4. Ratification of contract to TruGreen for pruning trees due to fire in the playground area of Franklin Parent Nursery. The cost to be paid will not exceed \$813. To be paid from Insurance Budget. Requested by Lew Jones.
5. Ratification of contract to Berkeley Glass Center to repair and replace widows destroyed by the Franklin Parent Nursery fire. The cost to be paid will not exceed \$7,000. To be paid from Insurance Budget. Requested by Lew Jones.
6. Ratification of contract to Four Star Carpet to provide clean-up services at the Franklin Parent Nursery site due to the fire. The cost to be paid will not exceed \$20,813.75. To be paid from Insurance Budget. Requested by Lew Jones.
7. Ratification of contract to Diane Ketelle to provide assessment services for special education for the period August - September, 2003. The cost to be paid will not exceed \$2,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
8. Ratification of contact to Schoolmate to provide printing of 3200 copies of student organizer for the 03/04 SY. This constitutes a portion of the payment of the total cost of \$10,300, remainder to be paid by BHS Development Group. The cost to be paid will not exceed \$2,000. To be paid from BSEP Budget. Requested by Gabriel McCurtis.
9. Ratification of contract to State Board of Equalization to be paid Hazardous Substance Generator fee for the period January 1, 2000 through December 31, 2002. The cost to be paid will not exceed \$19,692.47. To be paid from General Fund Budget. Requested by Rhonda Bacot.

10. Ratification of contract to Robert L. Oberdick, independent consultant to provide repairs and services to the football scoreboard and control console at Berkeley High School. The cost will not exceed \$515.48. To be paid from General Fund Athletics Budget. Requested by Thelette Bennett.
11. Ratification of contract to Folger Graphics for printing of business cards for the Adult School Staff. The cost to be paid will not exceed \$995.91. To be paid from Adult School Budget. Requested by June Johnson.
12. Ratification of contract to Charlotte Knox Educational Associates to provide 17.5 days intensive training in the Strategic Schooling Leadership Series, with focus on: a) best practices for literacy and English Language Learns (ELLS) to accelerate achievement for ELL's and struggling readers; b) methods for conducting/managing small group guided reading lessons; c) conducting team meetings for data analysis, planning instruction and implementing best practices; d) assuring transfer of training with demonstration lessons/coaching for the period August 25, 2003 through May 30, 2004. The cost will not exceed \$21,000. To be paid from Staff Development Program Budget; the cost will be reimbursed from contributions already received by Berkeley Public Education Foundation for this us. Requested by Neil Smith.
13. Ratification of contract to Marconi Conference Center to provide rental space for small schools retreat on October 26 – 27, 2003. The cost to be paid will not exceed \$1,650. To be paid from BAYCES Budget. Requested by Jim Slemp.
14. The Ecology Center, a Berkeley non-profit organization, to coordinate and conduct approximately 20 nutrition education field trips to the Berkeley Farmers' Market for approximately 560 4th grade and afterschool students at John Muir, LeConte, Malcolm X, Rosa Parks, Thousand Oaks and Washington elementary schools, including pre-and post-field trip nutrition education in the classroom. Services will be provided for the period October 1, 2003 through September 30, 2004. The terms of the contract with the Ecology Center are the same contractual agreements the District required for The Ecology Center which provided field trip coordination for the District's 2002/2003 Nutrition Network Program. The cost will not exceed \$8,000. To be paid from Nutrition Network Budget. Requested by Neil Smith.

15. Increase in contract to Hot Jobs.Com to provide recruiting services for the 03/04 SY. Board approved on September 3, 2003 in the amount of \$1,053. The additional work required will increase this amount by \$4,212 for a total amount of \$5,265. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
16. Geotechnical Engineering, Inc. to provide observation of foundations and density testing services for the Franklin Adult School Modernization. The cost will not exceed \$14,000. To be paid from Measure AA Budget. Requested by Lew Jones.
17. Korve Engineering to provide consulting services for traffic study on San Pablo for Cal-Trans comments regarding Franklin Adult Modernization Project. The cost will not exceed \$5,000. To be paid from Measure AA Budget. Requested by Lew Jones.
18. TruGreen LandCare to remove and stump grind two American elm trees at Longfellow Middle School and haul off debris. The cost will not exceed \$1,250. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
19. University of California, to provide work-study tutors/advisors at Berkeley High School for the 03/04 SY. The cost will not exceed \$9,000. To be paid from BSEP Budget. Requested by Gabriel McCurtis.
20. QSS to provide additional training as needed for the Accounting and Payroll users for the 2003/04 FY at a rate of \$1300 per day plus \$300 travel expense for total daily fee of \$1600. The cost will not exceed \$5,000. To be paid from General Fund Accounting/Payroll Budget. Requested by Song-Chin Bendib.
21. QSS to provide absence tracking training on October 20, 2003 to the Human Resources Department. The cost will not exceed \$1600. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
22. Angel Arletha Lands to provide dance classes at King Middle School for the period September 8, 2003 through May 28, 2004. The cost will not exceed \$3,920. To be paid from After School Extended Day Budget. Requested by Kit Pappenheimer.

23. Loralie Miller to provide photography classes for the enrichment program at King Middle School. The cost will not exceed \$1,260. To be paid from After School Extended Day Budget. Requested by Kit Pappenheimer.
24. Patricia Bulitt to provide independent contractors services for creative movement classes at Thousand Oak School at a rate of \$40/class 2/days/week. The cost will not exceed \$2,080. To be paid from After School Extended Day Budget. Requested by Jesse Ramos.
25. Tersi Arias to provide independent contractors services for math tutoring program at a rate of \$37.50/hour 5/hrs/day at Thousand Oaks School. The cost will not exceed \$5,602.50. To be paid from After School Extended Day Budget. Requested by Jesse Ramos.
26. Curotto Law Offices to provide professional legal services for the 03/04 FY. The cost will not exceed \$25,000. To be paid from Self-Insurance Budget. Requested by Eric D. Smith.
27. Skinner & Hagopian LLP to provide professional legal services for the 03/04 FY. The cost will not exceed \$10,000. To be paid from Self-Insurance Budget. Requested by Eric D. Smith.
28. George Hills Co. Inc. to provide professional liability and vehicle adjusting services for the 03/04 FY. The cost will not exceed \$30,000. To be paid from Self-Insurance Budget. Requested by Eric D. Smith.
29. Hilda Ortiz to provide independent contractors services for Spanish class in after school program at Thousand Oaks School @ a rate of \$40/class for 2 days/week for 11 weeks. The cost will not exceed \$2,080. To be paid from After School Extended Day Budget. Requested by Jesse Ramos.
30. Abigail Tucker to provide independent contractors services for yoga classes in the after school program, 2/days/week at a rate of \$37.50/class for 15 weeks at Thousand Oaks School. The cost will not exceed \$2,100. To be paid from After School Extended Day Budget. Requested by Jesse Ramos.

31. Allegra Print and Imaging to provide printing services for the 03/04 SY. The cost will not exceed \$900. To be paid from General Fund Willard Middle School Budget. Requested by Michele Patterson.
32. The Ohio State University, National Data Evaluation Center to provide Reading Recovery data processing services to the BUSD for the period August 1, 2003 through June 30, 2004, as part of the Berkeley Reading Recovery Training Site fees for annual site set-up and data records. The cost will not exceed \$705. To be paid from Reading Recovery Restricted Donations Program Budget. Requested by Neil Smith.
33. St. Mary's College of CA to provide Reading Recovery Teacher Leader training to the BUSD for the period August 1, 2003 through June 30, 2003. These services constitute the annual Affiliation Fee required to maintain a Berkeley Reading Recovery Training Site. The cost will not exceed \$1,300. To be paid from Reading Recovery Restricted Donations Program Budget. Requested by Neil Smith.
34. Fast Response to provide CPR first aid training as required for Special Education staff to keep current certification at a rate of \$40 per person. The cost will not exceed \$3,500. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
35. Bruce Heller, PHD to provide Psychotherapy assessment services for hearing impaired students at a rate of \$150/hour for three students for the period 03/04 SY. The cost will not exceed \$5,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
36. Stiles Hall to provide after school tutorial services at King Middle School for the period December 2003 through May 2004. The cost will not exceed \$1,672. To be paid from BSEP Budget. Requested by Kit Pappenheimer.
37. University of California, Berkley to provide work study tutors for the 03/04 SY at BHS Independent Study. The cost will not exceed \$9,000. To be paid from BSEP Budget. Requested by Alex Palau.

38. J.W. Enterprises to provide portable toilet services as needed by the Maintenance Department for the 03/04 FY. The cost will not exceed \$1,500. To be paid from General Fund Budget. Requested by Rhonda Bacot.
39. Ceitronics to provide repair services of public announcement system wiring at Berkeley High School. The cost will not exceed \$2,400. To be paid from General Fund Budget. Requested by Rhonda Bacot.
40. American Blinds & Draperies to provide blinds and draperies installation and repair services as needed for the 03/04 FY. The cost will not exceed \$5,000. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
41. Habitot Children's Museum to provide on site programming for Preschool classes at Hopkins CDC for the 03/04 SY. The cost will not exceed \$6,000. To be paid from BSEP Budget. Requested by John Santoro.
42. Tinkers Workshop to provide repair and servicing of sewing machines located at the Adult School for the 03/04 SY. The cost will not exceed \$500. To be paid from Adult School Budget.
43. Copy World to provide copy services for the 03/04 SY. The cost will not exceed \$800. To be paid from Arts Partnership Arts Works Budget. Requested by Suzanne McCulloch.
44. Office Works, Inc. to install cork board in District Office Building at 2134 MLK Jr. Way. The cost will not exceed \$1,500. To be paid from Arts Partnership Arts Works Budget. Requested by Suzanne McCulloch.
45. Transamerica Assurance Co. to provide Life Insurance for District employees of .50 FTE and greater for the 03/04 FY. The cost will not exceed \$34,000. To be paid by Payroll Warrant Pass Through Account Budget. Requested by Eric D. Smith.
46. Pacific Care Behavioral Health to provide Employee Assistance Program Services for the 03/04 FY. The cost will not exceed \$52,800. To be paid from Payroll Warrant Pass Through Account Budget. Requested by Eric D. Smith.

47. Filice, Brown, Essa & McLeod to provide professional legal services for the 03/04 FY. The cost will not exceed \$30,000. To be paid from Self Insurance Budget. Requested by Eric D. Smith.
48. Cooperative Organization for the Development of Employee Selection Procedures (CODESP) to be paid contractual fee for participation in the Development of Employee Selection Procedures for 03/04 FY. The cost will not exceed \$1,750. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
49. University of California, Berkeley to provide work study tutors at King Middle School for the 03/04 SY. The cost will not exceed \$2,000. To be paid from Title III Immigrant Budget. Requested by Kit Pappenheimer.
50. Baker/Vilar Architects to provide Architectural services for remodeling building to put in the Health Center at Berkeley High School. The cost will not exceed \$55,000. To be paid from Measure AA Budget. Requested by Lew Jones.
51. Kids for the Bay to provide Bay Area Scientist classroom presentation environmental education at LeConte School. The cost will not exceed \$150. To be paid from School Improvement Budget. Requested by Pat Saddler.
52. East Initiative to providing training for students and facilitators in the East Programs at King, Willard and Longfellow Middle Schools. Phase I for facilitators July 21-25, Phase II for facilitators October 27-28, Phase II for facilitators December 4-5, and Student trainings September 29-30, October 8, 27-28, November 5-7, 12-14, 2003 and March 8-10, 24-26. The cost will not exceed \$105,750. To be paid from EETT Grant Budget. Requested by Neil Smith.
53. Signet Testing Labs to provide testing and inspection services for construction of Franklin Adult School Modernization Project. The cost will not exceed \$25,000. To be paid from Measure AA Budget. Requested by Lew Jones.

54. Clarke Inspection Group to provide Inspector of Record Services for the Franklin Adult School Modernization Project. The cost will not exceed \$90,000. To be paid from Measure AA Bond. Requested by Lew Jones.
55. P G & E to perform engineering design review, etc. for electric service upgrade relating to the Franklin Adult School Modernization. The cost will not exceed \$1,000. To be paid from Measure AA Budget. Requested by Lew Jones.
56. Ratification of contract to Done in Love for catering services for staff development day breakfast and lunches on October 13, 2003. The cost will not exceed \$24,545.45. To be paid from General Fund Superintendent Budget. Requested by Eric Smith.
57. Teaching Agreement between Chapman University College and Berkeley Unified School District to provide experience to students enrolled in teacher education. The term of this contract will be from July 1, 2002 through June 30, 2004, not to exceed 30 student teaching assignments per semester. The rate and amount of \$130 master teacher stipend per session of full-time directed teaching. Requested by Pat Calvert.
58. Teaching Agreement between The Regents of the University of California and Berkeley Unified School District to provide Education Specialist Internship Credential. The University will pay each district support provider an honorarium of \$250 each semester, paid as follows: \$250 in January and \$250 in June. The term of this Agreement shall begin August 1, 2003. Requested by Pat Calvert.

FISCAL IMPACT

As indicated

POLICY/CODE

Public Contract Code: 20111

Board Policy: DJED

STAFF RECOMMENDATION

Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
DATE: November 5, 2003
SUBJECT: Authorization to Participate in the Department of General Services Procurement Division Surplus Property Program

BACKGROUND INFORMATION

The State Department of General Services operates a registry program that allows a school district to acquire federal surplus real and personal property if such property becomes available. In order to be eligible to participate, the governing board must adopt a resolution authorizing District representatives for the program.

POLICY/CODE

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the resolution authorizing participation in the Department of General Services Procurement Division Surplus Property Program.

It is the policy of the Governing Board to facilitate the development of controls which will aid in the detection and prevention of fraud, impropriety or irregularity within the district for employees as well as consultants, vendors, contractors, employees with outside agencies and/or any other parties with a business relationship with the district.

Management personnel shall be responsible for detection and prevention of fraud, improprieties and other irregularities involving district resources. Each member of the management team shall be familiar with the types of improprieties that might occur within his/her area of responsibility, and be alert for any indication of irregularity.

Any fraud, impropriety or irregularity that is detected or suspected must be reported immediately to an immediate supervisor, when possible, to the Deputy's Superintendent's Office. The Deputy Superintendent will coordinate all investigations with the Superintendent or designee, Legal Counsel and other affected departments and agencies both internal and external, as appropriate.

Fraud, Improprieties and Irregularities

The terms fraud, improprieties and irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act.
2. Forgery or alteration of any document or account belonging to the district including but not limited to attendance reporting, time cards, payroll records, audit documents and State reports.
3. Forgery or alternation of a check, bank draft, or any other financial document.
4. Misappropriation of funds, securities, supplies, or other assets.
5. Impropriety in the handling or reporting of money or financial transactions.
6. Profiteering as a result of insider knowledge of district activities.
7. Disclosing confidential and/or proprietary information to outside parties.

8. Disclosing to other persons securities activities or property negotiations engaged in or contemplated by the district.
9. Accepting or seeking for personal gain or use anything of material value from contractors, vendors or persons providing services/materials to the district.
10. Destruction, removal or inappropriate use of records, furniture, fixtures, equipment, properties, assets; and/or
11. Any similar or related irregularity to those specified above.

Confidentiality

The Deputy Superintendent's Office shall maintain the confidentiality of all information received. Any employee who suspects dishonest or fraudulent activity should immediately notify their immediate supervisor, when possible, and/or the Deputy Superintendent's Office, and should not attempt to personally conduct investigations or interview/interrogations related to any suspected dishonest/fraudulent act.

No information concerning the status of an investigation will be given to anyone without a legitimate need to know. Under no circumstances should any reference be made to the allegation, the crime, the fraud, the forgery, the misappropriation, or any other specific reference. The reporting individual should be advised of the following:

1. Do not contact the suspected individual in an effort to determine facts or demand restitution.
2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the district's legal Counsel or the Deputy Superintendent.

All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Deputy Superintendent or the district's Legal Counsel.

In order to both avoid damaging the reputations of persons suspected of misconduct but subsequently found innocent of any wrongdoing, and to

protect the district from potential civil liability, the results of any investigating shall not be disclosed or discussed with anyone other than those individuals who have a legitimate need to know.

Investigative Responsibilities and Authorization

The Deputy Superintendent has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is in progress.

Where there exists reasonable cause, and to the extent permitted by law, the Deputy Superintendent is authorized upon the initiation of an investigation, and after consulting with appropriate management personnel, to have free and unrestricted access to all district records and premises whether owned or rented.

If the investigation substantiates that fraudulent activities have occurred, the Deputy Superintendent shall issue a report to appropriate management personnel, the Board and, if appropriate, to the Audit Committee.

A decision to file a criminal complaint or refer a matter to the appropriate law enforcement and/or regulatory agency for independent investigation, as well as the final decision concerning the disposition of the matter, will be made in conjunction with the Superintendent and Legal Counsel.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
DATE: November 5, 2003
SUBJECT: Approve for 2nd Reading Proposed Policy on Fraud

BACKGROUND INFORMATION

In order to prevent fraud, the District should adopt a comprehensive policy dealing with employees as well as consultants, vendors, or any other parties with a business relationship with the district. The proposed policy defines what constitutes fraud and prescribes the method of investigating allegations of fraud should they occur.

POLICY/CODE

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept for Second Reading Proposed Policy on Fraud

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
DATE: November 5, 2003
SUBJECT: Accept for second reading Board Policy 3530 Self Insurance

BACKGROUND INFORMATION

On September 3, 2003 the District applied to the State Department of Industrial Relations to become self insured for workers compensation. At that time, the Board requested that a policy be developed to ensure that the program is fully funded and that the fiscal solvency of the District is protected.

POLICY/CODE

Labor Code 3700
FCMAT Personnel Management Standard 11.8

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept for second reading, Board Policy 3530 Self Insurance

The Governing Board strongly supports a risk management program that protects district resources and promotes the safety of students, staff and the public.

The Superintendent or designee shall establish a risk management program that uses effective safety and loss control practices. The district shall strive to keep its liability at a minimum and its insurance premiums as low as possible while maintaining adequate protection. To determine the most economical means of insuring the district consistent with required services, the Superintendent or designee shall annually review the district's options for obtaining coverage, including qualified insurance agents, a joint powers agency, self-insurance or a combination of these means.

In reviewing various means of insuring the district, decisions related to self-insurance should be based on a careful analysis of past claims records indicating the frequency and magnitude of losses and a prediction of future losses. An actuarial study of projected claims shall be performed annually by a licensed actuarial. The actuarial study shall be used to set rates for self insured workers compensation insurance using not less than a ninety percent confidence level.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Directors
FROM: Michele Lawrence, Superintendent
DATE: November 5, 2003
SUBJECT: Property Management Guidelines and Procedures

BACKGROUND INFORMATION

At the last meeting the staff presented to the Board a draft document to solicited comment from the Board relative to the use of school district facilities by community groups or members. During the last Fiscal year, analysis had been done on the various aspects in which the District may inadvertently be losing money and not capitalizing on opportunities to enhance revenue. The use of District property or facilities is a component of our operations which has needed further study and modification.

Before fees are modified to more accurately reflect our costs, the staff is requesting from the Board approval of a Property Management Guidelines Document that can become the template to develop appropriate fee schedules. The attached document reflects suggestions made by the Board at the last meeting. Although the attached document is not a policy, District administrative implementation will have community-wide implication. Therefore, we are seeking concurrence and approval for the Property Management Guidelines Document.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve new guidelines and procedures for property management.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Directors
FROM: Michele Lawrence, Superintendent
DATE: November 5, 2003
SUBJECT: Property Management Guidelines and Procedures

BACKGROUND INFORMATION

At the last meeting the staff presented to the Board a draft document to solicited comment from the Board relative to the use of school district facilities by community groups or members. During the last Fiscal year, analysis had been done on the various aspects in which the District may inadvertently be losing money and not capitalizing on opportunities to enhance revenue. The use of District property or facilities is a component of our operations which has needed further study and modification.

Before fees are modified to more accurately reflect our costs, the staff is requesting from the Board approval of a Property Management Guidelines Document that can become the template to develop appropriate fee schedules. The attached document reflects suggestions made by the Board at the last meeting. Although the attached document is not a policy, District administrative implementation will have community-wide implication. Therefore, we are seeking concurrence and approval for the Property Management Guidelines Document.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve new guidelines and procedures for property management.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Michele Lawrence
DATE: November 5, 2003
SUBJECT: Approval of Modifications to the Franklin Adult School Project

BACKGROUND INFORMATION

On August 20, 2003 the Board approved the use of the Franklin site to become the future site for the Adult School Program. This action began the next steps in a continued effort to work with the community to ensure the move could be as successful as possible for both the District program and the neighborhood.

At the time of the vote there were still a number of concerns expressed by the community that could benefit from further discussion. In keeping with the District's practice, a Site Committee was formed to facilitate further dialogue between the neighborhood and the school. The school identified teachers, staff and students to participate and the neighbors identified representatives to serve on the Committee. On September 29, 2003, the Committee met for the first time. There was a broad discussion about modifications to the initial site building plan.

Cost estimations were gathered for the improvement suggestions from both the community and those programmatic changes requested from the faculty. The costs of the exterior improvements, including design cost, are estimated to be approximately \$160,000. The changes emphasize the campus orientation towards San Pablo Avenue, add a pedestrian walkway from San Pablo to the newly developed main entrance, and substantially increase the landscape buffers between the school parking and neighboring homes. The cost for the changes requested by the Principal which include the addition of a very small kitchen area, the dropping of a ceiling in a portion of the multi-purpose room and the creation of two classrooms from one large space, and the addition of one more computer room is estimated to be \$140,000.

On October 20, 2003, the second Site Committee Meeting was held. The Committee recommended that the District move forward with the site changes and the interior modifications. The Committee also expressed concern that no commitment has been given by the District for a proposed park that is currently a play structure located at the northeast corner of the site at Curtis and Virginia and, the absence of formal approval of the San Pablo driveway by CalTrans.

Despite the concerns relative to the desired park and the driveway, it is recommended that the Board move forward with the proposed changes asked by the committee and incur the additional costs. On approval by the Board, architects can be directed to finalize the design so that the contractor can prepare a change order and plan for the appropriate modifications. It is also strongly recommended that the Board publicly reserve the right to rescind this recommendation pending the final

cost from the contractor and the resolution of the pending CEQA litigation that may require further study.

The entire Franklin project will be paid from the Measure AA bond. The total change is estimated to cost \$300,000. With an adjustment of line item expenses, the Franklin budget contains sufficient money to pay for these improvements and still maintain a 10% contingency. The total project is estimated at \$8,800,000.

It is understood that additional conversation and further study also needs to be conducted regarding the community's interest to have the District develop and maintain a park for community use. These discussions can continue by members of the site committee, or the Board in as much as there are liabilities, financial and maintenance implications. If or when the Board approves a plan to proceed with a revised park, a financing plan will need to be developed. Financing could come from a variety of sources, including City funds, District funds, community fund raising or other sources. If the District were to participate in financing, such participation could be discussed and approved as a part of the District's established calendar for facilities financing which will occur in December and January.

POLICY/CODE

Site Committee Policy of June 1995 and Design Review Policy of November 1993.

FISCAL IMPACT

An estimated increase cost of \$300,000, to the Measure AA fund.

STAFF RECOMMENDATION

Approve the modifications for the Franklin Adult School project and direct the architect to finalize the design modifications for pricing by the contractor, recognizing the Boards authority to rescind such action pending unanticipated legal or financial implications.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Board Subcommittee on FCMAT:
Directors Shirley Issel and John Selawsky
DATE: November 05, 2003
SUBJECT: 2003-2004 work plan

BACKGROUND INFORMATION

After the receipt of the FCMAT report, Board President Rivera appointed Directors Selawsky and Issel to form a subcommittee charged with formulating a work plan to address the high priority FCMAT standards that are the direct responsibility of the school board. The FCMAT review covered five areas of district operations: 1) Community Relations and Governance; 2) Personnel Management; 3) Pupil Achievement; 4) Financial Management; 5) Facilities Management. The subcommittee conducted a complete review of the entire document identifying key standards in areas 1 and 5; Community Relations and Financial Management. We then held a meeting with the Superintendent who worked with us to refine and focus our recommended work plan. This plan is presented for discussion and/or action. Language in *italics* comes from the FCMAT report.

POLICY/CODE

FCMAT Standards

FISCAL IMPACT

There will be costs associated with the policy development work which should not exceed \$10,000.

BOARD MEMBERS RECOMMENDATION:

Accept for discussion and possible action.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Directors
FROM: Directors Issel and Selawsky
DATE: November 5, 2003
SUBJECT: 2003-2004 Board Work Plan to Address FCMAT Standards

Community Relations and Governance

Communications

1.5 Media contacts and spoke persons that have the authority to speak on behalf of the district have been identified. The board follows a practice of designating the president to represent the board as spokesperson on significant issues. Otherwise, spokesperson responsibilities are not limited to the board president; other board members receive media inquiries as well.” (P.32 Community Relations)

Subcommittee Recommendation: We agree that our practice of designating the president as spokesperson for the board on significant issues has served us well. In addition, as we have made increased use of board subcommittees this year, we have designated subcommittee members as board spokespersons. For example, Directors Doran and Selawsky have served as designated spokespersons on issues regarding the Adult School move. We recommend the board consider adding language to board by-laws to reflect and institutionalize current practices. At the same time, it will be useful to reaffirm our policy that board members are free to receive and respond to media inquiries where no such spokesperson/s has been designated.

Parent/Community Relations

2.6 Parents and community members are encouraged to be involved in school activities and in their children’s education. “At Berkeley Unified the concern is not about the amount of parent/public input in general, but whether the input is focused on district priorities, whether traditionally disenfranchised parents and community members feel welcome to give input, and whether the board and Superintendent listen and respond to the input. The district and schools need to do more to reach underrepresented groups.” (P.11, Executive Summary.)

Subcommittee Recommendation: We will need to make additional progress on Standard 5.5 (concerning the adoption of a clear vision and goals) in order to achieve more focused public input. See standard 5.5 for recommendations in this area. Concerning improved outreach, we are recommending that we continue our plans to strengthen the Board's "Adopt-a-School" Program by scheduling joint visits with the Superintendent to "adopted" schools. The Superintendent will be sending us a calendar of her upcoming visits to school sites in order that Board members can join her when possible. We encourage Board members to use some of their comment time during public meetings to report out on site visits. This will be addressed further in Standards 3.5 below.

Community Collaborative, District Advisory Committees and School Site Councils

3.4 Community collaborative and district and school advisory councils all have identified specific outcome goals that are understood by all members. “District and school committees and task forces should serve specific roles that are linked to the district’s vision and goals, and should receive training and information to assist them in the fulfillment of their responsibilities.” (P.12 Executive Summary: Also see standard 3.6 below).

Subcommittee Recommendation: The policy that the board developed last spring for its Tax Oversight Committees (Measure AA, BB & BSEP) calls for Oversight committees to develop and adopt measurable goals and objectives specific to their charge. With the concurrence of the Superintendent, we are proposing a staff led January training for board advisory committees to orient them to this task (See standard 3.6 below). In order to link committee specific goals to district’s vision and goals, it will also be necessary for the board to address standard 5.5 below which calls for a district-wide mission/goal statement that are can be used as a framework for Advisory Committee action.

3.5 The membership of community collaborative and district and school advisory councils reflects the full cultural, ethnic, gender and socioeconomic diversity of the student population.

Subcommittee Recommendation:

Last spring, the Public Information Office was successful in soliciting a large and diverse group of applicants to serve on the Youth Commission. This strategy is now being used to solicit applications from persons interested in serving on Advisory Committees so that board members will be prepared to make or reaffirm appointments at our December Organization meeting. The Public Information Officer is designing Web pages for each Board Committee which will include pertinent policy, meeting times, committee minutes, an application form and contact information.

3.6 The District encourages and provides the necessary training for collaborative and advisory council members to understand the basic administrative structure, program processes and goals of all district partners.

Subcommittee Recommendation: BSEP and School Site Council trainings will continue to take place this Fall as they have in past years. With the agreement of the Superintendent, we are recommending that the district hold a training and orientation meeting in January (following the Board's December Organization meeting) for all members of Board Advisory Committees and other collaborative and committees as necessary or desirable.

Policy

4.1 Policies are written, organized and readily available to all members of the staff and to the public. "The district should make a concerted effort to complete the large-scale review of its policies in a timely manner in order to provide consistent direction to staff, students and the public and ensure that the district is complying with current law. It must design an effective policy development process that involves staff, parents and the community as appropriate in order to obtain the buy-in of key stakeholders. . . (p. 13, Executive Summary).

Subcommittee Recommendation: The Board has long recognized the necessity to complete a large-scale review of its policies. We completed the first step in this process when we reviewed and adopted all legally mandated policies last spring. We suggest that the board president appoint a subcommittee of the board to work with staff to identify next steps. The work of the subcommittee will continue to be supported by CSBA and former boardmember Miriam Rokeach. Adequate funds will be needed to be allocated for the completion of this work.

4.5 The district has established a system of securing staff and citizen input in policy development and review. (see above 4.1)

Subcommittee Recommendation: The Board is keenly aware of the importance of securing staff and citizen input in policy development and review. We have developed multiple means for securing such input. For example, the policy work we did on Board Advisory Committees last fall and spring involved multiple meetings with each affected committees to solicit input and receive comment. The policy that came forward to the board was shaped by this input. Our practice has been to have a first and second reading when policy is changed or adopted. We recommend that the subcommittee on policy continue to solicit input from affected stakeholders before bringing policy recommendations forward to the board. The board might ask the

subcommittee on policy to make sure that that these practices are included in our by-laws and policy manual.

Board Roles/Boardsmanship

5.2 Board members participate in orientation sessions, workshops, conventions and special meetings sponsored by board associations. “The development of a strong professional development plan for the board and staff is a critical component of an effective school district.” (P.5 Executive Summary)

Subcommittee Recommendation: The Board engages in a variety of activities that supports our professional development as Board members. These activities have included attendance at workshops and conferences offered by the Minority Student Achievement Network, the County Office of Education, the University of California, California School Board Association, The Education Trust, the JFK School of Government, Center for School Mental Health Assistance, the City of Berkeley, The Bay Area Coalition for Equitable Schools, The Council of Great City Schools, etc. We agree that all of these professional development opportunities are of value and worthy of financial support. We are proud to have allocated funds to support President Rivera in obtaining his Masters in Governance from the CSBA and suggest that the board engage in a discussion regarding the allocation of funds to others who wish to pursue this training as well as other opportunities for professional development which are consistent with board adopted goals and objectives.

5.5 The board has established a district-wide vision/mission and uses that vision/mission as a framework for the district action. “The most significant area on which the board should focus is developing a vision and goals for the district. The district has not revisited its central vision or goals in at least five years, and the absence of a focused board direction is felt throughout the schools and community. Involving the community and staff in a process to update he vision and goals would provide a framework to guide all major district activities.” (p.13 Executive Summary)

Subcommittee Recommendation: The Berkeley School Board shares the view that this standard is fundamental to good governance. The Board has held numerous meetings with the Superintendent over the past two years to identify priorities for her attention. These have served as a basis for her annual evaluation. We recommend that the board continue working with the Superintendent to set clear and measurable goals and objectives for the current school year *and that these goals and objectives*

come forward for adoption prior to the proposed January training. In this way the board will not only provide a clear framework for district-wide action, but also give the public an opportunity to hold us accountable for our policies and actions.

5.6. The Board makes decisions based on the study of all available data, including the recommendations of the Superintendent. "The board and Superintendent should form agreements as to the level of information and data that is desired and expected for effective decision-making. Board members should use school visits as an opportunity to hear from a variety of staff and students." (p.101, Community Relations)

Subcommittee Recommendation: The Board and Superintendent are presently engaged in developing "operational agreements" identifying key performance indicators such as ADA, enrollment, suspensions, test scores, grades, injuries which are needed for proper board oversight. We are also identifying the reporting frequency (monthly, quarterly) and form (written or verbal report, etc). When this work is completed it will be brought forward to the Board for public discussion and adoption.

5.15 The board evaluates the performance of the Superintendent regularly on criteria that will encourage student achievement. "Once the board has provided leadership in adopting a district vision, the Superintendent should regularly report to the board on progress toward the goals and objectives. The Superintendent's annual evaluation can also become even more meaningful when aligned to a district vision and goals." (p. 14 Executive Summary)

Subcommittee Recommendation: We are currently engaged in the process of developing measurable criteria, aligned with our current district vision, to be used by the board to evaluate the Superintendent's performance in the area of student achievement during the 2003-04 school year. We recommend that this work be completed by the board and Superintendent and made public prior to the January committee training.

5.16 The board acts for the community and in the interests of all students in the district. "The district and schools might develop strategies for communicating more effectively as to how board policies, actions, discussions and activities relate to the interests of the entire community and students. . . "The lack of a clearly articulated district vision and goals (see CR5.5), an accountability system tied to progress on those goals, and frequent reports related to the goals, make it more challenging for the board to demonstrate

that it is consistently acting on behalf of all students in the community.” (p.119, Community Relations)

Subcommittee Recommendation: We agree on that strategies must be developed to communicate how board policies, actions, discussions and activities relate to the interests of the entire community. One step we recommend can be taken immediately is to direct the Superintendent to include a presentation on student achievement at every board meeting. We also agree that clearly articulated district vision and goals (Standard 5.5), an accountability system tied to progress on those goals and frequent reports related to the goals will help the board demonstrate that it is consistently acting on behalf of all students in the community. We recommend that swift action be taken to respond to the recommendations related to standard 5.5.

Financial Management

1.2 The district should have an audit committee to: (1)help prevent internal controls from being overridden by management, (2) help ensure ongoing state and federal compliance, (3)provide assurance to management that the internal c control system is sound, and (4) help identify and correct inefficient processes. (P.7, Financial Management).

Subcommittee Recommendation: We recommend that the Board consider and discuss the FCMAT suggestion to start an audit committee.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Michele Lawrence, Superintendent
DATE: November 05, 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 first month of school, August 27- September 19, Berkeley Unified had an enrollment of 8880 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 and subsequent tables illustrate earned and loss attendance revenue by school and by grade. 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.

POLICY/CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

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

