

BERKELEY UNIFIED SCHOOL DISTRICT

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

REGULAR MEETING OF THE BOARD OF EDUCATION – AGENDA

Wednesday, October 15, 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) Public Employment Appointments
 - 1) Superintendent's Evaluation
- f) Liability Claims
- g) 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 October 15, 2003 Motion_____ Second_____ Vote_____	
Approve Minutes	Approve the Board of Education Minutes: 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 September 3, 2003, Regular Meeting September 10, 2003, Special Meeting October 1, 2003, Regular Meeting October 8, 2003, Special Meeting Motion_____ Second_____ Vote_____	1

PUBLIC TESTIMONY

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

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

CONSENT ITEMS

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

General Services

1.1-C	<u>Staff Recommendation:</u>	72
Acceptance of Gifts/ Donations	Accept the gifts/donations to the District or facilities from individuals and/or companies Motion_____ Second_____ Vote_____	

1.2-C Change of Date for the Petition to Abolish the the Merit System	<u>Board Member Recommendation:</u> Approve the new election and termination schedule Motion_____ Second_____ Vote_____	73
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Human Resources

2.1-C Acceptance of Personnel Report	<u>Staff Recommendation:</u> Accept Personnel Report 03-28 as submitted. Motion_____ Second_____ Vote_____	75
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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_____	82
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3.2-C Overnight Travel Request	<u>Staff Recommendation:</u> Approve the overnight travel for Berkeley Unified School District staff consistent with District Policies. Motion_____ Second_____ Vote_____	83
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3.3-C Out-of-State Travel Request	<u>Staff Recommendation:</u> Approve out-of-state travel request for school-based mental health conference attendance. Motion_____ Second_____ Vote_____	84
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Business and Operations

4.1-C Approval of Contracts/ Purchase Orders for Services and Contracts	<u>Staff Recommendation:</u> Authorize the Deputy Superintendent and Purchasing Agent to execute Purchase Orders Motion_____ Second_____ Vote_____	85
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4.2-C Approve Listing of Warrants issued In September 2003	<u>Staff Recommendation:</u> Approve the monthly bill warrant list issued in September 2003 Motion_____ Second_____ Vote_____	94
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<p>4.3-C Approval of Payroll Warrants issued in August and September 2003</p>	<p><u>Staff Recommendation:</u> Approve payroll payments made in August and September 2003 Motion_____ Second_____ Vote_____</p>	<p>97</p>
<p>4.4-C Resolution 03-15: Authorization to Accept the King Modernization Project</p>	<p><u>Staff Recommendation:</u> Accept the King Modernization Project as complete. Motion_____ Second_____ Vote_____</p>	<p>101</p>
<p>4.5-C Resolution 03-16: Authorization to Accept the Bid of the The Lowest Responsive Responsible Bidder for The Franklin Adult School Project</p>	<p><u>Staff Recommendation:</u> Approve the contract award to West Coast Contractors Motion_____ Second_____ Vote_____</p>	<p>103</p>
<p>4.6-C Resolution 03-17: Authorization to Accept completion of the Willard Middle School Walkway Roofing Project</p>	<p><u>Staff Recommendation:</u> Accept the Willard Middle School Walkway Roofing Project as complete. Motion_____ Second_____ Vote_____</p>	<p>107</p>
<p>4.7-C Resolution 03-18: Authorization to Accept Change Order #1 for Dead and Diseased Tree Removal and Tree Pruning Services at various sites</p>	<p><u>Staff Recommendation:</u> Accept contract deduction amount of \$451.00 and approve the new contract amount of \$23,004.00 for Cleary Brothers, Landscape, Inc. Motion_____ Second_____ Vote_____</p>	<p>109</p>

4.8-C Resolution 03-19: Authorization to Accept completion Of the Grounds Renovation Project At Cragmont Elementary School Playground	<u>Staff Recommendation:</u> Accept the completion of the Grounds Renovation Project at Cragmont Elementary School Motion_____ Second_____ Vote_____	112
4.9-C Resolution 03-20: Authorization to Accept completion of the dead and Diseased tree removal and tree pruning Services at various Sites	<u>Staff Recommendation:</u> Accept completion of the dead and diseased tree removal and tree pruning services at various sites Motion_____ Second_____ Vote_____	114
4.10-C Review and accept Treasurer's Quarterly Investment Report	<u>Staff Recommendation:</u> Accept the County Treasurer's Quarterly Investment Report Motion_____ Second_____ Vote_____	116

ACTION ITEMS

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

Human Resources

2.1-A Declaration of Need For Fully Qualified 2003-2004 Educators	<u>Staff Recommendation:</u> Approve the Declaration of Need for Fully Qualified 2003-2004 Educators as submitted. Motion_____ Second_____ Vote_____	129
2.2-A Reclassification of Account Clerk Positions to Account Technician in Business and Operations	<u>Staff Recommendation:</u> Approve Reclassification of Account Clerk Position to Account Technician in Business and Operations Motion_____ Second_____ Vote_____	134

2.3-A Reclassification of three classified positions to Administrative Coordinator	<u>Staff Recommendation:</u> Approve the Reclassification of three classified positions to Administrative Coordinator Motion_____ Second_____ Vote_____	135
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2.4-A Establishment of new Position: Driver Trainer/ Supervisor	<u>Staff Recommendation:</u> Approve the establishment of a new position in the Transportation Department Motion_____ Second_____ Vote_____	137
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Business and Operations

4.1-A Modifications of Property Management Guidelines	<u>Staff Recommendation:</u> Approve components and guidelines for property management and use of facilities Motion_____ Second_____ Vote_____	139
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9:30 P.M. PUBLIC HEARING

4.2-A Public Hearing and Acceptance of Modifications to the 2003-2004 Budget, including fund transfers	<u>Staff Recommendation:</u> Public Hearing and Acceptance of Modifications to the 2003-2004 Budget, including fund transfers Motion_____ Second_____ Vote_____	158
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CONFERENCE

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

General Services

1.1-CF First Reading: Board Policy on Fraud	<u>Staff Member Recommendation:</u> Accept, for First Reading, the proposed Board Policy on Fraud. Motion_____ Second_____ Vote_____	165
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1.2-CF
First Reading:
Board Policy 3530,
Self Insurance

Staff Member Recommendation:
Accept, for First Reading, proposed Board
Policy 3530: Self Insurance
Motion_____ Second_____ Vote_____

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INFORMATION

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

Educational Services

9:00 P.M.

3.1-I
Presentation on the
Performing Arts
Programs in the
District

Staff Recommendation:
Receive for information.

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EXTENDED PUBLIC TESTIMONY

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

ANNOUNCEMENT

Schedule of Board of Education Meetings for 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.

