

BERKELEY UNIFIED SCHOOL DISTRICT

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, September 17, 2003

Call to Order The Presiding Officer will call the Meeting to Order **at 4:00 p.m.**
The Board will recess to Closed Session **at 4:00 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
- 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 September 17, 2003 Motion_____ Second_____ Vote_____	
Approve Minutes	Approval of Board of Education Minutes of June 11, 2003	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’ Reports

CONSENT ITEMS

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

Human Resources

2.1-C Acceptance of Personnel Report	<u>Staff Recommendation:</u> Accept Personnel Report 03-26 as submitted. Motion_____ Second_____ Vote_____	6
2.2-C Personnel Commission Emergency Appointment	<u>Staff Recommendation:</u> Approve the interim appointment of Mr. George Johnson to fill the third Personnel Commissioner seat. Motion_____ Second_____ Vote_____	14

2.3-C Approval of the Tentative Agreement with Stationary Engineers, Local 39	<u>Staff Recommendation:</u> Approve the Tentative Collective Bargaining Agreement with Stationary Engineers, Local 39 Motion_____ Second_____ Vote_____	15
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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_____	16
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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_____	17
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4.2-C Approve, at Second Reading: Board Policy 3420	<u>Staff Recommendation:</u> Approve, at Second Reading, Board Policy 3420: Investment Policy, in accordance with Government Code Section 53646 and FCMAT (Fiscal Crisis Management Team) Financial Management Standard 10.1 Motion_____ Second_____ Vote_____	21
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ACTION ITEMS

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

Business and Operations

9:30 p.m.		
4.1-A Approve the filing of the 2002-2003 Un-Audited Actuals	<u>Staff Recommendation:</u> Approve the filing of the 2002-2003 Un-Audited Actuals Motion_____ Second_____ Vote_____	25+ Separate document

INFORMATION

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

Educational Services

3.1-I Student Enrollment Update	<u>Staff Recommendation:</u> Receive for information.	26
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9:00 p.m.

3.2-I Presentation Regarding the Enhancing Education through Technology Grant for Middle Schools	<u>Staff Recommendation:</u> Receive for information.	30
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Business Services

4.1-I Forty-Five Day Revision to the Budget	<u>Staff Recommendation:</u> Receive for information.	33
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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:

September 17, 2003
October 1, 2003
October 15, 2003
November 5, 2003
November 19, 2003
December 3, 2003
December 17, 2003

ADJOURNMENT:

Time_____

**Board of Education Meetings are broadcasted live on KPFB/FM 89.3
Cable Television Channels 25 and Berkeley's Government Access Channel 78**

GUIDELINES FOR SPEAKERS

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

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

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

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

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

Any subject related to the District or its educational programs may be discussed at Board of Education Meetings **except matters pertaining to individual employees of the Berkeley Unified School District**. There is an established procedure for making such complaints. You may obtain information about this procedure from a school or from the Superintendent's Office.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Directors
FROM: Student Director Bradley Johnson
Vice President John T. Selawsky
Director Terry S. Doran
DATE: September 3, 2003
SUBJECT: Resolution in Opposition to Proposition 54: The
Classification by Race, Ethnicity, Color, or National Origin.
Initiative Constitutional Amendment

BACKGROUND INFORMATION

State and local governments collect information on race, color, ethnicity, or national origin of their employees and other individuals for various purposes. In most cases, the federal government requires this information to ensure compliance with federal nondiscrimination laws (particularly equal employment opportunity laws) and as a condition of receiving various federal funds. For example, state and local government agencies collect race-related information on adopted children and include this information in reports required by the federal government. In some cases, however, state and local agencies collect this type of information when not required by the federal government, for instance, state government collects race-related information on students applying to state universities for admission (whether or not they eventually enroll). The California Constitution currently allows the collection and use of race-related information for many purposes.

POLICY/CODE

None

FISCAL IMPACT

None

BOARD MEMBERS' RECOMMENDATION

Approve the Resolution Opposing Proposition 54: The Classification by Race, Ethnicity, Color, or National Origin. Initiative Constitutional Amendment.

1.4-C

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION IN OPPOSITION TO PROPOSITION 54: The Classification
by Race, Ethnicity, Color, or National Origin. Initiative Constitutional
Amendment

WHEREAS, Berkeley Unified School District collects and utilizes "disaggregated" data, that is, data that is separated into various subgroups and populations of BUSD students, including gender, age, grade, race, language ability, English acquisition, other spoken languages, parent education, and other information, for the purposes of determining achievement and meeting educational goals for all these various school populations; and

WHEREAS, It is the belief of the District and the Berkeley Board of Education that the collection and analysis of such data is not only important but imperative for true accountability and achievement of all various populations of the BUSD community, and in fact in many cases is mandated by federal educational compliance acts, such as the No Child Left Behind Act of 2001; and

WHEREAS, It is the further belief of the Berkeley Board of Education that limiting or prohibiting the collection and analysis of data is both antithetical to the pursuit of knowledge and understanding and the goals of educational equity and accountability, and that preventing school districts from collecting such data and analyzing locally collected data will neither improve school accountability nor close achievement gaps; and

WHEREAS, The Berkeley Board of Education reaffirms its commitment to providing quality educational opportunities to all the various student populations that comprise the BUSD, and further reaffirms ensuring data collection and reporting methods and techniques that can hold District staff, teachers, and the Board of Education accountable to the residents, citizens, and taxpayers of Berkeley, the parents of students in our classrooms, and most importantly the students whom we serve; and

WHEREAS, Proposition 54, to appear on the ballot of the state special recall election on October 7, 2003, would limit California School Districts, Health agencies, and other public agencies from collecting and utilizing prohibited data other than data that is mandated by or allows for federal funding and compliance, and according to the Legislative Analyst's Office would have impacts on certain local agencies collecting and utilizing this type of data, as well as unknown impacts on these agencies depending on court and legislative interpretation of permissible collectable and usable data; and

WHEREAS, Proposition 54 would become law in the state of California on January 1, 2005, and could then only be overridden by a 2/3 vote of the legislature and the Governor's signature for allowing specific data collection and use, and has no other mechanism for repeal or revision other than Constitutional amendment;

THEREFORE, Be it declared this 3rd day of September of 2003 that the Berkeley Board of Education opposes the limitation and prevention of data collecting and analysis of any of our students for the uses of achievement and accountability; and that

FURTHER BE IT RESOVED that on this 3rd day of September, 2003 the Berkeley Board of Education publicly states its opposition to Proposition 54, directs our staff and Superintendent to publicize our opposition to Proposition 54, and further directs staff and Superintendent to send copies of this resolution to the Berkeley City Manager, Mayor Tom Bates, the Berkeley City Council, Assemblyperson Loni Hancock, Senator Don Perata, and to the Governor's office in Sacramento.

PASSED AND ADOPTED this 3rd day of September 2003.

Joaquin J. Rivera, President
Board of Education

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Tina Brier, Director Classified Personnel
DATE: September 17, 2003
SUBJECT: Approval of the Tentative Agreement with Stationary Engineers,
Local 39

BACKGROUND INFORMATION:

Between June 2002 and August 2003, Berkeley Unified School District negotiated with Stationary Engineers, Local 39 ("Local 39") an entire collective bargaining contract. The result is a Tentative Agreement that was ratified by Local 39 members on August 29, 2003. The document has been provided to the Board under separate cover and is on file with the Superintendent's office and is available for review by the public.

POLICY CODE:

Government Code section 3547.5

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Approve the Tentative Collective Bargaining Agreement with Stationary Engineers, Local 39.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education and Public
FROM: Tina Brier, Director of Classified Personnel
DATE: September 17, 2003
SUBJECT: Collective Bargaining Agreement

Attached hereto is the Collective Bargaining Agreement By and Between Berkeley Unified School District and the International Union of Operating Engineers, Stationary Engineers, Local 39 ("Local 39") ratified by Local 39 on August 29, 2003 and presented to the Board on September 17, 2003 for approval. Please note that the Appendices are in draft form subject to minor clerical corrections.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Neil Smith, Director, Curriculum and Instruction
DATE: September 17, 2003
SUBJECT: Overnight Field Trip Requests

BACKGROUND INFORMATION:

The following overnight field trip request is being made:

Approve participation of 68 eleventh (11th) grade Computer Partnership Academy (CPA) students, four (4) teachers, and three (3) other adults from Berkeley High School on a two day, one night trip to Marin Headlands Academy [from October 23, 8:30 a.m. to October 24, 3:00 p.m.].

Students will participate in environmental education and community/team building exercises. Marin Headlands Academy will supply naturalists and outdoor educators to work with the students. The students will sleep in gender specific groups in the Marin Headlands Hostel.

Transportation will be provided by District or chartered buses. The trip is financed through a scholarship/grant from the Hostel Adventure Program and Academy funds. No student will be denied access based on ability to pay. Requested by Flora Russ, Wyn Skeels and Susannah Bell, teachers in the Computer Partnership Academy, 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, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
DATE: September 17, 2003
SUBJECT: Approval of Contracts/Purchase Orders for Services
Contracts

BACKGROUND INFORMATION

The District contracts with consultants or independent contractors who can provide valuable and necessary specialized services not normally required on a continuing basis.

The following contract services are requested.

1. Sports 4 Kids to provide one site coordinator at Emerson School, Monday-Thursday, Noon -5PM for the 03/04 SY. The cost will not exceed \$10,000. To be paid from BSEP Budget. Requested by Susan Hodge.
2. Susana Aragon to provide consulting services in art modeling for teachers for the period August 27, 2003 through June 11, 2004. The cost will not exceed \$11,400. To be paid from Thousand Oaks Magnet Budget. Requested by Jesse Ramos.
3. Ratification of contract to Berkeley Boosters Association to provide Respect Officers at Middle Schools for the period August 15, 2003 through December 31, 2003. The cost will not exceed \$45,000. To be paid from School Community Policing Budget. Requested by Gerald Herrick.
4. Virco Mfg. Corporation to provide office furniture to include workstations and chairs for the Accounting Office, Payroll and Business Services Department. The cost will not exceed \$97,542.74 per piggyback bid of Antioch USD #199900-74. To be paid from Bond Interest Budget. Requested by Eric D. Smith.
5. Berkeley Public Mental Health to provide mental health counseling services of the City of Berkeley Family, Youth and Children for the 03/04 SY. The cost will not exceed \$5,000. To be paid from Emerson School BSEP Budget. Requested by Susan Hodge.

6. Ratification of contract to D Pest Exterminator Company to provide labor and materials to eradicate insects, rodents and other animal pests as needed for the 03/04 FY. The cost will not exceed \$1,200. To be paid from General Fund Budget. Requested by Rhonda Bacot
7. Central Drug System to provide drug testing for BUSD Bus Drivers for the 03/04 FY. The cost will not exceed \$2,673. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
8. MCS Education Services, Inc. to provide consultation services to prepare and submit to the State of California the BUSD Medi-Cal forms for the 03/04 FY. The cost will not exceed \$5,000. To be paid from General Fund Special Education Budget. Requested by Ken Jackopetti.
9. Copy Central to provide copy services for the 03/04 FY. The cost will not exceed \$2,500. To be paid from General Fund Special Education Budget. Requested by Ken Jackopetti.
10. Best Piano Services to provide tuning services as needed for the 03/04 SY. The cost will not exceed \$2,000. To be paid from BSEP Music Budget. Requested by Monica Thyberg.
11. Ifshin Violins to provide repairs services as needed for the 03/04 FY. The cost will not exceed \$4,000. To be paid from BSEP Music Budget. Requested by Monica Thyberg.
12. Forests Band Instruments to provide repair services as needed for the 03/04 FY. The cost will not exceed \$5,000. To be paid from BSEP Music Budget. Requested by Monica Thyberg.
13. Best Music Repairs to provide parts and repairs as needed for the 03/04 FY. The cost will not exceed \$8,000. To be paid from BSEP Music Budget. Requested by Monica Thyberg.
14. Copyworld to provide copy services as needed for the 03/04 FY. The cost will not exceed \$2,500. To be paid from BSEP Music Budget. Requested by Monica Thyberg.
15. A-1 Piano Movers to provide moving services as needed for the 03/04 FY. The cost will not exceed \$1,000. To be paid from BSEP Music Budget. Requested by Monica Thyberg.

16. University of California Workstudy to provide a reader for disabled teacher at Cragmont School for the 03/04 SY. The cost will not exceed \$3,000. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
17. Copyworld to provide copying of newsletter monthly for IS Community x 10 months and resource guide x 200 copiers. The cost will not exceed \$1,500. To be paid from BSEP Independent Study Budget. Requested by Alex Palau.
18. Lightspeed System to provide 8820 TTC Maintenance comprehensive software only, one-year maintenances, upgrades, email filtering for the 03/04 FY. The cost will not exceed \$2,249. To be paid from General Fund Technology Budget. Requested by Zina Lindsey.
19. Ratification of contract to Contract Floor Covering, Inc. to provide installation of carpet and base in areas of the Administration Building. The cost will not exceed \$11,373. To be paid from Measure BB. Requested by Eric D. Smith.
20. Jay W. Harbidge to provide court reporting/transcribing proceeding as needed for the 03/04 FY. The cost will not exceed \$1,500. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
21. Kinko's to provide copying and printing services for the 03/04 FY. The cost will not exceed \$2,600. To be paid from Nutrition Services Leaf Budget. Requested by Karen Candito.
22. Inkwork Press to provide printing of business cards for Eric. D. Smith. The cost will not exceed \$180. To be paid from General Fund Budget. Requested by Eric D. Smith.
23. University of California Work Study to provide tutors/mentors at Berkeley High School for the 03/04 SY. The cost will not exceed \$3,000. To be paid from Title III ELL Budget. Requested by Carla Basom.
24. Bruce Wicinis to provide software data services for the 03/04 FY. The cost will not exceed \$2,500. To be paid from General Fund Transportation Budget. Requested by Bernadette Corimer.

25. Patricia J. Wilhelm, parent to be reimbursed for their daughters tuition for the 2002/03 SY per settlement agreement. The cost will not exceed \$20,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.

26. Memorandum of Understanding between The Regents of the University of California and Berkeley Unified School District to provide Education Specialist Internship Credential. The Internship Credential has the same legal status as the California Commission on Teacher Credentialing (CCTC) Preliminary Credential, except that it is valid in one school district. For this reason, Interns must have a school district employment contract or offer of employment before an Intern credential can be issued. Internship teaching opportunities will apply to students in the University's Intern Teaching Credential Program who may seek employment in the District. School site placement of Interns is determined by the District's hiring and placement procedures as developed by the Division of Human Resources. The term of this memorandum of understanding shall begin August 1, 2003 and reviewed annually, at which time it may be terminated by either party or amended by mutual agreement. This memorandum of understanding shall remain in force unless otherwise terminated upon thirty days written notice of intent by either party. 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: September 17, 2003
SUBJECT: Approve for second reading Board Policy 3420, Investment Policy

BACKGROUND INFORMATION

Government Code Section 53646 requires the Board to review and approve the District's investments in accordance with the Board's adopted investment policy. The proposed investment policy establishes criteria for the investing of short and long-term cash and prescribes that an investment report be provided to the Board on a quarterly basis.

POLICY/CODE

Government Code 53646
FCMAT Financial Management Standard 10.1

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve for second reading Policy 3420, Investment Policy.

BERKELEY UNIFIED SCHOOL DISTRICT
Board Policy Number 3420

INVESTMENT POLICY

I. Purpose

The purpose of this investment policy is to provide guidelines for the prudent investment of Berkeley Unified School District cash assets and for maximizing the efficiency of the Berkeley Unified School District's cash asset management program. The ultimate goal is to enhance the economic status of Berkeley Unified School District while protecting its invested cash.

II Overall Investment Objective

The overall investment object shall be to obtain the highest yield available within the criteria established for safety and liquidity. These criteria (listed below) shall be used in the order of priority, as listed, for selecting investments.

III. Scope

This policy applies to all cash assets of Berkeley Unified School District, segregated for investment purposes into categories of Short Term Cash and Long Term Cash.

IV. Criteria For Investment of Short/Current Year Cash

(in order of priority):

1. Safety

Assets shall be invested in those investments that are considered very safe. The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts.

2. Liquidity

Liquidity refers to the ability to cash in the investment at any moment in time with minimal chance of losing some portion of principal or interest. Liquidity of investment shall be evaluated against the anticipated need for unexpected funds to pay losses.

3. Yield

Yield is the potential dollar earnings an investment can provide, and is often described as the rate of return.

V. Criteria for Investment of Long Term Cash

(in order of priority):

1. Safety
Assets shall be invested in those investments that are considered very safe. The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts.
2. Yield
Yield is the potential dollar earnings an investment can provide, and is often described as the rate of return.
3. Liquidity
Liquidity refers to the ability to cash in the investment at any moment in time with minimal chance of losing some portion of principal or interest. Liquidity of investment shall be evaluated against the anticipated need for unexpected funds to pay losses.

VI. Public Review and Professional Standard of Care

The Berkeley Unified School District investment portfolio is subject to public review. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. Losses may occur before maturity and may be acceptable on a sale before maturity if the reinvested proceeds will earn an income flow greater than would have been by the old investment, considering any capital loss or foregone interest on the original investment.

VII. Restrictions to the Investment Portfolio:

Security purchases and holdings shall be maintained within the statutory limits imposed by the California Government Code. The limits currently in effect are:

- | | |
|--|-------------------------------------|
| 1. Bankers' Acceptance: | 40 percent (40%), Section 53601 (1) |
| 2. Commercial Paper: | 30 percent (30%), Section 53601 (g) |
| 3. Negotiable Certificates
of Deposit | 30 percent (30%), Section 53601(h). |

VIII. Delegation of Authority:

The ultimate responsibility for investing activity shall reside with the Governing Board, who shall oversee the investment management of the Superintendent or designee.

IX. Quarterly Reports:

A quarterly report on the status of all invested funds, in accordance with Government Code Section 53646, shall be prepared and presented to the Berkeley Unified School District Governing Board at a Regular meeting of the Board.

X. Safekeeping:

Securities purchased from brokers/dealers shall be held in third-party safekeeping by a designated third party trust, as approved by and in the name of the Berkeley Unified School District.

XI. Investment Guidelines:

The Berkeley Unified School District should operate its investments under the Prudent Investor Rule (Probate Code ~16040 et seq.) except where more specific restrictions may apply. This restriction will provide the Berkeley Unified School District with a broad spectrum of investments, so long as the investments are deemed prudent and are allowable under current statutes of the State of California (Government Code Section 53600 et. seq.

XII. Permitted Investment Terms:

Investment of Berkeley Unified School District cash may be made in the following manner and for the terms stated:

1. Short Term (Current Year) Cash
Not restricted as to yield. Prudent maturity restriction deemed to be 180 days maximum.
- 2 Long Term Cash
Not restricted as to yield. Prudent maturity restriction deemed to be five year maximum.

XIII. Permitted Investments (Pursuant to Government Code Section 53600, et. seq. Not an exhaustive list:

1. Local Agency Investment Fund (LAIF)
2. Collateralized Time Deposits
3. Commercial Paper
4. Corporate Notes and Bonds
5. Money Market Funds
6. Federal Agency Notes & Bonds
7. Federal Agency Discount Notes
8. U.S. Treasury Bills
9. U.S. Treasury Notes
10. Tax and Revenue Anticipation Notes (TRANS)
11. Passbook Savings Account Demand Deposits

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Eric D. Smith
Deputy Superintendent of Business and Operations (CBO)
Song Chin-Bendib
Director of Fiscal Services
DATE: September 17, 2003
SUBJECT: 2002-2003 "Un-Audited Actuals"

BACKGROUND INFORMATION

The 2002-2003 Un-Audited Actuals is a term that refers to the "closed" financial books of the District prior to the independent audit of the financial records. Closing the books means that all known expenditures and revenues including accruals along with fund balances for the fiscal year 2002-2003 have been posted to the financial ledgers of the District. Accruals are the liabilities and receivables that apply to 2002-2003 fiscal year. This report should provide the District with the most accurate to date financial information on revenues, spending and fund balances for the 2002-2003 fiscal year.

Staff will present information on the closing of the books and the fiscal year 2002-03 Unaudited Actuals.

POLICY/CODE

California Education Code Sections 42122-42129
FCMAT Financial Management Standards 2.2, 7.1 & 7.4

STAFF RECOMMENDATION

Approve the filing of the 2002-2003 Un-Audited Actuals.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Michele Lawrence
DATE: September 17, 2003
SUBJECT: Student Enrollment Update

BACKGROUND INFORMATION

Every January District staff prepares student enrollment projections for the following school year. These projections assist the District in developing the District's budget and determining staff allocations.

During the tenth day of school (September 10, 2003) Berkeley Unified School District had a student enrollment of 8811. Staff projected a student enrollment of 8738 for the 2003-04 school year. Presently, the District is 73 students over the January projection. The attached student enrollment table and student projection worksheet have numbers listed by school and by grade for easier analysis.

Be aware that during the first month of school student enrollment fluctuates on a daily basis. Next month, the Board will be provided with a student enrollment update.

POLICY/CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive this enrollment report for information.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Neil Smith, Director, Curriculum and Instruction
DATE: September 17, 2003
SUBJECT: Enhancing Education through Technology—a Grant for Middle Schools

BACKGROUND INFORMATION:

Berkeley Unified School District has received a Title II grant for technology in the middle schools. The goals of the grant are to increase access to technology, to provide staff development for teachers and to improve student achievement. Each middle school will run an Environmental and Spatial Technology (EAST) program during the school day and a Generation Yes (GenY) afterschool class.

EAST is a self-directed, service learning based computer class where students learn industry standard software and then apply it in community service projects. Each school has added a seventh grade EAST class to the master schedule.

Students in the GenY program learn basic computer skills (PowerPoint, web design, video) and then partner with a teacher to create a technology-supported lesson that the teacher delivers to his/her class. Students gain skills in technology and lesson design, while teachers learn how to infuse technology into the curriculum with a student to do the technical work.

At tonight's Board Meeting, staff will provide a brief presentation on the aspects of the grant.

POLICY/CODE:

Education Code 52295

FISCAL IMPACT:

The Berkeley Unified School District will receive \$200/middle school student for the '03-04 year and \$100/middle school student for the '04-05 year, with an opportunity for one-time follow-up funding of \$45/middle school student in the '05-06 year.

STAFF RECOMMENDATION:

Receive for information.

ENHANCING EDUCATION THROUGH TECHNOLOGY (EETT)

NCLB, Title II, Part D

Background/Funding

There were two separate grant applications submitted by BUSD and funded by the State. The formula-funded EETT is an entitlement grant based on Title I student data and we received \$49,000. Although the money was given to BUSD late in FY'03, it is for FY'04. The competitive EETT grant award was just announced. The funding is calculated as \$300 per 6-8 student based on 2002 CBEDS data. The allocation will be made in two allotments as follows:

- (1) One allotment for the period from May 15, 2003 – August 31, 2004 (\$200/student)
- (2) One allotment for the period from September 1, 2004 – August 31, 2005 (\$100/student)

A one-time follow-up grant, depending on funding availability, will be awarded if BUSD successfully completes the implementation grant. The one-time follow-up grant will be in the amount of \$45 per 6-8 student.

A minimum of 25% of the grant (both formula and competitive) shall be used to provide sustained and intensive, high-quality professional development based on a review of relevant research in the integration of advanced technologies, including emerging technologies, into curricula and instruction and in using those technologies to create new learning environments. Remaining funds are to be utilized to implement and support the comprehensive program described in the grant proposal.

Programmatic Overview

The grant award is for all 3 middle schools. There are 3 components to the grant: EAST, GenY and Lesson Study. The details for each component are described below.

EAST: The Environmental and Spatial Technology is an individualized, self-directed project-based learning model in which students learn state-of-the-art technology from industry experts and then apply their new knowledge through service learning projects. The software includes Web Design, GIS, animation, digital video, database, Office Suite and more. An EAST class will be offered at each school for 20 students, at least half of whom are identified as academically at-risk. (In Year 2, an additional EAST class will be offered at each site.) The teacher acts as facilitator, encouraging students to learn their selected software and find applications for its use. A brand new lab will be purchased for each site with state-of-the-art technology and industry standard software. Students receive training from experts in the field a couple of times per year. The training has been held in Sacramento, but we are hoping to move it to Berkeley.

GenY: In this very successful model, a group of students take a GenY afterschool class where they are taught basic computer skills (PowerPoint, Excel, Web, etc) and are trained to partner with teachers to produce technology-infused lessons. The partner teacher decides which curriculum unit they will produce together. Basically, the students are learning and then mentoring the teachers. Students and teachers will use the EAST lab for training.

Lesson Study: As a part of their Lesson Study work, teachers will look at how the use of technology enhances their lesson design and delivery. They will use the EAST lab for their work.

Staffing Implications

EAST: Each middle school will add an EAST elective class to their master schedule in Year 1, with expansion to more classes in Year 2. The grant will necessitate a .2FTE for each site. King's .2FTE will be paid out of the grant. Willard's EAST class will be a part of their academy model and will be paid out of general funds. Longfellow's EAST class will be part of their electives and will be paid out of general funds.

GenY: Each site will add an afterschool GenY class. A teacher from each site will be paid a stipend to teach the class.

Lesson Study: Each site will have a Lesson Study facilitator who will be paid a stipend to oversee the process and document that the grant assurances pertaining to Lesson Study are met.

Student Implications

EAST: Approximately 60 students will participate in the program in the first year. (Class size is kept to 20). In Year 2, 120 students will participate as a 2nd class is offered.

GenY: Each middle school will add a GenY class to their afterschool program with approximately 60 students each semester participating in the first year alongside 60 partner teachers during their prep periods.

Sustainability

We are looking to purchase wireless, mobile labs so that there can be more flexibility in the future. We intend to make the GenY classes a part of the afterschool program at each site. With BHS students and middle school students finishing the EAST classes, it is our intent to have the students mentor one another and provide for ongoing training within the District. The project will be evaluated by NWREL who will also offer help in finding ways to continue the project beyond the initial 2-year investment period.

Bragging Rights

- Only 60 districts statewide received funding under the competitive grant.
- BUSD and New Haven Unified ("The Tech District") were the only 2 districts in our region funded out of the 14 or more that applied.
- BUSD is the only district in California to receive funding for an EAST program even though it was a recommended model in the RFA.

