

# **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 3, 2003**

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

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 459567

Recess to Closed Session (Government Code Sections 3549.1(d), 54956.9, 54956.9(a), 54957 and Education code Section 459567

- a) Conference with Legal Counsel—Existing Litigation
- b) Consideration of Student Expulsion
- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal/Release
  - 1) Benefits Specialist
  - 2) School Secretary
  - 3) Custodian
- e) Public Employment Appointments
- f) Liability Claims
- g) Property Acquisition

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\*The Student Director does not attend Closed Session.

Report Closed  
Session Action                      Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Approve Agenda                      Approve the Regular Meeting Agenda of  
September 3, 2003  
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 per speaker. Speakers with the same concerns are encouraged to select a spokesperson to address the Board.

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

**CONSENT ITEMS**

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

Generals Services

1.1-C                      Staff Recommendation:  
Acceptance of Gifts/  
Donations                      Accept the gift/donation to the District or  
facilities from individuals and/or companies,  
as submitted and direct staff to send a letter  
of appreciation.  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

Page  
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1.2-C                      Board Members' Recommendation:  
Change of Date:  
Petition to Abolish  
the Merit System                      Approve the new election and termination  
schedule for the abolishment of the Merit  
System  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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1.3-C Resolution in Support of the Budget Accountability Act	<u>Board Member Recommendation:</u> Approve the Resolution Endorsing the “Budget Accountability Act” for the March 2004 Primary Ballot Motion_____ Second_____ Vote_____	Page 4
1.4-C Resolution in Opposition to Proposition 54: The Classification by Race, Ethnicity, Color, or National Origin, Initiative Constitutional Amendment	<u>Board Member Recommendation:</u> Approve Resolution opposing Proposition 54: The Classification by Race, Ethnicity, Color, or National Origin, Initiative Constitutional Amendment Motion_____ Second_____ Vote_____	7
1.5-C 2003-2004 Designation of California Interscholastic Federation Representatives	<u>Staff Recommendation:</u> Approve 2003-2004 Designation of CIF Representatives to the League for Berkeley High School Athletics Motion_____ Second_____ Vote_____	10
1.6-C Application for Multi-School Teams Status for 2003-2004	<u>Staff Recommendation:</u> Approve the Application for Multi-School Teams Status for 2003-2004 Motion_____ Second_____ Vote_____	12
<u>Human Resources</u>		
2.1-C Acceptance of Personnel	<u>Staff Recommendation:</u> Accept Personnel Report 03-25 as submitted. Motion_____ Second_____ Vote_____	15
<u>Educational Services</u>		
3.1-C Overnight Field Trip Requests	<u>Staff Recommendation:</u> Approve overnight field trip requests. Motion_____ Second_____ Vote_____	20

<u>Business Services</u>		Page
4.1-C Approval of Contract Purchase Orders for Services and Contracts	<u>Staff Recommendation:</u> Authorize the Deputy Superintendent or Purchasing Agent to execute Purchase Orders Motion_____ Second_____ Vote_____	22
4.2-C Second Reading of Board Policy 3320 regarding Claims and Actions against the District	<u>Staff Recommendation:</u> Approval, at Second Reading, Board Policy 3320 regarding Claims and Actions against the District Motion_____ Second_____ Vote_____	26
4.3-C Approve a Change Order for the Project to Improve the Grounds at Jefferson School	<u>Staff Recommendation:</u> Approve the Change Order for the Project to Improve the Grounds at Jefferson School Motion_____ Second_____ Vote_____	35

**ACTION ITEMS**

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

Educational Services

**8:30 p.m.**

3.1-A Berkeley High School Communication Arts & Sciences (CAS) Small School Proposal	<u>Staff Recommendation:</u> Approval of the Guiding Principles for developing a Request for Authorization (RFA) Application for a Small School at Berkeley High School Motion_____ Second_____ Vote_____	38
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Business and Operations

Page

4-1-A  
Approve Proposal  
and Pricing  
Structure from  
Xerox Corporation  
to lease digital  
copiers and establish  
a Print shop

Staff Recommendation:  
Approve the pricing structure for a comprehensive  
change of District copiers and to authorize the  
Deputy Superintendent to negotiate the final  
terms and conditions of the agreement  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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4.2-A  
Accept Actuarial  
Report on Workers'  
Compensation and  
Approve Resolution  
03-12, Certificate of  
Consent to Self  
Insure

Staff Recommendation:  
Accept Actuarial Report on Workers'  
Compensation and Approve Resolution  
03-12, Certificate of Consent to Self-Insure  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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**9:00 p.m.**

4.3-A  
Approve Request for  
Short Term Loan  
From the Alameda  
County Board of  
Supervisor's, County  
Auditor and County  
Treasurer's Office

Staff Recommendation:  
Approve Request for Short Term Loan from the  
Alameda County Board of Supervisors, County  
Board of Supervisors, County Auditor and County  
Treasurer's Office  
Motion\_\_\_\_\_ Second\_\_\_\_\_ Vote\_\_\_\_\_

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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:

<u>General Services</u>		Page
1.1-CF Board Response to FCMAT (Fiscal Crisis Management Assistance Team)	<u>Board Member Recommendation:</u> Approve a motion for the Board President to appoint a subcommittee of the Board of Education to review the FCMAT Assessment and Improvement Plan of July 2003 and develop a work plan to be brought back to the Board for consideration no later than the October 1, 2003 Board Meeting Motion_____ Second_____ Vote_____	118

## Business and Operations

4.1-CF First Reading: Board Policy 3420, Investment Policy	<u>Staff Recommendation:</u> Accept for First Reading Board Policy 3420: Investment Policy, in accordance with Government Code Section 53646 and FCMAT Financial Management Standard Motion_____ Second_____ Vote_____	119
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## INFORMATION

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

## Business and Operations

<b>9:30 p.m.</b> 4.1-I Presentation Regarding progress on the Fiscal Year Audit	<u>Staff Recommendation:</u> Receive information from the District's independent auditors regarding the status of the Fiscal Year Audit	123
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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 3, 2003
- September 17, 2003
- October 1, 2003
- October 15, 2003
- November 5, 2003
- November 19, 2003
- December 3, 2003
- December 17, 2003

**ANNOUNCEMENT:**

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 the 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 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:** Michele Lawrence, Superintendent  
**FROM:** Queen Graham, Executive Assistant  
**DATE:** September 3, 2003  
**SUBJECT:** Acceptance of Gifts/Donations

## **BACKGROUND INFORMATION**

The Board may accept and utilize on behalf of the District any bequests or gifts of money or property for a purpose deemed to be suitable by the Board.

The following donations have been presented to the Board.

1. Michael Fymann, Fleet Service Manager, County of Santa Cruz: A donation of 10.4 gallons of gas, to the Transportation Department.
2. Michele Mayo: \$100 worth of school supplies to be used at King Middle School.

## **POLICY**

Board Policy DFK/KHE

## **FISCAL IMPACT**

None

## **STAFF RECOMMENDATION**

Accept the donation to the District.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Shirley Issel, School Director  
**DATE:** September 3, 2003  
**SUBJECT:** Change of Date: Petition to Abolish the Merit System

### **BACKGROUND INFORMATION:**

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

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

On May 7, 2003, the Board took action to schedule the election the week of September 15, 2003 with a Merit System termination date, if applicable, of October 31, 2003.

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

On May 7, 2003, the Board also took action to appoint a three-member Tabulation Committee consisting of Director Shirley Issel, Personnel Commission Chair Carolyn Weinberger, and Classified Employee, Frieda Kraus to devise a balloting process for potential termination of the Merit System, set a date certain for the election, and report the results to the Board.

Due to scheduling difficulties, the Committee members would like to reschedule the election for the week of October 13, 2003. The Merit System termination date, if applicable will be November 30, 2003.

**POLICY/CODE:**

Education Code Section 45319

**FISCAL IMPACT:**

None

**BOARD MEMBER RECOMMENDATION:**

Approve the new election and termination schedule noted above.



# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **RESOLUTION ENDORSING THE "BUDGET ACCOUNTABILITY ACT" FOR THE MARCH 4, 2003 PRIMARY BALLOT**

**WHEREAS**, the two-thirds vote requirement to pass a state budget and related taxes fails to keep spending in check, while at the same time promoting gridlock, pork barrel legislation, and a lack of accountability that creates persistent late budgets and large deficits; and

**WHEREAS**, partisan gridlock leads to huge deficits in weak economic times that force the Governor and Legislature to make massive cuts in education, healthcare, transportation, and other essential public services and raise billions of dollars in taxes; and,

**WHEREAS**, the Budget Accountability Act will enact a comprehensive reform of the State budget process that will hold the Governor and the Legislature more accountable to the People of California.

**NOW, THEREFORE, BE IT RESOLVED**, that the Berkeley Board of Education hereby endorses the Budget Accountability Act.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of September 2003.

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Joaquin J. Rivera, President  
Board of Education

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Directors  
**FROM:** Director Terry S. Doran  
Vice President John T. Selawsky  
**DATE:** September 3, 2003  
**SUBJECT:** Resolution Endorsing the "Budget Accountability Act" for the  
March, 2004 Primary Ballot

### **BACKGROUND INFORMATION**

The Berkeley School District, as well as all school districts in the State of California faced frustration, difficulties, and seemingly endless budget cuts this year because the State Legislature could not pass a budget within the constitutionally required deadline of June 15<sup>th</sup>. In fact, the State Legislature has not met this deadline since 1986. Currently, Rhode Island and Arkansas are the only other states to require a vote of two-thirds, or more, of their Legislatures to pass a budget. As in California, this has led to long delays in passing a budget, pork barrel legislation, lack of accountability, large budget deficits and tremendous budgetary cutbacks in social services and education.

Presently, a ballot initiative is being circulated, "The Budget Accountability Act," to place an initiative on the primary ballot next March to greatly change the present procedures for passing a State Budget. The Budget Accountability Act is a comprehensive reform package designed to end State budget gridlock, stop the annual political posturing in Sacramento, and deliver a timely and responsible State budget. The main components of the Budget Accountability Act include: Requiring the legislature to stay in session until the budget is done; hold legislators and the Governor accountable by withholding their pay if they fail to meet the constitutional deadline for passing the budget; require a 55% vote to adopt the budget and any related tax legislation; create a "rainy day" reserve fund to protect services in bad times; and include a summary of budget expenditures in the voter's pamphlet. This initiative is already endorsed by a broad coalition that includes, among others: the California League of Women Voters, California State PTA, Service Employees International Union (SEIU), California Federation of Teachers, Congress of California Seniors and the League of Women Voters of California.

### **POLICY/CODE**

None

### **FISCAL IMPACT**

None



**BOARD MEMBERS' RECOMMENDATION**

Approve the Resolution Endorsing the "Budget Accountability Act" for the March, 2004 Primary Ballot.



# **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 3<sup>rd</sup> day of September 2003.

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Joaquin J. Rivera, President  
Board of Education



# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Directors  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** September 3, 2003  
**SUBJECT:** Application for Multi-School Teams Status for 2003-2004,  
with Berkeley High School

## **BACKGROUND INFORMATION**

The California Interscholastic Federation (CIF) requires that each year, each school district's governing board indicate their multi-school team status.

Any non-CIF member school that wishes to have its students participate in CIF competition must apply for multi-school status through a CIF member school.

Any CIF member school that wishes to allow participation on its team(s) by students, who are currently enrolled in non-CIF member schools or programs which do not offer any interscholastic athletic programs (such programs or schools would include, but not be limited to, alternative schools defined in Education Code 58500), junior high schools, necessary small schools, charter schools or independent study, may request approval to do so under certain conditions.

## **POLICY/CODE**

Education Code 58500

## **FISCAL IMPACT**

None

## **STAFF RECOMMENDATION**

Approve the Application for Multi-School Teams Status for 2003-2004, with Berkeley High School.

BERKELEY UNIFIED SCHOOL DISTRICT  
Office of the Superintendent  
September 3, 2003

List of CIF (California Interscholastic Federation) Sports in the Berkeley  
Unified School District

<b>SPORTS</b>	<b>STUDENTS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>MIXED/CO-ED</b>
Badminton				X
Baseball	X			
Basketball		X		
Basketball			X	
Cross Country		X		
Cross Country			X	
Field Hockey			X	
Football	X			
Golf		X		
Golf			X	
Lacrosse			X	
Lacrosse		X		
Soccer		X		
Soccer			X	
Softball			X	
Swimming & Diving		X		
Swimming & Diving			X	
Tennis		X		
Tennis			X	
Track & Field		X		
Track & Field			X	
Volleyball		X		
Volleyball			X	
Water Polo		X		
Water Polo			X	
Wrestling	X			





## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Directors  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** September 3, 2003  
**SUBJECT:** 2003-2004 Designations of CIF (California Interscholastic Federation) Representatives to the League

### **BACKGROUND INFORMATION**

Each year, the Education Code requires that school districts submit names of league representatives to every league in the State and make sure that the league representatives are designated by school district governing boards. It is a legal requirement that league representatives be so designated.

The Education Code gives the authority for high school athletics to high school governing boards. The Code also requires that the boards, after joining CIF, designate their representatives to CIF leagues.

Ms. Thelette A. Bennett, Vice Principal, Berkeley High School, is in charge of Athletics and Ms. Kristin Glenchur, Athletic Director, Berkeley High School, are our District's CIF representatives for the 2003-2004 school year.

### **POLICY/CODE**

Education Code Section 33353(a)(1)

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

That the Board of Education designate Thelette A. Bennett, Vice Principal, and Kristin Glenchur, Athletic Director, Berkeley High School, to serve for the 2003-2004 school year as Berkeley High School's CIF league representatives.



# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Michele Lawrence Superintendent  
**FROM:** Tina Brier, Director, Classified Personnel  
Patricia Calvert, Director, Certificated Personnel  
**DATE:** September 3, 2003  
**SUBJECT:** ACCEPTANCE OF HUMAN RESOURCES REPORT 03-25  
Following is Human Resources Report 03-25 which reports details of personnel assignments, employment, and terminations.

<b>CERTIFICATED EMPLOYEES</b>						
<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
<b><u>RETIREMENTS</u></b>						
Paricia Russell	Teacher	Berkeley High	General	1.00	6/30/03	
<b><u>RESIGNATION</u></b>						
Jonathan Maier	Teacher	Berkeley High	General	1.00	6/13/03	
<b><u>ADMINISTRATIVE APPOINTMENT</u></b>						
June Johnson	Vice Principal	Adult School (Title Change)	Adult	1.00 Step 5	8/21/03	

**CLASSIFIED EMPLOYEES**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
<b><u>DISABILITY RETIREMENT</u></b>							
Willie Jackson	Driver Trainer					8/25/03	
<b><u>LEAVE OF ABSENCE</u></b>							
Felecia Hopkins	Food Service Assistant					5/13/03	10/31/03
LaTonya Shivers	Instructional Assistant Special Education					5/1/03	10/31/03
Ann Graybeal	Library Media Tech. (Elementary)					8/25/03	6/11/04
<b><u>RESIGNATION</u></b>							
Carl Edwards	Custodian I					8/15/03	
Eugene Fortune	Instructional Assistant					8/25/03	
Jennifer Harvey	Instructional Assistant Special Education					8/18/03	
Hedy Lim	Instructional Assistant Special Education					6/13/03	
<b><u>RECALL FROM LAYOFF</u></b>							
Linda Molina-Roach	Instructional Technician	Cragmont	Site Fund	34/5	.20 FTE \$16.77 hr	8/25/03	
Linda Molina-Roach	Instructional Specialist	Cragmont	Site Fund	51/3	.13 FTE \$23.13 hr	8/25/03	
Linda Molina-Roach	Instructional Specialist	Cragmont	Site Fund	51/3	.47 FTE \$23.13 hr	8/25/03	
Ernestine Troutman	Library Media Tech (Elementary)	Washington	Site Fund	41/5	.40 FTE \$19.93 hr	8/25/03	
<b><u>PERMANENT</u></b>							
Lori Adams	Snack Bar Operator	Longfellow	Cafeteria Fund	34/5	.13 FTE \$16.77 hr	8/25/03	
Lori Adams	Food Service Assistant	Longfellow	Cafeteria Fund	26/5	.80 FTE \$13.76 hr	8/25/03	
Marcia Anthenien	Instructional Assistant Special Education	Hopkins	Special Ed.	31/5	.40 FTE \$15.96 hr	8/26/03	
Helen Dotson	Instructional Assistant Special Education	Longfellow	Special Ed.	31/5	.40 FTE \$15.96 hr	8/26/03	
Jennifer Gurvey	Interpreter for the Deaf	King	Special Ed.	45/5	.90 FTE \$22.02 hr	8/25/03	

**CLASSIFIED EMPLOYEES**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
Rivka Mason	Instructional Specialist	Malcolm X	Site Fund	51/3	.77 FTE \$23.13 hr 1.0	8/25/03	
Ernest Norman	Custodian I	Jefferson	Site Fund	32/5	2.0 FTE \$15.96 hr	7/1/03	
Morris Norrise	School Service Assistant	Jefferson	Site Fund	29/5	.30 FTE \$14.82 hr	8/25/03	
Rita Pettit	Instructional Specialist	Longfellow	Site Fund	51/1	.27 FTE \$20.96 hr	8/25/03	
Guadalupe Rivas	Instructional Assistant (ECE-10 mos.)	Franklin Pre-School	Site Fund	29/5	.80 FTE \$14.82 hr	8/26/03	
Johnnie Stovall	Instructional Assistant Special Education	Longfellow	Special Ed.	29/5	.20 FTE \$14.82 hr	8/26/03	
<b><u>PROBATIONARY</u></b>							
Maria Gil	Instructional Assistant Special Education	Arts Magnet	Special Ed.	31/1	.80 FTE \$12.77 hr	8/26/03	2/26/04
Porsha Hadden	Instructional Assistant Special Education	Oxford	Special Ed.	31/1	.80 FTE \$12.77 hr	8/26/03	2/26/04
Edna Harris	Clerical III (College Center)	Berkeley High	Site Fund	36/1	1.0 FTE \$14.45 hr	8/25/03	12/19/03
Daniel Kelly	Instructional Assistant Special Education	Malcolm X	Special Ed.	31/1	.80 FTE \$12.77 hr	8/26/03	2/26/04
Joyce Knezevich	Instructional Specialist	Washington	Site Fund	58/4	1.0 FTE \$28.87 hr	8/25/03	2/26/03
Jennifer Owens	Instructional Assistant Special Education	King	Special Ed.	31/1	.80 FTE \$12.77 hr	8/26/03	2/26/04
Melissa Phea	Instructional Assistant Special Education	LeConte	Special Ed.	31/1	.80 FTE \$12.77 hr	8/26/03	2/26/04
Kayla Robinson	Instructional Assistant Special Education	Rosa Parks	Site Fund	31/1	.40 FTE \$12.77 hr	8/26/03	2/26/04
Katherine Sullivan	Program Coordinator	Vera Casey	Site Fund	52/5	1.0 FTE \$26.17 hr	7/03/03	1/3/04
Jeremy Vierra	Interpreter for the Deaf	John Muir	Special Ed.	45/1	.80 FTE \$18.06 hr	8/25/03	2/25/04
<b><u>PROVISIONAL</u></b>							
Alma Barrios	Instructional Assistant (ECE-10 mos.)	Franklin Pre-School	Site Fund	29/1	.80 FTE \$12.17 hr	8/26/03	11/26/03

**CLASSIFIED EMPLOYEES**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
Helen Dotson	Instructional Specialist	Longfellow	Site Fund	51/1	.27 FTE \$20.96 hr 1.0	8/25/03	11/25/0:
William Harris, Jr	Central Kitchen Supervisor	Jefferson	Cafeteria Fund	45/1	2.0 FTE \$18.06 hr	8/25/03	11/25/0:
Marjorie Lee	Home School Liaison	LeConte	Site Fund	37/1	.50 FTE \$14.82 hr	8/26/03	11/26/0:
Amy Milligan	Instructional Assistant Special Education	Berkeley High	Special Ed.	31/1	.80 FTE \$12.77 hr	8/26/03	11/26/0:
Elanor Schoomer	Instructional Assistant Special Education	Thousand Oaks	Special Ed	31/1	.80 FTE \$12.77 hr	8/26/03	11/26/0:
Genia Scott	Instructional Tech.	Longfellow	Site Fund	34/1	.20 FTE \$13.76 hr	8/25/03	11/25/0:
Maryann Simmons	Instructional Specialist (CNN-Curriculum)	Longfellow	Site Fund	51/1	.50 FTE \$20.96 hr	8/25/03	11/25/0:
DomunIQUE Tyler	Instructional Assistant	Vera Casey	Site Fund	29/1	.80 FTE \$12.17 hr	8/25/03	6/11/04
<b><u>WORKING EVENING SHIFT, OUT OF CLASS, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u></b>							
Marcia Anthenien	Instructional Assistant Special Education	Hopkins	Special Ed	31/5	.40 FTE 10% differential \$1.60	8/26/03	6/11/04
Maria Gil	Instructional Assistant Special Education	Arts Magnet	Special Ed	31/1	.80 FTE 10% differential \$1.28	8/26/03	2/26/04
Porsha Hadden	Instructional Assistant Special Education	Oxford	Special Ed	31/1	.80 FTE 10% differential \$1.28	8/26/03	2/26/04
William Harris, Jr	Central Kitchen Supervisor	Jefferson	Cafeteria Fund	45/1	1.0 FTE 5% differential 1 hr @ \$.91	8/25/03	11/25/0:
Daniel Kelly	Instructional Assistant Special Education	Malcolm X	Special Ed	31/1	.80 FTE 5% differential \$.64	8/26/03	2/26/04
Amy Milligan	Instructional Assistant Special Education	Berkeley High	Special Ed.	31/1	.80 FTE 5% differential \$.64	8/26/03	11/26/0:
Jennifer Owens	Instructional Assistant Special Education	King	Site Fund	31/1	.80 FTE 5% differential \$.64	8/26/03	2/26/04

**CLASSIFIED EMPLOYEES**

<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
Ernest Norman	Custodian I	Jefferson	Site Fund	32/5	1.0 FTE 5% differential 6 hrs @ \$.79	7/1/03	6/30/04
Melissa Phea	Instructional Assistant Special Education	LeConte	Special Ed	31/1	.80 FTE 5% differential \$.64	8/26/03	2/26/04
Kayla Robinson	Instructional Assistant Special Education	Rosa Parks	Special Ed	31/1	.40 FTE 10% differential \$1.28	8/26/03	2/26/04
Elanor Schoomer	Instructional Assistant Special Education	Thousand Oaks	Special Ed	31/1	.80 FTE 5% differential \$.64	8/26/03	11/26/3
Jeremy Vierra	Interpreter for the Deaf	John Muir	Special Ed.	45/1	.80 FTE 5% differential \$.91	8/25/03	2/25/04



# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director, Curriculum and Instruction  
**DATE:** September 3, 2003  
**SUBJECT:** Overnight Field Trip Requests

## **BACKGROUND INFORMATION:**

The following overnight field trip requests are being made:

1. Approve participation of 34 4th grade students, one (1) teacher, and three (3) other adults from Washington Communication and Technology Elementary School on a two day, one night trip to Tilden Park to explore California geography and native flora and fauna. The students will sleep in gender specific groups (one group in the shelter and the other groups at some distance away in tents). Transportation will be provided by District buses. The \$15.00 cost per student is being funded by donations. No student will be denied access based on ability to pay. Requested by Rita Kimball, Principal, Washington Communication and Technology Elementary School.
2. Approve participation of 30 5th grade students, two (2) teachers, and five (5) other adults from Washington Communication and Technology Elementary School on a one day, one night trip to Hyde Street Pier in San Francisco to provide team building through a historical role playing experience. Students will learn about sailing and trading history as well as valuable leadership skills that will assist them throughout their lives. The students will sleep in gender specific groups, bunking on the historic ship *The Thayer*. Transportation will be provided by BART and MUNI. The cost per student is being funded by a full scholarship from the San Francisco Maritime National Park Association. Requested by Rita Kimball, Principal, Washington Communication and Technology Elementary 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 3, 2003  
**SUBJECT:** Approval of Contracts/Purchase Orders for Services  
Contracts

**BACKGROUND INFORMATION**

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

The following contract services are requested.

1. Berkeley Glass to provide glazing and glass supplies as need for the 03/04 FY. The cost will not exceed \$10,000. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
2. Stiles Hall to provide mentoring and tutoring services for the 03/04 SY at Cragmont School. The cost will not exceed \$4,000. To be paid from Cragmont II/USP Budget. Requested by Jason Lustig.
3. Department of Justice of CA, Bureau of Criminal ID to provide DOJ Live Scan and Fingerprint processing services for the 03/04 FY. The cost will not exceed \$8,000. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
4. Ratification of contract to MCS Education Services, Inc. to provide consultation services to prepare and submit to the State all of the BUSD Medi-Cal claims for services for the 02/03 FY. The cost will not exceed \$3,677.30. To be paid from General Fund Health Services Budget. Requested by Eric D. Smith.
5. Angela Barra to provide professional development, coaching and consultation for lead teachers/coaches in English language development. To guide and support schools, teachers and the district in the implementation of effective ELD instruction and to guide teachers in using G.L.A.D. and differentiated instruction in teaching English language learners. The cost will not exceed \$40,000. To be paid from State/Federal Programs Budget. Requested by Carla Basom.

6. Caryl M. Callsen to provide consultant services for financial reporting and training services for Business/Accounting Office at a rate of \$55 per hour plus mileage hotel and parking. The cost will not exceed \$3,025. To be paid from General Fund Accounting Budget. Requested by Song Chin-Bendib.
7. ASCIP to provide property and liability insurance for the FY2004 includes premium for excess coverage of \$24,578. To be paid from General Fund Budget. Requested by Eric D. Smith.
8. Copyworld to provide copy services for the 03/04 FY. The cost will not exceed \$3,000. To be paid from BSEP Budget. Requested by Monica Thyberg.
9. State of CA to provide workability II matching funds for the 03/04 FY per contract agreement #24071, amendment #1. The cost will not exceed \$46,210. To be paid from BAS Lottery Budget. Requested by Margaret Kirkpatrick.
10. John Calvin Jarboe to professional legal services as needed for the 03/04 FY at a rate of \$125/hour. The cost will not exceed \$2,500. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
11. Sure Shred Security to provide document destruction services for the 03/04 FY. The cost will not exceed \$1,200. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
12. Copyworld to provide copy services as needed for the 03/04 SY at Washington School. The cost will not exceed \$1,000. To be paid from General Fund Budget. Requested by Rita Kimball.
13. Hot Jobs. Com LTD to provide recruiting services as needed for the 03/04 FY. The cost will not exceed \$1,053. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
14. Accent Language to provide consulting services for translation of District documents as needed for the 03/04 FY including oral interpretation at meetings. The cost will not exceed \$2,000. To be paid from General Fund Superintendent Budget. Requested by Queen Graham.

15. Federal Express to provide ground and air delivery services as needed for the 03/04FY. The cost will not exceed \$1,000. To be paid from General Fund Superintendent Budget. Requested by Queen Graham.
16. Sure Shred to provide shredding services for the District for the 03/04 FY. The cost will not exceed \$3,000. To be paid from General Fund Superintendent Budget. Requested by Queen Graham.
17. Berkeley Community Media to provide broadcasting services for the Board of Education for the 03/04 FY. The cost will not exceed \$5,000. To be paid from General Fund Superintendent Budget. Requested by Queen Graham.
18. Local 39 to provide training as needed for the 03/04 FY for Maintenance Department. The cost will not exceed \$2,000. To be paid from BSEP Budget. Requested by Rhonda Bacot.
19. University of CA to provide work study students to work 10-15 hours per week at Cragmont School. The cost will not exceed \$15,000. To be paid from General Fund Principal's Discretionary Budget. Requested by Jason Lustig.
20. Michael's Transportation to provide bus services as needed for the BHS Athletic Department for the 03/04 SY. The cost will not exceed \$25,000. To be paid from General Fund Budget. Requested by Thelette Bennett.
21. Sierra Pacific Tours to provide bus services as needed for the BHS Athletic Department for the 03/04 SY. The cost will not exceed \$5,000. To be paid from General Fund Budget. Requested by Thelette Bennett.
22. Continental Athletic Supply to provide inspection, reconditioning, and repair of BHS football protective equipment and uniforms for the 03/04 season to include shoulder pads, helmets, girdles, pants, jerseys, and equipment bags. The cost will not exceed \$5,841.04. To be paid from General Fund. Requested by Thelette Bennett.
23. University of CA to provide work study tutors to operate/assist after school homework centers in the after school learning program at a rate of \$12.77/hour. UCB assumes 55% of the labor costs. The cost will not exceed \$3,000. To be paid from Willard After School Program Budget. Requested by Michele Patterson.

24. University of CA to provide work study tutors for the 03/04 SY at Longfellow Middle School. The cost will not exceed \$26,000. To be paid from Extended Day Program Budget. Requested by Rebecca Cheng.
25. Scranton to provide onsite maintenance for the 03/04 SY per agreement #00011527 on Scanner 8200 48CH 2HD located at the Berkeley Adult School. The cost will not exceed \$1,111. To be paid from Adult School Budget. Requested by Margaret Kirkpatrick.
26. Ratification of contract to California Janitorial Supply to provide new partitions and install in boys restrooms in "C" building at Berkeley High School. The cost will not exceed \$8,741.90. To be paid from Measure BB Budget. Requested by Lew Jones.
27. Executone Inter-Tel Business Information Systems, Inc. to provide services and maintenance of Inter-Tel telephone systems for the 03/04 FY. The cost will not exceed \$2,500. To be paid from General Fund Budget. Requested by Zina Lindsey.
28. Hewlett Packard to provide various computer workstations for Longfellow, Willard and King Middle Schools. The cost will not exceed \$99,729. To be paid from EETT Grant Budget. Requested by Neil Smith.
29. Hardison Kpomatsu Ivelich and Tucker to provide design services as needed to define and document construction change orders for the Franklin Adult School project. The cost will not exceed \$75,000. To be paid from Measure AA Budget. Requested by Lew Jones.

**FISCAL IMPACT**

As indicated

**POLICY/CODE**

Public Contract Code: 20111

Board Policy: DJED

**STAFF RECOMMENDATION**

Approve the contracts with Consultants or Independent Contractors as submitted.





## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric D. Smith  
Deputy Superintendent of Business and Operations (CBO)  
**DATE:** September 3, 2003  
**SUBJECT:** Approve, at Second Reading, Board Policy 3320 Regarding  
Claims and Actions against the District

### **BACKGROUND INFORMATION**

In the landmark case, *CSEA v. Azusa Unified School District* (1984) 152 Cal.App.3d 580., the Court found that a school district board policy could require claimants to file claims which are excepted from the claims statute, including claims for wages and salary, pursuant to Section 935 of the Government Code. Section 935 specifies that "(a) Claims against a local public entity for money or damages which are excepted by section 905 . . . and which are not governed by any other statute or regulations expressly relating thereto, shall be governed by the procedure prescribed in any charter, ordinance or regulation adopted by the local public entity."

### **POLICY/CODE**

Government Code Sections 911.3, 911.4, 911.6, 911.8, 912.2, 935

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve, at Second Reading, Board Policy 3320 regarding claims and actions against the District and related attachments.

**BERKELEY UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 03-13**

**AUTHORIZATION TO CHANGE RESOLUTION NO. 02-89**

**CHANGE ORDER ON LANDSCAPE RENOVATION at JEFFERSON SCHOOL**

WHEREAS, this Board has heretofore on May 21, 2003, adopted Resolution No. 02-89 for Landscape Renovation at Jefferson School and

WHEREAS, this Board finds certain changes desirable; and

WHEREAS, said contractor **Younger-Wunar Inc.** has proposed and agreed to certain changes to said contract as Change Order No. 1 through 6 as follows:

ORIGINAL CONTRACT **\$317,600**

**Add**

**Change Order No. 1 8,857**

Improved play structure and other site changes requested by and to be paid by the PTA.

**Add**

**Change Order No. 2 15,000**

Revised curbs and retaining walls at the ball wall, near play equipment and along the accessible pathway.

**Add**

**Change Order No. 3 11,900**

New asphalt under the area of the old portables and in other portions of the site.

**Add**

**Change Order No. 4 2,000**

New water line for the drinking fountain

**Resolution No. 03-13  
Continue**

**Add**

**Change Order No. 5** **3,500**  
Planting new grass

**Decrease**

**Change Order No. 6** **(4,700)**  
Miscellaneous other changes

**Subtotal** **\$36,557**

**REVISED CONTRACT** **\$354,157**

NOW, THEREFORE, BE IT RESOLVED, that this Board consents and agrees to said Change Orders No. 1 through 6.

BE IT FURTHER RESOLVED that the Associate Superintendent, Business & Operations (CBO) and/or Purchasing Agent be authorized to approve and sign Change Orders No. 1 through 6 on the behalf of the District.

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District this 3rd day of September, 2003.

AYES:

NOES:

ABSENT:

ABSTAIN:

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



# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Neil Smith, Director, Curriculum and Instruction  
**DATE:** September 3, 2003  
**SUBJECT:** Berkeley High School Communication Arts & Sciences (CAS)  
Small School Proposal

## **BACKGROUND INFORMATION**

In an effort to improve the culture and learning environment for the entire Berkeley High School student body, the Board, in 2000, approved a resolution affirming the formation and establishment of Small Schools at Berkeley High School. At this same time, the Board approved a planning grant that paved the way for a task force to study and formulate a viable small school model to serve approximately half of the high school's population by 2005.

The task force's study recommended to the Board the adoption of *Guiding Principles for developing a Request for Authorization (RFA) Application for a Small School at Berkeley High School*. The Board adopted the RFA in Spring 2003.

The first small school putting forward its proposal, per RFA guidelines, for Board approval is Communication Arts and Sciences (CAS). Berkeley High School and District administration reviewed the CAS application. It is being presented to the Board for approval.

## **POLICY/CODE**

None

## **FISCAL IMPACT**

No fiscal impact to the BUSD General Fund.

## **STAFF RECOMMENDATION**

Approve the application.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric D. Smith  
Deputy Superintendent of Business and Operations (CBO)  
**DATE:** September 3, 2003  
**SUBJECT:** Approve Contract with Xerox for District-wide Photocopier  
and Print Shop Services

## **BACKGROUND INFORMATION**

Xerox Corporation has performed an exhaustive evaluation of the District's existing copier fleet and outside printing needs. Based on the results of that study, Xerox identified that there were forty analog Xerox copiers, and several analog Mita copiers, many of them being District owned. In almost all cases, the copiers are in poor repair. As a result, District staff spends an inordinate amount of time standing in line at copiers machines.

Xerox also identified that the District engages in a tremendous amount of outside printing. Based on their survey, and our own investigation, the District expends roughly \$121,000 or more annually. Much of this printing is out sourced due to the nature of the jobs and the limitations of our existing machines.

Xerox proposes to replace the existing copier fleet with a combination of digital copiers and a Xerox staffed print shop equipped with a Xerox Docutech system. Additionally, Xerox proposes that the new machines come equipped with software to support zip plus four and mail cleansing to reduce mail costs through bulk mailing.

Xerox proposes a five-year lease agreement with the cost of maintenance included. The lease is adjusted for inflation each year and would be \$43,643.00 per month in the final year of the agreement. Based on our current lease expenditures for photocopiers of \$35,325.00 per month, and outside printing cost of \$10,083.00 per month, the Xerox proposal would result in an annual savings of \$21,184.00.

## **POLICY/CODE**

Public Contract Code 20118

## **FISCAL IMPACT**

Annual savings of \$21,248.00

**STAFF RECOMMENDATION**

Approve the concept and pricing structure proposed by Xerox and designate the Superintendent and/or Deputy Superintendent to negotiate the terms and conditions of the agreement.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Shirley Issel, School Director  
**DATE:** September 3, 2003  
**SUBJECT:** Board response to FCMAT report of July 2003.

### **BACKGROUND INFORMATION:**

On August 13, 2003 the Board met in a Special Study Session with the Fiscal Crisis & Management Assistance Team to discuss the results of their assessment of the district in five areas of operation as per the requirements of California Assembly Bill 2859. The report was based upon existing legal and professional standards applicable to all California school districts. It provides an overview of five areas of district operation: Community Relations; Personnel Management; Pupil Achievement; Financial Management and Facilities Management. FCMAT also listed priorities for their next performance review in October of 2003.

During the Special Study Session the Superintendent distributed a chart indicating which central office administrator was assigned to each standard slated for review again in October. Some of the standards in both documents are specifically addressed to the Board and we need to develop a plan to accomplish our work. Among other tasks, we will need to clarify and align the Boards annual goals and objectives with the Superintendent's goals and objectives and the priorities indicated by FCMAT. We may also wish to add or modify priorities, develop our own internal and objective criteria for measuring progress, and take additional steps to monitor progress. To begin this work which will be ongoing through June, 2005 I am recommending that the Board President appoint a subcommittee of two Directors to work with the Superintendent to review the FCMAT document, identify pertinent tasks and devise a work plan to be brought back to the Board for discussion and approval no later than the October 1, 2003 Board meeting.

### **FISCAL IMPACT:**

None

### **BOARD MEMBER RECOMMENDATION:**

Approve a motion for the Board President to appoint a subcommittee of the Board of Education to review the FCMAT Assessment and Improvement Plan of July 2003 and develop a work plan to be brought back to the Board for consideration no later than the October 1, 2003 Board meeting.

1.1-CF





## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Eric D. Smith  
Deputy Superintendent of Business and Operations (CBO)  
**DATE:** September 3, 2003  
**SUBJECT:** Approve for first 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 first reading Policy 3420, Investment Policy.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Song Chin-Bendib, Director of Fiscal Services  
**DATE:** September 3, 2003  
**SUBJECT:** Progress Report from Independent Auditor Gilbert Associates, Inc

## **INTRODUCTION**

On January 24, 2003, Berkeley Unified School District's independent auditor, Gilbert Associates, Inc., issued an audit report for the fiscal year 2001-02. In it, there were several significant findings in the areas of internal controls and Federal program compliance.

The District had requested this audit firm to provide a progress report of findings from fiscal year 2001-02 before finishing the audit process for fiscal year 2002-03.

## **POLICY/CODE:**

Education Code Section 14500, 14502 and 14504 Et seq.

## **FISCAL IMPACT**

Not Applicable

## **STAFF RECOMMENDATION**

That the Board of Trustees review the progress report from the audit firm of Gilbert Associates, Inc.