

Berkeley Unified School District
Office of the Superintendent
2134 Martin Luther King Jr. Way
Berkeley, CA 94704-1180
Phone: (510) 644-6206 Fax: (510) 540-5358

REGULAR MEETING OF THE BOARD OF EDUCATION – AGENDA*

Wednesday, March 2, 2005

Call to Order The Presiding Officer will call the Meeting to Order at **5:30 p.m.** The Board will recess to Closed Session at **5:35 p.m.** and reconvene in Public Session by **7:30 p.m.**

Roll Call President Nancy Riddle
 Vice President Terry Doran
 Director John T. Selawsky
 Director Shirley Issel
 Director Joaquin J. Rivera
 Student Director Lily Dorman-Colby**

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 49819(c) – Board Conference Room

- a) Conference with Legal Counsel – Existing Litigation
- b) Consideration of Student Expulsion
- c) Collective Bargaining
Union negotiations
- d) Public Employee Discipline/Dismissal /Release
Technology Supervisor
- e) Public Employment Appointment
- f) Liability Claims
- g) Property Acquisition

* Board agenda posted on District website: www.berkeley.k12.ca.us

** The Student Director does not attend Closed Session

The Berkeley Unified School District provides reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call the Superintendent's Office 48 hours prior to the meeting at 510-644-6206

MISSION AND GOALS OF THE BERKELEY UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Berkeley Unified School District, a diverse community deeply committed to public education, is to ensure that all students discover and develop their special talents, achieve their educational and career goals, become life long learners, and succeed in a rapidly changing society by:

- empowering students, parents and staff,
- providing a strong standards based curriculum, and
- offering alternative learning experiences in a racially integrated, multilingual environment.

VISION

Berkeley Unified School District creates a system that enables every student, including those with diverse needs, to meet or exceed rigorous standards for academic performance. All students will develop the attitudes, skills and habits of mind needed to succeed in and beyond the classroom. The members of this school community share a vision of educational excellence, an appreciation for the partnerships with local government agencies, community based organizations, businesses, institutions of higher education and will work collaboratively to realize this vision.

PERFORMANCE GOALS

- 1. All students will reach high standards, attaining proficiency or better in reading/language arts and mathematics.**
- 2. All limited-English-proficient students will become proficient in English and reach high academic standards, attaining proficiency or better in reading/language arts and mathematics.**
- 3. All students will be taught by highly qualified teachers.**
- 4. All students will be educated in learning environments that are safe, drug-free, and conducive to learning.**

Approve Agenda	Approve the Regular Meeting Agenda of March 2, 2005 Motion _____ Second _____ Vote _____	
Approve Minutes	Approve Board of Education Minutes of: February 2, 2005	1

TEACHING AND LEARNING PRESENTATION

Writer’s Workshop – Susan Hodge, Principal, Emerson School

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.

- Union Representatives’ Report
- Superintendent’s Report
- Board Members’ Report:
- 2 x 2 Committee 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 Acceptance of Gifts/Donations	<u>Staff Recommendation:</u> Accept the donations/gifts to the District and request staff to extend letter of appreciation Motion _____ Second _____ Vote _____	9
1.2-C Arts in Education Proclamation	<u>Board Member Recommendation:</u> Approve the Arts in Education Proclamation Motion _____ Second _____ Vote _____	10

Personnel Services

2.1-C Personnel Recommendation	<u>Staff Recommendation:</u> Accept Personnel Report #05-05 Motion _____ Second _____ Vote _____	13
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Educational Services

3.1-C Overnight Field Trips	<u>Staff Recommendation:</u> Approve the overnight field trip(s) for students consistent with the District policies and instructional programs Motion _____ Second _____ Vote _____	17
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Business Services

4.1-C Approval of Contracts/Purchase Orders for Services Contracts	<u>Staff Recommendation:</u> Authorize the Purchasing Manager and Deputy Superintendent to execute contracts and purchase orders Motion _____ Second _____ Vote _____	19
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4.2-C Approve Listing of Warrants issued in January 2005	<u>Staff Recommendation:</u> Authorize the Purchasing Manager and Deputy Superintendent to approve the listing of warrants issued in January 2005 Motion _____ Second _____ Vote _____	23
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4.3-C Approve Payroll Warrants issued in January 2005	<u>Staff Recommendation:</u> Approve payroll payments made in January 2005 Motion _____ Second _____ Vote _____	26
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4.4-C Resolution 04-31 Award of Auditorium Sound Equipment at Multiple Sites	<u>Staff Recommendation:</u> Approve Resolution 04-31 awarding bid to Lloyd McKinney Associates for the sound equipment and install projects at various school sites Motion _____ Second _____ Vote _____	29
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4.5-C Resolution 04-28 Approve a Change Order to Increase the size of the tree at Malcolm X	<u>Staff Recommendation:</u> Approve Resolution 04-28 approving a change order for tree removal and replacement at Malcolm X Motion _____ Second _____ Vote _____	32
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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 Services

8:30

4.1-A
Audit Report

Staff Recommendation:

Approve 2003-04 Fiscal Year Audit Report
Motion _____ Second _____ Vote _____

**35
+Under
separate
cover**

INFORMATION

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

Business Services

4.1-I

Governor’s State Budget
and its potential financial
impact on BUSD

Staff Recommendation:

Receive report on Governor’s State Budget
and its potential financial impact on the
Berkeley Unified School District

36

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).

ANNOUNCEMENTS

Schedule of Board of Education Meetings for 2005:

- March 9
- April 6
- April 20
- May 11
- May 25
- June 8
- June 22
- June 29
- August 24
- September 7
- September 14
- September 21
- October 5
- October 19
- November 2
- November 16
- December 7- **organizational meeting**
- December 14 - **tentative**

ADJOURNMENT

**Board of Education Meetings are broadcast live on KPFB/FM 89.3
Berkeley Government Access Channel 33**

Guidelines for Speakers

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

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

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

You will be called 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 is welcome at the Board of Education Meetings. **However, we ask that matters pertaining to individual employees of the Berkeley Unified School District be discussed in private. 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 Organizational Performance Indicators

INDICATORS	2004-05
School Plans w/BSEP	July
Unaudited Actuals	September
Quarterly Access Report (ADA Compliance)	October November March May
Quarterly BB/Financial Update Reports	November February May October
CBEDS	November
Quarterly Report – Special Ed Assessments	November January February
First Interim	December 15
Annual Audit	December 15
Out-of-Zone Transportation	January
Employee Evaluation Report <ul style="list-style-type: none"> ■ Certificated ■ Classified 	January January
Annual Facilities Plan	March
Bond Financial Update	March w/Yearly Plan May October November
Second Interim	March 15
Actuarial Workers' Compensation	April

Berkeley Unified School District Student Performance Indicators

INDICATORS	2004-05	2005-06
Weekly Enrollment Reports	September	September
Adult Base Skills Benchmark	September	September
After School Learning Program	September	September
6-8 Math Assessments	October	October
Class Size Report	October	October
Reading Recovery & District Wide K-5 Reading & Writing Assessments	October	October
Monthly Attendance Report	2nd mtg. ea. mo. starting in Oct.	2nd mtg. ea. mo. starting in Oct.
School Accountability Report Cards	November	November
Disaggregated Data (DataWorks)	November	November
K-5 Math Assessments	November	November
High School Exit Exam	November	November
Accountability Report Cards	November	November
Secondary School Course Grades	November	November
District Wide Grades 6-8 Writing Assessments	November	November
Standardized Tests <ul style="list-style-type: none"> ● California Standards Test ● CAT6 ● CAPA (STAR – Special Education) ● SABE2 ● Adequate Yearly Progress (AYP) 	November	November
Interdistrict Permit Report	December	December
Diversity Balance in Schools	December	December
SAT/AP Results	December	December
Percentage of Participants Receiving Free/Reduced Lunch	January	January
Cal Works Report (To receive Title I Funds)	February	February
English Language Learners	April	April
R320 Language Census & CELDT	April	April
Preschool – Desired Results Development	May	May

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Glenston Thompson, Deputy Superintendent
DATE: March 2, 2005
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 suited by the Board.

The following donations have been presented to the District:

1. Wells Fargo Foundation Educational Matching Gift Program donated \$500 to Cragmont Elementary School
2. Gary L. Colburn donated postage stamps (face valued \$744.23) to the Berkeley Unified School District.

POLICY/CODE

Board Policy DFK/KHE

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept the donations/gifts to the District and request staff to extend letter of appreciation.

Berkeley Unified School District

TO: Board of Education
FROM: John T. Selawsky, Director, Board of Education
DATE: March 2, 2005
SUBJECT: Arts in Education Proclamation, March 2005

BACKGROUND INFORMATION

Art and music instruction is a core component of State and District curriculum standards and goals. The Board of Education has adopted the “Fully Articulated Arts Program” as a goal. Instruction in the arts provides balanced learning and develops the full potential of our students. Children develop initiative, creative ability, self-expression, critical thinking, problem solving skills, discipline and a heightened appreciation of beauty and cross-cultural understanding.

The Board recognizes the value that this community has placed in art and music instruction and experiences in our schools. A Proclamation follows which declares March as Arts in Education Month in the Berkeley Unified School District and encourages all educational communities to celebrate the arts with meaningful student activities and programs that demonstrate learning and understanding in the visual and performing arts.

POLICY/CODE

None

FISCAL IMPACT

None

BOARD MEMBER RECOMMENDATION

That the Board of Education approves this Proclamation and that copies of this Proclamation are distributed to all school principals in the Berkeley Unified School District.

**PROCLAMATION
ARTS EDUCATION MONTH
MARCH 2005**

WHEREAS, Arts Education, which includes dance, music, theater, and the visual arts, is an integral part of basic education for all students, kindergarten through grade twelve, to provide for balanced learning and to develop the full potential of their minds; and

WHEREAS, through well-planned instruction and activities in the arts, children develop initiative, creative ability, self-expression, critical thinking and problem solving skills, discipline, and a heightened appreciation of beauty and cross-cultural understanding; and

WHEREAS, experience in the arts develops insights and abilities central to the experience of life, and are collectively one of the most important repositories of culture; and

WHEREAS, many national, state, and local professional arts education associations hold celebrations in March focused on students' participation in the arts, and

WHEREAS, these celebrations give Berkeley schools a unique opportunity to focus on the value of the arts for all students, to foster cross-cultural understanding, to give recognition to Berkeley's young artists, to focus on careers in the arts available to students, and to enhance public support for this important part of our curriculum; and

WHEREAS, the California State Board of Education states in its Arts Education Policy adopted in March 1997 that each student should receive a high quality, comprehensive arts education program based on the adopted *Visual and Performing Arts Framework for California Public Schools, Kindergarten Through Grade Twelve*;

WHEREAS, the Berkeley Board of Education has adopted the "Fully Articulated Arts Program" as a goal,

THEREFORE BE IT RESOLVED on March 2nd, 2005 that the Berkeley Board of Education proclaims the month of March 2005 as *Arts Education Month* and encourages all educational communities to celebrate the arts with meaningful student activities and programs that demonstrate learning and understanding in the visual and performing arts; and

THEREFORE BE IT FURTHER RESOLVED, that the Berkeley Board of Education directs that suitably prepared copies of this resolution be distributed to all school principals in the Berkeley Unified School District.

PASSED AND ADOPTED this 2nd day of March, 2005.

Nancy Riddle, President
Board of Education

Michele Lawrence
Superintendent

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence Superintendent
FROM: Tina Brier, Director, Classified Personnel
 Patricia Calvert, Director, Certificated Personnel
DATE: March 2, 2005
SUBJECT: ACCEPTANCE OF HUMAN RESOURCES REPORT 05-05
 Following is Human Resources Report 05-05 which reports details of personnel assignments, employment, and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>RETIREMENTS</u>						
Judith Baldwin	Teacher	Special Ed.	General Fund	.40 FTE	6/17/05	
<u>RESIGNATION</u>						
Alexander Palau	Principal	BAHS	General Fund	1.00 FTE	6/30/05	
<u>DECEASED</u>						
Leon Bradford	Teacher	Franklin EDC	General Fund	1.00 FTE	2/23/05	

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>RESIGNATION</u>							
Michelle Boykin	Instructional Tech. (After School)	Longfellow			.20 FTE \$13.76 hr	1/31/05	
Deborah Howe	Instructional Assistant (ECE)	Rosa Parks			.40 FTE \$19.93 hr	2/1/04	
Alexia-Kairi Smith- Payne	Clerical Assistant II	Adult School			.43 FTE \$13.10 hr	1/18/05	
Sean Linzie	Instructional Tech. (After School)	Longfellow			.47 FTE \$12.77 hr	2/10/05	
Lisa Warhuus	Instructional Specialist	Cragmont			.27 FTE \$25.53 hr	12/31/04	
<u>EXTENDED LEAVE OF ABSENCE WITH 50% PAY</u>							
Rosie Adams	Instructional Assistant (Special Education)	Thousand Oaks	Special Ed.	31/5	.80 FTE \$15.56 hr	2/1/05	2/28/05
<u>MATERNITY LEAVE WITH 50% PAY</u>							
Michele Ferrell	Instructional Assistant (Special Education)	Arts Magnet	Special Ed.	31/5	.80 FTE \$15.56 hr	2/7/05	5/26/05
Maria Gonzalez	Parent Liaison	Rosa Parks	ELL	45/5	.80 FTE \$22.02 hr	2/22/05	6/10/05
<u>PERMANENT</u>							
Patricia Brazil	Coordinator of Health Services	Berkeley High	Tobacco Use Prev.	66/5	+.30 FTE \$36.98 hr	2/1/05	6/17/05
Sara Hampton	Instructional Tech. (Cooking)	John Muir	Calif. Nut. Network	34/1	+.30 FTE \$13.76 hr	1/17/05	6/17/05
Zina Lindsey	Micro Computer Tech.	Technology	General Fund	52/5	1.0 FTE \$26.17 hr	3/1/05	
Eli Windchy	Instructional Specialist (Garden)	Rosa Parks	Calif. Nut. Network	51/2	+.20 FTE \$22.02 hr	2/1/05	6/17/05
<u>PROBATIONARY</u>							
Muhsin Abdul- Musawwir	Instructional Tech. (After School)	Le Conte	21 st Century	34/1	.67 FTE \$13.76 hr	2/1/05	10/1/05
Michelle Boykin	Instructional Assistant (Special Education)	King	Special Ed.	31/1	.80 FTE \$12.77 hr	2/1/05	10/1/05
Aileen Chang	Instructional Tech. (After School)	Oxford	21 st Century	34/1	.67 FTE \$13.76 hr	2/1/05	10/1/05
Neena Forsher	Instructional Tech. (After School)	Arts Magnet	After School	34/1	.40 FTE \$13.76 hr	2/14/05	10/14/05

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Adriana Jaureguy	Instructional Tech. (After School)	Willard	21 st Century	34/1	.47 FTE \$13.76 hr	2/3/05	10/3/05
Simon Kaplan	Instructional Specialist (Drama)	Malcolm X	BSEP	51/1	.27 FTE \$20.96 hr	2/1/05	10/1/05
Sean Linzie	Instructional Assistant (Special Education)	BAHS	Special Ed.	31/1	.73 FTE \$12.77 hr	2/14/05	10/14/05
Arletha Lands	Instructional Specialist (Athletics)	Willard	BSEP	51/1	.53 FTE \$20.96 hr	2/1/05	10/1/05
Wanda McAfee	Food Service Assistant	Jefferson	Cafeteria Fund	26/1	.27 FTE \$11.29 hr	2/1/05	10/1/05
Wanda McAfee	Food Service Assistant	Berkeley High	Cafeteria Fund	26/1	.53 FTE \$11.29 hr	2/1/05	10/1/05
Lisa Sogliuzzo	Instructional Assistant (Special Education)	Special Ed.	Special Ed.	31/5	.15 FTE \$12.77 hr	2/1/05	10/1/05
Jeannine Villasenor	Instructional Specialist (AP Project)	Berkeley High	BSEP	51/1	.73 FTE \$20.96 hr	1/25/05	10/25/05
Tyiethia Williams	School Bus Driver	Transportation	Trans- portation	42/1	.80 FTE \$16.77 hr	2/7/05	10/7/05
Rollan Zotigh	Instructional Tech. (After School)	Willard	21 st Century	34/1	.40 FTE \$13.76 hr	1/26/05	10/17/05
<u>SUBSTITUTES</u>							
Leticia Mendoza	Food Service Assistant	All District	Cafeteria Fund	26/1	NTE 7.5 hrs/day \$11.29 hr	1/5/05	6/17/05
Stacie Plummer	Sr. Budget Analyst	Business Services	General Fund	58/3	30 hrs/wk \$27.87 hr	2/1/05	2/28/05
Charles Slocumb	Custodian I	All District	General Fund	32/1	NTE 7.5 hrs/day \$13.10 hr	2/1/05	6/17/05
Charles Slocumb	Food Service Assistant	All District	Cafeteria Fund	32/1	NTE 7.5 hrs/day \$11.29 hr	1/25/05	6/17/05
<u>TEMPORARY/HOURLY/LIMITED TERM (CORRECTION FROM FEBRUARY 16, 2005)</u>							
Pamela Stewart	School Safety Officer	Willard	General Fund	44/1	+33 FTE \$17.61 hr	2/14/05	6/17/05
<u>TEMPORARY/HOURLY/LIMITED TERM</u>							
Muhsin Abdul- Musawwir	Instructional Tech. (After School)	Le Conte	21 st Century	34/1	5 hrs/day \$13.76 hr	1/28/05	1/31/05

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Aileen Chang	Instructional Tech. (After School)	Oxford	21 st Century	34/1	5 hrs/day \$13.76 hr	1/27/05	1/31/05
Vandhana Lall	Clerical Specialist	Business Services	General Fund	42/1	8 hrs/wk \$16.77 hr	2/5/05	6/30/05
Colleen Lau	Tutor-Work Study (Math)	Berkeley High	BSEP	N/A	10 hrs/wk \$11.45 hr	2/1/05	6/17/05
<u>STIPENDS</u>							
Larona Custor	Coach (Girls Basketball)	Willard	BSEP	N/A	\$600.00	1/20/05	2/25/05
<u>WORKING EVENING SHIFT, DIFFERENTIAL, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u>							
Michelle Boykin	Instructional Assistant (Special Education)	King	Special Ed.	31/1	5% differential \$.64 hr	2/1/05	10/1/05
Stacie Plummer	Sr. Budget Analyst	Accounting	General Fund	58/3	5% differential \$1.40 hr	2/1/05	2/28/05
Lisa Sogliuzzo	Instructional Assistant (Special Education)	Special Ed.	Special Ed.	31/5	10% differential \$1.28 hr	2/1/05	10/1/05

ERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Neil Smith, Director of Curriculum & Instruction
DATE: March 2, 2005
SUBJECT: Overnight Field Trip Requests

BACKGROUND INFORMATION

The following overnight field trip requests are being made:

Washington, D.C. – March 6-12, 2005

Approve participation of twenty-two (22) students and two (2) teachers from Berkeley High School on seven-day, six-night trip to Washington, D.C. organized by the Close Up Foundation. The group will depart San Francisco on Sunday, March 6 at 7:20 a.m., and will return at 7:38 p.m. on Saturday, March 12, 2005. Close Up is a nonprofit, nonpartisan foundation that supports government study trips to the Nation's Capital for students and educators to enrich civic education. Students will discuss current issues, study the political process and meet government leaders. Students will sleep in gender specific rooms at the Holiday Inn Suites in Alexandria, Virginia. Students/parents are individually responsible for transportation to and from the San Francisco International Airport on March 6 and March 12, and United Airlines will provide flights to and from Washington, D.C. Parent/individual payments provide funds for the \$1,479.00 per student total cost. Requested by Thelette Bennett, Vice Principal – Berkeley High School

Carson, California – March 11-13, 2005

Approve participation of twenty-five (25) Varsity Men's Lacrosse students and eight (8) other adults from Berkeley High School on a three-day, two-night trip to Carson, California. The group will depart at 8:25 p.m. on Friday, March 11, and will return at 8:10 a.m. on Sunday, March 13, 2005. The trip will afford the Lacrosse team the opportunity to participate in the First 4 Elite Men's College Lacrosse Invitational Tournament. Parents are individually responsible to provide transportation to and from the Oakland Airport, and Jet Blue Airlines will provide flights to and from the Long Beach Airport. The team's accommodations are at the Holiday Inn Airport. Holiday Inn Vans will provide transportation to and from the Home Depot Tournament Center. Fundraising efforts will provide the \$100.00 cost per student. Requested by Thelette Bennett, Vice Principal – Berkeley High School.

POLICY/CODE

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

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Glenston Thompson, Deputy Superintendent
DATE: March 2, 2005
SUBJECT: Approval of Contracts/Purchase Orders for Services
Contracts

BACKGROUND INFORMATION

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

The following contract services are requested.

1. Ratification of contract to Hearing Conservation Associates to provide hearing screening for BUSD students in grades K-1-2-5-8-10 & 11, as required yearly by State of California per Section 2951(c) CCR, Title 17. The cost to be paid will not exceed \$10,000. To be paid from General Fund Special Education Budget. Requested by Ken Jacopetti.
2. Ratification of contract to Alameda County Office of Education to provide SASIxp On site District Integration Services July 21-22, 1998 @ \$2,536.88, SASIxp Kick off meeting February 10, 1998 @\$1,420.50, SASIxp Basic Applications March 23-25, 1998 @4,331.42, SASIxp Support December 1998 through November 20, 2000 @\$17,146.80, SASIxp unit price 12 months November 1998 through November 1999 @\$4,606.04, SASIxp Training April 1, 1999 @\$576.51 and SASIxp Classroom support @\$298.77 for a total cost of \$30,916.92. The District entered into a contractual arrangement with the ACOE for FY 1998-1999 for the implementation of SASI and this billing was inadvertently overlooked. Staff has researched past billing and determined this bill has not been paid. To be paid from General Fund Data Processing Budget. Requested by Deputy Superintendent.
3. Miller Brown & Dannis to provide consultation services in regards to proposed tolling agreement between the District and PG&E. The cost will not exceed \$360. To be paid from General Fund Maintenance Budget. Requested by Rhonda Bacot.
4. Edible Schoolyard to provide courses in Edible Schoolyard television show production and winter and spring cooking at King Middle School. The cost will not exceed \$2,800. To be paid from BSEP Budget. Requested by Kit Pappenheimer.

5. Walkers Sport Officiating to provide referees for After School Inter-Scholastic games at Willard Middle School. The cost will not exceed \$2,500. To be paid from BSEP Budget. Requested by Michele Patterson.
6. Bay City Mechanical, Inc. to provide repair services to BHS "D" building boiler. The cost will not exceed \$1,000. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
7. YMCA to provide administration of tutors for District supplemental services at Washington School for the period September 2004 through June 30, 2005. The cost will not exceed \$15,200. To be paid from State/Federal Programs Budget. Requested by Carla Basom.
8. UC Berkeley Extension to be paid for Cal Urban Partnership Intern Program for the 2004-2005 SY. The cost will not exceed \$19,400. To be paid from Internship Program Budget. Requested by Pat Calvert.
9. General Binding Corporation to provide repair services for laminator located at Rosa Parks School. The cost will not exceed \$250. To be paid from General Fund Budget. Requested by Shirley Herrera.
10. Mendio Publishing Services to provide diversity advertisement for Human Resources for Winter 2004 – El Mundo Latino. The cost will not exceed \$1500. To be paid from General Fund Human Resources Budget. Requested by Pat Calvert.
11. Lisa Warhuus independent contractor to provide services to strengthen the SST by developing protocols and procedures, training on effective practices, identify all supportive services and support development of classroom-based strategies for the period February through June 2005 @\$55/hour for 146 hours. The cost will not exceed \$8,500. To be paid from Le Conte School Magnet Budget. Requested by Pat Saddler.
12. Hatchuel Tabernik and Associates to be paid evaluation fees for ASES and 21st Century after school programs evaluation reports. The cost will not exceed \$32,148. To be paid from After School Program Budget. Requested by Suzanne McCulloch.
13. Larry Snyder to provide instruction for after school chess class @\$40/hour at Willard Middle School. The cost will not exceed \$720. To be paid from After School Learning Program Budget. Requested by Michele Patterson.

14. Habiot Children Museum to provide on site arts program for preschool classes at Rosa Parks Preschool for the 2004-2005 SY. The cost will not exceed \$5,110. To be paid from BSEP Budget. Requested by John Santoro.
15. Berkeley Daily Planet to provide public notice advertising for West Campus planning. The cost will not exceed \$650. To be paid from Measure A Budget. Requested by Lew Jones.
16. Patricia Bulitt to provide storytelling to 1st and 2nd graders and creative movement to kindergartens at Emerson School for the period February through June, 2005 @\$55 for 2 hours for a total amount not to exceed \$1,760 at Emerson School. To be paid from After School Program Budget. Requested by Suzanne McCulloch.
17. Increase in contract to The Staffing Solutions Group to provide staff enhanced consultant support services in Position Control to cover for unfilled vacant position for the period February 22 through June 30, 2005. Fiscal Services office is having difficulties filling the position of the Senior Budget Analyst position due to many reasons e.g. lack of suitable candidates, timing issues and the fact that one qualified candidate withdrew from consideration. In order to secure a qualified consultant, BUSD needed to commit to a certain fixed number of hours. This will allow the District time to re-advertise the position. The Board approved the amount of \$9,700 on November 17, 2004. The additional consultant time required will increase this cost by \$40,000 for a total amount of \$49,700. To be paid from General Fund Accounting Budget. Requested by Song Chin-Bendib.
18. Increase in contract to Airgas for the delivery and provision of liquid carbon dioxide for treating the BHS swimming pool ensuring chemical balance. The materials and labor to provide for these services require special equipment, specialized knowledge and licenses. These services cannot be performed by in-house staff. It is anticipated that additional funds are needed to maintain a healthy chemical balance in the pool. On December 15, 2004, the Board approved the amount of \$1,600. The additional funds required will increase the cost by \$1,200 for a total amount of \$2,800. To be paid from Measure BB Budget. Requested by Rhonda Bacot.
19. Increase in contract to Ecolab-Pest Eliminator to provide pest management services for the control of unwanted pests in and around District facilities. In-house staff does not have the special licensing and training to perform these specialized services. It is anticipated that additional funds are needed to maintain effective pest control. The Board approved on November 17, 2004 the

amount of \$32,000. The additional funds required to effectively manage and contain the proliferation of pests will increase the cost by \$13,000 for a total amount of \$45,000. To be paid from General Fund Budget. Requested by Rhonda Bacot.

20. Increase in contract to Marcus Hanschen to provide photography classes for the extended day program at King Middle School. Additional hours were necessary to complete this project. On January 12, 2005, the Board approved the amount of \$1,110. The additional consultant time required will increase the cost by \$1,060 for a total amount of \$2,170. To be paid from Extended Day Program Budget. Requested by Suzanne Mccullouch.

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: Glenston Thompson, Deputy Superintendent
DATE: March 2, 2005
SUBJECT: Approve Listing of Warrants issued in January 2005

BACKGROUND INFORMATION

Each month the District writes several checks to vendors for services provided and goods received. The checks are written on both the general fund and restricted funds. The attached represents a summary of warrants for the months of January 2005.

POLICY/CODE

Educational Code Section 41010 ET seq.

FISCAL IMPACT

\$2,165,707.57 from various funds.

STAFF RECOMMENDATION

Approve the monthly bill warrant list for January 2005.

BERKELEY UNIFIED SCHOOL DISTRICT
District Bill Warrant -- Accounting Department
BILL WARRANTS FOR JANUARY 2005

FUNDS	AMOUNT
GENERAL FUND	\$1,006,343.61
MEASURE BB FUND	\$27,489.08
ADULT FUND	\$11,370.22
CAFETERIA FUND	\$25,950.37
CHILD DEVELOPMENT FUND	\$7,391.74
MEASURE A+AA (BOND Fund)	\$257,219.38
SCHOOL ENRICHMENT FUNDS	\$25,790.93
SELF INSURANCE FUND	\$39,935.88
DEFERRED MAINTENANCE FUND	\$0.00
PAYROLL/BENEFITS CLEARING	\$764,216.36
TRANS FUND	\$0.00
TOTAL DISTRICT BILL WARRANTS	<u><u>\$2,165,707.57</u></u>

Approved by: _____
 Song Chin-Bendib, Director of Fiscal Services
 3/2/2005

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Glenston Thompson, Deputy Superintendent
DATE: March 2, 2005
SUBJECT: Receive and Approve Information on the Issuance of Payroll Warrants for Employee Services for January 2005.

BACKGROUND INFORMATION

On a regular basis the Board receives information on the total amount paid employees during a month. The attached represents a summary of pay warrants from various funds for the month of January 2005.

POLICY/CODE

Educational Code 41010 ET Seq.

FISCAL IMPACT

\$5,077,868.29 from various funds.

STAFF RECOMMENDATION

Approve payroll payments made in January 2005.

**BERKELEY UNIFIED SCHOOL DISTRICT
DISTRICT PAYROLL – ACCOUNTING DEPARTMENT
January 2005**

<u>COMPUTER GENERATED</u>	<u>AMOUNTS</u>
GENERAL FUND	\$4,140,892.97
MEASURE BB FUND	166,146.87
BSEP SITE ENRICHMENT	126,900.53
BSEP EDU. MATERIAL	34,338.11
ADULT FUND	267,796.23
CAFETERIA FUND	82,615.20
CHILD DEVELOPMENT	243,693.68
SPEC. RES. MEASURE – A	11,448.88
SELF INS. FUND	4,035.82
TOTALS	\$5,077,868.29

APPROVED BY: _____
Song Chin-Bendib, Director of Fiscal Services

DATE: 03/02/05

BERKELEY UNIFIED SCHOOL DISTRICT

District Payroll - Accounting Department

Payroll Issued by Funds

January-05											
DATE	Type of Payroll	Totals	General Fund	Measure BB Fund	BSEP Site Enrich.	BSEP Edu. Mat'l	Adult Fund	Café Fund	Child Develop.	Spec Res Meas. A	Self Ins. Fund
			210	212	215	216	220	230	240	270	260
1/15/05	Mid	\$531,782.24	\$290,193.17	\$7,324.06	\$15,722.57	\$0.00	\$177,474.05	\$7,365.38	\$33,703.01	\$0.00	\$0.00
1/21/05	mid-fix	\$33,360.59	\$30,299.63	\$2,364.08	\$0.00	\$0.00	\$369.33	\$13.79	\$313.76	\$0.00	\$0.00
1/31/05	EOM	\$4,512,725.46	\$3,820,400.17	\$156,458.73	\$111,177.96	\$34,338.11	\$89,952.85	\$75,236.03	\$209,676.91	\$11,448.88	\$4,035.82
Totals		\$5,077,868.29	\$4,140,892.97	\$166,146.87	\$126,900.53	\$34,338.11	\$267,796.23	\$82,615.20	\$243,693.68	\$11,448.88	\$4,035.82

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: March 2, 2005
SUBJECT: Approve the Award of the Sound Equipment at Various Sites

BACKGROUND INFORMATION

The Board approved a project to upgrade sound systems at BUSD sites as a part of its BSEP allocations. Sites were surveyed and nine sites were identified for improvement. We identified seven sites as a base bid and two additional sites as an alternate. The specifications were written and three contractors were solicited to bid. Two bidders submitted bids. We are recommending award to the low bidder.

The project was bid utilizing our Cost Accounting procedure. Under this procedure the Board can award no project greater than \$100,000. The base bid is below this amount. The total of the base bid plus alternate one exceeds \$100,000. Staff and the BSEP Committee will consider the advisability of a supplementary allocation from BSEP Fund 7 in the new Fiscal Year.

POLICY/CODE

California Public Contract Code 20110 - 20118.

FISCAL IMPACT

The project is funded from BSEP Fund 7. The cost for the seven sites is slightly above the budget.

STAFF RECOMMENDATION

Approve the award of the base bid to Lloyd F. McKinney for \$84,676.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 04-31

RECOMMENDATION

It is recommended that the Board accept the base bid in the amount of **\$84,676 to Lloyd F. McKinney Associates Inc., for the Sound Equipment and Installation Project at Various School Sites.**

SUMMARY AND DISCUSSION

The Board approved California Uniform Public Cost Accounting Act (CUPCAA) for the purpose of awarding projects less than \$75,000 on December 19, 2001 per Resolution Number 7300. District staff followed the requirements set forth in that Resolution, including required advertisement to solicit qualified contractors. The bid opening date for the Malcolm X School Tree Removal and Replacement project was December 20, 2004. Five bids were picked up and two bids were received.

The following bids were received on February 17, 2005

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. 1</u>	<u>Alt. 2</u>
Lloyd F. McKinney Associates, Inc.	\$ 84,676	\$20,960	\$4,800
Ceitronics, Inc.	102,876	27,432	7,800

FINANCIAL IMPLICATIONS

Project will be funded from Measure BB Fund

EDUCATIONAL IMPACT

None

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that the base bid of **Lloyd F. McKinney Associates Inc.** in the amount of **\$84,676** be and the same hereby accepted; and the Deputy Superintendent and/or Purchasing Manager of this Board be and they are hereby authorized to enter into a contract with said bidder for said amount in accordance with law.

Resolution No. 04-31
Continue

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 2nd day of March, 2005.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Public Contact Code: 20111 and 22030-22045
Board Policy: DJED

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: March 2, 2005
SUBJECT: Approve a Change Order for the Malcolm X Tree Removal and Replacement Project

BACKGROUND INFORMATION

On January 12, 2005, the Board approved a contract to remove and replace a dead tree at Malcolm X. The original specifications assumed a twenty foot tall replacement tree. After reviewing possible replacement trees, it was determined that it would be best to replace the existing tree with a taller tree (approximately thirty-five feet).

The Board must approve all changes orders in excess of 10% of the contract value. The original bid was \$12,500 and the larger tree will cost an additional \$3,600.

POLICY/CODE

California Public Contract Code 20110 - 20118.

FISCAL IMPACT

The project at Malcolm X is primarily funded through Measure BB. The Maintenance Director is in favor of this recommendation. The revised project is slightly over budget.

STAFF RECOMMENDATION

Approve the change order.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION NO. 04-28

AUTHORIZATION TO CHANGE RESOLUTION NO. 04-23

**CHANGE ORDER ON TREE REMOVAL and REPLACEMENT PROJECT
at MALCOLM X SCHOOL**

WHEREAS, this Board has heretofore on January 12, 2005 adopted Resolution No. 04-23 for Tree Removal and Replacement Project 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 as follows:

ORIGINAL CONTRACT \$13,750

**Add
Change Order No. 1 3,600**

The original specification indicated that a 20 ft. tree shall be installed. The 20 ft tree is too small and will be replaced by a 40 ft. tree.

REVISED CONTRACT \$16,100

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

BE IT FURTHER RESOLVED that the Deputy Superintendent and/or Purchasing Agent be authorized to approve and sign Change Orders No. 1 on the behalf of the District.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 2nd day of March, 2005.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM: Glenston Thompson, Deputy Superintendent
DATE: March 2, 2005
SUBJECT: Independent Audit Report for Fiscal Year ending June 30, 2004

BACKGROUND INFORMATION

Education Code Section 41020 (h) states "Not later than December 15, a report of each audit for the preceding fiscal year shall be filed with the county superintendent of schools of the county in which the school district is located, the State Department of Education, and the Controller".

The District's Financial Audit report for 2003-2004 was not completed on time due to the extraordinary amount of time and effort it took to resolve GASB 34 reporting requirements issues regarding the valuations of and data entry recording of 'Construction in Progress' and hundreds of other inventoried items. The District applied for and was granted an audit extension by the State and the ACOE until February 28, 2005.

The District's 2003-2004 Financial Audit report is now presented to the Board for review and acceptance under separate cover. The District's independent auditors (Vavrinek, Trine, Day & Co., LLP. -VTD), will be present at the Board meeting to discuss the report. Copies of the 2003-2004 Audit are available under separate cover for public review in the Superintendent's and Deputy Superintendent's office.

POLICY/CODE

Education Code Section 14500, 14502 and 14504 ET seq.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Review and accept the Audit Report and Financial Statements as presented by Vavrinek, Trine, Day & Co., LLP (VTD).

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Michele Lawrence, Superintendent
FROM Glenston Thompson, Deputy Superintendent
DATE: March 2, 2005
SUBJECT: Governor's State Budget for 2005-2006 and its Potential Financial Impact on the Berkeley Unified School District

BACKGROUND INFORMATION

On January 10, 2005, Governor Arnold Schwarzenegger presented his Budget proposal for 2005-06. The specifics of this year's Governor's Budget Proposal for K-12 education will be vitally important for budget planning for 2005-06, as well as for the balance of 2004-05.

Deputy Superintendent, Glenston Thompson will review with the Board important aspects of the Governor's budget and the potential financial impact on the District's budget for 2005-2006.

POLICY/CODE

None

FISCAL IMACT

None

STAFF RECOMMENDATION

Receive report on State budget's impact on the Berkeley Unified School District.