

**Berkeley Unified School District
Office of the Superintendent
2134 Martin Luther King Jr. Way
Berkeley, CA 94704-1180
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BOARD OF EDUCATION – MEETING AGENDA*
Wednesday, October 26, 2011

Call to Order The Presiding Officer will call the Meeting to Order at 5:30 p.m., recess to Closed Session, and begin regular Board Meeting agenda by 7:30 p.m.

Roll Call

Members Present:

Beatriz Leyva-Cutler, President
John T. Selawsky, Vice President/Clerk
Karen Hemphill, Director
Leah Wilson, Director
Josh Daniels, Director
Maddy Roberts, Student Director

Administration:

Superintendent William Huyett, Secretary
Javetta Cleveland, Deputy Superintendent
Neil Smith, Assistant Superintendent of Educational Services
Delia Ruiz, Assistant Superintendent of Human Resources

The Board will recess into closed session under the authority of the Brown Act (including but not limited to Government Code section 54954.5, 54956.8, 54956.9, 54957, 54957.6, as well as Education Code section 35146). Under Government Code section 54954.3, members of the public may address the board on an item on the closed session agenda, before closed session.

- a) Conference with Legal Counsel – Existing Litigation/Anticipated - (*Government Code section 54956.9 (b)*) -BCCE vs. BUSD Settlement Agreement
- b) Consideration of Student Expulsions
Student Case No. 1112-02-111894
- c) Collective Bargaining - BCCE Negotiations
- d) Public Employee Discipline/Dismissal/Release/Evaluation/
Appointment/Reassignment - Merit Rule 80 Adjustment Procedure
- e) Liability Claims
- f) Property Acquisition & Disposal
- g) Superintendent's Evaluation

* Board agenda posted on District website: www.berkeley.net

** The Student Director does not attend Closed Session

The Berkeley Unified School District intends to provide 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

REGULAR MEETING AGENDA

CALL TO ORDER

Report Closed Session actions

Approve Regular Meeting Agenda of October 26, 2011

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' Reports
- Board Members' Reports
- Superintendent's Report

CONSENT CALENDAR

CONSENT ITEMS

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

Human Resources

2.1-C Approval of Human Resources Report	<u>Staff Recommendation:</u> Approve Human Resources Report No. 10-26-11	10
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Educational Services

3.1-C Approval of Overnight Field Trips and Out of State Travel Requests	<u>Staff Recommendation:</u> Approve the overnight field trips and out of state travel requests consistent with District policies and instructional programs	14
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3.2-C Approval of New Textbooks for Mandarin and Chemistry	<u>Staff Recommendation:</u> Approve new textbooks for Mandarin and Chemistry	16
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Business Services

4.1-C Approval of Contracts and Purchase Orders	<u>Staff Recommendation:</u> Authorize the Purchasing Manager or Deputy Superintendent to execute contracts and purchase orders4	17
4.2-C Approval of Listing of Warrants Issued in September 2011	<u>Staff Recommendation:</u> Approve the listing of warrants issued in September 2011	19
4.3-C Approval of Payroll Warrants Issued in September 2011	<u>Staff Recommendation:</u> Approve payroll warrants issued in September 2011	21
4.4-C Acceptance of Gifts and Donations	<u>Staff Recommendation:</u> Accept the donations and gifts to the District and request staff to extend letter of appreciation	23
4.5-C Approval of Master Contracts for Three Non-Public Schools (residential); Increase to one Non-Public School (residential)	<u>Staff Recommendation:</u> Approve and authorize the Master Contracts for three non-public schools for 2011-12 school year (residential); approve and authorize increase to the Master Contract of one residential non-public school	24
4.6-C Approval of Master Contracts for Speech Pathology Group, I Can Too! Learning Center, and Anova, Inc. (Non-Public Agencies) for 2011-12 school year	<u>Staff Recommendation:</u> Approve Master Contracts for Speech Pathology Group, I Can Too! Learning Center, and Anova, Inc. for 2011-12 school year	26

ACTION ITEMS

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

Human Resources

2.1-A Ratification of Extension of Contract between the Berkeley Unified School District and the Professional and Technical Engineers, Local 21	<u>Staff Recommendation:</u> Approve ratification of one year extension of the Agreement	28
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2.2-A Ratification of Extension of Contract between the Berkeley Unified School District and the International Union of Operating Engineers, Stationary Engineers, Local 39	<u>Staff Recommendation:</u> Approve ratification of one year extension of the Agreement	30
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CONFERENCE ITEM

This item is presented for action at this time. It may have been reviewed at a previous meeting

Business Services

4.1-CF New Position for Specialist, Data Integrity	<u>Staff Recommendation:</u> Approve new job description and position	33
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INFORMATION ITEMS

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

General Services

1.1-I Study Session: District Goals	<u>Staff Recommendation:</u> Receive for information	38
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1.2-I Discussion About the Effect of Resolution No. 12-07 - Elimination of Parent Outreach Program Specialist Positions and Addition of Parent Liaison Positions	<u>Staff Recommendation:</u> Receive for information	39
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ADDITIONAL ACTION ITEM

Approve Minutes of October 12, 2011

EXTENDED PUBLIC TESTIMONY

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**) and give it to the Board Secretary. Speakers will be selected by lottery. Your card must be submitted before the Presiding Officer calls for **PUBLIC TESTIMONY**. You will be called to speak by the Presiding Officer. A Speaker has three minutes in which to make his/her remarks.

Any subject related to the District or its educational programs is welcome at the Board of Education Meetings. **However, we respectfully 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.

BOARD OF EDUCATION MEETING DATES FOR 2011

November 9
November 16*
December 14

Berkeley Unified School District Mission:

The Mission of the Berkeley Unified School District is to enable and inspire our diverse student body to achieve academic excellence and make positive contributions to our world.

Berkeley Unified School District Vision:

Our Students are curious and creative learners who succeed through personal initiative and sustained effort to reach high academic goals. They are critical thinkers who seek knowledge and possess technological competence and collaborative skills. Our students embrace diversity, act responsibly, and contribute to our community.

Our Educators believe that all students can meet or exceed rigorous academic standards. Teachers, staff, and administrators together form a rich professional learning community where all are supported to hone our professional craft and improve our effectiveness. Through the examination of our instructional practices and data, we adjust our teaching and operational systems in order to continuously improve. We are responsible in the stewardship of our fiscal resources and fair and equitable in their distribution.

Our Families and Community are integral to the success of our students and schools. Families are active, engaged partners in their child's education who give valued input and participate in making important decisions about our academic and enrichment programs. Our diverse community is passionate about equitable educational outcomes for all students. Our civic and community organizations partner with us to promote family engagement and the well-being and success of our students.

Our Schools are vital centers of community life enriched by the diversity of our city and welcoming to all families. Each classroom offers engaging and culturally relevant curriculum that builds on students' interests and abilities. Student needs, as identified by regular assessment, inform our teaching and guide appropriate and effective intervention services. We offer an enriched learning environment and a comprehensive system of supports to address the needs of the whole child.

Values and Beliefs of Berkeley Unified School District:

- Students are our priority.
- We take pride in our diversity.
- We hold high expectations for ourselves and our students.
- We treat each other with respect and act with integrity.

District Goals 2010 – 2013

I. Curriculum & Instruction: Increase the academic achievement of all students through effective instruction, a challenging and engaging curriculum, and aligned assessments.

A.Pre-K: Prepare pre-school children for success in elementary school by providing age-appropriate curriculum and instruction that nurture and develop children's academic, social, emotional and physical well-being.

B.ELA and Math Instruction: Prepare all students for continued success in English Language Arts and Mathematics by providing high quality instruction geared to student needs including appropriate modifications and accommodations.

C.English Language Development: Provide direct instruction in English Language Development to ensure that every English Learner gains at least one English language proficiency level each year.

D.Evaluation and Assessment: Use data from multiple measures to monitor student progress, guide instruction and evaluate the effectiveness of our programs, and share this information with the staff, the Board and the community.

II.Strategies to Promote Student Success: Implement strategies to engage students in their learning and interventions to eliminate barriers to student success.

A.Student Engagement: Address the needs of the whole child by engaging students in the visual and performing arts, physical education and athletics, career and technical education, and gardening and cooking programs.

B.ULSS / RTI²: Implement a continuum of academic, behavioral, and/or other intervention strategies through the Universal Learning Support System (ULSS), as ULSS is the district's model of Response to Intervention and Instruction (RtI²).

C.Positive Behavior Support: Develop and utilize a positive behavior system as well as prevention and intervention programs for specific behaviors that impede student success, such as alcohol and drug use and abuse, truancy, expressions of extreme anger, and repeated suspendable offenses.

D.Disproportionality: Reduce the disproportionate racial representation of students suspended or expelled and students identified for Special Education services.

E.Educational Options for Secondary School Students: Develop engaging and innovative educational options for secondary students, including career technical education.

F. Extended Learning Opportunities: Provide students with academic enrichment and supervised activities that complement the classroom curriculum beyond the traditional school day.

G. Transitions: Improve transitions for students as they move from pre-school to kindergarten, from elementary to middle school, from middle to high school, and from high school to post-secondary as well as the transitions from Special Education and English Learner status to the mainstream.

III. Family/Community Engagement: Establish partnerships with our families and community to increase academic success for all students.

A. Family Engagement Framework: Develop greater family involvement in the schools and the community by adopting a framework that offers multiple ways for parents to partner with educators to ensure their children's success in school.

B. Family Leadership & Advocacy Training: Strengthen parents' capacity to be effective leaders in their schools and the community and advocates for their children by providing parent trainings and forums in formats that honor the cultures and languages of our community.

C. Family Advisory Council: Support the City and the Berkeley Alliance in establishing a representative Family Advisory Council to ensure parent input in the development and evaluation of the 2020 Vision projects.

D. Communication: Engage and inform our staff, families, and key partners by developing and implementing a comprehensive communications plan.

IV. Strategies to Promote Student Success: Ensure that all systems are culturally and linguistically responsive to the needs of our students and their families.

A. Culture and Climate of District and Schools: Ensure that all schools and departments welcome and support all our students and their families by prioritizing a focus on equity at each site, ensuring customer friendly service, and providing language access, all supported by district policy.

B. Recruit and Retain Teachers and Administrators of Color: Develop and invest in prospective and current teachers and administrators of color by identifying career pathways and establishing networking, mentoring and other support systems.

C. Professional Development: Create a culturally and linguistically responsive climate throughout the district through focused professional development.

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

A. Efficient Use of Resources: Improve and streamline District wide systems, services and operations through the use of enhanced tools and technology that

will provide additional time and resources to meet current and future student needs.

B.Parcel Tax and Bond Revenues: Provide the best possible education for all students by effectively utilizing local parcel tax and bond revenues.

C.Partnerships: Maximize public and private resources to support greater student success by strengthening partnerships with the City, the Berkeley Alliance, the Berkeley Public Education Foundation, U.C. Berkeley, and other stakeholders.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: October 26, 2011
DISTRICT GOAL: V A: Efficient Use of Resources
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 10.26.11
 The following is submitted for review and acceptance.

CERTIFICATED EMPLOYEES						
Name	Classification (Temporary, Probationary or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>NEW HIRES</u>						
Yesenia Marquez	Temporary	Counselor	1.0	Berkeley High	9/14/11	6/15/12
Julissa Lambert-Yank	Temporary	Teacher	1.0	Thousand Oaks	10/10/11	6/15/12
<u>SEPARATIONS</u>						
Gilbert Sniderman	Temporary	Teacher	1.0	B-Tech	10/3/11	
<u>RETIREMENTS</u>						
Marie Hunter	Permanent	Teacher	1.0	Hopkins ECE	12/30/11	
CLASSIFIED EMPLOYEES						
Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>LEAVES</u>						
Fundisha Adero	Permanent	Instructional Assistant, Special Ed.,SHC	.80	Hopkins	10/15/11	11/4/11
Ana Buendia	Permanent	Instructional Assistant, Special Ed., Attendant	.80	Thousand Oaks	10/6/11	1/26/12
Marie Gilder	Permanent	Instructional Technician	.63	Cragmont	10/3/11	6/15/12
Janet Huseby	Permanent	Program Assistant	.27	Berkeley High	10/3/11	6/29/12
Linh Ling	Permanent	Food Service Assistant	.73	King	9/2/11	10/31/11
Josef McClain	Permanent	Instructional Specialist II	1.0	Cragmont	10/10/11	11/13/11
Paula Shoemaker	Permanent	Student Assignment Specialist	1.0	Student Services	10/03/11	10/31/11
Tara Spears	Permanent	Instructional Technician	.67	Washington	8/26/11	12/16/11
Crystal Williams	Permanent	Clerical Specialist	1.0	LEARNS	10/3/11	1/3/12

CLASSIFIED EMPLOYEES

Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>SEPARATIONS</u>						
Tiana Alnas-Benson	Probationary	Secretary	1.0	BEARS	10/6/11	
John Grigsby	Probationary	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/6/11	
Nicole Jones	Probationary	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/6/11	
Sara Levine	Permanent	Instructional Assistant, Special Ed.	.80	Le Conte	10/6/11	
Patrick Martens	Probationary	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/6/11	
Raymond Ruiz, Jr.	Probationary	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/6/11	
Sarah Schaaf	Probationary	Instructional Assistant, Special Ed., Attendant	.80	King	10/6/11	
Deanna Woods	Probationary	School Secretary	1.0	Jefferson	10/6/11	
<u>RETIREMENTS</u>						
Bonnie Powers	Permanent	Instructional Assistant, Special Ed.	.80	B-Tech	10/1/11	
<u>NEW ASSIGNMENTS</u>						
Tiana Alnas-Benson	Probationary	Secretary	1.0	BEARS	9/1/11	10/6/11
Amanda Hall-Jackson	Permanent	Instructional Assistant, Special Ed., Attendant	.80	Le Conte	10/3/11	
<u>NEW HIRES OR REHIRES</u>						
Joannie Pinkney	Probationary	Instructional Technician	.47	Willard	10/10/11	*4/9/12
<u>LIMITED TERM/PROVISIONAL APPOINTMENTS</u>						
Jamal Abdul-Musawwir	Limited Term	Instructional Technician	hourly	Longfellow	9/26/11	11/30/11
Lonnetta Alexander	Provisional	Instructional Technician	hourly	Willard	9/28/11	12/16/11
Tiana Alnas-Benson	Provisional	Secretary	1.0	BEARS	10/7/11	
Kevin Blackmon	Provisional	Instructional Technician	hourly	Oxford	9/15/11	12/15/11
Jaquia Bolden	Provisional	Instructional Assistant, ECE	hourly	John Muir	9/6/11	12/6/11
Raven Burton	Provisional	Instructional Technician	hourly	King	9/16/11	12/16/11
Terrell Boone	Provisional	Instructional Technician	hourly	Washington	9/15/11	12/15/11
Sharonda Easiley	Provisional	Instructional Technician	hourly	Le Conte	9/12/11	12/12/11

CLASSIFIED EMPLOYEES

Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
LIMITED TERM/PROVISIONAL APPOINTMENTS (continued)						
John Grigsby	Provisional	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/7/11	
Amanda Hall-Jackson	Limited Term	Instructional Assistant, Special Ed., Attendant	hourly	Le Conte	8/30/11	9/30/11
Jessica Hilton	Limited Term	Public Information Officer	hourly	Office of the Superintendent	9/13/11	10/21/11
Doreen Johnson	Provisional	Instructional Assistant, ECE	hourly	John Muir	8/30/11	11/30/11
Nicole Jones	Provisional	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/7/11	
Tiana Lee	Provisional	Instructional Technician	hourly	Cragmont	9/12/11	12/12/11
Irene Leja	Provisional	Instructional Technician	hourly	Le Conte	9/12/11	12/12/11
Janet Lopez	Limited Term	Sr. Records Clerk	hourly	King	9/6/11	9/23/11
Patrick Martens	Provisional	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/7/11	
Toska McQueen	Limited Term	Clerical Assistant II	hourly	King	9/27/11	12/16/11
Toska McQueen	Limited Term	School Secretary I	hourly	Washington	6/19/11	9/26/11
Karin Morris	Limited Term	Program Coordinator	hourly	Calif. Nutrition Network	9/26/11	1/20/12
Karissna Rodgers	Provisional	Instructional Technician	hourly	Malcolm X	9/15/11	12/15/11
Fern Royce	Limited Term	Program Assistant	hourly	Berkeley High	10/1/11	6/29/12
Raymond Ruiz, Jr.	Provisional	Instructional Assistant, Special Ed., Attendant	.80	Berkeley High	10/7/11	
Sarah Schaaf	Provisional	Instructional Assistant, Special Ed., Attendant	.80	King	10/7/11	
Jonathan Secrease	Provisional	School Safety Officer	hourly	Berkeley High	9/28/11	12/16/11
Eric Walker	Provisional	Instructional Assistant, ECE	hourly	Arts Magnet	8/30/11	11/30/11
Deanna Woods	Provisional	School Secretary	1.0	Jefferson	10/7/11	
Ha-Yovel Yisrael	Limited Term	Instructional Assistant	hourly	Washington	9/13/11	9/15/11

CLASSIFIED EMPLOYEES

CHANGES

Lisa Morris

Probationary, Instructional Assistant., ECE, 4/11/11

PRIOR REPORT

INFORMATION

Provisional, 4/11/11-6/30/11

Probationary, 7/1/11

BOARD REPORT DATE

5/11/11

8/31/11

*or upon completion of 130 work days

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: October 26, 2011
SUBJECT: Out of State Travel and Overnight Field Trips

BACKGROUND INFORMATION

The following out of state travel requests are being made:

Project Directors' Meeting - Smaller Learning Communities Program, Washington, D.C., November 9-10, 2011.

Approve Berkeley High School Principal Pasquale Scuderi's participation at the Fall 2011 Project Directors' Meeting, Smaller Learning Communities Program in Washington, D.C., November 9-10, 2011. The two-day event is hosted by the U.S. Department of Education's, Office of Elementary and Secondary Education. The meeting will bring project directors across sites together with Program Officers from the USDE and Millennium Group International, the SLCP's new technical assistance contractor. Sessions will highlight grantee programs and strategies that ensure all students a learning environment that will prepare them to succeed in college and careers. Registration, transportation, lodging and meals for this meeting will be paid from Berkeley High School, Smaller Learning Communities grant funds. Requested by Pasquale Scuderi, BHS Principal.

The following overnight field trip requests are being made:

Camp Arroyo, Livermore, California, January 18 - 20, 2012.

Approve participation of one-hundred (100) fourth and fifth grade students, four (4) teachers and sixteen (16) other adults from Emerson Elementary on a three-day, two-night field trip to Camp Arroyo in Livermore, CA. The group will depart Emerson Elementary on Wednesday, January 18, at 10:30 a.m., and return Friday, January 20, at 2:00 p.m. Students will experience hands-on curriculum through outdoor activities which will broaden their science curriculum knowledge. BUSD will provide transportation. Students will sleep in gender specific cabins. Funding for this trip will be provided by a Less Parks Foundation Scholarship, PTA Scholarship, BPEF Grant, and Fundraising. No student will be denied access based on ability to pay. Requested by Susan Hodge, Emerson Principal.

Pt. Bonita YMCA Retreat Center, Marin Headlands, CA, March 15 - 16, 2012.

Approve participation of fifty (50) eleventh grade AHA students and eight (8) teachers from Berkeley High School on a two-day, one-night field trip to Pt. Bonita Retreat Center. The group will depart Berkeley High School on Thursday, March 15, at 9:00 a.m., and return Friday, March 16, at 2:30

p.m. The AHA Juniors will engage in project based collaborative work and community building activities. BUSD will provide transportation. Students will sleep in gender specific dormitory style rooms. The cost of \$50 per student will be paid from an AHA California Partnership Academy Grant, AHA Development Group funds, and parent donations. No student will be denied access based on ability to pay. Requested by Jorge Melgoza, B.H.S. Vice Principal.

Pt. Bonita YMCA Retreat Center, Marin Headlands, CA, April 12 - 13, 2012.

Approve participation of fifty (50) twelfth-grade AHA students and eight (8) teachers from Berkeley High School on a two-day, one-night field trip to Pt. Bonita Retreat Center. The group will depart Berkeley High School on Thursday, April 12, at 9:00 a.m., and return Friday, April 13, at 2:30 p.m. The AHA seniors will engage in community building activities, and collaborative art projects. BUSD will provide transportation. Students will sleep in gender specific dormitory style rooms. The cost of \$50 per student will be paid from an AHA California Partnership Academy Grant, AHA Development Group funds, and parent donations. No student will be denied access based on ability to pay. Requested by Jorge Melgoza, B.H.S. Vice Principal.

DISTRICT GOAL

II. F. – Extended Learning Opportunities: Provide students with academic enrichment and supervised activities that complement the classroom curriculum beyond the traditional school day.

POLICY/CODE

Education Code 35330
Board Policy 6153

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

Approve the out of state travel and overnight field trips.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: October 26, 2011
SUBJECT: Approve New Textbooks for Chemistry and Mandarin for Adoption

BACKGROUND INFORMATION

Staff at Berkeley High School is seeking Board approval for two textbooks.

Living by Chemistry, by Angelica M. Stacy and published by Key Curriculum Press, is designed to be a full-year high school curriculum that exceeds state and national standards. The text is aligned to the *Benchmarks for Scientific Literacy*, *National Science Educational Standards*, and *National Physical Science Standards*, ensuring that students are exposed to a rigorous curriculum. Teachers who have used excerpts from the book believe it is more effective than the current chemistry text in supporting students of all ability levels to perform better.

Integrated Chinese, Level 2, Parts 1 and 2, by Cheng & Tsui, are the next books in the series that has been used in the lower level Mandarin classes. The teacher and students have been satisfied with the series and want to use the next level which introduces some 600 more characters. The series includes textbooks, workbooks, character workbooks, audio CDs, multi-media resources, and teacher resources. With its emphasis on practicing a broad range of written and verbal communication skills and building cultural understanding, *Integrated Chinese* is ideally suited for students who want a comprehensive grounding in the Chinese language.

These two texts were presented to the Board for adoption consideration on October 12 and are now being presented for adoption.

DISTRICT GOAL

I. Curriculum and Instruction

POLICY/CODE

Board Policy 6161.1

Education Code Section 60002, 60040-60048

FINANCIAL IMPACT

Approximately \$6,681

STAFF RECOMMENDATION

Approve the new Chemistry and Chinese textbooks for adoption.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: October 26, 2011
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. Expenditures are within budget.

1. National Equity Project to provide instructional and leadership coaching, technical assistance and professional development services for King Middle, Le Conte and John Muir Elementary Schools for the 2012SY. The cost will not exceed \$35,000. To be paid from the Title II Teacher Quality Funds. Requested by Neil Smith.
2. Berkeley Albany YMCA to provide physical education and sports activities for students at Berkeley Arts Magnet Elementary for the 2012 SY. The cost will not exceed \$18,775. To be paid from PTA Donations and BSEP Site Discretionary Fund. Requested by Kristin Collins.
3. Behavioral Intervention Associations (BIA) to provide specialized behavioral services for Special Education Students with Autism Spectrum Disorder (ASD). The cost will not exceed \$11,586. To be paid from the Special Education Budget. Requested by Kay Altizer.
4. Educational Testing Service to provide G.E.D. test scoring as needed at Berkeley Adult School for the 2011SY. The cost will not exceed \$12,000. To be paid from Adult Education Fund. Requested by Burr Guthrie.
5. Custom Benefit Administrators (CBA) to provide direct billing, cobra, flexible spending plan administration for BUSD active and retired employees' benefits effective January 1, 2012. The cost will not exceed \$27,655. To be paid from General Fund. Requested by Jerry Johnson.
6. Laila Solaris to provide art classes and help develop arts integration learning plan at Washington School. The cost will not exceed \$16,800. To be paid from BSEP Site Discretionary Fund and PTA Donations. Requested by Rita Kimball.

7. Museum of Children's Art (MOCHA) to provide staff development around the basic elements of art at Berkeley Arts Magnet School for the 2012SY. The cost will not exceed \$24,214. To be paid from PTA donations and BSEP VAPA Arts Anchor Fund. Requested by Kristin Collins.
8. Increase in contract, PO 120850 for Life Long Medical to provide Family Resource Center services at Rosa Parks for the 2012SY. The Board approved \$14,000 on September 14, 2011. The additional contract amount will increase the cost by \$1,000 for a total amount of \$15,000. To be paid from BSEP Site Discretionary Fund. Requested by Paco Furlan.
9. Increase in contract, PO 120093 for Roto Rooter to provide emergency drain cleaning services as needed by the Maintenance Department for the 2012SY. The Board approved \$10,000 on June 22, 2011. The additional contract amount will increase the cost by \$6,500 for a total amount of \$16,500. To be paid from Measure BB Funds. Requested by Steve Collins.
10. Increase in contract, PO 120288 for Zonar Systems Inc. to provide ground traffic control including electronic vehicle inspection report system as needed by the Transportation Department for the 2012SY. The Board approved \$9,600 July 1, 2011. The additional contract amount will increase the cost by \$1,003.92 for a total amount of \$10,603.92. To be paid from Home to School Transportation Funds. Requested by Bernadette Cormier.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Public Contract Code: 20111

Board Policy 3310

STAFF RECOMMENDATION

Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: October 26, 2011
SUBJECT: Approve Listing of Warrants issued in September 2011

BACKGROUND INFORMATION

Each month the District writes several checks to vendors for services provided and goods received. The checks are written against both the Restricted and Unrestricted General Fund. The summaries of warrants for the month of September 2011 are attached for the Board's review.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Educational Code Section 41010 et seq.

FISCAL IMPACT

\$4,770,606.75 for the month of September 2011 from various funds.

STAFF RECOMMENDATION

Approve the monthly bill warrant lists for the month of September 2011.

BERKELEY UNIFIED SCHOOL DISTRICT

District Bill Warrants - Accounting Department

SEPTEMBER 2011

FUNDS	AMOUNT
GENERAL FUND	\$918,088.38
MEASURE BB FUND	\$423,434.51
TRANS FUND	\$0.00
SCHOOL ENRICHMENT FUNDS	\$71,688.08
ADULT FUND	\$26,058.21
CHILD DEVELOPMENT FUND	\$7,839.80
CAFETERIA FUND	\$139,524.56
DEFERRED MAINTENANCE FUND	\$0.00
MEASURES A AND I (BOND FUNDS)	\$2,065,760.71
SELF INSURANCE FUND	\$108,200.04
PAYROLL/BENEFITS CLEARING	\$1,010,012.46
TOTAL DISTRICT BILL WARRANTS	<u>\$4,770,606.75</u>

Approved By :

PAULINE E. FOLLANSBEE
DIRECTOR OF FISCAL SERVICES

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: October 26, 2011
SUBJECT: Receive and Approve Information on the Issuance of Payroll Warrants for Employee Services for September 2011.

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 September 2011.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Educational Code 41010 et seq.

FISCAL IMPACT

\$6,166,017.59 for September 2011 from various funds.

STAFF RECOMMENDATION

Approve payroll payments made in September 2011.

BERKELEY UNIFIED SCHOOL DISTRICT
DISTRICT PAYROLL – ACCOUNTING DEPARTMENT
September 2011

<u>COMPUTER GENERATED</u>	<u>AMOUNTS</u>
GENERAL FUND	\$4,898,909.93
MEASURE BB FUND	\$187,660.69
BSEP MEASURE A	\$513,796.58
ADULT FUND	\$119,437.56
CAFETERIA FUND	\$112,607.05
CHILD DEVELOPMENT	\$302,005.84
MEASURE A+AA (BOND FUND)	\$16,681.20
SELF INS. FUND	\$14,918.74
TOTALS	\$6,166,017.59

APPROVED BY: _____
Pauline Follansbee, CPA
Director of Fiscal Services

October 26, 2011

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: October 26, 2011
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. Gary Walker donated \$198 through the Wells Fargo Community Support Campaign to be utilized as needed for Malcolm X School.
2. Wells Fargo Foundation donated \$623.04 through their Educational Matching gift program to be utilized as needed for Rosa Parks School.
3. The Distaff Singers donated \$200 to support the Choral Music program for Malcolm X School to be utilized as needed.
4. Washington PTA donated \$2,000 to partially fund the Quick Reads program and \$8,800 to partially fund the arts program for the 2011-12 SY for a total donation of \$ 10,800 for Washington School.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

BOARD POLICY

BP 3290

FISCAL IMPACT

The District received a total of \$11,821.04 in donations.

STAFF RECOMMENDATION

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: A. Kay Altizer, Executive Director of Special Education
DATE: October 26, 2011
SUBJECT: Approve and authorize the Master Contracts for three Non-Public Schools for 11-12 School Year (residential); Approve and authorize increase to the Master Contract of one residential Non-Public School

BACKGROUND INFORMATION

The District contracts with non-public schools for placement of special education students. A number of Berkeley students require residential treatment based on the severity of their emotional disabilities. Under the *Individuals With Disabilities Education Act* (IDEA), the District is responsible to provide those *Educationally Related Mental Health Services* (ERMHS) that ensure the student's access to *FAPE*.

On April 1, 2011 costs associated with room and board were shifted from the Department of Social Services to the public schools. The costs associated with mental health counseling were shifted from county mental health agencies to the public schools on July 1, 2011.

The District requests approval from the Board to enter into a Master Agreement with these non-public schools offering residential treatment.

Residential Non-Public School	# of Students	11-12 Tuition	11-12 Room & Board	11-12 Mental Health	Estimated Total Cost
Green Acres School	1	\$49,629.94	\$6,995/mo. x 12 mo = \$83,940.00	\$2,967.30	\$136,537.24
North Valley School	1	\$35,460.04	\$9,146.00/mo x 12 mo = \$109,752.00	<ul style="list-style-type: none"> • ERMHS \$202.43/day x 365 days = \$73,886.95 • Medication Support \$289.20/mo. x 12 = \$3,470.40 	\$222,569.39
Summitview Child & Family Services	1	\$43,174.20	\$9,146 x 12 mo. = \$109,752.00	\$4,500.00 x 12 mo. = \$54,000.00	\$206,926.20
TOTAL					\$566,032.83

The District requests approval from the Board to amend the Master Agreement to include Room and Board for the residential school as indicated below. Tuition was approved on 8/31/11.

Residential Non-Public School	# of Students	11-12 Tuition	11-12 Room & Board	11-12 Mental Health	Estimated Total Cost
Family Life Center	1	\$42,831.10 <i>(approved on 8/31/11)</i>	\$8,069.00 x 12 mo. = \$96,828.00	N/A	\$139,659.10 <i>R&B amount only: \$96,828.00</i>
Total					\$96,828.00

The District will be reimbursed for all or a portion of the Room and Board and Educationally Related Mental Health Services (ERMHS). The allocation model is in development.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Education Code 39800

FISCAL IMPACT

\$662,860.83 from the Special Education Budget.

STAFF RECOMMENDATION

Approve Master Agreements for the three non-public schools referenced above, and an increase to the fourth, for 2011-12 School Year.

BERKELEY UNIFIED SCHOOL DISTRICT

To: William Huyett, Superintendent
From: A. Kay Altizer, Executive Director, Special Education
Date: October 26, 2011
Subject: Approve Master Contracts for Speech Pathology Group, I Can Too! Learning Center, and Anova, Inc. (Non-Public Agencies); and Anova, Inc. (Non-Public School) for 11-12 School Year

BACKGROUND INFORMATION

The mandate for Special Education is to provide supports and service to assist students in accessing their education. The following agencies provide highly specialized services based on IEP team decisions.

Speech Pathology Group (Non-Public Agency)

The District provides speech and language therapy (SLP) services through a combination of district personnel and contracted agency services. For 2011-12, the District hired an SLP who replaced a 1.0 FTE SLP who left the district. A second District position was offered, but the candidate declined. The District employs 9.19 FTE. An additional 6.6 FTE are required to serve remaining students preschool through high school at a projected cost of \$878,960. For extended school year (ESY), SLP positions are offered to District employees before hiring agency personnel. One District SLP was hired. The remaining 4.0 FTE for ESY was provided by the agency at a cost of \$48,136. Additionally, the agency provided two hours of compensatory services for a student for \$186. The total cost of ESY and projected costs for 2011-12 will be \$927,282.

I Can Too! Learning Center (Non-Public Agency)

Three students require implementation of a detailed behavior support plan developed by the IEP team to increase positive and compliant behavior in the educational setting. Without specialized support, these students may not be able to remain in a less restrictive educational placement. Staff requests \$75,940.50 for the 2011-12 School Year.

Anova, Inc. (Non-Public Agency)

The District provides services for 11 students who exhibit significant behavior challenges associated with disabilities such as autism or emotional disabilities. They require a functional behavioral assessment with a detailed behavior plan that requires the skills of a Behaviorist to monitor and adjust the plan as needed. This level of support will assist the child in remaining in the least restrictive educational setting. Staff requests \$452,775 for Behaviorist services and behavioral aides in classrooms for the 2011-12 school year.

Anova, Inc. (Non-Public School)

The District requests approval from the Board to enter into a Master Agreement with Anova for two students enrolled at Anova's non-public school facility,

Anova Center for Education. The cost is a total of \$129,150 for two students for the 11-12 school year.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Education Code 56363, 49423.5

Public Contract Code 20111

Board Policy 3310

FISCAL IMPACT

\$1,585,147.50 from the Special Education Budget.

STAFF RECOMMENDATION

Approve the Master Agreements for Speech Pathology Group, I Can Too! Learning Center, and Anova, Inc. (Non-Public Agencies); and Anova, Inc. (Non-Public School) for 11-12 School Year

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: October 26, 2011
SUBJECT: Ratification of Extension of Contract between the Berkeley Unified School District and the Professional and Technical Engineers, Local 21

BACKGROUND INFORMATION

The Berkeley Unified School District and the Professional and Technical Engineers, Local 21, reached a Tentative Agreement to extend the Collective Bargaining Agreement from June 30, 2011 to June 30, 2012. Local 21 has informed the District that it has ratified this Tentative Agreement.

DISTRICT GOAL

V A: Generate and equitably allocate resources for program and services that enable every student to succeed

POLICY/CODE

Government Code 3450 et seq.

FISCAL IMPACT

None at this time

STAFF RECOMMENDATION

Approve ratification of one year extension of the Agreement.

TENTATIVE AGREEMENT
between the
BERKELEY UNIFIED SCHOOL DISTRICT
and the
PROFESSIONAL AND TECHNICAL ENGINEERS
LOCAL 21

The Berkeley Unified School District ("District") and the Professional and Technical Engineers, Local 21, ("Union") are parties to a collective bargaining agreement that expired on June 30, 2011.

The District and the Association have agreed to enter into a successor collective bargaining agreement with a new one from the date of ratification through June 30, 2012.

The provisions of the existing collective bargaining agreement shall be "rolled" into the new collective bargaining agreement without change except for:

1. **Required** conforming changes (e.g. dates).
2. Article I: Agreement shall be modified as follows:

This Agreement, made and entered into between the Board of Education of the Berkeley Unified School District (hereinafter referred to as the "District") and the Professional and Technical Engineers, Local 21 (hereinafter referred to as the Union) shall become effective upon ratification of the Agreement by both parties and shall continue from July 1, ~~2008~~ until June 30, ~~2011~~ **2012**.

3. Article XXVI: Reopeners shall be modified as follows:

- 1) **Termination of Merit System.** In the event that the Merit System is discontinued, either party may present proposals to include items to replace the Rules and Regulations of the Personnel Commission (within the scope of negotiations) into this Agreement.
- 2) **Re-Opener.** ~~Each side agrees that, during the term of this Agreement, the parties shall re-open on the following two items: Payment of Annual Step Increases (Article VIII) and Retirement (Enrollment in Medicare) (Article XI).~~

There shall be no reopeners for the 2011/2012 school year, except as specified below:

Should the "trigger" set forth in Section 3.94, subdivision (c) of the Budget Act of 2011 be applied by the State, the District may reopen negotiations for the purpose of determining whether non-paid days shall be implemented as needed to mitigate the impact of the mid-year cuts.

- 43) **Negotiation Procedures.** If either party desires to alter or amend this aAgreement, it shall notify the other party no less than one hundred and

twenty (120) days prior to the termination date set forth under Article I. The party shall provide written notice in the proposal to the other party of said desire and the nature of the amendments and cause for public notice provisions of the law to be fulfilled.

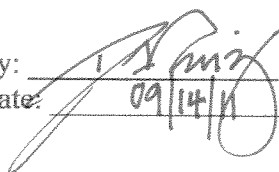
54) **Commencement of Negotiations.** Not later than thirty (30) days following the public hearing on the proposal by the Board of Directors, negotiations shall commence at a mutually acceptable time and place for the purpose of negotiating an agreement.

FOR THE BERKELEY UNIFIED
SCHOOL DISTRICT

FOR THE PROFESSIONAL AND
TECHNICAL ENGINEERS, LOCAL 21


By: _____

Date: _____


09/14/11

By: _____

Date: _____


9/8/2011

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: October 26, 2011
SUBJECT: Ratification of Extension of Contract between the Berkeley Unified School District and the International Union of Operating Engineers, Stationary Engineers, Local 39

BACKGROUND INFORMATION

The Berkeley Unified School District and the International Union of Operating Engineers, Stationary Engineers, Local 39, reached a Tentative Agreement to extend the Collective Bargaining Agreement from June 30, 2011 to June 30, 2012. Local 39 has informed the District that it has ratified this Tentative Agreement.

DISTRICT GOAL

V A: Generate and equitably allocate resources for program and services that enable every student to succeed

POLICY/CODE

Government Code 3450 et seq.

FISCAL IMPACT

None at this time

STAFF RECOMMENDATION

Approve ratification of one year extension of the Agreement.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent (CBO)
DATE: October 26, 2011
SUBJECT: New Position: Specialist, Data Integrity

BACKGROUND INFORMATION

In the past decade, the California Department of Education has increased data reporting requirements for school districts. The District has one position, Pupil Accounting Technician, responsible for completing and preparing quarterly average daily attendance (ADA) reports. This position is currently vacant. For several months per year the District has been utilizing part-time limited term employees, as well as staff from temp agencies when we have been unable to find qualified limited term employees, to assist with other data reporting requirements. Until recently, the primary State data collection was ADA used to calculate the District's general purpose revenue(revenue limit) payments. The District is now required to complete and submit more data and reports to the State on a regular basis.

Staff recommends that the vacant position not be filled and that the proposed position of Specialist, Data Integrity be approved to respond to the increased demand of data collection and reporting. Due to improvements in technology over the years such as PowerSchool, as well as the development of more efficient processes and procedures for monthly and quarterly attendance reporting, there is a need for a new position that requires a greater work scope. This new position will perform the duties that the prior incumbent performed, as well as collect the additional data and prepare the additional reports that have been completed by the additional temporary support.

This new position will also provide a higher level of knowledge and analytical skills necessary to monitor and analyze the data collected to ensure accuracy and reliability, especially when the data are a critical component of the District's revenue such as ADA.

The creation of the Specialist, Data Integrity position will provide a critical position to coordinate and submit reports to the State for attendance, enrollment, student and teacher data, and other State and Federal reports. Having a specific position to coordinate this major function will reduce the risk of submitting inaccurate and/or untimely data that can result from several departments working independently and/or the use of part-time temporary staff.

There are many reports that cannot be easily produced by information systems presently available in the District. Such reports require

significant, complex data manipulation, such as joining two databases into one report, or performing complex queries.

The position will report to the Director of Technology, where the responsibility for CALPADS reporting presently resides, and will collaborate with Fiscal Services and other departments to ensure all reports are completed timely and accurately.

DISTRICT GOAL

V. Resources: Generate and equitably allocate resources for programs and services that enable every student to succeed.

POLICY/CODE

Education Code Sections 35020 and 48985

FISCAL IMPACT

An additional annual cost of \$5,000 to be covered within the Unrestricted General Fund Budget of the Technology Department. The estimated cost for salary and benefits at step 3 of the Specialist, Data Integrity is \$80,000. This amount will be covered by salary savings generated from the vacant pupil accounting technician position of \$70,000 and from the temporary/hourly budget of \$5,000 per year.

STAFF RECOMMENDATION

Approve new job description and position.



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION
AND POSITION
DESCRIPTION**

TITLE:	Specialist, Data Integrity	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Classified Office Technical
Fair Labor Standards Act Classification:	Non-Exempt	WORK YEAR: HOURS:	12 months/ 7.5 hours per day or Duty days/hours as assigned
APPROVED: Board Commission	10/26/11 11/10/11	SALARY GRADE:	BCCE Range 54

BASIC FUNCTION: Under the direction of assigned supervisor, perform complex technical duties and work with various departments, districts and agencies to ensure the integrity of all District, state and federal reporting of attendance, student and staff information.

REPRESENTATIVE DUTIES: Incumbents may perform any combination of the essential functions listed below. This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to reflect the principal job elements.

Essential Functions:

- Complete monthly Average Daily Attendance (ADA) reports
- Conduct analytical reviews of attendance reports
- Identifying potential attendance issues
- Complete quarterly attendance reports for the School Board
- Coordinate with school site staff performing attendance duties
- Identify internal data sources
- Collaborate with various schools, departments, districts and agencies to plan, implement, compile, enter, review, report, and certify District, state and federal data, and ensure efficient operations and accurate reporting
- Facilitate, implement and document data transfers into and exports out of the student and employee information systems and validate accuracy
- Support various departments in submitting compliance reports and other District documents
- Submit accurate District data by designated deadlines, using designated systems and certifying its accuracy
- Resolve reporting anomalies
- Troubleshoot problems by telephone and email in a friendly, timely and accurate manner
- Troubleshoot technical problems and maintain equipment in working order
- Perform complex and technical duties related to District-wide pupil attendance accounting
- Comply with state attendance accounting regulations and procedures
- Coordinate and submit student and staff information, including attendance accounting and other state and federal reporting

- Install new equipment and maintain system hardware and software related to workscope
- Contribute creative ideas for capturing knowledge about the process, as well as ways to improve the process
- Maintain and update pertinent technical reference materials and vendor information
- Assist in design, installation and monitoring of system-level security and data integrity/control
- Maintain records and logs regarding support calls and questions
- Document observations about the District process and steps to improve the process for subsequent reporting cycles
- Communicate effectively with network personnel, vendors and others to obtain information and resolve problems
- Provide training, guidance, and support to District users, interfacing with other administrative software products, and interfacing with vendor-provided support
- Plan, organize, implement, and monitor short-term and long-term work plans to achieve assigned goals and objectives
- Develop and maintain a high-performance, customer service-oriented work environment that supports achieving the District's mission, strategic goals, and core values
- Provide excellent customer service to staff needing information about reported data
- Perform related duties as assigned and required

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: bachelor's degree with a major in computer science, information technology or a closely-related field; at least three years of successful and progressively responsible experience in information technology, preferably in a school setting, including at least one year of project management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE OF:

- Project management methods, tools, and techniques
- Customer relationship management
- Principles and practices of sound business communication
- Methods and techniques in the development of system and user documentation
- Student and employee information systems
- Student attendance reporting
- Bulk data imports and extracts for reporting
- Computer applications related to workscope,

- District policies, applicable sections of the State Education Code and other laws and regulations
- Research methods, report writing and record-keeping techniques
- Presentation, communication and public speaking techniques

ABILITY TO:

- Perform business and functional analyses and reach sound conclusions regarding customer needs and requirements
- Understand and apply the analysis of functional requirements to the development of project plans, proposals, specifications and recommendations for efficient solutions
- Analyze complex computer system issues and develop optimal solutions
- Read, interpret and apply complex technical publications, manuals and other documentation
- Establish and maintain cooperative working relationships with other project team members, managers, key users and others contacted in the course of work
- Set priorities and allocate resources to meet needs effectively and timely
- Exercise sound independent judgment within general policy guidelines
- Thrive on working with large sets of data requiring attention to detail
- Use Microsoft Word and Excel, and database applications (Microsoft Access or SQL)
- Use Excel VLOOKUP and similar functions on complex data sets
- Learn new software quickly and thoroughly, and to share knowledge effectively with others
- Use of various computer applications to facilitate data collection and reporting
- Work in a team-oriented, collaborative environment
- Provide training and user support to staff, parents and/or students using the student/employee information systems and related products
- Write routine reports using correct English grammar, spelling, punctuation and vocabulary
- Communicate effectively orally and in writing
- Define and communicate project goals to all stakeholders clearly, succinctly and persuasively
- Be flexible

WORKING CONDITIONS/ENVIRONMENT:

Office environment, fast-paced work with strict reporting timelines, constant interruptions, and driving a vehicle to conduct District business.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person or on the telephone; seeing to read, write and use the computer; reaching overhead, above the shoulders and horizontally, or bending at the waist to retrieve or store records or files; dexterity of hands and fingers to operate standard office equipment; lifting, carrying, pushing and pulling moderate-weight objects.

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BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: William Huyett, Superintendent
DATE: October 26, 2011
SUBJ: Review of District Goals and Strategies

BACKGROUND INFORMATION

The Board has requested another session to review the District Goals and Strategies that are being implemented to improve student performance and close achievement differences between groups of students. The Board has examined goals I and III. In this session, staff will be present to discuss and answer questions related to Goals II (Strategies to Promote Student Success), IV (Strategies to Promote Student Success) and V (Resources).

Time will be allocated for the Board to discuss what priorities the District should focus on for the coming school year. The Board has been supplied with the 18-month Action Plan from the previous session.

DISTRICT GOAL

Goals I through V

POLICY/CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive for information

-

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: William Huyett, Superintendent
DATE: October 26, 2011
SUBJ: Discussion About the Effect of Resolution No. 12-07 Elimination of Parent Outreach Program Specialist Positions and Addition of Parent Liaison Positions

BACKGROUND INFORMATION

The Board has asked to respond to community concerns regarding the previous decision to eliminate program specialists in order to provide parent liaisons at each elementary school.

One of the short term recommendations identified in the communications study proposed moving from the current centralized district-wide support approach to a site-based model for parent outreach, with coordinated training, supervision and support out of the OFCP.

Parents have expressed a concern about how the current duties served by the parent specialist will be handled and have expressed questions about what qualities the district will look for in future parent liaisons.

DISTRICT GOAL

III. Family/Community Engagement

POLICY/CODE

Education Code Section 45117

FISCAL IMPACT

Savings of approximately \$5,300 to fund 3 Parent Liaisons instead of two Program Specialists

STAFF RECOMMENDATION

Receive for information