

**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**

BOARD OF EDUCATION – MEETING AGENDA*
Wednesday, February 13, 2013

Call to Order The Presiding Officer will call the Meeting to Order at
6:30 p.m., recess to Closed Session and begin open
session at **7:30 p.m.**

Members Present:

Leah Wilson, President
Josh Daniels, Vice President
Judy Appel, Director
Karen Hemphill, Director
Beatriz Leyva-Cutler, Director/Clerk
Juliette Mueller, Student Director

Administration: Javetta Cleveland, Co-Superintendent
Neil Smith, Co-Superintendent
Delia Ruiz, Assistant Superintendent of Human Resources

The Board will recess into closed session after the public meeting has been completed 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
- b) Consideration of Student Expulsion
Student Case No. 1112-24-071598
Student Case No. 1112-00-182196
- c) Collective Bargaining – Update on BCCE and BFT Negotiations
- d) Public Employee Discipline/Dismissal /Release/Evaluation
Suspension of Classified Employee
Classified Employee Settlement
- e) Public Employment /Appointment
- f) Liability Claims
- g) Property Acquisition & Disposal
- h) Superintendent's Evaluation

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

** 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

Report Closed Session actions

Approve Regular Meeting Agenda of February 13, 2013

RECOGNITION

Classified Employees honored for demonstrating Willingness, Empathy, Consistency, Aptitude, Responsiveness and Effectiveness:

Robert Castillo, Mechanic; Elizabeth Haro, Administrative Secretary; Bradley Hilton, Senior Systems Specialist; Angelina Johnson, Food Services Satellite Operator; Sandeep Kumar, Custodian; Rodney Lewis, Custodian; Socorro Marcelo, Senior Budget Analyst; Chanita Stevenson, Administrative Coordinator; Catherine Stillman, Accounting Technician; and Joel Swink, Communications Technician

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.

COMMITTEE REPORT

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

APPROVE 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.

General Services

1.1-C	<u>Staff Recommendation:</u>	11
Approval of Board of Education Minutes: 1-23-13 and 2-6-13	Approve Board of Education Minutes	
1.2-C	<u>Staff Recommendation:</u>	18
Approval of Board Policies	Approve Board Policies	

Human Resources

2.1-C Approval of Human Resources Report	<u>Staff Recommendation:</u> Approve Human Resources Report 02.13.13	28
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Educational Services

3.1-C Approval of Overnight Field Trip and Out of State Travel Requests	<u>Staff Recommendation:</u> Approve the overnight field trip and out of state travel requests consistent with District policies and instructional programs	31
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3.2-C Approval of New Courses at Berkeley High School: IB Social and Cultural Anthropology, IB French Literature, Medical Spanish, Sustainable Urban Agriculture, ROP Advanced Sports Medicine	<u>Staff Recommendation:</u> Approve new courses at Berkeley High School: IB Social and Cultural Anthropology, IB French Literature, Medical Spanish, Sustainable Urban Agriculture, ROP Advanced Sports Medicine	33
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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 orders	37
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4.2-C Acceptance of Gift and Donations	<u>Staff Recommendation:</u> Accept the donations and gifts to the District and request staff to extend letters of appreciation	39
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4.3-C Authorization to Declare Surplus Property	<u>Staff Recommendation:</u> Declare surplus and approve donations of unusable instructional materials	41
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4.4-C Approval to Change Vendor for Milk Products for the 2013 SY Nutrition Services Program	<u>Staff Recommendation:</u> Approval to change vendors for milk products for the 2013 school year Nutrition Services Program	42
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Facilities:

5.1-C Approval to Advertise to Solicit Bids for the Hopkins Preschool Project	<u>Staff Recommendation:</u> Approve the advertisement to solicit bids for the Hopkins Preschool Project	43
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5,2-C Approval to Advertise to Solicit Bids for the Flooring and Painting Project at Washington Elementary School	<u>Staff Recommendation:</u> Approve the advertisement to solicit bids for the flooring and painting project at Washington Elementary School	45
5.3-C Approval to Advertise to Solicit Bids for the Roofing Project at Malcolm X Elementary School	<u>Staff Recommendation:</u> Approve the advertisement to solicit bids for the roofing project at Malcolm X Elementary School	47
5.4-C Approval of Turner to Manage the Pre-K Expansion Project	<u>Staff Recommendation:</u> Approve Turner to manage the Pre- K expansion project	49
5.5-C Approval of WLC Architects for Design Services and Turner for Project Management Services for the Longfellow Cafeteria Project	<u>Staff Recommendation:</u> Approve WLC Architects for design services and Turner for project management services for the Longfellow cafeteria project	50

CONFERENCE ITEMS

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

General Services

1.1-CF Recommendation of Policies to be Considered by the Board Policy Subcommittee	<u>Staff Recommendation:</u> Identify potential policies for consideration by the Board Policy Subcommittee	51
1.2-CF Approve 2013 Calendar of Topics for Board Meetings	<u>Staff Recommendation :</u> Finalize and approve 2013 Calendar of Topics for Board meetings	52
1.3-CF Review and Finalize the Survey to be Used by the Community to Provide Feedback to the Board Regarding the Superintendent Search	<u>Staff Recommendation:</u> Review and finalize survey	54

PRESENTATION ITEM

This item is presented for information and discussion. No Board action is requested.

Educational Services

55

3.1-P Site Plan Format	<u>Staff Recommendation:</u> Presentation of Site Plan format
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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. No staff presentations are planned.

Educational Services

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3.1-I I.E.P. Compliance Report	<u>Staff Recommendation:</u> Accept I.E.P. Compliance Report for information
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3.2-I Percentage of Students Qualifying for Free and Reduced Price Meals	<u>Staff Recommendation:</u> Accept Percentage of Students Qualifying for Free and Reduced Price Meals for information	59
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3.3-I School Accountability Report Cards (SARC)	<u>Staff Recommendation:</u> Accept report on School Accountability Report Cards (SARC) for information	61
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**EXTENDED PUBLIC TESTIMONY
ADJOURNMENT**

Board of Education Meeting Dates – 2013

February 20 * February 27	March 13 March 20 * March 27	April 10 April 17 * April 24
May 8 May 15 * May 22	June 12 June 19 * June 26	No July meeting
August 21	September 11 September 18 * September 25	October 9 October 16 * October 23
November 13 November 20 *	December 11	

*** Study Session**

**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.

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. Cultural & Linguistic Relevance: 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: Board of Education
FROM: Javetta Cleveland and Neil Smith, Co-Superintendents
DATE: February 13, 2013
SUBJECT: Approval of Board Policies 3553, 5145.3, 5441 and 6143

BACKGROUND INFORMATION

The attached Board Policies were presented for a first reading on January 23, 2013. They are now being presented in this agenda for approval and adoption.

DISTRICT GOALS

None

POLICY/CODE

BB 9310

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve Board Policies 3553, 5145.3, 5441 and 6143.

Berkeley USD
Free and Reduced Price Meals

BP 3553

Business and Noninstructional Operations

The Governing Board recognizes that adequate nutrition is essential to child development and learning and that some families may be unable to provide breakfast and lunch for their children. In accordance with law, the district shall provide free and reduced price meals for students whose families meet federal eligibility criteria.

The Superintendent or designee shall recommend for Board approval a plan which ensures that eligible students are not treated differently from other students or easily identified by their peers.

All applications and records related to eligibility for the free or reduced price meal program shall be confidential except as provided by law. (Education Code 49558)

In accordance with law, the Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced price meal program for the purpose of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. Identification of students eligible for school choice and supplemental educational services in any school identified for program improvement

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.

Adopted: May 21, 2003
Revised: February 1, 2006
Revised: February 13, 2013

Berkeley USD Nondiscrimination/Harassment

BP 5145.3

Students

Philosophy and Beliefs

District programs and activities shall be free from discrimination and harassment of students with respect to their actual or perceived sex, gender, transgender or gender-identity non conforming, socio-economic status, their race, color, religion, ancestry, national origin, ethnic group identification, physical or mental disability, age, sexual orientation, marital or parental status.

Members of the school community are expected to treat each other with dignity and mutual respect and to honor the rich diversity that makes up the community. Disrespect among members of the school community is disruptive to the learning environment and potentially damaging to students' well-being, self-esteem and academic achievement. Students should therefore treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person based on actual or perceived sex, gender identity, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, age, or sexual orientation. Discrimination or harassment can take many forms, formal or informal, verbal, visual, written or physical, and as such, is prohibited at all times.

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation, and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities curricular or co-curricular. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in the delivery of all services and programs and respond appropriately to ensure schools are free from discrimination and harassment.

The Board recognizes that students' respect for, and understanding of, the various, diverse and wide variety of family structures within our community can help to eliminate discrimination and harassment within the school. As such, curriculum, instruction and activities that promote the inclusion of all types of students and families should be encouraged and welcomed.

Procedures and Process

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges and to bring to the attention of school personnel the instances of discrimination. Harassment complaint forms and complaint procedures will be available at every school site.

The Board also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

Any student who feels that he/she is being harassed should immediately contact either the nondiscrimination coordinator or the principal or designee. If a situation involving harassment is not promptly remedied by the nondiscrimination coordinator, principal or designee, a complaint may be filed with the Superintendent or designee who shall determine which complaint procedure is appropriate.

The Board hereby designates the following position as Coordinator for Nondiscrimination:

Director of Student Services
2020 Bonar Street
Berkeley, CA 94702
(510) 883-5224

Facilities and Accommodations

The schools shall provide male and female students with separate shower rooms in order to protect student modesty. In physical education, when objective standards have an adverse effect on students because of any of the factors listed in the first part above, other standards shall be used to measure achievement and create comparable educational opportunities. Steps should be taken by all staff to recognize the consistently asserted gender differences of students who are transgender and non-conforming, and protect and ensure their safety while in school.

Adopted: May 5, 2004
Revised: February 1, 2006
Revised: October 24, 2007
Revised: February 13, 2013

Berkeley USD Suspension And Expulsion/Due Process

BP 5144.1

Students

The Governing Board has established policies, standards and general expectations for behavior in order to promote learning and protect the safety and well-being of all students. When these policies, standards and expectations are violated, it may be necessary to suspend or expel a student from regular classroom instruction.

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and administrative regulation.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the period of suspension or expulsion.

Except where suspension for a first offense is warranted in accordance with law, suspension shall be imposed only when other means of correction fail to bring about proper conduct.

Expulsion is an action taken by the Board for severe or prolonged breaches of discipline by a student. Except for single acts of a grave nature, expulsion is used only when there is a history of misconduct, when other forms of discipline, including suspension, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to him/herself or others.

Student Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices and appeals as specified in administrative regulation and law.

On-Campus Suspension Program

The Superintendent or designee may establish a supervised in-house suspension program which meets the requirements of law for suspended students who pose no imminent danger or threat at school and for whom an expulsion action has not been initiated.

The Superintendent or designee shall examine alternatives to off-campus suspension and may establish a suspension program which involves progressive discipline during the school day on campus; use of conferences between staff, parents/guardians and students; detention; student study teams or other assessment-related teams; and/or referral to school support services staff. The use of such alternatives does not preclude off-campus suspensions.

Required Parental Attendance

The Board believes that parental involvement plays an important role in the resolution of classroom behavior problems. The Board expects that teachers will communicate with parents/guardians when behavior problems arise.

Whenever a student is removed from a class because he/she committed an obscene act, engaged in habitual profanity or vulgarity, disrupted school activities or otherwise willfully defied valid staff authority, the teacher of the class from which the student was removed may provide that the student's parent/guardian attend a portion of a school day in that class. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee.

The Board encourages teachers, before requiring parental attendance, to make reasonable efforts to have the parent/guardian visit the class voluntarily. The teacher also may inform the parent/guardian about available resources and parent education opportunities. Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and the parent/guardian and to improve classroom behavior.

The teacher shall apply this policy uniformly to all students within the classroom. This policy shall apply only to a parent/guardian who lives with the student. (Education Code 48900.1)

Parental attendance may be requested on the day the student returns to class or within one week thereafter. The principal or designee shall contact any parents/guardians who do not respond to the request to attend school. The Board recognizes that parental compliance with this policy may be delayed, modified or prevented for reasons such as serious illness/injury/disability, absence from town, or inability to get release time from work.

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law.

Adopted: December 7, 2005
Revised: February 13, 2013

Berkeley USD
Courses of Study

BP 6143

Instruction

The Governing Board recognizes that a well-articulated sequence of courses fosters academic progress and makes for the best possible use of instructional time.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels **within the district. As necessary, he/she also shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.**

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary school course of study.

Courses of study for secondary grades shall prepare students to meet the requirements and prerequisites for admission to California public colleges and universities and/or attain entry-level employment skills in business or industry upon graduation from high school.

The Superintendent or designee shall ensure that all otherwise qualified students have a timely opportunity, within the four years before graduation, to enroll in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities.

In addition, the course of study for high school students shall include instructions in skills and knowledge for adult life and career technical training.

The Superintendent or designee shall develop a process by which courses are submitted to the University of California (UC) for review and certification in order to meet university admission criteria. He/she shall maintain an accurate list of all current district high school courses that have been so certified and shall ensure that the list is provided annually to each student in grades 9-12 and that updated lists are made readily available.

Guidance services shall be available to help students select courses relevant to their academic needs and future goals.

Adopted: May 21, 2003
Revised: September 24, 2008
Revised: February 13, 2013

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Delia Ruiz, Assistant Superintendent, Human Resources
DATE: February 13, 2013
DISTRICT GOAL: V: Efficient Use of Resources
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 02.13.13
 The following is submitted for review and acceptance.

CERTIFICATED EMPLOYEES						
Name	Classification (Temporary, Probationary or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>LEAVES</u>						
Luis Argueta	Permanent	Teacher	1.0	Le Conte	02/26/13	03/29/13
Lisa Caswell	Temporary	Teacher	.45	Malcolm X	05/08/13	06/14/13
Michele Fletcher	Permanent	Teacher	1.0	Malcolm X	04/25/13	06/14/13
Kathy Freeburg	Permanent	Teacher	.80	Cragmont	01/23/13	03/20/13
Meres-sia Gabri El (Cyndi Douglas)	Permanent	Teacher	1.0	B-Tech	01/07/13	02/08/13
Elizabeth Little	Permanent	Teacher	1.0	King	01/18/13	02/15/13
Kellie McElhaney	Permanent	Teacher	1.0	Cragmont	03/01/13	05/24/13
Daniel Munda	Permanent	Teacher	1.0	Berkeley High	01/18/13	03/08/13
Zohra Richardson	Permanent	Counselor	1.0	Berkeley High	01/23/13	03/29/13
Loren Siegel	Permanent	Speech Therapist	.50	Special Education	02/23/12	05/27/12
Valerie Trahan	Permanent	Teacher	1.0	Berkeley High	01/07/13	02/07/13
<u>NEW HIRES OR REHIRES</u>						
Patricia Desierto	Temporary	Teacher	1.0	Rosa Parks	01/28/13	06/14/13
Heather Golden	Temporary	Counselor	1.0	Berkeley High	01/23/13	01/31/13
Heather Golden	Temporary	Counselor	.50	Berkeley High	02/01/13	03/29/13
Heather Golden	Temporary	Counselor	.50	Student Services	02/01/13	06/14/13
Louise Harm	Temporary	Teacher	.50	Independent Study	02/04/13	06/14/13
Sophina Jones	Temporary	Counselor	.50	Student Services	01/29/13	06/14/13
<u>SEPARATION</u>						
Bernadette Szfranski	Retired Certificated	Teacher	1.0	Independent Study	11/01/12	

CERTIFICATED EMPLOYEES

Name	Classification (Temporary, Probationary or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>RETIREMENTS</u>						
Susan Jones	Permanent	Teacher	1.0	Berkeley High	06/14/13	
Charlene Kalagian	Permanent	Teacher	1.0	Arts Magnet	06/14/13	
Mercedes Sanders	Permanent	Counselor	1.0	King	06/14/13	

CLASSIFIED EMPLOYEES

Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>LEAVES</u>						
Andrea Berry	Permanent	Food Service Satellite Operator	.67	John Muir	01/09/13	05/24/13
Jacqueline Brown-Cunningham	Permanent	School Safety Officer	1.0	Longfellow	02/04/13	02/18/13
Aisha Gorson	Permanent	Instructional Specialist, Dance	.37	Malcolm X	01/07/13	06/14/13
Dru Howard	Permanent	Instructional Technician	.09	Arts Magnet	02/01/13	05/24/13
Herrieze Jones	Permanent	Clerical Assistant III	1.0	King	01/07/13	01/31/13
Jana Jandra	Permanent	Executive Assistant to the Superintendent	.10	Superintendent's Office	02/01/13	06/30/13
Glenn Lovitt	Permanent	School Safety Officer	1.0	King	01/07/13	06/14/13
Rita Pettit	Permanent	Instructional Assistant, Special Ed., Specialized Health Care	.53	Berkeley High	01/07/13	06/14/13
Estella Sisneros	Permanent	Library Media Technician	.80	Le Conte	02/01/13	02/14/13
<u>SEPARATIONS</u>						
Michael Brown	Permanent	Instructional Technician	.37	Longfellow	01/07/13	
Cecilia Mariscal	Permanent	Interpreter for the Deaf	.80	Berkeley High	01/18/13	
Andre Young	Permanent	Custodian II	1.0	Maintenance	01/11/13	

CLASSIFIED EMPLOYEES

Name	Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<u>RETIREMENTS</u>						
Rickey Brantley	Permanent	Facilities Security Worker	1.0	Maintenance	01/31/13	
Shakuntala Lall	Permanent	Account Technician	1.0	Business Services	01/11/13	
<u>NEW ASSIGNMENTS</u>						
Jullyan Green	Permanent	Instructional Technician	.50	Cragmont	01/10/13	
Patricia Green	Permanent	School Bus Driver	.93	Transportation	01/10/13	
<u>NEW HIRES OR REHIRES</u>						
Erica Ferro	Probationary	Sr. Food Service Assistant	1.0	Central Kitchen	01/07/13	*
Carolyn Mitchell	Probationary	Instructional Technician	.53	Emerson	01/07/13	*
Heather O'Brien	Probationary	Instructional Assistant	.33	Oxford	01/29/13	*
Elizabeth O'Connell-Gates	Probationary	Program Coordinator	1.0	Berkeley High	01/31/13	*
Heidi Ross	Probationary	Instructional Assistant	.33	Oxford	01/29/13	*
<u>LIMITED TERM/PROVISIONAL</u>						
Lisa Hubbell	Limited Term	Library Media Technician-Secondary	.53	Longfellow	01/07/13	06/14/13
Emile Klein	Provisional	Instructional Assistant, ECE	275 total hours	Franklin Preschool	01/16/13	06/30/13
Carol Kueffler-Moore	Provisional	Instructional Specialist, Dance	.37	Malcolm X	01/23/13	06/14/13
Anthony Langford	Limited Term	Administrative Coordinator	1.0	Business Services/ Human Resources	01/07/13	03/29/13
Elizabeth O'Connell-Gates	Limited Term	Program Assistant	1.0	Berkeley High	01/22/13	01/30/13

*Upon completion of six work months

** Upon completion of one work year

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Interim Co-Superintendents
FROM: Christina Faulkner, Director, Curriculum and Instruction
DATE: February 13, 2013
SUBJECT: Overnight Field Trip and Out of State Travel Requests

BACKGROUND INFORMATION

The following out of state travel request is presented for ratification:

Kennedy Center Partners in Education Annual Meeting, Washington, D.C., February 12 – 16, 2013

Ratify approval for Visual and Performing Arts Program Supervisor Suzanne McCulloch who is currently attending this four-night, five-day annual meeting of the Kennedy Center Partners in Education. The meeting focuses on examining and understanding quality in arts education. Session topics include Arts Standards, Integrating the Arts with Common Core, and Educational Resources Connected to Performances for Students. Air fare and hotel costs for this trip were paid for by Cal Performances. \$398 for conference registration, ground transportation and meals will be paid with funds from BSEP Measure A. Requested by Suzanne McCulloch, Visual and Performing Arts Supervisor.

The following overnight field trip requests are being made:

Camp Arroyo, Livermore, California, March 6 - 8, 2013

Approve participation of fifty-two fourth grade students, two teachers and twelve other adults on a three-day, two-night field trip to Camp Arroyo in Livermore, CA. The group will depart Jefferson Elementary on Wednesday, March 6, at 9:30 a.m., and return Friday, March 8, at 2:00 p.m. Through a series of hands-on activities, students will increase their understanding of and respect for ecology and the environment. Activities will support the Life and Physical Science curriculum. Students will sleep in gender specific cabins. BUSD will provide transportation. The total cost of \$8,000 is being paid by grants, PTA and parent donations. No student will be denied access based on inability to pay. Requested by Maggie Riddle, Jefferson Principal.

Fort Ross, Jenner, CA, June 5 – 7, 2013

Approve participation for seventy-five fifth grade students, three teachers and twenty-eight other adults from Thousand Oaks Elementary School on a three-day, two-night field trip to Fort Ross, Jenner, CA. The group will depart Thousand Oaks at 7:15 a.m. on Wednesday, June 5, and return on

Friday, June 7, at 5:00 p.m. BUSD will provide transportation. Students will reenact life at Fort Ross and the roles of early pioneers during the western expansion. Students sleep in supervised, gender specific areas on the fort grounds. The \$6,000 cost will be paid from a BPEF grant, and parent donations. No student will be denied access based on inability to pay. Requested by Gayle Hughes, Thousand Oaks 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 ratification of the out of state travel and overnight field trips consistent with the District Policies and instructional programs.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Christina Faulkner, Director, Curriculum and Instruction
DATE: February 13, 2013
SUBJECT: Five New Courses at Berkeley High School

BACKGROUND INFORMATION

Berkeley High School is requesting approval for five (5) new courses: International Baccalaureate/Higher Level (IB/HL) French Literature, Advanced Sports Medicine, Sustainable Urban Agriculture, Medical Spanish, and Social and Cultural Anthropology.

IB/HL FRENCH LITERATURE

IB/HL French Literature is designed for students who are seeking a higher level of French beyond AP or IB/SL French. The course would be open to all students, whether they are enrolled in IB, Academic Choice or a Small Learning Community, who have completed French 7/8 or the second year of IB French SL with a "C" or better, or passed a placement test.

This course will focus on the most important French literary movements throughout the centuries, and would offer the students the opportunity to study some of the major work of French literature. The course would be taught entirely in French with the intent of refining students' reading comprehension, writing, listening comprehension and speaking skills. The curriculum would connect the literary movements studied with the history and culture of France. Assignments would include readings, small group and whole class discussions, individual and group presentations, essays and shorter writing exercises, comprehension exercises and vocabulary building exercises.

Students who now complete French 7/8 or its equivalent for IB students (2nd year IB/SL) have only the AP French course (1st year of French HL) as an option if they want to pursue their study of the language at a higher level. In order to take the IB/HL exams, students have been enrolling in the AP French course for a second year. While instruction has been modified for parts of the curriculum to accommodate these students, this has been an unsatisfactory solution.

While a new course would mostly benefit the IB students interested in passing the HL exam in French, there are also students who are interested in continuing their study of the language past the AP level. This course would offer another level of French, similar to the levels of Spanish currently available at BHS.

ROP ADVANCED SPORTS MEDICINE

ROP Advanced Sports Medicine is a year-long course already approved for UC/CSU elective or “g” credit through Contra Costa County Regional Occupation Program (ROP). This course provides a framework of advanced skills, building on concepts learned in Sports Medicine, a course currently offered at BHS. This is a Career Technical Education (CTE) class in the Health Science pathway.

This course would be open to all Berkeley High School juniors and seniors who have completed both Advanced Biology and Sports Medicine classes with a C grade or better in each one. A select group of seniors who are currently enrolled in Sports Medicine and have the instructor’s recommendation, could move on to Advanced Sports Medicine in the second semester. The class would meet after school, and students would do internships with one of our Athletic teams under the supervision of a Sports Medicine instructor. Advanced Sports Medicine would be an additional course available to our students in the health pathway of the Academy of Medicine and Public Service (AMPS).

SUSTAINABLE URBAN AGRICULTURE

Sustainable Urban Agriculture is a year-long course already approved for UC/CSU elective or “g” credit with Merced County ROP. The purpose of this course is to provide students with the theories and principles related to environmental horticulture science. This course would support CTE’s Culinary Arts pathway and produce some of the food used in the culinary class.

This course will provide the student with foundational knowledge and skills related to sustainable urban agriculture. Using an experiential approach, this course is intended to successfully prepare those students who will pursue advanced education or entry-level work in the fields of environmental studies and horticulture. Students will learn to directly apply plant science knowledge and explore sustainable methods of agriculture in an urban setting. Community partners such as local urban farmers, permaculture designers, and natural builders will act as mentors so students can see first-hand how their practices are used in the industry.

Students will develop a thorough academic understanding of the underlying principles of urban agriculture, including natural resources management. Through extensive fieldwork, they will apply these principles by demonstrating successful preparation, production and harvest of organic fruits and vegetables.

At a time when we are restructuring environmental education at Berkley High School, we seek to engage more students in educational

opportunities that augment the existing offerings of environmental and life sciences. Because gardening and cooking are so prominent in elementary and middle school but less so in high school, there is a clear need to build continuity for our youth in the upper grades. This course bridges that gap both by deepening the level of environmental education and by expanding the availability green career pathways.

MEDICAL SPANISH

Medical Spanish is a course modeled after a UC/CSU approved third year Spanish course taught at Washington Union High School in Fresno. The course is approved for “e” or foreign language credit. The purpose of this course is to provide an alternative to transitional Spanish language content and to complement the CTE options offered at BHS.

This course is being developed by the BHS World Language Department based on existing courses in local community colleges and at Washington Union High School. It is intended for students who have completed two years of High School Spanish with a “C” grade or better and are interested in pursuing a more specified course in Spanish for Medical and Health Professionals. Medical Spanish will incorporate vocabulary and content specific to medical professions and will include ample opportunity to role-play.

The proposed curriculum will be forwarded for UC/CSU approval in February 2013.

SOCIAL AND CULTURAL ANTHROPOLOGY

Social and Cultural Anthropology is a course already approved for UC/CSU elective or “g” credit. This course was developed by the IB Organization and adopted to meet the needs of BIHS as a new elective option.

The Aims of the social and cultural anthropology course at SL level are to enable students to:

1. Explore principles of social and cultural life and characteristics of societies and cultures;
2. Develop an awareness of historical, scientific, and social context within which social and cultural anthropology has developed;
3. Develop students’ capacity to recognize preconceptions and assumptions of their own social and cultural environments; and
4. Develop an awareness of relationship between local, regional and global processes and issues.

Within the BIHS learning community, students have the option to take electives during junior and senior year both for purposes of interest and/or to pursue the IB diploma. Currently, BHS offers five electives, all

with a focus on math, science or art, and staff would like to expand those options. This elective course would appeal to a broad range of students, because it connects to and builds upon the other courses that students already take within BIHS and because of the non-science, non-art based nature of the course. In addition, the BIHS community is growing, and a larger number of students will need an elective option.

Copies of the detailed course descriptions that have been submitted for UC/CSU approval are being provided under separate cover.

DISTRICT GOALS

I. Curriculum & Instruction

II. E. Educational Options for Secondary School Students

POLICY/CODE

Ed Code 51054

Board Policy 6141

FISCAL IMPACT

Approximately \$7,500 from General Fund for textbooks and instructional materials for French, Spanish and Anthropology; Contra Costa ROP is expected to fund costs associated with Sports Medicine and Agriculture.

STAFF RECOMMENDATION

Approve five new courses at Berkeley High School.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Rose Garcia, Purchasing Agent
DATE: February 13, 2013
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. Ratification of contract to Berkeley Public Education Foundation, to provide fingerprinting of District volunteers as required for the 2013 SY. The cost will not exceed \$15,000. To be paid from the General Fund. Requested by Delia Ruiz.
2. Van Pelt Construction Services to provide project management for the B-Tech science lab project. Total cost not to exceed \$40,000. To be paid from Measure I. Requested by Lew Jones.
3. WLC Architects to design the B-Tech science lab project. Total cost not to exceed \$75,000. To be paid from Measure I. Requested by Lew Jones.
4. ITS to provide DSA required inspection for the Board Room project. Total cost not to exceed \$20,000. To be paid from Measure AA. Requested by Lew Jones.
5. ITS to provide DSA required inspection for the CTE/Charter School project. Total cost not to exceed \$55,000. To be paid from Measure AA. Requested by Lew Jones.
6. Ratification of One Source Engineering to re-tube two boilers at the Berkeley Community Theater at Berkeley High School. Total cost not to exceed \$30,000. To be paid from Measure BB. Requested by Lew Jones.
7. Museum of Children's Art [MOCHA] to provide visual art instruction at Thousand Oaks Elementary for the 2013 SY. The cost will not exceed \$11,716. To be paid from PTA Donations and BSEP Music Visual and Performing Arts Fund. Requested by Susanne McCulloch.

8. Marian Mabel to provide grant writing services for Education Services. The cost will not exceed \$40,000. To be paid from General Fund. Requested by Neil Smith.
9. Increase in contract, PO 330133, to Fernando D. Caldera dba Bay Area Tree Care to provide District-wide tree care services as needed for the 2013 SY. The Board approved \$28,000 on June 27, 2012. The additional contract amount will increase the cost by \$12,000 for a total amount of \$40,000. To be paid from Measure BB. Requested by Steve Collins.

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: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Pauline Follansbee, Director of Fiscal Services
DATE: February 13, 2013
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. Lifetouch National School Studios donated \$847.03 for Rosa Parks School, \$831.77 for Thousand Oaks School, \$931.99 for Berkeley Arts Magnet School, \$713.55 for Jefferson School and \$406.21 for John Muir School for a total donation of \$3,730.55 to be utilized as needed.
2. Scholarship America donated \$700 for First Grade Field Trip transportation costs for Thousand Oaks School.
3. Thousand Oaks PTA donated \$1,312.61 to purchase classroom rugs for Thousand Oaks School.
4. Berkeley High School Development Group donated \$3,600 to establish model for peer observation professional development for Berkeley High School.
5. English Learners Advisory Committee donated \$1,025 to be utilized as needed for Cragmont School.
6. Berkeley Arts Magnet PTA donated \$9,225 and other donors donated \$2,356 for a total of \$11,581 for a fifth grade field trip for Berkeley Arts Magnet.

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 \$21,949.16 in donations.

STAFF RECOMMENDATION

Accept the donations to the District and request staff to extend letters of appreciation.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Rose Garcia, Purchasing Agent
DATE: February 13, 2013
SUBJECT: Authorization to Declare and Dispose of Surplus Instructional Materials

BACKGROUND INFORMATION

The Curriculum and Instruction department identifies obsolete textbooks and instructional materials that are of no foreseeable value to the District. These obsolete materials need to be declared surplus and disposed.

California Education Code and BUSD Policy provide that surplus instructional materials may be sold, donated to a charitable organization that agrees to use the materials for educational purposes or if no useful purpose can be found the materials must be mutilated or destroyed.

With Board approval, staff will publish a Notice of Intention to Dispose of Surplus Instructional Materials and arrange disposal as required through the 2013 Calendar year.

POLICY/CODE

Ed Code 60510-60511
Board Policy 3270

FISCAL IMPACT

There is no cost to the District beyond the resources utilized to collect the materials, coordinate and document disposal.

STAFF RECOMMENDATION

Authorize the Co-Superintendent to declare surplus and to dispose of unusable instructional materials in accordance with California Education Code.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Marni Posey, Director of Nutrition Service
DATE: February 13, 2013
SUBJECT: Approval to Change Vendor

BACKGROUND INFORMATION

Contract for *perishable* food items are exempt from formal bid requirements and suppliers who are able to provide the organic, locally grown, sustainable ingredients needed for our program are limited.

On August 22, 2012 the Board authorized FreshPoint San Francisco to provide milk and juice for the 2013 school year, not to exceed \$225,000. Due to late delivery of goods and the quality of service, the Nutrition Services department has determined it is in the best interests of the District to change the supplier of juice and dairy products from FreshPoint San Francisco to Berkeley Farms for the remainder of the 2013 school year.

GOAL

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

FISCAL IMPACT

The Cafeteria Fund Budget will remain the same.

POLICY/CODE

Board Policy 3310
Ed Code 29873

STAFF RECOMMENDATION

Approve contracts for food supplies as listed above.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Lew Jones, Director of Facilities
DATE: February 13, 2013
SUBJECT: Approve the Advertisement of the Hopkins Pre-School Modernization

BACKGROUND INFORMATION

The Board approved a project to modernize the Hopkins Pre-School. Approval is needed from the Division of State Architect (DSA). Approval from that agency is expected by the end of the month and the project will be ready to bid.

Staff is required to notify the Board when bids are being solicited. Approving the attached resolution will permit the District to solicit bids for the project.

DISTRICT GOAL

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

POLICY/CODE

California Public Contract Code 20110- 20118.

FISCAL IMPACT

The project is funded in Measure AA.

STAFF RECOMMENDATION

Approve the advertisement to solicit bids for this project.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 13-036

Authorization To Advertise For Bids 840.1301 – Hopkins Preschool Modernization

WHEREAS, in the judgment of the Board of Education of the Berkeley Unified School District of Alameda County, it is necessary to secure all labor, engineering, materials, equipment and services required for Hopkins Preschool Modernization 840.1301 all in accordance with the plans and specifications prepared by and on file in the Berkeley Unified School District Facilities Planning Office; plans and specifications are hereby approved and adopted.

NOW, THEREFORE, BE IT RESOLVED that the general prevailing rates of wages determined by the Director of the California Department of Industrial Relations, in accordance with Labor Code Section 1770, shall be the general prevailing rates of per diem wages for each craft or type of worker or mechanic needed to execute this contract; and

BE IT FURTHER RESOLVED, that the Board authorizes and the Deputy Superintendent and/or Purchasing Agent are hereby authorized to advertise for proposals for the completion of this work in accordance with the law by publishing the Notice to Contractors in a newspaper of general circulation in the District.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 13th day of February, 2013 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Beatriz Leyva-Cutler
Clerk, Board of Education
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Lew Jones, Director of Facilities
DATE: February 13, 2013
SUBJECT: Approve the Advertisement of the Washington Floor and Paint Project

BACKGROUND INFORMATION

The Board approved a project to replace selected flooring and paint the Washington School. The project will be ready to bid within two weeks.

Staff is required to notify the Board when bids are being solicited. Approving the attached resolution will permit the District to solicit bids for the project.

DISTRICT GOAL

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

POLICY/CODE

California Public Contract Code 20110- 20118.

FISCAL IMPACT

The project is funded in Measure AA.

STAFF RECOMMENDATION

Approve the advertisement to solicit bids for this project.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 13-034

Authorization To Advertise For Bids 821.1302 – Washington Elementary School Floor and Paint

WHEREAS, in the judgment of the Board of Education of the Berkeley Unified School District of Alameda County, it is necessary to secure all labor, engineering, materials, equipment and services required for Washington Elementary School Floor and Paint Project 821.1302 all in accordance with the plans and specifications prepared by and on file in the Berkeley Unified School District Facilities Planning Office; plans and specifications are hereby approved and adopted.

NOW, THEREFORE, BE IT RESOLVED that the general prevailing rates of wages determined by the Director of the California Department of Industrial Relations, in accordance with Labor Code Section 1770, shall be the general prevailing rates of per diem wages for each craft or type of worker or mechanic needed to execute this contract; and

BE IT FURTHER RESOLVED, that the Board authorizes and the Deputy Superintendent and/or Purchasing Agent are hereby authorized to advertise for proposals for the completion of this work in accordance with the law by publishing the Notice to Contractors in a newspaper of general circulation in the District.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 13th day of February, 2013 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Beatriz Leyva-Cutler
Clerk, Board of Education
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Lew Jones, Director of Facilities
DATE: February 13, 2013
SUBJECT: Approve the Advertisement of the Malcolm X Roof Upgrade Project

BACKGROUND INFORMATION

The Board approved a project to repair and upgrade the Malcolm X main roof. The project is ready to bid.

Staff is required to notify the Board when bids are being solicited. Approving the attached resolution will permit the District to solicit bids for the project.

DISTRICT GOAL

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

POLICY/CODE

California Public Contract Code 20110- 20118.

FISCAL IMPACT

The project is funded in Measure AA.

STAFF RECOMMENDATION

Approve the advertisement to solicit bids for this project.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 13-035

Authorization To Advertise For Bids 826.1301 – Malcolm X Elementary School Roof Upgrade

WHEREAS, in the judgment of the Board of Education of the Berkeley Unified School District of Alameda County, it is necessary to secure all labor, engineering, materials, equipment and services required for Malcolm X Elementary School Roof Upgrade 826.1301 all in accordance with the plans and specifications prepared by and on file in the Berkeley Unified School District Facilities Planning Office; plans and specifications are hereby approved and adopted.

NOW, THEREFORE, BE IT RESOLVED that the general prevailing rates of wages determined by the Director of the California Department of Industrial Relations, in accordance with Labor Code Section 1770, shall be the general prevailing rates of per diem wages for each craft or type of worker or mechanic needed to execute this contract; and

BE IT FURTHER RESOLVED, that the Board authorizes and the Deputy Superintendent and/or Purchasing Agent are hereby authorized to advertise for proposals for the completion of this work in accordance with the law by publishing the Notice to Contractors in a newspaper of general circulation in the District.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 13th day of February, 2013 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Beatriz Leyva-Cutler
Clerk, Board of Education
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Lew Jones, Director of Facilities
DATE: February 13, 2013
SUBJECT: Approve a Contract With WLC Architects to Provide Design Services and Turner Construction to provide Project Management Services for the High 5/Pre-K Project

BACKGROUND INFORMATION

On January 9, 2013, the Board approved a plan which included accelerating the project to add two classrooms at both King and Franklin Pre-K sites. The classrooms will likely house the transitional kindergarten (High 5's). Based on the approved schedule, it is time to hire the architect and project manager.

WLC Architects designed both the Franklin and King sites. As a part of that project, future classrooms were conceptually planned. They are the best candidate to continue the project.

Turner is one of the District's two project management firms. Turner is the preference for non-high school projects. Staff is recommending that they be hired for this project.

DISTRICT GOAL

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

POLICY/CODE

Board Policy 3310.

FISCAL IMPACT

Cost to be paid from the Measure I Bond Fund.

STAFF RECOMMENDATION

Approve WLC Architects for a contract of \$200,000 to design the Pre-K expansion project. Approve Turner for a contract of \$130,000 to manage this project.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Lew Jones, Director of Facilities
DATE: February 13, 2013
SUBJECT: Approve a Contract With Turner Construction to Provide Project Management Services for the Longfellow Cafeteria Project

BACKGROUND INFORMATION

On January 9, 2013, the Board approved a plan which included accelerating the project to construct a new cafeteria at Longfellow School. Based on the approved schedule, it is time to hire the project manager.

A Site Committee is being formed at Longfellow. The Committee will interview several architects and a firm will be recommended to the Board in the future.

Turner is one of the District's two project management firms. Turner is the preference for non-high school projects. Staff is recommending that they be hired for this project.

DISTRICT GOAL

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

POLICY/CODE

Board Policy 3310.

FISCAL IMPACT

Cost to be paid from the Measure I Bond Fund.

STAFF RECOMMENDATION

Approve Turner Construction for a contract of \$220,000 to manage the Longfellow cafeteria project.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Javetta Cleveland and Neil Smith, Co-Superintendents
DATE: February 13, 2013
SUBJECT: Recommendation of Policies to be Considered by the Board
Policy Subcommittee

BACKGROUND INFORMATION

In 2003, the Board of Education formed a Board Policy Subcommittee to create, manage and update Board Policies as a tool to guide district operations.

The Board is being asked to suggest Board Policies for possible consideration by the Policy Subcommittee.

DISTRICT GOALS

I-V

POLICY/CODE

BB 9310

FISCAL IMPACT

None

STAFF RECOMMENDATION

Recommend Board Policies to be considered by the Board Policy Subcommittee.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Javetta Cleveland and Neil Smith, Co-Superintendents
DATE: February 13, 2013
SUBJECT: Calendar and Topics for 2013 Board Meetings

BACKGROUND INFORMATION

At the Board retreat on January 19, the School Board Members identified the areas of focus in which they collectively want to make the greatest impact in 2013. While continuing their commitment to the *2020 Vision* and the District's Goals and Strategies, the Board has chosen to emphasize the following priorities in its work this year:

- Ensure progress toward implementation of the Common Core State Standards;
- Develop and implement a Master Plan to accelerate the achievement of African-American students; and
- Strengthen the essential components of Response to Instruction and Intervention (RtI²) at every school, including both instructional intervention and positive behavior strategies.

After identifying the priorities, the Board worked to establish a calendar for the year in order to have the opportunity to discuss these priorities as well as other important issues identified in the District's Goals and Strategies. The calendar will also inform the community of the major items on the Board agenda well in advance. The calendar includes a third meeting most months, a Study Session to allow the Board to give full attention to the topics listed, as the intent is to have no other items on the agenda for these meetings. There will be approximately 30 to 45 minutes allocated for the topics scheduled at regular Board meetings.

A copy of the 2013 calendar has been attached.

POLICY/CODE

Board Bylaw 9000

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the 2013 calendar and topics for Board meetings.

Board of Education Meetings

		Study Sessions	
January	9	16	23
	CTE	Orientation	Governor's Budget Proposal
February	13	20	27
	Site Plan Format	Negotiations (closed session)	African American Master Plan
March	13	20	27
	Second Interim Budget	Common Core Standards	CTE
April	10	17	24
	BSEP	EL Master Plan/ TWI Update	African American Master Plan
May	8	15	22
	Budget Recommendations; Gardening and Cooking	Report on BHS & BTech	African American Master Plan; Governor's Revised Budget
June	12	19	26
	Preliminary Budget; McKinney Vento	RTI and Culture/Climate (Parent Engagement)	2013-14 Budget Adoption; Site Plans Approval
July			
	No Meeting	No Meeting	No Meeting
August			21
	No Meeting	No Meeting	CTE
September	11	18	25
	Unaudited Actuals Closing Books for 12-13	Student Data	RTI
October	9	16	23
		African American Master Plan	Common Core Standards
November	13	20	
		Board Priorities, Board Goal Evaluation	No Meeting
December	11		
	First Interim Budget	No Meeting	No Meeting

*Classification and Compensation Study to be Scheduled in March

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Natasha Beery, Director, BSEP and Community Relations
DATE: February 20, 2013
SUBJECT: Community Survey for Superintendent Search

BACKGROUND INFORMATION

In order to launch the superintendent search with a competitive timeline, the search firm of Ray & Associates has opened the nation-wide search on February 8, using the Leadership Profile established in 2012. The Board plans to have the search firm issue a survey and host a series of community meetings and forums to provide for additional input for the search process for the best candidates. The survey is intended to assist the Board and search firm in further developing the criteria and questions for the screening, interviewing and vetting stages of the process. It will be translated into Spanish and be available online and in print.

DISTRICT GOALS

I-V

POLICY/CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Review and finalize the community survey in order to launch as soon as possible.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Christina Faulkner, Director, Curriculum and Instruction
DATE: February 13, 2013
SUBJECT: Format of Single Plans for Student Achievement

BACKGROUND INFORMATION

The California Department of Education requires every school participating in school based categorical programs to have a Board approved Site Plan for Student Achievement that must be revised annually based on current student data. The *Berkeley Public Schools Educational Excellence Act of 2006* (Measure A of 2006) allocates 10.25% of the available revenues annually for School Discretionary Funds:

“The School Governance Council shall develop recommendations to allocate these revenues for the personnel, services and materials required to deliver effective activities leading to improved student performance.” (Section 2.B.i)

The Principal at each site leads the staff and parent leaders in developing a comprehensive plan for the school, beginning with a review of student data from previous years with assistance from the Evaluation and Assessment Office. After reviewing the District’s goals, each School Governance Council (SGC) then develops an action plan and identifies strategies to address school needs, using State and Federal categorical funds, BSEP Site Discretionary funds, and other resources.

Each of the school’s uses the same template and includes:

- A list of all members of the School Governance Council
- Signed assurances that all regulations have been followed
- Summary of school site goals, aligned with District goals
- School Vision/Mission, aligned with the District vision and mission
- School Profile
- School and student performance data
- Needs Assessment/Data Analysis
- Description of barriers and related school goals
- Planned Improvements in Student Performance for each goal:
 - Goal, aligned with District goals
 - Targeted student groups
 - Anticipated performance growth
 - Means of evaluating progress
 - Data to be collected
 - Budget

The current format for the School Plans complies with the basic legal assurances for all of the categorical programs as well as BSEP/Measure A of 2006.

Staff is soliciting feedback from the Board on the current format.

DISTRICT GOALS

- I. Curriculum & Instruction
- II. Strategies to Promote Student Success
- III. Family and Community Engagement
- IV. Cultural and Linguistic Relevance
- V. Resources

POLICY/CODE

Education Code 52850-52863

Berkeley Public Schools Educational Excellence Act of 2006 (Measure A) Section 2.B.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Discuss the format for the 2013-14 Single Plans for Student Achievement.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Kay Altizer, Executive Director, Special Education
DATE: February 13, 2013
SUBJECT: IEP (Individualized Education Program) Compliance Report

BACKGROUND INFORMATION

The attached report lists the number and the percentage of completed annual IEP's and Triennial reviews at each site. Case managers for students who qualify for Special Education services are expected to convene an IEP team annually for each student to review the student's progress and to establish an educational plan for the following year. Every three years, each student is to be fully reevaluated with a complete battery of appropriate assessments.

District staff compiles this compliance report primarily for principals and Special Education staff at each site to monitor our performance in addressing the needs of Special Education students. The goal is always 100%. The high percentages of completed IEP's and Triennial reviews indicate that the district has made significant progress in this area since it has been monitored.

This report is being provided to the Board as an Organizational Performance Indicator.

DISTRICT GOAL

None

POLICY/CODE

Ed Code 56340

Code of Federal Regulations, Title 34, Section 300.343(b)

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive for information.

BUSD - IEP COMPLIANCE REPORT: as of January 4, 2013

SCHOOL SITE	TOTAL			TOTAL		
	IEP'S	COMPLETED IEP'S	% COMPLETED	TRIENNIALS	COMPLETED TRIENNIALS	% COMPLETED
ARTS MAGNET	29	28	97%	29	28	97%
CRAGMONT	35	32	91%	35	34	97%
EMERSON	24	24	100%	24	24	100%
JEFFERSON	34	34	100%	34	34	100%
JOHN MUIR	29	29	100%	29	29	100%
LECONTE	19	16	84%	19	19	100%
MALCOLM X	28	28	100%	28	28	100%
OXFORD	31	31	100%	31	31	100%
ROSA PARKS	45	44	98%	45	45	100%
THOUSAND OAKS	36	36	100%	36	36	100%
WASHINGTON	41	39	95%	41	41	100%
KING	82	81	99%	82	81	99%
LONGFELLOW	68	66	97%	68	68	100%
WILLARD	63	58	92%	63	62	98%
BERKELEY HIGH	296	286	97%	296	290	98%
B-TECH	9	9	100%	9	9	100%
Pre-School (Franklin, Hopkins, King)	55	54	98%	55	55	100%
Non Public School	42	37	88%	42	42	100%
REALM Middle/High Charter	45	37	82%	45	39	87%
Total IEPs as of 1/4/13	1011	969	96%	1011	995	98%

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Jay Nitschke, Director of Technology
DATE: February 13, 2013
SUBJECT: Percentage of Students Participating in the
National School Lunch Program

BACKGROUND INFORMATION

The percentage of students receiving free or reduced price lunch for the 2012-13 school year, as of October 3, 2012, is listed by school site below. These are the official percentages reported in CALPADS and used for programs throughout the district that depend on these types of statistics for funding. The enrollment numbers listed include students enrolled in Independent Study since that is a district program and not a separate school. Non-public school and home/hospital students are not included in this document.

It should be noted that the range of differences among the elementary schools is relatively small, as the district's diversity plan has helped to balance among the schools. Eight of the eleven elementary schools are with 5% points of the district figure of 41.2% for all elementary students.

This is the first year where none of the elementary schools reached the 50% mark for free & reduced lunch students. The second figure shows the percentage of free & reduced lunch students by grade level. Overall, the number is steadily declining, mimicking the changing demographics of Berkeley.

POLICY/CODE

Ed Code 49550

DISTRICT GOALS

Goal 5

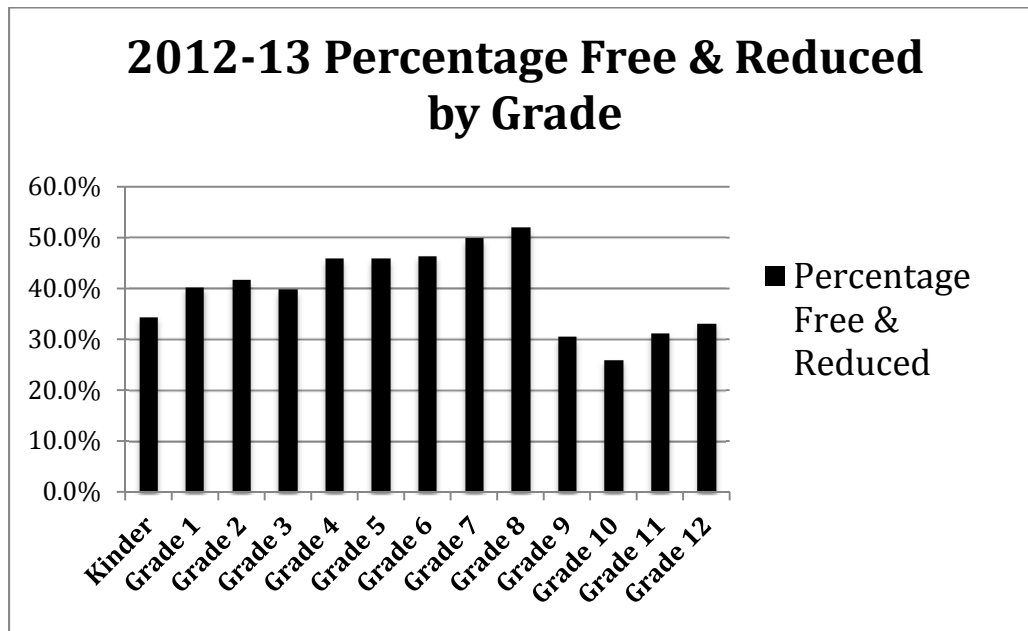
FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive the numbers and percentages of students participating in the National School Lunch Program for information.

School	2012-13 Total Free/Red	2012-13 Enrollment	2012-13 Free/Red %	2011-12 Free/Red %	2010-11 Free/Red %
Berkeley Arts Magnet at Whittier	176	404	43.6%	41.2%	48.8%
Cragmont Elementary	163	416	39.2%	37.7%	40.4%
Emerson Elementary	139	288	48.3%	51.6%	54.8%
Jefferson Elementary	124	335	37.0%	36.9%	44.5%
John Muir Elementary	126	260	48.5%	51.2%	60.2%
LeConte Elementary	151	337	44.8%	54.3%	57.8%
Malcolm X Elementary	182	480	37.9%	43.8%	51.0%
Oxford Elementary	138	315	43.8%	40.5%	45.8%
Rosa Parks Elementary	173	453	38.2%	40.6%	49.3%
Thousand Oaks Elementary	204	450	45.3%	46.3%	52.5%
Washington Elementary	149	447	33.3%	36.3%	48.2%
Longfellow Middle	302	479	63.0%	55.4%	61.8%
Martin Luther King Middle	340	880	38.6%	41.2%	45.2%
Willard Middle	280	511	54.8%	51.0%	52.5%
Berkeley High School	927	3176	29.2%	25.9%	32.3%
Berkeley Technology Academy	72	113	63.7%	42.6%	56.2%
Berkeley Unified	3646	9344	39.0%		



BERKELEY UNIFIED SCHOOL DISTRICT

TO: Javetta Cleveland and Neil Smith, Co-Superintendents
FROM: Mark Coplan, Public Information Officer
DATE: February 13, 2013
SUBJECT: 2011-12 School Accountability Report Cards

BACKGROUND INFORMATION

The District is responsible to publish a School Accountability Report Card (SARC) for each school annually. The District has worked with Document Tracking Services to collect and compile the information for 2011-12 related to all the areas that are required in the SARC, including pupil achievement as measured by state assessments, API scores for each significant group, class size by grade, estimated expenditures per pupil, the percentage of fully credentialed teachers, the availability of current textbooks and instructional materials, the condition of school facilities, etc.

A copy of the SARC for each site for 2011-12 is now posted on the District website. Printed copies are available at school sites, and a few examples are being provided to the Board at the meeting.

DISTRICT GOAL

I. D. Evaluation and Assessment

POLICY/CODE

Board Policy 0510
Ed Code 33126, 35256

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive the 2011-12 School Accountability Report Cards for information.