

BERKELEY PUBLIC SCHOOLS
2020 Bonar Street, Room 126
Berkeley CA 94702
Phone: (510) 644-8764

BOARD OF EDUCATION – MEETING AGENDA
Sunday, January 12, 2014

BOARD OF EDUCATION

Josh Daniels, President
Judy Appel, Vice President
Karen Hemphill, Director
Beatriz Leyva-Cutler, Director / Clerk
Julie Sinai, Director
Shira Wolkenfeld, Student Director
Lajayah Moore, Student Director

STAFF

Donald E. Evans, Ed.D., Superintendent

MEETING AGENDA

Sunday, January 12, 2014

The Presiding Officer will call the meeting to order at 9:30 a.m.

Approve Agenda of January 12, 2014

OPEN SESSION PUBLIC TESTIMONY

Persons wishing to address the Board should fill out a green speaker card. Public Testimony is limited to **15 minutes with a 3-minute limit per speaker per topic** although the time allotted per speaker may be reduced to 2 minutes at the discretion of the President.

Discussion Item – No approval requested

1. Orientation

CLOSED SESSION - Lunch

The Board may 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. Superintendent's Evaluation

Reconvene OPEN SESSION

Adjournment

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.

2014 BUSD School Board Calendar
Regular Meeting Dates & Anticipated Topics

January	12 Orientation	15 LCAP	29 Student Outcomes
February	12 Student & Family Engagement	19 Curriculum & Course Access	
March	5 [Open]	12 Facility & Fiscal Assets	26 Operations
April	9 LCAP	23 LCAP	30 Student Outcomes
May	14 Student & Family Engagement	21 LCAP	
June	4 Curriculum & Course Access	11 LCAP/Budget	25 LCAP/Budget
July			
August	20 Facility & Fiscal Assets		
September	10 Student Outcomes	17 Student & Family Engagement	
October	1 [Open]	8 Curriculum & Course Access	22 Operations
November	5 Facility & Fiscal Assets	19 LCAP	
December	10 Operations		

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Josh Daniels, President; Judy Appel, Vice President; and Dr. Donald Evans, Superintendent
DATE: January 12, 2014
SUBJECT: 2014 Orientation

BACKGROUND INFORMATION

Traditionally, the School Board has held a retreat/orientation at the start of every calendar year. The focus of the 2014 orientation is on board operations – specifically board bylaws, protocols, responsibilities, reports, and procedures.

The 2014 orientation includes the following segments:

- Presentation and discussion of proposed bylaw changes and additions (led by Vice President Appel and Director Sinai)
- Discussion of board norms and protocols (led by Vice President Appel and Director Sinai)
- Presentation and discussion of proposed expectations for school site liaisons (led by Director Hemphill)
- Overview of changes to board meeting process and timeline (led by Superintendent Evans and President Daniels)
- Overview and discussion of board reports/performance indicators and Friday notes (led by Superintendent Evans and President Daniels)

While additional documents may be presented at the orientation, the documents following this cover sheet will be important to one or more of the aforementioned segments.

POLICY CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Receive for information and give direction on how to proceed with respect to each segment.

[proposed] Board Policy

Philosophy

BB 0100

Philosophy, Goals, Objectives and Comprehensive Plans

As part of its responsibility to establish a guiding vision for the district, the Governing Board shall develop and regularly review a set of fundamental principles which describes the district's beliefs, values or tenets. The Board and district staff shall incorporate this philosophy in all district programs and activities.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 9000 - Role of the Board)

It is the philosophy of the district that:

1. All students can learn and succeed.
2. Every student in the district, regardless of gender, race, special needs, disability, or social, ethnic, language, economic background, sexual orientation or gender identity has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
4. A safe, nurturing environment is necessary for learning.
5. Parents/guardians have a right and an obligation to participate in their child's schooling.
6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
7. Early identification of student learning and behavioral difficulties contribute to student success.
8. Students and staff respond positively to high expectations and recognition for their accomplishments.
9. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
10. The diversity of the student population and staff enriches the learning experience for all students.

Comment [JA1]: Needs staff/legal review

Comment [JA2]: "success of our students...?"

Comment [JA3]: Seeing each student's strengths and needs, early identification, individual ed plan

11. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
12. A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
13. The community provides an essential resource to the educational program.
14. Effective communication with all stakeholders helps build support for the schools.
15. Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.

Legal Reference:

EDUCATION CODE

51002 Local development of programs based on stated philosophy and goals

51019 Definition of philosophy

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

Board Bylaw

Governance Standards

BB 9005
Board Bylaws

The Governing Board believes that its primary responsibility is to act in the best interests of every student in the district. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the district. To maximize Board effectiveness and public confidence in district governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

(cf. [9000](#) - Role of the Board)

(cf. [9270](#) - Conflict of Interest)

The Board expects its members to work with each other, ~~and~~ the Superintendent and district staff to ensure that a high-quality education is provided to each student. Each individual Board member shall uphold the following governing principles:

1. Keep learning and achievement for all students as the primary focus
2. Value, support and advocate for public education

(cf. [9010](#) - Public Statements)

3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community

~~4. Act with dignity, and understand the implications of demeanor and behavior~~

~~4~~5. Keep confidential matters confidential

~~5~~6. ~~Participate in professional development and commit~~Commit the time and energy necessary to be an informed and effective leader and participate in professional development

~~6~~

~~7~~7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Superintendent and staff

~~7~~8. Understand that authority rests with the Board as a whole and not with individuals and that an individual Board member has no legal authority to direct the Superintendent on an individual basis. Refrain from making statements of personal opinion that would be interpreted as having Board approval, either during Board meetings or out of meetings

[8. Periodically evaluate its' own effectiveness](#)

(cf. [9200](#) - Limits of Board Member Authority)

Board members ~~also~~ shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:

~~1. Keep the district focused on learning and achievement for all students~~

Comment [JA1]: This seems repetitive.

~~12.~~ Communicate a common vision

(cf. [0000](#) - Vision)

(cf. [0200](#) - Goals for the School District)

~~32.~~ Operate openly, with trust and integrity

~~34.~~ Govern in a dignified and professional manner, treating everyone with civility and respect

~~45.~~ Govern within Board-adopted policies and procedures and abide by and uphold the adopted policies of the Board regardless of whether the individual Board member voted for the adoption ~~or not~~

~~56.~~ Take collective responsibility for the Board's performance

~~7.~~ [Periodically evaluate its own effectiveness](#)

~~68.~~ Ensure opportunities for the diverse range of views in the community to inform Board deliberations

(cf. [1220](#) - Citizen Advisory Committees)

(cf. [9323](#) - Meeting Conduct)

Legal Reference:

EDUCATION CODE

[35010](#) Power of governing board to adopt rules for its own governance

[35160](#) Board authority to act in any manner not conflicting with law

[35164](#) Actions by majority vote

GOVERNMENT CODE

|
[1090](#) Financial interest in contract

[1098](#) Disclosure of confidential information

[1125-1129](#) Incompatible activities

[54950-54963](#) The Ralph M. Brown Act

[87300-87313](#) Conflict of interest code

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

CSBA: www.csba.org

Bylaw BERKELEY UNIFIED SCHOOL DISTRICT

Adopted: April 20, 2005 Berkeley, California

DRAFT

Board Bylaw

President

BB 9121

Board Bylaws

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9100 - Organization)

The president shall represent the interests of the entire board as a whole and not as an individual.

(cf. 9010 – Public Statements)
(cf. 9200 – Limits of Board Member Authority)

The president shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time.
2. Make required disclosures before and after closed sessions

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)

3. **Announce the title of each agenda item as it appears on the agenda**
4. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
5. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
6. Explain what the effect of a motion would be if it is not clear to every member
7. Restrict discussion to the question when a motion is before the Board
8. Rule on issues of parliamentary procedure
9. Put motions to a vote, and state clearly the results of the vote

10. Conduct meetings in a fair and even manner and shall model and encourage adherence to the Board's governance standards

(cf. 9323 - Meeting Conduct)

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board
2. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law
3. Consulting with the Superintendent or designee on the preparation of the Board's agendas
4. Agendize all items relating to the Superintendent's evaluation and contract

(cf. 9322 - Agenda/Meeting Materials)

5. Working with the Superintendent to ensure that Board members have necessary materials and information [Role of clerk?]

6. Subject to Board approval, appointing and dissolving all committees and appointing the membership of all committees and designating the chair

(cf. 9130 - Board Committees)

7. Designating members to represent the Board at various educational boards, local, and membership organizations.

8. Making all public statements on behalf of the board in conjunction with the Superintendent or other designated representative.

(cf. 1112 - Media Relations)

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the vice president shall perform the president's duties. In the case of a resignation, the board will elect a new president within two consecutive meetings of the date of resignation. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.

(cf. 9123 - Clerk)

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Draft: 1/11/14

DRAFT

Board Bylaw

Secretary

BB 9122

Board Bylaws

Note: The following optional bylaw should be modified to reflect district practice. Education Code 35025 provides that the Board may employ a non-Board member to serve as secretary and bookkeeper for the Board.

The Governing Board shall appoint the Superintendent to serve as secretary to the Board. The secretary to the Board shall be responsible for maintaining an accurate and complete record of all Board proceedings and shall:

1. Prepare, distribute and maintain the Board agenda
(cf. 9322 - Agenda/Meeting Materials)
2. Record, distribute and maintain the Board minutes
(cf. 9324 - Minutes and Recordings)
3. Maintain Board records and documents
4. Conduct official correspondence for the Board
5. As directed by the Board, sign and execute official papers
6. Perform other duties as assigned by the Board

(cf. 2111 - Superintendent Governance Standards)

Legal Reference:

EDUCATION CODE

35025 Secretary and bookkeeper

35143 Annual organizational meetings; dates and notice

35250 Duty to keep certain records and reports

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

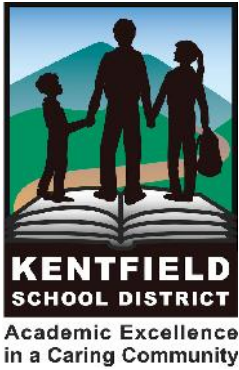
Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

(7/84 9/89) 7/03

DRAFT



GOVERNANCE TEAM NORMS

We agree to:

- focus on the best interest of all students at every grade level
- begin on time; end on time
- work as a team
- respect and listen to all options, opinions, and styles
- actively participate in board meetings, workshops and district events
- come prepared and be fully present and engaged
- be open to new ideas
- exhibit positive body language, mannerism, and tone of voice
- engage in active listening; do not interrupt; avoid side conversations
- disagree agreeably
- no surprises
- assume good will

BOARD MEMBER SCHOOL SITE LIAISON ASSIGNMENTS

To identify school board members by their initials, please see the "Board Member Information" page.

	#	BL	JD	JA	JS	KH	LM	SW
Berkeley Adult School (burr Guthrie@berkeley.net)	1			X				
Berkeley Arts Magnet (kristin collins@berkeley.net)	1				X			
Berkeley High School (pasquale scuderi@berkeley.net)	4			X	X	X		X
Berkeley Technology Academy (sheila quintana@berkeley.net)	2		X				X	
Child Development Centers (maria carriedo@berkeley.net)	1	X						
Cragmont (evelyn bradley@berkeley.net)	1		X					
Emerson (susan hodge@berkeley.net)	1		X					
Independent Study (edith smiley@berkeley.net)	1					X		
Jefferson (maggie riddle@berkeley.net)	1					X		
John Muir (audrey amos@berkeley.net)	1				X			
King (janet levenson@berkeley.net)	2	X		X				
LeConte (veronica cavalerio@berkeley.net)	1	X						
Longfellow (pats adler@berkeley.net)	2				X			X
Malcolm X (alex hunt@berkeley.net)	1			X				
Oxford (beth rhine@berkeley.net)	1			X				
Rosa Parks (paco furlan@berkeley.net)	1	X						
Thousand Oaks (jennifer corn@berkeley.net)	1	X						
Washington (mel stenger@berkeley.net)	1					X		
Willard (debbie dean@berkeley.net)	2		X				X	
TOTALS	26	5	4	5	4	4	2	2

2014 BOARD MEETING AND PREPARATION CALENDAR

Board Mtg Date	Lead sheet due	Final docs due	Supt/P/ VP confer	Agenda review (2p)	Topics to Brd	Send to print/post	Brd Qs for staff	Holidays
Jan 15	Jan 6*	Jan 7*	Jan 8* (before 2p)	Jan 8	Jan 9	Jan 10	Jan 12	
Jan 29	Jan 16	Jan 21*	Jan 22* (before 2p)	Jan 22	Jan 23	Jan 24	Jan 26	Jan 20
Feb 12	Jan 30	Feb 3	Feb 4	Feb 5	Feb 6	Feb 7	Feb 9	
Feb 19	Feb 6	Feb 10	Feb 11	Feb 12	Feb 13	Feb 13*	Feb 16	Feb 14, 17
Mar 5 (open)	Feb 20	Feb 24	Feb 25	Feb 26	Feb 27	Feb 28	Mar 2	
Mar 12	Feb 27	Mar 3	Mar 4	Mar 5	Mar 6	Mar 7	Mar 9	
Mar 26	Mar 13	Mar 17	Mar 18	Mar 19	Mar 20	Mar 21	Mar 23	
Apr 9	Mar 20*	Mar 24*	Mar 25*	Mar 26*	Mar 27*	Mar 28*	Apr 6	Mar 31- Apr 4
Apr 23	Apr 10	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 20	
Apr 30	Apr 17	Apr 21	Apr 22	Apr 23	Apr 24	Apr 25	Apr 27	
May 14	May 1	May 5	May 6	May 7	May 8	May 9	May 11	
May 21	May 8	May 12	May 13	May 14	May 15	May 16	May 18	May 19
June 4	May 22	May 27*	May 28* (before 2p)	May 28	May 29	May 30	Jun 1	May 26
Jun 11	May 29	Jun 2	Jun 3	Jun 4	Jun 5	Jun 6	Jun 8	
Jun 25	Jun 12	Jun 16	Jun 17	Jun 18	Jun 19	Jun 20	Jun 22	
Aug 20	Aug 7	Aug 11	Aug 12	Aug 13	Aug 14	Aug 15	Aug 17	
Sep 10	Aug 28	Sep 2	Sep 3 (before 2p)	Sep 3	Sep 4	Sep 5	Sep 7	Sep 1
Sep 17	Sep 4	Sep 8	Sep 9	Sep 10	Sep 11	Sep 12	Sep 14	
Oct 1 (open)	Sep 18	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 28	
Oct 8	Sep 25	Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 5	
Oct 22	Oct 9	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 19	
Nov 5	Oct 23	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 2	
Nov 19	Nov 6	Nov 11	Nov 12 (before 2p)	Nov 12	Nov 13	Nov 14	Nov 16	Nov 10
Dec 10	Nov 25	Dec 1	Dec 2	Dec 3	Dec 4	Dec 5	Dec 7	

* Indicates deviation from normal progression due to holidays or breaks.

**Berkeley Unified School District
Board Reports/Performance Indicators**

REPORTS/INDICATORS	REQ'D?	DISC or INFO?
STUDENT OUTCOME ITEMS		
Adequate Yearly Progress Report	No	
Annual Report on EL Achievement	Yes	
Assessment of Progress on 2020 Vision/Closing Opportunity Gap	Yes	
BHS Report	No	
California Healthy Kids Survey (bi-annual report)	Yes	
Fall Enrollment and Class Size Report	No	
Report on Adult School Benchmarks	No	
Report on Career Technical Education	Yes	
Student Attendance Report	No	
STUDENT & FAMILY ENGAGEMENT ITEMS		
Diversity Make-up of School Governance Councils	No	
CURRICULUM & COURSE ACCESS ITEMS		
Report on CCSS Implementation	No	
FACILITY, FINANCIAL, OVERSIGHT & COMPLIANCE ITEMS		
Annual Audit and Audit Committee Report	Yes	
Annual Facilities Plan	Yes	
Bond Financial Update	Yes	
BSEP Annual Report	Yes	
BSEP Budgets	Yes	
CALPADS	Yes	
First Interim Budget	Yes	
Interdistrict Permit Report	No	
Measure H Financial Reports	Yes	
Mid-Year Facilities Report	No	
Monthly Facility Reports	No	
Oversight Report on Charter School	Yes	
Report on Diversity Balance in Schools	No	
Report on Employee Evaluations	No	
Report on IEP Compliance by Site	No	
School Accountability Report Cards	Yes	
School Safety Plans	Yes	
School Site Plans with BSEP	Yes	
Second Interim Budget	Yes	
Updated Board Policies and Administrative Regulations	Yes	
Williams Settlement and Uniform Complaints	Yes	