

**BERKELEY PUBLIC SCHOOLS**  
**BOARD ROOM: 2020 Bonar Street, Berkeley CA 94702**  
**Phone: (510) 644-8764**

***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](tel:510-644-6206)***

El Distrito Escolar Unificado de Berkeley tiene la intención de proporcionar adaptaciones especiales en conformidad con el *Americans with Disabilities Act of 1990* (Ley de Americanos con Discapacidades de 1990). Si usted desea una adaptación especial, por favor comuníquese con el personal de la Oficina del Superintendente 48 horas antes de la reunión al [510-644-6206](tel:510-644-6206).

**BOARD OF EDUCATION – MEETING AGENDA**

Wednesday, March 26, 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/Secretary  
Javetta Cleveland, Deputy Superintendent  
Neil Smith, Asst. Supt., Educational Services  
Delia Ruiz, Asst. Supt., Human Resources  
Jana Jandra, Board Recorder

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**BOARD OF EDUCATION MEETING AGENDA**

The Presiding Officer will call the meeting to order at 5:00 p.m.

The Board will tour the new Board room and then recess to Closed Session.

**The Official Ribbon Cutting Ceremony and opening of Board Room will take place at 7:15 p.m.**

Open Session will convene at the conclusion of these events.

**Closed Session**

The Board may recess into Closed Session before or after the public meeting 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. Collective Bargaining
  - Update on BFT
  - Update on BCCE
  - Update on UBA
  - Update on Local 21
- b. Student Expulsions
  - Student Case No. 1112-10-102895 – recommended for readmission
  - Student Case No. 1213-09-051606 – recommended for readmission
- c. Public Employee Discipline/Dismissal/Release/Evaluation
  - Separation Agreement
  - Suspension of Classified Employee

**CLOSED SESSION PUBLIC TESTIMONY**

Persons wishing to address the Board should fill out a green speaker card. **Cards turned in by 5:00 p.m. will be given priority.** Speakers will be randomly selected based on topic and position, with BUSD students generally given priority. 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.

**OPEN SESSION**

Roll Call

Approve Agenda of March 26, 2014

Read Mission and Meeting Overview

Closed Session Report

**OPEN SESSION PUBLIC TESTIMONY (1<sup>st</sup> opportunity)**

Persons wishing to address the Board should fill out a green speaker card. **Cards turned in by 7:15 p.m. will be given priority.** Speakers will be randomly selected based on topic and position, with BUSD students generally given priority. Public Testimony is limited to **30 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.

Union Comments: Representatives from each union are given the opportunity to address the Board on any issue, 5 minutes per union. (Order rotates).

- \_\_\_\_\_ BFT
- \_\_\_\_\_ BCCE
- \_\_\_\_\_ Local 21
- \_\_\_\_\_ UBA

Committee Comments: Representatives from District committees that include members of the public are given the opportunity to address the Board on any issue. 5 minutes per committee.

- \_\_\_\_\_ BSEP Program & Oversight Committee
- \_\_\_\_\_ Measure I Construction Bond Oversight Committee
- \_\_\_\_\_ Measure H Oversight Committee
- \_\_\_\_\_ Parent Advisory Committee
- \_\_\_\_\_ District EL Advisory Committee
- \_\_\_\_\_ PTA Council
- \_\_\_\_\_ Audit Committee

Board Member and Superintendent Comments: Board members and the Superintendent are given the opportunity to address any issue.

**Approve Consent Items – approval requested**

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1	Approval of 2014 Summer School Program	<b>9</b>
2	Approval of Annual CALPADS Fall I Student Data	<b>12</b>
3	Approval of Contracts and Purchase Orders	<b>16</b>
4	Approval of Warrants Issued in February 2014	<b>17</b>
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6	Acceptance of Gifts and Donations	<b>21</b>

7	Approval of Resolution Marking March 20 - April 23 - The Cesar Estrada Chavez Commemorative Period in the Berkeley Unified School District	<b>22</b>
8	Approval of Human Resources Report	<b>25</b>
9	Approval of School Safety Plans and Disaster Plans	<b>29</b>
10	Approval of Out of State Travel and Overnight Field Trips	<b>31</b>
11	Approval of Contract with Bay Construction to Relocate the Garden at Whittier (Berkeley Arts Magnet)	<b>33</b>
12	Approval of Contract with Zolman Construction to Build the Pre-School Expansion at King and Franklin Project	<b>35</b>
13	Approve a Direction to Expend California Clean Energy Jobs Act (Proposition 39) Energy Funds and Review Energy Usage at Berkeley Schools	<b>38</b>
14	Approval of Contract with WLC Architects to Provide Design Services for the LeConte Modernization Project	<b>42</b>
15	Approval of Contract with Baker Vilar Architects to Provide Design Services for the John Muir Modernization Project	<b>43</b>
16	Approval of Contract with WLC Architects to Provide Design Services for the BHS Donahue Gymnasium Solar and Modernization Project	<b>44</b>
17	Approval of Contract with Baker Vilar Architects to Provide Design Services for the Willard Modernization Project	<b>45</b>
18	Acceptance of the Citizens Construction Oversight Committee Annual Report	<b>46</b>
19	Approval of Board of Education Minutes: 3-12-14	<b>49</b>

**ACTION ITEM** – approval requested

1	Approval of One-Time Expenditure for the Gardening Program (5 min. pres., 15 min. disc.)	<b>54</b>
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**DISCUSSION ITEMS**

1	Overview of BSEP Music Funding History and Trajectory (10 min. pres., 50 min. disc.)	<b>57</b>
2	Presentation on Safe Routes to Schools (10 min. pres., 10 min. disc.)	<b>67</b>
3	Proposed District Reorganization (10 min. pres., 20 min. disc.)	<b>68</b>

OPEN SESSION Public Testimony (2<sup>nd</sup> opportunity). Persons wishing to address the Board should fill out a green speaker card. **Cards turned in for the earlier open session public testimony will be given priority.** Speakers will be randomly selected based on topic and position, with BUSD students generally given priority. 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

Extended Board Member and Superintendent Comments. Board members and the Superintendent are given the opportunity to address any issue.

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.

## BOARD MEMBER INFORMATION

	<b>Office Hours Dates &amp; Times</b>	<b>Office Hours Location</b>	<b>Priority (Primary)</b>	<b>Priority (Secondary)</b>
<b>Beatriz Leyva-Cutler (BL)</b> beatrizleyva-cutler@berkeley.net 510-644-6550	2nd Thursday 4:00p-6:00p	Casa Latina (1801 San Pablo Ave.)	Family Engagement	Common Core State Standards
<b>Josh Daniels (JD)</b> joshdaniels@berkeley.net 510-213-8683	2nd Saturday 1:00pm-3:00pm	Café Espresso Roma (2960 College Ave.)	Planning for Next BSEP Measure	Local Control & Accountability Plan
<b>Judy Appel (JA)</b> judyappel@berkeley.net 510-644-6550	3rd Saturday 10:00am-12:00pm	Mojos Café (2517 Sacramento St.)	Common Core State Standards	Family Engagement
<b>Julie Sinai (JS)</b> juliesinai@berkeley.net 510-644-6550	Monthly (see website for details)	Monthly (see website for details)	2020 Vision	Planning for Next BSEP Measure
<b>Karen Hemphill (KH)</b> karenhemphill@comcast.net 510-644-6550	2nd Saturday 10:00am-11:30am	Café Leila (1724 San Pablo Ave.)	Local Control & Accountability Plan	2020 Vision
<b>LaJayah Moore (LM)</b> lajayahmoore@students.berkeley.net 510-644-6550	N/A	N/A	Student Engagement	N/A
<b>Shira Wolkenfeld (SW)</b> shirawolkenfeld@students.berkeley.net 510-644-6550	N/A	N/A	Student Engagement	N/A

*We, the members of the Berkeley School Board, encourage members of the public to contact us and share your ideas, thoughts, and concerns regarding our schools. You can contact us individuals via email or phone as detailed above and/or you can attend any of the office hours detailed above. You can also email the entire School Board directly at [BoardofEd@berkeley.net](mailto:BoardofEd@berkeley.net) .*

*Nosotros, los miembros de la Mesa Directiva de Berkeley, animamos a los miembros del público a comunicarse con nosotros y compartir sus ideas, pensamientos y preocupaciones con respecto a nuestras escuelas. Puede comunicarse con nosotros individuos vía correo electrónico o teléfono, indicados más arriba, y / o puede asistir a cualquiera de las horas de oficina detalladas arriba. También puede enviar un correo electrónico directamente a toda la Mesa Directiva a [BoardofEd@berkeley.net](mailto:BoardofEd@berkeley.net)*

## **BOARD MEMBER COMMITTEE ASSIGNMENTS**

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

	#	BL	JD	JA	JS	KH	LM	SW
<b>2x2</b> (deborahturner@berkeley.net)	2			X	X			
<b>Audit</b> (geraldinemorgan@berkeley.net)	2		X		X			
<b>Berkeley Alliance</b> (pharrison-small@berkeleyalliance.org)	1				X			
<b>BSEP P&amp;O</b> (natashaberry@berkeley.net)	2		X		X			
<b>BSEP Renewal Planning Workgroup</b> (natashaberry@berkeley.net)	2		X		X			
<b>BTSA</b> (juliannasikes@berkeley.net)	1	X						
<b>Cesar Chavez Commemorative Workgroup</b> (charitydamarto@berkeley.net)	1	X						
<b>Construction Bond Oversight Committee</b> (chanitastevenson@berkeley.net)	1					X		
<b>District EL Advisory Committee/EL Parent Advisory Committee</b> (charitydamarto@berkeley.net)	1	X						
<b>Measure H/Maintenance Oversight Committee</b> (lewjones@berkeley.net)	1					X		
<b>Next District Strategic Plan Workgroup</b> (donaldevans@berkeley.net)	2	X		X				
<b>Parent Advisory Committee</b> (neilsmith@berkeley.net)	2			X		X		
<b>Policy Committee</b> (deborahturner@berkeley.net)	2			X		X		
<b>Project Labor Agreement Workgroup</b> (lewjones@berkeley.net)	1					X		
<b>PTA Council</b> (president@berkeleypta.org)	1		X					
<b>Student Attendance Review Board (SARB)</b> (susancraig@berkeley.net)	1	X						
<b>Supt Budget Advisory Committee (SBAC)</b> (jaynitschke@berkeley.net)	3			X			X	X
<b>TOTALS</b>	<b>26</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>1</b>

### **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
<b>Berkeley Adult School</b> (burr Guthrie@berkeley.net)	1			X				
<b>Berkeley Arts Magnet</b> (kristin collins@berkeley.net)	1				X			
<b>Berkeley High School</b> (pasqualescuderi@berkeley.net)	4			X	X	X		X
<b>Berkeley Technology Academy</b> (sheilaquintana@berkeley.net)	2		X				X	
<b>Child Development Centers</b> (maria carriedo@berkeley.net)	1	X						
<b>Cragmont</b> (evelynbradley@berkeley.net)	1		X					
<b>Emerson</b> (susan hodge@berkeley.net)	1		X					
<b>Independent Study</b> (edithsmiley@berkeley.net)	1					X		
<b>Jefferson</b> (maggieriddle@berkeley.net)	1					X		
<b>John Muir</b> (audreyamos@berkeley.net)	1				X			
<b>King</b> (janetlevenson@berkeley.net)	2	X		X				
<b>LeConte</b> (veronicavalerio@berkeley.net)	1	X						
<b>Longfellow</b> (patsaddler@berkeley.net)	2				X			X
<b>Malcolm X</b> (alexhunt@berkeley.net)	1			X				
<b>Oxford</b> (bethrhine@berkeley.net)	1			X				
<b>Rosa Parks</b> (pacofurlan@berkeley.net)	1	X						
<b>Thousand Oaks</b> (jennifer corn@berkeley.net)	1	X						
<b>Washington</b> (melstenger@berkeley.net)	1					X		
<b>Willard</b> (debbiedean@berkeley.net)	2		X				X	
<b>TOTALS</b>	<b>26</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>2</b>

**2014 BUSD School Board Calendar**  
*Regular Meeting Dates & Anticipated Topics*

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

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed. D., Superintendent  
**FROM:** Neil Smith, Assistant Superintendent, Educational Services  
**DATE:** March 26, 2014  
**SUBJECT:** 2014 Summer School Program

## **BACKGROUND INFORMATION**

The model proposed for 2014 is intended to provide summer programs targeted to Special Education students and students not meeting grade level standards. Two programs that serve as alternatives to summer school are also described below.

This year staff is proposing to expand support for elementary school students achieving below grade level by offering a K-5 Academic Enrichment morning program for four weeks for identified students. This program will be in addition to the traditional BEARS summer program but will include BEARS students. Staff is also proposing to change the model of the high school program in order to attract more BUSD teachers to teach the courses. Each high school class will meet for three hours each day for 19 days, and classes will be scheduled in both the morning and the afternoon. In the past, classes were two hours long for 27 days. This new model has been used successfully in Albany Unified School District, and staff believes it will work more effectively for teachers and students.

## PRE-K BRIDGE PROGRAM

A summer program is being scheduled for the students entering Kindergarten in BUSD who have never attended a pre-school program. The five-week program will enroll up to 18 students and will be housed at Malcolm X. The program will include parent trainings, health and dental screenings for students, and literacy support. This targeted program is taught by a pre-school teacher and a kindergarten teacher to provide intensive support for students prior to beginning kindergarten. Funding for this program will come from First 5 Alameda County and the District's Child Development budget.

## ACADEMIC ADVANCEMENT (K-5)

This new program will provide 19 days of academic enrichment, taught by BUSD teachers, to students who are in need of academic support. The focus will be on literacy and the new Common Core math, using curriculum from the Teacher College Reading and Writing Project and A Story of Units. The program will be held at LeConte and Malcom X, and students will be offered bussing from other parts of BUSD in order to participate. Students may also participate in BEARS after the morning academic program. This

year the pilot program will be funded through General Fund, Title I, and Child Development funding.

#### BEARS ELEMENTARY SCHOOL (K-5)

An all-day summer program is available to qualified students through the District's BEARS program (June 16 through August 26). The BEARS program will be consolidated at two sites, Malcolm X and LeConte during the most of the summer. The program includes academics and enrichment for students whose parents are in need of summer child care and qualify for the BEARS, funding for which is included in the Child Development budget. Meals will be provided by the City at Malcolm X and Nutrition Services at LeConte.

#### MIDDLE SCHOOL (6-8)

As an alternative to summer school, the three middle schools have enrolled students who are not succeeding academically in afterschool support classes during this school year. Providing services to students immediately rather than waiting for summer has proven to be a more effective way to ensure their successful completion of academic requirements. Students attend classes 2-3 days per week to receive support from regular classroom teachers. This has been funded from the intervention/summer school budget, and staff is proposing to continue this model next year.

Last summer, staff held a special Bridge Program in August for identified students entering sixth grade as part of the Plan to Accelerate the Achievement of African-American Students. The details of this program for 2014 are still being developed and will be presented to the Board at a later date. The cost of this program is not included below.

#### HIGH SCHOOL (9-12)

Current eleventh and twelfth grade students enrolled at Berkeley High or Berkeley Technology Academy will be provided the opportunity to make up credits needed for high school graduation through summer school. The four-week, double session high school program (June 23 through July 18) will offer a limited number of courses required for graduation for students who need to make up credits. Cyber High will also be available. Students may enroll in one or two semester courses. All classes will be held at BHS. Meals will be provided by Nutrition Services.

B-Tech offers an alternative to summer school by providing a 7<sup>th</sup> period intervention program throughout the school year to allow students to make up credits and receive intervention support. This is in lieu of a summer program on that campus that in the past has been very small. Many students have taken advantage of the after school program, and Principal Quintana believes it is more supportive of students than the summer program with unfamiliar teachers. B-Tech students do have the option to take summer school classes at BHS if they choose.

### BHS BRIDGE

Berkeley High will again host a two-week Bridge program for incoming freshmen who would benefit from advanced exposure to BHS, its culture, expectations, and strategies to make a successful transition from middle school. This program also provides a component for students during the school year during seventh period to continue the support for these students during their BHS career. In addition, BHS will hold summer Bridge programs for the current 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade cohorts of students who have been participating in the Bridge program, keeping them on track to graduate and enroll in college.

### Special Education Extended School Year (Pre-K to 12)

These programs are for students whose I.E.P.s specify an extended school year.

Elementary Special Education students will attend summer school with the BEARS program. The 3.5 hour program includes lunch. The dates for the Special Education program will be June 23-July 18.

PreSchool Special Education is a five-week program and will be held from June 23 to July 25. The site has yet to be determined since there will be construction at both Franklin Pre-School and King Child Development Center.

Middle School and High School Special Education students will be hosted at BHS and will follow the BHS summer school calendar.

### **DISTRICT GOAL**

II. Strategies to Promote Student Success

### **POLICY/CODE**

Education Code 37252

### **FISCAL IMPACT**

Approximately \$550,000 in District funds and a grant of \$12,000:

\$110,000, from the LCFF Base funding

\$15,000 from Title I funding

\$275,000 from the Child Development Budget

\$150,000 from the Special Education Budget

\$12,000 from First 5 Grant

### **STAFF RECOMMENDATION**

Approve the 2014 Summer School Program.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** March 26, 2014  
**SUBJECT:** Annual CALPADS Fall 1 Student Data

### **BACKGROUND INFORMATION**

The first Wednesday in October is the day selected by the state for determining enrollment information from school districts. This data is provided for information.

The following charts provide:

- 1) The number of Free or Reduced lunch Students, the number of EL students and the total number of targeted students (which includes foster youth).
- 2) The languages spoken by families.
- 3) For students who have been in United States for 3 years or less, their national origin. This report was previously known as the SNOR report.

### **DISTRICT GOALS**

I. Curriculum and Instruction  
V. Resources

### **POLICY/CODE**

None

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Receive for information.

**CALPADS Fall 1 - October 2, 2014**

**Primary Language**

<b>Primary Language</b>	<b>#EL</b>	<b># IFEP</b>	<b># RFEP</b>	<b># TBD</b>	<b>Total ELAS</b>	<b>% of students</b>	<b>% Total ELAS</b>
11 - Arabic	71	29	25	0	125	1.3%	5.3%
12 - Armenian	1	0	0	0	1	0.0%	0.0%
61 - Bengali	1	2	1	0	4	0.0%	0.2%
03 - Cantonese	14	14	20	0	48	0.5%	2.0%
15 - Dutch	0	4	2	0	6	0.1%	0.3%
16 - Farsi (Persian)	7	21	5	0	33	0.3%	1.4%
05 - Filipino (Pilipino or Tagalog)	4	7	3	0	14	0.1%	0.6%
17 - French	39	40	7	0	86	0.9%	3.6%
18 - German	8	36	15	0	59	0.6%	2.5%
19 - Greek	0	6	0	0	6	0.1%	0.3%
43 - Gujarati	1	2	1	0	4	0.0%	0.2%
21 - Hebrew	3	13	0	1	17	0.2%	0.7%
22 - Hindi	4	3	3	0	10	0.1%	0.4%
26 - Indonesian	3	0	0	0	3	0.0%	0.1%
27 - Italian	8	14	5	0	27	0.3%	1.1%
08 - Japanese	19	18	10	0	47	0.5%	2.0%
09 - Khmer (Cambodian)	1	0	2	0	3	0.0%	0.1%
04 - Korean	17	14	9	0	40	0.4%	1.7%
51 - Kurdish (Kurdi, Kurmanji)	0	1	0	0	1	0.0%	0.0%
10 - Lao	3	2	1	0	6	0.1%	0.3%
07 - Mandarin (Putonghua)	10	12	10	0	32	0.3%	1.4%
48 - Marshallese	0	1	0	0	1	0.0%	0.0%
44 - Mien (Yao)	0	0	2	0	2	0.0%	0.1%
99 - Other non-English languages	108	89	53	0	250	2.6%	10.6%
40 - Pashto	5	1	3	0	9	0.1%	0.4%
41 - Polish	2	0	0	0	2	0.0%	0.1%
06 - Portuguese	8	16	5	0	29	0.3%	1.2%
28 - Punjabi	22	4	3	0	29	0.3%	1.2%
45 - Rumanian	0	1	0	0	1	0.0%	0.0%
29 - Russian	10	7	7	0	24	0.3%	1.0%
30 - Samoan	3	1	0	0	4	0.0%	0.2%
52 - Serbo-Croatian (Bosnian, Croatian, Serbian)	0	0	2	0	2	0.0%	0.1%
01 - Spanish	606	373	329	0	1308	13.7%	55.4%
32 - Thai	7	2	1	0	10	0.1%	0.4%
57 - Tigrinya	11	6	5	0	22	0.2%	0.9%
33 - Turkish	4	3	0	0	7	0.1%	0.3%
35 - Urdu	26	8	18	0	52	0.5%	2.2%
02 - Vietnamese	12	13	10	0	35	0.4%	1.5%
<b>TOTAL</b>	<b>1038</b>	<b>763</b>	<b>557</b>	<b>1</b>	<b>2359</b>	<b>24.6%</b>	<b>100.0%</b>

**CALPADS October 2, 2013 Data**

	School Total	Gender - Female		Gender - Male		Hispanic		Am Indian - Alaskan		Asian		Black/African American		Nat Hwiin Othr Pac Isl		White		Multiple		Missing	
School Name	#	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Berkeley Arts Magnet	421	210	49.9%	211	50.1%	68	16.2%	0	0.0%	47	11.2%	57	13.5%	3	0.7%	169	40.1%	67	15.9%	10	2.4%
Berkeley High	3145	1573	50.0%	1572	50.0%	658	20.9%	11	0.3%	296	9.4%	661	21.0%	5	0.2%	1186	37.7%	311	9.9%	17	0.5%
Berkeley Technology Academy	102	51	50.0%	51	50.0%	21	20.6%	1	1.0%	3	2.9%	58	56.9%	0	0.0%	8	7.8%	9	8.8%	2	2.0%
Cragmont Elementary	421	203	48.2%	218	51.8%	107	25.4%	4	1.0%	16	3.8%	70	16.6%	0	0.0%	159	37.8%	59	14.0%	6	1.4%
Emerson Elementary	297	150	50.5%	147	49.5%	68	22.9%	0	0.0%	23	7.7%	62	20.9%	1	0.3%	105	35.4%	35	11.8%	3	1.0%
Jefferson Elementary	338	149	44.1%	189	55.9%	58	17.2%	1	0.3%	33	9.8%	44	13.0%	0	0.0%	141	41.7%	59	17.5%	2	0.6%
John Muir Elementary	282	133	47.2%	149	52.8%	57	20.2%	0	0.0%	26	9.2%	68	24.1%	0	0.0%	92	32.6%	35	12.4%	4	1.4%
Leconte Elementary	344	179	52.0%	165	48.0%	137	39.8%	4	1.2%	19	5.5%	62	18.0%	0	0.0%	81	23.5%	40	11.6%	1	0.3%
Longfellow Middle	500	251	50.2%	249	49.8%	172	34.4%	1	0.2%	29	5.8%	135	27.0%	0	0.0%	126	25.2%	37	7.4%	0	0.0%
Malcolm X Elementary	527	271	51.4%	256	48.6%	69	13.1%	0	0.0%	36	6.8%	113	21.4%	0	0.0%	217	41.2%	84	15.9%	8	1.5%
Martin Luther King Middle	915	468	51.1%	447	48.9%	172	18.8%	1	0.1%	80	8.7%	154	16.8%	5	0.5%	388	42.4%	109	11.9%	6	0.7%
NPS School Group for BUSD	34	9	26.5%	25	73.5%	3	8.8%	0	0.0%	0	0.0%	12	35.3%	0	0.0%	16	47.1%	3	8.8%	0	0.0%
Oxford Elementary	318	158	49.7%	160	50.3%	46	14.5%	1	0.3%	20	6.3%	61	19.2%	1	0.3%	121	38.1%	66	20.8%	2	0.6%
Rosa Parks Elementary	482	207	42.9%	275	57.1%	130	27.0%	0	0.0%	28	5.8%	58	12.0%	0	0.0%	205	42.5%	59	12.2%	2	0.4%
Thousand Oaks Elementary	472	212	44.9%	260	55.1%	180	38.1%	1	0.2%	36	7.6%	47	10.0%	1	0.2%	156	33.1%	45	9.5%	6	1.3%
Washington Elementary	471	217	46.1%	254	53.9%	55	11.7%	0	0.0%	42	8.9%	72	15.3%	2	0.4%	234	49.7%	56	11.9%	10	2.1%
Willard Middle	511	261	51.1%	250	48.9%	93	18.2%	1	0.2%	55	10.8%	136	26.6%	0	0.0%	167	32.7%	56	11.0%	3	0.6%
<b>Districtwide Totals</b>	<b>9580</b>	<b>4702</b>	<b>49.1%</b>	<b>4878</b>	<b>50.9%</b>	<b>2094</b>	<b>21.9%</b>	<b>26</b>	<b>0.3%</b>	<b>789</b>	<b>8.2%</b>	<b>1870</b>	<b>19.5%</b>	<b>18</b>	<b>0.2%</b>	<b>3571</b>	<b>37.3%</b>	<b>1130</b>	<b>11.8%</b>	<b>82</b>	<b>0.9%</b>

**CALPADS October 2, 2013**

<b>School Name</b>	<b>Total Enrollment</b>	<b>Free/Reduced Lunch</b>		<b>English Learners</b>		<b>Unduplicated FRPM/EL/Foster Youth Total</b>	
		<b>%</b>	<b>Count</b>	<b>%</b>	<b>Count</b>	<b>%</b>	<b>Count</b>
Berkeley Arts Magnet at Whittier	421	41.8%	176	16.4%	69	46.1%	194
Berkeley High	3145	32.2%	1014	6.2%	195	34.5%	1085
Berkeley Technology Academy	102	71.6%	73	11.8%	12	75.5%	77
Cragmont Elementary	421	38.0%	160	14.3%	60	42.8%	180
Emerson Elementary	297	41.8%	124	11.4%	34	43.1%	128
Jefferson Elementary	338	35.2%	119	9.5%	32	36.1%	122
John Muir Elementary	282	55.0%	155	13.1%	37	57.1%	161
Leconte Elementary	344	54.7%	188	25.0%	86	58.7%	202
Longfellow Middle	500	52.6%	263	12.0%	60	54.0%	270
Malcolm X Elementary	527	36.4%	192	10.8%	57	39.8%	210
Martin Luther King Middle	915	41.1%	376	8.9%	81	43.1%	394
NPS School Group for BUSD	34	29.4%	10	0.0%	0	29.4%	10
Oxford Elementary	318	40.3%	128	10.4%	33	42.8%	136
Rosa Parks Elementary	482	37.1%	179	17.2%	83	40.0%	193
Thousand Oaks Elementary	472	43.4%	205	23.9%	113	48.9%	231
Washington Elementary	471	29.1%	137	11.3%	53	33.1%	156
Willard Middle	511	50.9%	260	6.5%	33	51.3%	262
<b>Total</b>	<b>9580</b>	<b>39.2%</b>	<b>3759</b>	<b>10.8%</b>	<b>1038</b>	<b>41.9%</b>	<b>4011</b>

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed. D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** March 26, 2014  
**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. ITS Inspection to inspect the Franklin and King Pre-school expansion projects. The cost will not exceed \$30,000. To be paid from Measure I. Requested by Lew Jones.
2. Berkeley Public Schools Fund to provide fingerprinting for volunteers as needed for the 2014SY. The cost will not exceed \$50,000. To be paid from the General Fund. Requested by Javetta Cleveland.
3. UC Regents Cal Corps and the Public Service Center to provide tutoring for the After School Program for the 2014SY. The cost will not exceed \$25,000. To be paid from After School program budget, parent fees and restricted donations. Requested by Michele Miguez.
4. ALICE Training Institute to provide violent intruder training sessions for BUSD staff. The cost will not exceed \$12,500. To be paid from General Fund. Requested by Susan Craig.
5. Increase in contract amount, PO 141028, to Tiny Techs Club to provide additional robotics classes for the LEARNS After-School program for the 2014SY. The original purchase order in the amount of \$7,830 was issued on January 15, 2014. The additional amount requested is \$3,240 for a total amount of \$11,070. To be paid from After-School program and Parent Paid fees. Requested by Michele Miguez.

## **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:** Donald Evans, Ed.D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** March 26, 2014  
**SUBJECT:** Approve Listing of Warrants issued in February 2014

### **BACKGROUND INFORMATION**

Each month the District writes several checks to vendors for services provided and goods received. The checks are written against both the Restricted and Unrestricted General Fund. The summaries of warrants for the month of February 2014 are attached for the Board's review.

### **DISTRICT GOAL**

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

### **POLICY/CODE**

Educational Code Section 41010 et seq.

### **FISCAL IMPACT**

\$5,806,232.14 for the month of February 2014 from various funds

### **STAFF RECOMMENDATION**

Approve the monthly bill warrant list for the month of February 2014.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **District Bill Warrants - Accounting Department**

### **BILL WARRANT FOR FEBRUARY 2014**

<b>FUNDS</b>	<b>AMOUNT</b>
<b>GENERAL FUND</b>	<b>\$1,395,050.97</b>
<b>MEASURE BB FUND</b>	<b>\$141,821.65</b>
<b>TRANS FUND</b>	<b>\$0.00</b>
<b>SCHOOL ENRICHMENT FUNDS</b>	<b>\$111,090.68</b>
<b>ADULT FUND</b>	<b>\$23,800.98</b>
<b>CHILD DEVELOPMENT FUND</b>	<b>\$11,847.15</b>
<b>CAFETERIA FUND</b>	<b>\$152,936.63</b>
<b>DEFERRED MAINTENANCE FUND</b>	<b>\$0.00</b>
<b>MEASURES A AND I (BOND FUNDS)</b>	<b>\$2,926,077.98</b>
<b>SELF INSURANCE FUND</b>	<b>\$98,014.55</b>
<b>PAYROLL/BENEFITS CLEARING</b>	<b>\$945,591.55</b>
<b>TOTAL DISTRICT BILL WARRANTS</b>	<b><u><u>\$5,806,232.14</u></u></b>

Approved By :

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**PAULINE E. FOLLANSBEE**  
**DIRECTOR OF FISCAL SERVICES**

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** March 26, 2014  
**SUBJECT:** Payroll Warrants issued in February 2014

### **BACKGROUND INFORMATION**

On a regular basis, the Board receives information on the total amount paid employees during a month. The attached represents a summary of pay warrants from various funds for February 2014.

### **DISTRICT GOAL**

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

### **POLICY/CODE**

Educational Code 41010 et seq.

### **FISCAL IMPACT**

\$7,011,356.77 for February 2014 from various funds

### **STAFF RECOMMENDATION**

Approve payroll payments made in February 2014.

**BERKELEY UNIFIED SCHOOL DISTRICT  
DISTRICT PAYROLL – ACCOUNTING DEPARTMENT  
February 2014**

<u>COMPUTER GENERATED</u>	<u>AMOUNTS</u>
GENERAL FUND	\$5,474,067.27
MEASURE BB FUND	\$185,788.98
BSEP MEASURE A	\$646,154.92
ADULT FUND	\$261,405.42
CAFETERIA FUND	\$155,492.92
CHILD DEVELOPMENT	\$260,271.77
MEASURE A+AA (BOND FUND)	\$17,851.02
SELF INS. FUND	\$10,324.47
<b>TOTALS</b>	<b>\$7,011,356.77</b>

APPROVED BY: \_\_\_\_\_  
Pauline Follansbee, CPA  
Director of Fiscal Services

March 26, 2014



# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** March 26 2014  
**SUBJECT:** Acceptance of Gifts/Donations

## **BACKGROUND INFORMATION**

The Board may accept and utilize on behalf of the District any bequests or gifts of money or property for a purpose deemed to be suited by the Board. The following donations have been presented to the District:

1. Wells Fargo Educational Matching Gift Program Campaign donated \$818.10 to be utilized as needed for Rosa Parks School.
2. King PTA donated \$8,880 to partially fund the Writer's Coach program and \$15,125.38 to partially fund a student activities director, technology support, noon supervision, lifeguards and substitutes for professional development days for a total donation amount of \$24,135.28 for Martin Luther King Middle School.
3. Berkeley Arts Magnet PTA donated an iPad worth \$400 for use by a Special Education teacher at Berkeley Arts Magnet.
4. LifeTouch donated \$1,057.75 to be utilized as needed for Rosa Parks School.

## **DISTRICT GOAL**

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

## **BOARD POLICY**

BP 3290

## **FISCAL IMPACT**

The District received a total \$26,281.23 in donations.

## **STAFF RECOMMENDATION**

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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Beatriz Leyva-Cutler, Director, Board of Education  
**DATE:** March 26, 2014  
**SUBJECT:** Resolution Marking March 20 –April 23, 2014 - The Cesar Estrada Chavez Commemorative Period in the Berkeley Unified School District

### **BACKGROUND INFORMATION**

In 1999, the Berkeley School Board passed a Resolution supporting legislation to establish a state holiday in honor of Cesar Chavez, which would, among other things, support an annual commemoration of Cesar Chavez in public schools, colleges, and universities on March 29th. This legislation passed and the State declared Cesar Chavez' birthday, March 31, an official State holiday. In 2014, March 31st falls on a Monday.

The Resolution before us would establish March 20th to April 23rd as a commemorative period of recognition for Cesar Estrada Chavez in the Berkeley Unified School District. The Resolution promotes the use of school-based activities and programs during this period wherein the life and legacy of Cesar E. Chavez is acknowledged and celebrated annually as part of district activities.

### **DISTRICT GOAL**

IV. Cultural and Linguistic Relevance

### **POLICY/CODE**

None

### **FISCAL IMPACT**

None

### **BOARD MEMBER RECOMMENDATION**

Approve Resolution

**BERKELEY UNIFIED SCHOOL DISTRICT  
RESOLUTION MARKING  
MARCH 20 to APRIL 23, 2014  
THE CESAR ESTRADA CHAVEZ COMMEMORATIVE PERIOD  
IN  
THE BERKELEY UNIFIED SCHOOL DISTRICT**

**WHEREAS**, in 1998, the Berkeley School Board voted unanimously on a Resolution to support the development of the Chavez Memorial Solar Calendar Project; and

**WHEREAS**, in 1999 the Berkeley School Board passed a Resolution supporting State Senator Richard Polanco's efforts to establish a Cesar Chavez state holiday; and

**WHEREAS**, this Board Resolution included support for an annual commemoration of Cesar Chavez public schools, in the community, colleges and universities beginning March 20th and ending April 23rd; and

**WHEREAS**, in 2000, the State of California declared Cesar Chavez's birthday an official state holiday for state workers (March 31st); and

**WHEREAS**, the Berkeley School District and City now honor Martin Luther King and Malcolm X as school holidays; and

**WHEREAS**, Cesar Chavez Day is not a district holiday in Berkeley; and we encourage our community and President Obama to make March 31<sup>st</sup> a National Day of Service honoring a champion of workers' rights and community volunteerism throughout our nation;

**NOW THEREFORE, BE IT RESOLVED**, that the district will mark March 20th (Spring Equinox – the traditional beginning of the planting season) through April 23rd (the anniversary of Cesar's passing) as a Commemorative Period honoring Cesar Estrada Chavez in the Berkeley Unified School District and put this on all official publications of the district; and

**FURTHER BE IT RESOLVED**, that the district also supports school-based service learning honoring the life and legacy of Cesar E. Chavez, which will include, but not be limited to:

- Distribute information on the availability of curricula and resources developed by the state and locally for teachers,
- Encourage teachers, through announcements and publications, to incorporate the curricula into their lesson plans during the commemorative period,
- Encourage the principal of each school to have school-wide activities on March 28th to honor the legacy of Cesar Chavez,
- Encourage the sponsorship of school-based service learning during the commemorative period as an alternative to a school holiday,
- Rotate the coordination and chair the citywide Chavez Commemoration Planning Committee with the COB and Community to support existing efforts to celebrate Cesar Chavez, and
- Encourage our family and student community to see the motion picture opening March 28-30 highlighting the life and work of Cesar Chavez, a civil rights leader, environmental justice advocate and labor organizer who; and

**FURTHER BE IT RESOLVED**, that the commemorative period is a joint effort of the BUSD, COB and community to support a citywide framework for celebration that includes Berkeley’s memorial to Chavez, the Cesar Chavez Memorial Solar Calendar located at Cesar Chavez Park; and

**FINALLY, BE IT RESOLVED**, that BUSD continues to explore developing a large district-wide Chavez-based service learning effort and apply to the Governor’s Office on Service and Volunteerism to carry out such an effort. This will engage students in service to their community on March 28th and during the commemorative period as the State's recommended way of best honoring the life and legacy of Cesar Chavez.

**APPROVED AND ADOPTED** this 26th day of March, 2014 by the Board of Education.

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Josh Daniels, President

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Judy Appel, Vice President



**BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Delia Ruiz, Assistant Superintendent, Human Resources  
**DATE:** March 26, 2014  
**DISTRICT GOAL:** V: Efficient Use of Resources  
**SUBJECT:** HUMAN RESOURCES REPORT  
 The following is submitted for approval

<b>CERTIFICATED EMPLOYEES</b>							
<b>Name</b>	<b>Classification (Temporary, Probationary or Permanent)</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Date (From)</b>	<b>Date (To)</b>	
<b><u>SEPARATIONS</u></b>							
Jabari Anderson	Permanent	Teacher	1.0	Cragmont	03/07/14		
Zachary Johnson	Temporary	Teacher	1.0	Oxford	06/13/14		
<b><u>RETIREMENTS</u></b>							
Neil Smith	Permanent	Assistant Superintendent	1.0	Educational Services	06/30/14 Hire date: 07/01/89		
<b><u>NEW HIRES OR REHIRES</u></b>							
Vitalee Giammalvo	Temporary	Teacher	Hourly	Adult School	03/10/14	06/30/14	
Barry Weprin	Temporary	Teacher	Hourly	Adult School	03/03/14	06/30/14	
<b><u>REVISION OF RETIREMENT</u></b>			<b><u>PRIOR REPORT INFORMATION</u></b>			<b><u>BOARD REPORT DATE</u></b>	
Joette Al-Hakim Hall, Teacher, Willard, Retirement 07/31/14			Retirement 06/13/14			02/12/14	

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)</b>	<b>Position</b>	<b>FT E</b>	<b>Location</b>	<b>Date (From)</b>	<b>Date (To)</b>
<b><u>LEAVES</u></b>						
Jana Blackburn	Permanent	Food Service Assistant	.40	Malcolm X	2/27/14	05/06/14
Jacqueline Boutte	Permanent	Program Specialist	1.0	Adult School	02/20/14	03/23/14
Tanya Henderson	Permanent	Instructional Specialist	.25	Emerson	02/28/14	04/28/14
<b><u>SEPARATIONS</u></b>						
Ciaundria Hillard	Permanent	Instructional Technician	.33	LEARNS at Cragmont	03/03/14	
Jacqueline Richards	Permanent	Instructional Assistant, ECE	.43	King, CDC	12/17/14	
<b><u>NEW HIRES OR REHIRES</u></b>						
Shedrick Chambers	Probationary	Custodian I	1.0	Berkeley High	03/03/14	*
Alexander Schmaus	Probationary	Instructional Assistant, Special Ed. Attendant	.80	Berkeley High	03/03/14	*
<b><u>NEW ASSIGNMENT</u></b>						
Ciaundria Hillard	Probationary	Instructional Assistant, Special Ed. Attendant	.80	B-Tech	03/04/14	*
<b><u>LIMITED TERM/PROVISIONAL</u></b>						
Saeeda Bagum	Provisional	Instructional Assistant, Special Ed. Attendant	.40	King, CDC	01/06/14	04/06/14
Terrell Boone	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Washington	02/06/14	03/28/14

Cynthia Cornelius	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Oxford	03/03/14	03/28/14
Sara Garcia	Limited Term	School Safety Officer	1.0	Martin Luther King	03/03/14	06/13/14
Russella Hale	Limited Term	Instructional Assistant, Special Ed. Attendant	.73	Rosa Parks	11/01/13	03/28/14
Alexis Jackson	Provisional	Instructional Assistant, Special Ed. Attendant	.40	Arts Magnet	02/16/14	05/16/14
Lisa Lucas-Barham	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Rosa Parks	01/06/14	03/28/14
Ernesto Matamoros	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Cragmont	12/01/13	03/05/14
Ernesto Matamoros	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Arts Magnet	03/06/14	03/28/14

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)</b>	<b>Position</b>	<b>FT E</b>	<b>Location</b>	<b>Date (From)</b>	<b>Date (To)</b>
<b><u>LIMITED TERM/PROVISIONAL (continued)</u></b>						
Ronesha Norwood-Coleman	Limited Term	Instructional Assistant, Special Ed. Attendant	.80	Jefferson	01/06/14	03/28/14
Carolyn Perez	Provisional	Parent Liaison	.58	Cragmont	02/18/14	06/13/14
Daniel Reamon	Provisional	Program Specialist	.67	Adult School	02/20/14	03/20/14
Jasmine Simmons	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Berkeley High	03/03/14	06/13/14
Selam Tezare	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Thousand Oaks	01/06/14	03/28/14
Eric Walker	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Rosa Parks	01/06/14	03/28/14
*Upon completion of six work months ** Upon completion of one work year						

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Susan Craig, Director, Student Services  
Bernadette Cormier, Director, Transportation,  
**DATE:** March 26, 2014  
**SUBJECT:** Approval of School Safety Plans and Disaster Plans

## **BACKGROUND INFORMATION**

Each California public school must have and maintain an individual safety plan at each site. This plan is a composite of various community, agency, and school resources to ensure proper response to any emergency.

All School Site Safety Plans have the following standard components, although individual plans and responses may differ from site to site:

- Directory of District and City Emergency Contact Information
- List of Safety Team Members
- Emergency Action Plans
- Overview of District and School Site Responsibility for Students to and from School
- Basic Actions for Safety Responses
- Responsibility and Duties for all District Staff
- Procedures for Emergency Drills and Evacuation
- Crisis Response Team Protocol:
  - Intruder Shooting and Hostage
  - Bomb Threats
  - Student Unrest
- Policies and Procedures for:
  - Sexual Assault or Offense to and from School
  - School and After-school Disturbances, Fights, or Assaults
  - Arrest of Student
  - Anti-Bullying Policy
  - Sexual Harassment Policy
  - Hate Motivated Behavior Policy
  - Child Abuse Reporting
  - Suicide Attempt
  - Staff Notification of Dangerous Students
  - Dress Code
  - Campus Supervision

- Selected Rules and Procedures for Student Discipline
- District Suspension and Expulsion Policies
- Exposure and Control of Bloodborne Pathogens
- Implementation Plan
- Structural Assessment and Review

2014 Safety Plan Goals

All BUSD Safety Plans include the following four District-wide strategies this year:

- School staff, including Administrators, Safety Officers, Secretaries, and Custodial staff, will participate in ALICE (Alert, Lockdown, Inform, Counter, Evacuate) armed intruder training.
- A minimum of two school-wide lockdown drills will be conducted during the 2013-2014 school year. Lockdown drills will be conducted during the school day and during the after-school program.
- Staff will revisit the site’s earthquake preparedness which includes reviewing and updating staff roles and responsibilities and updating the inventory of emergency supplies.
- Staff will annually review and update clear guidelines for the roles and responsibilities of mental health professionals, counselors, and the school resource officer at Berkeley High School to ensure a positive school climate. The guidelines will include programs and strategies available at the school, such as culturally responsive Positive Behavioral Intervention Support, Restorative Justice, Alive and Free, Youth Court, Tobacco Use Prevention Education, and mental health services.

A copy of each site’s Safety Plan and Disaster Plan has been placed in the Superintendent’s Conference Room for review. The Safety Plans and Disaster Plans are now being presented to the Board for approval.

**DISTRICT GOAL**

II. Strategies to Promote Student Success – C. Positive Behavior Support

**POLICY/CODE**

Board Policy 3516  
Education Code 32280-32289

**FISCAL IMPACT**

None

**STAFF RECOMMENDATION**

Approve the School Safety Plans and Disaster Plans.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Neil Smith, Assistant Superintendent, Educational Services  
**DATE:** March 26, 2014  
**SUBJECT:** Out of State Travel and Overnight Field Trip Requests

## **BACKGROUND INFORMATION**

The following out of state travel request is being made:

### **2014 Teacher Leader Institute, Chicago, IL, June 11 – 14, 2014**

Approve participation for K – 5 Literacy Coaches, Tom Prince and Joal Arvanigian, to attend this four-day, three-night Institute offered through the Reading Recovery Council of North America. Reading Recovery teachers learn successful practices in teaching and coaching and share their expertise in gathering, analyzing and using data. Air travel, ground transportation, lodging and meals for this trip will be paid using General Funds. Requested by Neil Smith, Assistant Superintendent.

The following overnight field trip requests are being made:

### **Yosemite National Park, Tuolumne Meadows, May 30 – June 1, 2014**

Approve participation of sixty-three Berkeley High School students, one teacher, and ten other adults on a three-day, two-night field trip to Yosemite National Park for the “Nature Bridge Program.” The group will depart Berkeley High School at 7:00 a.m. on Friday, May 30, and will return at 8:00 p.m. on Sunday, June 1, 2014. Parents will submit a “Notification of Adults Driving Private Vehicles” as required by Resolution 04-65 and provide transportation for students to and from the event. The “Nature Bridge Program” offers a staffed research group that includes students in investigating Yosemite Park. Students will apply techniques learned in class to understand the loss and gains from the recent Yosemite forest fire. Students are housed in gender specific, dormitory style accommodations. One day of substitute coverage will be paid from site funds. The cost of \$270 per student is being paid by fundraising and parent donations. No student will be denied access based on inability to pay. Requested by Ashley Milton, B.H.S. Vice Principal.

### **Marin Headlands, Marin County, CA, April 29 – May 2, 2013**

Approve participation of twenty-five fifth grade students, one teacher, and four other adults from Jefferson Elementary on a four-day, three-night field trip to the Kirby Cove Group Campground at the Marin Headlands. The group will depart Jefferson on Monday, April 28, at 10:30 a.m. and return Thursday, May 1, at 2:00 p.m.

Students will learn the area's historical significance and study the weather, astronomy and earth science. Students will sleep in gender specific tents. BUSD will provide transportation. The total cost of \$2,000 is being paid through class fundraising and parent donations. No student will be denied access based on inability to pay. Requested by Maggie Riddle, Jefferson Principal.

**DISTRICT GOAL**

II. F. – Extended Learning Opportunities

**POLICY/CODE**

Education Code 35330

Board Policy 6153

**FISCAL IMPACT**

As indicated above.

**STAFF RECOMMENDATION**

Approve the out of state travel and overnight field trips consistent with the District Policies and instructional programs.

# BERKELEY UNIFIED SCHOOL DISTRICT

## RESOLUTION No. 14-035

### Authorization to Award Contract for BAM Garden Project 823.1401

**WHEREAS**, in accordance with Uniform Public Construction Cost Accounting procedures, bids were solicited for BAM Garden Project 823.1401. Bids were opened on March 6, 2014 at 3:00pm, and the following 5 bids were received and deemed qualified:

<b>CONTRACTOR</b>	<b>Base Bid</b>
Bay Const	\$68,000
Integra	\$68,808
Am Woo Const	\$76,900
Neary Landscape	\$114,700
Cleary Bros	\$130,950

**WHEREAS**, Bay Construction is the lowest bidder and is deemed to be responsive, responsible and qualified to complete the work according to the specifications in project number 823.1401 documents;

**NOW, THEREFORE, BE IT RESOLVED** that the bid of Bay Construction, for the Base Bid in the amount of \$68,000 be accepted; and the Deputy Superintendent and/or Purchasing Agent of this Board are hereby authorized to enter into a contract with said bidder for said amount in accordance with law.

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District this 26<sup>th</sup> day of March, 2014.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Approve a Contract With Bay Construction to Relocate the Garden at Whittier (Berkeley Arts Magnet)

### **BACKGROUND INFORMATION**

On September 11, 2013, the Board approved the schematic design for the portable replacement project. Whittier (Berkeley Arts Magnet) strongly wanted the garden to be relocated before the portable replacement project was awarded to ensure the continuity of the garden. The schematic approval included this idea. The garden project is below the dollar threshold where a project must have a separate bid advertisement, so no formal notification of bidding was sent to the Board. On March 6, 2014, five bids were received. All are qualified, although the low bidder had a minor irregularity that counsel stated could be waived. Staff is recommending that the bid be awarded to the lowest bidder.

The award of the bid will put the project approximately \$7,000 under budget.

### **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**

Public Contract Code 20110 – 20118

### **FISCAL IMPACT**

Cost to be paid from the Measure AA Bond.

### **STAFF RECOMMENDATION**

Approve Bay Construction to relocate the Whittier (Berkeley Arts Magnet) garden for a total of \$68,000.

# BERKELEY UNIFIED SCHOOL DISTRICT

## RESOLUTION No. 14-036

### Authorization to Award Contract for Preschool Franklin & King Expansion Project 200.1301

**WHEREAS**, in accordance with Uniform Public Construction Cost Accounting procedures, bids were solicited for Preschool Franklin & King Expansion Project 200.1301. Bids were opened on March 6, 2014 at 3:00pm, and the following 8 bids were received and deemed qualified:

CONTRACTOR	King Base	Franklin Base	Total Base
Bay Const	\$400,000	\$430,000	\$830,000
Zolman Const	\$500,000	\$600,000	\$1,100,000
Robert Botham	\$578,000	\$542,000	\$1,120,000
DL Falk	\$702,900	\$613,800	\$1,316,700
Arntz Builders	\$789,465	\$546,553	\$1,336,018
Cal Pacific Const	\$767,000	\$729,000	\$1,496,000
BHM Const	\$693,735	\$802,965	\$1,496,700
S&H Const	\$1,860,000	\$1,600,000	\$3,460,000

**WHEREAS**, Bay Construction, the apparent lowest bidder, made an error in compiling his bid and requested and is granted relief of his bid;

**WHEREAS**, Zolman Construction is the lowest bidder and is deemed to be responsive, responsible and qualified to complete the work according to the specifications in project number 200.1301 documents;

**NOW, THEREFORE, BE IT RESOLVED** that the bid of Zolman Construction, for the Total Base Bid in the amount of \$1,100,000 be accepted; and the Deputy Superintendent and/or Purchasing Agent of this Board are hereby authorized to enter into a contract with said bidder for said amount in accordance with law.

**PASSED AND ADOPTED** by the Board of Education of the Berkeley Unified School District this 26<sup>th</sup> day of March, 2014.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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

Public Contract Code: 20111  
Board Policy: 3310

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Approve a Contract With Zolman Construction to Build the Pre-School Expansion at King and Franklin Project

## **BACKGROUND INFORMATION**

On January 15, 2014, the Board approved the advertisement of a project to build a project to expand the King and Franklin Pre-school. The apparent low bidder submitted a letter stating that he made an error in compiling his bid. Per Public Contract Code, sections 5100 – 5110, the awarding authority cannot relieve a bidder from his bid unless the authority prepares a report which documents the existence of each element contained in Section 5103. That report must be available for inspection as a public record.

BUSD staff has prepared such a report. It establishes that:

1. A mistake was made;
2. Written notice was provided within five working days;
3. The mistake made the bid materially different than was intended; and,
4. The mistake was made in filling out the bid and not due to an error in judgment or carelessness or reading the plans and specification.

The contractor made an entry error by neglecting to include a required allowance, which materially affected his price. The contractor complied with all other requirements of Section 5103. The report is available in the Public Information office, the Facilities Department and the Purchasing Office. Staff is recommending that the contractor be relieved of his bid and that the bid be awarded to the next lowest bidder.

The base bid of the lowest responsible bidder is still below budget.

## **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**

Public Contract Code 20110 – 20118 and 5100-5110

## **FISCAL IMPACT**

Cost to be paid from the Measure I Bond. There is savings of almost \$200,000 in the budget.

**STAFF RECOMMENDATION**

Accept all bids waiving any minor irregularities, approve the relief of Bay Construction and approve Zolman Construction to build the expansion of the King and Franklin pre-schools in the amount of \$1,100,000.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Approve a Direction to Expend California Clean Energy Jobs Act (Proposition 39) Energy Funds and Review Energy Usage at Berkeley School

### **BACKGROUND INFORMATION**

This memo will cover a number of subjects related to BUSD energy usage and will discuss and make recommendations on expenditures of Proposition 39 Funds.

BUSD began to closely track its energy usage, particularly our electricity usage, when PG&E instituted its Portfolio Manager program in 2009. Portfolio Manager is a way to benchmark energy data and to continue to receive that data in an easy to use electronic form. BUSD received significant assistance in entering the original base data from KyotoUSA as a part of their Department of Energy grant which was approved in April 2009 and resulted in the Solar Masterplan for Berkeley as well as for Oakland and Contra Costa Schools. The final Solar Masterplan document was produced in November 2011. All of our properties were entered into portfolio manager by 2011.

Related, but not directly a part of the Solar Masterplan preparation, BUSD also applied for Energy Star acknowledgment for a number of our schools. Schools are eligible for Energy Star awards if the school is in the top quarter of schools for low energy costs. All of our K-12 schools except two (John Muir and Thousand Oaks) are in the top 25% of school buildings. John Muir and Thousand Oaks are just below the threshold and there may be an anomaly in our data that pushes the schools below that level. Energy Star does not have a rubric for Adult School and pre-schools so they are not eligible.

Keeping electrical data over the course of the last five years has allowed staff to review energy trends and to consider improvements. BUSD has also engaged PG&E to provide audits of some of our buildings over the course of the last decade to provide energy efficiency proposals for individual schools.

Even though the District has most of its buildings in the top 25% (and many in the top 10%) for energy usage, there are still opportunities for improvement. The District has installed solar installations at a number of sites in the past few years, and we have also replaced inefficient lights, most notably in our multipurpose and gymnasiums in the past few years and have continued to upgrade HVAC controls.

Below we chart the District sites and how schools have performed over the past few years:

<u>Significant Savings</u>	<u>Modest Savings</u>	<u>Stayed the Same</u>	<u>Some Increase</u>
Washington	Adult	Jefferson	B-Tech
Malcolm X	BHS	King	King CDC
BAM	Cragmont	Longfellow	LeConte
Emerson	Plant Ops	Willard	
Rosa Parks	Franklin Pre-K		
	Hopkins		
	John Muir		
	Oxford		
	Thousand Oaks		

Sites with significant savings are detailed below; sites with modest savings are in the 5-11% range; those that stayed the same are +/- 2%; and the sites with some increase have increased 4-8%. Not listed are West Campus and Transportation where the data still need further review. It is possible that BHS would have had either no or very little savings once an estimated energy usage of the Old Gym is removed from the old data.

All the sites with solar installation have had significant savings. Washington's bills went from approximately \$24,000/year to less than \$1,000/year; Emerson went from approximately \$25,000/year to less than \$1,000/year; Malcolm X went from approximately \$37,000/year to less than \$1,000/year; BAM went from approximately \$27,000 to less than \$4,000/year; and Rosa Parks went from \$32,000/year to less than \$18,000/year. All told, BUSD has realized a savings of over \$85,000/year for these sites.

BUSD has a number of planned solar installations. Until detailed design is completed, we can only estimate savings. The buildings planned for future solar projects with projected yearly savings are: Donahue Gym to be on-line in the Fall of 2015 with savings of up to \$25,000/year; Cragmont to be on-line in the Fall of 2015 with savings up to \$28,000/year; Berkeley Community Theater to be on-line in mid-2018 with projected savings of \$30,000/year; Oxford to be on-line in the Fall of 2019 with a projected savings up to \$25,000/year; and, the Adult School to be on-line in mid-2021 with a projected savings of \$100,000/year.

Proposition 39 Information and Opportunities

Proposition 39 was a measure approved by the voters on November 6, 2012. It includes funds from the State to implement energy savings projects. Districts can also apply for upfront funds to assist in evaluating the energy use and planning and applying for projects. Like most school districts, BUSD applied for the

upfront funds because there was no downside to the application. Staff has attended several earlier workshops and webinars to help define the State guidelines and is attending another workshop this week now that the State has finalized their regulations.

The District is eligible for a little over \$400,000 in funding from Proposition 39 in the current year and will be eligible for a similar amount next year. The District applied for and received approximately \$130,000 in upfront planning money, which is deducted from the first year total. Any funds not used for planning can be converted into project funding.

The planning money may be used to do energy surveys and data analysis, to assist with benchmarking and in complying with the program requirements, to hire an energy manager and to use funds to train staff in energy efficiency and in how to monitor energy usage.

Given that our district is ahead of most other school districts in benchmarking, monitoring and reducing energy usage, staff is recommending that the projects be identified to determine the sites to survey rather than surveying the entire district. Based on projects previously approved by the Board and a few projects recently identified by the Maintenance Manager and the Director of Facilities, we have identified the following projects which could be implemented in the current and subsequent two Fiscal Years:

1. Motorized Pool Cover for BHS;
2. Variable Speed Dampers for G and H Building;
3. Donahue Gym Solar Project;
4. Retro-commissioning BHS buildings, if permitted by the guidelines;
5. Cragmont Solar Project; and,
6. BAM HVAC Control Project.

If these are the identified projects, we would survey BHS, Cragmont and possibly BAM. There is some potential assistance from the California Conservation Corps to help with the survey, but we may need to hire an engineering firm to assist with this task. It is also possible that we will be eligible to receive funds from the Bright Schools Program to help stretch available resources. We will also need some assistance on filling out any required paperwork. We do not recommend hiring an Energy Manager or spending funds on training personnel in monitoring energy usage at this time. The planning funds can be carried over into future years as we consider other sites that we may wish to survey in the future.

**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**

Proposition 39.

**FISCAL IMPACT**

Cost to be paid from the Proposition 39 Funds, which is estimated at over \$400,000 per year. There may be some savings realized in the Bond Funds which could increase the available balance for other Board priorities.

**STAFF RECOMMENDATION**

Review the information in this document. Permit staff to solicit assistance in surveying identified sites and submitting required paperwork and to identify whether we are eligible for Bright School funding. Authorize staff to proceed on the identified projects to submit, provided those projects meet the State's criteria.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Approve a Contract with WLC Architects to Provide Design Services for the LeConte Modernization Project

### **BACKGROUND INFORMATION**

On March 12, 2014, the Board approved the yearly Facility Plan. One of the projects in that Plan is to do a small scale modernization of LeConte School in the summer of 2015. Based on the approved schedule, it is time to hire the architect.

The Principal and the Director of Facilities interviewed several architect firms from our pre-qualified pool. Based on the interview, WLC Architects were considered to be the first choice to work with the LeConte School staff and parents. Staff is recommending that WLC be hired to design 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 \$155,000 to design the modernization of LeConte School.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Approve a Contract with Baker Vilar Architects to Provide Design Services for the John Muir Modernization Project

### **BACKGROUND INFORMATION**

On March 12, 2014, the Board approved the yearly Facility Plan. One of the projects in that Plan is to do a small scale modernization of the John Muir School in the summer of 2015. Based on the approved schedule, it is time to hire the architect.

The Principal, a parent, and the Director of Facilities interviewed several architect firms from our pre-qualified pool. Based on the interview, Baker Vilar Architects were considered to be the first choice to work with the John Muir staff and parents. Staff is recommending that Baker Vilar be hired to design 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 Baker Vilar Architects for a contract of \$180,000 to modernize the John Muir School.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Approve a Contract with WLC Architects to Provide Design Services for the BHS Donahue Gymnasium Solar and Modernization Project

### **BACKGROUND INFORMATION**

On March 12, 2014, the Board approved the yearly Facility Plan. One of the projects in that Plan is to do install solar and do a small scale modernization of the BHS Donahue Gymnasium in the summer of 2015. Based on the approved schedule, it is time to hire the architect.

The Athletic Director, one coach and the Director of Facilities interviewed several architect firms from our pre-qualified pool. Based on the interview, WLC Architects were considered to be the first choice to work with the BHS staff and parents. Staff is recommending that WLC be hired to design 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 \$190,000 to design the solar installation and modernization of the BHS Donahue Gymnasium.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Approve a Contract with Baker Vilar Architects to Provide Design Services for the Willard Modernization Project

### **BACKGROUND INFORMATION**

On March 12, 2014, the Board approved the yearly Facility Plan. One of the projects in that Plan is to do a partial modernization of Willard Middle School in the summer of 2015. Based on the approved schedule, it is time to hire the architect.

The Principal, two parents, and the Director of Facilities interviewed several architect firms from our pre-qualified pool. Based on the interview, Baker Vilar Architects were considered to be the first choice to work with the Willard staff and parents. Staff is recommending that WLC be hired to design 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 Baker Vilar Architects for a contract of \$380,000 to modernize the Willard Middle School.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Lew Jones, Director of Facilities  
**DATE:** March 26, 2014  
**SUBJECT:** Acceptance of the Citizens Construction Oversight Committee Annual Report

## **BACKGROUND INFORMATION**

Attached to this cover memo is a report from the Citizens Construction Oversight Committee. The Committee has the responsibility to receive and review copies of the annual independent performance audit and the financial audit of Measure I expenditures. The Committee also has the responsibility to create an annual report and to present that report to the Board not later than 60 days after the completion of the annual audit of the year-end close of the District's financial records. The Board accepted the audits on March 12, 2014. The Annual Report by the Citizens Construction Oversight Committee is being presented within the 60 day period.

Attached to this cover memo is the Committee's Annual Report. Committee Member(s) plan to present their report at the Board meeting.

## **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**

Education Code 15282 and 15278  
Board Policy 9131

## **FISCAL IMPACT**

There is no fiscal impact to accept the Report.

## **STAFF RECOMMENDATION**

Accept the Citizens Construction Advisory Committee Annual Report.

**2014 ANNUAL REPORT TO BUSD DIRECTORS  
CITIZENS' BOND OVERSIGHT COMMITTEE**

1. We held 10 monthly meetings with the Facilities Director for the past year.

The members are:

Stephanie Allan, Co-Chair  
Susi Marzuola, Co-Chair  
Eric Weaver, Secretary  
Nicolie Bolster-Ott  
Carl Bridgers  
David Goldin  
Allen Nudel

2. We formed a design review sub-committee that looks at design matters as they relate to cost, efficiency and facility plans and to assist in the design review of the many new upcoming projects and previously designed projects currently being implemented.

The design review sub-committee began its work with the BUSD Facilities Director by developing a rubric for identifying and reviewing projects, and for reporting back to the committee about those designs.

The committee selected projects for review, attended meetings regarding those projects, attended video presentations of projects and asked questions and provided input.

3. The design review committee proposed, and we adopted, a consistent process for notifying school communities and neighborhoods about significant proposed construction projects at each school. This process allows for better public input during the initial schematic design phase. We developed a template that was accepted by the Facilities Director and the Board.
4. We reviewed the various types of bonds that the BUSD is entitled to issue. We focused on when it is, or is not, advisable to issue CABS or 40 year bonds in general. Ultimately, the increase of assessed value in Berkeley has put off the potential need for lengthy bonds for at least several years.
5. We received monthly staff reports for all ongoing construction projects.
6. We reviewed the annual audit for year 2012-2013 and met with the auditor about the audit. We posed questions to the auditors and are satisfied with the results of the audit. At our March 6, 2014, we voted to approve the audit.

7. **SUMMARY/EVALUATION:**

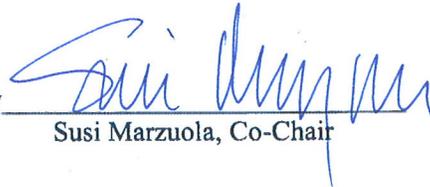
To date, we are satisfied that the District's Projects are in compliance with Measure AA and Measure I. We believe that developing a consistent notification process will reduce complaints about lack of opportunities to provide input from both the school communities and neighborhoods.

Respectfully submitted,

Dated: 3/17/14

By   
Stephanie Allan, Co-Chair

Dated: 3/17/2014

By   
Susi Marzuola, Co-Chair

## **BERKELEY UNIFIED SCHOOL DISTRICT**

### **Minutes, Regular Meeting**

Wednesday, March 12, 2014  
Berkeley Unified School District  
2134 Martin Luther King Jr. Way  
Berkeley CA 94704

### **OFFICIAL MINUTES**

#### **Roll Call 7:45pm**

Members Present:

Josh Daniels, President  
Judy Appel, Vice-President  
Beatriz Leyva-Cutler, Director  
Julie Sinai, Director  
Karen Hemphill, Director  
LaJayah Moore, Student Director (excused absence)  
Shira Wolkenfeld, Student Director

Administration: Donald E. Evans, Ed.D, Superintendent  
Javetta Cleveland, Deputy Superintendent  
Neil Smith, Assistant Superintendent, Educational Services  
Delia Ruiz, Assistant Superintendent, Human Resources

The closed session meeting was called to order at 5:36 pm.

#### **Report Closed Session Actions**

- Authority given to Superintendent to issue administrative reassignment letters
- Board heard update on collective bargaining with BFT, BCCE and UBA
- Board gave direction on individual employee assignments
- Board discussed the Superintendent's evaluation

The open session meeting was called to order at 7:41 pm.

Reading of Mission and Meeting Overview

**Recognition:** 2013-2014 WE CARE Honorees

## **APPROVAL OF REGULAR AGENDA**

A-5 moved to consent

D-1 moved up on the agenda

D-2 will be the first item discussed

Approved without objection

President Daniels: Yes

Vice-President Appel: Yes

Director Hemphill: Yes

Director Leyva-Cutler: Yes

Director Sinai: Yes

Student Director Wolkenfeld: Yes

**Recognition:** 2013-2014 WE CARE Honorees

## **Public Testimony**

Sixteen people addressed the Board.

C1-(1)

A6-(1)

D1-(14)

## **UNION REPORT**

Daria Wrubel, BCCE member, spoke.

Lisa Kelly, BFT member, spoke.

## **Committee Comments**

Laura Babbit, LCAP/PAC member, spoke

## **Board Members' Reports**

Highlights:

- Appreciation was expressed for Neil Smith and his service to the District.
- Future Board meetings will be held at the new Board Room at 2020 Bonar Street. The entrance is on Addison Street.
- Three Board members will be visiting the Alameda County Community Day School in Hayward
- Director Hemphill attended the Superintendent's Budget Advisory Committee meeting
- Director Sinai appointed Nina Segal to the Berkeley Youth Commission
- Y Plan, a program out of UC Berkeley, will be working with students in the Green Academy to facilitate a student process for the LCAP. The student group will be giving reports to the PAC and Board.

- Thanked students, parents and staff who spoke in support of the Cooking and Gardening program
- Congratulated WE CARE awardees
- The BHS Jazz Program hosted Girls Day to encourage girls to get involved in the program
- March is a month of service at BHS
- BHS students have moved into the new M building
- Student Director Wolkenfeld appointed Finn Colum to the Berkeley Youth Commission

### **Superintendent's Report**

- Congratulations to Washington Elementary School for receiving a \$5,000 grant from PG&E
- 283 African American students are being honored tonight for having a GPA of 3.0 or above at BHS
- Announced the retirement of Neil Smith, Asst. Superintendent of Educational Services. He will retire at the end of June.

### **APPROVE CONSENT CALENDAR**

To include item A5

**Wolkenfeld/Hemphill** and approved unanimously 6-0

President Daniels: Yes

Vice-President Appel: Yes

Director Hemphill: Yes

Director Leyva-Cutler: Yes

Director Sinai: Yes

Student Director Wolkenfeld: Yes

### **INFORMATION ITEMS**

1. Maintenance and H/BB Second Quarter FY 2014 Report
2. Facilities Plan Update

### **ACTION ITEM**

1. Approval of Initial Proposal for Successor Agreement from the Professional and Technical Engineers, Local 21  
 Open Public Hearing: 9:11 pm  
 Close Public Hearing: 9:12 pm
  - Board accepts and acknowledges the Proposal for Successor Agreement from the Professional and Technical Engineers, Local 21
2. Approval of Initial Proposal for Successor Agreement with Local 21  
 Open Public Hearing: 9:15 pm

Close Public Hearing: 9:15 pm

**Hemphill/Sinai** and approved unanimously 6-0

President Daniels: Yes  
Vice-President Appel: Yes  
Director Hemphill: Yes  
Director Leyva-Cutler: Yes  
Director Sinai: Yes  
Student Director Wolkenfeld: Yes

3. Approval of Certification of Second Interim Report for the period ending January 31, 2014.

**Daniels/Appel** and approved unanimously 6-0

President Daniels: Yes  
Vice-President Appel: Yes  
Director Hemphill: Yes  
Director Leyva-Cutler: Yes  
Director Sinai: Yes  
Student Director Wolkenfeld: Yes

4. Approval of 2014 Nominations to CSBA Delegate Assembly  
Valerie Arkin, Jamie Yee Hintzke, Amy Miller and Nancy Thomas

**Leyva-Cutler/Hemphill** and approved unanimously 5-0

President Daniels: Recused due to his employment with CSBA  
Vice-President Appel: Yes  
Director Hemphill: Yes  
Director Leyva-Cutler: Yes  
Director Sinai: Yes  
Student Director Wolkenfeld: Yes

5. Approval of 2014 Facilities Construction Plan  
Moved to Consent

6. Approval of Staffing Model for Noon Duty  
**Appel/Sinai** and approved 5-1

President Daniels: No  
Vice-President Appel: Yes  
Director Hemphill: Yes  
Director Leyva-Cutler: Yes  
Director Sinai: Yes  
Student Director Wolkenfeld: Yes

## **DISCUSSION ITEMS**

### 1. Re-Envisioning the Cooking and Gardening Program

The Board gave direction to bring back a proposal with the following:

- Only a Gardening Program
- Fund the program for PreK-7<sup>th</sup> grade and Berkeley Technology Academy
- Allow PTA fundraising money to be used for after school programs and in-school programs with principal approval.
- Provide one-time funding for 2014-15 and will consider on going funding during the budgeting cycle.

### 2. BSEP Measure Planning Update

- The Board heard the proposed timeline and raised no objections.

Motion to extend the meeting to 11:30

**Appel/Leyva-Cutler** and approved 5-1

President Daniels: No

Vice-President Appel: Yes

Director Hemphill: Yes

Director Leyva-Cutler: Yes

Director Sinai: Yes

Student Director Wolkenfeld: Yes

## **EXTENDED PUBLIC TESTIMONY**

None

## **EXTENDED BOARD COMMENTS**

None

President Daniels adjourned the meeting at 11:11 pm.

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Beatriz Leyva-Cutler, Clerk  
Board of Education

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Donald Evans, Ed. D., Superintendent  
**FROM:** Neil Smith, Assistant Superintendent, Educational Services  
**DATE:** March 26, 2014  
**SUBJECT:** Approval of One Time Expenditure for the Gardening Program

## BACKGROUND INFORMATION

A proposal for Re-Envisioning the Cooking and Gardening Program was initially presented to the School Board for information on February 19, 2014, and a revised version based on Board feedback was discussed at the meeting on March 12, 2014. The proposal outlined here is being presented for approval.

Recommended Gardening Program for pre-school through grade 7 and BTA  
The Gardening Program will maintain a .25 - .44 FTE Garden Instructional Specialist (IS) (approximately 9 to 15 hours per week) based on the number of classes at each pre-K-7 school site, and a .17 FTE at Berkeley Technical Academy (BTA) for a total of 4.68 FTE. This allocation is based on the number of classes per school site and is slightly less than the current total Garden IS FTE of 5.52. The proposed IS FTE provides for fifteen minutes of preparation for each forty-five minute instructional lesson, which is less than the current preparation time of approximately one hour of preparation time for each hour of class time. The proposed FTE allows for more instructional time with students and teachers and includes approximately one hour of garden maintenance per site. Some additional maintenance time may be needed for larger school gardens.

Each student served will have a total of up to 18 garden-based lessons per year. A gardening-based curriculum will be aligned with the Next Generation Science Standards (NGSS) and the Common Core State Standards (CCSS). It will also include components of Health Education Content Standards for California Public Schools. Development of this curriculum is currently under way, and training on implementing the new curriculum will be provided to the ISs and science release teachers during the first week of school. The program would serve the following students:

- Pre-school and elementary school students in all grades will have a forty-five minute gardening lesson every other week (or the equivalent) with the IS and the classroom teacher or the science release teacher.
- Middle school students in grades 6 and 7 will receive garden instruction every other week (or the equivalent) with the IS and a classroom teacher; this will take place during the courses identified by the site, such as science or math.

- BTA students will receive garden instruction from an IS who will be on campus approximately six hours each week. Garden lessons are currently provided to students in all four core subjects. In addition to instruction in nutrition, the garden lessons foster student growth, development, health, and community. Lessons will continue to support teachers and students in this way.

The centralized program administration will include a full time Program Supervisor who supervises Garden IS staff, collaborates with principals, routinely visits sites, facilitates curriculum development and training, develops and implements program assessments, works on communications, builds partnerships in support of these efforts, and works on program development and fundraising. These efforts seek to ensure the long-term sustainability of this program. In addition, a part time (.25) Administrative Coordinator will help support staff, including processing invoices and timesheets, ordering materials, and assisting with event and meeting preparation.

#### Cooking Program

Staff recognizes the value of our current cooking program, but is not recommending that it be supported by the General Fund at this time. In determining the most effective use of available resources, staff believes that a focused, centralized Gardening Program will ensure program consistency and an aligned curriculum throughout the District. The cooking component of the program requires extensive materials and supplies, additional preparation time, laundry costs, and a food budget, estimated to be an additional \$50,000.

Staff is recommending that the District program focus on a gardening-based education that connects with classroom lessons to ensure that all students have access to the program. It also allows for a more coherent curriculum implementation with common training and staff support, as well as a consistent program assessment.

Additional site support for the program is welcome, and sites could provide cooking and additional gardening time in a variety of ways, such as site funded enrichment classes after school or as a part of the LEARNS or BEARS programs. Sites that choose to offer additional gardening time or cooking during the instructional day would be required to have this approved by the principal and aligned with their school site curriculum plan and goals. This additional time is beyond the scope of the centralized program's goals at this time, so principals would be responsible for managing staff during this additional time.

One-Year Funding

This spring, the Board will be faced with some difficult decisions regarding the allocation of funds through the Local Control Funding Formula. With so many demands for funding, staff appreciates that the Board has expressed a willingness to make a commitment to support this program both now and on an ongoing basis in the future.

At this time, staff is requesting additional one-time funding for 2014-15 to support the Gardening Program. The anticipated costs associated with the proposed program are \$485,758. Currently, the Cooking and Gardening Program is slated to carry over \$226,769 from previously allocated funds. Site contributions are an important demonstration of commitment to supporting this student education and are expected to provide \$79,755 at \$15 per student served. Staff is requesting a one-time allocation of \$179,234 to ensure sufficient funding for the proposed program for next year, when a proposal for sustaining the program into the future will be presented to the Board.

Program Budget

Gardening Instructors

Salary and Benefits \$320,352

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Program Supervisor and Coordinator

Salary and Benefits \$114,892

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Other

Hourly/Rate and Mileage \$15,143

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Materials and Supplies \$12,240

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Indirect Costs \$23,131

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Program Total Budget \$485,758

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**DISTRICT GOAL**

II. Strategies to Promote Student Success

**POLICY/CODE**

Board Policy 5030.5

**FISCAL IMPACT**

One time funding allocation of \$179,234, in addition to site support of \$79,755

**STAFF RECOMMENDATION**

Approve the one-time allocation from the General Fund for the Re-Envisioned District Gardening Program.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Natasha Beery, Director of BSEP and Community Relations  
Suzanne McCulloch, Visual and Performing Arts Coordinator  
**DATE:** March 26, 2014  
**SUBJECT:** Overview of BSEP Music and VAPA Fund Trajectory

### **BACKGROUND INFORMATION:**

The Berkeley Public Schools Educational Excellence Act of 2006 allocates 6.25% of the available revenues annually to:

*Providing quality instructional programs in music and the visual arts for elementary and middle school students. Revenues may be used for, but are not restricted to, providing qualified teachers and staff, professional development in the arts, musical instruments and instructional materials, services and equipment necessary to conduct these programs. (Section 3.B.ii.b)*

The BUSD Music Program Mission Statement expresses the commitment to providing a musical foundation “in an equitable, culturally responsive and respectful classroom environment that facilitates cooperation and perseverance.”

### **Growth of the Current Music Program and Budget Trajectory**

The current challenge is to maintain a strong program while ensuring that BSEP funds are sustained through the life of the current BSEP Measure, which expires in 2016. The structure of the program and the role of General Fund and BSEP contributions to the 4<sup>th</sup>-8<sup>th</sup> grade music program have shifted at various points over the past two decades of music education in the BUSD. A detailed overview of the program and funding history is provided in Appendix A.

Music is offered at all elementary schools twice per week in 4<sup>th</sup> and 5<sup>th</sup> grade, during two of the five “release time” periods that are accorded each teacher. Students have their choice of instrument, and for those who do not wish to learn an instrument, choral music is provided. To establish an efficient schedule and provide diverse options, three music teachers are provided for every two 4<sup>th</sup> and 5<sup>th</sup> grade classroom. This allows one section for stringed instruments, one for woodwinds and one for chorus. This results in average class sizes of 12-15 students, which is still relatively high for music classes. Currently, BSEP provides funds for two of the three teachers through a “release time” teacher calculation, as a transfer to the General Fund, and the supplemental teachers are funded as a direct charge to the BSEP fund.

In the last four years, there has been a significant increase in the number of fourth and fifth grade students, resulting in both increased music class sizes,

additional FTE for classroom teachers, and decreased per student funding for books, instruments and supplies. Enrollment in middle school music classes has also increased dramatically over the years, as many more students now have the advantage of public music education in the elementary schools and are ready and eager to take advantage of the middle school offerings.

BSEP revenues increase with COLA, not with ADA, have not kept pace with enrollment growth and increased staffing costs in the district. With increased costs, and a COLA of only .86 projected for 2014-15, there are insufficient revenues projected to sustain the program through the life of the Measure without adjustment to the current budget structure. A proposed budget will come to the BSEP P&O Committee in April, and to the Board in May. Prior to budget development, there are a number of variables to consider as options for sustaining both program and budget.

### **Music Budget Considerations**

Deficit spending for 2013-14 as of the second interim is \$183,121. The fund balance is \$89,136 [Appendix B].

Revenue for 2014-15 is projected to increase by approximately \$19,177 for this resource. This means that a reduction of costs of about \$205,000 will be necessary for the 2014-15 year, with a larger reduction in the following years if enrollment and staffing costs continue to grow. Among the options for balancing the budget going forward are the following:

1. The General Fund could support some portion of the cost of the “music teacher transfer,” for the release time teachers. This budget is currently over \$400,000 and is being charged exclusively to BSEP.
2. The Music Program could reduce FTE for music teachers.
  - a. Eliminating a teacher from each team at the elementary schools would be a savings of about 2.2 FTE. This would mean classes sizes of 18-26, and either an attempt at teaching multiple instruments taught per class, or merging classes so that fewer options are offered.
  - b. At the middle schools, 2.84 FTE are split among sites. Reducing by 0.50 FTE, to go back to 2010 staffing levels, would mean eliminating six classes, such as the new mariachi class. It could be necessary to cap enrollment or increase the size of the more popular classes, such as middle schools bands, which are already at 80 to 95 students.
3. The current instrument loan fee of \$10/student could be increased. This currently brings in about \$18,000 (families may opt out of paying). Increasing the loan fee to \$25/student would bring in about \$27,000 more.

4. The FY 2013-14 budget for repairs, new instruments, books, sheet music and all other materials totals \$112,900, which is only \$39.50 per student for grades 3-8. If the program were redesigned so that fewer instruments were taught, as happened in 2003-04 when only recorder was taught in 4<sup>th</sup> grade, there could be savings in this budget.
5. The “arts anchor” professional development budget of \$56,000 could be eliminated. This funding comes from the small portion of the budget that supports programs other than music, including arts integration in the elementary schools, as well as drama materials and additional electives at the middle school level. Over the course of the Measure this portion of the budget has been reduced from \$200,000 per year to \$109,000. The elimination of the “arts anchor” budget would mean eight elementary schools would have reduced access to the arts in the school day.

**POLICY/CODE**

*Berkeley Public Schools Educational Excellence Act of 2006 (Measure A) Section 3.B.ii.b*

**DISTRICT GOAL**

II-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.

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

**FISCAL IMPACT**

Approximately \$205,000 to maintain the fund balance for the 2014-15 year.

**STAFF RECOMMENDATION**

Review and accept the overview of the BSEP Music and VAPA Fund Trajectory.

## **BSEP-Funded Music and VAPA Program Overview**

- Music Education
  - History of BSEP Funding
  - Third-Fifth Grade Program
  - Middle School Program
  - Instruments and Materials
  - Professional Development
  - Funding for the ‘Other Arts’
  - Community Partners
- 

### **Music Education**

Music education offers a unique opportunity to engage deeply with students’ culture, creativity, and curiosity. Studies have shown positive links between student engagement with music and academic achievement, but these data are a small part of the big picture of what music provides.

Music students have a special opportunity to receive immediate feedback and to reflect on their progress, make needed adjustments, and improve based on their own observations of their performance. Students learn the value of discipline, determination, and “grit”—achieving goals in the face of obstacles. They get the chance to fail, and try again. Students gain confidence and self-understanding, and learn to manage their emotions and decision-making processes. Our students get the chance to develop a greater social and emotional awareness through music, particularly during collaboration, and to consider the thoughts and feelings of others.

Providing equitable access to a superb public music, visual and performing arts education allows all of our students to be motivated, engaged, and confident in their ability to succeed in the classroom and beyond.

### **History of BSEP Funding for Music**

Prior to the late 1980’s, the Berkeley Unified School District was well-known for providing a superb music program for all of our students. However, by the 1994-95 school year, severe budget shortfalls lead to a Board decision to eliminate all funding for the music program. With the leadership of the Berkeley Public Education Foundation, parents and community members quickly initiated a fund raising campaign, collecting \$300,000 to save the music program for the 1994-95 school year, with the expectation that the new BSEP Measure, the “Berkeley Public Schools Educational Excellence Act of 1994” would include funding for an elementary schools music program.

After the 1994 BSEP Measure passed, a Music Curriculum Committee was convened by the Associate Superintendent Nancy Spaeth to decide how the program was to be implemented with the modest amount of funds authorized in the Measure. The Board approved the

recommendation of the Committee to provide music instruction to all 4<sup>th</sup> and 5<sup>th</sup> students at every elementary school in the district, in order to provide equitable access to all students.

The program was implemented in 1996-97, and music instruction changed from being a “pull out” program to being offered during the classroom teachers’ release time (prep) period. This model provided a period of unbroken instructional time in the classroom, so that all students were receiving content material together. Two of the five release time periods given to 4<sup>th</sup> and 5<sup>th</sup> grade teachers were scheduled for music instruction. By 2002, third grade music was added during the 3<sup>rd</sup> grade teachers’ one prep period per week, paid for by the General Fund, to provide a foundation for students to be ready to learn an instrument in the fourth grade.

### **Funding Shifts**

In FY 2003-2004, as a result of a further fiscal shortfall, the School Board adopted a budget that shifted the entire expense of the 4<sup>th</sup> and 5<sup>th</sup> music program to the BSEP music resource. This meant that in addition to funding the supplemental music teachers, BSEP also covered the expense of the release time music teachers, by reimbursing the General Fund at the closing of the year’s fiscal books through a “teacher transfer” calculation. Since this transfer was instituted, \$3.2 million has been transferred to the General Fund for the 4<sup>th</sup> and 5<sup>th</sup> grade release time music teachers. With the approval of the 2004 “bridge” measure, followed by the 2006 BSEP Measure A, the Berkeley community has continued to support Music, Visual and Performing Arts as a key element, allocating 6.25% of the available revenues annually to this resource.

### **Third through Fifth Grade Music Program**

Every BUSD third, fourth and fifth grade student receives weekly or bi-weekly music instruction. Third grade students learn rhythms, note reading, singing and play Orff pitched percussion instruments and the recorder. Beginning in fourth grade, following an introduction to all of the possible instruments, students select an instrument to study for two years. A team of music teachers arrives at a school and the students at fourth and fifth grade are divided among them according to the instrument played. Group lessons provide instrument care and playing techniques, rhythm practice, note reading, beginning music theory as well as beginning composition and improvisation.

The music curriculum is based on standards-based music methods books and on course outlines developed by the music staff. Sheet music is added for pieces composed or arranged especially by the music teachers for the students in their classes in order for various band and

orchestra students (who are learning their instruments in separate classes), to be able to play together at the end of the fifth grade year.

For the 2013-14 school year, there were 2,075 students in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades, including the Special Day class students, participating in the music classes. At four schools, Berkeley Arts Magnet, Emerson, Malcolm X and Oxford, at the choice of those schools' instructional teams, 1st and 2nd grade students also have music once a week during the teachers' prep period. This is an additional 502 students, for a total of 2,577 elementary school students in the music program this year.

### **Middle School Music Program**

At the middle school level, classes are taught before or after school (zero and seventh periods). Class sizes range from 20 to 80 with a total of 778 middle school students taking one or more music classes. 62% of the students at Longfellow, 38% of the students at King and 36% of the students at Willard take music.

In the middle schools, students choose between 6<sup>th</sup> grade Band, 7<sup>th</sup>-8<sup>th</sup> grade Band, Orchestra, Jazz Band, Chorus and Modern Music (at King), Academy of Choral Arts and Modern Music (ACAMM), Guitar and Mariachi (at Longfellow). Students rehearse the scales from method books and learn a wide range of pieces from sheet music, which includes music that students want to play as well as music from many cultures introduced by the teachers. At this level, students may choose to move up to a broader range of instruments (upright bass, tubas, bass clarinet, and euphonium) and the full range of percussion instruments are incorporated. The options within the music program widen with instruction in Chorus, Guitar, Jazz, Mariachi, Music Technology and Modern Music as elective classes. Improvisation and composition are integrated into the curriculum along with music appreciation, theory and music history.

The BSEP Measure is provides for support for elementary and middle school music program. The Berkeley High School staffing for music instruction is part of the BHS regular staffing allocation. In the current BHS program, students may choose between two levels of Band and Orchestra, three levels of Jazz Band and, new in 2013-14, Chorus and Guitar.

### **Instruments and Materials**

Ninety-five per cent of the students in the 3<sup>rd</sup> – 8<sup>th</sup> grade Music Program borrow an instrument from the district. While there is a \$10 loan fee requested, families may opt out of this fee. Students are provided with an instrument of their choice, an instrument-specific method book, sheet

music, reeds, strings, valve oil, rosin and all of the various materials necessary to be successful in music class.

The Visual and Performing Arts (VAPA) Office manages the instrument loan program and handles all necessary repairs and replacement of instruments as necessary, arranges for tuning of district pianos and purchases all the necessary books and supplies for the Music Program from the BSEP Music budget. All of the instruments are cataloged and barcoded using the district's software cataloguing program, *Destiny*, which makes it possible to track the instrument and materials inventory. If an instrument is lost or damaged beyond repair, families endeavor to pay at least a portion of the value of the instrument.

Every effort is made to conserve materials and make repairs in house. All of the instruments are collected at the end of the school year, and are cleaned and serviced in-house, with only the more challenging repairs sent to local repair shops. The instrument librarian shops for best prices and maintains good relationships with the local vendors who offer competitive prices.

The musical heritage each student and teacher brings to the classroom provides a culturally diverse and rich foundation, strengthening students' understanding of themselves and the world around them. In 2013, the district music teachers undertook the development and publication of a culturally relevant music book for use in grades 5 through 8 called *Berkeley Enough*. Berkeley High School jazz alums wrote original tunes in many genres (blues, Latin, hip-hop, jazz and funk). The music teachers are currently piloting the new music with about half of their classes.

### **Professional Development**

The Berkeley music teachers travel between two and six schools per week and yet make time for professional development during the school year and in the summer. In 2013-14, all 17 of the BUSD music teachers are participating in the Mills Teacher Scholars program and are collecting data to improve their practices and student outcomes.

In addition, the staff has met frequently with BUSD Professional Development providers to discuss and refine practices in *Positive Behavior Intervention and Support* (PBIS). The music teachers designed their own "You Rock" slips to reinforce positive behavior and support school site procedures. Recently the music teachers learned Response to Intervention strategies and accommodations.

BUSD is a partner along with Cal Performances in the John F. Kennedy Performing Arts Center in Washington DC's *Partners in Education Program*, which is designed to assist arts organizations to promote the professional learning of teachers. Last summer the Berkeley Public Schools Fund awarded funds to two music teachers to study in other states in the summer. Other teachers took advantage of local workshop series and conferences and took music lessons. Many perform regularly with professional ensembles, orchestras and choirs.

During the school year, middle and high school teachers take their students to competitive music festivals in California. Berkeley students usually receive high honors at the competitions. Not only do the students participate in clinics and receive feedback on their performances, teachers have the opportunity to observe ensembles from other schools rehearsing and performing.

### **Funding for the ‘Other Arts’**

When the current Measure was in the planning stages, the BSEP P&O VAPA Subcommittee expressed concern that in addition to the need for music funding, there were other areas in the Arts that were severely under-funded. At the time, \$200,000 was added to the VAPA budget to support arts integration in the elementary schools, as well as drama materials and additional electives at the middle school level. This funding has been reduced over time by nearly half, to \$109,000. At this point the middle schools have been provided .16 FTE for seventh period arts classes, along with \$2000 to each middle school for drama materials. Seven elementary schools have developed annual plans for staff designed arts integration projects. While \$7,000 from the VAPA budget is provided for arts integration, schools often use soft money to supplement the project.

### **BSEP Funding Extended Through Community Partnerships**

While per pupil funding has decreased, the BUSD music and VAPA program has managed to stretch BSEP dollars by leveraging community partnerships.

Local venues have been generous with providing professional spaces for BUSD students, providing access and visibility for our program. The Freight and Salvage and Yoshi's both offer their stages for evening concerts. The Berkeley Art Center provides the space for the bi-annual K-8 visual art show in February and March; the next show will be in 2015. KALA Art Institute hosts the Berkeley High AHA art show each winter and this May 1-10 is exhibiting work from all three middle schools.

The Music/VAPA Program office has built relationships with world-class partners, such as the Berkeley Symphony Orchestra. The Music in the Schools (MITS) program provides 17 concerts and musician visits to all K-5 classrooms. The BSEP VAPA contribution is only \$10,000 for the program, augmented by \$15,000 in Schools Fund support, and over \$175,000 from the BSO.

Cal Performances offers workshops for teachers and performances on the Zellerbach Hall main stage for students; the cost to the BSEP VAPA budget is only \$400, while UC Berkeley contributes \$25,000. The Cazadero Performing Arts Camp hosts two “Jumpstart” weekends (for fifth and eighth graders) per school year, valued at \$90,000. This spring our office has arranged with the UC Art Museum for a field trip to the museum, including transportation to every second and third grade classroom in BUSD, at a cost of \$15,000 to the Museum and at no cost to the District.

During the first week of every summer the BUSD music teachers provide music camps for interested students with scholarships available, in partnership with the City of Berkeley Parks and Recreation Department. Students in the 5<sup>th</sup> through 10<sup>th</sup> grade choose between Band and Strings instruments in the morning and Jazz camp in the afternoon.

These relationships with community partners augment the value of the BSEP resource, while extending our students’ reach beyond the classroom. Our partnerships also increase the visibility of BSEP and BUSD programs in the wider community, showcasing our students’ talents, and demonstrating to community members the value of their investment in the schools through the BSEP funds.

**BSEP Music, Visual and Performing Arts (Resource 0853)  
Comparative Report**

	<b>Audited Actuals 2009/10 As of 6/30/10</b>	<b>Audited Actuals 2010/11 As of 6/30/11</b>	<b>Audited Actuals 2011/12 As of 6/30/12</b>	<b>Audited Actuals 2012/13 As of 6/30/13</b>	<b>Second Interim Budget 2013/14 As of 1/31/14</b>
<b>REVENUE</b>					
Revenue	1,399,717	1,405,000	1,437,765	1,466,852	1,502,626
Transfers to General Fund (Release Time)	(347,692)	(341,305)	(382,718)	(446,446)	(418,125)
<b>NET REVENUE</b>	<b>1,052,025</b>	<b>1,063,695</b>	<b>1,055,047</b>	<b>1,020,406</b>	<b>1,084,501</b>
<b>EXPENDITURES</b>					
Certificated Salaries	497,753	560,327	619,039	645,735	680,074
Classified Salaries	45,596	52,966	52,589	50,084	50,310
Employee Benefits	148,774	169,811	194,944	181,672	184,764
Instructional Materials/Instruments	96,338	111,695	57,620	60,253	84,338
Equipment	0	44,462	24,768	4,585	3,662
Unallocated Reserve		0	0	0	49,477
Conference/Mileage/Instructional Contract	67,211	104,391	67,787	86,923	108,700
Capital Outlay	0	17,603	0	0	0
Indirect Costs	70,277	86,837	93,764	94,297	106,297
<b>TOTAL EXPENDITURES</b>	<b>925,949</b>	<b>1,148,092</b>	<b>1,110,511</b>	<b>1,123,549</b>	<b>1,267,622</b>
<b>NET INCREASE (DECREASE)</b>	<b>126,076</b>	<b>(84,397)</b>	<b>(55,464)</b>	<b>(103,143)</b>	<b>(183,121)</b>
<b>FUND BALANCE ANALYSIS</b>					
Beginning Fund Balance	389,185	515,261	430,864	375,400	272,257
Net Increase (Decrease) in Account Balance	126,076	(84,397)	(55,464)	(103,143)	(183,121)
Ending Fund Balance	515,261	430,864	375,400	272,257	89,136

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Donald Evans, Ed.D., Superintendent  
**DATE:** March 26, 2014  
**SUBJECT:** Presentation on Safe Routes to Schools

### **BACKGROUND INFORMATION**

Alameda County's Safe Routes to Schools Program (SR2S) works in schools across Alameda County to develop walk- and bike-to-school programs that fit the needs of their communities. SR2S focuses on the following:

- Teaching kids the basics of walking and biking, giving them the tools they need to safely navigate busy streets.
- Helping communities make their streets safer by studying traffic, advocating for needed changes and working with police to create a safe environment around schools.
- Working with educators to show kids how fun it can be to walk or ride to school through puppet shows, classroom activities, and bike safety classes

SR2S currently partners with the following BUSD schools:

- Berkeley Arts Magnet Elementary School
- Cragmont Elementary School
- Jefferson Elementary School
- King Middle School
- Malcolm X Elementary School
- Rosa Parks Elementary School
- Washington Elementary School

Alta Planning and Design coordinates and implements all of Alameda County's SR2S Programs. They have given short presentations all over the county on the current state of the SR2S program, including a recent presentation to Albany USD.

### **DISTRICT GOAL**

Goals I through V

### **POLICY/CODE**

Unknown

### **FISCAL IMPACT**

None at this time.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Donald Evans, Ed.D., Superintendent  
**DATE:** March 26, 2014  
**SUBJECT:** Proposed District Reorganization

### **BACKGROUND INFORMATION**

Furthering efficacy and efficiency in the district is paramount to becoming a “world class” district. The proposed organization chart for Berkeley Unified reorganizes the structure of the district to better integrate essential relationships and relative ranks of its positions and functions. The redesign serves to strengthen accountability and to support systems and communication between and among departments, and to prioritize district service to schools.

As indicated in the proposed organization chart, the District is divided into two main divisions under the Superintendent: Educational Services and Business & Operational Services. The Assistant Superintendent of Education Services oversees the education side of the house and the Deputy Superintendent leads business, operations, and human resource functions.

The Assistant Superintendent is responsible for overseeing five departments led by:

- Director of K-8 Schools (monitoring Preschools and elementary and middle schools)
- Director of Research and Evaluation (assessments, data collection, and program evaluation)
- Director of Special Projects & Programs (monitoring LCAP, state and federal programs, LEARNS and BEARS after school programs, CTE grants)
- Director of Student Services (monitoring student welfare and attendance)
- Executive Director of Special Education (special needs programs)

The attached chart reflects two new positions proposed in the Educational Services Division: Director of Special Projects & Programs and the Director of Schools. The Director of Special Projects replaces the Director of Curriculum & Instruction. The new position will be responsible for monitoring the new state mandated Local Control and Accountability Plan (LCAP) and compliance with all federal and state programs pre-K through Adult, as well as after school programs, CTE, grants, and other special projects.

The Director of K-8 Schools is a new position that will be responsible for ensuring that district-wide goals and priorities are fully implemented at schools, overseeing all preschools, elementary and middle schools, and directly supervising all preK-8 principals. The Director of K-8 Schools will be tasked with leading best practices throughout the schools, and building consistency in program implementation across schools to ensure student success.

Parent involvement and the engagement of our families are critical to the success of our students. In the current structure, the Supervisor of Family Engagement & Equity is under the Director of BSEP. The revised chart proposes moving the Supervisor of Family Engagement & Equity under the direction of the Director of Student Services.

The Deputy Superintendent is responsible for monitoring eight departments led by:

- Assistant Superintendent of Human Resources
- Director of Facilities
- Director of Fiscal Services
- Director of Nutrition Services
- Director of Technology
- Purchasing Agent
- Risk Manager Supervisor
- Transportation Manager

There are no new positions under the Deputy Superintendent. However, the Deputy Superintendent will be responsible for Human Resources and Facilities.

Under the proposed organizational chart, the Superintendent oversees all high school and adult school programming and has direct supervisory responsibility for the principals of Berkeley High School, Berkeley Technology Academy, Independent Study, Berkeley Adult School, as well as the Director of BSEP and Community Relations, BSEP and the Public Information Officer.

The Director of BSEP & Community Relations and the Public Information Officer works out of the Office of the Superintendent. The Director of BSEP works with both the fiscal and educational program sides of the house and has a critical role in community engagement. The Public Information Officer serves district-wide efforts around public and media relations and events.

While this proposed organizational chart does not significantly modify the organizational structure, the proposed changes are intended to enhance the overall efficiency of our operations and improved services to school, students, and the community.

**DISTRICT GOAL:**

V. Resources

**POLICY CODE**

None

**FISCAL IMPACT**

The new Director of K-8 schools will cost \$155,000 of which \$77,500 will be funded from savings from the elimination of the Program Supervisor position of LEARNS. Another potential offset can be the LCAP supplemental funds of approximately \$15,000 to administer the plan.

**STAFF RECOMMENDATION**

Approve proposed district reorganization.

