

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

**BOARD OF EDUCATION – MEETING AGENDA**

Wednesday, May 21, 2014

***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**

Josh Daniels, President  
Judy Appel, Vice President  
Karen Hemphill, Director  
Beatriz Leyva-Cutler, Director / Clerk  
Julie Sinai, Director  
Shira Wolkenfeld, 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 6:00 p.m. and begin Open Session at 8:00 p.m.

**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.

1. Conference with Legal Counsel: Anticipated Litigation
2. Collective Bargaining
  - a. BCCE
  - a. Local 21
3. Public Employee Discipline/Dismissal/Release/Evaluation
  - a. Certificated Employee
4. Public Employment/Appointment
  - a. Director, Human Resources
  - b. BAM Principal

**CLOSED SESSION PUBLIC TESTIMONY**

Persons wishing to address the Board should fill out a green speaker card. **Cards turned in by 6:00 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 May 21, 2014

Read Mission and Meeting Overview

Closed Session Report

**Recognition – Cesar Chavez Essay Winners:**

<b>Name</b>	<b>School</b>	<b>Grade</b>
Maribel Williams	Cragmont	5
Alexia Wosene	Cragmont	5
Lizbeth Guadalupe Milan	Emerson	5
Luca Mirza	Jefferson	2
Ishmael King'ori Perry	LeConte	5
Anna Fromson-Ho	Longfellow	7
Hannah Freedman	Malcolm X	5
Adeline French	Malcolm X	4
Arwen Bristol	Malcolm X	4
Camilo Grimm	Rosa Parks	5

**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 7:45 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.

**CONSENT CALENDAR - approval requested**

		<b>PAGE</b>
1	Approval of Overnight Field Trip	<b>9</b>
2	Approval of Human Resources Report	<b>10</b>
3	Approval of 2014-2015 Designation of CIF Representatives to League	<b>13</b>
4	Approval of Contracts and Purchase Orders	<b>14</b>
5	Approval of Listing of Warrants Issued in April 2014	<b>16</b>
6	Approval of Payroll Warrants Issued in April 2014	<b>18</b>
7	Acceptance of Gifts and Donations	<b>20</b>
8	Recommendation for Allocation of BSEP Funds for Public Information, Translation, and Support of the Planning & Oversight Committee in FY 2014-15	<b>21</b>
9	Recommendation for Allocation of BSEP Professional Development Funds in FY 2014-15	<b>27</b>
10	Recommendation for Allocation of BSEP Program Evaluation Funds in FY 2014-15	<b>35</b>
11	Recommendation for Allocation of BSEP Technology Funds in FY 2014-15	<b>44</b>
12	Adoption of <i>Temas</i> , a New Textbook for Spanish	<b>50</b>
13	Elimination/Reduction and Addition of Specific Classified Positions in the Garden and Cooking Program	<b>51</b>

**ACTION ITEMS – approval requested**

1	Approval of Tentative Agreement with the Union of Berkeley Administrators (UBA) for Successor Agreement for 2013-16	<b>56</b>
2	Approval of Public Disclosure of Collective Bargaining Agreement Documents	<b>64</b>
3	Recommendation for Expenditures in 2014-15 of Funds Allocated to Parent Outreach from BSEP Parent (30 min. disc.)	<b>87</b>

**DISCUSSION ITEMS**

1	Recent Incidents in Downtown Berkeley Involving Berkeley High School Students (10 min. pres., 30 min. disc.)	<b>99</b>
2	Approval of Proposed Policy on the Use of Surveillance Cameras (10 min. pres., 20 min. disc.)	<b>101</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	3rd Saturday – 4-19 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	4th Saturday-4-26 10:00am-12:00pm	Café Leila (1724 San Pablo Ave.)	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>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> michellesinclair@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> (pasquale scuderi@berkeley.net)	4			X	X	X		X
<b>Berkeley Technology Academy</b> (sheila quintana@berkeley.net)	2		X				X	
<b>Child Development Centers</b> (maria carriedo@berkeley.net)	1	X						
<b>Cragmont</b> (evelyn bradley@berkeley.net)	1		X					
<b>Emerson</b> (susan hodge@berkeley.net)	1		X					
<b>Independent Study</b> (edith smiley@berkeley.net)	1					X		
<b>Jefferson</b> (maggie riddle@berkeley.net)	1					X		
<b>John Muir</b> (audrey amos@berkeley.net)	1				X			
<b>King</b> (janet levenson@berkeley.net)	2	X		X				
<b>LeConte</b> (veronica cavalerio@berkeley.net)	1	X						
<b>Longfellow</b> (pats adler@berkeley.net)	2				X			X
<b>Malcolm X</b> (alex hunt@berkeley.net)	1			X				
<b>Oxford</b> (beth rhine@berkeley.net)	1			X				
<b>Rosa Parks</b> (paco furlan@berkeley.net)	1	X						
<b>Thousand Oaks</b> (jennifer corn@berkeley.net)	1	X						
<b>Washington</b> (mel stenger@berkeley.net)	1					X		
<b>Willard</b> (debbie dean@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:** May 21, 2014  
**SUBJECT:** Overnight Field Trip Request

### **BACKGROUND INFORMATION**

The following overnight field trip request is being made:

Lake Chabot, Hidden Valley Campsite, Castro Valley, CA, June 4-5, 2014

Approve participation of 54 third grade students, 4 teachers and 14 other adults from LeConte Elementary School on a two-day, one-night field trip to Lake Chabot, Hidden Valley Campsite. The group will depart LeConte Elementary School at 11:00 a.m. on Wednesday, June 4th, and return at 2:15 p.m. on Thursday, June 5, 2014. Students will participate in community building activities and learn about native California plants, trees and animals. BUSD will provide transportation. Students will sleep in supervised, gender specific tents. The \$1,300 cost for this trip is being paid from PTA funds and parent donations. No student will be denied access based on inability to pay. Requested by Veronica Valerio, LeConte Principal.

### **POLICY/CODE**

Education Code 35330  
Board policy 6153

### **FISCAL IMPACT**

As indicated above.

### **STAFF RECOMMENDATION**

Approve the overnight field trip consistent with the District Policies and instructional programs.

## BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Delia Ruiz, Assistant Superintendent, Human Resources  
**DATE:** May 21, 2014  
**SUBJECT:** HUMAN RESOURCES REPORT  
 The following is submitted for approval.

<b>CERTIFICATED EMPLOYEES</b>						
Name	Classification (Temporary, Probationary or Permanent)	Position	FTE	Location	Date (From)	Date (To)
<b><u>RETIREMENT</u></b>						
Mary Buttler	Permanent	Director, Personnel Services	1.0	Human Resources	07/15/14	Hire date: 08/11/10
<b><u>SEPARATIONS</u></b>						
Rocio Guzman	Permanent	Teacher	.40	LeConte	06/13/14	
Tamatha Hauskens	Probationary	Teacher	1.0	Berkeley High	07/31/14	
Ariel Morris	Permanent	Teacher	1.0	Berkeley High	07/31/14	
Zachary Pless	Permanent	Program Supervisor	1.0	Educational Services	06/30/14	
Catherine Roth	Temporary	Teacher	.80	Berkeley High	06/13/14	
Vernon Walton	Permanent	Vice Principal	1.0	Berkeley High	07/01/14	
<b><u>NEW HIRES OR REHIRS</u></b>						
Louise Fender	Temporary	Speech Therapist	.40	Special Education	08/25/14	06/12/15
Ellen Hecht	Temporary	Teacher	Hourly	Adult School	04/16/14	06/13/14
Brenda Ramirez	Temporary	Teacher	1.0	Arts Magnet	04/07/14	06/13/14
Randi Rucker	Temporary	Speech Therapist	.40	Special Education	08/25/14	06/12/15
<b><u>LEAVES</u></b>						
Kamala Asher	Permanent	Teacher	1.0	Independent Study	05/12/14	08/25/14
Margaret Agbowo	Permanent	Teacher	1.0	B-Tech	05/05/14	09/30/14
Rebecca Casado	Probationary	Teacher	1.0	Cragmont	08/25/14	01/15/15
Sara Castille	Temporary	Teacher	1.0	Cragmont	08/25/14	01/15/15
Diane Colborn	Permanent	Manager	1.0	Berkeley High	03/28/14	04/10/14
Diane Colborn	Permanent	Manager	.50	Berkeley High	04/11/14	05/09/14

**CERTIFICATED EMPLOYEES**

<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>LEAVES (Continued)</u></b>						
Karen Ferguson	Probationary	Teacher	1.0	Arts Magnet	04/21/14	06/13/14
Mya Thorniley	Permanent	Teacher	1.0	King	04/14/14	06/13/14
Danielle Wilson	Permanent	Teacher	1.0	Willard	08/25/14	01/15/15
Jordan Winer	Permanent	Teacher	1.0	Berkeley High	04/28/14	06/13/14
Patricia Wright	Permanent	Teacher	1.0	Arts Magnet	04/11/14	06/13/14

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification (Limited Term, Provisional, 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>						
Laurie Young	Probationary	Food Service Assistant	.27	Rosa Parks	04/09/14	
Ralon Zotigh	Permanent	Extended Day Program Coordinator	1.0	LEARNS at Willard	04/15/14	
<b><u>RETIREMENTS</u></b>						
Veronica Collins	Permanent	Custodian I	1.0	Berkeley High	05/05/14 Hire date: 08/18/95	
Juan Ruiz	Permanent	Custodian I	1.0	Berkeley High	04/30/14 Hire date: 12/09/02	
Michael Willson	Permanent	Budget Analyst	1.0	Business Services	05/01/14 Hire date: 08/30/88	
<b><u>LEAVES</u></b>						
Richard Andrea	Permanent	Accounting Technician	1.0	Business Services	04/09/14	06/09/14
Tonette Carter	Permanent	Instructional Assistant, Special Ed. Specialized Health	.80	Cragmont	04/15/14	05/02/14
Michelle Clachar	Permanent	Instructional Assistant, ECE	.80	King CDC	04/22/14	06/13/14
Vaile Fujikawa	Permanent	Library Media Technician, Secondary	.80	Berkeley High	04/01/14	04/17/14
Marian Willis	Permanent	Instructional Assistant	.70	Washington	04/08/14	05/08/14

**CLASSIFIED EMPLOYEES**

<b>Name</b>	<b>Classification (Limited Term, Provisional, Temporary, Probationary, or Permanent)</b>	<b>Position</b>	<b>FTE</b>	<b>Location</b>	<b>Date (From)</b>	<b>Date (To)</b>
<b><u>NEW HIRES OR REHIRES</u></b>						
Priscilla Muñoz	Probationary	Student Assignment Specialist	1.0	Admissions	04/18/14	*
Rodney McNab	Probationary	School Safety Officer	1.0	Berkeley High	04/14/14	*
Carla Strauss-Jones	Probationary	Instructional Assistant, ECE	.40	Franklin Preschool	04/01/14	*
<b><u>NEW ASSIGNMENTS</u></b>						
Teri Adams-Carmichael	Permanent	Instructional Assistant, ECE	.87	King CDC and Hopkins Preschool	04/21/14	
<b><u>LIMITED TERM/PROVISIONAL</u></b>						
Matilde Andrade	Provisional	Instructional Assistant, Special Ed. Attendant	1.0	Le Conte	04/14/14	06/13/14
Annesha Broom	Provisional	Administrative Assistant	1.0	Risk Management	03/25/14	04/03/14
Nikitra Hudson	Provisional	Supervisor, Risk Management, Workers' Comp., Benefits	1.0	Risk Management	04/01/14	06/30/14
Marquis Jenkins	Limited Term	Instructional Assistant	.80	Emerson	4/22/14	06/13/14
Tiffany Jenkins	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Willard	01/06/14	06/13/14
Joni Lofton	Provisional	Administrative Assistant	.20	BEARS	04/21/14	06/27/14
Carolyn Mitchell	Provisional	Instructional Assistant, Special Ed. Specialized Health	.20	Emerson	03/12/14	06/13/14
Eduardo Silva	Provisional	Instructional Assistant, Special Ed. Attendant	.80	Longfellow	04/16/14	06/13/14
Valerie Wagner	Provisional	Instructional Assistant, ECE	.80	King CDC	05/12/14	06/02/14
Jenise Walker	Provisional	Instructional Assistant, Special Ed. Attendant	.80	John Muir	04/07/14	05/31/14

\*Upon completion of six work months

\*\* Upon completion of one work year

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Pasquale Scuderi, Berkeley High School Principal  
**DATE:** May 21, 2014  
**SUBJECT:** 2014-2015 Designation of CIF Representatives to League

### **BACKGROUND INFORMATION**

Each year, California Interscholastic Federation (CIF) member schools are required to record our district and/or school representatives to leagues for the coming year. This is to ensure that the league representatives are designated by school district or school governing boards. It is a legal requirement that league representatives be so designated.

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues.

### **POLICY/CODE**

33353 (a) (1)

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve the following as CIF representatives to the league:

- New Berkeley High School Principal
- Kristin Glenchur, Vice-Principal
- Jorge Melgoza, Vice-Principal
- Britta Fjelstrom, Athletic Director

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed. D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** May 21, 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. Esther B. Clark School to provide tuition and transportation for student (DB) for the 2013/14 SY. The cost will not exceed \$64,796. To be paid from Special Education Transportation Budget. Requested by Kay Altizer.
2. Increase in contract amount, PO140617, to Michael Stead's Hilltop Ford to provide service and repair for BUSD buses for the Transportation Department. The original purchase order in the amount of \$9,570 was issued on August 7, 2013. The additional amount requested is \$20,000 for a total amount of \$29,570. To be paid from General Fund Transportation Budget. Requested by Bernadette Cormier.
3. Increase in contract, PO140082, to AZ Bus Sales to provide service and repair for BUSD buses for the Transportation Department. The Board approved \$25,000 on June 26, 2013. The additional contract amount will increase the cost by \$15,000 for a total amount of \$40,000. To be paid from General Fund Transportation Budget. Requested by Bernadette Cormier.
4. Increase in contract, PO 140088, to Peterson Truck to provide bus service and repair for the Transportation Department. The Board approved \$55,000 on June 26, 2013. The additional contract amount will increase the cost by \$15,000 for a total amount of \$70,000. To be paid from General Fund Transportation Budget. Requested by Bernadette Cormier.
5. Increase in contract, PO141751, to Berkeley Alliance to provide parent workshop training for joint middle school events for the 2014SY. The Board approved \$10,000 on February 19, 2014. The additional contract amount will increase the cost by \$5,500 for a total amount of \$15,500. To be paid from BSEP Parent Outreach. Requested by Charity DaMarto.

**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:** May 21, 2014  
**SUBJECT:** Approve Listing of Warrants Issued in April 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 April 2014 are attached for the Board's review.

### **POLICY/CODE**

Educational Code Section 41010 et seq.

### **FISCAL IMPACT**

\$5,787,149.00 for the month of April 2014 from various funds

### **STAFF RECOMMENDATION**

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

# **BERKELEY UNIFIED SCHOOL DISTRICT**

## **District Bill Warrant - Accounting Department**

### **BILL WARRANT FOR APRIL 2014**

<b>FUNDS</b>	<b>AMOUNT</b>
<b>GENERAL FUND</b>	<b>\$1,883,788.07</b>
<b>MEASURE BB FUND</b>	<b>\$236,567.59</b>
<b>TRANS FUND</b>	<b>\$0.00</b>
<b>SCHOOL ENRICHMENT FUNDS</b>	<b>\$140,941.86</b>
<b>ADULT FUND</b>	<b>\$11,570.00</b>
<b>CHILD DEVELOPMENT FUND</b>	<b>\$5,784.24</b>
<b>CAFETERIA FUND</b>	<b>\$76,850.15</b>
<b>DEFERRED MAINTENANCE FUND</b>	<b>\$0.00</b>
<b>MEASURES A AND I (BOND FUNDS)</b>	<b>\$2,240,990.59</b>
<b>SELF INSURANCE FUND</b>	<b>\$231,508.05</b>
<b>PAYROLL/BENEFITS CLEARING</b>	<b>\$959,148.45</b>
<b>TOTAL DISTRICT BILL WARRANT</b>	<b><u><u>\$5,787,149.00</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:** May 21, 2014  
**SUBJECT:** Approval of Payroll Warrants Issued in April 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 the month of April 30, 2014.

### **POLICY/CODE**

Educational Code 41010 et seq.

### **FISCAL IMPACT**

\$6,995,180.50 for April 30, 2014 from various funds

### **STAFF RECOMMENDATION**

Approve payroll payments made in April 2014.

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

<u>COMPUTER GENERATED</u>	<u>AMOUNTS</u>
GENERAL FUND	\$5,505,789.29
MEASURE BB FUND	\$180,385.92
BSEP MEASURE A	\$626,443.79
ADULT FUND	\$265,901.26
CAFETERIA FUND	\$134,850.38
CHILD DEVELOPMENT	\$247,288.85
MEASURE A+AA (BOND FUND)	\$20,688.54
SELF INS. FUND	\$13,832.47
<b>TOTALS</b>	<b>\$6,995,180.50</b>

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

May 21, 2014

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** May 21, 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. The Benevity Community Impact Fund donated \$2,229.16 to be utilized as needed for Cragmont School.
2. Jennifer Pfothenauer donated \$921.87 to purchase books for Cragmont School.

## **BOARD POLICY**

BP 3290

## **FISCAL IMPACT**

The District received a total \$3,151.03 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:** Donald Evans, Superintendent and  
Natasha Beery, Director of BSEP and Community Relations  
**DATE:** May 21, 2014  
**SUBJECT:** Recommendation for Expenditures in 2014-15 of Funds Allocated to Public Information, Translation, and Support of the Planning and Oversight Committee from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP Resource 0854)

### **BACKGROUND INFORMATION**

The *Berkeley Public Schools Educational Excellence Act of 2006* (Measure A of 2006) states:

*two percent (2%) of Special Tax revenues [shall be provided] for public information, translation services for District families and support of the Planning and Oversight Committee” (Section 6-A)*

This recommendation was presented to the BSEP Planning and Oversight Committee on May 6, 2014 and adopted by the Committee on May 13, 2014.

### **Program Objectives**

- Provide timely, informative, and meaningful communication to the Berkeley community about District programs and activities.
- Provide information to the District’s non-English speaking families to improve understanding of and promote access to programs and services for district families.
- Support the BSEP Planning and Oversight Committee in its stewardship of the BSEP funds.
- Support program managers in the strategic development and financial oversight of BSEP funded programs, and develop a thorough understanding of BSEP programs among district and school staff and teachers.
- Train and support School Governance Councils and the BHS BSEP Site Committee to ensure compliance with state and local fiscal oversight and to improve the effectiveness of school site decision-making.

### **Program Summary**

The BSEP tax measure generates nearly \$25 million annually, allocated to most of the major educational programs of the District. Before funds are allocated to each purpose defined in the Measure, 2% of the revenue generated

each year is allocated to directing and supporting the implementation of the BSEP Measure, and providing clear, comprehensive and consistent public information. These objectives are supported by a focus on Communications, Translation, BSEP Planning and Oversight, and School Governance Council support.

Communications: Multiple communication channels are needed to reach diverse audiences, including parents, students, employees, and community stakeholders, each with distinct interests and concerns. The channels include the bi-weekly A+ News, in both email and print formats, Superintendent Messages, a Weekly Bulletin (management), the PIO News (all staff), Press Releases, Biannual Reports, flyers, brochures, school site newsletters, e-trees, and phone blasts, as well as public presentations, forums, and events.

In order to improve the ways the District engages and communicates with families and the community, a strategic communications planning process began in 2011 that included community meetings, an online survey, stakeholder meetings. The resulting Communications Plan has led to a more consistent voice in district publications and communications, including a redesigned district website with frequently updated content and an issue-driven blog, a focus on top content areas, more translated material both in print and online, and the formation of the Superintendent's Communications Team.

The Communications Team meets bi-weekly, chaired by the Director of BSEP and Community Relations, and includes the Public Information Officer, the Translation/Interpretation Specialist, a Communications Consultant, the Supervisor of Family Engagement, the Director of Technology, and the Assistant to the Superintendent. The team supports district initiatives and addresses goals set out in the Communications Plan. In the coming year, the team intends to support the Office of Family Engagement in improving the flow of information to and from school sites and families, and will also improve outreach to key communicators and stakeholders in public planning processes such as for LCAP and BSEP. The Communications Team will also continue to work with the BSEP Public Awareness Subcommittee to ensure that BSEP-funded programs are visible and clearly explained in publications and public events.

Translation/Interpretation: Enrollment at some school sites now includes a population that is more than 15% Spanish-speaking, triggering a State mandate to provide Spanish language translation of District materials, reports and/or interpretation of meetings. A Specialist Translator/Interpreter provides Spanish translation for key District materials, supplemented by hourly translator/interpreters when needed. In addition, a contract with a multilingual Language Line telephone service provides instant access to simultaneous interpretation, such as for parent conferences, with requests in

the past year including Arabic, Cantonese, Farsi, Mandarin, Spanish and Turkish.

BSEP Planning and Oversight Support: The BSEP Measure of 2006 delineates the stewardship responsibilities of a Planning and Oversight (P&O) Committee. The Director of BSEP and Community Relations ensures that the P&O Committee and subcommittees have the necessary information to carry out their role by providing program and budget plans, revenue projections, reports and analysis for each of the nine distinct purposes of the measure. The Director consults with all BSEP-funded program Directors, Coordinators and Supervisors, and works with the Superintendent, Deputy Superintendent for Business Services, and Assistant Superintendent for Educational Services to ensure that District and BSEP plans are aligned. A Senior Budget Analyst works with the Director and each Budget Manager to ensure that plans and reports are provided in accordance with the measure and with auditing and budgeting best practices.

School Governance Council Support: The BSEP office provides training and support to School Governance Councils and the BHS BSEP Site Committee, working with principals, teachers, support staff, students and parents to develop each school’s annual *Single Plan for Student Achievement*, including the development and monitoring of the annual plan for expenditure of BSEP School Site Discretionary Funds and the BHS BSEP Annual Site Plan. SGC training workshops include sessions on school survey design, BSEP-funded program information, and best practices for school leaders. The BSEP Director and Program Specialist provide materials, advice and support for school principals in conducting parent elections of SGC representatives in order to ensure broad and diverse participation in elections and governance.

**BUDGET RECOMMENDATIONS FOR 2014-15**

The staffing model proposed for 2014-2015 continues a structure that was implemented during the 2012-13 school year.

<b>Staff</b>		<b>\$416,452</b>
Director of BSEP and Community Relations	1.0 FTE	
BSEP Program Specialist	1.0 FTE	
Public Information Officer	1.0 FTE	
Specialist Translator/Interpreter	0.5 FTE	
Hourly support staff		

Director of BSEP and Community Relations 1.0 FTE

This position is responsible for the management and fiscal oversight of BSEP, including planning and reporting to the P&O Committee and Board, and advises District Staff, School Governance Councils, and the School Board on the parameters of the BSEP Measure. The Director acts as the

Superintendent’s designee, as assigned, to represent, coordinate, facilitate and/or support the functions of the Superintendent’s Office, including the district’s public planning processes, Communications Team, and district committees. As a member of the Superintendent’s Cabinet, the Director participates in developing the District’s vision, goals and programs.

BSEP Program Specialist 1.0 FTE

The position serves as a compliance officer for the BSEP Site Discretionary Funds section of the BSEP Measure, and performs significant operational duties required to analyze the school site budgets, work in the district’s financial system, and support Principals in planning funding sources for a wide range of educational programs. The Program Specialist provides administrative support to the Director, communication with the Planning and Oversight Committee, and training and support to the School Governance Councils..

Public Information Officer (PIO) 1.0 FTE

The District PIO is responsible for managing public information and public relations for the District and interacts with government agencies, community organizations, local businesses and other school districts to coordinate public information and media relations. The PIO responds to requests for information and produces communications to target audiences through written publications, an ongoing broadcast on Berkeley Community Media Channel 33, on the BUSD website, at community meetings, and through ongoing relations with the media.

Specialist Translator/Interpreter 0.5 FTE

This position is responsible to translate into Spanish the key district print, web, and email communications and documents. In consultation with the Director of BSEP and Community Relations, this position prioritizes requests for translation/interpretation, and assesses the need for and the oversight of hourly translators. The Specialist also advises district staff and collaborates with the Office of Family Engagement and Equity in improving parent outreach to Spanish speaking families. (The Translator position will continue to be funded at 0.5 FTE from this BSEP fund and 0.5 FTE from the General Fund.)

<b>Hourly staff</b>	<b>\$20,000</b>
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On an as-needed basis, hourly staff provide support in the following areas:  
 P&O and Public Meeting Support (set-up, minutes, custodial);  
 Translators and interpreters to supplement the District Specialist Translator/Interpreter;  
 Hourly staff to support document and website archiving.

<b>Contracted Services</b>	<b>\$75,000</b>
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Parents and the general public have expectations for responsive and comprehensive communications, with a demand for up-to-date information by

emails, instant messaging, blogs, and online in addition to traditional print media. Project-based contracts with service providers provide the flexibility to assist the Superintendent, Board and other district staff in writing and graphic design of documents for the *A+ e-News*, Press Releases, the BUSD Website, the *BUSD Bi-Annual Report*, programmatic brochures, and a variety of other district documents and public information materials. The budget for 2014-15 will also support more opportunities for public awareness of the impact of BSEP in the District. The contracted services for 2014-15 will consist of:

- Project-based writing, editing and graphic design contracts;
- A web-based “Constant Contact” e-messaging service;
- Website metrics and design support;
- Language Line, for simultaneous interpretation.

<b>Printing &amp; Mailing</b>	<b>\$27,000</b>
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The primary expense in this category comes from two mailings of the *BUSD Bi-Annual Report*: one issue about BUSD programs and one issue about district finances and facilities. Each issue costs approximately \$11,000 for the printing and citywide mailing. Other print documents include copies in English and Spanish of the bimonthly *A+ e-News*, SGC training materials, the BSEP Annual Plan, and financial reports.

<b>Equipment and supplies</b>	<b>\$35,000</b>
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This budget provides one computer for BSEP staff, office supplies, binders for the BSEP P&O Committee and other documents related to the BSEP Programs, For 2014-15 the budget will also include signage, logo and event materials as part of the effort to make BSEP more visible to the general public. An additional \$5,000 is budgeted for the planned purchase of additional equipment to support the growing need for simultaneous interpretation at school and district events. A transmitter and 50 headphones will allow for meetings at our TWI school to be conducted in either English or Spanish, with the alternate language provided through headphones. This equipment will be housed at LeConte School but available for use throughout the district, in addition to the current set which is kept at the district offices.

<b>Travel, Conferences and Memberships, Cell Phone</b>	<b>\$9,000</b>
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This budget provides cell phone service for the PIO, as well as membership fees and a professional conference budget for the specialist interpreter/ translator, and professional development for the Communications Team.

**BUDGET SUMMARY**

This BSEP Resource is currently on track to maintain a sustainable fund balance through the remainder of the measure. There is deficit spending at a slightly higher rate for the current year for one time purchase of equipment and materials.

In summary, the recommendation for the expenditure of the BSEP funds in FY 2014-15 is:

<b>Revenue</b>	495,472
<b>Expenses</b>	
Staffing	416,452
Classified Hourly	20,000
Contracted Services	75,000
Equipment and Supplies	35,000
Printing and Mailing	27,000
Travel, Conferences, Memberships	8,000
Cell Phone	1,000
Reserve for Personnel Variance	15,000
<b>Total Expenses</b>	<u>597,452</u>
<b>Net Change to Fund Balance</b>	(101,980)
<b>Fund Balance</b>	
Beginning Fund Balance	276,000
Net Increase/(Decrease)	<u>(101,980)</u>
<b>Ending Fund Balance</b>	\$174,020

**POLICY/CODE**

*Berkeley Public Schools Educational Excellence Act of 2006 (Measure A), Section 6-A.*

**FISCAL IMPACT**

Projected expenditures of \$597,452 from the BSEP funds for Public Information, Translation, and Support of the Planning and Oversight Committee.

**STAFF RECOMMENDATION**

Approve the recommendation for expenditures in 2014-15 for funds allocated for Public Information, Translation, and Support of the Planning and Oversight Committee from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP Resource 0854)

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Neil Smith, Assistant Superintendent for Educational Services and Michelle Sinclair, Coordinator of Professional Development  
**DATE:** May 21, 2014  
**SUBJECT:** Recommendation for Expenditures in 2014-15 of Funds Allocated to Professional Development from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP Resource 0855)

### **BACKGROUND INFORMATION**

In compliance with *The Berkeley Public Schools Educational Excellence Act of 2006* (BSEP/Measure A), nine percent (9%) of the available revenues of the Measure are allocated to three purposes: (1) providing professional development for the District's teachers and staff; (2) assessing the effectiveness of the District's educational programs for improving student achievement; and (3) providing and maintaining computers and technology in schools. Currently Professional Development and Technology each receive 36% of the allocation, and Program Evaluation receives 28% of the 9%.

The following recommendation is for the allocation of funds for the Purpose of Program Evaluation in accordance with BSEP Measure A, Section 3C:

*...providing professional development for the District's teachers and staff.*

This recommendation was presented to the BSEP Planning and Oversight Committee on May 6, 2014 and adopted by the Committee on May 13, 2014.

### **Professional Development Objectives**

Effective professional development programs—teachers learning successful educational strategies—are essential to improving overall student outcomes. The following strategic directions and targeted content for professional development guide the District's Professional Development program:

#### Strategic Directions:

- Build a collaborative Professional Development structure that is guided by District vision and goals and implemented at the site level.
- Expand knowledge and use of a wide range of approaches to teaching that lead to high achievement and equitable outcomes for all students.
- Expand knowledge of subject matter expertise in priority areas.

#### Targeted Content:

- Expository Writing and Literacy Skills
- Numeracy and Algebra Readiness and Success
- Common Core State Standards (CCSS)

- Systematic English Language Development (ELD) for English Learners
- Response to Instruction and Intervention (RtI<sup>2</sup>)
- Cultural Competence: Supporting a Diverse Student and Staff Population
- Effective Use of Assessment Data to Improve Instruction
- Beginning Teacher Support and Assessment/Peer Assistance and Review – BTSA/PAR

### **Program Summary**

The positions and initiatives proposed to be funded from the allocation of BSEP funds for Professional Development in FY 2014-15 have been adjusted to reflect current district priorities as well as the need to reduce deficit spending in this resource. See Appendix A for a three-year funding level and source comparison for Professional Development positions and activities.

### **Staffing**

**\$612,575**

- |  |          |
|--|----------|
| • Elementary Literacy Coaches          | 2.75 FTE |
| • Literacy Lead Coach                  | 0.60 FTE |
| • BHS Professional Development Leaders | 2.00 FTE |
| • Instructional Technology TSA         | 0.50 FTE |
| • Professional Development Coordinator | 0.20 FTE |

### **Elementary Literacy Coaches**

**2.75 FTE**

For the past several years, each elementary school has had the equivalent of one full-time literacy coach to address the specific literacy needs of its students and staff by providing intervention for students and coaching for teachers. The literacy coaches support teachers in implementing the Columbia University Teachers' College Reading and Writing Project (TCRWP), the District's elementary school English Language Arts program. For 2014-15, the plan is to fund Literacy Coaches at 11 elementary school sites, for a total of 0.75 FTE per elementary site, as follows:

- 0.25 FTE per site, for a total of 2.75 FTE from BSEP Professional Development funds
- 0.3 FTE per site, for a total of 3.3 FTE, from BSEP Class Size Reduction Program Support funds
- 0.2 FTE per site, for an additional 2.2 FTE, proposed from the LCFF Supplemental Funds.

### **District Literacy Lead Coaches**

**0.60 FTE**

This position facilitates the work of the elementary school literacy coaches, providing training in coaching as well as in effective strategies for teaching literacy skills. In addition to these workshops for site literacy coaches, the position leads professional development for classroom teachers and facilitates the administration of district reading, writing and spelling assessments in grades K-5. For 2014-15, this position will increase from .40 to .60 FTE.

**BHS Professional Development Leaders**

**2.0 FTE**

Berkeley High School will continue to focus its professional development efforts on Faculty Study Groups, in which teacher teams from learning communities and the departments participate in a collaborative structure, such as lesson study, literature study or action research, to improve instructional practices and student performance. Every member of the BHS faculty is a member of a study group.

**Instructional Technology Teacher (TSA)**

**0.50 FTE**

This position was created to help K-12 teachers utilize existing web-based tools to support classroom instruction, for example: Holt Mathematics online tutorials for students; CompassLearning, an online intervention program available to all K-8 students; Scholastic Reading Inventory, an electronic reading diagnostic tool; and the Read 180 program at the three middle schools, a computer based remedial reading program which requires reliable hardware and technological expertise. Many of the District's textbooks now include web-based and electronic support materials for teachers, students, and parents.

In addition, this position has been instrumental in facilitating the adoption of *Illuminate*, the data management system adopted by the District during the 2012-13 school year. The use of technology for instruction and testing will continue to expand in the 2014-15 school year, with the advent of new student assessments aligned with in the *Common Core* standards, which will be conducted online.

The recommendation is for this budget to increase funding from 0.34 FTE to 0.50 FTE due to the increased demands of the Common Core State Standards and Smarter Balanced Assessments (SBA).

**Coordinator of Professional Development**

**0.20 FTE**

This position ensures that the professional development outlined in this proposal is well-organized and provided as outlined. The recommendation is to decrease BSEP funding from 0.40 to 0.20, with other resources providing funding for this 1.0 FTE.

**Program Expenditures**

**Toolbox Curriculum Professional Development**

**\$40,000**

Toolbox is a research-based social-emotional learning curriculum. It teaches critical social competencies necessary for academic and life success such as resiliency, self-management, and responsible decision-making skills. The intent of this allocation is to provide the professional development necessary for implementation of the Toolbox social-emotional learning curriculum K-6. Berkeley Unified is purchasing the curriculum and materials for all sites (K-

6) from another funding source. This expenditure would provide the training and coaching needed for all sites to successfully implement the curriculum. The following components are included in the Toolbox professional development plan: whole-district introduction training, follow-up training at school sites (bringing two sites together), and a comprehensive plan to build 'in-house' Toolbox trainers and provide those trainers with all training materials and resources. It is expected that by the end of the 2014-2015 school year, the district will have built sufficient internal Toolbox training capacity to conduct all future trainings using district staff.

**Culturally Responsive Teaching Workshops & Consultants \$45,000**

Many of our BUSD teaching staff have participated in Culturally Responsive Teaching workshops and coaching in order to learn strategies which engage our African-American students in learning more effectively. This fund would enable more staff to attend relevant workshops and engage consultants who would work in conjunction with the District staff members who are leading this initiative in BUSD.

**Teacher Initiated Professional Development \$50,000**

Research has shown that teacher directed professional development is one of the most effective strategies for improving classroom instruction. The intent of this allocation is to foster teacher initiative and site collaboration in areas that will help close the achievement gap. Topics might include the implementation of Response to Intervention or Positive Behavior and Intervention System, assessing reading and writing skills, culturally responsive teaching, or teaching English Language Development in a diverse class. These funds provide money for substitutes and hourly pay to give teachers the opportunity to focus on areas of professional growth that they have identified as meaningful to them.

**K-8 Curriculum Teacher Leaders \$55,000**

Teacher Leaders help advance various curriculum initiatives in the schools, such as the implementation of the new Common Core state standards. The Teacher Leaders in math and English language arts participate in workshops with district staff and then facilitate similar workshops at their schools. During the 2013-14 school year, the K-5 Teacher Leaders focused on ELD, and the district also identified Teacher Leaders for Equity, a group who participate in bi-weekly workshops with the Director of the Berkeley Alliance to develop their leadership skills on this key issue for the district.

The recommendation is to continue funding an annual stipend for each participating Teacher Leader. (The \$2,027 estimated average cost includes employer paid fringe.) The BSEP funding will provide 17 Teacher Leaders for Equity, as well as 4 Teacher Leaders for middle school math, 4 for middle school ELA, and two for Next Generation Science Standards.

## **Carryover Funding Priorities**

The plan for this resource is fully expending both the new revenue and the fund balance. However, should carryover exceed projections, or alternative funding sources be identified for the planned expenditures, the following activities could be funded, in priority order.

- a. Welcoming Schools Training** **\$8,000**  
The Welcoming Schools curriculum has been implemented at all elementary schools, and training for teachers new to Berkeley is essential to ensure that all students are taught these lessons. Our Family Coalition is available to provide additional training for an elementary teacher from each elementary school to serve as a resource for her/his colleagues. This fund could pay for the cost of the facilitators, substitutes and teacher hourly.
- b. Math Consortium at ACOE** **\$7,500**  
The Alameda County Office of Education is continuing to sponsor a series of workshops for district teams of administrators and teachers to support the implementation of the new common core standards in math. Funds would pay for registration as well as substitutes and teacher hourly for math teachers to attend the workshops and do follow-up work.
- c. Middle School Writing Scoring** **\$10,000**  
Middle school teachers from all three sites collaborate with their grade level colleagues to review and assess student writing. This process has proven to be effective professional development in helping teachers hone their skills in improving their students' writing. BSEP funds substitute teachers to enable classroom teachers to participate in this process.
- d. RtI<sup>2</sup> Workshops** **\$8,000**  
Workshops focused on RtI<sup>2</sup> for teachers and administrators will further the district's efforts to implement and expand this model.
- e. Mentors for Voluntary PAR Referrals** **\$10,000**  
The cost of mentors for teachers who request them can be a strategic investment for the district and have a positive impact on teaching and learning.
- f. Curriculum Workshops for New Teachers** **\$12,000**  
Elementary School Teachers new to Berkeley need guidance and support to learn and implement the Teacher College Reading and Writing Project, A Story of Units, and other BUSD curricula. This fund would pay for prep time for mentor teachers and workshop facilitators as well as substitutes and teacher hourly for participants.

**g. Specialized Workshops for Secondary Teachers** **\$15,000**

Specialized training is required for certain programs at the high school and middle school levels.

(1) High school teachers prepare to teach Advanced Placement and International Baccalaureate courses by enrolling in week-long subject-specific workshops.

(2) Middle and high school teachers attend the workshops in Advancement Via Individual Determination (AVID) in order to learn the AVID curriculum and their role to facilitate the academic success of the students in the AVID program. AVID is designed to increase the number of students who enroll in a four-year college.

**BUDGET SUMMARY**

Professional development for all schools is currently funded through a variety of funding sources in addition to BSEP, including categorical funds such as Titles I, II, and III, Common Core funding.

Following is the proposal for BSEP expenditures for 2014-15:

<b>Revenue</b>	\$786,611
<b>Expenses</b>	
Professional Development Staff	612,575
Toolbox Curriculum Professional Development	40,000
Culturally Responsive Workshops & Consultants	45,000
Teacher Initiated Professional Development	50,000
K-8 Curriculum Teacher Leaders	55,000
Reserve for Personnel Variance	14,000
Indirect Cost	58,957
<b>Total Expenses</b>	<u>875,532</u>
<b>Net Change to Fund Balance</b>	(88,923)
<b>Fund Balance</b>	
Beginning Fund Balance	89,000
Net Increase/(Decrease)	<u>(88,923)</u>
<b>Ending Fund Balance</b>	\$79

**POLICY/CODE**

*Berkeley Public Schools Educational Excellence Act of 2006 (Measure A) Section 3C*

**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.

**FISCAL IMPACT**

Projected expenditures of \$875,532 from the BSEP funds for Professional Development, from the BSEP Professional Development, Program Evaluation, and Technology Fund

**STAFF RECOMMENDATION**

Approve the recommendation for expenditures in 2014-15 of funds allocated to Professional Development from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP Resource 0855)

## BSEP Professional Development Program – FY 2012 through FY 2014

Positions & Activities	Grade Level	2012-13	2013-14	2014-15	Comments
<b>Current Proposal and Prior Year Comparison</b>					
Elementary Literacy Coaches	K-5	2.75	2.75	2.75	
District Lead Literacy Coach	K-12	0.40	0.40	0.60	
BHS PD Leaders	BHS	1.20	2.00	2.00	
Instructional Technology TSA	K-12	0.34	0.34	0.50	
Staff Development Coordinator	Pre-K-12	0.50	0.40	0.20	<i>To Categorical Funds</i>
	<b>Total FTE</b>	5.19	5.89	6.05	
<b>Previously Funded by BSEP Professional Development Funds</b>					
MS English Language Arts	6-8	0.40	0.40	0.00	<i>To Common Core (.40)</i>
District English Language Coach	K-12	0.50	0.40	0.00	<i>To Categorical Funds</i>
Math Coach	K-5	0.50	0.30	0.00	<i>To Common Core (.50)</i>
Math Coach	6-8	0.40	0.35	0.00	<i>To Common Core (.50)</i>
TSA: Improving Instruction Using Data	K-12	0.00	0.00	0.00	<i>Eval budget FY 2012-13</i>
ULSS/RtI <sup>2</sup> TSA or Behavior Specialist	K-8	0.40	0.30	0.00	<i>To sites in LCFF/LCAP</i>
Culturally Responsive Teaching	K-12	0.50	0.00	0.00	<i>From FTE to contract</i>
Supervisor Family Engagement & Equity	K-12	0.50	0.00	0.00	<i>Fully funded by other BSEP</i>
	<b>Total FTE</b>	1.40	0.30	0.00	
<b>Grand Total FTE</b>		6.59	6.19	6.05	

### Other Professional Development Activities

Toolbox Curriculum Professional Development	K-6	\$0	\$0	\$40,000	
Culturally Responsive Training	K-12	\$25,000	\$0	\$45,000	<i>Cat Funds FY 2013-14</i>
Teacher-Initiated PD (TIP)	K-12	\$50,000	\$50,000	\$50,000	
Teacher Leader Stipends - ELD, ELA, Math, Equity	K-8	\$80,155	\$80,200	\$55,030	
	<b>Total Other PD Initiatives</b>	\$155,155	\$130,200	\$190,030	

### Priorities for Carryover Funds

Welcoming Schools Training	\$10,000	\$7,000	\$8,000	
ACOE Math Consortium	\$12,000	\$0	\$7,500	<i>Cat Funds FY 2013-14</i>
Middle School Writing Scoring	\$15,000	\$10,000	\$10,000	
ULSS/RtI Workshops	\$8,000	\$0	\$8,000	<i>Cat Funds FY 2013-14</i>
Mentors for Voluntary PAR Referrals	\$10,000	\$10,000	\$10,000	
TCWRP for New Teachers	\$10,000	\$0	\$10,000	<i>Cat Funds FY 2013-14</i>
Specialized Workshops for Secondary Teachers	\$25,000	\$15,000	\$15,000	
	<b>Total Carryover Priorities</b>	\$90,000	\$42,000	\$68,500

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Neil Smith, Assistant Superintendent of Educational Services and  
Debbi D'Angelo, Director of Evaluation and Assessment  
**DATE:** May 21, 2014  
**SUBJECT:** Recommendation for Expenditures in FY 2014-15 for Funds  
Allocated to Program Evaluation from the *Berkeley Public Schools  
Educational Excellence Act of 2006* (BSEP Resource 0856)

### **BACKGROUND INFORMATION**

The following recommendation is for the allocation of funds for the Purpose of Program Evaluation in accordance with *The Berkeley Public Schools Educational Excellence Act of 2006* (BSEP/Measure A):

*...assessing the effectiveness of the District's educational programs for improving student achievement* (Section 3.C)

The BSEP Measure dedicates nine percent (9%) of the available revenues of the Measure to (1) providing professional development for the District's teachers and staff, (2) assessing the effectiveness of the District's educational programs for improving student achievement, and (3) providing and maintaining computers and technology in schools. Currently, Professional Development and Technology each receive 36%, and Program Evaluation receives 28% of the 9%.

Program Evaluation is funded through a variety of sources: General Funds, grant funding, Categorical Funds, and BSEP. All proposed staff positions focused on evaluation and assessment are at least partially funded from BSEP.

This recommendation was presented to the BSEP Planning and Oversight Committee on April 24, 2014 and adopted by the Committee on May 6, 2014.

### **Program Evaluation Objectives**

As the District implements educational programs designed to improve student achievement, staff must be able to assess the effectiveness of these programs in meeting their goals. The District established the Berkeley Evaluation and Assessment (BEA) office in 2007 to use data to achieve five major goals:

1. Improve teachers' instruction and students' learning.
2. Improve the ability of School Governance Councils to make decisions about the effective use of site resources.
3. Improve the ability of the School Board, staff and the public to make informed decisions about the effectiveness of instructional programs in order to maximize the use of scarce resources.

4. Administer and oversee State mandated and District-wide assessments.
5. Develop and maintain a central data warehouse to provide real-time web-based student information to staff members with access to district indicators, drillable to the site, classroom and student level.

### **Program Summary**

Following is a summary of the programs and services offered by BEA. Additional projects of the BEA (not funded by BSEP) are listed in Appendix A.

Professional Development/Training: BEA staff will continue to provide training and support for administrators, teachers, parents and support staff in the continuous inquiry model – using data to drive instruction and to evaluate programs. In 2012, BEA rolled out a new Data and Assessment System entitled *Illuminate*; since then, staff has added *Illuminate* for Program and Classroom Evaluation to the repertoire of Professional Development offered.

District and Formative Assessment Support: BEA staff provides support for all District assessments, which includes design support, scanning of assessments, test duplication and distribution and online assessment management using *Activate* and *Illuminate*. As assessments are scanned, entered or taken online, reports connected to the assessment are immediately made available to teachers, administrators and District staff. Staff also works one to one with teachers on assessments and through *Illuminate* training days assuring that teachers are dynamically using the system to meet their needs.

School Principal Evaluation Support: All sixteen principals receive one-on-one support at their school sites on a regular basis from BEA staff. Support is based on research from *Driven by Data* and *Culturally Proficient Inquiry*. BEA staff provide supplementary data analysis, assist principals to plan and deliver data presentations to their staffs, PTA and/or SGCs. BEA staff members also support Principals in using Survey Monkey, *Illuminate* and the new state test.

Program Evaluation Reports: The Director prepares evaluation reports that the School Board, district administrators, and schools can use to inform their practice, including reports on State and local trends in achievement overall, and by racial and demographic subgroups. Evaluations include special programs, Board subcommittees, site programs and other district focus areas. At the High School, this includes an annual report of progress.

2020 Vision Support and Partnership: The 2020 Vision is Berkeley's citywide effort to achieve academic equity for all children and youth in Berkeley by the year 2020. The 2020 Vision uses eight goals to measure success each year: Kindergarten Readiness, Reading Proficiency by Third Grade, Attendance, Math Completion by 9<sup>th</sup> Grade, College and Career Readiness, Alternatives to Suspension, Fewer Police Encounters, and Student Engagement. The BEA

Director oversees the implementation of Phase III of the 2020 Vision, which include a series of seven 2020 Design Team meetings with City and Alliance staff.

Elementary Report Cards: The Director serves as the liaison between the Professional Development department and the Technology department to assure that all report cards are updated and align to pacing guides at the school sites. BEA staff provide teacher and family guides (in English and Spanish), posted on the district website and distributed to new families for use with the Report Cards.

WE CARE and other Staff and Parent Surveys: BEA staff provide design and analysis support for a variety of surveys using both Survey Monkey and Google Surveys. Work includes a WE CARE survey to assess customer service in and amongst district departments; a survey of staff, parents and students regarding Smarter Balanced Assessment (SBA) Field Testing; evaluating current SGC surveys and if they meet all targeted LCAP sub-groups and finally, the development of a template to begin the design of a new districtwide family survey. (To be designed in collaboration with an SGC/P&O joint committee next fall.)

## **BUDGET RECOMMENDATIONS FOR FY 2014-15**

### **Staffing \$467,000**

The staffing model proposed for BSEP funding in FY2014-2015 would continue with 4.6 FTE, with assignments and site responsibilities allocated in accordance with current program priorities. (See Appendix B for specific sites.)

- Director 1.0 FTE
- Teacher on Special Assignment 0.8 FTE
- Teacher on Special Assignment 0.7 FTE
- Teacher on Special Assignment 0.4 FTE
- Teacher on Special Assignment 0.2 FTE
- Data Analyst 1.0 FTE
- Clerical Staff 0.5 FTE

### **Director of Evaluation and Assessment 1.0 FTE**

The Director of Evaluation and Assessment designs, implements and oversees all aspects of the evaluation and assessment activities related to student achievement and program effectiveness, including research and evaluation methodologies, instruments, data collection, data warehouse/ assessment system/dashboard design and implementation, data integrity processes, and statistical analysis and interpretation. The Director works with principals, teachers, School Governance Councils, District Office staff, the School Board,

LCAP Committees and the 2020 Vision Design Team to interpret student data and improve student learning. The Director serves as a liaison between the Technology Department and Educational Services, interpreting the needs of Curriculum and Instruction for the programming and system software, and improving data integrity, development and accessibility for teachers. The Director will work with the Coordinator of Professional Development to provide training on the new CCSS local and state assessments and for K-5 teachers and families, the new Elementary CCSS Report Card.

**Teachers on Special Assignment (TSA)**

**2.1 FTE**

These positions provide staff development and technical support to teachers, principals, and School Governance Council (SGC) members in how to use data for evaluation and in determining appropriate actions based on these data. Staff development is provided primarily to certificated staff at the site and district level, and consists of both group training sessions as well as individualized support. The focus of the TSAs is to provide structured technical assistance in the implementation of *Illuminate*, how to create and understand formative and summative assessments aligned to CCSS and how to administer the assessments online so students can use technology to take the tests much like their new state assessment. Finally, TSAs ensure that teachers and administrators know to monitor student progress overall and by special program to ensure that all students receive the support they need. In addition to the 2.1 FTE funded by BSEP, TSAs are multi-funded through GATE, BSEP Professional Development, LEARNs, LCAP, CCSS to support the evaluation of specific programs as outlined in Appendix A.

**Data Analyst (1.0 FTE) and Administrative Coordinator (0.5 FTE)**

These two classified positions are responsible for technical support in the Office of Evaluation and Assessment. They support District assessments, import and enter data into the data systems, ensure accuracy of data, develop queries and reports in *Illuminate* and PowerSchool, generate a variety of other reports and documents, and develop and maintain various databases and files.

In addition, the Data Analyst serves as the manager of the data warehouse, user access to *Illuminate* and supports staff by providing data requested for program evaluation. *(The other .50 FTE of the Clerical Support position is funded by the General Fund to manage state-mandated testing.)*

**Program Expenditures**

**Certificated Hourly (Extra Duty)**

**\$12,000**

The TSAs for Evaluation will work during the summer to prepare student data reports and the new Common Core-aligned district assessments for schools and teachers for the opening of the school year. They will also work additional days in June to provide teacher staff development, and to prepare End of Year assessment and evaluation reports.



**Summer and School-Year Staff Development** **\$10,000**

For 2014-15, funds will be used to continue summer and break-time *Illuminate* trainings for teachers. In addition to assessment sessions, the focus for 2014-15 will be on implementing the new Elementary Report Card for K-5 and for Grades 6-12, creating and administering CCSS-aligned online assessments for ELA, Literacy in Social-Science, Math and additional online assessments linked to the most recent standards for World Language, Science, Visual and Performing Arts and other subjects.

**Illuminator Teacher Leader Stipend** **\$22,000**

In order to assure full implementation of *Illuminate*, funds will be used to pay an annual stipend to one lead teacher at each elementary site who will serve as “Illuminators”. The eleven Illuminators will attend a monthly meeting, be trained on the new Elementary Report Card and then coach others at their site on how to report progress and use local and formative assessments in *Illuminate* and tie them to the Elementary Report Card.

**Contracted Services:**

***Illuminate*, Amplify, SPSS, Survey Monkey** **\$65,000**

The Evaluation and Assessment Office manages a web-based data and assessment system entitled *Illuminate*. Using Web 2.0 technologies, *Illuminate* is a data-warehouse and information system, storing demographic, assessment and evaluation data. *Illuminate* serves as the vehicle for creating and scanning answers for district assessments as well as analyzing both State and district assessment data. With *Illuminate*, BUSD staff can now work dynamically through the system to create and analyze teacher-created quizzes, demographic data, State tests, or a combination of these and more. Staff reports a user-friendly interface that make every user’s job easier: from district-level educators who need to analyze trends, to instructional leaders who require fast and flexible reports to shape curriculum, to teachers using instant formative feedback mid-lesson to inform next steps. *Illuminate* will now serve as the host for the Elementary CCSS Report Card and provides access to assessments both on paper and online that use similar testing technologies as the Smarter Balanced Assessment (SBA). These questions include: selected response (more than one answer), drag and drop, multi-media sources, constructed response and other technology-enhanced items.

*Amplify* (formerly Intel-Assess) provides additional test items and “quick checks” that are specifically developed to measure student mastery of the CCSS. In both systems, assessments can be used formatively to help educators improve instruction or summatively to help inform what students know and are able to do at the end of a unit or section. Both systems include a Teacher Rationale document that explains student error and reveal common student misconceptions. In *Illuminate* the rationale also links to the sub-strand, claims in Smarter Balanced, Blooms Taxonomy and Levels of

Knowledge. *Activate* is a partner with *Illuminate* and will serve to enhance the Item Bank, particularly because it is aligned to the new Core Common State Standards. In addition, both the World Language and Science departments at BHS have committed to developing a greater number of common assessments using *Activate*.

SPSS is an industry-standard statistical package that BEA is increasingly using for data analysis. The costs include software licenses and training.

Survey Monkey is an online survey tool used by School Governance Councils and other District departments to collect survey data. The BEA department purchases and manages the District's subscription to Survey Monkey, which will also serve as the District "WE CARE" survey tool, and for analysis of Parent Outreach efforts.

**Professional Development for BEA Staff** **\$10,000**

Professional development will support staff facilitation of district evaluation and assessment activities, including the adoption of Common Core, and the roll-out of the on-line and instructional components of *Illuminate*.

**Supplies and Equipment** **\$10,000**

Books, supplies and office equipment are estimated to require no more than \$10,000 for the year.

**BUDGET SUMMARY**

The revenue for this resource is projected to increase only slightly, the fund balance for this resource is very small. The current deficit spending model may require adjustment in the coming years in order to maintain the resource through the end of the Measure in FY2016-17.

In summary, the recommendation for the expenditure of the BSEP Class Size Reduction monies in FY 2014-15 is (see following page):

**BSEP Evaluation Budget FY 2014/15**

<b>Revenue</b>	\$611,808
<b>Expenses</b>	
Program Evaluation Staff	467,000
Certificated Hourly (Extra Duty)	12,000
Summer and School Year Staff Development	10,000
Teacher Stipends (Illuminate)	22,000
Contracted Services (Illuminate, Intel Assess, SPSS, Survey Monkey)	65,000
Professional Development for BEA Staff	10,000
Supplies and Equipment	10,000
Reserve for Personnel Variance	10,000
Indirect Cost of 7.22%	43,753
<b>Total Expenses</b>	<u>649,753</u>
<b>Net Change to Fund Balance</b>	(37,945)
<b>Fund Balance</b>	
Beginning Fund Balance	60,000
Net Increase/(Decrease)	<u>(37,945)</u>
<b>Ending Fund Balance</b>	\$22,055

**POLICY/CODE**

*Berkeley Public Schools Educational Excellence Act of 2006 (Measure A) Section 3C*

**FISCAL IMPACT**

Projected expenditures of \$649,753 from the BSEP funds for Program Evaluation, from the BSEP Professional Development, Program Evaluation, and Technology Fund

**STAFF RECOMMENDATION**

Approve the recommendation for expenditures in FY 2014-15 for funds allocated to Program Evaluation from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP Resource 0856)

## ***Program Evaluation Appendix A***

In addition to BSEP Funded Activities, BEA also supports the following with funding from the General Fund, LCAP Supplemental funds, LEARNS, Lumina Grant or Categorical Funds:

- I. Full Implementation of State Required Testing (see list of tests):
  - California Standards Test (CST), gr. 5, 8 and 10, in Science
  - California Alternative Proficiency Assessment (CAPA), for Special Education students in gr. 2-11 with special modifications required.
  - California High School Exit Exam (CAHSEE), gr. 10 census and for gr. 11-12 until student passes.
  - California English Language Development Test (CELDT) for English Learners, gr. K-12.
  - Physical Fitness Test (PFT), gr. 5, 7 and 9.
  - Operational Testing for the Smarter Balanced Assessment Consortium.
  
- II. Gifted and Talented Education (GATE) Identification using Spring Fifth Grade CST Scores. GATE Identification will use CST in 2013-14 and SBA in 2014-15.
  - GATE English Language Arts – Scale Score of 500 and above on CST ELA and Score of W or Above on Teacher’s College Reading and Writing Assessment (TCRWP)
  - GATE Mathematics – Scale Score of 500 and above on CST Math and Score of 95% or Above on Spring District Math Assessment
  - GATE Science – Scale Score of 500 and above on CST Science and Score of 95% or Above on Spring District Science Assessment
  - GATE Music – Scale Score of 500 and above on CST Math or Science and Score of 99% or Above on Spring District Music Assessment. Teacher referrals for 1 student per class will be considered.
  
- III. Supporting LEARNS with the Statewide Report for 21st Century Community Learning Centers (CCLC) and After School and Safety (ASES), 21st Century High School After School and Safety for Teens (ASSETs) and Annual Performance Report (APR)
  
- IV. Evaluation of the 12 goals of the Local Control Accountability Plan (LCAP).
  
- V. College-Readiness Evaluation as supported by the Lumina Grant.

## Program Evaluation Appendix B

### **Director**

All District Departments  
CCSS/SBAC Implementation  
Research requests  
Evaluation projects  
District/Board Reports  
2020 Vision Lead  
Research Interns  
Single Plan Review  
Accountability Report Cards  
Illuminate Implementation  
District We CARE Survey  
AAAA Work Group  
Report Card Oversight  
California Healthy Kids Survey  
Local Control Accountability Plan

### **TSA (1.0 FTE)**

Berkeley-Tech and Independent Study  
Longfellow  
King  
Malcolm X  
Oxford  
Thousand Oaks  
Willard  
MS ELA and Math  
BUSD/BFT Surveys\*

### **TSA (1.0 FTE)**

Berkeley Arts Magnet  
Cragmont  
Emerson  
Jefferson  
John Muir  
LeConte  
Rosa Parks  
Washington  
Universal Screeners  
Elem. Math, Music and Science  
RTI2 / SPED / PBIS Support\*

### **TSA (.6 FTE)**

Berkeley High School  
BHS College Readiness Grant\*  
BHS Assessments, Grants  
BHS Common Assessments

### **TSA (1.0 FTE)\***

SBAC Implementation  
LCAP Evaluation  
LEARNS Evaluation  
Parent Engagement Support

### **ALL STAFF**

CCSS Implementation  
SBAC Support  
2020 Symposium  
Training on:  
- *Illuminate*  
- *IntelAssess*  
Culturally Responsive Inquiry

### **Data Technician/Analyst**

Data warehouse manager  
District assessment logistics and support  
Data analysis  
Data reports  
Elem. Literacy  
LEARNS Assets and ASES  
Bridge Evaluation  
PowerSchool Bridge to Illuminate  
CALPADS Assessment Module  
SBA Data Management

### **Administrative Coordinator**

State Test Coordination\*  
Printing, Ordering of Assessments  
Manages BEA office  
SBA Online Support

### **Cal in Local Government Intern**

\*Indicates alternate funding source.

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Jay Nitschke, Director of Technology  
**DATE:** May 21, 2014  
**SUBJECT:** Preliminary Recommendation for Expenditures in 2014-15 of Funds Allocated to Technology from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP Resource 0862)

## **BACKGROUND INFORMATION:**

In compliance with *The Berkeley Public Schools Educational Excellence Act of 2006* (BSEP/Measure A), nine percent (9%) of the available revenues of the Measure are allocated to three purposes: (1) providing professional development for the District's teachers and staff; (2) assessing the effectiveness of the District's educational programs for improving student achievement; and (3) providing and maintaining computers and technology in schools. Currently Professional Development and Technology each receive 36% of the allocation, and Program Evaluation receives 28% of the 9%.

The following recommendation is for the allocation of funds for the Purpose of Technology in accordance with BSEP Measure A of 2006, Section 3.C:

*... providing and maintaining computers and technology in schools. All costs attendant to providing these services are permissible.*

This recommendation was presented to the BSEP Planning and Oversight Committee on May 6, 2014 and adopted by the Committee on May 13, 2014.

## **Program Objectives**

Up-to-date technology is an asset for schools in several ways:

- The use of technology engages students in learning, improves attendance, increases graduation rates and facilitates parent involvement.
- The use of technology improves learning skills, such as thinking and problem-solving skills, information and communication skills, and interpersonal and self-directional skills.
- The use of technology helps schools meet the needs of all students with opportunities for differentiated instruction.
- The use of technology promotes equity and access in education.
- The use of technology improves school efficiency, productivity, and decision-making on all levels, from the teacher in the classroom, to grade-level collaboration, to principals and school leadership.

- The use of technology helps teachers meet professional requirements.

### **Program Summary**

The programmatic goal of these funds is to support technology used at the school sites. Staff provide expertise in integrating technology into classroom practice; provide hardware and software support to school teachers and administrators, including instructional technology and information systems such as PowerSchool and Illuminate; and provide funds and ordering assistance for school technology purchases made by school governance councils and committees.

The 2013-14 year has been a transformative year for the use of technology in schools.

- Common Core State Standards (CCSS) were adopted. These standards incorporate guidelines of how all students need to be competent with technology.
- At last count, there were 1,818 Chromebooks in use in Berkeley schools; the vast majority have been purchased in the last 12 months.
- The addition of a second K-8 Teacher on Special Assignment for Instructional Technology energized efforts to incorporate technology in classrooms. The productive weekly meetings of the “DigiTech” committee have worked on two levels:
  1. To create a framework for instructional technology within the new CCSS curriculum; and
  2. To troubleshoot problems that teachers were having incorporating technology.
- The committee consists of Library Coordinator Becca Todd, the Library’s half-time TSA Mary Ann Scheuer, K-8 Instructional TSAs Allison Krasnow and Wally Gutierrez, and Tech Director Jay Nitschke; with visits from BHS TSA Matt Albinson, and Oxford TSA Robin Harley (0.2 FTE).
- The field test of the computer-based Smarter Balanced Assessments given in mid April and May have gone quite successfully from the technology point-of-view. They have highlighted the need for keyboarding and other computer literacy skills.
- A keyboarding curriculum was developed and implemented at many of the elementary schools. Keyboarding was popular with students, with many students attaining the 20 words per minute goal. Dance Mat Typing (free) and Typing Club (fee-based) were the two web-based software programs utilized.

Themes in 2014-15:

- Ongoing integration of instructional technology tools into the professional development given in core subjects.
- Continue individual, department, and district-wide professional development on technology tools and student engagement.

- Pilot a technology-infused project at upper grades in an elementary school.
- Reconstitute the district Technology Committee in order to write an Instructional Technology Plan as well as a state-mandated Technology Plan, and investigate various Learning Management Systems and the possibility of technology teacher leads at each school.
- Mouse Squad teams of students at B-Tech, Longfellow, and Willard.
- More Chromebooks: Common Core money will provide additional devices. With this amount of Chromebooks, there will be sufficient resources to provide SBA testing without movement of carts between schools, as was necessary in spring 2014.
- Improve wireless capacity to ensure all classrooms are able to fully utilize a computer cart.

**BUDGET RECOMMENDATIONS for FY 2014-15**

<b>Staff</b>	<b>\$645,836</b>
<ul style="list-style-type: none"> <li>• Microcomputer Technicians</li> <li>• Student Systems Specialist</li> <li>• Director of Technology</li> <li>• Instructional Technology TSA</li> </ul>	<p>6.20 FTE 0.60 FTE 0.20 FTE 0.50 FTE</p>

**Microcomputer Technicians 6.2 FTE**

The job of the technicians is to work with teachers and staff to keep computers, tablets, projectors, printers etc. working, to help integrate technology with the curriculum, to support teachers using the Illuminate assessment data system, which was introduced district-wide in 2012-13, and PowerSchool, as well as to help technology committees and School Governance Councils make decisions about technology money.

- 2.0 FTE positions are at BHS (of which 0.2 FTE is for B-Tech Academy),
- 1.6 FTE support the middle schools, and
- 2.6 FTE support the elementary schools, Independent Studies, and preschools, and provide support for site technology purchases.
- Since all but one of these positions are 10-month positions, an extra \$3,000 is budgeted for extra duty work over the summer.

**Teacher on Special Assignment – Instructional Technology 0.5 FTE**

Since 2010-11, a TSA for Instructional Technology has been co-funded by Technology, BSEP Professional Development and federal categoricals at 33% each. For 2014-15, the proposal is to fund this position 50% from the Technology budget, and 50% from the BSEP PD budget.

Common Core money has provided one-time, two-year funding for an additional Instructional TSA: A 1.0 FTE position in 2013-14, and 0.7 FTE in 2014-15. The current 1.0 FTE teacher will be working 0.6 in 2014-15.

**Student Systems Specialist 0.60 FTE**

The recommendation is to continue funding of 0.60 FTE of the Student Systems Specialist from the BSEP Technology budget. This position supports PowerSchool, as well as various other systems, including the associated servers used for communication to students and families (such as the one that principals use to do phone blasts), and ensures student information is correct in the library and nutrition systems. *(Funded to 1.0 FTE with 0.40 from the General Fund.)*

**Director of Technology 0.20 FTE**

The recommendation is to continue funding 0.2 FTE of the Director of Technology from the BSEP Technology budget in 2014-15. *(Funded to 1.0 FTE with 0.80 from the General Fund.)*

<b>Technology Equipment for Schools, Repairs, Software Licenses \$100,000</b>
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Funding for technology in the schools is about \$9 per student (including the preK program). Fortunately, the passage of Measure I (BUSD's Prop 65 facilities bond) in November, 2010 has enabled \$250,000 per year to be dedicated to technology, per the plan adopted by the School Board. In 2012-13 and 13-14, Measure I bond funds improved the wireless infrastructure across the district. A goal of an HP 460 access point (or better) in 50% of classrooms was met in the new BHS M building, the C and G buildings and Thousand Oaks school. In addition, one-time Common Core funds from the state have provided funds for 1500 Chromebooks.

**BUDGET SUMMARY**

Additional BSEP Technology carryover monies beyond the projected estimate could be added to the budget for instructional technology for the schools, or for additional extra duty support of microcomputer technicians or the Teachers on Special Assignment, or teacher professional development, as needed.

Following is the proposal for the Technology Budget for FY 2014/15:

<b>Revenue</b>	786,611
<b>Expenses</b>	
Technology Staff	645,836
Certificated Hourly Extra Duty/Summer Work	3,000
Classified Hourly Extra Duty/Summer Work	3,000
Equipment and Supplies	70,000
Printer Supplies and Repairs	30,000
Reserve for Personnel Variance	7,000
Indirect Cost (7.22%)	54,788
<b>Total Expenses</b>	<u>813,624</u>
<b>Net Change to Fund Balance</b>	(27,013)
<b>Fund Balance</b>	
Beginning Fund Balance	49,000
Net Increase/(Decrease)	<u>(27,013)</u>
<b>Ending Fund Balance</b>	21,987

**POLICY/CODE**

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

**FISCAL IMPACT**

Projected expenditures of \$813,624 from the BSEP funds for Technology, from the BSEP Fund for Professional Development, Program Evaluation, and Technology.

**STAFF RECOMMENDATION**

Approve the recommendation for expenditures in FY 2014-15 for funds allocated to Technology from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0862).

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Neil Smith, Assistant Superintendent, Educational Services  
**DATE:** May 21, 2014  
**SUBJECT:** Adoption of *Temas*, a New Textbook for Spanish

## **BACKGROUND INFORMATION**

*Temas*, by Parthena Dragget, Cole Conlin, Max Ehram, and Elizabeth Milan and published by Vista Higher Learning, has been selected as the foundational text for the Advanced Placement Spanish course and the upper level International Baccalaureate Spanish course. The content is designed to improve students' proficiency in Spanish language and culture by preparing students to use Spanish in realistic, contemporary settings. The text focuses on the development of language structures through the following six thematic units: Families and Communities, Science and Technology, Beauty and Aesthetics, Contemporary Life, Global Challenges, and Personal and Public Identities. The goal is to enable students to become bilingual and biliterate.

The book has been reviewed by the staff of the World Languages Department at Berkeley High School who found it to be a text that will align to school wide expectations in strengthening students' use of Academic Language and implementing Constructing Meaning and Constructive Response. The adoption of a single text for the AP and upper level IB Spanish courses will foster greater collaboration among teachers and allow them to standardize the content in both courses. With the adoption of this text teachers will be able to create common benchmarks and increase pupil achievement outcomes.

The book was being presented to the Board for consideration at the last meeting, and a copy has been available for review in the Superintendent's Conference Room. The book is now being presented for adoption.

## **POLICY/CODE**

Board Policy 6161.1  
Ed Code 60400 et al

## **FISCAL IMPACT**

\$13,400 for 140 textbooks

## **STAFF RECOMMENDATION**

Approve *Temas*, a textbook for the AP and Higher Level IB Spanish courses, for adoption.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Delia Ruiz, Assistant Superintendent, Human Resources  
**DATE:** May 21, 2014  
**SUBJECT:** Elimination/Reduction and Addition of Specified Classified Positions in the Garden and Cooking Program

### **BACKGROUND INFORMATION**

Funding for The Network for a Healthy California (NFHC), formerly California Nutrition Network (CNN), for the District's Garden and Cooking Program ended on September 30, 2013, and the program is operating on a limited budget. On March 26, 2014 the Board of Education approved a plan for re-envisioning the program. Due to refocus of the work and lack of funds, classified positions in the District need to be eliminated or reduced and others added. The Board will be allocating funds and participating school sites will also be allocating site funds to continue a revised baseline gardening program. Site funding has not yet been finalized for the 2014-15 fiscal year, and sites may add gardening and cooking positions according to the approved refocused program.

Additionally, the District was recently informed that the City of Berkeley will contribute \$100,000 to support the District's gardening program at qualifying schools. These schools were identified according to USDA, Supplemental Nutrition Assistance Program Education, Nutrition Education and Obesity Prevention requirements: at least 50% of the students qualify for Free and Reduced Price Meals, or the school site sits in a qualifying census tract (i.e. at least 50% of the population in that census tract is at or below 185% of the Federal Poverty Level).

The City funds will be used to supplement school site financial contributions, and provide an increase in garden instructor FTE at qualifying schools. The grant will replace a total of \$24,780 of school site contributions at: Early Childhood Education (\$6,390), Willard Middle School (\$8,670), Longfellow Middle School (\$8,055), and Berkeley Technology Academy (\$1,665). The grant will also support an increased FTE with the following additional hours per week: Early Childhood Education sites at Franklin, King, and Hopkins (.1976 FTE/7.41 additional hours per week); Willard Middle School (.1643 FTE/6.16 additional hours per week); Longfellow Middle School (.1733 FTE/6.50 additional hours per week); and Berkeley Technology Academy (.2666 FTE/10 additional hours per week).

Due to the heavy administrative requirements included in this grant, the classified clerical position is being increased by .15 FTE to complete the

necessary reporting, invoicing, and ongoing updates and compliance requirements.

The FTE for classified positions to be eliminated/reduced is 10.195. The FTE for classified positions to be added is 6.08. **Thus, the total reduction/elimination is 4.115 FTE.** The specific classified positions are detailed in the attached resolution.

In light of Education Code requirements, it is necessary for the Board to set forth and act on these eliminations/reductions of classified positions so that each employee affected can be timely notified as prescribed by law and the collective bargaining agreements.

We regret the hardship this notification process places on employees and the uncertainty of their future employment status. The employees immediately impacted have been notified of this potential employment action.

**POLICY/CODE**

Education Code 45101, 45114, 45117, 45298, 45308

**FISCAL IMPACT**

Reduction in employee costs

**STAFF RECOMMENDATION**

Approve resolution.

**BOARD OF EDUCATION OF THE  
BERKELEY UNIFIED SCHOOL DISTRICT  
COUNTY OF ALAMEDA, STATE OF CALIFORNIA**

In the Matter of the Elimination    ))       **RESOLUTION NO. 14-039:**  
or Reduction and Addition of       ))       RESOLUTION TO LAY OFF  
Positions in the Classified Service   ))       CLASSIFIED EMPLOYEES

---

**WHEREAS**, due to lack of work and/or lack of funds in the Berkeley Unified School District, the Board of Education hereby finds it necessary and in the best interest of the District to eliminate/reduce the full-time equivalent (FTE) of the classified services as specified below:

**THEREFORE, BE IT RESOLVED** that as of the close of business **July 31, 2014**, the classified positions set forth below shall be reduced or discontinued to the extent herein set forth.

<b>POSITION</b>	<b>SITE</b>	<b>FTE TO ELIMINATE/ REDUCE</b>	<b>FUNDING</b>
INSTRUCTIONAL SPECIALIST - COOKING	EMERSON	0.250	GF
INSTRUCTIONAL SPECIALIST - COOKING	J MUIR	0.360	GF & BSEP
INSTRUCTIONAL SPECIALIST - COOKING	LE CONTE	0.730	GF & PTA
INSTRUCTIONAL SPECIALIST - COOKING	ROSA PARKS	0.205	GF
INSTRUCTIONAL SPECIALIST - COOKING	THOUSAND OAKS	0.500	GF & PTA
INSTRUCTIONAL SPECIALIST - COOKING	WASHINGTON	0.270	GF & PTA
INSTRUCTIONAL SPECIALIST - COOKING	JEFFERSON	0.350	GF
INSTRUCTIONAL SPECIALIST - COOKING	BERKELY ARTS MAGNET	0.410	GF
INSTRUCTIONAL SPECIALIST - COOKING	WILLARD	0.750	GF, BSEP & PTA
INSTRUCTIONAL SPECIALIST - COOKING	LONGFELLOW	0.350	GF
INSTRUCTIONAL SPECIALIST - GARDEN	EMERSON	0.250	GF

INSTRUCTIONAL SPECIALIST - GARDEN	J MUIR	0.350	GF
INSTRUCTIONAL SPECIALIST - GARDEN	LE CONTE	0.730	BSEP & PTA
INSTRUCTIONAL SPECIALIST - GARDEN	MALCOLM X	0.700	GF & PTA
INSTRUCTIONAL SPECIALIST - GARDEN	ROSA PARKS	0.250	GF
INSTRUCTIONAL SPECIALIST - COOKING	THOUSAND OAKS	0.230	PTA
INSTRUCTIONAL SPECIALIST - GARDEN	WASHINGTON	0.350	GF
INSTRUCTIONAL SPECIALIST - GARDEN	CRAGMONT	0.410	GF
INSTRUCTIONAL SPECIALIST - GARDEN	OXFORD	0.300	GF
INSTRUCTIONAL SPECIALIST - COOKING	ECE	0.500	GF
INSTRUCTIONAL SPECIALIST - GARDEN	WILLARD	0.750	GF, PTA & BSEP
INSTRUCTIONAL SPECIALIST - GARDEN	B-TECH	0.300	GF
INSTRUCTIONAL SPECIALIST - GARDEN	BERKELEY HIGH	0.400	GF
PROGRAM COORDINATOR	CENTRAL OFFICE	0.500	CITY OF BERKELEY GRANT

**10.195**

**BE IT FURTHER RESOLVED** that as of the **August 1, 2014**, the classified positions set forth below shall be added to the extent herein set forth.

<b>POSITION</b>	<b>SITE</b>	<b>ADD FTE</b>	<b>MONTHS</b>	<b>FUNDING</b>
INSTRUCTIONAL SPECIALIST - GARDEN	EMERSON	0.270	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	J MUIR	0.250	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	LE CONTE	0.310	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	MALCOLM X	0.450	10	GF & SITE
INSTRUCTIONAL	ROSA PARKS	0.370	10	GF & SITE

SPECIALIST - GARDEN				
INSTRUCTIONAL SPECIALIST - GARDEN	THOUSAND OAKS	0.400	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	WASHINGTON	0.400	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	CRAGMONT	0.350	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	JEFFERSON	0.330	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	BERKELEY ARTS MAGNET	0.360	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	OXFORD	0.270	10	GF & SITE
INSTRUCTIONAL SPECIALIST - GARDEN	ECE	0.500	10	GF & CITY OF BERKELEY
INSTRUCTIONAL SPECIALIST - GARDEN	WILLARD	0.390	10	GF & CITY OF BERKELEY
INSTRUCTIONAL SPECIALIST - GARDEN	LONGFELLOW	0.390	10	GF & CITY OF BERKELEY
INSTRUCTIONAL SPECIALIST - GARDEN	B-TECH	0.440	10	GF & CITY OF BERKELEY
PROGRAM COORDINATOR	CENTRAL OFFICE	0.600	12	GF & ALTAMONT GRANT & CITY OF BERKELEY

**6.080**

**BE IT FINALLY RESOLVED** that the Superintendent or his designee is authorized and directed to give notices of layoff to all affected employees not later than 60 days prior to the effective date of the lay-off as set forth above.

The foregoing Resolution was **passed** and **adopted** at a meeting of the Board of Education on **May 21, 2014** by the following vote:

AYES:  
NOES:  
ABSTENTIONS:  
ABSENT:

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Clerk, Board of Education

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Delia Ruiz, Assistant Superintendent, Human Resources  
**DATE:** May 21, 2014  
**SUBJECT:** Tentative Agreement with the Union of Berkeley Administrators (UBA)  
for Successor Agreement for 2013-16

### **BACKGROUND INFORMATION**

The District and the Union of Berkeley Administrators (UBA) are parties to a collective bargaining agreement that had previously been extended through June 30, 2013. On May 2, 2014, representatives for the District and UBA reached a Tentative Agreement (TA) to enter into a successor agreement, completing all matters of negotiation through June 30, 2016. UBA membership was scheduled to complete the ratification process by May 20, 2014.

Under the terms of the attached TA, the parties have agreed to the following:

- An on schedule compensation increase of 1.5% effective July 1, 2013 which shall be applied to all rates and schedules.
- A one-time lump sum bonus equal to 2% of the members' salaries as of July 1, 2013.
- An on schedule compensation increase of 2% effective July 1, 2014 which shall be applied to all rates and schedules.

### **POLICY/CODE**

California Government Code Section 3547  
Board Policy 4143.1 and 4243.1

### **FISCAL IMPACT**

Refer to Public Disclosure Document.

### **STAFF RECOMMENDATION**

Approve the Tentative Agreement.

**TENTATIVE AGREEMENT  
BETWEEN  
THE BERKELEY UNIFIED SCHOOL DISTRICT  
AND  
THE UNION OF BERKELEY ADMINISTRATORS, AFSA, LOCAL 81, AFL-CIO**

The Berkeley Unified School District (“District”) and the Union of Berkeley Administrators (“UBA”) tentatively agree on the following changes to the collective bargaining agreement between the parties.

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**APPENDICES:**

- (1) Salary Schedule Eeffective 7/1/2008~~13~~
- (2) School Calendar
- (3) UBA Benefits Charts Eeffective ~~10/1/2011~~8 and ~~10/1/2009~~1/1/2014

## 1. AGREEMENT

This Agreement, between the Board of Education of the Berkeley Unified School District (hereinafter referred to as the "Board"), and the Union of Berkeley Administrators, AFSA, Local 81, AFL-CIO (hereinafter referred to as "UBA"), shall become effective July 1, 2008~~13~~ and shall continue until June 30, 2014~~6~~.

## 2. RECOGNITION

### 2.1 Exclusive Bargaining Unit

The Board of Education of the Berkeley Unified School District (hereinafter BUSD) recognizes the Union of Berkeley Administrators (hereinafter UBA), as the exclusive bargaining representative of a bargaining unit of certificated supervisory employees. The unit represented by UBA shall include all certificated supervisory positions designated as principals, vice-principals, deans, program supervisors, coordinators, department chairpersons, ~~managers of student services~~, and student activities coordinators.

### 2.3 New Positions

Any position created during the lifetime of this Contract that complies with the description in Section 2.2 may be included in the unit by decision of the Public Employment Relations Board or by mutual agreement of the parties. If it is determined that the new position belongs in the UBA unit, salary, calendar and other conditions of employment for such added positions shall be set by BUSD-UBA negotiations and made part of this contract.

## 4. TRANSFER AND REASSIGNMENT

### 4.3 Administrative Assignment

4.3.1 All administrative vacancies will be posted for at least ten (10) working days of application. The posting will contain job descriptions and qualifications. Interviews will be held as positions become vacant ~~and qualifications and interviews held as positions become available~~. At the time an administrative vacancy is initially posted, a copy of the announcement will be sent by District email to each UBA ~~member~~ employee. Administrative vacancies posted during summer recess will be ~~timely~~ sent by District email ~~U.S. mail~~ to each UBA member at the time of posting, ~~employee's address of record~~.

4.3.6 When a member of the unit is no longer required in a supervisory position because of a reduction in work force, the member shall be entitled to be transferred to the teaching staff with credit for seniority earned while serving as a supervisory employee, in adherence to Education Code 44956.

4.3.7 ~~Any unit member of the unit who applies for a supervisory position and has met~~ meets the minimum qualifications and who applies for a posted BUSD supervisory position upon applying submits a written request for a conference with the Superintendent/designee, shall be granted an interview conference prior to the official interview, to discuss the viability of the member's candidacy for the position for which the member applied. with ~~the Superintendent/designee or the Superintendent's designee shall provide the member with verbal feedback during the conference. Granting or conducting such conference shall not guarantee the unit member an official interview nor appointment to the supervisory position.~~

## 5. LEAVES

### 5.6 ~~Maternity/Paternity~~ Parental Leave (Child Rearing Leave)

- 5.6.1 ~~Maternity/Paternity~~ Parental Leave shall be available for a parent in connection with the arrival of a new child either through natural birth or adoption of a child who is not the child of the ~~supervisory~~ unit member's spouse.
- 5.6.2 A ~~supervisory~~ unit member shall be granted a leave of absence from duties because of pregnancy, miscarriage, childbirth and recovery therefrom. After submitting required documentation to the Assistant Superintendent, for Human Resources, a woman may begin ~~maternity pregnancy disability~~ leave at such time as she and her doctor deem advisable.
- 5.6.3 In the event of absence due to medical disability caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom, an ~~employee-unit member~~ shall be entitled to utilize the available sick leave.
- 5.6.4 During the first eighty-nine (89) days of ~~maternity-parental~~ leave, the ~~supervisory~~ unit member shall receive the difference between his/her salary and the actual amount paid a replacement employed to fill the position during the absence. If no replacement is employed, the unit member shall receive the difference between his/her salary and Step 1 of his/her salary schedule. The eighty-nine (89) working days (in this instance defined as days for which the ~~supervisory~~ unit member is paid) shall be consecutive with the date of the arrival/adoption of the child.

Once a ~~supervisory~~ unit member returns to duty, the ~~maternity-parental~~ leave and all of its provisions shall be terminated. Concerning the above referenced eighty-nine (89) days of ~~maternity-parental~~ leave, the ~~supervisory-staff-unit~~ member shall continue to receive fringe benefits consistent with legal limitations and restrictions placed by various insurance carriers.

- 5.6.5 After the eighty-nine (89) days of ~~maternity-parental~~ leave, as provided for above have been fully utilized, the ~~supervisory~~ unit member shall, upon written request submitted no later than twenty (20) working days prior to the expiration of the above referenced eighty-nine (89) days of ~~maternity-parental~~ leave, be placed on Extended ~~maternity-Parental~~ Leave until the end of the school year. Extended ~~maternity-parental~~ leave shall be is provided without pay.
- 5.6.6 Extended ~~Maternity-parental~~ Leave beyond that provided above may be requested and granted without pay, for a period of one year, in cases of personal or medical necessity.
- ~~5.6.7 Paternity leave, not to exceed a period of one year, may be requested by an employee in cases of personal or medical necessity.~~
- ~~5.6.8 The provisions of paragraphs 5.6.3 to 5.6.6 above may be applied to paternity leaves.~~

## 6. RETIREMENT/PART-TIME EMPLOYMENT

### 6.3 ~~Golden Handsha~~Retirement Notification

~~The District will consider participation in AB2223, Golden Handshake, on a case by case basis. At this time of fiscal crisis, the District is not able to offer any additional money compensation.~~ Unit members who formally notify the Human Resources Department in writing prior to March 20, that they will be retiring under a State of California retirement system (STRS/PERS) at the end of the current school year, shall receive a retirement notification bonus of \$1,000, payable between May 1 and the last paycheck.

## 7. EVALUATION PROCEDURE

7.4 The instrument for evaluation of supervisory personnel will be mutually agreed upon by UBA and BUSD. The instrument shall reflect priorities and goals set by the Board.

## 9. COMPLAINTS

- 9.1 Any complaint made against a ~~supervisory employee~~ unit member shall be brought to the member's attention for review, as soon as possible. Before any disciplinary action is taken, the complaint shall be reduced to writing. If the complaint is not reduced to writing, no further disciplinary action shall be taken.
- 9.2 During the investigation of a complaint, the ~~member of the unit~~ member so charged shall be kept fully informed of the progress of the investigation. The investigation shall include a discussion with the subject employee. The employee may be accompanied by counsel and/or a representative of UBA.
- 9.4 The District recognizes that an employee is entitled to be informed of all complaints received against the employee, unless the District is otherwise advised by legal authority. ~~The Superintendent and his/her designee will inform the employee within 3 working days of each complaint. The District shall adhere to the timelines and processes outlined in the District complaints procedures. No action may be taken against an employee on any complaint of which the employee was not previously informed.~~

## 10. UNION RIGHTS

### 10.1 Privileges and Prerogatives

~~OLD ARTICLE 10.3.2 DELETED PER MUTUAL AGREEMENT~~

10.3.4 All funds collected by the Board through deductions shall usually be remitted to the officer designated by the Union within ten (10) days after the first of each month.

10.3.4.1 The Human Resources Department will confer with UBA and BFT on equitable collection of union dues when an employee is employed in both a part-time UBA a part-time BFT position in the same fiscal year.

### 13. COMPENSATION

#### 13.1 Wages for 2013-2014 and 2014-2015:~~2007-2008:~~

~~For Fiscal Year 2007-2008, unit members will be given a 4.32% salary increase, which shall be applied uniformly and across the board to all classifications contained in the salary schedule. This increase shall be retroactive to July 1, 2007. Any salary increase will be applied to actual salary earned.~~

#### ~~2008-2009:~~

~~For Fiscal Year 2008-2009, unit members will be given a 1.0% salary increase, which shall be applied uniformly and across the board to all classifications contained in the salary schedule. This increase shall be retroactive to July 1, 2008. Any salary increase will be applied to actual salary earned.~~

~~a. Both parties reserve the right to re-open negotiations on salary during the term of the XXXXXXXX2008-2009 agreement. If, before the expiration of this current collective bargaining agreement, the District agrees to a higher total compensation increase for the Berkeley Federation of Teachers (BFT), any other bargaining unit during the term of this agreement, the District shall increase the total compensation of UBA unit members by the same percentage, with the exception of 1% given Local 39 in 2009-2010 and 1% in 2010-2011.~~

#### b. For 2013-2014:

Unit members employed in the 2013-2014 school year shall receive a one-time lump sum bonus equal to two per cent (2%) of their salary as of July 1, 2013. The bonus shall be paid on the first regular pay warrant at least fifty (50) days after ratification of the Agreement.

Unit members employed for the 2013-2014 school year shall receive an on schedule compensation increase of one and one-half per cent (1.5%), effective July 1, 2013, which shall be applied to all rates and schedules.

#### c. For 2014-2015:

Unit members employed for the 2014-2015 school year shall receive an on schedule compensation increase of two percent (2%), effective July 1, 2014, which shall be applied to all rates and schedules.

13.2 The attached salary schedule will become effective on July 1, 2013 ~~+~~(See aAppendix).

13.10 When the Superintendent/Superintendent's designee assigns a unit member ~~of the unit~~ to work additional days beyond the regular work year, the per diem rate shall be paid.

13.13 ~~Summer school~~ Compensation for site administrators in regard to extended learning and summer school/intervention will be negotiated yearly based on proposed summer school model and available summer school/intervention funding. [TA 06/2013]

13.178.5 Domestic Partnership Defined

A domestic partnership shall exist between two persons regardless of their gender and each of them shall be domestic partner of the other if they complete, sign, and cause to be filed in the Berkeley Unified School District Personnel Office an Affidavit of Domestic Partnership, attesting to the following:

- a. the two parties reside together and share the common necessities of life;
- b. the two parties are: not married to anyone, not related by blood closer than would bar marriage in the State of California, and mentally competent to consent to contract;
- c. the two parties declare that they are each other's sole domestic partner and they are responsible for their common welfare;
- d. the two parties agree to notify the Berkeley Unified School District if there is a change of the circumstances attested in the Affidavit;
- e. the two parties affirm, under penalty of perjury, that the assertions in the affidavit are true to the best of their knowledge.

#### 13.178.6 Termination

A member of a domestic partnership may end said relationship by filing a statement with the designated Berkeley Unified School District Human Resources Department. In the statement the individual filing must affirm, under penalty of perjury, that; 1) the partnership is terminated, and 2) a copy of the termination statement has been mailed to the other partner.

#### 13.178.7 New Statements of Domestic Partnership

No individual who has filed an affidavit of domestic partnership may file another such affidavit until six (6) months after a statement of termination of the previous partnership has been filed with the designated Berkeley Unified School District Human Resources Department.

#### 13.178.8 Civil Actions

Any person defrauded by a false statement contained in an Affidavit of Domestic Partnership may bring a civil action for fraud to recover his/her losses.

### **14. PROFESSIONAL DEVELOPMENT**

- 14.1** UBA and BUSD shall meet annually to plan the professional development for the following school year for school site administrators and to evaluate the professional development for school site administrators.

**145. SAVINGS CLAUSE**

If any provisions to this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions shall be deemed invalid, and negotiations on those provisions shall be reopened at the request of either party. Negotiations will begin within ten (10) school days after a request to begin is made by either party. All other provisions shall continue in full force and effect.

If the federal, state or local legislature approves any law after the ratification of this Agreement which has, or will have in the immediate future, an adverse impact on finances of the District, either party may reopen negotiations on specific provisions of the Agreement which are deemed to be affected by such legislation. Negotiations will begin within ten (10) school days after a request to begin is made by either party.

**156. EXPIRATION OF CONTRACT AND REOPENERS**

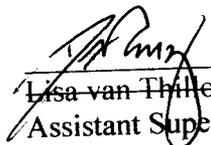
156.1 The parties agree that the term of this Agreement shall be from ~~the date of ratification by the Board of Education~~ July 1, 2013 through June 30, 2014~~6~~, as ratified by the Board of Education.

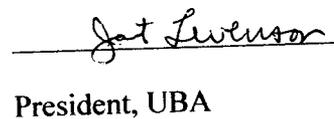
156.2 The parties agree to start the meet and negotiate process for the Successor Agreement on or before April 15, 2014~~5~~.

Each party must submit the Initial Proposals to the other party, in writing by, April 10, 2014~~5~~.

156.3 ~~The BUSD and UBA~~ and BUSD agree to share equally the costs of printing this agreement.

156.4 UBA and BUSD shall have the right to reopen negotiations on compensation (salary and benefits) and two other articles for the ~~2009-2010 and 2010-15~~ 2014-16 school years. ~~In addition, BUSD and UBA shall also have the right to reopen the discussion on additional steps or salary adjustment for the Independent Studies Coordinator and a change in position for the Principal of Adult School, during the 2009-2010 school year.~~

 05/02/14  
Lisa van Thillo, Ed.D.  
Assistant Superintendent, Human Resources

 5/2/14  
President, UBA

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** May 21, 2014  
**SUBJECT:** Approval of Public Disclosure of Collective Bargaining Agreement documents

### **BACKGROUND INFORMATION**

The Berkeley Unified School District and the bargaining unit listed below negotiated a tentative agreement that was ratified by their members.

- The Union of Berkeley Administrators (UBA)

This tentative agreement addresses a one-time lump sum bonus equal to two percent (2%) of all UBA member's salaries as of July 1, 2013, an on schedule salary increase of one and one-half percent (1.5%) effective July 1, 2013, , and on schedule compensation increase of two percent (2%) effective July 1, 2014 which shall be applied to all rates and schedules.

In accordance with AB1200 (Chapter 1213/1991) and Government Code Section 3547.5, the public disclosure document summarizing the fiscal impact of the UBA collective bargaining agreement has been provided to the Board and is available for review by the public. The public disclosure document includes the fiscal impact of UBA's collective bargaining agreement on the General Fund combined (Fund 01-08) .

The Public Disclosure Documents for UBA'S collective bargaining agreement has been submitted to the Alameda County Office of Education for their review. This document indicates that the District will maintain a positive certification at First Interim 2013-14, without reliance on parcel tax dollars. As of Fiscal Year 2013-14, the District will meet the 3% state required reserved without reliance on backfill of General Fund's share of parcel tax dollars. Superintendent Donald Evans and Deputy Superintendent Javetta Cleveland have certified that the budget revisions necessary to meet the costs of the agreement have been made, and no further budget revisions are necessary.

### **POLICY CODE**

Government Code section 3547.5

**FISCAL IMPACT**

\$157,154 in salaries and benefits for the General Fund Combined (Funds 01-08), for FY 2013-14, \$158,726 for FY 2014-15 and \$160,313 for FY 2015-16.

**STAFF RECOMMENDATION**

Approve Public Disclosure documents for Collective Bargaining Agreement for UBA.

**UBA**

# Board Item



Berkeley Unified School District

2020 Bonar Street, Berkeley, CA 94702  
(510) 644-8593 Fax: (510) 644-8885  
www.berkeleyschools.net  
javettacleland@berkeley.net

**Javetta Cleveland, Deputy Superintendent**

May 14, 2014

Roland Tom  
Director  
Alameda County Office of Education  
District Business and Advisory Services  
Room 348  
Hayward, CA 94544-1198

Re: Collective Bargaining Agreement Union of Berkeley Administrators (UBA)

Dear Roland,

In accordance with the AB 1200 guidelines, I am providing documentation for public disclosure between Berkeley Unified School District and the Union of Berkeley Administrators (UBA) for a one-time lump sum bonus equal to two percent (2%) of their salary for FY 2013-14 and a one and one-half percent (1.5%) increase effective July 1, 2013. In addition, unit members shall receive a 2% increase effective July 1, 2014,

Negotiated changes in non-compensation items include revision to section 14.1 of the contract, which states that UBA and the District shall meet annually to plan professional development for the following year, and that vacancies shall be posted for 10 working days in section 4.3.1 of the contract.

These documents summarize the impact on the General Fund, and copies of the agreement is attached as requested.

I have also attached a spreadsheet summarizing the impact on other funds, which is an immaterial amount when compared to the General Fund. Please let me know if you need us to provide disclosure documents for other funds.

We plan to present this at the May 21, 2014 Board meeting, and will return the original completed certification when the board takes action.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Javetta Cleveland".

Javetta Cleveland  
Deputy Superintendent

# County Documents



Berkeley Unified School District

2020 Bonar Street, Berkeley, CA 94702  
(510) 644-8593 Fax: (510) 644-8885  
www.berkeleyschools.net  
javettacleland@berkeley.net

Javetta Cleveland, Deputy Superintendent

May 14, 2014

Roland Tom  
Director  
Alameda County Office of Education  
District Business and Advisory Services  
Room 348  
Hayward, CA 94544-1198

Dear Roland,

Collective Bargaining Agreement  
Union of Berkeley Administrators (UBA)

In accordance with the AB 1200 guidelines, I am providing documentation for public disclosure between Berkeley Unified School District and the Union of Berkeley Administrators (UBA) for a one-time lump sum bonus equal to two percent (2%) of their salary for FY 2013-14 and a one and one-half percent (1.5%) increase effective July 1, 2013. In addition, unit members shall receive a 2% increase effective July 1, 2014,

Negotiated changes in non-compensation items include revision to section 14.1 of the contract, which states that UBA and the District shall meet annually to plan professional development for the following year, and that vacancies shall be posted for 10 working days in section 4.3.1 of the contract.

These documents summarize the impact on the general fund, and copies of the agreements are attached as requested.

I have also attached a spreadsheet summarizing the impact on other funds, which is an immaterial amount when compared to the general fund. Please let me know if you need us to provide disclosure documents for other funds.

We plan to present this at the May 21, 2014 board meeting, and will return the original completed certification when the board takes action.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Javetta Cleveland".

Javetta Cleveland  
Deputy Superintendent

## Certification of the Districts Ability to Meet the Costs of Collective Bargaining Agreement

*This disclosure document must be signed by the District Superintendent and Chief Business Official prior to the public disclosure.*

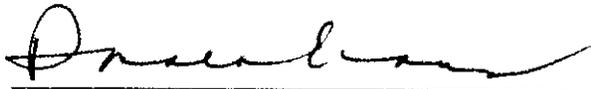
**In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of Berkeley Unified District, hereby certify that the District can meet the costs incurred under the Collective Bargaining Agreement between the District and the Union of Berkeley Administrators (UBA) during the term of the agreement from July 1, 2015 to June 30, 2016.**

*The budget revisions necessary to meet the costs of the agreement in each year of its term are itemized below. If the District does not adopt all of the revisions in the current fiscal year, the County Superintendent is required to issue a qualified or negative certification on the next Interim Report per Government Code (GC) 3547.5(c)*

Budget Adjustment Categories	Increase(Decrease) Year 1	Increase(Decrease) Year 2	Increase(Decrease) Year 3
Revenues/Other Financing Sources			
Expenditures/Other Financing Uses			
General Fund	157,154	158,726	160,313
Ending Balance Increase (Decrease)	(157,154)	(158,726)	(160,313)

N/A \_\_\_\_\_ (No budget revisions necessary)

\_\_\_\_\_ *These projections are based on the attached assumptions, which become an integral part of this document.*

  
 \_\_\_\_\_  
 District Superintendent (Signature)

5/14/14  
 \_\_\_\_\_  
 Date

**Donald Evans**

\_\_\_\_\_ District Superintendent (Type Name)

  
 \_\_\_\_\_  
 Chief Business Official (Signature)

5/14/14  
 \_\_\_\_\_  
 Date

**Javetta Cleveland**

\_\_\_\_\_ Chief Business Official (Type Name)

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**In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5**

Name of Bargaining Unit: The Union of Berkeley Administrators, AFSA, Local 81, AFL-CIO (UBA) Certified  
 X \_\_\_\_\_ Classified \_\_\_\_\_

The proposed agreement covers a one-time lump sum bonus equal to two percent (2%) of unit members salaries as of July 1, 2013, an on schedule compensation increase of one and one-half percent (1.5%) effective July 1, 2013, which shall be applied to all salary rates and schedules, and an on schedule compensation increase of two percent (2%) effective July 1, 2014, which shall be applied to all salary rates and schedules, and will be acted on by the Governing Board at its meeting on May 21, 2014.

**Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.**

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement FY 2013-14	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) FY 2013-14	Year 2 Increase/(Decrease) FY 2014-15	Year 3 Increase/(Decrease) FY 2015-16
1. <b>Salary Schedule</b> (This is to include Step & Column, which is also reported separately in item 6)	\$ 71,128,783	\$ 58,697	\$ 138,329	\$ 139,712
		0.08%	0.19%	0.20%
2. <b>Other Compensation</b> Stipends, Bonuses, Longevity, Overtime Differential, Callback or Standby Pay, etc.		\$ 78,262	\$ -	\$ -
		0.11%	0.00%	0.00%
2a. <b>Description of Other Compensation</b> One-time bonus		\$ -	\$ -	\$ -
3. <b>Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.</b>	\$ 22,990,275	\$ 20,194	\$ 10,248	\$ 10,402
		0.09%	0.04%	0.05%
4. <b>Health/Welfare Plans</b>	\$ -	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
5. <b>Total Compensation - Add Items 1 through 4 to equal 5</b>	\$ 94,119,058	\$ 157,153	\$ 148,577	\$ 150,114
		0.17%	0.16%	0.16%
6. <b>Step &amp; Column - Due to movement plus any changes due to settlement. This is a subset of item No. 1.</b>	\$ -	\$ 1,356	\$ 1,370	\$ 1,383
7. <b>Total number of represented Employees (Use FTEs)</b>	1118.09	36.1	36.1	36.1
8. <b>Total Compensation Average Cost per Employee</b>	\$ 84,178	\$ 4,353	\$ 4,116	\$ 4,158
		5.17%	4.89%	4.94%

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**In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5**

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

100%

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10. Were any additional steps, columns or ranges added to the schedules? (If yes, please explain.)  
No

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11. Please Include comments and explanations as necessary. (If more room is necessary, please attach additional sheet.)

The proposed agreement covers a one-time lump sum bonus equal to two percent (2%) of unit members salaries as of July 1, 2013, an on schedule compensation increase of one and one-half percent (1.5%) effective July 1, 2013, which shall be applied to all salary rates and schedules, and an on schedule compensation increase of two percent (2%) effective July 1, 2014, which shall be applied to all salary rates and schedules, and will be acted on by the Governing Board at its meeting on May 21, 2014.

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**B. Proposed Negotiated Changes in Non-compensation Items** (e.g. class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Proposed negotiated changes in non-compensation items include additional language stating that UBA and the District shall meet annually to plan professional development for the following school year, in section 14.1 of the contract and that vacancies shall be posted for 10 working days, instead of 10 days, in section 4.3.1 of the contract

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**C. What are the Specific Impacts (Positive or Negative) on Instructional and Support Programs to Accommodate the Settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (e.g. counselors, librarians, custodial staff, etc.).

Salary increase and one-time bonus paid from available fund balance, on-going salary increase covered by budgeted revenues.

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**D. What Contingency Language is Included in the Proposed Agreement (e.g. reopeners, etc.)?**

UBA and the District shall have the right to reopen negotiations on compensation (salary and benefits\_ and two other articles for the 2015-16 school years.

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**E. Will this Agreement Create, Increase, or Decrease Deficit Financing in the Current or Subsequent Year(s)?**

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

*This will increase deficit spending in the general fund, but there is sufficient fund balance to absorb the increase.*

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*In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5*

F. Identify Other Major Provisions that do not Directly Affect the District's Costs; such as Binding Arbitration, Grievances Procedures, etc.

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G. Source of Funding for Proposed Agreement

1. Current Year

The district will be using existing reserves to pay for the 2% bonus; on-going revenue will pay for the on-going salary schedule increases

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2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

Multi-year projections show that fund balances and current year revenues will offset the ongoing increase on the salary schedule

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3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

see above

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In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

**H. Impact of Proposed Agreement on Current Year Operating Budget (Ed. Code 42142)**

	Column 1 Latest Board- Approved Budget Before Settlement <small>As of: 01-31-2014</small>	Column 2 Cost of Adjustments as a Result of Settlement	Column 3 Other Revisions Costs Increases (Decreases)	Column 4 Total New Budget (Col 1+2+3)
<b>Revenues</b>				
LCFF/Revenue Limit Sources (8010-8099)	\$ 68,656,058	\$ -	\$ -	\$ 68,656,058
Remaining Revenues (8100-8799)	\$ 53,284,711	\$ -	\$ -	\$ 53,284,711
<b>Total Revenues</b>	<b>\$ 121,940,769</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,940,769</b>
<b>Expenditures</b>				
1000 Certificated Salaries	\$ 52,242,507	\$ 117,758		\$ 52,360,265
2000 Classified Salaries	\$ 22,563,295		\$ -	\$ 22,563,295
3000 Employee Benefits	\$ 21,661,553	\$ 17,360	\$ -	\$ 21,678,913
4000 Books and Supplies	\$ 6,826,402		\$ -	\$ 6,826,402
5000 Services and Operating Expenses	\$ 19,398,717	\$ -	\$ -	\$ 19,398,717
6000 Capital Outlay	\$ 339,461		\$ -	\$ 339,461
7000 Other Outgo	\$ (603,805)	\$ 22,036	\$ -	\$ (581,769)
<b>Total Expenditures</b>	<b>\$ 122,428,130</b>	<b>\$ 157,154</b>	<b>\$ -</b>	<b>\$ 122,585,284</b>
Operating Surplus (Deficit)	\$ (487,361)	\$ (157,154)	\$ -	\$ (644,515)
Other Sources and Transfers In		\$ -	\$ -	\$ -
Other Uses and Transfers Out	\$ (3,294,190)		\$ -	\$ (3,294,190)
Current Year Increase (Decrease) In Fund Balance	\$ (3,781,551)	\$ (157,154)	\$ -	\$ (3,938,705)
Beginning Balance	\$ 12,824,769			\$ 12,824,769
Current Year Ending Balance	\$ 9,043,218	\$ (157,154)	\$ -	\$ 8,886,064
<b>Components of Ending Balance</b>				
Nonspendable and Restricted 9711-9740	\$ -	\$ -	\$ -	\$ -
Reserved for Economic Uncertainties 9789 (3%)	\$ 3,771,670	\$ 4,715	\$ -	\$ 3,776,384
Committed and Assigned 9770-9780	\$ -	\$ -	\$ -	\$ -
Unassigned/Unappropriated 9790	\$ 5,271,548			\$ 5,109,680

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***In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5***

If the total amount of the adjustment in Column 2 on page 4 does not agree with the amount of the Total Compensation Increase in Section A, line 5, page 1 (e.g. increase was partially budgeted), explain the variance below:

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Please include any additional comments and explanations of page 4 as necessary:

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**In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5**

**I. Impact of Proposed Agreement on Current Year Unrestricted Reserves**

1. State Reserve Standard

a. Total Expenditures, Transfers Out, and Uses (Page 4, Column 4, total Expense & Other Uses and Transfers Out <i>(Must include restricted and unrestricted expenditures)</i>	\$ 125,879,474
b. State Standard Minimum Reserve Percentage for this District	3.00%
c. State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a. times Line b. or \$50,000.	\$ 3,776,384

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a. General Fund Budgeted Unrestricted Reserve for Economic Uncertainties	\$ 3,776,384
b. General Fund Budgeted Unrestricted Unassigned/Unappropriated Amount	\$ 5,109,680
c. Special Reserve Fund 17-Budgeted Reserve for Economic Uncertainties	\$ -
d. Special Reserve Fund 17-Budgeted Unassigned/Unappropriated Amount	\$ -
e. Article XIII-B Fund 72-Budgeted Reserve for Economic Uncertainties	\$ -
f. Article XIII-B Fund 72-Budgeted Unassigned/Unappropriated Amount	\$ -
g. Total District Budgeted Unrestricted Reserves	\$ 8,886,064

3. Do unrestricted reserves meet the state standard minimum reserve amount? YES  NO

If NO, how do you plan to restore your reserves?

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In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5

**Revised MYP Including the Effects of Collective Bargaining (BFT and UBA only)**

District Name: Berkeley Unified School District			
General Fund			
Multi-Year Projections			
Budget Year: 2013-14			
	ADA: 9051	ADA: 9051	ADA: 9051
	COLA: 106	COLA:	COLA:
	Deficit:	Deficit:	Deficit:
<b>Revenues</b>	Year: 2013-14	Year: 2014-15	Year: 2015-16
LCFF/ Revenue Limit Sources	68,656,058	72,343,645	74,684,114
Federal Revenue	4,183,315	4,183,315	4,183,315
Other State Revenue	7,538,123	6,452,436	5,523,969
Local Revenue	41,563,273	42,085,140	41,559,673
<b>Total Revenue</b>	<b>121,940,769</b>	<b>125,064,536</b>	<b>125,951,071</b>
<b>Expenditures</b>			
Certificated Salaries	52,242,507	52,242,507	52,564,945
Step & Column Adjustment		522,425	525,649
Cost-of-Living Adjustment			
Other Adjustments		(199,987)	
TA impact	1,523,613	1,538,849	1,554,238
Classified Salaries	22,563,295	22,563,295	22,892,732
Step & Column Adjustment		338,449	343,391
Cost-of-Living Adjustment			
Other Adjustments		(9,012)	(334,429)
TA impact	0	0	0
Employee Benefits	21,661,553	21,857,795	22,023,367
TA Benefits	225,582	227,838	230,117
Books & Supplies	20,195	5,565,458	4,790,020
Services, Other Operating Exp	19,398,717	18,141,191	15,967,068
Capital Outlay	339,461	131,153	106,598
Other Outgo		0	
TA contribution	293,797	296,735	299,702
Direct Support/Indirect Costs	(603,805)	(629,931)	(632,717)
<b>Total Expenditures</b>	<b>117,664,915</b>	<b>122,586,765</b>	<b>120,330,681</b>
<b>Operating Surplus (Deficit)</b>	<b>4,275,854</b>	<b>2,477,771</b>	<b>5,620,390</b>
Other Financing Sources & Transfers In(Positive figure)			
Other Financing Uses & Transfers Out (Neg Figure)	(3,294,190)	(3,294,190)	(3,294,190)
<b>Current Yr Inc(Dec) in Fund Balance</b>	<b>981,664</b>	<b>(816,419)</b>	<b>2,326,200</b>
<b>Beginning Fund Balance</b>	<b>12,824,769</b>	<b>13,806,433</b>	<b>12,990,013</b>
Audit Adjustments/Restatements			
<b>Ending Balance</b>	<b>13,806,433</b>	<b>12,990,013</b>	<b>15,316,213</b>
Restricted Balance			
Required Reserve			
Unrestricted Balance (Incl Revolving)			
Comments (Major changes):			

**In Accordance with AB 1200 (Chapter 1213/1991), GC 3547.5**

**J. Salary Notification Requirement**

The following section is applicable and should be completed when any Salary/Benefit Negotiations are settled after the district's final budget has been adopted.

**Comparison of Proposed Agreement to Change in District Base Revenue Limit**

(a) Current Year Base Revenue Limit (BRL) per ADA: (obtain from the FY 2013 County Office-provided Revenue Limit or+B263 Form RL, Line 3	<u>\$ 6,907.83</u> (Estimated)
(b) Prior Year Base Revenue Limit per ADA: (Form RL, Line 1)	<u>\$ 6,695.83</u> (Actual)
(c) Amount of Current Year Increase: (a) minus (b)	<u>\$ 212.00</u>
(d) Percentage Increase in BRL per ADA: (c) divided by (b)	<u>3.17%</u>
(e) Indicate Total Settlement Percentage Increase from Section A, line 5, Page 1 for current year	<u>0.17%</u>

**K. Certification**

*The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.*

<p>The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code 3547.5.</p>	
<p align="center"><b>District Superintendent (or Designee)</b> <b>(Signature)</b></p>	<p align="center"><b>Date</b></p>
<p>After public disclosure of the major provisions contained in this summary, the Governing Board, at its meeting on May 21, 2014 took action to approve the proposed Agreement with The Union of Berkeley Administrators, AFSA, Local 81, AFL-CIO (UBA) Bargaining Unit.</p>	
<p align="center"><b>President (or Clerk), Governing Board</b> <b>(Signature)</b></p>	<p align="center"><b>Date</b></p>

**Special Note:** The Alameda County Office of Education reserves the right to ask any additional questions or request any additional information we feel is necessary to review the district properly under AB 1200, including a copy of the Tentative Agreement.

Impact

On

All

Funds

## BFT and UBA All Funds Impact

		Values						
Category	BU name	Obj Cat	Sum of 1% COST EMPLOYEES (excluding H & W cost)	Sum of One Time 2% salary	Sum of Benefits 2%	Sum of Salary 1.5%	Sum of Benefits 1.5%	Sum of FTE
SACS GF	bft	Cert Salaries	461,165.02	803,345.82	118,984.21	602,509.37	89,238.16	593.97
		Contribution	77,646.11	135,148.03	20,144.18	101,361.02	15,108.14	101.68
	bft Total		538,811.12	938,493.85	139,128.39	703,870.39	104,346.29	695.65
	uba	Cert Salaries	38,605.20	67,290.34	9,920.06	50,467.75	7,440.05	31.10
	Contribution	6,295.84	10,972.16	1,619.53	8,229.12	1,214.65	5.00	
	uba Total		44,901.04	78,262.50	11,539.59	58,696.87	8,654.69	36.10
<b>SACS GF Total</b>			<b>583,712.17</b>	<b>1,016,756.35</b>	<b>150,667.98</b>	<b>762,567.26</b>	<b>113,000.99</b>	<b>731.75</b>
Fund 11	bft	Cert Salaries	19,214.62	34,370.74	4,058.50	25,778.06	3,043.87	
	bft Total		19,214.62	34,370.74	4,058.50	25,778.06	3,043.87	
	uba	Cert Salaries	2,909.73	5,081.68	737.79	3,811.26	553.34	2.00
	uba Total		2,909.73	5,081.68	737.79	3,811.26	553.34	2.00
<b>Fund 11 Total</b>			<b>22,124.35</b>	<b>39,452.42</b>	<b>4,796.29</b>	<b>29,589.32</b>	<b>3,597.21</b>	<b>2.00</b>
Fund 12	bft	Cert Salaries	17,742.97	30,869.50	4,616.43	23,152.13	3,462.32	25.12
	bft Total		17,742.97	30,869.50	4,616.43	23,152.13	3,462.32	25.12
	uba	Cert Salaries	3,445.95	6,002.98	888.92	4,502.24	666.69	2.90
	uba Total		3,445.95	6,002.98	888.92	4,502.24	666.69	2.90
<b>Fund 12 Total</b>			<b>21,188.92</b>	<b>36,872.48</b>	<b>5,505.35</b>	<b>27,654.36</b>	<b>4,129.02</b>	<b>28.02</b>
Grand Total			627,025.44	1,093,081.25	160,969.62	819,810.94	120,727.22	761.77

# Tentative Agreement

**TENTATIVE AGREEMENT  
BETWEEN  
THE BERKELEY UNIFIED SCHOOL DISTRICT  
AND  
THE UNION OF BERKELEY ADMINISTRATORS, AFSA, LOCAL 81, AFL-CIO**

The Berkeley Unified School District (“District”) and the Union of Berkeley Administrators (“UBA”) tentatively agree on the following changes to the collective bargaining agreement between the parties.

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APPENDICES:

- (1) Salary Schedule Effective 7/1/200813
- (2) School Calendar
- (3) UBA Benefits Charts Effective ~~10/1/2011~~8 and ~~10/1/2009~~1/1/2014

## 1. AGREEMENT

This Agreement, between the Board of Education of the Berkeley Unified School District (hereinafter referred to as the "Board"), and the Union of Berkeley Administrators, AFSA, Local 81, AFL-CIO (hereinafter referred to as "UBA"), shall become effective July 1, 2008~~13~~ and shall continue until June 30, 2014~~6~~.

## 2. RECOGNITION

### 2.1 Exclusive Bargaining Unit

The Board of Education of the Berkeley Unified School District (hereinafter BUSD) recognizes the Union of Berkeley Administrators (hereinafter UBA), as the exclusive bargaining representative of a bargaining unit of certificated supervisory employees. The unit represented by UBA shall include all certificated supervisory positions designated as principals, vice-principals, deans, program supervisors, coordinators, department chairpersons, ~~managers of student services,~~ and student activities coordinators.

### 2.3 New Positions

Any position created during the lifetime of this Contract that complies with the description in Section 2.2 may be included in the unit by decision of the Public Employment Relations Board or by mutual agreement of the parties. If it is determined that the new position belongs in the UBA unit, salary, calendar and other conditions of employment for such added positions shall be set by BUSD-UBA negotiations and made part of this contract.

## 4. TRANSFER AND REASSIGNMENT

### 4.3 Administrative Assignment

4.3.1 All administrative vacancies will be posted for at least ten (10) working days of application. The posting will contain job descriptions and qualifications. Interviews will be held as positions become vacant ~~and qualifications and interviews held as positions become available~~. At the time an administrative vacancy is initially posted, a copy of the announcement will be sent by District email to each UBA ~~member~~ employee. Administrative vacancies posted during summer recess will be ~~timely sent by District email U.S. mail to each UBA member at the time of posting.~~ employee's address of record.

4.3.6 When a member of the unit is no longer required in a supervisory position because of a reduction in work force, the member shall be entitled to be transferred to the teaching staff with credit for seniority earned while serving as a supervisory employee, in adherence to Education Code 44956.

4.3.7 ~~Any unit member of the unit who applies for a supervisory position and has met~~ meets the minimum qualifications and who applies for a posted BUSD supervisory position upon applying submits a written request for a conference with the Superintendent/designee, shall be granted an interview conference prior to the official interview, to discuss the viability of the member's candidacy for the position for which the member applied. with ~~The Superintendent/designee or the Superintendent's designee shall provide the member with verbal feedback during the conference.-~~ Granting or conducting such conference shall not guarantee the unit member an official interview nor appointment to the supervisory position.

## 5. LEAVES

### 5.6 ~~Maternity/Paternity-Parental Leave (Child-Rearing Leave)~~

- 5.6.1 ~~Maternity/Paternity-Parental Leave shall be available for a parent in connection with the arrival of a new child either through natural birth or adoption of a child who is not the child of the supervisory-unit member's spouse.~~
- 5.6.2 ~~A supervisory-unit member shall be granted a leave of absence from duties because of pregnancy, miscarriage, childbirth and recovery therefrom. After submitting required documentation to the Assistant Superintendent, for Human Resources, a woman may begin maternity-pregnancy disability leave at such time as she and her doctor deem advisable.~~
- 5.6.3 ~~In the event of absence due to medical disability caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom, an employee-unit member shall be entitled to utilize the available sick leave.~~
- 5.6.4 ~~During the first eighty-nine (89) days of maternity-parental leave, the supervisory-unit member shall receive the difference between his/her salary and the actual amount paid a replacement employed to fill the position during the absence. If no replacement is employed, the unit member shall receive the difference between his/her salary and Step 1 of his/her salary schedule. The eighty-nine (89) working days (in this instance defined as days for which the supervisory-unit member is paid) shall be consecutive with the date of the arrival/adoption of the child.~~

~~Once a supervisory-unit member returns to duty, the maternity-parental leave and all of its provisions shall be terminated. Concerning the above referenced eighty-nine (89) days of maternity-parental leave, the supervisory-staff-unit member shall continue to receive fringe benefits consistent with legal limitations and restrictions placed by various insurance carriers.~~

- 5.6.5 ~~After the eighty-nine (89) days of maternity-parental leave, as provided for above have been fully utilized, the supervisory-unit member shall, upon written request submitted no later than twenty (20) working days prior to the expiration of the above referenced eighty-nine (89) days of maternity-parental leave, be placed on Extended maternity-Parental Leave until the end of the school year. Extended maternity-parental leave shall be is provided without pay.~~
- 5.6.6 ~~Extended Maternity-parental Leave beyond that provided above may be requested and granted without pay, for a period of one year, in cases of personal or medical necessity.~~
- ~~5.6.7 Paternity leave, not to exceed a period of one year, may be requested by an employee in cases of personal or medical necessity.~~
- ~~5.6.8 The provisions of paragraphs 5.6.3 to 5.6.6 above may be applied to paternity leaves.~~

## 6. RETIREMENT/PART-TIME EMPLOYMENT

### 6.3 ~~Golden Handsha~~Retirement Notification

~~The District will consider participation in AB2223, Golden Handshake, on a case by case basis. At this time of fiscal crisis, the District is not able to offer any additional money compensation.~~ Unit members who formally notify the Human Resources Department in writing prior to March 20, that they will be retiring under a State of California retirement system (STRS/PERS) at the end of the current school year, shall receive a retirement notification bonus of \$1,000, payable between May1 and the last paycheck.

## 7. EVALUATION PROCEDURE

7.4 The instrument for evaluation of supervisory personnel will be mutually agreed upon by UBA and BUSD. The instrument shall reflect priorities and goals set by the Board.

## 9. COMPLAINTS

9.1 Any complaint made against a ~~supervisory employee~~ unit member shall be brought to the member's attention for review, as soon as possible. Before any disciplinary action is taken, the complaint shall be reduced to writing. If the complaint is not reduced to writing, no further disciplinary action shall be taken.

9.2 During the investigation of a complaint, the ~~member of the unit~~ member so charged shall be kept fully informed of the progress of the investigation. The investigation shall include a discussion with the subject employee. The employee may be accompanied by counsel and/or a representative of UBA.

9.4 The District recognizes that an employee is entitled to be informed of all complaints received against the employee, unless the District is otherwise advised by legal authority. ~~The Superintendent and his/her designee will inform the employee within 3 working days of each complaint. The District shall adhere to the timelines and processes outlined in the District complaints procedures. No action may be taken against an employee on any complaint of which the employee was not previously informed.~~

## 10. UNION RIGHTS

### 10.1 Privileges and Prerogatives

#### ~~OLD ARTICLE 10.3.2 DELETED PER MUTUAL AGREEMENT~~

10.3.4 All funds collected by the Board through deductions shall usually be remitted to the officer designated by the Union within ten (10) days after the first of each month.

10.3.4.1 The Human Resources Department will confer with UBA and BFT on equitable collection of union dues when an employee is employed in both a part-time UBA a part-time BFT position in the same fiscal year.

### 13. COMPENSATION

13.1 Wages for 2013-2014 and 2014-2015;2007-2008:

~~For Fiscal Year 2007-2008, unit members will be given a 4.32% salary increase, which shall be applied uniformly and across the board to all classifications contained in the salary schedule. This increase shall be retroactive to July 1, 2007. Any salary increase will be applied to actual salary earned.~~

2008-2009:

~~For Fiscal Year 2008-2009, unit members will be given a 1.0% salary increase, which shall be applied uniformly and across the board to all classifications contained in the salary schedule. This increase shall be retroactive to July 1, 2008. Any salary increase will be applied to actual salary earned.~~

~~a. Both parties reserve the right to re-open negotiations on salary during the term of the XXXXXXXX2008-2009 agreement. If, before the expiration of this current collective bargaining agreement, the District agrees to a higher total compensation increase for the Berkeley Federation of Teachers (BFT), any other bargaining unit during the term of this agreement, the District shall increase the total compensation of UBA unit members by the same percentage, with the exception of 1% given Local 39 in 2009-2010 and 1% in 2010-2011.~~

b. For 2013-2014:

Unit members employed in the 2013-2014 school year shall receive a one-time lump sum bonus equal to two per cent (2%) of their salary as of July 1, 2013. The bonus shall be paid on the first regular pay warrant at least fifty (50) days after ratification of the Agreement.

Unit members employed for the 2013-2014 school year shall receive an on schedule compensation increase of one and one-half per cent (1.5%), effective July 1, 2013, which shall be applied to all rates and schedules.

c. For 2014-2015:

Unit members employed for the 2014-2015 school year shall receive an on schedule compensation increase of two percent (2%), effective July 1, 2014, which shall be applied to all rates and schedules.

13.2 The attached salary schedule will become effective on July 1, 2013 ~~+(See aAppendix).~~

13.10 When the Superintendent/Superintendent's designee assigns a unit member of the unit to work additional days beyond the regular work year, the per diem rate shall be paid.

13.13 ~~Summer school~~ Compensation for site administrators in regard to extended learning and summer school/intervention will be negotiated yearly based on proposed summer school model and available summer school/intervention funding. [TA 06/2013]

13.178.5 Domestic Partnership Defined

A domestic partnership shall exist between two persons regardless of their gender and each of them shall be domestic partner of the other if they complete, sign, and cause to be filed in the Berkeley Unified School District Personnel Office an Affidavit of Domestic Partnership, attesting to the following:

- a. the two parties reside together and share the common necessities of life;
- b. the two parties are: not married to anyone, not related by blood closer than would bar marriage in the State of California, and mentally competent to consent to contract;
- c. the two parties declare that they are each other's sole domestic partner and they are responsible for their common welfare;
- d. the two parties agree to notify the Berkeley Unified School District if there is a change of the circumstances attested in the Affidavit;
- e. the two parties affirm, under penalty of perjury, that the assertions in the affidavit are true to the best of their knowledge.

#### 13.178.6 Termination

A member of a domestic partnership may end said relationship by filing a statement with the designated Berkeley Unified School District Human Resources Department. In the statement the individual filing must affirm, under penalty of perjury, that; 1) the partnership is terminated, and 2) a copy of the termination statement has been mailed to the other partner.

#### 13.178.7 New Statements of Domestic Partnership

No individual who has filed an affidavit of domestic partnership may file another such affidavit until six (6) months after a statement of termination of the previous partnership has been filed with the designated Berkeley Unified School District Human Resources Department.

#### 13.178.8 Civil Actions

Any person defrauded by a false statement contained in an Affidavit of Domestic Partnership may bring a civil action for fraud to recover his/her losses.

### **14. PROFESSIONAL DEVELOPMENT**

- 14.1** UBA and BUSD shall meet annually to plan the professional development for the following school year for school site administrators and to evaluate the professional development for school site administrators.

**145. SAVINGS CLAUSE**

If any provisions to this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions shall be deemed invalid, and negotiations on those provisions shall be reopened at the request of either party. Negotiations will begin within ten (10) school days after a request to begin is made by either party. All other provisions shall continue in full force and effect.

If the federal, state or local legislature approves any law after the ratification of this Agreement which has, or will have in the immediate future, an adverse impact on finances of the District, either party may reopen negotiations on specific provisions of the Agreement which are deemed to be affected by such legislation. Negotiations will begin within ten (10) school days after a request to begin is made by either party.

**156. EXPIRATION OF CONTRACT AND REOPENERS**

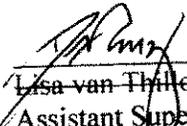
156.1 The parties agree that the term of this Agreement shall be from ~~the date of ratification by the Board of Education~~ July 1, 2013 through June 30, 2016, as ratified by the Board of Education.

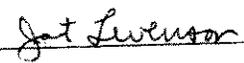
156.2 The parties agree to start the meet and negotiate process for the Successor Agreement on or before April 15, 2015.

Each party must submit the Initial Proposals to the other party, in writing by, April 10, 2015.

156.3 ~~The BUSD and UBA and BUSD~~ agree to share equally the costs of printing this agreement.

156.4 UBA and BUSD shall have the right to reopen negotiations on compensation (salary and benefits) and two other articles for the ~~2009-2010 and 2010-15-2011-16~~ school years. ~~In addition, BUSD and UBA shall also have the right to reopen the discussion on additional steps or salary adjustment for the Independent Studies Coordinator and a change in position for the Principal of Adult School, during the 2009-2010 school year.~~

 05/02/14  
Lisa van Thillo, Ed.D.  
Assistant Superintendent, Human Resources

 5/2/14  
President, UBA

# Pivot Calculations

## ALL UNIONS PIVOT

		Values						
Category	BU name	Obj Cat	Sum of 1% COST EMPLOYEES (excluding H & W cost)	Sum of One Time 2% salary	Sum of Benefits 2%	Total 2%	Sum of Salary 1.5%	Sum of Benefits 1.5%
SACS GF	bft	Cert Salaries	461,165.02	803,345.82	118,984.21	922,330.03	602,509.37	89,238.16
		Contribution	77,646.11	135,148.03	20,144.18	155,292.21	101,361.02	15,108.14
	bft Total		538,811.12	938,493.85	139,128.39	1,077,622.24	703,870.39	104,346.29
BCCE		Class Salaries	114,009.22	185,918.39	42,100.04		139,438.79	31,575.03
		Contribution	34,340.22	55,941.76	12,738.67	68,680.43	41,956.32	9,554.00
	BCCE Total		148,349.43	241,860.16	54,838.71		181,395.12	41,129.03
Cert Supervisors Non		Cert Salaries	11,705.98	20,392.27	3,019.69		15,294.20	2,264.76
		Contribution	458.12	798.06	118.18	916.24	598.55	88.63
	Cert Supervisors Non Rep Total		12,164.09	21,190.33	3,137.86		15,892.74	2,353.40
Class Mgmt non rep		Class Salaries	9,413.99	15,260.84	3,567.14		11,445.63	2,675.36
		Contribution	9,413.99	15,260.84	3,567.14		11,445.63	2,675.36
	Class Mgmt non rep Total		18,827.98	30,521.68	7,134.28		22,891.26	5,350.72
Confidential class		Class Salaries	4,915.59	7,915.60	1,915.58		5,936.70	1,436.68
		Contribution	4,915.59	7,915.60	1,915.58		5,936.70	1,436.68
	Confidential class Total		9,831.18	15,831.20	3,831.16		11,873.40	2,873.36
Local 21		Class Salaries	17,919.62	28,890.68	6,948.57		21,668.01	5,211.43
		Contribution	5,241.07	8,439.72	2,042.41	10,482.13	6,329.79	1,531.81
	Local 21 Total		23,160.69	37,330.40	8,990.98		27,997.80	6,743.24
OSS		Class Salaries	66,725.52	109,191.71	24,259.33		81,893.78	18,194.50
		Contribution	18,256.89	30,368.24	6,145.55	36,513.78	22,776.18	4,609.16
	OSS Total		84,982.41	139,559.95	30,404.87		104,669.96	22,803.66
uba		Cert Salaries	38,605.20	67,290.34	9,920.06		50,467.75	7,440.05
		Contribution	6,295.84	10,972.16	1,619.53	12,591.69	8,229.12	1,214.65
	uba Total		44,901.04	78,262.50	11,539.59		58,696.87	8,654.69
SACS GF Total			866,698.37	1,479,873.61	253,523.13		1,109,905.21	190,142.35
Grand Total			955,401.65	1,629,933.83	280,869.47		1,222,450.37	210,652.10

# ALL UNIONS PIVOT

		Values					
Category	BU name	Obj Cat	Sum of One Time 2% salary	Sum of Benefits 2%	Sum of Salary 1.5%	Sum of Benefits 1.5%	Sum of FTE
			COST EMPLOYEES (excluding H & W cost)				
SACS GF	bft	Cert Salaries	461,165.02	118,984.21	602,509.37	89,238.16	593.97
		Contribution	77,646.11	20,144.18	101,361.02	15,108.14	101.68
	bft Total		538,811.12	139,128.39	703,870.39	104,346.29	695.65
	uba	Cert Salaries	38,605.20	9,920.06	50,467.75	7,440.05	31.10
		Contribution	6,295.84	1,619.53	8,229.12	1,214.65	5.00
	uba Total		44,901.04	11,539.59	58,696.87	8,654.69	36.10
SACS GF Total			583,712.17	150,667.98	762,567.26	113,000.99	731.75
Fund 11	bft	Cert Salaries	19,214.62	34,370.74	4,058.50	25,778.06	3,043.87
	bft Total		19,214.62	34,370.74	4,058.50	25,778.06	3,043.87
	uba	Cert Salaries	2,909.73	5,081.68	737.79	3,811.26	553.34
	uba Total		2,909.73	5,081.68	737.79	3,811.26	553.34
Fund 11 Total			22,124.35	39,452.42	4,796.29	29,589.32	3,597.21
Fund 12	bft	Cert Salaries	17,742.97	30,869.50	4,616.43	23,152.13	3,462.32
	bft Total		17,742.97	30,869.50	4,616.43	23,152.13	3,462.32
	uba	Cert Salaries	3,445.95	6,002.98	888.92	4,502.24	666.69
	uba Total		3,445.95	6,002.98	888.92	4,502.24	666.69
Fund 12 Total			21,188.92	36,872.48	5,505.35	27,654.36	4,129.02
Grand Total			627,025.44	1,093,081.25	160,969.62	819,810.94	120,727.22

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Neil Smith, Assistant Superintendent of Educational Services and  
Charity DaMarto, Supervisor of Family Equity and Engagement  
**DATE:** May 21, 2014  
**SUBJECT:** Recommendation for Expenditures in 2014-15 of Funds Allocated  
to Parent Outreach from the *Berkeley Public Schools Educational  
Excellence Act of 2006* (BSEP Resource 0857)

### **BACKGROUND INFORMATION**

In compliance with *The Berkeley Public Schools Educational Excellence Act of 2006* (BSEP/Measure A), 1.25% of the available revenues are allocated to Parent Outreach.

The following recommendation is for the allocation of funds for the Purpose of Parent Outreach in accordance with BSEP Measure A of 2006, Section 3.B.ii.c:

*...for a variety of services to support the families of Berkeley's public school students by providing parent education and promoting greater parent involvement in their children's education.*

This recommendation was presented to the BSEP Planning and Oversight Committee on May 6, 2014 and adopted by the Committee on May 13, 2014.

### **Parent Outreach Objectives**

In April 2012, the Board of Education approved a new model for providing parent outreach and education services, the Office of Family Engagement and Equity, to begin in FY 2012-13. The primary objectives of the Office are to:

- Create a welcoming school environment for ALL families.
- Provide support to families of students in need of academic, behavioral, and emotional support.
- Increase the involvement of underserved and under-represented parents (African-American, Latino and parents who are not proficient in English).

### **Program Summary**

A two-year pilot Site Coordinator program was designed to focus on engaging parents by strengthening the connection between the home and school. District staff was encouraged to create this Parent Engagement model as a result of 2020 Vision community discussions, the Communications Study, surveys to families, and research on the most effective parent engagement models.

Six elementary schools were selected to participate in the pilot program: Emerson, John Muir, Berkeley Arts Magnet, Malcolm X, LeConte and Thousand Oaks. Four criteria were considered in selecting these schools: the

number of students enrolled in the Free and Reduced Lunch Program, the number of English Learners, the number of students with “below basic” achievement in math and/or English, and the schools’ Program Improvement status.

The pilot program was intended to create a sustainable model with clear procedures and processes to increase parent involvement. The Family Engagement Office focused on strategies and trainings on school achievement and school climate for parents, district staff and school site staff. Topics for improving school climate included: reviewing the physical environment of the school, volunteering in schools, and collaborating with the community. Training on supporting school achievement included learning at home, improving two-way communication between school and home, and strengthening parenting skills.

On February 12, 2014, the Supervisor of Family Engagement and Equity provided a report on preliminary accomplishments and lessons learned from the pilot program. Additional quantitative and qualitative data from the program will be shared at the May 21 Board meeting in order to inform discussions of possible expansion of the program through the Local Control and Accountability Plan (LCAP). The new LCAP priorities will help guide the Office of Family Engagement and Equity’s work by focusing on all components of Engagement, which include parent involvement, pupil engagement, and school climate.

While the parameters of an expanded program may not be fully determined before the BSEP plan goes before the Board, it is clear that at a minimum, a continuation of the current staffing levels will be part of the plan, with additional staffing provided through the Local Control Funding Formula. A suggested work plan for Site Coordinators is Appendix A.

Eventually, a District Welcome Center with public health representatives, computer lab, and space for parent workshops/classes would be a strong adjunct to site-based services. This would require reconfiguration of district space and additional financial resources.

A significant decision for implementation of an expanded program is whether the current model of full-time Site Coordinators would be expanded from three to six full-time personnel, or whether part-time Site Coordinators would be allocated to each site, or a hybrid staffing solution to addressing site needs could be found.

## **PROGRAM MODELS FOR 2014-2015**

### ***Part-Time Site Coordinator Model***

*Year One*

- Site Coordinators at every K-5 site, from 0.4 FTE to 0.6 FTE, and 1.0 FTE at Berkeley High School;
- Staffing levels to be determined by school size;
- The work of the Site Coordinator would be structured with a systematic frame, such as a focusing on attendance, identified focus students, working with site systems to improve outcomes defined in the annual plan;
- Staff would be at school sites to provide parent drop-in hours and attend SST, IEP, School Site Staff or Committee meetings;
- Staff would also be required to be at the district office for PD and staff meetings;
- Site positions would be Part-Time and sites would have the option of increasing the staff's FTE by adding site funds;
- Persons applying to the Part-Time positions would have the option of applying for two Part-Time positions to create a higher FTE.

*Years Two and Three*

- Middle School:
  - One FTE Coordinator to work with all three middle schools.
- High School:
  - An additional 0.5 FTE for Berkeley High and Independent Study; 0.5 FTE to Berkeley Technology Academy

**Full-Time Site Coordinator Model**

*Year One*

Six Coordinators to support Elementary schools and one Coordinator at Berkeley High School:

- OFEE Staff would provide Monthly plan services to sites;
- Staff would be at school 1.5 to 2.5 days/week at the elementary schools to provide parent drop-in hours and attend SST, IEP, School Site Staff or Committee meetings;
- Staff would also be required to be at the district office for PD and staff meetings;
- Site Coordinators would work in pairs to better serve the sites, staff would jointly plan each month's Parent workshops and support their sites.

*Years Two and Three*

Three Site Coordinators would be added in years two and three to provide support to Middle and High Schools

**BUDGET RECOMMENDATIONS FOR FY 2014-15**

<b>Staff</b>	<b>\$318,502</b>
--------------	------------------

- Supervisor, Family Equity and Engagement 1.0 FTE
- Site Coordinators, Family Engagement 3.0 FTE
- High School Parent Liaison 0.27 FTE

**Supervisor, Family Engagement and Equity 1.0 FTE**

This position brings together the closely related work of parent outreach and educational equity. The position supervises, evaluates, and provides ongoing professional development to the Site Coordinators, provides professional development in educational equity to other groups, and coordinates district-wide parent education.

**Site Coordinator, Family Engagement and Equity 3.0 FTE**

The Site Coordinators support the School Sites by providing technical support and training to Parents and Staff. Site Coordinators are also responsible for attending meetings as needed, including: School Governance Council (SGC), Response to Instruction and Intervention Team (RtI<sup>2</sup>), Student Success Team (SST), Parent Teacher Association (PTA), Parents of Children of African Descent (PCAD), and English Language Advisory Council (ELAC). One of the Site Coordinators is Bilingual in Spanish.

**High School Parent Liaison 0.27 FTE**

This position currently helps coordinate Parenting classes and support groups on site. The duties are similar to a Site Coordinator in some respects, but are not currently under the supervision of the Family Engagement and Equity Supervisor.

**Teacher Hourly for Workshops and Meeting Facilitation \$5,000**

Teachers will lead trainings with parents, and train Site Coordinators on strategies to support academics at home. Two teachers from each of the sites without a Parent Liaison will be invited to join the collaboration meetings and PLAN trainings.

**Meeting and Family Event Support (Hourly) \$6,000**

Funds support evening and weekend meetings with childcare, custodial and translation support for district and site-based family events.

**Contracted Services \$20,000**

To provide high quality parent education and support, experts in specialized subject areas will offer staff development to Site Coordinators and Parent

Leaders in Parent Leadership training, and Equity and Cultural Competency training. Funds will also provide guest speakers at school sites and/or district trainings.

**Staff Development and Mileage** **\$8,000**

Funds will be allocated for staff to attend State and local workshops, and for travel expenses.

**Materials and Supplies** **\$8,000**

This budget will provide the OFEE with materials and supplies to support the program.

**Cell Phone Service** **\$2,000**

Funding will provide cell phone service to facilitate contact for the site coordinators.

**BUDGET SUMMARY**

With deficit spending of the fund balance, this BSEP Resource is capable of funding staffing for 2014-15 at the same FTE level as in 2013-14. In the two subsequent years, the fund balance will only be sufficient to support a total of 3.5 FTE, including the Supervisor. However, it is expected that increased resources from LCFF will allow for continued expansion of the program. See Appendix B for a three-year overview of potential BSEP and LCAP contributions to an expanded program.

**Parent Outreach Budget FY 2014/15**

**Revenue** 303,476

**Expenses**

Staffing	318,502
Certificated Hourly	5,000
Classified Hourly	6,000
Services and Operating Expenses	20,000
Equipment and Supplies	8,000
Cell Phone Service	2,000
Staff Development and Mileage	8,000
Reserve for Personnel Variance	16,000
Indirect Cost	27,689

**Total Expenses** 411,191

**Net Change to Fund Balance** (107,715)

**Fund Balance**

Beginning Fund Balance	255,000
Net Increase/(Decrease)	<u>(107,715)</u>
<b>Ending Fund Balance</b>	147,285

**POLICY/CODE**

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

**FISCAL IMPACT**

Projected expenditures of \$411,191 from the BSEP funds for Parent Outreach.

**STAFF RECOMMENDATION**

Approve the recommendation for expenditures in 2014-15 of funds allocated to Parent Outreach from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP Resource 0857)

# OFFICE OF FAMILY ENGAGEMENT AND EQUITY

## WORK PLAN

### 2014-2015

#### Mission

The Mission of the Berkeley Unified School District Office of Family Engagement and Equity is to create welcoming and equitable schools throughout the district. We provide targeted support and guidance to school staff and families in order to build meaningful partnerships that foster success for all students.

#### Vision

Berkeley Public Schools are vibrant learning communities in which families, faculty, staff and administrators are partners in educating our students.

#### Goals

1. Improve *equity for all students* in the district.
2. Provide *high quality services to students and their families*.
3. Increase *the visibility and effectiveness of district advisory committees* under this office.
4. Implement *district plans to improve achievement and close gaps* for all students in the district.
5. Establish *viable district, school, and community partnerships*.

#### Ongoing Services and Activities:

##### *Monthly or more often*

- Meet with principal to review Family Engagement work plan and School Site plan
- Attend staff meetings
- Facilitate/host Parent-Principal chats (via coffee clubs, etc.)
- Plan for workshops and other parent activities
- Attend relevant PTA meetings (first meeting of the year, for example)
- Participate in production of the school newsletter, include tips for parents
- Conduct home visits
- Update family information bulletin board with relevant information
- Participate in RtI and IEP meetings

##### *Weekly*

- Newsletter topics: activities, events, and trainings for calendar/newsletter /bulletin board and other channels of communication
- Site Coordinator Meeting at District Office to share strategies and updates
- Hold office hours for off-site ombuds meetings
- Maintain documentation –Fliers, evaluations of workshops/events, sign in sheets, etc.
- Introduction phone calls and contacts with parents
- Plan for workshops and other parent activities
- Ensure parent information and flyers are distributed via the weekly folders

## Annual Calendar

	<b>August</b>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>○ Transforming School Culture</li> </ul>
<b>Activities</b>	<ul style="list-style-type: none"> <li>○ Kindergarten Orientation</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>○ N/A</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Back to School (School and District Top Content)</li> </ul>
	<b>September</b>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>○ Powerschool , School and Student Data (site and district wide)</li> </ul>
<b>Activities</b>	<p><i>1<sup>st</sup> 30 Days:</i></p> <ul style="list-style-type: none"> <li>○ Become familiar with each School Site Plan and with Family Engagement Plan</li> <li>○ Set up or reorganize office/parent room</li> <li>○ Develop welcoming signage in appropriate languages</li> <li>○ Set up family information bulletin board and flyer display</li> <li>○ Partner with staff in school climate review of facilities</li> <li>○ Introduce Family Engagement and Equity plan at staff meeting</li> <li>○ Attend first PTA (or other parent group) meeting</li> <li>○ Add important parent activity dates to school calendar</li> <li>○ Collaborate/contribute relevant information to back to school publications/ newsletter</li> <li>○ Collect parent information for mailings/contacts</li> <li>○ Make introduction phone calls and contacts with focus families</li> <li>○ Recruitment and Support of School Committees/Elections</li> </ul> <p><i>Back-to-School Night:</i> Distribution of :</p> <ul style="list-style-type: none"> <li>○ Student/parent handbook</li> <li>○ Info and recruitment for parent committees: (ELAC, SGC, PTA, other)</li> <li>○ Parent calendar of events for month or year</li> <li>○ Standards at every grade level</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>✓ Understanding Standards and Tests Scores (CST)</li> <li>✓ Parent Committees</li> <li>✓ Technology</li> <li>✓ Powerschool</li> <li>✓ Understanding the Student Handbook</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Parent welcome and introduction</li> <li>○ Calendar of events</li> <li>○ Parent Room services, hours</li> </ul>

	<b>October</b>
<b>Professional Development</b>	Special Education, RtI
<b>Activities</b>	<i>Special:</i> <ul style="list-style-type: none"> <li>○ Continue recruitment for parent groups (ELAC, PTA, other)</li> <li>○ Attend and support BSEP Parent Workshop for School Leaders</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>✓ Understanding Report Cards</li> <li>✓ Story of Units</li> <li>✓ Parent Committees</li> <li>✓ Homework Strategies</li> <li>✓ Effective Parent/Teacher Conferences</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Calendar of events</li> <li>○ Volunteer program</li> <li>○ Committees/Recruitment/Elections</li> <li>○ Promote November workshops</li> <li>○ Parent Room</li> <li>○ Effective Parent/Teacher Conferences</li> </ul>
	<b>November</b>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>○ Data/Evaluation (BEA)</li> </ul>
<b>Activities</b>	<i>Special:</i> <ul style="list-style-type: none"> <li>○ Assist with parent/teacher conferences</li> <li>○ Outreach to parents to get involved with holiday activities.</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>✓ Programs: Special Education, GATE,</li> <li>✓ Home Learning Environment,</li> <li>✓ Parents as mentors and teachers</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Parent Teacher Conference</li> <li>○ Community Resources</li> <li>○ Calendar of events/word of the week</li> <li>○ Promote December workshops and events</li> </ul>
	<b>December</b>
<b>Professional Development</b>	
<b>Activities</b>	<i>Special:</i> <ul style="list-style-type: none"> <li>○ Participate in Kindergarten Informational Fair</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>✓ Holiday Community Building event</li> <li>✓ Parent as mentors and teachers</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Educational and fun activities for students during holiday break</li> </ul>

	<b>January</b>
<b>Professional Development</b>	District Equity Work (Pam Harrison-Small)
<b>Activities</b>	Special: <ul style="list-style-type: none"> <li>○ Conduct outreach for Kindergarten information nights and school tours</li> <li>○ Participate in Kindergarten information nights and school tours</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>○ Mental Health</li> <li>○ PBIS (Positive Behavior System)</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Calendar of events</li> <li>○ Enrollment deadlines</li> <li>○ Committee meetings PTA/SGC/ELAC/Other groups</li> </ul>
	<b>February</b>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>○ Transforming School Culture, Continued</li> </ul>
<b>Activities</b>	<i>Special:</i> <ul style="list-style-type: none"> <li>○ Participate in design and administration of SGC Parent Survey</li> <li>○ Support engagement of all families in school's Black History Events</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>○ Health Topics</li> <li>○ Understanding Test Results (CELDT)</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Calendar of events</li> </ul>
	<b>March</b>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>○ Testing</li> </ul>
<b>Activities</b>	<i>Special:</i> <ul style="list-style-type: none"> <li>○ Support engagement of all families in school's Chavez Day of Service Events</li> <li>○</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>○ Test taking strategies</li> <li>○ Health and Nutrition</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Testing</li> <li>○ Summer program information</li> <li>○ Calendar of events</li> </ul>
	<b>April</b>
<b>Professional Development</b>	
<b>Activities</b>	<i>Special:</i> <ul style="list-style-type: none"> <li>○ Parent Recognition Reception</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>○ Summer Programs</li> <li>○ Self- Esteem</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Testing/prep</li> <li>○ Calendar of events</li> </ul>

	<b>May</b>
<b>Professional Development</b>	
<b>Activities</b>	<p><i>Special:</i> Re-Classification and Seal of Bi-literacy Ceremony</p> <p>Open House</p> <ul style="list-style-type: none"> <li>○ Support the coordination of event</li> <li>○ Conduct outreach to parents for event</li> <li>○ Participate in event, greeting and distributing information on school programs and services to parents</li> <li>○ Encourage involvement in next year’s parent committees SGC, ELAC</li> </ul>
<b>Parent Workshops</b>	<ul style="list-style-type: none"> <li>○ Summer readiness/ retention strategies</li> <li>○ Community resources</li> </ul>
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Community resources</li> <li>○ Summer learning tips</li> <li>○ Calendar of events</li> </ul>
	<b>June</b>
<b>Professional Development</b>	
<b>Activities</b>	<ul style="list-style-type: none"> <li>○ End of the year events and recognitions</li> <li>○ Recruitment of possible participants in parent committees for next school year</li> <li>○ Prepare and submit all documentation – evaluations, sign in sheets, etc.</li> </ul>
<b>Parent Workshops</b>	
<b>Newsletter Topics</b>	<ul style="list-style-type: none"> <li>○ Accomplishments</li> </ul>

**Parent Outreach Budget FY 2014/15**

	2014/15		Total FTE	2015/16		Total FTE	2016/17		Total FTE
	0857	LCAP		0857	LCAP		0857	LCAP	
<b>Revenue</b>	303,476			310,152			324,583		
<b>Expenses</b>									
Staffing	318,502	215,000		278,726	339,000		288,565	521,000	
Certificated Hourly	5,000			5,000			5,000		
Classified Hourly	6,000			6,000			6,000		
Services and Operating Expenses	20,000			20,000			20,000		
Equipment and Supplies	8,000			8,000			8,000		
Cell Phone Service	2,000			2,000			2,000		
Staff Development and Mileage	8,000			8,000			8,000		
Reserve for Personnel Variance	16,000			16,000			16,000		
Indirect Cost	27,689			24,817			25,527		
<b>Total Expenses</b>	411,191	215,000		368,543	339,000		379,092	521,000	
<b>Net Change to Fund Balance</b>	(107,715)			(58,390)			(54,509)		
<b>Fund Balance</b>									
Beginning Fund Balance	255,000			147,285			88,895		
Net Increase/(Decrease)	(107,715)			(58,390)			(54,509)		
<b>Ending Fund Balance</b>	147,285			88,895			34,386		
<b>Notes</b>									
Supervisor FTE	1.00	0.00	1.00	1.00	0.00	1.00	1.00	0.00	1.00
Staff FTE	3.27	3.36	6.63	2.50	5.12	7.62	2.50	7.34	9.84
Statutory COLA				2.20%			2.40%		
Average Cost Site Coordinators	64,000			66,259			71,020		

**Assumptions**

- BSEP staffing cost estimates based on projection for current staffing.
- LCAP staffing cost based on estimated average cost for Site Coordinators
- Beginning Fund Balance revised for estimated actuals for 2014/15
- Revenue Projection based on School Services Dartboard Statutory COLA and may not materialize
- Staffing cost in subsequent years based on 1.5% increase for step and column and 2% for salaries

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed. D., Superintendent  
**FROM:** Susan Craig, Director, Student Services  
Pasquale Scuderi, Principal, Berkeley High School  
**DATE:** May 21, 2014  
**SUBJECT:** Recent Incidents in Downtown Berkeley Involving Berkeley High School Students

## **BACKGROUND INFORMATION**

On three recent consecutive Friday afternoons, multiple students from BHS engaged in behaviors that caused significant safety concerns. In all three instances, the incidents occurred on and around Shattuck Avenue in Downtown Berkeley after dismissal. A summary of the incidents is as follows:

April 25: Shortly after dismissal, two BHS students struck two other BHS students on Allston Way near Milvia. There was an additional incident on Shattuck Avenue at Walgreens where one of the victims of the original incident was struck by two different high school aged youth. In the second incident, one of the offenders was a BHS student, the other offender was not. The offending students received disciplinary consequences. In addition, BHS Dean, Mr. MacDonald, facilitated a restorative mediation between eight BHS students on May 5 to resolve the issues.

May 2: At 3:49PM, approximately 100 high school aged youth were gathered at Shattuck and Allston Way. Five minutes later, 50 youth were seen in the street throwing water balloons at each other. Several individuals and businesses were struck by water balloons. BPD officers intervened after the behavior escalated from play to an unsafe situation that included students running into busy streets and disregard for people and property. When BPD officers intervened, crowds of students yelled at the officers and filmed them. One student purposely threw a water balloon at an officer, who was struck. At that point, there appeared to be approximately 200 high school aged youth in the vicinity. Twenty BPD officers were deployed to quell the disturbance.

May 9: At approximately 4PM, several hundred high school aged youth disrupted downtown Berkeley. The disruption continued over a period of more than two hours and included multiple fights. A total of 22 BPD officers were called to the scene. BPD and BHS staff are investigating the cause of the incident, which may be gang related. The investigation

includes a review of images and comments obtained from social media sites related to the incident. It appears highly likely that in addition to our students youth from outside Berkeley were involved. As a result, BHS and District staff have reached out to administrators in neighboring districts to work together to identify individuals who may have participated in this incident.

Staff wants to assure the Board that the safety of our students remains our primary concern, and BHS and District staff will continue to work with the Berkeley Police Department. Staff has also contacted community agencies to help resolve the underlying issues, which have yet to be specifically identified.

**POLICY/CODE**

Ed Code 32250

**FISCAL IMPACT**

None

**STAFF RECOMMENDATION**

Receive the information regarding the recent incidents.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Susan Craig, Director, Student Services  
**DATE:** May 21, 2014  
**SUBJECT:** Proposed Policy on the Use of Surveillance Cameras

### **BACKGROUND INFORMATION**

On January 15, 2014, the Board received the reports and recommendations from the District's Safety Audit. One of the recommendations considered was to install surveillance camera systems at all BUSD schools (BUSD currently has surveillance cameras at all middle schools, high schools, the adult school, and at a few elementary schools) which could be used for live review in the event that an immediate and significant safety threat occurs at a school. The Board postponed approval of this item pending the approval of a policy to address privacy concerns for students and staff and to provide specific, legally compliant parameters regarding the use of surveillance cameras at school.

Attached is the proposed Board policy (3515) for the use of surveillance cameras for the Board's consideration.

### **POLICY/CODE**

Education Code 3515

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve the proposed policy.

**Berkeley Unified School District**  
BP 3515

**Use of Surveillance Cameras**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting District property, facilities, and equipment from vandalism and theft.

Accordingly, the Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the District's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

The Board believes that reasonable use of surveillance cameras will help the District achieve its goals for campus security. In consultation with industry experts, staff, and relevant public agencies, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Cameras will be used to monitor buildings, exterior campus areas, including but not limited to; parking lots, perimeters, walkways, entrance and exit doors, interior hallways, large open interior spaces, picnic areas, foyers, lobbies, gymnasiums, school buses, athletic fields, stadiums, and other areas the Superintendent deems appropriate. The Superintendent shall notify the board if he/she designates locations for cameras in areas deemed appropriate other than those specifically identified in this paragraph.

Video Surveillance in work or office spaces shall be limited only to locations the Superintendent deems necessary for the safety of District employees. The Superintendent shall notify the Board if a camera is installed in a work or office space.

Any audio capability on the District's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings grounds, or other appropriate locations. These signs shall inform students, staff, and visitors that surveillance may occur. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the District's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate under Board policy or law.

Students and staff shall not tamper or interfere with video camera equipment.

Video images obtained by the District shall be viewed by the Superintendent or designee as necessary. The District may rely on the images obtained by the video surveillance cameras in connection with the enforcement of Board policy, administrative regulations, building rules and other applicable law including but not limited to student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with Board policy and applicable law. Video images may become part of a student's educational record.

A video image of an identifiable pupil may be shown to a probation officer or to the District Attorney without prior parental consent, subpoena, or court order under the following conditions:

1. The image has been viewed by the Superintendent, or designee, at the request of a school principal or District administrator.
2. The Superintendent, or designee, after viewing the video recording, determines that there is reasonable suspicion that the image depicts an event or action related to a crime or depicts a situation constituting a health or safety emergency requiring immediate action to protect the pupil or other individuals.
3. A video image depicting an identifiable pupil, after determination by the Superintendent, or designee as appropriate for disclosure, may be also shown to a peace officer identified to the District by the officer's agency in writing in connection with an active investigation because of probable cause the pupil has been kidnapped and that his or her abductor may have enrolled the pupil in a school or if there is reason to believe that there is an emergency in which providing the information to a peace officer is necessary to protect the health or safety of the pupil or other individuals.
4. The video image shown to a probation officer, District Attorney, or peace officer shall be altered to obscure the identity of pupils other than the pupil or pupils whose records are released.

To the extent that any images from the District's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Video recordings and images of students captured on security video recording devices that are maintained by Berkeley Unified School District are considered pupil records under the Education Code and education records under FERPA. Accordingly, these video images may be shared with parents or students whose images are on the video and with outside law enforcement authorities, as required by law and deemed appropriate by the Superintendent or designee. Video recordings not saved for student or personnel records, or for law enforcement proceedings, will be destroyed after there has been an opportunity to review the recordings, but in no instance will this time exceed ninety (90) days.

Images captured by District video surveillance equipment may be used in personnel actions only in cases of suspected criminal activity by an employee.

The Superintendent, or designee, may authorize monitoring of live video feeds from District surveillance cameras after determining all of the following:

1. A dire emergency is present which is defined as a violent attack, crippling natural or human made disaster, mass destruction, terrorist activity, or threatened terrorist act that poses immediate and significant peril.
2. The incident creates a clear and present danger of psychological harm or injury to students, staff, or visitors present.
3. The incident or threat is continuing.
4. The nature of the incident is of such magnitude that an immediate call for law enforcement or other public safety personnel presence is warranted.

Such monitoring of live video shall be only in the presence of the Superintendent, or designee(s), and responding public safety personnel.

This Policy does not apply to surveillance cameras placed by any law enforcement agency including the district attorney, the sheriff's office, the highway patrol, the city police, or any state or federal law enforcement agency. These agencies are governed by laws and regulations pertaining to the activities of the agency.

**Adopted: May 21, 2014**