

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

**BOARD OF EDUCATION – MEETING AGENDA**

Wednesday, September 17, 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  
Jesse Barber, Student Director, BHS  
Carlos Ku-Ceja, Student Director, B Tech

**STAFF**

Donald E. Evans, Ed.D., Superintendent/Secretary  
Javetta Cleveland, Deputy Superintendent  
Pasquale Scuderi, Asst. Supt., Educational Services  
Delia Ruiz, Asst. Supt., Human Resources  
Liz O’Connell Gates, Interim 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 7:30 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.

**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.

1. Collective Bargaining  
BCCE Negotiations
2. Conference with Legal Counsel – Existing Litigation  
Facilities
3. Property Liability Claim
4. Superintendent’s Evaluation
5. Complaint against District Employees (Gov. Code 54957) (b)

**OPEN SESSION**

Roll Call

Approve Agenda of September 17, 2014

Read Mission and Meeting Overview

Closed Session Report

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

Persons wishing to address the Board should fill out a green speaker card. **Cards turned in by 7:15 p.m. will be given priority.**

Speakers will be randomly selected based on topic and position, with BUSD students generally given priority. Public Testimony is limited to **30 minutes with a 3-minute limit per speaker per topic** although the time allotted per speaker may be reduced to 2 minutes at the discretion of the President.

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

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

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

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

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

**CONSENT CALENDAR – approval requested**

**PAGE**

| <b>1</b> | Approval of Overnight Field Trip Request  | <b>9</b>  |
|----------|---|-----------|
| <b>2</b> | Approval of Contracts and Purchase Orders   | <b>10</b> |
| <b>3</b> | Acceptance of Gifts and Donations   | <b>11</b> |
| <b>4</b> | Approval of Listing of Warrants Issued in August 2014                                     | <b>12</b> |
| <b>5</b> | Approval of Payroll Warrants Issued in August 2014  | <b>14</b> |
| <b>6</b> | Approval of Third Party Administrator for Workers' Compensation Beginning October 1, 2014 | <b>16</b> |
| <b>7</b> | Approval of New Textbook for BHS in AP Environmental Science                              | <b>18</b> |

**ACTION ITEM – Approval requested**

|   |   |           |
|---|---|-----------|
| 1 | Request for Additional Staffing at Malcolm X Elementary | <b>19</b> |
|---|---|-----------|

**DISCUSSION ITEMS**

|   |   |           |
|---|---|-----------|
| 1 | Update on Career and Technical Education for BUSD (10 min. pres., 20 min. disc.)    | <b>20</b> |
| 2 | Update on Common Core State Standards Implementation (15 min. pres., 45 min. disc.) | <b>22</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<br/>Dates &amp; Times</b> | <b>Office Hours<br/>Location</b>     | <b>Priority<br/>(Primary)</b>          | <b>Priority<br/>(Secondary)</b>        |
|--|---|--------------------------------------|--|--|
| <b>Beatriz Leyva-Cutler (BL)</b><br>beatrizleyva-cutler@berkeley.net<br>510-644-6550   | 2nd Thursday<br>4:00-6:00                 | Casa Latina<br>(1801 San Pablo Ave.) | Family Engagement                      | Common Core State<br>Standards         |
| <b>Josh Daniels (JD)</b><br>joshdaniels@berkeley.net<br>510-213-8683   | 2nd Saturday –<br>1:00                    | Take 5<br>(3130 Sacramento St.)      | Planning for Next<br>BSEP Measure      | Local Control &<br>Accountability Plan |
| <b>Judy Appel (JA)</b><br>judyappel@berkeley.net<br>510-644-6550   | 4th Saturday<br>1:00                      | Café Leila<br>(1724 San Pablo Ave.)  | Common Core State<br>Standards         | Family Engagement                      |
| <b>Julie Sinai (JS)</b><br>juliesinai@berkeley.net<br>510-644-6550   | Monthly (see website<br>for details)      | Monthly (see website<br>for details) | 2020 Vision                            | Planning for Next<br>BSEP Measure      |
| <b>Karen Hemphill (KH)</b><br>karenhemphill@comcast.net<br>510-644-6550  | 2nd Saturday<br>10:00-11:30               | Café Leila<br>(1724 San Pablo Ave.)  | Local Control &<br>Accountability Plan | 2020 Vision                            |
| <b>Jesse Barber (JB)</b><br>jessebarber@students.berkeley.net<br>510-644-6550  | N/A                                       | N/A                                  | Student<br>Engagement                  | N/A                                    |
| <b>Carlos Ku-Ceja (CKC)</b><br><a href="mailto:carloskuceja@students.berkeley.net">carloskuceja@students.berkeley.net</a><br><b>510-644-6550</b> | NA  | 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><br>(deborahturner@berkeley.net)  | 2         |          |          | X        | X        |          |          |          |
| <b>Audit</b><br>(geraldinemorgan@berkeley.net)  | 2         |          | X        |          | X        |          |          |          |
| <b>BSEP P&amp;O</b><br>(natashabeery@berkeley.net)  | 2         |          | X        |          | X        |          |          |          |
| <b>BSEP Renewal Planning Workgroup</b><br>(natashabeery@berkeley.net)                               | 2         |          | X        |          | X        |          |          |          |
| <b>BTSA</b><br>michellesinclair@berkeley.net  | 1         | X        |          |          |          |          |          |          |
| <b>Cesar Chavez Commemorative Workgroup</b><br>(charitydamarto@berkeley.net)                        | 1         | X        |          |          |          |          |          |          |
| <b>Construction Bond Oversight Committee</b><br>(chanitastevenson@berkeley.net)                     | 1         |          |          |          |          | X        |          |          |
| <b>District EL Advisory Committee/EL Parent Advisory Committee</b><br>(charitydamarto@berkeley.net) | 1         | X        |          |          |          |          |          |          |
| <b>Measure H/Maintenance Oversight Committee</b><br>(lewjones@berkeley.net)                         | 1         |          |          |          |          | X        |          |          |
| <b>Next District Strategic Plan Workgroup</b><br>(donaldevans@berkeley.net)                         | 2         | X        |          | X        |          |          |          |          |
| <b>Parent Advisory Committee</b><br>(Patriciasaddler@berkeley.net)                                  | 2         |          |          | X        |          | X        |          |          |
| <b>Policy Committee</b><br>(deborahturner@berkeley.net)   | 2         |          |          | X        |          | X        |          |          |
| <b>Project Labor Agreement Workgroup</b><br>(lewjones@berkeley.net)                                 | 1         |          |          |          |          | X        |          |          |
| <b>PTA Council</b><br>(president@berkeleypta.org)   | 1         |          | X        |          |          |          |          |          |
| <b>Student Attendance Review Board (SARB)</b><br>(susancraig@berkeley.net)                          | 1         | X        |          |          |          |          |          |          |
| <b>Supt Budget Advisory Committee (SBAC)</b><br>(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> (renemolina@berkeley.net)            | 1         |          |          |          | X        |          |          |          |
| <b>Berkeley High School</b> (kristinglenchur@berkeley.net)       | 4         |          |          | X        | X        | X        |          | X        |
| <b>Berkeley Technology Academy</b> (sheilaquintana@berkeley.net) | 2         |          | X        |          |          |          | X        |          |
| <b>Child Development Centers</b> (mariacarriedo@berkeley.net)    | 1         | X        |          |          |          |          |          |          |
| <b>Cragmont</b> (hazellefortich@berkeley.net)                    | 1         |          | X        |          |          |          |          |          |
| <b>Emerson</b> (susanhodge@berkeley.net)                         | 1         |          | X        |          |          |          |          |          |
| <b>Independent Study</b> (edithsmiley@berkeley.net)              | 1         |          |          |          |          | X        |          |          |
| <b>Jefferson</b> (sonyamartin@berkeley.net)                      | 1         |          |          |          |          | X        |          |          |
| <b>John Muir</b> (audreyamos@berkeley.net)                       | 1         |          |          |          | X        |          |          |          |
| <b>King</b> (janetlevenson@berkeley.net)                         | 2         | X        |          | X        |          |          |          |          |
| <b>LeConte</b> (veronicavalerio@berkeley.net)                    | 1         | X        |          |          |          |          |          |          |
| <b>Longfellow</b> (marcosgarcia@berkeley.net)                    | 2         |          |          |          | X        |          |          | X        |
| <b>Malcolm X</b> (alexhunt@berkeley.net)                         | 1         |          |          | X        |          |          |          |          |
| <b>Oxford</b> (bethrhine@berkeley.net)                           | 1         |          |          | X        |          |          |          |          |
| <b>Rosa Parks</b> (pacofurlan@berkeley.net)                      | 1         | X        |          |          |          |          |          |          |
| <b>Thousand Oaks</b> (jennifercorn@berkeley.net)                 | 1         | X        |          |          |          |          |          |          |
| <b>Washington</b> (melstenger@berkeley.net)                      | 1         |          |          |          |          | X        |          |          |
| <b>Willard</b> (debbiedean@berkeley.net)                         | 2         |          | X        |          |          |          | X        |          |
| <b>TOTALS</b>  | <b>26</b> | <b>5</b> | <b>4</b> | <b>5</b> | <b>4</b> | <b>4</b> | <b>2</b> | <b>2</b> |

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

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



# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Pasquale Scuderi, Assistant Supt., Educational Services  
**DATE:** September 17, 2014  
**SUBJECT:** Overnight Field Trip Request

## **BACKGROUND INFORMATION**

The following overnight field trip is being requested:

### **Camping at Rob Hill Campground at the Presidio, San Francisco, CA, October 23-24, 2014**

Approve participation of 58 Oxford School students, 3 teachers and 6-8 non-staff adults, on a two-day, one-night field trip to Rob Hill Campground, San Francisco, CA. Parents and teachers who have filed appropriate paperwork per Resolution 04-65 will provide transportation for students to the Rob Hill Campground from Oxford on Thursday, October 23, at 8:30 a.m. and will return to Oxford from the event at 11:30 a.m. on Friday, October 24, 2014.

During the retreat, students will learn about outdoor education, team building/like skills and nature appreciation and learn about local history and government. Students will sleep in supervised, gender specific tent cabins in separate rooms chaperoned by parents. The total cost of \$2,320.00 will be paid with family donations. No student will be denied access based on inability to pay. Requested by Beth Rhine, Oxford Principal.

## **POLICY/CODE**

Education Code 35330  
Board Policy 6153

## **FISCAL IMPACT**

As indicated above.

## **STAFF RECOMMENDATION**

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

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed. D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent  
**DATE:** September 17, 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. Henri Ducharme to provide three enrichment classes: Building Imaginations for TK/Kinders, Match Circle for grades 3-5 and Chess for boys and girls grade 3-5 at Jefferson Elementary. The cost will not exceed \$11,286. To be paid from PTA donations. Requested by Navdeep Dosanjh.
2. Hearing Conservation Association to provide hearing screening services to all BUSD students. The cost will not exceed \$16,756. To be paid from General Fund. Requested by Kay Altizer
3. Community Alliance for Learning to provide on-site coordination of WriterCoach Connection program for Willard, King and Longfellow Middle Schools. The cost will not exceed \$25,300. To be paid from BSEP School Discretionary Fund. Requested by Natasha Beery.
4. R.I.S.E. to provide academic assistance for Berkeley High School students and their families. The cost will not exceed \$13,820. To be paid from BSEP School Discretionary Fund. Requested by Natasha Beery.

## **POLICY/CODE**

Public Contract Code: 20111 School Innovations & Advocacy  
Inc. and 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:** September 17, 2014  
**SUBJECT:** Acceptance of Gifts/Donations

## **BACKGROUND INFORMATION**

The Board may accept and utilize on behalf of the District 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. Barbara McLoughlin donated a set of the Encyclopedia of African American Culture and History valued at \$200 for King Middle School.
2. Thousand Oaks PTA donated \$11,900 to support K-3rd social and emotional lessons via musical for Thousand Oaks School.
3. Target Take Charge of Education program donated \$357.85 to be utilized as needed for Thousand Oaks School.
4. Philanthropic Ventures Foundation donated \$864 to purchase supplies and materials for John Muir School.

## **BOARD POLICY**

BP 3290

## **FISCAL IMPACT**

The District received a total \$13,321.85 in donations.

## **STAFF RECOMMENDATION**

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



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Pauline E. Follansbee, Director of Fiscal Services  
**DATE:** September 17, 2014  
**SUBJECT:** Approve Listing of Warrants issued in August 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 August 2014 are attached for the Board's review.

### **POLICY/CODE**

Educational Code Section 41010 et seq.

### **FISCAL IMPACT**

\$4,335,441.51 for the month of August 2014 from various funds.

### **STAFF RECOMMENDATION**

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

## Berkeley Unified School District

### Vouchers Paid July 01 through July 31, 2014

| DATE                 | VOUCHER TYPE*      | GENERAL FUND 01     | MEAS BB FUND 02  | BSEP FUND 04     | BSEP5 FUND 05 | BSEP6 FUND 06 | BSEP7 FUND 07 | ADULT FUND 11    | CHILD DEV. FUND 12 | CAFETERIA FUND 13 | MEAS.A FUND 21      | SELF INS. FUND 67 | PAYROLL/ BENEFITS CLEARING 76 | TOTAL               |
|----------------------|--------------------|---------------------|------------------|------------------|---------------|---------------|---------------|------------------|--------------------|-------------------|---------------------|-------------------|-------------------------------|---------------------|
| 2-Jul-14             | W/R                | 175,624.69          |                  | 2,735.37         |               |               |               | 2,625.27         | 4,234.19           |                   | 1,378.00            | 608.48            | 777,829.29                    | 965,035.29          |
| 3-Jul-14             | W/R                | 63,753.84           | 6,655.98         | 669.11           |               |               |               |                  | 3,145.00           | 678.56            | 482,091.85          |                   | 1,363.70                      | 558,358.04          |
| 8-Jul-14             | W/R                | 200,374.56          | 23,266.82        | 7,544.21         |               |               |               |                  | 74.23              | 598.74            | 673,782.26          |                   | 6,333.28                      | 911,974.10          |
| 11-Jul-14            | W/R                | 316,366.29          | 8,105.77         | 11,822.20        |               |               |               | 9,385.77         | 627.69             | 15,457.04         | 198,995.07          |                   | 89,150.67                     | 649,910.50          |
| 15-Jul-14            | W/R                | 274,235.28          | 4,319.70         | 21,791.06        |               |               |               |                  |                    | 994.87            | 513,788.32          |                   |                               | 815,129.23          |
| 18-Jul-14            | W/R                | 149,520.13          | 17,683.81        | 38,523.20        |               |               |               | 35.58            | 176.31             | 2,582.55          | 593,160.68          | 5,032.00          |                               | 806,714.26          |
| 22-Jul-14            | W/R                | 62,057.50           | 2,925.49         | 583.82           |               |               |               |                  |                    | 1,675.50          | 9,326.54            |                   |                               | 76,568.85           |
|                      | <b>TOTAL</b>       | <b>1,241,932.29</b> | <b>62,957.57</b> | <b>83,668.97</b> | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>12,046.62</b> | <b>8,257.42</b>    | <b>21,987.26</b>  | <b>2,472,522.72</b> | <b>5,640.48</b>   | <b>874,676.94</b>             | <b>4,783,690.27</b> |
| <b>CANCELLATIONS</b> |                    |                     |                  |                  |               |               |               |                  |                    |                   |                     |                   |                               |                     |
|                      | MAN                |                     |                  |                  |               |               |               |                  |                    |                   |                     |                   |                               | 0.00                |
|                      | <b>MAN</b>         |                     |                  |                  |               |               |               |                  |                    |                   |                     |                   |                               |                     |
|                      | <b>GRAND TOTAL</b> | <b>1,241,932.29</b> | <b>62,957.57</b> | <b>83,668.97</b> | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>12,046.62</b> | <b>8,257.42</b>    | <b>21,987.26</b>  | <b>2,472,522.72</b> | <b>5,640.48</b>   | <b>874,676.94</b>             | <b>4,783,690.27</b> |

\* W/R - Warrant Register  
MAN - Manual

Approved By:

\_\_\_\_\_  
Pauline Follansbee  
Director of Fiscal Services

Detail available in Business Office

# BERKELEY UNIFIED SCHOOL DISTRICT

## District Bill Warrants - Accounting Department

August 2014

| <b>FUNDS</b>                         | <b>AMOUNT</b> |
|--------------------------------------|---------------|
| <b>GENERAL FUND</b>                  | <b>#REF!</b>  |
| <b>MEASURE BB FUND</b>               | <b>#REF!</b>  |
| <b>TRANS FUND</b>                    | <b>#REF!</b>  |
| <b>SCHOOL ENRICHMENT FUNDS</b>       | <b>#REF!</b>  |
| <b>ADULT FUND</b>                    | <b>#REF!</b>  |
| <b>CHILD DEVELOPMENT FUND</b>        | <b>#REF!</b>  |
| <b>CAFETERIA FUND</b>                | <b>#REF!</b>  |
| <b>DEFERRED MAINTENANCE FUND</b>     | <b>#REF!</b>  |
| <b>MEASURES A AND I (BOND FUNDS)</b> | <b>#REF!</b>  |
| <b>SELF INSURANCE FUND</b>           | <b>#REF!</b>  |
| <b>PAYROLL/BENEFITS CLEARING</b>     | <b>#REF!</b>  |
| <b>TOTAL DISTRICT BILL WARRANTS</b>  | <b>#REF!</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:** September 17, 2014  
**SUBJECT:** Receive and Approve Information on the Issuance of Payroll Warrants for Employee Services for August 31, 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 August 31, 2014.

### **POLICY/CODE**

Educational Code 41010 et seq.

### **FISCAL IMPACT**

\$6,213,904.14 for August 31, 2014 from various funds.

### **STAFF RECOMMENDATION**

Approve payroll payments made in August 2014.



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

| <u>COMPUTER GENERATED</u> | <u>AMOUNTS</u>        |
|---------------------------|-----------------------|
| GENERAL FUND              | \$4,963,915.21        |
| MEASURE BB FUND           | \$209,490.73          |
| BSEP MEASURE A            | \$521,618.89          |
| ADULT FUND                | \$59,289.43           |
| CAFETERIA FUND            | \$69,327.05           |
| CHILD DEVELOPMENT         | \$357,755.76          |
| MEASURE A+AA (BOND FUND)  | \$18,291.02           |
| SELF INS. FUND            | \$14,216.05           |
| <b>TOTALS</b>             | <b>\$6,213,904.14</b> |

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

September 3, 2014



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Javetta Cleveland, Deputy Superintendent (CBO)  
**DATE:** September 10, 2014  
**SUBJECT:** Approval of Third Party Administrator for Workers  
Compensation beginning November 1, 2014

### **BACKGROUND INFORMATION**

The District has been self-insured for workers compensation since 2004. As a self-insured entity, the District must either administer its own workers compensations claims, or retain the services of a third party administrator (“TPA”) for these purposes. The District has used its current TPA since January 1, 2011 and was renewed on January 1, 2014. On July 8, 2014, staff sent out a Request for Proposals (RFP) to potential TPA firms as an opportunity to ensure that the District is receiving the highest quality of administrative services. It is important to ensure the District minimizes workers compensation costs and ensures compliance with Workers compensation laws. The RFP deadline was July 28, 2014. The last time the District issued a Request for Proposal was in November of 2010.

The District’s employer contribution to workers compensation (self-insurance fund) is approximately \$1.8 million per year. These are employer paid costs charged at a rate per \$100 of payroll. The District uses the rate recommended by an actuarial review that is conducted every couple of years. The District’s goal is to reduce this rate based on cost containment and strong management of workers compensation claims. The lower the rate, the more cost savings to the general fund and other funds. The recommended rate was \$2.30 per \$100 of payroll in 2012 and our recent recommendation as of June 2014 is \$2.31.

RFPs were sent to eight TPA firms and advertised in the newspaper. The District received nine proposals including a proposal from the District’s current TPA. Staff evaluated the overall qualifications of the firms, their past performance and professional qualifications, the completeness and clarity of proposal content, their management information systems, and the overall cost to the District. We scored each firm using a scoring system. Although administrative cost is important it was only 20% of the scoring system used to evaluate each proposal. The largest cost to the District for workers compensation is not the administrative fee, but the actual cost of the workers compensation claims themselves. Therefore, the TPAs ability to effectively manage claims and assist in controlling cost is very important to our selection. TPAs are paid an administration fee and also paid to provide medical bill review services. Medical bill

review is a large and inherently variable part of a workers compensation program. The bill review fees were taken into consideration when determining the cost of each proposal. The District's preference is a low flat fee cost without the difficulty of auditing a percentage of saving calculation and the unknown of the cost benefit of this type of structure. Some proposers included a percentage of savings in addition to a flat fee bill review cost. Therefore, this factor was weighed in our scoring system.

The Deputy Superintendent and the Risk Manager interviewed four finalists. The RFP indicated that the selected firms may be interviewed and a date was to be determined. We performed a site visit of two firms. Staff determined that Intercare was an excellent choice for the District. Intercare has been operating for more than 20 years and services 56 active school districts either as an individual self-insured or as a member of a JPA. Some of Intercare's strengths include:

- Extensive experience with labor, education codes and coordination of benefits
- Strong Quality Control Management
- In house managed care services
- Low flat fee bill review cost with no additional cost based on percentage of savings
- An I-CARE model that aligns with the District's WE CARE customer service philosophy
- 98% client retention (one of those clients returned) and excellent references

Staff is recommending that the Board approve a three year contract with Intercare as the District's workers compensation TPA beginning November 1, 2014.

#### **FISCAL IMPACT**

Administration cost is \$188,760 for year one (excluding necessary one-time program set-up fees), and \$194,423 for year two and \$200,225 for year three. Bill review cost is an additional \$16.00 per bill for the first year, \$16.48 for year two and \$16.97 for year three. No percentage of saving is added to the bill review cost. Intercare's bill review cost is nearly half of the current per bill cost the District pays. The District currently pays an administration cost of \$171,884 and an additional \$39.00 flat fee for bill review services. During the period of September 2013 to August 2014, 1,944 bills were reviewed by the TPA for a total of about \$75,816.

#### **STAFF RECOMMENDATION**

Staff recommends that the Board approve a three year contract with Intercare.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Pasquale Scuderi, Assistant Superintendent, Educational Services  
**DATE:** September 17, 2014  
**SUBJECT:** New Textbook for Berkeley High School in AP Environmental Science

## **BACKGROUND INFORMATION**

*Government in America: People, Politics, and Policy, 2012 Election Edition*, Books a la Carte Edition, and future editions are being presented to the Board for consideration and adoption. Berkeley High School staff is recommending this textbook for use in the course titled AP Environmental Science. The 9<sup>th</sup> edition of this book was previously adopted by the Board for use at Berkeley High School in June 2001.

We are requesting that the 16<sup>th</sup> edition and future editions of the book be adopted. In previewing all recommended textbooks by AP educators from the AP College Board community forum, this textbook was rated most favorably by educators in the field because it integrates central case studies and real-life stories. Students are provided with a concrete and engaging framework for understanding and applying the scientific process to environmental concerns.

## **POLICY/CODE**

Board Policy 6161.1  
Ed Code 60400

## **FINANCIAL IMPACT**

\$3,2013

## **STAFF RECOMMENDATION**

Adopt the new and future editions of the textbook for Berkeley High School in AP Government.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Donald Evans, Ed.D., Superintendent

**DATE:** September 17, 2014  
**SUBJECT:** Request for Assistant Principal at Malcolm X Elementary

## **BACKGROUND INFORMATION:**

A confluence of factors in recent years, including the addition of transitional Kindergarten programs, increases in total enrollment across the district, and significant variations in the sizes of elementary facilities across BUSD, have generated some significant challenges across the district in terms of classroom and enrichment space.

Last Spring, the Board received a proposal that included a staffing formula based on the size of the school and specific student populations. With this new staffing proposal, several schools received increased resources and support. Unique to Malcolm X was an additional .5 Teacher on Special Assignment to support a variety of school functions and initiatives.

Recent visits to the site by the Director of K-8 Schools, as well as multiple discussions between the Principal and district staff, have prompted a reconsideration of the 600-student threshold that was initially determined to trigger the allocation of an Assistant Principal at Malcolm X; District staff is recommending that that threshold be reduced to 550 students.

As of September 10, 2014, enrollment at Malcolm X has reached 559 students and district staff is now recommending that an Assistant Principal be appointed provisionally to support the site for the remainder of the school year.

The allocation is intended to support the school community in addressing some of the supervisory challenges directly associated with the recent increases in student enrollment at Malcolm X. This additional administrative staffing will enable the principal to better plan and facilitate professional development, supervise and evaluate staff, and monitor the implementation of LCAP-funded programs and supports including the Response to Intervention and Instruction (RTI2) process for universal student screening.

This addition of an Assistant Principal will also provide greater flexibility for the use of the additional .5 teacher on Special Assignment (TSA) position that was allocated to Malcolm X prior to the beginning of the school year.

Staff is also recommending that a review of this allocation's effect or impact be completed in mid-January.

District Staff will continue to examine other resources that could possibly be made available to Malcolm X in the near term including literacy support and special education.

Staff continues to consider and assess the ongoing impact of district-wide enrollment increases projected by a comprehensive demographics study completed last January.

**POLICY/CODE**

Ed Code 60605.7, Board Policy 6011, Assembly Bill 86

**FISCAL IMPACT**

\$99,878 (pro-rated)

**STAFF RECOMMENDATION**

Approve funding for the position.

# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Pasquale Scuderi, Assistant Superintendent, Ed Services  
**DATE:** September 17, 2014  
**SUBJECT:** Update on Career and Technical Education in BUSD

## **BACKGROUND INFORMATION**

Key staff under the direction of the Superintendent continue to develop partnerships and programs to support career and college readiness, career pathways, and Career Technical Education (CTE) within BUSD.

Staff will provide an update on the development of CTE and career pathways within the district, as well as discuss emerging programs being supported by grant funding from the California Career Pathways Trust and the Career Technical Education Pathways Program Grants initiated by SB 1070.

Investments in the broader model of CTE and career readiness programs throughout BUSD also incorporate existing funding from sources like the Carl Perkins Grant, Lumina Foundation Grant, and general fund monies allocated to career and college readiness.

Information provided includes the state of current and developing programs housed within a multi-level district CTE framework that includes:

- Specific Career Pathways and Training
- Industry Certifications
- Embedded and Integrated Career Exploration/Emphasis Programs

## **POLICY/CODE**

Ed Code 60605.7, Board Policy 6011, Assembly Bill 86

## **FISCAL IMPACT**

Current projections for direct CTE investments over three years:

\$363,000 (\$121,000 per year from LCFF Base)  
\$138,000 (\$46,000 per year from Carl Perkins Grant)  
\$361,168 (\$180,584, \$126,409, \$54,175 over years 1,2, and 3)  
\$846,691 (\$282,230 per year from County R.O.P. funding 3.2 FTE @BHS –funding faces a 20-25% reduction for the 2015-2016 school year)  
\$110,700 (\$36,900 per year from Lumina Foundation Grant)

Current projections for shared or indirect CTE investments:



SB1070 Career and Technical Education Pathways (North/East Bay Region)

\$1,639,884 over two years. \$300K for staff and admin; \$1.3 to implement work plan connecting industry, LEAs, County Offices, Community Colleges

**STAFF RECOMMENDATION**

Accept the report.

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Donald Evans, Ed.D, Superintendent  
**FROM:** Pasquale Scuderi, Assistant Superintendent, Ed Services  
**DATE:** September 17, 2014  
**SUBJECT:** Update on Common Core Standards Implementation

## BACKGROUND INFORMATION

Staff will provide information on progress, existing challenges, and next steps regarding content, curriculum and instructional strategies related to full implementation of the common core.

Progress reports from math and literacy leaders will also be included in the presentation.

We will also discuss connected expenditures supporting the implementation of the Common Core State Standards (CCSS) throughout BUSD.

These expenditures are divided into four areas deemed critical to progressing toward full implementation of CCSS. Those four areas and their accompanying two-year allocations are as follows:

| <b>Proposed Expenditures</b>        | <b>Two-Year Costs</b> |
|-------------------------------------|-----------------------|
| <b>Instructional Materials K-12</b> | \$535,000             |
| <b>Professional Development</b>     | \$546,200             |
| <b>Assessment/Evaluation</b>        | \$177,000             |
| <b>Technology/Laptops</b>           | \$620,000             |
| <b>Total Expenditures</b>           | \$1,886,035*          |

## POLICY/CODE

State Board of Education Core Standards adoption of August 2010.

## FISCAL IMPACT

Expenditures totaling \$1,886,035 over a two-year period (SY 13-14 through 14-15)

## STAFF RECOMMENDATION

Accept the report.