

Berkeley Unified School District  
**Board of Education: Special Policy Sub-Committee Meeting Minutes**  
**April 8, 2015**  
**12:30 - 1:30**

Superintendent's Conference Room  
2020 Bonar Street, Suite 322  
Berkeley, CA 94702  
(510) 644-8764

*In Attendance:*

President Appel  
Director Daniels  
Superintendent Evans  
Susan Craig, Director, Student Services

*1. Call to Order/ Approve Agenda*

Meeting called to order at 12:32 pm  
Agenda approve 2-0 (Daniels/Appel)  
Appel: Yes Daniels: Yes

*2. Public Comment (limited to 15 minutes) .Two people spoke to the subcommittee regarding the District's Uniform Complaint Policy.*

Discussion on Board Bylaws and whether Advisory Committees fall under the provision of the Brown Act. Director Daniels indicated that normally they would be subject to the Act. Also suggested that members serve only one term.

*3. Approve Minutes 2-0 (Daniels/Appel)*

Appel: Yes Daniels: Yes

Regarding Uniform Complaint Policy, Director Daniels indicated this version is a CSBA template with input from OCR and CDE. The OCR felt strongly that it was wrong to use mediation in certain situations, including those involving sexual violence.

Dr. Craig will revise language in UCP regarding mediation. President Appel suggested adding restorative practices. Director Daniels felt that the power imbalance in these types of situations might not lend itself to the use of this practice.-

*Special Board Policy Committee meeting called to Order at 1:00 p.m.*

Jay Nitschke, Director of Technology, walked through the Records Retention Policy and Administrative Regulation. A system is needed to retain emails within the district for a specific time period.

Anything over a year becomes a burden. In the Administrative Regulation, he suggests adding language that the District cannot archive phone records. Dr. Craig suggests moving BHS student records to an electronic format.

Director Daniels noted that on the last page of the AR, employees are required to purge emails. Jay proposed adding one year to the AR. He also noted there is no system for archiving voice mail.

President Appel would like Jay to present the Policy and AR to the unions and to Deputy Superintendent Cleveland. It can be brought back at the April 22 meeting if ready.

*The Special Board Policy meeting adjourned at 1:20 p.m.*

*Reconvene to Regular Board Policy meeting at 1:20 p.m.*

President Appel discussed drafting the confidentiality policy for the UCP Policy. Dr. Craig thinks confidentiality should be addressed in each policy.

President Appel recapped by saying the Record Retention Policy and AR should be on the April 22 agenda if they are ready, and the subcommittee will review a section of the Board Bylaws at a time. The Committee will also tackle enrollment at its next meeting.