

**Berkeley Unified School District
Office of the Superintendent
2134 Martin Luther King Jr. Way
Berkeley, CA 94704-1180
Phone: (510) 644-6206 Fax: (510) 540-5358
BOARD OF EDUCATION – MEETING AGENDA*
Wednesday, September 10, 2008**

Call to Order The Presiding Officer will call the Meeting to Order at **6:00 pm**, recess to Closed Session at **6:05 p.m.** and reconvene in Public Session by **7:30 p.m.**

Roll Call

Members Present:

John T. Selawsky, President
Nancy Riddle, Vice President
Joaquin J. Rivera, Director
Karen Hemphill, Director
Shirley Issel, Director
Eve Shames ** - Student Director

Administration:

Superintendent William Huyett, Secretary
Javetta Cleveland, Deputy Superintendent
Neil Smith, Assistant Superintendent of Educational Services
Lisa Udell, Assistant Superintendent of Human Resources

Prior to Closed Session, as necessary, staff/employee comments are taken per Government Code Section 54957. Recess to Closed Session (Government Code Sections 3549, 1(d), 54956.9(a) and 54957) and Education Code Section 49819(c)

- a) Conference with Legal Counsel – Existing Litigation/Anticipated
- b) Consideration of Student Expulsions

Readmissions:

0708-21-012191
0506-10-102091
0607-02-052591
0607-07-080891
0708-17-010189

- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal /Release/Evaluation
- e) Public Employment /Appointment
- f) Liability Claims
Claim Nos. 08-63613, 08-18, 09-01, 09-02, 09-03
- g) Property Acquisition & Disposal
- h) Case Review/Planning

* Board agenda posted on District website: www.berkeley.k12.ca.us

** The Student Director does not attend Closed Session

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

REGULAR MEETING AGENDA

CALL TO ORDER

Report Closed Session actions

Approve Regular Meeting Agenda of September 10, 2008

RECOGNITION

Artist/Art Teacher Fellowship Recipients: Kimberley D'Adamo and Richard Silberg

Teaching and Learning Presentation

Music in Our Schools: Suzanne McCulloch, Visual and Performing Arts Program Supervisor

PUBLIC TESTIMONY

Persons wishing to address the Board should fill out a card located on the table by the door and submit the completed card to the Board Recorder. Speakers will be selected by lottery. The Public Testimony is limited to 30 minutes – 3 minutes per speaker. Speakers with the same concerns are encouraged to select a spokesperson to address the Board.

Union Representatives' Reports
Board Members' Reports
Superintendent's Report

APPROVE CONSENT CALENDAR

CONSENT ITEMS

These items are considered routine and may be enacted by a single motion. Any items needing discussion may be moved to the appropriate section of the agenda upon the request of any member of the Board.

General Services

1.1-C
Resolution No.09-09
Walk to School and Work Day

Staff Resolution **8**
Approve Resolution No. 09-09
Designating October 8, 2008 as
Walk to School and Work Day and
designating each subsequent first
Wednesday of the month as Walk to
School and Work Day

Personnel Services

2.1-C
Approval of Personnel Report

Staff Recommendation: **10**
Approve Personnel Report No. 08-15
which tracks personnel changes
throughout the District

2.2-C
Approval of TSA To Fill Intervention
Coordinator Position

Staff Recommendation: **20**
It is recommended that the Board
allow Berkeley High School to hire a
Teacher on Special Assignment to
serve as the Intervention
Coordinator

Educational Services

3.1-C
Adult School Course Approval for 2008-
2009

Staff Recommendation: **24**
Approve course list for Berkeley
Adult School for 2008-09

3.2-C
Approval of Overnight Field Trips

Staff Recommendation: **28**
Approve the overnight field trips
consistent with District policies and
procedures

Business Services

4.1-C
Approval of Contracts and Purchase
Orders

Staff Recommendation: **30**
Authorize Deputy Superintendent
and/or Purchasing Agent to execute
contracts and purchase orders on
behalf of the District

4.2-C
Approval of Authorized Agents and Signers

Staff Recommendation: **32**
Approve Resolution Nos. 09-05 and
09-06 identifying the authorized
agents and signers for fiscal
purposes for BUSD

4.3-C
Acceptance of Gifts and Donations

Staff Recommendation: **37**
Accept the donations and gifts to
the District and request staff to
extend letter of appreciation

4.4-C Approval of Contract for Child Development Services for 2008-09	<u>Staff Recommendation:</u> Approve contract for Child Development Services with California Department of Education for 2008-09	38
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4.5-C Approval of State Pre-School Contract for 2008-09	<u>Staff Recommendation:</u> Approve state pre-school contract with California Department of Education for 2008-09	46
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Facilities

5.1-C Approval to Award Bid for Site Work for Portables at BHS	<u>Staff Recommendation:</u> Approve award for site work for the relocatables at Berkeley High School	50
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ACTION ITEMS

These items are presented for action at this time. Some may have been reviewed at a previous meeting.

Business Services

4.1-A 2007-08 Unaudited Actuals	<u>Staff Recommendation:</u> Approve the filing of the 2007-08 Unaudited Actuals (under separate cover)	52
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4.2-A Approval of Gann Limit	<u>Staff Recommendation:</u> Approve Gann Limit Calculations for 2007-08 and 2008-09	53
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Facilities

5.1-A Approval of Proposed Facilities Plan Modifications	<u>Staff Recommendation:</u> Approval of Proposed Facilities Plan Modifications Including the Approval of a Rehabilitation Project at West Campus as Presented to the Board on August 20, 2008	55
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5.2-A Approval of a Resolution to Exempt the West Campus Project from City Zoning Ordinances	<u>Staff Recommendation:</u> Approve Resolution to exempt the West Campus project from City zoning ordinances	76
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5.3-A Approval of a Plan to Sell Hillside Facility	<u>Staff Recommendation:</u> Approve the initiation of the sale of the Hillside Facility	79
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CONFERENCE ITEMS

These items are submitted for advance planning and to assist the Board in establishing future agenda items. The Board may, however, take action.

General Services

1.1-CF Board Bylaws, Policies and Administrative Regulations	<u>Staff Recommendation:</u> Receive Board Bylaws, Policies and Administrative Regulations for first reading or approval	80
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INFORMATION ITEMS

These items are intended to keep the Board informed on various District business matters, which do not require action, by the Board.

Educational Services

8:00 3.1-I Accountability Progress (APR) Report	<u>Staff Recommendation:</u> Receive the Accountability Progress Report for information (staff presentation)	121
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3.2-I Enrollment Report	<u>Staff Recommendation:</u> Receive the 2008-09 enrollment numbers for information	128
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ADDITIONAL ACTION ITEMS

Approve Minutes of:
July 18, 2008
August 20, 2008

EXTENDED PUBLIC TESTIMONY

2008 Board of Education Meeting Dates

September 24 October 22	October 29 November 12 December 10 - organizational
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ADJOURNMENT

**Board of Education Meetings are broadcast live on KPFB/FM 89.3
Berkeley Government Access Channel 33**

Guidelines for Speakers

You are invited to participate in Meetings of the Board of Education and make your views known at these meetings.

WHEN YOU WANT TO TALK ABOUT AN AGENDA ITEM OR A NON-AGENDA ITEM:

Please fill in a **REQUEST TO ADDRESS THE BOARD OF EDUCATION CARD**) and give it to the Board Secretary. Speakers will be selected by lottery. Your card must be submitted before the Presiding Officer calls for **PUBLIC TESTIMONY**.

You will be called to speak by the Presiding Officer. A Speaker has three minutes in which to make his/her remarks.

Any subject related to the District or its educational programs is welcome at the Board of Education Meetings. **However, we respectfully ask that matters pertaining to individual employees of the Berkeley Unified School District be discussed in private. There is an established procedure for making such complaints.** You may obtain information about this procedure from a school or from the Superintendent's Office.

MISSION AND GOALS OF THE BERKELEY UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

The mission of the Berkeley Unified School District, a diverse community deeply committed to public education, is to ensure that all students discover and develop their special talents, achieve their educational and career goals, become life long learners, and succeed in a rapidly changing society by:

- empowering students, parents and staff,
- providing a strong standards based curriculum, and
- offering alternative learning experiences in a racially integrated, multilingual environment.

VISION

Berkeley Unified School District creates a system that enables every student, including those with diverse needs, to meet or exceed rigorous standards for academic performance. All students will develop the attitudes, skills and habits of mind needed to succeed in and beyond the classroom. The members of this school community share a vision of educational excellence, an appreciation for the partnerships with local government agencies, community based organizations, businesses, institutions of higher education and will work collaboratively to realize this vision.

PERFORMANCE GOALS

- 1. Increase the academic achievement of all students through effective instruction and a challenging and engaging curriculum**
- 2. Implement interventions that address barriers to student learning in order to meet the needs of the whole child**
- 3. Establish and maintain the culture and governance necessary to support an environment conducive to learning**

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: John Selawsky, President, Board of Education
DATE: September 10, 2008
SUBJECT: Resolution No. 09-09 Designating October 8, 2008 as Walk to School and Work Day and designating each subsequent first Wednesday of the month as Walk to School and Work Day

BACKGROUND INFORMATION

Beginning in school year 2001-2002, Berkeley Unified School District participated in an international event, Walk to School Day. Parents and students walked and rode bikes together, often in caravans, to several school sites on a designated Wednesday of the school year (first Wednesday in October). The initial event was expanded to later include similar efforts on the first Wednesday of each month during the school year (school schedule permitting), as well as incorporating City and UC Berkeley efforts on the same days.

The value of the event and efforts to encourage walking, bike riding, car-pooling, and use of mass transit are self-evident, but worth mentioning: reduction in congestion, traffic, noise, and pollution around our school sites, important life-long habits of walking and bike riding for regular exercise and cardio-vascular health, and parent, student, and school staff awareness of safe walking and bike riding zones and areas to and from and around school sites. Several of our school sites are situated on narrow, crowded residential streets, and reducing car traffic is a particular safety and quality-of-life benefit for these sites and the surrounding neighborhoods (but others as well).

POLICY/CODE

None

FISCAL IMPACT

None

BOARD MEMBER RECOMMENDATION

Approve Resolution No. 09-09 Designating October 8, 2008 as Walk to School and Work Day and designating each subsequent first Wednesday of the month as Walk to School and Work Day

**Resolution No. 09-09 in Support of Walk to School and Work Day,
October 8, 2008 and designating each subsequent first Wednesday of
the month as Walk to School and Work Day**

Sponsor: President John T. Selawsky

WHEREAS, a designated day in October 2008 is Walk To School and Work Day, an International event that serves to remind and educate families, parents, teachers, staff, and children that walking and biking to school can and should be safe, healthy, and beneficial to both personal health and the safety and health of neighborhoods and communities;

WHEREAS, the last seven years the Berkeley Board of Education endorsed and supported Berkeley Unified's Walk to School Days, events in which hundreds of parents, teachers, and children participated, and in which local elected officials also participated;

AND WHEREAS, this October 8th we encourage school principals, site PTA's, site committees, parents, teachers, and staff to participate and plan for the annual Berkeley Walk to School and Work Day, now including City of Berkeley and UC Berkeley employee participation, utilizing this day to inform our community and our children of the benefits of walking and bicycling to and from school, reducing automobile traffic, lessening pollution, congestion, and noise, and creating a further appreciation of our neighborhoods and communities, and helping to establish safer pedestrian and bicycle routes to and from each school site;

THEREFORE, BE IT RESOLVED that the Berkeley Board of Education declares October 8th, 2008 and the first Wednesday of each subsequent month of this school year as Walk to School and Work Day in the Berkeley Unified School District.

John T. Selawsky, President

William Huyett, Secretary

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lisa Udell, Ed.D. Assistant Superintendent, Human Resources
DATE: September 10, 2008
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 08-15
 Following is Human Resources Report 08-15 which reports details of personnel assignments, employment, and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>RESIGNATION</u>						
Sabrina Kabella	Teacher	Willard	GF	1.00	6/13/08	
Erica Rains-Vargas	Teacher	BHS	GF	1.00	6/13/08	
Michael Gershberg	Teacher	Oxford	GF	1.00	8/07/08	
Adwoa Maute'ete"	Teacher	LeConte Emerson	GF	.80	8/14/08	
Jennifer Antonuccio	Teacher	Willard	GF	1.00	8/20/08	
<u>MEDICAL LEAVE WITH PAY</u>						
Stephen Hopkins	Teacher	King	GF	1.00	8/25/08	1/23/09
<u>REDUCED WORKLOAD</u>						
Charna Ball	Teacher	Special Ed	GF	.40	8/25/08	6/12/09
Nancy Isaksen	Teacher	BHS	GF	.40	8/25/08	6/12/09
Sabrina Lanier	Teacher	Arts Magnet	GF	.40	8/25/08	6/12/09
John Poole	Teacher	Malcolm X	GF	.50	8/25/08	6/12/09
Marilyn Siegel	Teacher	Malcolm X	GF	.50	8/25/08	6/12/09
Larry Stefl	Teacher	King	GF	.20	8/25/08	6/12/09

Donna Van Noord	Teacher	All District	GF	.50	8/25/08	6/12/09
Jan Vlahos	Teacher	Jefferson	GF	.50	8/25/08	6/12/09
<u>SABBATICAL LEAVE WITH PAY</u>						
Jordan Winer	Teacher	BHS	GF	1.00	8/25/08	6/12/09
<u>LEAVE OF ABSENCE WITHOUT PAY</u>						
Hannah Acevedo	Teacher	Special Ed	GF	.20	8/25/08	6/12/09
Daniel Appel	Teacher	BHS	GF	1.00	8/25/08	6/12/09
Paula Argentieri	Teacher	B-Tech	GF	.80	8/25/08	6/12/09
Mallorie Baron	Teacher	Cragmont	GF	.20	8/25/08	6/12/09
Linda Carr	Teacher	BHS	GF	.40	8/25/08	6/12/09
Dora Casetta	Teacher	Thousand Oaks	GF	.60	8/25/08	6/12/09
Mary Cazden	Teacher	Jefferson	GF	.30	8/25/08	6/12/09
Caryn Chan	Teacher	Oxford	GF	1.00	8/25/08	6/12/09
Amy Crawford	Teacher	BHS	GF	.20	8/25/08	6/25/09
James Dopman	Teacher	BHS	GF	1.00	8/25/08	6/12/09
Carol Dorf	Teacher	BHS	GF	.20	8/25/08	6/12/09
Tara Easley-Fouche	Teacher	Malcolm X	GF	.50	8/25/08	6/12/09
Theresa Fletcher	Teacher	Thousand Oaks	GF	.40	8/25/08	6/12/09
Hazelle Fortich	Teacher	Washington	GF	.70	8/25/08	6/12/09
Alexandra Freidus	Teacher	BHS	GF	1.00	8/25/08	6/12/09
<i>Page 2 of 10</i>						

Amy Fry	Teacher	Malcolm X	GF	.50	8/25/08	6/12/09
Kathleen Gadway	Teacher	Rosa Parks	GF	.40	8/25/08	6/12/09
Annette Gamper	Teacher	Thousand Oaks	GF	1.00	8/25/08	6/12/09
Belen Garrido	Teacher	Cragmont	GF	.48	8/25/08	6/12/09
Samantha Godbey	Teacher	BHS	GF	1.00	8/25/08	6/12/09
Kate Haber	Teacher	BHS	GF	.20	8/25/08	6/12/09
Anne Hirose-Hatae	Teacher	Thousand Oaks	GF	1.00	8/25/08	6/12/09
Mikko Jokela	Teacher	King	GF	.20	8/25/08	6/12/09
William Joyce	Teacher	Cragmont	GF	1.00	8/25/08	6/12/09
Susan Katz	Teacher	Cragmont	GF	1.00	8/25/08	6/12/09
Evelyn Kavalier	Teacher	BHS	GF	.20	8/25/08	6/12/09
Heather Komure-Chan	Teacher	Arts Magnet	GF	.40	8/25/08	6/12/09
Maria Kostick	Teacher	Arts Magnet	GF	1.00	8/25/08	6/12/09
Dorothy Liu	Teacher	BHS	GF	1.00	8/25/08	6/12/09
Simone Miller	Teacher	Washington	GF	.30	8/25/08	6/12/09
Nicole Nagappan	Teacher	BHS	GF	.40	8/25/08	6/12/09
George Palen	Teacher	BHS	GF	.20	8/25/08	6/12/09
Margot Pepper	Teacher	Rosa Parks	GF	.40	8/25/08	6/12/09

Charles Pratt	Teacher	BHS	GF	.20	8/25/08	6/12/09
Amy Rosenbaum	Psychologist	Special Ed	GF	1.00	8/25/08	6/12/09
Doreen Sing	Vice Principal	King	GF	.20	8/25/08	6/12/09
Christy Smith	Teacher	John Muir	GF	.20	8/25/08	6/12/09
Jody Sokolower	Teacher	BHS	GF	1.00	8/25/08	6/12/09
Elisa Stone	Teacher	BHS	GF	1.00	8/25/08	6/12/09
Laura West	Teacher	Cragmont	GF	1.00	8/25/08	6/12/09
Kim Shevelson	Teacher	Emerson	GF	1.00	12/01/08	12/19/08
<u>TEMPORARY TEACHER</u>						
Kirsten Anderson	Teacher	John Muir	GF	1.00	8/25/08	6/12/09
Thuy Mi Dang	Teacher	Malcolm X	GF	1.00	8/25/08	6/12/09
Carolyn Jansen	Teacher	The Annex	GF	1.00	8/25/08	6/12/09
Marcos Maderios	Teacher	Thousand Oaks	GF	1.00	8/25/08	6/12/09
Javier Ordonez	Teacher	Rosa Parks	GF	1.00	8/25/08	6/12/09
Anna Parisi	Teacher	Emerson	GF	1.00	8/25/08	6/12/09
Ingrid Ryan	Teacher	Rosa Parks	GF	1.00	8/25/08	6/12/09
Adam Weis	Teacher	Arts Magnet	GF	1.00	8/25/08	6/12/09
<u>PROBATIONARY O</u>						
Joe Hemsley	Teacher	John Muir	GF	1.00	8/25/08	6/12/09
Tiffanie O'Neill	Teacher	Thousand Oaks	GF	1.00	8/25/08	6/12/09

PROBATIONARY I

Alison Kelly	Teacher	Student Svcs	GF	1.00	8/25/08	6/12/09
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PERMANENT

Jodi Hardy	Teacher	Washington	GF	1.00	8/25/08	6/12/09
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CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>RETIREMENT</u>							
Valcour Carroll, Jr	Grounds Gardener	Berkeley High				7/1/08	
<u>RESIGNATION</u>							
Arturo Avila	Instructional Tech. (After School)	Malcolm X				8/13/08	
Benjamin Blackmon	Instructional Assistant (Special Education)	Berkeley High				7/15/08	
Robert Borton	Instructional Tech. (After School)	Willard				8/1/08	
Sibhan Brewer	Instructional Tech. After School)	Thousand Oaks				8/19/08	
Anna Cobb	Instructional Tech. (After School)	Malcolm X				8/5/08	
Kenneth Fischer	Instructional Tech. (After School)	Arts Magnet				8/1/08	
Maria Gil	Instructional Tech. (After School)	Arts Magnet				8/20/08	
Aisha Gorson	Instructional Specialist (Dance)	Malcolm X				6/13/08	
Rose Griffin	Instructional Tech. (After School)	John Muir				8/14/08	
Amy Helmstetter	Instructional Specialist (Dance)	Malcolm X				6/13/08	
Linda Heuermann-Fletcher	Library Media Tech.	Jefferson				9/5/008	
Kenneth Lewis	Instructional Tech. (After School)	Cragmont				6/13/08	
Jennifer Matamoros	Instructional Tech. (After School)	Willard				8/18/08	
Marguerite Nesbit	Instructional Assistant (Special Education)	Emerson				8/18/08	
Inez Reed	Supvr., Risk Mgmt., Wkrs Comp., Benifits	Business Services				9/4/08	
Ronald Sakamoto	Library Media Tech.	Berkeley High				6/30/08	
Todd Shipley	Ext. Day Program Coordinator	Washington				8/18/08	

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Stephanie Wieger	Instructional Tech. (After School)	Willard				6/13/08	
<u>INTEGRATE SICK LEAVE WITH STATE DISABILITY</u>							
Emmett Moore	Custodian I	Thousand Oaks	General Fund	32/5	1.0 FTE \$16.42 hr	9/1/08	9/30/08
Rosa Perez	Instructional Assistant (ECE)	King CDC	Child Care	29/5	.80 FTE \$15.53 hr	8/19/08	10/3/08
<u>LEAVE OF ABSENCE WITHOUT PAY</u>							
Blake Crowley	Instructional Tech. (After School)	Washington	LRN SAFE	34/2	.43 FTE \$15.14 hr	8/25/08	12/30/08
Michelle Evans	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/2	.37 FTE \$15.14 hr	8/25/08	1/2/09
<u>EXTENDED SICK LEAVE WITH 50% PAY</u>							
Gaoussou Ouattara	Instructional Assistant (Special Education)	Longfellow	Special Ed.	31/2	.80 FTE \$14.06 hr	8/27/08	9/25/08
<u>PROBATIONARY</u>							
Evan Adorador	Instructional Tech. (After School)	Emerson	After School	34/1	.53 FTE \$14.41 hr	8/25/08	2/24/09
Firecat Breiter	Clerical III	Berkeley High	VE.C.PER	36/1	1.0 FTE \$15.14 hr	8/25/08	2/24/09
Allison Castrejon	Instructional Tech. (After School)	Emerson	After School	34/1	.53 FTE \$14.41 hr	8/26/08	2/25/09
Raymond Davis	Instructional Tech. (After School)	Le Conte	After School	34/1	.53 FTE \$14.41 hr	8/25/08	2/24/09
Darryl Harrison	Sr. Food Service Assistant	King	Child Nutrition	35/1	1.0 FTE \$14.52 hr	8/27/08	2/26/09
Travis Morgan	Instructional Assistant (Special Education)	Longfellow	Special Ed.	31/1	.80 FTE \$13.38 hr	8/27/08	2/26/09
Seena Hawley	School Bus Driver	Transportation	Transportation	42/1	.80 FTE \$17.24 hr	8/25/08	2/24/09
Robert Marosi	Instructional Specialist (Garden)	Longfellow	Calif. Nut. Network	51/1	.70 FTE \$21.96 hr	8/27/08	2/26/09
Robert Martin	Payroll Supervisor	Business Services	General Fund	72/1	1.0 FTE \$34.87 hr	8/7/08	8/6/09
Francisco Martinez	Director, Classified Personnel	Human Resources	General Fund	83/1	1.0 FTE \$7,459.74 mth	9/1/08	8/31/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Victor Neuman	Instructional Tech. (After School)	Thousand Oaks	LRN SAFE	34/1	.53 FTE 14.41 hr	8/25/08	2/24/09
Sarah Parks	Instructional Tech. (After School)	John Muir	LRN SAFE	34/1	.53 FTE 14.41 hr	8/25/08	2/24/09
Lindsey Saffold	Instructional Tech. (After School)	Cragmont	21 st Century	34/1	.40 FTE \$14.41 hr	8/25/08	2/24/09
Kemal Stewart	Instructional Tech. (After School)	Willard	LRN SAFE	34/1	.60 FTE \$14.41 hr	8/25/08	2/24/09
Vanessa William-Bell	Instructional Tech. (After School)	Malcolm X	After School	34/1	.53 FTE \$14.41 hr	8/26/08	2/25/09
Crystal Williams	Clerical Specialist	ECE	Child Care	42/4	1.0 FTE \$20.37 hr	7/23/08	1/22/09
Katherine Yan	Clerical Specialist	Malcolm X	LRN SAFE	42/1	1.0 FTE \$17.58 hr	8/27/08	2/26/09
<u>AVAILABLE SUBSTITUTES</u>							
Morgan Brown	Instructional Assistant (Special Education)	All District	General Fund	31/1	NTE 7.5 hrs/day \$13.38 hr	7/18/08	6/12/09
Morgan Brown	School Safety Officer	All District	General Fund	44/1	NTE 7.5 hrs/day \$18.10 hr	7/18/08	6/12/09
Qiao Chen	Custodian I	All District	General Fund	32/1	NTE 7.5 hrs/day \$13.38 hr	8/20/08	6/12/09
Robert Stiles	Clerical Specialist	All District	General Fund	42/1	NTE 7.5 hrs/day \$17.58 hr	8/18/08	6/12/09
<u>TEMPORARY/HOURLY/LIMITED TERM</u>							
Esmeralda Franco	Sr. Records Clerk	Admissions Office	General Fund	38/1	7.5 hrs/day \$15.90 hr	8/12/08	9/15/08
Melissandra Leonardos	Program Assistant	Transportation	Transportation	50/1	7.5 hrs/day \$21.96 hr	8/13/08	10/15/08
<u>SUMMER EMPLOYMENT (HOURLY)</u>							
Cean Harris	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/2	3.5 hrs/day \$14.06 hr	6/18/08	7/15/08
Nikky Harris	Food Service Satellite Operator	Cragmont/Willard	Child Nutrition	31/1	4 hrs/day \$13.13 hr	6/18/08	7/25/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
William Harris	Custodian I	Maintenance	General Fund	32/5	7.5 hrs/day \$16.42 hr	7/7/08	8/22/08
Carolyn Henderson	Custodian I	Maintenance	General Fund	32/5	7.5 hrs/day \$16.42 hr	7/7/08	8/22/08
Susanne Jensen	Instructional Specialist (Cooking)	Willard	Calif. Nut. Network	51/5	15 hrs/wk \$26.75 hr	6/16/08	7/15/08
Esther Jones	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/5	3.5 hrs/day \$16.31hr	6/18/08	7/15/08
Ayrika Jordan	Instructional Assistant (Special Education)	Franklin Pre-School	Special Ed.	31/2	3.5 hrs/day \$16.31 hr	6/18/08	6/30/08
Ayrika Jordan	Instructional Assistant (ECE)	Arts Magnet	Child Care	29/5	3.5 hrs/day \$15.53 hr	6/16/08	8/22/08
Willie Jones	Custodian I	Maintenance	General Fund	32/5	7.5 hrs/day \$16.42 hr	7/7/08	8/22/08
Rhonda Jefferson	Administrative Assistant	Berkeley High	General Fund	50/5	5 hrs/day \$26.14 hr	6/18/08	7/25/08
Sharondale King	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/5	3.5 hrs/day \$16.31 hr	6/18/08	7/15/08
Jeamette Kjobmand	Instructional Specialist (Garden)	Emerson	Calif Nut. Network	51/2	15 hrs/wk \$24.23 hr	6/16/08	7/15/08
Billy Keys	School Safety Officer	Berkeley High	General Fund	44/5	5 hrs/day \$22.09 hr	6/18/08	7/25/08
Billy Keys	Custodian I	Maintenance	General Fund	32/5	2.5 hrs/day \$16.42 hr	7/7/08	8/22/08
Sierra Lanier-Cook	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/3	3.5 hrs/day \$14.80 hr	6/18/08	7/15/08
Elen Levin	Instructional Assistant (Special Education)	Franklin	Special Ed.	31/5	3 hrs/day \$16.31 hr	6/18/08	7/15/08
William Linskill	Instructional Assistant (Special Education)	Berkeley High	Special Ed.	31/5	5 hrs/day \$16.31 hr	6/18/08	7/15/08
Moraima Logan	Instructional Assistant	Rosa Parks	First 5	29/1	72 total hrs \$12.75 hr	6/16/08	7/18/08
Bruce Lohman	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/3	3.5 hrs/day \$14.80 hr	6/18/08	7/15/08
Margaret Ludwig	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/3	3.5 hrs/day \$14.80 hr	6/18/08	7/15/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Sandra Maldonado	Sr. Records Clerk	Longfellow		38/5	4 hrs/day \$19.36 hr	6/18/08	7/15/08
Rivka Mason	Instructional Specialist (Garden)	Malcolm X	Calif. Nut. Network	51/5	15 hrs/wk \$26.75 hr	6/16/08	7/15/08
Macksear Matthews	School Safety Officer	Longfellow		44/5	4 hrs/day \$22.09 hr	6/18/08	7/15/08
Joe McClain	Instructional Specialist II	Cragmont	After School	58/5	3.5 hrs/day \$31.79 hr	6/18/08	7/15/08
Terrance McLaney	Instructional Assistant	Longfellow		29/1	4 hrs/day \$12.75 hr	6/17/08	7/16/08
Linda Molina-Roach	Instructional Specialist (Spanish)	Cragmont	After School	51/5	3.5 hrs/day \$26.75 hr	6/18/08	7/15/08
Anietra Montgomery	Instructional Assistant (ECE)	Rosa Parks	Child Care	29/5	5 hrs/day \$15.53 hr	6/16/08	8/22/08
Wanda McAfee	Custodian I	Maintenance	General Fund	32/5	7.5 hrs/day \$16.42 hr	7/7/08	8/22/08
Rasheedah Mwongozi	Instructional Assistant (Special Education)	Hopkins	Special Ed.	31/5	3 hrs/day \$16.31 hr	6/18/08	7/15/08
Marguerite Nesbit	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/3	3.5 hrs/day \$14.80 hr	6/18/08	7/15/08
Jennifer Owens	Instructional Assistant (Special Education)	Longfellow	Special Ed.	31/5	4 hrs/day \$16.31 hr	6/18/08	7/15/08
Carrie Orth	Instructional Specialist	Emerson/Muir	Calif. Nut. Network	51/5	15 hrs/wk \$26.75 hr	6/16/08	7/15/08
Rita Pettit	Instructional Specialist II	Cragmont	After School	58/5	3.5 hrs/day \$31.79 hr	6/18/08	7/15/08
Rita Pettit	Instructional Assistant (Special Education)	Rosa Parks	Special Ed.	31/5	3.5 hrs/day \$16.31 hr	6/18/08	7/15/08
Linette Robinson	Instructional Assistant (Special Education)	Longfellow	Special Ed.	31/3	3.5 hrs/day \$14.06 hr	6/18/08	7/15/08
<u>STIPENDS</u>							
Byron St. Jules	40% Assistant Coach (Boys Basketball)	Berkeley High	General Fund	N/A	\$899.20	11/7/07	3/15/08

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: William Huyett, Superintendent,
DATE: September 10, 2008
SUBJECT: Approval to Hire the Freshman and Sophomore Intervention
Coordinator as a Teacher on Special Assignment

BACKGROUND INFORMATION

The administration at Berkeley High School has requested that the Intervention Coordinator be filled with a Teacher on Special Assignment. In the past, this position was assigned to a counselor. This position is funded from local site BSEP monies. Attached is the administration's request to fund the Intervention Coordinator position. Most of the duties do not require a counseling credential. One of the duties requires this person to serve as the counselor of the Life Academy Program. This duty will be assigned to another counselor.

POLICY/CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

It is recommended that the Board allow Berkeley High School to hire a Teacher on Special Assignment to serve as the Intervention Coordinator.

BERKELEY ADULT SCHOOL
State Approved Classes
Course List 2008-2009

Adult Basic Education

English Language Arts
Mathematics
Science and Health
Social Studies
Employability and Life Skills
Multiple Academic Subjects

Adult Secondary Education

English 1, 2, 3, 4	Physical Science
English Language Arts Electives	Health and Life Sciences
Algebra I, II	General Science
Geometry	Biological Science
Trigonometry	Chemistry
Calculus	Science Electives
Math Electives	Visual and Performing Arts
World History	American Sign Language
US History	Electives
American Government	GED Test Preparation
Economics	CAHSEE Test Preparation
Social Studies Electives	

English as a Second Language

ESL Beginning Literacy	ESL Multi Level
ESL Beginning	ESL Academic
ESL Intermediate	ESL Citizenship
ESL Advanced	Citizenship Preparation

Adults with Disabilities

Life Skills and Functional Academics
Community Access Skills and Functional Academics
Workplace Skills and Functional Academics

Career and Technical Education

Programming and Systems Development	Support Services
Career Preparation	Therapeutic Services
Media Support and Services	Diagnostic Services
Performing Arts	Health Informatics
Education	Information Support Service
Food Science, Dietetics, and Nutrition	Resident/Commercial Construction
Food Service and Hospitality	Family and Human Services
Network Communications	Graphic Tech Systems

Parent Education and Consumer Education

Effective Parenting Techniques
Parenting for Special Needs
Home Arts
Health, Fitness, nutrition, Safety

Food Preparation
Clothing Construction
Family Literacy
Financial Literacy

Older Adults

Family
World
Communication
Health and Fitness Literacy
Safeguarding Self and Property

Community
The Arts
Technology
Retirement

BERKELEY ADULT SCHOOL
Community Service Classes
Course List 2008-2009

Community Service classes are not part of the mandated or state approved class offerings list. All of these classes are supported by student fees, based on a cost of approximately \$70 per hour.

Arts

Digital Photography	Mosaics for the Home and Garden
Drawing and Illustration	Intro to Screenwriting
The Graphic Novel	

Dance/Music

Ballroom	Tap
Swing	Hula
Ukelele	Line Dance
Latin Style Dancing	Belly Dance

Financial

How to Start Your Own Business

Languages

American Sign Language
Arabic
French
Italian
Portuguese
Spanish

Traffic Violator's School

Mature Drivers Class

GED Testing

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Margaret Kirkpatrick, Principal, Berkeley Adult School
DATE: September 10, 2008
SUBJECT: Adult School Course Approval for 2008-2009

BACKGROUND INFORMATION

Each year the Adult Education program must submit its course titles to the Adult Education Office of the California Department of Education for approval. Once approved, the District may collect average daily attendance (ADA) for students attending the classes during the approval year.

CDE also requires that the local Board of Education approve the course titles. Attached is a copy of Course Approval list, which has been submitted to and approved by the Department of Education.

This submitted list contains all classes offered by the Adult School. For your information, fee based classes are also listed, although these classes are self-supporting and do not generate state ADA. Fees for community service classes are set using a formula which sets an income of approximately \$70 per teaching hour, based on the number of students enrolled and any additional class costs.

POLICY/CODE

Ed Code 51056

FISCAL IMPACT

CDE is not required to fund the ADA generated by classes not approved by the local Board of Education.

RECOMMENDATION

Approve the courses submitted by Berkeley Adult School.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: September 10, 2008
SUBJECT: Overnight Field Trips

BACKGROUND INFORMATION

The following overnight field trip requests are being made:

Mosaic Project Camp, Napa, CA, September 15 – 19, and September 22 – 26, 2008

Approve participation of two groups of forty (40) fourth grade students, one (1) teacher, and one (1) other adult from Cragmont Elementary School on a five-day, four-night field trip to Mosaic Project Camp, which provides a staff of trained adults to work with student groups. The first group departs Cragmont Elementary at 9:30 a.m. on Monday, September 15, and returns at 3:15 p.m. on Friday, September 19, 2008. The second group departs Cragmont Elementary at 9:30 a.m. on Monday, September 22, and returns at 3:15 p.m. on Friday, September 26, 2008. This field trip enables students to learn social and conflict resolution skills. Students sleep in gender specific cabins on the grounds. District buses provide transportation. Parent donations provide all funding. No student is denied access based on ability to pay. Requested by Evelyn Tamondong-Bradley, Cragmont Principal.

Mosaic Project Camp, Napa, CA, October 6 - 10, 2008

Approve participation of fifty (50) fifth grade students, and (2) teachers from LeConte Elementary School on a five-day, four-night field trip to Mosaic Project Camp, which provides a staff of trained adults to work with student groups. The group will depart LeConte Elementary at 9:30 a.m. on Monday, October 6, and return at 4:00 p.m. on Friday, October 10, 2008. This field trip enables students to learn social and conflict resolution skills. Students sleep in gender specific cabins on the grounds. District buses provide transportation. Measure A will be utilized to provide funding of \$250 per student. No student is denied access based on ability to pay. Requested by Cheryl Wilson, LeConte Principal.

Petaluma Adobe Historic State Park, Petaluma, CA, October 28 - 29, 2008

Approve participation of twenty-four (24) fourth grade students, one (1) teacher, and five (5) other adults from Washington Elementary School on a two-day, one-night field trip to Petaluma Adobe Historic State Park. The group will depart Washington Elementary at 9:00 a.m. on Tuesday, October 28, and return at 11:30 a.m. on Wednesday, October 29, 2008. This field trip will enable students to participate in the “Environmental Living Program” offered by the State Park Service. The program includes experiencing examples of life and activities from the California Rancho

Period. The cost for this trip is \$42 per student. Funding is being provided through PTA, a State Park Scholarship and a BPEF Grant. No student will be denied access based on ability to pay. Requested by Rita Kimball, Washington Principal.

POLICY/CODE

Education Code 35330

Board Policy 6153

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: September 10, 2008
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 Community Alliance for Learning to provide WriterCoach Connection program for 7th and 8th grade students at Longfellow, and 8th grade students at King and Willard Middle Schools for the SY 2009. The cost will not exceed \$38,000. To be paid from BSEP Fund 4, Title I and School and Library Improvement Programs. Requested by Christina Faulkner.
- 2 Xythos Software, Inc. to provide Digital Locker software annual license fees for 7200 users for the SY 2008/09. The cost will not exceed \$21,600. To be paid from BSEP Fund 4. Requested by Jay Nitschke.
- 3 ENGEO Incorporated to provide geological hazard statement, geotechnical advice and subsequent reports as required by DSA to build the new stadium, new classroom and gym buildings at Berkeley High School. The cost will not exceed \$25,000. To be paid from the Bond Fund. Requested by Lew Jones.
- 4 Scribner and Smith (S&S) will perform site-based services for mandated costs reimbursement for FY 2008–2009 that includes preparation of additional claims for FY 2006-2007 and the gathering of documentation for claims to be filed for FY 2007-2008. Cost will be 7% of claims filed with the maximum fee not to exceed \$24,000. S&S will also perform mandated cost services for the District for FY 2009-2010 for an amount not to exceed \$20,000. To be paid from General Fund Budget. Requested by Javetta Cleveland.
- 5 Ratification of parent reimbursement to Jane Doe (per agreement), for payment of tuition and attorney fees associated with student AS (9/10/96) placement at Walden School for the 2006/07 and 2007/08 school years. The cost will not exceed \$24,500. To be paid from Special Education Budget. Requested by Neil Smith.

- 6 Ratification of parent reimbursement to John and Jane Doe (per agreement) for student AS (6/21/02) for speech language services, occupational therapy and tuition for the period 9/1/07 to 5/31/08. The cost will not exceed \$11,651. To be paid from Special Education Budget. Requested by Neil Smith.

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

RESOLUTION 09- 05

AUTHORIZED SIGNERS FOR PAYMENT OF SALARIES AND WAGES FOR BERKELEY UNIFIED SCHOOL DISTRICT

WHEREAS, Education Code Section 42641 provides that the Board of Education may issue payroll orders to be drawn for the payment of salaries and wages of employees; and

WHEREAS, Education Code Section 42632 and 42633 require the Board of Education to file with the County Superintendent of Schools verified signatures of all persons authorized to sign orders in its name.

NOW, THEREFORE, BE IT RESOLVED, that the Berkeley Unified Board of Education authorizes and empowers any of the following to sign any and all orders in the name of said district drawn on the funds of said district:

John Selawsky, President

William Huyett, Superintendent

Javetta Cleveland, CPA
Deputy Superintendent

Lisa Udell, Ed. D , Assistant Superintendent
Human Resources

Neil Smith, Assistant Superintendent
Educational Services

Pauline Follansbee, CPA
Director of Fiscal Services

Robert Martin, Payroll Supervisor

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 10th day of September, 2008 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

John Selawsky, President
Board of Education

William Huyett, Superintendent
and Secretary, Board of Education

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION 09- 06

AUTHORIZED AGENTS AND AUTHORIZED SIGNERS FOR BERKELEY UNIFIED SCHOOL DISTRICT

IT IS HEREBY RESOLVED that the Board of Education for the Berkeley Unified School District approves the appointment of William Huyett, Superintendent; Javetta Cleveland, Deputy Superintendent; Lewis W. Jones, Director of Facilities; Pauline Follansbee, Director of Fiscal Services and Rose Garcia, Purchasing Agent, as authorized agents of the Berkeley Unified School District and to conduct business on behalf of said District.

BE IT FURTHER RESOLVED, that the District Superintendent, Deputy Superintendent and Director of Fiscal Services, (with the approval of the Superintendent), are authorized to establish one or more deposit accounts with the bank upon such terms as may be agreed upon with the bank; and

BE IT FURTHER RESOLVED, William Huyett, Superintendent; Javetta Cleveland, Deputy Superintendent, Neil Smith, Assistant Superintendent-Educational Services , Lisa Udell, Assistant Superintendent- Human Resources, Pauline Follansbee, Director of Fiscal Services and Robert Martin, Payroll Supervisor are authorized to sign checks issued from the General Fund, Adult Education Fund, Cafeteria Fund, Child Development Fund and Revolving Cash Fund;

BE IT FURTHER RESOLVED, that each check requires the signature of two of the above named persons; and that for each check of \$5,000 or more, one of the two required signatures must be that of William Huyett, Superintendent, Javetta Cleveland, Deputy Superintendent or Pauline Follansbee, Director of Fiscal Services,

NOW, THEREFORE, BE IT RESOLVED, that the above changes become effective September 11, 2008, and that the Secretary of the Board be instructed to certify and forward copies of this Resolution to any and all agencies needing to be informed of this Resolution.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 10th day of September, 2008 by the following called vote:

AYES

NOES

ABSENT

ABSTAIN

John Selawsky, President
Board of Education

William Huyett, Superintendent
and Secretary, Board of Education

Certification:

I, William Huyett, Secretary of the Trustees of the Berkeley Unified School District of Alameda County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Board at a meeting therefore held at its regular place of meeting on the date shown above and by the vote above and by the vote above stated, which resolution is on file in the office of said Board.

William Huyett, Superintendent and
and Secretary, Board of Education

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: September 10, 2008
SUBJECT: Resolution # 09-05 Authorized Agents and Authorized signers for Fiscal Purposes and Resolution # 09-06 Authorized signers for payment of Salaries and Wages

BACKGROUND INFORMATION

The District is require to identify authorized agents and signers for fiscal purposes. The attached resolutions reflect the addition of Robert Martin as Payroll Supervisor for the District.

POLICY/CODE

Educational Code Section 42650

FISCAL IMPACT

None

STAFF RECOMMENDATION

It is recommended that the Board approve these resolutions by unanimous vote as required by the Education Code.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: September 10, 2008
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. Mrs. Elizabeth Hock donated a Buescher alto saxophone valued at \$1,000 and a Anton Schroetter $\frac{3}{4}$ size violin valued at \$400 to the Visual & Performing Arts program.
2. Ms. Helen Marcus donated an Olds Ambassador trumpet valued at \$600 to the Visual & Performing Arts program.

BOARD POLICY

BP 3290

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept the donations/gifts to the District and request staff to extend letter of appreciation.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: September 10, 2008
SUBJECT: 2008-09 Contract for Child Development Services from CDE

BACKGROUND INFORMATION

The District contracts annually with the California Department of Education (CDE) to fund the Early Childhood Education Program. The contract for Child Development Services for 2008-09 is for \$5,142,591. The contract with CDE remains \$41.73 per child, per day of full-time enrollment allowing the potential amount reimbursable to the District to be \$5,142,591.

Note that all service requirements remain the same:

- Minimum Child Days of Enrollment required 123,234.9
- Minimum Days of Operation required 240

A copy of the Agreement for Child Development Services has been attached. Board approval of the contract is required in order to begin payment of services.

POLICY/CODE

California Development Division
Ed Code Title 5

FISCAL IMPACT

Up to \$5,142,591 in the Child Development Budget for 2008-09

STAFF RECOMMENDATION

Approve the 2008-09 CDE contract for Child Development Services.