

**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, December 10, 2008

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

Roll Call

Members Present:

John T. Selawsky, Director
Nancy Riddle, Director
Beatriz Levya-Cutler, Director
Karen Hemphill, Director
Shirley Issel, Director
Eve Shames ** - Student Director

Administration:

Superintendent William Huyett, Clerk
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
Student Case No. 0809-09-042295
Student Case No. 0809-10-022196
- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal /Release/Evaluation
- e) Public Employment /Appointment
- f) Liability Claims
- g) Property Acquisition & Disposal
Hillside

* 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

Swearing in of Board of Education Directors:

John T. Selawsky
 Beatriz Leyva-Cutler

YEARLY ORGANIZATIONAL REQUIREMENTS

Election of Officers:

Item 1.1-0 – President

Item 1.2-0 - Vice President

Item 1.3-0 –Clerk

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Item 1.4-0 Approve 2009 Board of Education Meeting Schedule	9
Item 1.5.0 Board of Education Appointments Approve each Board members' selection to serve on a Community Advisory Committee	11
Item 1.6-0 Board of Education Appointments Approve each Board members' selection to serve on various Board Committees and Commissions	13
Item 1.7-0 Board of Education Assignments Approve each Board members' selection for "Adopt-A-School" assignments which commits them to be a liaison to the assigned school	16

REGULAR MEETING AGENDA

CALL TO ORDER

Report Closed Session actions

Approve Regular Meeting Agenda of December 10, 2008

RECOGNITION

Julie Venuto, Special Education Teacher

TEACHING AND LEARNING PRESENTATION

Math at Berkeley High School presented by Jessica Quindel, BHS Department Chair

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.

Personnel Services

2.1-C	<u>Staff Recommendation:</u>	18
Approval of Personnel Recommendations	Approve Personnel Report No. 08-20 which tracks personnel changes throughout the district	
2.2-C	<u>Staff Recommendation:</u>	25
Approval of Reappointment of Personnel Commissioner	Confirm reappointment of Shirley Van Bourg as Personnel Commissioner	

Educational Services

3.1-C	<u>Staff Recommendation:</u>	27
Approval of MOU	Approve Memorandum of Understanding with Newark Unified School District for Beginning Teacher Support and Assessment (BTSA)	
3.2-C	<u>Staff Recommendation:</u>	32
Approval of Overnight Field Trips	Approve the overnight field trips consistent with District policies and instructional programs	

Business Services

4.1-C Approval of Contracts and Purchase Orders	<u>Staff Recommendation:</u> Authorize the Purchasing Manager and/or Deputy Superintendent to execute contracts and purchase orders	34
4.2-C Approval of Warrants	<u>Staff Recommendation:</u> Approve the listing of warrants issued in November 2008	36
4.3-C Approval of Payroll Warrants	<u>Staff Recommendation:</u> Approve the listing of payroll warrants issued in November 2008	38
4.4-C Acceptance of Gifts and Donations	<u>Staff Recommendation:</u> Accept the donations and gifts to the District and request staff to extend letter of appreciation	40
4.5-C Approval of Agreement with Pearson	<u>Staff Recommendation:</u> Approve agreement with Pearson for PowerSchool as a replacement for SASI as the Student Information System	41
4.6-C Designation of a Chief Business Officer	<u>Staff Recommendation:</u> Approve the CBO of any Alameda County school district be designated as its representative under Government Code 27132(e) to serve on the Alameda County Treasury Oversight Committee	46
4.7-C Approve Resolution Approving 403(b) Plan	<u>Staff Recommendation:</u> Approve Resolution No. 09-16 adopting 403(b) Plan Agreement and 403(b) Written Plan Procedure/Plan Document provided by Tax Deferred Services	48
4.8-C Approval of 2009 Standard Mileage Rate	<u>Staff Recommendation:</u> Approve the IRS 2009 Standard Mileage rate for Berkeley Unified School District employee reimbursement	80

Facilities

5.1-C Approval to Advertise to Solicit Bids	<u>Staff Recommendation:</u> Approve the advertisement to solicit bids for the purchase of a new curtain for the Community Theatre at Berkeley High School	81
5.2-C Approval to Hire Project Manager	<u>Staff Recommendation:</u> Approve hire of project manager to manage the West Campus Project	83
5.3-C Approval of Resolution to Accept the New Portables at King CDC and Franklin Parent Nursery	<u>Staff Recommendation:</u> Approve Resolution to accept the new portables at King CDC and Franklin Parent Nursery	85

ACTION ITEMS

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

General Services

1.1-A Approval of CSBA Delegate Assembly Nominations	<u>Board Member Recommendation:</u> Approve nominations to CSBA Delegate Assembly	87
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Business Services

4.1-A Certification of First Interim Report	<u>Staff Recommendation:</u> Accept the positive certification of the First Interim Report certifying That the District will be able to meet its financial obligations for the current and subsequent two years (separate cover)	92
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Facilities

5.1-A Approval of Proposed Facilities Changes	<u>Staff Recommendation:</u> Approve proposed facilities changes	94
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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

3.1-I Report on Diversity Balance in Schools	<u>Staff Recommendation:</u> Accept information on diversity balance in schools	98
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Facilities

5.1-I Facilities Plan Update	<u>Staff Recommendation:</u> Receive and update Facilities Plan update as information	127
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5.2-I First Interim FY 2008 BB Financial Update Report	<u>Staff Recommendation:</u> Receive First Interim 2008 BB Financial report that updates BB expenditures from July 1, 2008 through October 31, 2008 for information	130
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5.3-I Maintenance and Measure BB Update	<u>Staff Recommendation:</u> Receive and accept Maintenance and Measure BB update as information	133
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Additional Action Items

- Approve Minutes of 10-22-08
- Approve Minute of 10-29-08
- Approve Minutes of 11-19-08

EXTENDED PUBLIC TESTIMONY

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: William Huyett, Superintendent
DATE: December 10, 2008
SUBJECT: Proposed 2009 Board Meeting Schedule

BACKGROUND INFORMATION

This proposed Board meeting schedule for 2009 has been reviewed with respect to religious holidays, major school events and state holidays and there appears to be no scheduling conflict.

POLICY CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the proposed 2009 Board meeting schedule.

Proposed Board of Education Meeting Schedule 2009

January 14 28	June 10 17 24
February 11 25	August 12
March 11 25	September 9 23
April 15 29	October 14 28
May 13 27	November 18
	December 9 - org

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: William Huyett, Superintendent
DATE: December 10, 2008
SUBJECT: Berkeley Unified School District Board of Education
Representatives to Community Advisory
Committees for 2009

BACKGROUND INFORMATION

The District's Community Advisory Committees ensure that stakeholder groups have a voice in the educational decisions that shape the culture of our District. We ask the Board to reaffirm their previous commitment or choose a new committee upon which to serve for 2009.

POLICY CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve each Board member's commitment to service on a community advisory committee

Berkeley Unified School District					
Board of Education					
Representatives to Various Committees					
2009					
Committee				2008	2009
Alameda County School Boards Association				Nancy Riddle - Rivera/alternate	
Audit Committee				John Selawsky/Nancy Riddle	
Berkeley Alliance				Shirley Issel	
Berkeley Arts and Music Education				John Selawsky/Shirley Issel	
Berkeley Integrated Resource Initiative (BIRI)				Shirley Issel	
Board/City 2 x 2 Committee				John Selawsky/Nancy Riddle	
BSEP Planning & Oversight Committee				Board members to rotate	
Citywide Youth				Shirley Issel - Riddle to alternate	
District Advisory Council (DAC)				Karen Hemphill	
District English Learner Advisory Council (DELAC)				Karen Hemphill	
Facilities Safety & Maintenance Oversight Committee				Nancy Riddle/Selawsky - alternate	
Policy Committee				Shirley Issel/John Selawsky	
PTA Council (rotation)				Rotating	
School Construction Oversight Committee				Rivera/Hemphill	
Surplus Facilities Committee				No liaison needed	

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: William Huyett, Superintendent
DATE: December 10, 2008
SUBJECT: Berkeley Unified School District Board of Education
Representatives to Board Committees for 2009

BACKGROUND INFORMATION

Board participation on various committees serves to create and maintain a marriage between the District and the community while supporting Board policies and mutual objectives. We ask the Board to reaffirm their previous commitment to a specific committee or select another committee on which to serve for 2009.

POLICY CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve each Board member's committee selection

Berkeley Unified School District			
Board of Education			
Appointees to Board Committees and Comissions			
2009			
Committee		Board Member	
			2008
			2009
Audit		John Selawsky	
2 Board appointed representatives		Joaquin Rivera/Beatriz Leyva-Cutler	
3 community members			
Facilities Safety & Maintenance		Joaquin Rivera/Beatriz Leyva-Cutler	Rick Carr
Oversight Committee - 11 members		Selawsky	Geoff Chandler
7 Board appointed representatives		Hemphill	Dennis Nielsen
2 representatives appointed by Supt.		Issel	Catherine Lazio
2 members appointed by BSEP		Riddle	Bill Flounders
		Student Director	
		Board	Millard Long
		Superintendent	Jim Rowland
		Superintendent	Rowland Peterson
		BSEP	
		BSEP	
Peace & Justice		Joaquin Rivera/Beatriz Leyva-Cutler	
Commission		Selawsky	Patty Campbell
		Hemphill	
		Issel	Rabbi Jane Litman
		Riddle	Megan Winkelman
		Student Director	Michael Sherman
School Construction Oversight		Joaquin Rivera/Beatriz Leyva-Cutler	
Committee - 11 members		Selawsky	James Hallam
		Issel	Matt Taecker
		Riddle	Bruce Wicinas
		Hemphill	
		Student Director	
		Board appointment	David Cobb
		Board appointment	
		Board appointment	
		Superintendent	Carl Bridgers

		Superintendent	Terry Doran	
Youth Commission		Joaquin Rivera/Beatriz Leyva-Cutler		
		Selawsky	Rio Bauce	
		Hemphill	Reheil Drar	
		Issel	Megan Winkelman	
		Riddle	Paul Lazarus	
		Student Director		
		BUSD	Netza Romero	
		BUSD	Julian Morris-Walker	
		BUSD		

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: William Huyett, Superintendent
DATE: December 10, 2008
SUBJECT: Adopt-A-School Assignments

BACKGROUND INFORMATION

For review and approval are the Board of Education's Adopt-A-School Assignments for 2009. Each year members of the Board divide among themselves schools to "adopt" and this better provides a link between the Board and the school's community. The Board President will solicit volunteers for such assignments.

POLICY CODE

None

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the Adopt-A-School Assignments for 2009

Berkeley Unified School District
Board of Education
Adopt-A-School Assignments
2009

Board Member	Schools 2008	2009
Director Nancy Riddle	Berkeley High School Martin Luther King Jr. Cragmont	
Director Karen Hemphill	Longfellow B-Tech Washington Berkeley Adult	
Director John T. Selawsky	Berkeley Arts Magnet Le Conte Oxford Willard Early Childhood Education	
Director Joaquin Rivera	Malcolm X John Muir Rosa Parks	
Director Shirley Issel	Jefferson Emerson Thousand Oaks Oxford	

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lisa Udell, Ed.D. Assistant Superintendent, Human Resources
DATE: December 10, 2008
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 08-20
 Following is Human Resources Report 08-20 which reports details of personnel assignments, employment, and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>MEDICAL LEAVE WITH PAY</u>						
Linda Carr	Teacher	BHS	General Fund	1.00 FTE	11/6/08	12/5/08
<u>MATERNITY LEAVE WITH PAY</u>						
Sarah Shanahan	Teacher	Cragmont	General Fund	1.00 FTE	10/7/08	3/3/09
<u>PATERNITY LEAVE WITH PAY</u>						
Charles Pratt	Teacher	BHS	General Fund	0.40 FTE	11/4/08	3/27/09
<u>LEAVE OF ABSENCE WITHOUT PAY</u>						
Lara Collins	Teacher	King	General Fund	1.00 FTE	11/13/08	12/19/08
<u>TEMPORARY TEACHER</u>						
Kathy Robinson	Teacher	King CDC	General Fund	1.00/IV-08	8/18/08	12/23/08
Christopher Young	Teacher	BHS	General Fund	1.00/IV-05	8/25/08	10/28/08
<u>ADULT SCHOOL TEACHER</u>						
Diane Heizer	Teacher	Adult School	Adult	\$33.65 Hourly	11/13/08	6/30/09
Dannette Scott	Teacher	Adult School	Adult	\$33.65 Hourly	11/17/08	6/30/09
<u>EXTRA DUTY – STIPENDS (TEAM LEADER)</u>						
Amy Burke	Teacher	BHS	General Fund	NTE \$2,687.00	8/25/08	6/12/09
Ray Cagan	Teacher	BHS	General Fund	NTE \$ 5,375.00	8/25/08	6/12/09
Matthew Carton	Teacher	BHS	General Fund	NTE \$2,687.00	8/25/08	6/12/09

CERTIFICATED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Richard Conn	Teacher	BHS	General Fund	NTE \$5,375.00	8/25/08	6/12/09
Aaron Glimme	Teacher	BHS	General Fund	NTE \$3,225.00	8/25/08	6/12/09
Teri Goodman	Teacher	BHS	General Fund	NTE \$10,375.00	8/25/08	6/12/09
Paul Griffith	Teacher	BHS	General Fund	NTE \$726.00	8/25/08	6/12/09
Phil Halpern	Teacher	BHS	General Fund	NTE \$5,375.00	8/25/08	6/12/09
Eileen Jacobs	Teacher	BHS	General Fund	NTE \$5,375.00	8/25/08	6/12/09
Anne Johnston	Teacher	BHS	General Fund	NTE \$5,375.00	8/25/08	6/12/09
Evelyn Kavalier	Teacher	BHS	General Fund	NTE \$2,150.00	8/25/08	6/12/09
Jessica Quindell	Teacher	BHS	General Fund	NTE \$2,687.00	8/25/08	6/12/09
Sherene Randall	Teacher	BHS	General Fund	NTE \$2,687.00	8/25/08	6/12/09
Amitpal Singh	Teacher	BHS	General Fund	NTE \$4,265.00	8/25/08	6/12/09
Shirley Sommers	Teacher	BHS	General Fund	NTE \$5,375.00	8/25/08	6/12/09
Kate Trimlett	Teacher	BHS	General Fund	NTE \$5,375.00	8/25/08	6/12/09
Benette Williams	Teacher	BHS	General Fund	NTE \$5,375.00	8/25/08	6/12/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>INTEGRATE SICK LEAVE/VACATION WITH STATE DISABILITY</u>							
Shakuntala Lall	Accounting Tech.	BSEP	General Fund	43/5	1.0 FTE \$21.96 hr	10/16/08	11/7/08
Emmett Moore	Custodian I	Thousand Oaks	General Fund	32/5	1.0 FTE \$16.42 hr	11/1/08	12/31/08
<u>EXTENDED SICK LEAVE WITH 50% PAY</u>							
Ramon Bradley	Custodian I	Berkeley High	General Fund	32/2	1.0 FTE \$14.15 hr	11/1/08	11/10/08
Wiley Carter	School Bus Driver	Transportation	Transportation	42/5	.90 FTE \$21.03 hr	10/23/08	11/7/08
Theresa Leader	Instructional Assistant (Special Education)	Berkeley High	Special Ed.	31/5	.80 FTE \$16.31 hr	10/13/08	11/30/08
<u>MATERNITY LEAVE WITH 50% PAY (FMLA)</u>							
LaShonda Roquemore	Instructional Tech. (After School)	King	LRN SAFE	34/3	.53 FTE \$15.90 hr	11/21/08	2/20/09
<u>PROBATIONARY</u>							
Jacqueline Brown	Instructional Tech. (After School)	Le Conte	21 st Century	34/1	.53 FTE \$14.41 hr	11/11/08	5/10/09
Stephanie Guinn	Instructional Tech. (After School)	Willard	LRN SAFE	34/1	.47 FTE \$14.41 hr	11/11/08	5/10/09
Christopher Nakao	Instructional Specialist (Garden)	ECE	Calif. Nut. Network	51/5	1.0 FTE \$26.75 hr	11/12/08	5/11/09
Oscar Rojas-Soto	Program Coordinator	Berkeley High	BSEP	52/1	.60 FTE \$22.51 hr	11/1/08	4/30/09
<u>PROVISIONAL</u>							
Marika Brussel	Instructional Specialist (Dance)	Malcolm X	BSEP	51/1	.20 FTE \$21.96 hr	10/22/08	1/21/09
David Johnson	Instructional Specialist (Dance)	Malcolm X	BSEP	51/1	.20 FTE \$21.96 hr	10/20/08	1/19/09
Cassie Powell	Instructional Specialist (Drama)	Malcolm X	BSEP	51/1	.20 FTE \$21.96 hr	10/20/08	1/19/09
Robert Stiles	Program Assistant	Berkeley High	General Fund	50/1	.50 FTE \$21.42 hr	10/27/08	1/26/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>AVAILABLE SUBSTITUTES</u>							
Elizabeth Dunkle	Food Service Assistant	All District	Child Nutrition	26/1	NTE 7.5 hrs/day \$11.61 hr	10/6/08	6/12/09
Bradford Fisher	Custodian I	All District	General Fund	32/1	NTE 7.5 hrs/day \$13.48 hr	10/20/08	6/12/09
Derrick Geer	Custodian I	All District	General Fund	32/1	NTE 7.5 hrs/day \$13.48 hr	10/20/08	6/12/09
Curtis Gregory	Food Service Assistant	All District	Child Nutrition	26/1	NTE 7.5 hrs/day \$11.61 hr	10/6/08	6/12/09
Shauteria Hayes	Instructional Assistant (Special Education)	All District	General Fund	31/1	NTE 7.5 hrs/day \$13.38 hr	10/23/08	6/12/09
Tammy Hill	Food Service Assistant	All District	General Fund	26/1	NTE 7.5 hrs/day \$11.61 hr	10/20/08	6/12/09
Jana Jandra	School Safety Officer	All District	General Fund	44/1	NTE 7.5 hrs/day \$18.10 hr	10/22/08	6/12/09
Dante Jones	Custodian I	All District	General Fund	32/1	NTE 7.5 hrs/day \$13.48	10/22/08	6/12/09
Roxana Mackthon	Food Service Assistant	All District	General Fund	26/1	NTE 7.5 hrs/day \$11.61 hr	10/20/08	6/12/09
Sherry Paynes	Food Service Assistant	All District	General Fund	26/1	NTE 7.5 hrs/day \$11.61 hr	10/22/08	6/12/09
Taniska Shoemaker	Food Service Assistant	All District	General Fund	26/1	NTE 7.5 hrs/day \$11.61 hr	10/22/08	6/12/09
Sally Theard	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/1	4 hrs/wk	9/10/08	6/12/09
<u>TEMPORARY/HOURLY/LIMITED TERM</u>							
Danielle Adams	Instructional Tech. (After School)	Le Conte	21 st Century	34/1	\$14.41 hr 10 hrs/wk	9/19/08	6/30/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Lori Adams	Food Service Assistant	Longfellow	Title I	26/5	\$14.13 hr 24 total hrs	10/20/08	12/13/08
Amber Bales	Instructional Assistant	Ed. Services	General Fund	31/1	\$14.80 hr 10 total hrs	9/15/08	6/15/09
Michelle Boykin	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/1	\$14.41 hr 10 hrs/wk	9/15/08	6/13/09
Edith Brozosky	Instructional Assistant	Ed. Services	General Fund	31/1	\$14.80 hr 10 total hrs	9/15/08	6/15/09
Jacqueline Brown	Instructional Tech. (After School)	Le Conte	21 st Century	34/1	\$14.41 hr 12 hrs/wk	11/3/08	6/19/09
Raven Burton	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/1	\$14.41 hr 4 hrs/wk	9/10/08	6/13/09
Derrick Byndloss	Instructional Specialist (Parent Ed. Institute)	Longfellow	Title I	51/1	\$21.96 hr 12 total hrs	10/21/08	12/13/08
Adele D'Alessandro	Student Worker	Adult Education	Adult School	N/A	\$8.00 hr 20 hrs/wk	10/20/08	6/30/09
Janet Deblasi	Instructional Tech. (After School)	Emerson	LRN SAFE	34/3	\$15.61 hr 4 hrs/wk	10/6/08	6/5/09
Jovan Dell	Student Worker (Workability)	Berkeley High	Special Education	N/A	\$8.00 hr 15 hrs/wk	9/2/08	5/29/09
Helen Dotson	Instructional Specialist (Parent Ed. Institute)	Longfellow	Title I	51/1	\$26.75 hr 10 total hrs	10/16/08	12/13/08
Jocelyn Foreman	Instructional Tech. (After School)	John Muir	After School	34/3	\$14.41 hr 10 hrs/wk	10/9/08	6/12/09
Esmeralda Franco	Sr. Records Clerk	Admissions Office	General Fund	38/1	\$15.90 hr 25 hrs/wk	10/1/08	11/14/08
Gerry Furuzawa	School Secretary I	Ed. Services	GATE	44/5	\$22.51 hr 50 total hrs	10/1/08	5/30/09
Brittney Garrett	Student Worker	Berkeley High	Special Ed.	N/A	\$8.00 hr 15 hrs/wk	9/2/08	5/29/09
Samad Guerra	Noon Director	Rosa Parks	General Fund	N/A	\$11.91 hr 10 hrs/wk	8/27/08	6/12/09
Stephanie Guinn	Instructional Tech. (After School)	Willard	LRN SAFE	34/1	\$14.41 hr 5 hrs/wk	9/26/08	6/12/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Annette Halford	Instructional Specialist (Music)	King	BSEP	51/1	\$21.96 hr 1 hr/wk	10/27/08	6/6/09
Lauren Harding	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 15 hrs/wk	9/2/08	5/29/09
Jesus Hernandez	Noon Director	Rosa Parks	General Fund	N/A	\$11.91 hr 10 hrs/wk	8/27/08	6/12/09
Anna Herrera	Instructional Assistant	Longfellow	Title I	29/1	\$12.75 hr 12 total hrs	10/16/08	12/13/08
Jessica Hom	Instructional Specialist (Music)	King	BSEP	51/1	\$21.96 hr 2 hrs/wk	9/2/08	6/5/09
Amin James	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 15 hrs/wk	9/2/08	5/29/09
David Johnson	Noon Director	Malcolm X	General Fund	N/A	\$11.91 hr 10 hrs/wk	10/20/08	6/12/09
Barbara Judd	Instructional Specialist (Music)	Longfellow	BSEP	51/1	\$21.96 hr 5 hrs/wk	9/10/08	6/10/09
Melissandra Leonardos	Program Assistant	Transportation	Transportation	50/1	\$21.42 hr 7.5 hrs/day	10/27/08	3/31/09
Jinyu Liant	Tutor-Specialty (ELL)	Berkeley High	BSEP	31/1	\$13.38 hr 5 hrs/wk	9/2/08	6/12/09
Mack-Sear Matthews	Instructional Specialist (Parent Outreach)	Longfellow	Title I	51/1	\$21.96 hr 10 total hrs	10/16/08	12/13/08
Joe McClain	Instructional Specialist (Arts Anchor)	Cragmont	BSEP	51/5	\$26.75 hr 50 total hrs	8/28/08	6/12/09
Jeffrey Nicol	Student Worker (Tobacco Prevention)	Tobacco Prevention	Tobacco Prevention	N/A	\$10.00 hr 20 total hrs	9/17/08	6/30/09
Alejandra Nunez	School Service Assistant	Thousand Oaks	General Fund	31/1	\$13.38 hr 12 total hrs	9/1/08	6/12/09
Alejandra Nunez	Translator	Thousand Oaks	EIA	56/1	\$24.38 hr 20 total hrs	9/1/08	6/12/09
Taeko Okamura	Program Specialist	King	SCH LIB	58/1	\$26.14 hr 120 total hrs	10/17/08	6/12/09
Elizabeth Prater	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 15 hrs/wk	9/2/08	5/29/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Sharon Pree	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/1	\$14.41 hr 10 hrs/wk	10/9/08	6/13/09
Antonia Ramirez	Noon Director	Le Conte	General Fund	N/A	\$11.91 hr 10 hrs/wk	10/15/08	6/12/09
David Siegel	Noon Director	Jefferson	Donations	N/A	\$11.91 hr 3.45 hrs/day	8/27/08	6/12/09
Margaret Thompson	Instructional Specialist (Physical Fitness)	Emerson	LRN SAFE	51/1	\$21.96 hr 3 hrs/wk	10/6/08	12/18/08
Amielle Zemach	Library Media Tech.	King	SCH LIB	43/4	\$20.88 hr 30 total hrs	8/27/08	6/12/09
<u>STIPENDS</u>							
Benjamin Blackmon	Co-Coach (6 th Grade Football)	Longfellow	BSEP	N/A	\$600.00	9/2/08	12/1/08
Christopher Harrell	Coach (7 th & 8 th Grade Football)	Longfellow	BSEP	N/A	\$600.00	9/7/08	11/30/08
Cean Harris	Coach (6 th Grade Football)	Longfellow	BSEP	N/A	\$600.00	9/2/08	12/1/08
Zachary White	Co-Coach (7 th & 8 th Grade Football)	Longfellow	BSEP	N/A	\$600.00	9/7/08	11/30/08

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett , Superintendent
FROM: Francisco Martínez, Director, Classified Personnel
DATE: December 10, 2008
SUBJECT: Reappointment of Personnel Commissioner

BACKGROUND INFORMATION

Berkeley Unified School District has three Commissioners on its Personnel Commission: Commissioner Dan Lee (the Board appointee), Commissioner Shirley Van Bourg (the Union appointee) and Commissioner Margaret Rowland (the Commissioner appointed by Commissioners Lee and Van Bourg). The terms of office of these Commissioners are as follows:

Dan Lee: December 19, 2007 – November 30, 2010

Shirley Van Bourg: December 1, 2005 – November 30, 2008

Margaret Rowland: December 1, 2006 – November 30, 2009

Commissioner Van Bourg's term expired on November 30, 2008. The Berkeley Council of Classified Employee's (BCCE) has nominated Ms. Van Bourg for re-appointment as the Union appointee and Ms. Van Bourg has expressed a willingness to serve an additional term. The BCCE's nomination memorandum is attached.

POLICY/CODE

Education Code Section 45249.

FISCAL IMPACT

None.

STAFF RECOMMENDATION

Staff recommends that the Board accept the recommendation of BCCE to approve the reappointment of Shirley Van Bourg as a Personnel Commissioner.



**BERKELEY COUNCIL OF CLASSIFIED EMPLOYEES
AFT Local 6192, AFL-CIO**

November 14, 2008

To: Francisco Martinez, Secretary to the Personnel Commission
Berkeley Unified School District

From: Paula A. Phillips, President

RE: Reappointment of Shirley Van Bourg to the Personnel Commission

On or about November 7, 2005, BCCE submitted the name of Shirley Van Bourg for reappointment as the Union's appointee for a second three-year term beginning December 1, 2005 and ending December 1, 2008.

Please consider this letter to be the Union's submission of Ms. Van Bourg's name for reappointment for a third three-year term beginning December 1, 2008 and ending December 1, 2011.

We trust that Ms. Van Bourg's name will be forwarded to the BUSD School Board with a recommendation supporting her appointment. If you have questions, please contact me.

cc: Kris Amarel, Business Agent, Local 39
Susan Quinn, Business Agent, Local 21
Ed Wang, CFT Field Representative
Shirley Van Bourg

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: December 10, 2008
SUBJECT: Renewal of Memorandum of Understanding with Newark Unified School District, Lead Agency for the East Bay BTSA Consortium

BACKGROUND INFORMATION

For the sixth consecutive year, Berkeley Unified School District is joining five local districts in the East Bay Beginning Teacher Support and Assessment Induction Consortium, which is sponsored by the Newark Unified School District. The program is devoted to teacher development programs that support new teachers in the member districts: Alameda, Castro Valley, Newark, San Leandro, San Lorenzo and Berkeley.

The State requirements for teacher certification, adopted by the California Commission on Teacher Credentials and the California Department of Education, now give school districts primary responsibility for teacher certification. New BUSD Teachers with preliminary credentials from institutions of higher education must complete an approved induction program during their first two years of teaching in order to meet the requirements of a Professional Clear Credential. Since there are approximately fifty BUSD teachers who qualify for BTSA this year, the school district is remaining in the consortium in order to provide the required training and support for new teachers in a manner that is fiscally responsible.

The 2008-09 Memorandum of Understanding between BUSD and Newark Unified School District has no significant changes from previous years. A copy is attached.

POLICY/CODE

SB 2042
Ed Code 44279.1

FISCAL IMPACT

The state allocates \$4,069 for each new teacher who participates in BTSA to Newark Unified, as the Lead Agency, and Newark will allocate \$1,750 of this amount to B.U.S.D. The consortium will use the remaining funds (\$2,319) to provide teacher training and meet other legal requirements.

STAFF RECOMMENDATION

Approve the Memorandum of Understanding with Newark Unified School District as the Lead Agency for the East Bay BTSA Consortium.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: December 10, 2008
SUBJECT: Overnight Field Trip & Travel Requests

BACKGROUND INFORMATION

The following out of state travel request is being made:

Kennedy Center Partners in Education Annual Meeting, Washington, D.C., February 4 – 8, 2009.

Approve participation for Visual and Performing Arts Program Supervisor, Suzanne McCulloch to attend this four-night, five-day annual meeting of the Kennedy Center Partners in Education. The meeting will focus on examining and understanding quality in arts education. Sessions will include topics for Leadership in Improving Children's Lives, Educational Resources Connected to Performances for Students and the Kennedy Center's Definition of Arts Integration. Funding for this trip will be paid for by Cal Performances. \$63.77 for mileage reimbursement to and from the San Francisco Airport and a \$5.00 fee to process frequent flyer miles will be paid for with funds from BSEP Measure A.

The following overnight field trip requests are being made:

Camp Arroyo, Livermore, California, January 14 - 16, 2009.

Approve participation of twenty-eight (28) fourth grade students, one (1) teacher and five (5) other adults on a three-day, two-night field trip to Camp Arroyo in Livermore, CA. The group will depart Jefferson Elementary on Wednesday, January 14 at 10:00 a.m., and return Friday, January 16 at 1:00 p.m. Activities will support the Life Sciences curriculum. Students will sleep in gender specific cabins. Transportation will be provided by Michael's, an approved BUSD charter service. The trip is being funded completely by a Camp Arroyo Scholarship. No student is denied access based on inability to pay. Requested by Maggie Riddle, Jefferson Principal

San Francisco Maritime National Historical Park/Bill of Rights, San Francisco, CA, February 9 – 10, 2009.

Approve participation of twenty-four (24) fifth grade students, one (1) teacher, and seven (7) other adults on a two-day, one-night field trip to San Francisco Maritime National Historical Park located at the Hyde Street Pier. The group will depart Cragmont Elementary at 1:45 p.m. on Monday, February 9, and return at 10:00 a.m. on Tuesday, February 10, 2008. This field trip supports the 5th Grade Age of Exploration Social Studies curriculum. Students will also learn about technology of the era. BUSD will provide transportation. All costs for transportation and program will

be paid for by parent donations. No student will be denied access based on inability to pay. Requested by Evelyn Bradley, Cragmont Principal

POLICY/CODE

Education Code, Section 35330 - Excursions and Field Trips
Board policy 6153 – School Sponsored Trips

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent (CBO)
DATE: December 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 Berkeley Symphony Orchestra to provide a music education program including musician classroom visits and concerts for the 2008/09 SY at all BUSD elementary schools. The cost will not exceed \$10,000. To be paid from Measure A Fund 4. Requested by Suzanne McCulloch.
- 2 Inspection Services, Inc. to provide inspection and geotechnical services for the King and Franklin Pre-K project #840.0801 for the 2008/09 SY. The cost will not exceed \$16,804. This is a confirming order, most of which is recoverable from the General Contractor. To be paid from the Bond Fund. Requested by Lew Jones.
- 3 Increase in contract, PO 901108, to Inspection Services, Inc. to provide additional inspection and geotechnical services required due to unforeseeable conditions for the BHS Relocatable Classroom and Toilet Building project #810.0803. The original purchase order in the amount of \$9,689 was issued on 9/30/08. The additional amount requested is \$3,200 for a total amount of \$12,889. To be paid from the Bond Fund. Requested by Lew Jones.
- 4 Ratification of contract to Schoolhouse Software to provide annual software maintenance and support for 2008/09 SY for the Nutrition Services Department. The cost will not exceed \$15,981. To be paid from the Cafeteria Fund. Requested by Marni Posey.

POLICY/CODE

Public Contract Code: 20111
Board Policy 3310

STAFF RECOMMENDATION

Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: December 10, 2008
SUBJECT: Approve Listing of Warrants issued in November 2008

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 November 2008 are attached for the Board's review.

POLICY/CODE

Educational Code Section 41010 et seq.

FISCAL IMPACT

\$21,133,268.05 for the month of November from various funds.

STAFF RECOMMENDATION

Approve the monthly bill warrant lists for the month of November 2008.