

**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, March 12, 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 Selawsky, President
Nancy Riddle, Vice President
Joaquin Rivera
Karen Hemphill
Shirley Issel
Rio Bauce ** - 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
Student Case No. 0607-02-052591 – Request for Readmission
- c) Collective Bargaining
Update
- d) Public Employee Discipline/Dismissal /Release/Evaluation
Updates
- e) Public Employment /Appointment
- f) Liability Claims
- g) Property Acquisition

* 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 March 12, 2008

Teaching and Learning

Math Circle: Willard Middle School Principal, Robert Ithurnburn and teacher, Jesse Ragent

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 Approve Berkeley City College Proclamation	<u>Board Member Recommendation:</u> Approve Proclamation commemorating Berkeley City College’s First Annual Community Celebration and Open House	9
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Personnel Services

2.1-C Approval of Personnel Report	<u>Staff Recommendation:</u> Approve Personnel Report No. 08-06 indicating changes in personnel status by Berkeley employees throughout the District	11
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Educational Services

3.1-C Approval of Adult Education Grant: Workforce Investment Act, Adult Education and Family Literacy Funds	<u>Staff Recommendation:</u> Approve Adult Education Workforce Investment Grant	18
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3.2-C Approval of New Position	<u>Staff Recommendation:</u> Approve the position of Program Supervisor of Extended Learning for the remainder of the 2007-08 school year	33
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3.3-C Approval of Overnight Field Trip Ratification and Requests	<u>Staff Recommendation:</u> Approve the overnight field trip ratification and requests in accordance with District policies	34
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Business Services

4.1-C Approval of Contracts/Purchase Orders	<u>Staff Recommendation:</u> Authorize Purchasing Manager and/or Deputy Superintendent to execute contracts and purchase orders	36
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Facilities

5.1-C Resolution No. 08-37 Approval to Award Demolition	<u>Staff Recommendation:</u> Approve award of the LeConte portable demolition	37
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5.2-C Resolution No. 08-38 Approval to Advertise to Solicit Bids	<u>Staff Recommendation:</u> Approve the advertisement to solicit bids for flooring and painting projects at LeConte Elementary and John Muir Elementary Schools	39
5.3-C Resolution No. 08-40 Approval to Advertise Projects	<u>Staff Recommendation:</u> Approve the advertisement of acoustic projects at various sites	41
5.4-C Resolution No. 08-41 Approval to Reject and Re-advertise Bids	<u>Staff Recommendation:</u> Approve authorization to reject and re-advertise to solicit bids for Jefferson kitchen	43
5.5-C Resolution No. 08-42 Approval to Award Modernization of Gym	<u>Staff Recommendation:</u> Approve award of the gym modernization at King Middle School	46
5.6-C Resolution No. 08-43 Approval to Award Solar Project	<u>Staff Recommendation:</u> Approve award of solar project at Washington Elementary School	48
5.7-C Resolution No. 08-44 Approval to Award Site Work	<u>Staff Recommendation:</u> Approve award of the site work and installation of portables at Franklin parent nursery and King CDC	50
5.8-C Resolution No. 08-39 Approval to Advertise for Bids	<u>Staff Recommendation:</u> Approve the advertisement to solicit bids for the BHS G&H building heating controls	52

ACTION ITEMS

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

Personnel Services

2.1-A
Resolution No. 08-35
Criteria for Determining Order of Seniority

Staff Recommendation: **54**
Approve Resolution on criteria for determining order of seniority for as information

2.2-A
Resolution No. 08-36
Decrease Number of Certificated Employees

Staff Recommendation: **57**
Approve Resolution to decrease the number of certificated employees due to a reduction in particular kinds of services as information

Educational Services

3.1-A
Amendments to Plans for Expenditure of Discretionary Block Grant Site Funds

Staff Recommendation: **61**
Approve the Amendments to Plans for Expenditure of Discretionary Block Grant Site Funds.

Business Services

8:15 pm
4.1-A
Certification of Second Interim

Staff Recommendation: **64**
Accept the positive certification of the Second Interim Report, certifying that the District will be able to meet its financial obligations for the current and subsequent two years **(under separate cover)**

Facilities

9:15 pm
Open Public Hearing on Item 5.1-A

Close Public Hearing on Item 5.1-A

5.1-A
Approval of Five- Year Deferred Maintenance Plan

Staff Recommendation: **67**
Approve Five- Year Deferred Maintenance Plan

5.2-A
Approval of the 2008 Facilities Plan

Staff Recommendation: **69**
Approve the 2008 Facilities Plan **(under separate cover)**

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

8:45 pm			
1.1-CF		<u>Staff Recommendation:</u>	72
BSEP Planning and Oversight Committee and School Governance Council Bylaws		Discuss BSEP Planning and Oversight Committee and School Governance Council Bylaws as a first reading	

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		<u>Staff Recommendation:</u>	104
Authorization of International Baccalaureate Diploma Programme at BHS		Receive the authorization of the International Baccalaureate Diploma Programme at Berkeley High School for information	

Facilities

5.1-I			116
Measure BB Second Interim Financial Update		<u>Staff Recommendation:</u> Receive Measure BB Second Interim financial report that updates BB expenditures from July 1, 2007 through January 31, 2008 as information	

ADDITIONAL ACTION ITEMS

Approve Minutes of 02-27-08
Approve Minutes of 03-03-08

EXTENDED PUBLIC TESTIMONY ANNOUNCEMENTS

2008 Board of Education Meeting Dates

March 26 April 9 April 23 May 14 May 28 June 11 June 25	August 20 September 10 September 24 October 8 October 22 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 T. Selawsky, Board President
DATE: March 12, 2008
SUBJECT: Proclamation Commemorating Berkeley City College

BACKGROUND INFORMATION

Berkeley City College is commemorating its commitment to all students by holding its First Annual Community Celebration and Open House on Sunday, April 27, 2008. On that day, the College will welcome the community to celebrate Peralta Colleges' commitment to higher education and the enhancement of student and community life.

POLICY/CODE

None

FISCAL IMPACT

None

BOARD MEMBER RECOMMENDATION

Approve Proclamation and send to Berkeley City College for inclusion at its April 27 celebration

BERKELEY UNIFIED SCHOOL DISTRICT
PROCLAMATION COMMEMORATING BERKELEY CITY COLLEGE'S FIRST
ANNUAL COMMUNITY CELEBRATION AND OPEN HOUSE
APRIL 27, 2008

WHEREAS, the Peralta Community College District's commitment to all students, now and in future generations, is reflected in Berkeley City College's Community Celebration, and Open House Ceremonies, Noon to 5 p.m., Sunday, April 27; and

WHEREAS, Berkeley City College's and the Peralta Colleges' commitment to higher education enhance the quality of student and community life, and significantly contribute to our community's intellectual growth, social and economic mobility, and economic development; and

WHEREAS, Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives by serving all who enter our learning community; and

WHEREAS, Berkeley City College, over the years, has created innovative curricula in American Sign Language, Art, business, English Language and Literature, Global Studies, the Liberal Arts, Science, the Social Sciences, Multimedia Arts, Spanish, and Social Services; and

WHEREAS, Berkeley City College, College of Alameda, and Laney and Merritt Colleges in Oakland, annually serve more than 60,000 students, and are noted for having one of the highest transfer rates to the University of California and California State University systems; and

WHEREAS, Berkeley City College embraces the Peralta Community College District's commitment to a student-centered culture which fosters academic excellence, professional success and lifelong learning; and

WHEREAS, the Peralta Community College District's Board of Trustees and Chancellor Elihu Harris cultivate and strongly support faculty, staff and student diversity at all Peralta campuses.

NOW, THEREFORE, BE IT RESOLVED that by presenting this Proclamation to Berkeley City College, Berkeley Unified School District congratulates Berkeley City College and recognizes Chancellor Elihu Harris's and the Peralta Board of Trustees' continuing and significant contributions to higher education in our community.

ADOPTED AND APPROVED this 12th day of March, 2008 by Berkeley Unified School District Board of Education.

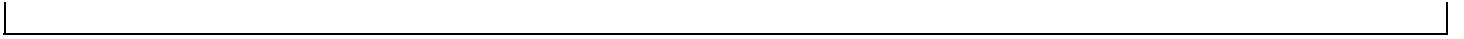
John T. Selawsky
Board President

William Huyett
Superintendent/Secretary

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lisa Udell, Ed.D. Assistant Superintendent, Human Resources
 Alan Levinson, Director, Classified Personnel
DATE: March 12, 2008
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 08-06
 Following is Human Resources Report 08-06 which reports details of personnel assignments, employment, and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>RESIGNATION</u>						
Byron Delcomb	Teacher	Cragmont	General Fund	1.00 FTE	6/13/08	
Robin Evans	Teacher	King	General Fund	1.00 FTE	6/13/08	
Sandra Kaszynski	Teacher	Washington	General Fund	0.80	6/13/08	
Daniel Quach	Teacher	BHS	General Fund	1.00 FTE	6/13/08	
Roderic Ridgway	Teacher	King	General Fund	1.00 FTE	6/13/08	
Doertlis Schultze-Allen	Teacher	BHS	General Fund	0.20 FTE	6/13/08	
Katherine Levenson	Teacher	Willard	General Fund	1.00 FTE	2/22/08	
Caren Ohlson	Teacher	BHS	General Fund	1.00 FTE	6/13/08	
Brian Otto	Teacher	King	General Fund	1.00 FTE	6/13/08	
Connie Polk	Teacher	BHS	General Fund	1.00 FTE	2/27/08	
Tanya Zimmerman	Teacher	Willard	General Fund	0.20 FTE	2/11/08	
Margaret Lowry	Vice Principal	Willard	General Fund			
<u>RETIREMENT</u>						
Diana Penney	Vice Principal	King	General Fund	1.00 FTE	7/1/08	
Jacquelyn Woods	Teacher	John Muir	General Fund	1.00 FTE	6/13/08	



NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>TEMPORARY TEACHER</u>						
Dionisio Gamoso	Teacher	BHS	General Fund	0.40/IV-01	2/26/08	6/13/08
Ramal Lamar	Teacher	B-Tech	General Fund	0.60/I-02	1/8/08	6/13/08
<u>LEAVE OF ABSENCE WITHOUT PAY</u>						
Kate Haber	Teacher	BHS	General Fund	1.00 FTE	3/4/08	6/13/08
Denise Milner Torres	Teacher	Willard	General Fund	0.40 FTE	1/17/08	6/13/08
<u>PATERNITY LEAVE WITH PAY</u>						
Carlos Cruciani	Teacher	Cragmont	General Fund	1.00 FTE	2/22/08	3/7/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>RESIGNATION</u>							
Maurice Tobin	Instructional Assistant (Special Education)	Berkeley High				2/29/08	
Rhonda Washington	School Safety Officer	Berkeley High				2/20/08	
<u>PROBATIONARY</u>							
Roquael Baham	School Secretary I	Thousand Oaks	Restricted Donations	44/1	1.0 FTE \$18.45 hr	2/26/04	10/14/08
Maria Gilder	Instructional Specialist (After School)	Cragmont	LRN SAFE	51/1	.13 FTE \$21.96 hr	10/1/07	12/31/07
Andre Kellum	School Safety Officer	Berkeley High	General Fund	44/5	1.0 FTE \$22.09 hr	1/29/08	6/13/08
Loren Nakamura	Administrative Coordinator	Maintenance	Maintenance	52/1	1.0 FTE \$22.51 hr	3/3/08	9/2/08
Francisco Torres	Maintenance Tech.	Maintenance	Maintenance	45/4	1.0 FTE \$18.58 hr	2/27/08	8/26/08
Sandra Wilson	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/1	.43 FTE \$14.41 hr	2/1/08	10/27/08
<u>AVAILABLE SUBSTITUTES</u>							
Patricia Henry	Food Service Assistant	Nutrition Services	Child Nutrition	26/1	NTE 7.5 hrs/day \$11.96 hr	8/29/07	6/13/08
Jean Love	Delivery Driver	Purchasing	General Fund	40/5	NTE 7.5 hrs/day \$19.99 hr	10/22/07	6/13/08
Donald Matthews	Food Service Assistant	Nutrition Services	Child Nutrition	26/1	NTE 7.5 hrs/day \$11.61 hr	11/13/06	6/13/08
<u>TEMPORARY/HOURLY/LIMITED TERM</u>							
Lori Adams	Snack Bar Operator	Longfellow	Title I	34/5	\$17.24 hr 2 hrs/wk	10/4/07	6/13/08
Umer Awan	Tutor-Specialty (Work Study)	Berkeley High	BSEP	31/1	\$13.38 hr 5 hrs/wk	8/29/07	6/13/08
Skyлар Barton	Instructional Specialist (EDC)	King	After School	51/3	\$24.23 15 total hrs	10/1/07	6/13/08
Julie Batsel	Interpreter for the Deaf	King	Special Ed.	45/5	\$23.08 hr 2.5 hrs/wk	10/1/07	6/13/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Donna Borden	Tutor-Specialty (French)	Berkeley High	BSEP	31/1	\$13.38 hr 20 hrs/wk	9/1/07	6/13/08
Siobhan Brewer	Instructional Assistant	Thousand Oaks	BSEP	29/1	\$12.75 hr 7.5 hrs/wk	10/1/07	6/13/08
Leila Bronson	Student Worker	Berkeley High	LRN SAFE	N/A	\$7.50 hr 12 hrs/wk	10/1/07	6/13/08
Faith Butler	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	10/1/07	6/13/08
Derrick Byndloss	Instructional Tech. (After School)	Longfellow	Title I	34/1	\$14.41 hr 24 total hrs	11/30/07	6/13/08
Theresa Cable	Tutor-Specialty (Work Study)	Berkeley High	BSEP	31/1	\$13.38 hr 12 hrs/wk	1/7/08	6/13/09
Brandon Clemons	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	11/1/07	6/13/08
Spenser Corzan	Student Worker	Berkeley High	General Fund	N/A	\$8.00 hr 10 hrs/wk	9/1/07	6/13/08
Ralph Dangerfield, Jr.	Storekeeper	Purchasing	General Fund	42/1	\$17.24 hr 4.5 hrs/day	11/13/07	11/30/07
Ralph Dangerfield, Jr.	Delivery Driver	Purchasing	General Fund	40/1	\$16.42 hr 4.5 hrs/day	11/1/07	11/13/07
Kahil Davis-Calhoun	Instructional Tech. (After School)	Le Conte	After School	34/1	\$14.41 hr 6 hrs/wk	9/10/07	6/13/08
Antonio Deschamps	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	10/1/07	6/13/08
Alexis Desuau	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 10 hrs/wk	11/26/07	6/13/08
Ihesinachi Egibujie-Williams	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	9/24/07	6/13/08
Tameka Evans	Noon Director	Thousand Oaks	General Fund	N/A	\$11.91 hr 7.5 hrs/wk	10/1/07	6/13/08
Karen Flowers	Noon Director	John Muir	General Fund	N/A	\$11.91 hr 7.5 hrs/wk	10/1/07	6/13/08
Karen Flowers	Instructional Assistant	John Muir	General Fund	N/A	\$12.75 hr 3 hrs/day	10/1/07	6/13/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Gerry Furuzawa	School Secretary I	Educational Services	General Fund	44/5	\$22.51 hr 60 total hrs	9/21/07	6/13/08
Dwight Garland	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	11/1/07	6/13/08
Gaye Gerdts	Director of Fiscal Services	Business Services	General Fund	53/1	\$69.74 hr 129 total hrs	10/1/07	6/13/08
Giovanna Giscome	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	10/1/07	6/13/08
Guillermina Gonzalez	Instructional Assistant	King	EIALEP	29/1	\$12.73 hr 2.5 hrs/mth	10/11/07	6/13/08
Sarah Hamilton	Assessment Tech.	Assessment Dept.	Evaluations	58/1	\$26.14 hr 200 total hrs	11/9/07	12/31/07
William Hamilton	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	10/1/07	6/13/08
Johnie Hansen	Instructional Specialist (Music)	Rosa Parks	BSEP	51/1	\$21.96 hr 5 hrs/wk	11/2/07	6/13/08
Emir Haskovic	Tutor-Specialty (AP Project)	Berkeley High	BSEP	31/1	\$13.38 hr 17 hrs/wk	11/1/07	6/13/08
Ana Maria Herrera	Tutor-Specialty (ELL)	Rosa Parks	EIALEP	31/1	\$13.38 hr 3 hrs/day	11/14/07	6/13/08
Ana Maria Herrera	Instructional Assistant	King	EIALEP	29/1	\$12.75 hr 2.5 hrs/mth	11/1/07	6/13/08
Ana Maria Herrera	Instructional Assistant	Berkeley High	EIALEP	29/1	\$12.75 hr 25 total hrs	10/11/07	6/13/08
Curtie Howard	Noon Director	John Muir	General Fund	N/A	\$11.91 hr 10 hrs/wk	10/1/07	6/13/08
David Hsu	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	9/24/07	6/13/08
Linda Huey	Noon Director	Cragmont	General Fund	N/A	\$11.91 hr 135 total hrs	11/1/07	6/13/08
Linda Huey	Instructional Tech. (After School)	Cragmont	General Fund	N/A	\$14.41 hr 10 hrs/wk	11/1/07	6/13/08
Amin James	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	10/1/07	6/13/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Jeffrey Jeng	Tutor-Specialty (ELL)	Berkeley High	BSEP	31/1	\$13.38 hr 20 hrs/wk	10/4/07	6/13/08
Kourtney Jenkins	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	11/1/07	6/13/08
Monique Jenkins	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	9/24/07	6/13/08
Tamecia Johnson	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/1	\$14.41 hr 16 hrs/wk	12/12/07	6/13/08
Darryl Jones	Noon Director	Rosa Parks	General Fund	N/A	\$11.91 hr 7.5 hrs/wk	8/29/07	6/13/08
Raymond Jones	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	10/1/07	6/13/08
Barbara Judd	Instructional Specialist (Music)	Longfellow	BSEP	51/1	\$21.96 hr 8 hrs/wk	11/1/07	6/13/08
Sharon King	Instructional Tech. (After School)	Washington	21 st Century	34/4	\$16.72 hr 7.5 hrs/wk	11/5/07	6/13/08
Kathy Kramer	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/1	\$14.41 h r 15 hrs/wk	12/11/07	6/13/08
Gavin Lamas	Tutor-Specialty (ELL)	Berkeley High	BSEP	31/1	\$13.38 hr 20 hrs/wk	11/29/07	6/13/08
Eda Levenson	Tutor-Specialty	B-Tech	CAHSEE	31/1	\$13.38 hr 363 total hrs	10/1/07	6/13/08
Delphine Lok	Student Worker	Adult School	ENG LITCI	N/A	\$8.00 hr 20 hrs/wk	10/15/07	6/30/08
Samuel Martin	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 6 hrs/wk	9/24/07	6/13/08
Gregory McIntyre	Tutor-Specialty (AP Project)	Berkeley High	BSEP	31/1	\$13.38 hr 30 hrs/wk	10/30/07	6/13/08
Terrence McLaney	Tutor-Specialty (CAHSEE)	B-Tech	CAHSEE	31/1	\$13.38 hr 625 total hrs	12/2/07	6/13/08
Keahara Monroe	Student Worker	Washington	21 st Century	N/A	\$8.00 hr 10 hrs/wk	11/7/07	6/13/08
Jennifer Moore	Tutor	King	LRN SAFE	N/A	\$11.91 hr 3 hrs/day	11/1/07	6/13/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Ngozi Mordi	Tutor-Specialty (Work Study)	Berkeley High	BSEP	31/1	\$13.38 hr 20 hrs/wk	10/29/07	6/13/08
Cherry Morris-Van Meurs	Instructional Assistant	Thousand Oaks	BSEP	29/1	\$12.75 hr 7.5 hrs/wk	9/3/07	6/13/08
Priscilla Munoz	Instructional Assistant	State & Federal	Title I	29/1	\$12.75 hr 80 total hrs	9/15/07	6/13/08
<u>STIPENDS</u>							
Helen D. Dotson	Coach (Girls 6 th Grade Basketball)	Longfellow	After School	N/A	\$600.00	12/1/07	3/30/08
Trung Du	Coach (Boys 7 th Grade Basketball)	King	21 st Century	N/A	\$600.00	12/18/07	2/29/08
Elizabeth Giancola	Coach (Girls Volleyball)	Willard	LRN SAFE	N/A	\$600.00	9/1/07	11/1/07
Elizabeth Giancola	Coach (Girls 6 th Grade Basketball)	Willard	LRN SAFE	N/A	\$600.00	10/1/07	3/1/08
John Leaks, Jr.	Coach (Boys 7 th Grade Basketball)	King	21 st Century	N/A	\$600.00	10/9/07	2/20/08
Marco Santos	Coach (Boys 6 th Grade Basketball)	King	21 st Century	N/A	\$600.00	12/18/07	2/29/08
Randy Walker	Coach (Ultimate Frisbee)	King	21 st Century	N/A	\$600.00	12/18/07	2/10/08
<u>WORKING EVENING SHIFT, DIFFERENTIAL, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u>							
Jocelyn Foreman	Instructional Assistant (Special Education)	John Muir	Special Ed.	31/5	+5% differential \$.81 hr	8/29/07	6/13/08
Sally Lappen	Instructional Assistant (Special Education)	John Muir	Special Ed.	31/5	10% differential \$1.63 hr	8/29/07	6/13/08

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Margaret Kirkpatrick, Adult School Principal
DATE: March 12, 2008
SUBJECT: Adult Education Grant: Workforce Investment Act, Adult Education and Family Literacy Funds

BACKGROUND INFORMATION

The Department of Education has made Federal Adult Education and Family Literacy Act funds available for noncompetitive grants. For 2007-2008, Berkeley Adult School received \$396,610 from this grant, based on School Year 2006-2007 results of standardized testing of high school diploma, ESL and adult basic education students. The funds are used for educational materials, staff development, testing, and data collection. Every year the Adult School must submit a new application in order to qualify for the funds, and this request is for approval for the application for School Year 2008-2009.

POLICY/CODE

Adult Education and Family Literacy Act P.L. 105-220

FISCAL IMPACT

Approximately \$396,610 based upon the number of student benchmarks achieved by the Adult School students. California Department of Education notifies each agency of their grant amount in the fall of the year, based on the amount of the federal grant available for distribution to the local agencies. There is no cost to the Adult School general fund.

STAFF RECOMMENDATION

Approve the Adult School's application for the 2008-2009 Adult Education Workforce Investment Act grant.

Submitting the Application: Final Instructions for Agencies

Do not include this page with your submitted application. It is for your information only.

1. Review and correct any items noted below before submitting your application.
 - *There are no outstanding items to review.*

2. Print three copies of this application: **two** signed copies, at least one of which must have original signatures, to submit to the California Department of Education (CDE), and one for your records.

3. Your authorized agent must sign the application in these areas:
 - *Certification Regarding State and Federal Drug-Free Workplace Requirements*, page 4-5.
 - *Certification Regarding Lobbying*, page 6.
 - *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transactions*, page 7.
 - *Workforce Investment Act Title II Specific Assurances*, page 8-9.
 - *Superintendent/CEO Certification*, page 10.

For Community and Faith-Based Organizations:

- Community and Faith-Based Organizations must also sign the *Requirements for Community-Based and other Non-Profit Organizations*, page 3.
4. Submit the online application to the CDE for review: click on "Wrap-Up" in the Web site menu.

 5. Mail two printed and signed copies of this application to the CDE. Applications must be postmarked by Friday, April 4, 2008. Applications postmarked after the deadline will not be reviewed. Applications will not be accepted by FAX. The CDE encourages each agency to return the application using Certified Mail, Return Receipt Requested, so the applicant will have verification the Adult Education Office received the application.

Applications must be submitted to the following address:

Workforce Investment Act, Title II Program
Adult Education Office
California Department of Education
1430 N Street, Suite 4503
Sacramento, CA 95814

THIS PAGE FOR CDE USE ONLY

Date Received

Name	Berkeley Unified School District
CDS/Vendor Code	01-61143
Charitable Trust Number	

Funding Source	Resource Code	Program Focus Area	2007-08 Funding Status	2008-09 Applying For	2008-09 Grant Award Notification	2006-07 Payment Points
Section 225	3940	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	No		
Section 231	3905	Adult Basic Education (ABE) English as a Second Language (ESL) ESL-Citizenship(<i>may not participate in EL Civics Citizenship Preparation</i>) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE)	Yes	Yes		
	3912	Family Literacy	No	No		
	3913	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes		
EL Civics	3926	Civic Participation Citizenship Preparation (<i>may not participate in 231 ESL-Citizenship</i>)	Yes	Yes		

Certification	Page	Initials
State and Federal Drug-Free Workplace	4-5	
Lobbying	6	
Debarment, Suspension, Ineligibility and Voluntary Exclusion	7	
Specific Assurances	8-9	
Superintendent/CEO	10	
Entered Date Received in CDE Data Access Page		
Notes		

GENERAL ASSURANCES

California Department of Education

Discrimination

As the duly authorized representative of the applicant, I certify that the applicant will comply with all federal statutes relating to nondiscrimination, including (a) Title VI of the Civil Rights Act of 1964 (45 *United States Code* [USC] sections 2000d through 2000d-4) prohibiting discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972 (20 USC sections 1681-1683) prohibiting discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (20 USC Section 794) prohibiting discrimination on the basis of handicap; and The Age Discrimination Act (42 USC Section 6101, *et seq.*) prohibiting discrimination on the basis of age.

Costs

As the duly authorized representative of the applicant, I certify that the applicant will comply with the general cost principles set forth in federal regulations, 34 *Code of Federal Regulations* (CFR) Section 74.27 and 34 CFR Section 80.22, and the Office of Management and Budget circulars applicable to my entity.

I further certify that the applicant will comply with the expenditure requirements set forth in the federal Education Department Guidelines Administrative Regulations (EDGAR) contained in Title 34 of the CFR.

Records

As the duly authorized representative of the applicant, I certify that the applicant will make reports to the state or federal agency designated in the application as may reasonably be necessary to enable those agencies to perform their duties. The applicant will maintain and provide access to all records used in the preparation of such reports for a period of five years. Such records shall include, but not be limited to, records which fully disclose the amount and disposition by the recipient of funds, the total cost of the activity for which the funds are used, the share of the cost provided from other sources, and such other records as will facilitate an effective audit. The recipient shall maintain such records for five years after the completion of the activities for which the funds are used.

Applicable Law

As the duly authorized representative of the applicant, I certify that the applicant will comply with all state and federal statutes, regulations, program plans, and eligibility requirements applicable to each program under which federal and state funds are made available through the application.

Certification Regarding State and Federal Drug-Free Workplace Requirements

Grantees Other Than Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34*Code of Federal Regulations (CFR)* Part 85, Subpart F, for grantees, as defined at 34 *CFR* Part 85, Sections 85.605 and 85.610

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition

(b) Establishing an on-going drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace
- (2) The grantee's policy of maintaining a drug-free workplace
- (3) Any available drug counseling, rehabilitation, and employee assistance programs
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement
- (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

Check [] if there are workplaces on file that are not identified here.

Grantees Who Are Individuals

As required by Section 8355 of the *California Government Code* and the Drug-Free Workplace Act of 1988, and implemented at 34CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction to every grant officer or designee, in writing, within 10 calendar days of the conviction. Notice shall include the identification number(s) of each affected grant. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant: Berkeley Unified School District

Name of Program:

Printed Name and Title of Authorized Representative:

Signature: _____ Date: _____

CDE-100DF Aug-2005

CERTIFICATION REGARDING LOBBYING

Applicants must review the requirements for certification regarding lobbying included in the regulations cited below before completing this form. Applicants must sign this form to comply with the certification requirements under *34 Code of Federal Regulations (CFR) Part 82, "New Restrictions on Lobbying."* This certification is a material representation of fact upon which the Department of Education relies when it makes a grant or enters into a cooperative agreement.

As required by Section 1352, Title 31 of the *U.S. Code*, and implemented at *34CFR Part 82*, for persons entering into a grant or cooperative agreement over \$100,000, as defined at *34CFR Part 82, Sections 82.105 and 82.110*, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit [Standard Form - LLL, Disclosure Form to Report Lobbying](#), (revised Jul-1997) in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Name of Applicant:

Name of Program:

Printed Name and Title of Authorized Representative:

Signature: _____ Date: _____

ED 80-0013 (Revised Jun-2004)

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions.

This certification is required by the U. S. Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 *Code of Federal Regulations* Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Applicant: _____

Name of Program: _____

Printed Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

California Department of Education
Adult Education and Family Literacy Act P. L. 105-220

WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES

In addition to the General Assurances of the California Department of Education, the duly authorized agent of the applicant certifies that the applicant will comply with the following Workforce Investment Act Title II specific program requirements:

1. The duly authorized agent of the applicant agrees not to charge student tuition, fees, or other costs. Students will not be required to purchase any books and/or instructional supplies and materials needed for enrollment or participation in: Adult Basic Education (ABE), English as a Second Language (ESL), ESL Citizenship, Adult Secondary Education (ASE), Vocational Literacy, Family Literacy, or any programs funded for EL Civics (*Education Code §52612*).
2. The duly authorized agent of the applicant agrees to submit the following for approval by the CDE Adult Education Office:
 - a. Program Budgets by the due date specified in the Grant Award notification. For additional information, see the *Workforce Investment Act Title II, Adult Education and Family Literacy Act, Section 225, Section 231, and English Literacy and Civics Education, Program Reapplication Guidelines and Requirements 2008-09 (Workforce Investment Act of 1998, Title II §232)*
 - b. Memorandums of Understanding (MOUs) for cooperative arrangements for services (*EDGAR §80.37(a)(1-4) (b)(1-3), and Workforce Investment Act of 1998, Title II §232*).
3. The duly authorized agent of the applicant agrees to fulfill all data collection, surveys, and reporting requirements in an accurate and timely manner (*Workforce Investment Act of 1998, Title II §212 and 224(b), and California State Plan, Chapter 5*).
 - a. Data Foundation and Structure: The duly authorized agent of the applicant agrees to use the state's standardized policies and procedures for intake, placement, goal setting, and follow-up surveys. The agent agrees to implement an assessment and attendance tracking system using the Comprehensive Adult Student Assessment System (CASAS) and TOPSpro software for collecting student information. The duly authorized agent of the applicant agrees that students must attend a minimum of 12 hours before being considered as participating students (*National Reporting System (NRS) Implementation Guidelines, Chapter 1. NRS Measures*) .

Note: The CDE will provide TOPSpro software, assessment materials, and staff training to all funded agencies free of charge. If your agency does not use TOPSpro, your data system must be capable of producing all data elements included in TOPSpro and in the same sequence as the TOPSpro reports (Workforce Investment Act of 1998, Title II Sec. 212 and 224(b), and California State Plan, Chapter 5.0).
 - b. Data Collection, Verification, Analysis, and Reporting: The duly authorized agent of the applicant agrees to have staff with clear responsibility for data collection, data entry, attestation, and procedures for correcting errors and resolving missing data. The duly authorized agent of the applicant agrees to use student data for program management and improvement such as evaluating learning gains, teacher performance, and meeting student needs.

WORKFORCE INVESTMENT ACT TITLE II SPECIFIC ASSURANCES (continued)

4. Professional Development: The duly authorized agent of the applicant agrees to train staff that will be responsible for general NRS requirements including assessment and follow-up policy procedures, and student goal-setting. Staff must receive training on data entry and collection procedures, interpreting reports, the process and ability to conduct follow-up surveys, and data matching procedures.
- The duly authorized agent of the applicant agrees to use not less than 95 percent of its approved funds for carrying out adult education and literacy activities. The remaining amount, not to exceed 5 percent, shall be used for planning, administration, personnel development, and interagency coordination. In cases where the cost limits are too restrictive to allow for adequate planning, administration, personnel development, and interagency coordination, the CDE will negotiate with the agency an adequate level of funds to be used for non-instructional purposes. *(Workforce Investment Act of 1998, Title II, Section 233; Code of Federal Regulations, Title 34, Part 461, Section 461.40).*
 - *The duly authorized agent of the applicant, if not previously funded with WIA Title II funds agrees to meet state imposed program participation criteria that include, but are not limited to, attendance at CDE-sponsored training related to CASAS, budget development, and program development (California State Plan 6.1.13).*
 - *The duly authorized agent of the applicant agrees to document procedures and guidelines pertaining to their standardized assessment practices. Adult literacy providers may use the Workforce Investment Act Title II Adult Education and Family Literacy Act Assessment Policy Guidelines as the policy foundation, in conjunction with Test Administration Manuals, CASAS Administration Manual for California, and regional training workshops to provide a basis for development of local procedures, guidelines, and implementation practices.*

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and requirements. It is also understood that failure to comply will result in withholding or forfeiture of Workforce Investment Act Title II funding.

Name of Applicant: _____

Name of Program: _____

Printed Name and Title of Authorized Representative:

Signature: _____ Date: _____

I. Grants, Signatures, and Contacts

A. Superintendent/CEO Certification

CERTIFICATION: I hereby agree to comply with all applicable state and federal rules and regulations, and program guidelines and requirements. I certify that to the best of my knowledge, the information contained in this application is correct and complete, and that the attached assurances are accepted as the basic conditions in the operations of this project/program for local participation and assistance.

I have read the Program Reapplication Guidelines and Requirements for 2008-09.

Superintendent/CEO:	William Huyett		
	<i>Signature:</i>		
Title:	Superintendent Berkeley Unified School District		
Telephone:	510 644-6130		
Mailing Address:	2134 Martin Luther King, Jr. Way Berkeley, CA 94704-1180		
Email:	mkirkpat@bas.berkeley.net		
	County	District/Vendor Code	Charitable Trust No. (for CBOs only)
	01	61143	
*The correct Charitable Trust number and District/Vendor code must be provided for the application to be accepted. If necessary, call the Office of the Attorney General at (916) 445-2021 or 445-2022 for verification.			
My agency is a(n):	District		
Indicate your governance method:	School Board		
If you chose "Other" as your governance method above, please specify:			

B. Program Area Contacts

Title	First name	Last name	Email	Phone
Additional Administrative Personnel				
Adult Education Director	Margaret	Kirkpatrick	mkirkpat@bas.berkeley.net	(510) 644-6130
Administrative Assistant	Myretta	Whitaker	myretta_whitaker@berkeley.k12.ca.us	(510) 644-6130
Fiscal/Budget Administrator	Michael	Willson	michael_willson@berkeley.k12.ca.us	(510) 644-6130
Categorical Program Monitor (CPM)	Joan	Lehman	joan_lehman@berkeley.k12.ca.us	(510) 644-6130
Data Accountability Coordinators				
Enrollment/Attendance	Joan	Lehman	jlehman@bas.berkeley.net	(510) 644-8964
J18/19-A Coordinator	Margaret	Kirkpatrick	mkirkpat@bas.berkeley.net	(510) 644-8960
A22 Course Approval Coordinator	Margaret	Kirkpatrick	mkirkpat@bas.berkeley.net	(510) 644-8960
TOPSpro Coordinator	Joan	Lehman	jlehman@bas.berkeley.net	(510) 644-8964
CASAS Coordinator	Joan	Lehman	jlehman@bas.berkeley.net	(510) 644-8964
Curriculum Coordinators				
ABE Coordinator	Margaret	Kirkpatrick	mkirkpat@bas.berkeley.net	(510) 644-8960
ASE Coordinator	Margaret	Kirkpatrick	mkirkpat@bas.berkeley.net	(510) 644-8960
ESL Coordinator	Joan	Lehman	jlehman@bas.berkeley.net	(510) 644-8964
CTE Coordinator	Tom	Orput	torput@bas.berkeley.net	(510) 644-8973
Additional Program Coordinators				
WIA II - 231 Coordinator	Margaret	Kirkpatrick	mkirkpatrick@bas.berkeley.net	(510) 644-8960
WIA II - 225 Coordinator				
WIA II - EL Civics Coordinator	Joan	Lehman	jlehman@bas.berkeley.net	(510) 644-8964
WIA Title I Coordinator				
CALWorks	Margaret	Kirkpatrick	mkirkpat@bas.berkeley.net	
Innovation Program Coordinator				
Carl Perkins Coordinator	Tom	Orput	torput@bas.berkeley.net	(510) 644-8973
CBET Coordinator	Margaret	Kirkpatrick	mkirkpat@bas.berkeley.net	(510) 644-8960
Even Start Coordinator				

C. Program Administration

Main School/Site:	Berkeley Adult School
Principal/Director:	Name: Margaret Kirkpatrick Title: Telephone: 510 644-8960 Email: mkirkpat@bas.berkeley.net
Vice/Asst Principal:	Name: Joan Lehman Title: Telephone: 510 644-8964 Email: jlehman@bas.berkeley.net
Mailing Address:	1702 San Pablo Avenue Berkeley, CA 94702-1765

D. Funding Requested

Special Note: For the 2008-09 program year, agencies will be permitted to use their funding in all program focus areas within a Resource Code category already approved for the 2007-08 program year. An agency that is currently funded in one program focus area within a resource code will be automatically authorized in all program focus areas under that resource code. Agencies will be able to claim all payment points earned for all program focus areas under that resource code.

Agencies will not be permitted to apply for any new resource code areas not currently approved.

For information on specific program focus areas, refer to the [Program Reapplication Guidelines and Requirements for 2008-09](#).

Funding Source	Resource Code	Program Focus Area	2007-08 Funding Status	2008-09 Applying for
Section 225	3940	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational ESL (VESL) Adult Secondary Education (ASE) Vocational Adult Basic Education (VABE) General Education Development (GED)	No	No
Section 231	3905	Adult Basic Education (ABE) English as a Second Language (ESL) Vocational English as a Second Language (VESL) Vocational Adult Basic Education (VABE)	Yes	Yes
		ESL-Citizenship <i>NOTE: You may apply for EITHER Section 231-ESL-Citizenship OR EL Civics-Citizenship Preparation, but not both.</i>	No	No
	3912	Family Literacy	No	No
EL Civics	3926	Adult Secondary Education (ASE) General Education Development (GED)	Yes	Yes
		Civic Participation Citizenship Preparation <i>NOTE: You may apply for EITHER Section 231-ESL-Citizenship OR EL Civics-Citizenship Preparation, but not both.</i>	Yes	Yes

II. Additional Program Information

A. Statewide and Local Program Level Completion

The California Department of Education (CDE) is required to annually negotiate with the U. S. Department of Education (ED) statewide performance goals for each of the 12 educational functioning levels included in the National Reporting System (NRS) for Adult Education. The performance goals project what percentage of all learners, who meet the NRS reporting requirements, will make an educational gain equal to completing a program level during the year. Completion of a level is determined by the learner's completed TOPSpro Entry record, Update record, CASAS pretest score, and CASAS post-test score.

At the end of each program year, the state's performance is reported (in Federal Table 4) to the ED. The ED compares California's performance to the previously negotiated goals and to the performance of other states.

To negotiate the performance goals of California funded agencies, the CDE uses the latest available aggregated performance data of all NRS eligible learners within each of the educational functioning levels. For example, in February 2008, the CDE used the performance of all NRS eligible learners for the 2006-07 program year to negotiate the performance goals for 2008-09.

Since the CDE uses aggregated eligible adult learner data from all WIA Title II funded local agencies to set the annual performance goals, it is important for all funded local agencies to review their own agency's performance and compare it to the statewide performance. This comparison will provide information about how well the agency is performing against the statewide average and assist CDE Consultants and agency staff in targeting areas of program improvement that can result in increased learner performance.

Educational Functioning Level	California Federal Table 4 Program Year 2006-07		Applicant Agency Federal Table 4 Program Year 2006-07	
	Performance Goal	Percentage Completing Level	Percentage Completing Level	Comparison to State Goal
ABE Beginning Literacy	26%	27.30%	33.33 %	9.13
ABE Beginning Basic Education	44%	40.00%	0.00 %	-41.40
ABE Intermediate Low	38%	34.10%	28.57 %	-4.88
ABE Intermediate High	31%	25.80%	0.00 %	-27.40
ASE Low	26%	15.40%	8.15 %	-13.38
ASE High	27%	25.20%	50.00 %	25.24
ESL Beginning Literacy	40%	41.00%	45.63 %	5.56
ESL Beginning Low	34%	29.70%	39.23 %	4.94
ESL Beginning High	34%	47.30%	36.93 %	2.64
ESL Intermediate Low	44%	43.50%	35.02 %	-8.27
ESL Intermediate High	44%	42.00%	34.86 %	-7.42
ESL Advanced	23%	19.10%	17.55 %	-4.11

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: March 12, 2008
SUBJECT: Position of Program Supervisor of Extended Learning

BACKGROUND INFORMATION

The Board approved the new position of a Program Supervisor of Extended Learning for 2008-09 on January 23, 2008. Staff is now proposing that the District open this position immediately rather than waiting until July 1st, as there is a need to plan now for summer programs as well as next year. Funding for the position is available through the Early Childhood Education budget, which includes Extended Day Care, so this will not have an impact on the General Fund. The position will be supervised by the Principal on Special Assignment through the end of this school year.

POLICY/CODE

Ed Code 35161, 8460

FISCAL IMPACT

A cost of \$40,930 from the General Childcare Grant

STAFF RECOMMENDATION

Approve the Position of Program Supervisor of Extended Learning for the remainder of the 2007-08 school year.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: March 12, 2008
SUBJECT: Overnight Field Trip Ratification and Requests

BACKGROUND INFORMATION

The following field trip ratification is being presented:

CIF NorCal/State Basketball Championship Play-Offs, Sacramento, California, March 7-8, 2008

Approve participation of fifteen (15) members of the Girls Basketball Team, one (1) teacher, and six (6) other adults from Berkeley High School on a two-day, one-night trip to Sacramento, California. The group is scheduled to depart at 5:00 p.m. on Friday, March 7, and return at 3:00 p.m. on Saturday, March 8, 2008. The BHS Girls Basketball Team recently qualified to participate in this level of championship play, and the game is being played at the Arco Arena in Sacramento on Saturday morning. Students will be transported by their parents and will sleep at the Residence Inn, Sacramento. Student Body Funds and the Berkeley High Athletic Fund will cover the \$1,500 total cost of the trip. No student will be denied access based on ability to pay. Requested by Pasquale Scuderi, Vice Principal – Berkeley High School.

The following field trip requests are being made:

Next Generation Jazz Festival, Monterey, California, April 4-5, 2008

Approve participation of five (5) 11th and 12th grade BHS Jazz Ensemble students, one (1) teacher, and six (6) other adults from Berkeley High School on a two-day, one-night trip to Monterey, California. The group will depart at 2:00 p.m. on Friday, April 4, and will return at 10:00 p.m. on Saturday, April 5, 2008. BHS Jazz Ensemble was competitively selected from a statewide competition and has been invited to perform live at Monterey's Next Generation Jazz Festival. Students will sleep in gender specific hotel rooms in downtown Monterey. Pending approval, hotel arrangements will be made at a later date. Parents will provide individual transportation for their students. Fundraising efforts and grants will cover the \$600.00 total cost of the trip. No student will be denied access based on ability to pay. Requested by Vernon Walton, Vice Principal – Berkeley High School.

Long Beach Invitational Regatta, Long Beach, California, April 18-20, 2008

Approve participation of sixty-five (65) students on the boys' and girls' varsity, junior varsity and novice crew teams, six (6) teachers, and ten (10) other adults from Berkeley High School on a three-day, two-night trip to Long Beach, California. The group is scheduled to depart Friday, April 18, at 6:00 a.m. and will return at 9:00 p.m. on Sunday, April 20, 2008. The trip will afford the crew teams the opportunity to participate in athletic competition in the Long Beach Invitational Regatta. The boys' crew team will sleep at the Holiday Inn Long Beach Airport and the girls' crew team will sleep at the Guesthouse Inn. Transportation between Berkeley and Long Beach will be by charter bus. Students' families will provide funds for the \$230.00 per student cost. No student will be denied access based on ability to pay. Requested by Vernon Walton, Vice Principal – Berkeley High School.

University of Nevada, Reno, Nevada, April 25-26, 2008

Approve participation of twenty-two (22) 11th and 12th grade BHS Jazz Ensemble students, one (1) teacher, and four (4) other adults from Berkeley High School on a two-day, one-night trip to the Reno Jazz Festival, Reno, Nevada. The group will depart at 9:00 a.m. on Friday, April 25, and will return at 10:00 p.m. on Saturday, April 26, 2008. The BHS Jazz Ensemble has been invited to participate in this regional musical competition of high school and college students at the University of Nevada. Students will sleep in gender specific hotel rooms in downtown Reno – pending approval, hotel arrangements will be made at a later date. North Bay Charters, a district approved bus company, will provide transportation. Fundraising efforts and grants will cover the \$4,130.00 total cost of the trip. No student will be denied access based on ability to pay. Requested by Vernon Walton, Vice Principal – Berkeley High School.

POLICY/CODE

Education Code 35330

Board Policy 6153

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

Approve and ratify 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 (CBO)
DATE: March 12, 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 Prodek, Inc. to provide recap playground surface at Malcolm X School. The cost will not exceed \$23,250. To be paid from Measure BB. Requested by Steve Collins.
- 2 ITS Enterprises, Inc. to provide construction inspection services for the Martin Luther King Gym Alterations Project. The cost will not exceed \$18,500. To be paid from the Bond Fund. Requested by Lew Jones.
- 3 Inspection Services, Inc. to provide testing and inspection services for the Pre-K Facilities Construction Project. The cost will not exceed \$33,096. To be paid from the Bond Fund. Requested by Lew Jones.
- 4 Increase in contract, PO 80054, to Ford Graphics to provide document reproduction services for construction projects. The original purchase order in the amount of \$9,000 was issued on July 30, 2007. The additional amount requested is \$6,000 for a total amount of \$15,000. To be paid from Bond Fund. Requested by Lew Jones.

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: Lew Jones, Director of Facilities
DATE: March 12, 2008
SUBJECT: Approve a Contract with NICA DMT, Incorporated to Demolish the LeConte Portable

BACKGROUND INFORMATION

On September 5, 2007, the Board approved a project to demolish the LeConte portable and to blacktop the area where the portable now sits. On February 28th, twelve bids were received. We are recommending award of the contract to the low bidder. The market for demolition contractors is extremely favorable and the low bid is well below budget

POLICY/CODE

Public Contract Code 20110 – 20118.

FISCAL IMPACT

Cost to be paid from the Bond Fund.

STAFF RECOMMENDATION

Approve NICA DMT, Incorporated to demolish the LeConte portable in the amount of \$29,533.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 08-37

Authorization to Award Contract for Portable Building Removal at LeConte Project 818.0801

WHEREAS, in accordance with Uniform Public Construction Cost Accounting procedures, bids were solicited for Portable Building Removal at LeConte Project 818.0801. Bids were opened on February 28, 2008 at 3:00pm, and the following 12 bids were received and deemed qualified:

CONTRACTOR	BASE BID
NICA DMT, Livermore	\$29,533
VEM General Eng, Hayward	\$35,200
Ferma Corp, Mt View	\$38,500
R.V. Stich, Richmond	\$39,990
CST Environmental, Brea	\$47,800
Parc Svc, Livermore	\$49,541
Rodan Builders, Belmont	\$51,917
Cal Inc, Vacaville	\$61,500
Alarcon Bohm, Oakland	\$61,723
LVI Svc., Hayward	\$66,500
Zaccor, Alameda	\$74,500
Thomas Eychner Co., San Pablo	\$80,860

WHEREAS, NICA DMT is the lowest bidder and is deemed to be responsive, responsible and qualified to complete the work according to the specifications in project number 818.0801 documents;

NOW, THEREFORE, BE IT RESOLVED that the bid of NICA DMT, for the Base Bid in the amount of \$29,533 be accepted; and the Deputy Superintendent and/or Purchasing Agent of this Board are hereby authorized to enter into a contract with said bidder for said amount in accordance with law.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 12th day of March 2008.

AYES:

NOES:

ABSENT:

ABSTAIN:

William Huyett, Superintendent
Secretary of the Board of Education
Berkeley Unified School District

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: March 12, 2008
SUBJECT: Approve the Advertisement to Solicit Bids for the Painting and Floor Covering Projects at John Muir and LeConte Schools

BACKGROUND INFORMATION

The Board approved proceeding with a project to repaint and replace floor coverings at John Muir and LeConte Schools on September 24, 2007. The project is now ready to be bid.

Staff is required to notify the Board when bids are being solicited. Approving the attached resolution will permit the District to solicit bids for the project.

POLICY/CODE

California Public Contract Code 20110- 20118.

FISCAL IMPACT

The projects are recommended to be funded in the Deferred Maintenance Fund.

STAFF RECOMMENDATION

Approve the advertisement to solicit bids.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 08-38

Authorization to Advertise For Bids

818.0802 – Paint and Floor Covering @ John Muir and LeConte Schools

WHEREAS, in the judgment of the Board of Education of the Berkeley Unified School District of Alameda County, it is necessary to secure all labor, engineering, materials, equipment and services required for John Muir and LeConte Schools Paint and Floor Covering 818.0802 all in accordance with the plans and specifications prepared by and on file in the Berkeley Unified School District Facilities Planning Office; plans and specifications are hereby approved and adopted.

NOW, THEREFORE, BE IT RESOLVED that the general prevailing rates of wages determined by the Director of the California Department of Industrial Relations, in accordance with Labor Code Section 1770, shall be the general prevailing rates of per diem wages for each craft or type of worker or mechanic needed to execute this contract; and

BE IT FURTHER RESOLVED, that the Board authorizes and the Deputy Superintendent and/or Purchasing Agent are hereby authorized to advertise for proposals for the completion of this work in accordance with the law by publishing the Notice to Contractors in a newspaper of general circulation in the District.

PASSED AND ADOPTED by the Board of Education of the Berkeley Unified School District this 12th day of March, 2008 by the following called vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

William Huyett - Superintendent
Secretary, Board of Education
Berkeley Unified School District

Public Contract Code: 20111
Board Policy: 3310