

**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, April 9, 2008

Call to Order The Presiding Officer will call the Meeting to Order at **6:30 pm**, recess to Closed Session at **6:35 p.m.** and reconvene in Public Session by **7:30 p.m.**

Roll Call

Members Present:

John T. Selawsky, President
Nancy Riddle, Vice President
Joaquin J. Rivera
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. 0708-17-022094
- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal /Release/Evaluation
- 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 April 9, 2008

Teaching and Learning

Patricia Saddler, Principal of Rosa Parks Elementary School: Visual Thinking Strategies (VTS)

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.

	PAGE
<u>Personnel Services</u>	
2.1-C Approval of Personnel Report	<u>Staff Recommendation:</u> Approve Personnel Report No. 08-08 8
2.2-C Approval of Contract with Koff & Associates	<u>Staff Recommendation:</u> Approve staff's recommendation to contract with Koff & Associates to provide a total compensation study of all classified positions 14
<u>Educational Services</u>	
3.1-C Approval of Overnight Field Trips	<u>Staff Recommendation:</u> Approve the overnight field trips consistent with District policies and instructional programs 15
3.2-C Approval of Summer School 2008	<u>Staff Recommendation:</u> Approve plans for Summer school 2008 16
3.3-C Approval of Rosa Parks After School Program	<u>Staff Recommendation:</u> Approve addendum to MOU with Rosa Parks School Collaborative and Lifelong Medical Care to reflect an increase in funding 18
3.4-C Approval of Adult School Three Year WASC Report	<u>Staff Recommendation:</u> Approve the 2005-2008 Berkeley Adult School WASC Three Year Report 22
3.5-C Approval of Community-Based English Tutoring (CBET) Program Application Form, Fiscal Year 2008-2009	<u>Staff Recommendation:</u> Approve the certification of the Community-Based English Tutoring (CBET) Program Application Form, Fiscal Year 2008-2009 29
<u>Business Services</u>	
4.1-C Approval of Contracts and Purchase Orders	<u>Staff Recommendation</u> Authorize the Purchasing Manager or Deputy Superintendent to execute contracts and purchase orders 34

Facilities Services

5.1-C Approval of Contract with Doupnik	<u>Staff Recommendation:</u> Approve award of piggyback contract to Doupnik for BHS Portables	35
5.2-C Approval to Advertise to Add Classrooms at BHS	<u>Staff Recommendation:</u> Approve advertisement to add four classrooms to BHS	36
5.3-C Approval to Hire Oxbridge Development	<u>Staff Recommendation:</u> Approve Oxbridge Development to provide property consulting services	38
5.4-C Approval to Award Installation of Sound System at Donahue Gym	<u>Staff Recommendation:</u> Approve award of the installation of a sound system at the Donahue Gym at BHS	39

ACTION ITEMS

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

Personnel Services

8:15 PM

Open Public Hearing on Item 2-1-A

Close Public Hearing on Item 2.1-A

2.1-A UBA New Contract Proposals	<u>Staff Recommendation:</u> Allow public comment, approve the request to negotiate and direct staff to establish parameters to negotiate with UBA pending submission of the District's responses and proposals for public review and approval by the Board	42
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8:20 PM

Open Public Hearing on Item 2-2-A

Close Public Hearing on Item 2.2-A

2.2-A Local 21 Contract Proposals	<u>Staff Recommendation:</u> Allow public comment, approve the request to negotiate and direct staff to establish parameters to negotiate with Local 21 pending submission of the District's responses and proposals for public review and approval by the Board	45
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Business Services

4.1-A Allocation of the Impound Account for the Special Taxes (Measure B of 1994; Measure B of 2004; Measure BB of 2000)	<u>Staff Recommendation:</u> Approve the allocation of the Impound Account for the Special Taxes (Measure B of 1994; Measure B of 2004; Measure BB of 2000)	47
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CONFERENCE ITEM

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

Educational Services

3.1-CF BSEP Planning and Oversight Committee and School Governance Council Bylaws, Second Reading"	<u>Staff Recommendation:</u> Review changes to the P&O Bylaws and approve sections that are appropriate	49
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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.

Facilities Services

8:30 pm 5.1-I Berkeley High School Charette Report	<u>Staff Recommendation:</u> Accept the BHS Charette Report as information	81
5.2-I Facilities Construction Financial Update	<u>Staff Recommendation:</u> Receive and accept Facilities Construction Financial update as information	126
5.3-I Maintenance Standards	<u>Staff Recommendation:</u> Receive and accept Maintenance Standards report as information	139

ADDITIONAL ACTION ITEM

Approve Minutes of 03-26-08

**EXTENDED PUBLIC TESTIMONY
ANNOUNCEMENTS**

2008 Board of Education Meeting Dates

April 23 May 14 May 28 June 11 June 25	August 20 September 10 September 24 October 22 October 29 November 12 December 10 - organizational
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ADJOURNMENT

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

Guidelines for Speakers

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

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

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

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

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

MISSION AND GOALS OF THE BERKELEY UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

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

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

VISION

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

PERFORMANCE GOALS

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lisa Udell, Ed.D. Assistant Superintendent, Human Resources
 Alan Levinson, Director, Classified Personnel
DATE: April 9, 2008
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 08-08
 Following is Human Resources Report 08-08 which reports details of personnel assignments, employment, and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>RESIGNATION</u>						
Seth Corrigan	Teacher	District	General Fund	1.00 FTE	4/11/08	
<u>ADULT SCHOOL TEACHER</u>						
Maitri Ratanasene	Teacher	Adult	Adult	\$33.65 Hrly	3/1/08	6/30/08
Ilona Sturm	Teacher	Adult	Adult	\$33.65 Hrly	3/1/08	6/30/08
<u>EXTRA DUTY - STIPENDS</u>						
Susan Jones (IB Workshop)	Teacher	BHS	Title II	NTE \$500.00	6/27/08	6/30/08
Leah Katz (BTSA Support)	Teacher	BHS	BTSA	NTE \$2,800.00	8/27/07	6/13/08
Matt Meyer (IB Workshop)	Teacher	BHS	Title II	NTE \$500.00	6/27/08	6/30/08
Ashley Milton (IB Workshop)	Teacher	BHS	Title II	NTE \$500.00	6/27/08	6/30/08
Leslie Tebbe ("Jacket" Advisor)	Teacher	BHS	General Fund	NTE \$1,401.00	3/12/08	6/13/08
Michael Weitz (IB Workshop)	Teacher	BHS	Title II	NTE \$500.00	6/27/08	6/30/08
Charles Wolff (IB Workshop)	Teacher	BHS	Title II	NTE \$500.00	6/27/08	6/30/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>MATERNITY LEAVE OF ABSENCE WITH 50% PAY</u>							
Atillah Reese	Instructional Tech. (After School)	Malcolm X	After School	34/5	.53 FTE \$17.58 hr	3/11/08	3/28/08
<u>FAMILY MEDICAL LEAVE OF ABSENCE WITH PAY</u>							
Craig Davis	Food Service Assistant	Willard	Child Nutrition	26/5	.87 FTE \$14.15 hr	3/5/08	3/25/08
<u>EXTENDED SICK LEAVE WITH 50% PAY</u>							
Wiley Carter	School Bus Driver	Transportation	Transportation	42/5	1.0 FTE \$21.03 hr	3/5/08	3/14/08
Craig Davis	Food Service Assistant	Willard	Child Nutrition	26/5	.87 FTE \$14.15 hr	3/26/08	3/28/08
Kathy Kramer	Instructional Assistant (Special Education)	Longfellow	Special Ed.	31/5	.80 FTE \$16.31	3/11/08	4/18/08
<u>PROBATIONARY</u>							
Michael Brown	Instructional Tech. (After School)	Cragmont	21 st Century	34/1	.47 FTE \$14.41 hr	2/27/08	10/26/08
Arthur McCurdy	Maintenance Engineer	Maintenance	Maintenance	54/1	1.0 FTE \$23.23 hr	3/17/08	9/16/08
Stephanie Weiger	Instructional Tech. (After School)	Willard	LRN SAFE	34/1	+ .23 FTE \$14.41 hr	3/3/08	4/4/08
<u>PROVISIONAL</u>							
Amanda Hall-Jackson	Instructional Tech. (After School)	King	LRN SAFE	34/1	.53 FTE \$14.41 hr	2/27/08	5/26/08
Evelyn Hernandez	Instructional Tech. (After School)	Washington	21 st Century	34/1	.53 FTE \$14.41 hr	2/22/08	5/21/08
Kulele Owens	Instructional Tech. (Visionaries)	King	LRN SAFE	34/1	.53 FTE \$14.41 hr	1/14/08	4/13/08
Jason Walker	Instructional Tech. (After School)	Arts Magnet	21 st Century	34/1	.40 FTE \$14.41 hr	2/27/08	5/26/08
Tenneil Walker	Instructional Tech. (After School)	Le Conte	21 st Century	34/1	.53 FTE \$14.41 hr	2/11/08	5/10/08
<u>AVAILABLE SUBSTITUTES</u>							
Taisha Gatlin	Food Service Assistant	All District	Child Nutrition	26/1	NTE 7.5 hrs/day \$11.91 hr	1/28/08	6/13/08
Homer Martin	Food Service Assistant	All District	Child Nutrition	26/1	NTE 7.5 hrs/day \$11.91 hr	2/1/08	6/13/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Kaine McKinney	Food Service Assistant	All District	Child Nutrition	26/1	NTE 7.5 hrs/day \$11.91 hr	1/28/08	6/13/08
<u>TEMPORARY/HOURLY/LIMITED TERM</u>							
Julie Batsel	Instructional Specialist (Enrichment Program)	King	BSEP	51/1	2 hrs/wk \$21.96 hr	1/29/08	5/30/08
Ethleen Coaxum	Instructional Assistant	Berkeley High	BSEP	29/1	70 total hrs \$12.75 hr	1/9/08	6/13/08
April Edwards	Instructional Assistant	Berkeley High	BSEP	29/1	70 total hrs \$12.75 hr	1/9/08	6/13/08
Diana Fuerte	Tutor-Specialty (Bilingual)	Le Conte	EIA LEP	31/1	12 hrs/wk \$13.38 hr	2/25/08	6/13/08
Antonio Herera	Tutor-Specialty (EDP)	Longfellow	After School	31/1	10 hrs/wk \$13.38 hr	11/29/07	6/13/08
Jesse Stevenson	Noon Director	Cragmont	General Fund	N/A	10 hrs/wk \$11.91 hr	8/29/07	6/13/08
Oliver Suttice	Intramural Director	Malcolm X	General Fund	N/A	180 total hrs \$11.91 hr	8/29/07	6/13/08
Oliver Suttice	Instructional Tech. (After School)	Malcolm X	LRN SAFE	34/3	30 total hrs \$15.90 hr	11/30/07	6/13/08
Deandre Swygert	Instructional Tech. (After School)	Cragmont	21 st Century	34/1	10 hrs/wk \$14.41 hr	8/29/07	6/13/08
Deandre Swygert	Noon Director	Cragmont	General Fund	N/A	135 total hrs \$11.91 hr	11/1/07	6/13/08
James Taylor	School Safety Officer	Adult School	Adult School	44/1	25 hrs/wk \$18.10 hr	11/13/07	3/13/08
Robert Taylor	Instructional Tech. (After School)	King	After School	341/1	15 total hrs \$14.41 hr	10/1/07	6/13/08
Kidane Tesfai	Instructional Tech. (After School)	King	After School	341/1	15 total hrs \$14.41 hr	10/1/07	6/13/08
William Tian	Tutor-Specialty (ELL)	Berkeley High	BSEP	31/1	20 hrs/wk \$13.38 hr	11/6/07	6/13/08
Alexandro Torres	Tutor-Specialty (Work Study)	Berkeley High	BSEP	31/1	20 hrs/wk \$13.38 hr	10/5/07	6/13/08
Dung Tran	Tutor-Specialty (Work Study)	Longfellow	SCH LIB	31/1	11 hrs/wk \$13.38 hr	8/28/07	5/16/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Christine Trowbridge	Instructional Tech. (After School)	Oxford	After School	34/1	10 hrs/wk \$14.41 hr	8/29/07	6/13/08
Brenna Turman	Instructional Specialist (Cooking)	Le Conte	Calif. Nut. Network	51/1	2 hrs/wk \$21.96 hr	11/1/07	6/13/08
Shalah Turner	Tutor-Specialty (EDP)	Longfellow	SCH LIB	31/1	20 hrs/wk \$13.38 hr	10/15/07	5/24/08
Andrew Valley	Instructional Tech. (After School)	Thousand Oaks	21 st Century	34/1	7.5 hrs/wk \$14.41 hr	2/11/08	6/13/08
Christine Van Ruiten	Instructional Tech. (After School)	Longfellow	After School	34/1	5 hrs/day \$14.41 hr	12/18/07	6/13/08
Michael Vaughn	Instructional Tech. (After School)	Willard	LRN SAFE	34/1	10 hrs/wk \$14.41 hr	8/25/07	6/13/08
Alex Vieira	Tutor-Specialty (EDP)	Longfellow	21 st Century	31/1	9 hrs/wk \$13.38 hr	10/16/07	6/13/08
Khiem Vo	Tutor-Specialty (UCB)	Washington	After School	31/1	20 hrs/wk \$13.38 hr	10/9/07	6/13/08
Tenniel Walker	Instructional Tech (After School)	Longfellow	LRN SAFE	34/1	6 hrs/wk \$14.41 hr	2/4/08	6/13/08
Claudia Waters	Instructional Assistant (ECE)	Rosa Parks	Child Care	29/5	6 hrs/day \$15.53 hr	1/2/08	1/4/08
James Watkins	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	6 hrs/wk \$8.00 hr	10/1/07	5/31/08
Reed Wagner	Student Worker	Berkeley High	General Fund	N/A	10 hrs/wk \$8.00 hr	8/1/07	6/30/08
Destiny Walker	Tutor-Specialty (Math)	Berkeley High	BSEP	31/1	20 hrs/wk \$13.38 hr	8/29/07	6/13/08
Jeffrey Weeks	Student Worker	Berkeley High	General Fund	N/A	10 hrs/wk \$8.00 hr	8/1/07	6/30/08
Yvette Whiten	Instructional Tech. (After School)	Longfellow	Title I	34/3	12 total hrs \$15.90 hr	11/30/07	6/13/08
Jenae Williams	Instructional Tech. (After School)	Longfellow	Title I	34/2	12 total hrs \$15.14 hr	11/30/07	6/13/08
Jonguisha Williams	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	6 hrs/wk \$8.00 hr	11/1/07	6/13/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
La Monica Williams	Noon Director	Cragmont	General Fund	N/A	10 hrs/wk \$11.91 hr	9/4/07	6/13/08
Quanisha Williams	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	10 hrs/wk \$8.00 hr	12/10/07	6/13/08
Rabia Williams	Instructional Tech. (After School)	Cragmont	21 st Century	34/1	10 hrs/wk \$14.41 hr	10/1/07	6/13/08
Nicole Williams	Instructional Tech. (After School)	Washington	21 st Century	34/3	20 hrs/wk \$15.09 hr	9/4/07	6/13/08
Sandra Wilson	Instructional Tech. (EDP)	Longfellow	LRN SAFE	34/1	16 hrs/wk \$14.41 hr	1/31/08	6/13/08
Khaledah Wright	Instructional Tech. (After School)	Le Conte	After School	34/2	6 hrs/wk \$15.14 hr	8/27/08	6/13/08
<u>STIPENDS</u>							
Cheryl Draper	Head Coach (Girls Basketball)	Berkeley High	General Fund	N/A	\$2248.00	11/7/07	4/1/08
Brooks Geiken	Coach (Track & Field)	King	21 st Century	N/A	\$600.00	3/21/08	5/30/08
Brian Guinn	Head Coach (Boys Basketball)	Berkeley High	General Fund	N/A	\$2248.00	11/1/07	3/30/08
Ron Harper	40% Assistant Coach (Boys Basketball)	Berkeley High	General Fund	N/A	\$829.20	11/1/07	3/15/08
Eugenio Juarez	Head Coach (Boys Soccer)	Berkeley High	General Fund	N/A	\$1489.00	11/1/07	2/15/08
John Leaks, Jr.	Coach 8 th Grade Boys Basketball)	King	21 st Century	N/A	\$600.00	12/18/07	2/29/08
Ernie Li	80% Assistant Coach (Girls Basketball)	Berkeley High	General Fund	N/A	\$1798.40	11/1/07	3/15/08
Mark Perrilliat	80% Assistant Coach (Boys Basketball)	Berkeley High	General Fund	N/A	\$1798.40	11/1/07	3/15/08
Medi Shafic	Coach (Soccer)	Longfellow	After School	N/A	\$600.00	12/1/07	4/1/08
Suzanne Sillett	Head Coach (Girls Soccer)	Berkeley High	General Fund	N/A	\$1489.00	11/1/07	2/15/08

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Rudy TCruz	Head Coach (Wrestling)	Berkeley High	General Fund	N/A	\$1970.00	11/1/07	3/15/08
Deandre Thompson	Assistant Coach (Girls Basketball)	Berkeley High	General Fund	N/A	\$1424.42	11/1/07	3/1/08
Vincent Trahan	Assistant Coach (Boys Basketball)	Berkeley High	General Fund	N/A	\$1348.80	11/1/07	3/15/08
Randolph Walker	Coach (Boys Basketball)	Willard	LRS SAFE	N/A	\$600.00	10/11/07	6/13/08
<u>WORKING EVENING SHIFT, DIFFERENTIAL, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u>							
Michelle Ferrell	Instructional Assistant (Special Education)	Arts Magnet	Special Ed.	31/5	+ 5% differential @ \$.81 hr	1/7/08	6/13/08

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BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: Alan Levinson, Director Classified Personnel
DATE: April 9, 2008
SUBJECT: Recommendation for Koff and Associates to Perform Total Compensation Salary Survey for Classified Positions

BACKGROUND INFORMATION

Phase I of the District's Classification Study was completed by Reward Strategy Group ("RSG") and RSG's findings and recommendations were presented to the Board on January 9, 2008. On that date, the Board accepted RSG's classifications and job descriptions with some minor revisions for the purposes of a market salary survey and directed staff to distribute a Request for Proposals to obtain a consultant to perform Phase II of the Study, which involves compensation. The District received five consultant proposals for the compensation portion of the study.

After careful review of the references, costs, and scope of each of the consultant's proposals by the Classification Study Advisory Committee, the Personnel Commission, and Administration, staff recommends that Koff and Associates ("Koff") be chosen to conduct the survey and, ultimately, prepare a final report to the Board on its recommendations for an overall salary plan, internal alignment adjusted for market salary findings and suggestions for implementation. Administration will work closely with Koff to choose the 10 - 12 comparable District's and/or other entities to be surveyed for purposes of the study, and have requested input from Advisory Committee members regarding same.

POLICY CODE

Education Code Sections 45160 and 45256.

FISCAL IMPACT:

Cost of the study not to exceed \$ 31,590

STAFF RECOMMENDATION:

Approve Staff's recommendation to contract with Koff and Associates to provide a total compensation study of all classified positions.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: April 9, 2008
SUBJECT: Overnight Field Trip Requests

BACKGROUND INFORMATION

The following overnight field trip requests are being made:

Kirby Cove Group Campground, Marin Headlands, CA, May 7-9, 2008.

Approve participation of twenty-two (22) fifth grade students, one (1) teacher and five (5) other adults from Jefferson Elementary School on a three-day, two-night field trip. The group will depart from Jefferson at 9:00 a.m. on Wednesday, May 7, and return at 2:00 p.m. on Friday, May 9, 2008. This field trip will enable students to deepen their understanding of the science curriculum regarding weather, astronomy, earth science and living systems. Students will also have the opportunity to build on the decision-making and leadership skills that have been promoted this year. Students will be provided gender specific camping accommodations. The total cost for this trip is \$2,000, and funding is being provided through student fundraising. No student will be denied access based on ability to pay. Requested by Maggie Riddle, Jefferson Principal.

Clem Miller Environmental Education Center, Point Reyes, CA, May 27-29, 2008.

Approve participation of thirty-nine (39) fifth grade students, two (2) teachers and six (6) other adults from John Muir Elementary School on a three-day, two-night field trip. The group will depart John Muir Elementary at 9:30 a.m. on Tuesday, May 27, and return at 2:30 p.m. on Thursday, May 29, 2008. This trip will offer students an environmental education program integrating their studies in science, social studies and language arts around the theme of food, health and the environment, as outlined in the Berkeley School Lunch Initiative. Students will sleep in gender specific cabins. The cost for this trip is \$120 per student, and funding is being provided through family donations and PTA. No student will be denied access based on ability to pay. Requested by Greg John, John Muir Principal.

POLICY/CODE

Education Code 35330
Board policy 6153

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: April 9, 2008
SUBJECT: 2008 Summer School Program

BACKGROUND INFORMATION

The summer school model proposed for 2008 is similar to the model implemented last year, with programs targeted to Special Education students and students not meeting grade level standards. It should be noted that since research indicates that the traditional summer school program is not particularly effective in increasing student achievement, many sites have offered interventions that are alternatives to summer school, such as Saturday School at King and night classes at BHS.

PRE-K BRIDGE PROGRAM

A summer program is being planned for the students entering Kindergarten in BUSD who have never attended a pre-school program. The five-week program (July 21 through August 22) will enroll 36 students and will be housed at Rosa Parks. The program will include parent trainings, health and dental screenings for students, and literacy support. Funding for this program will come from First 5 Alameda County.

ELEMENTARY SCHOOL (K-5)

An extended year is being planned at Cragmont, Rosa Parks and Malcolm X. Rosa Parks and Malcolm X are hosting an all-day full-summer program for students through the Extended Day Class Program (June 16 through August 22). This program includes both academic support and enrichment for students with meals provided by the City. Rosa Parks will also host the District's summer program for Special Education students whose I.E.P.s specify an extended year (June 18 through July 15). At Cragmont there will be a six-week (June 18 through July 25) all-day program that includes both academic support and enrichment for students. In all three of these K-5 programs, there will be an adult to student ratio that will allow more individual attention than can be provided during the regular school year.

MIDDLE SCHOOL (6-8)

All three middle schools will offer a four-week program from June 18 through July 15, 2008. The program will offer four hours of instruction daily in English and mathematics to students who have failed these courses during the school year as well as courses for Special Education and EL students. The programs should be fairly limited in size since the schools have offered alternatives to summer school during the regular school year.

HIGH SCHOOL (9-12)

The district has an obligation to provide the opportunity for students to make up credits needed for high school graduation, so Berkeley High School will offer the same program as it has in the past. In addition, there will be a separate program at BHS for Berkeley Technology Academy students. The six-week high school program (June 18 through July 25) is aimed at students not making satisfactory progress toward high school graduation. Courses required for graduation are offered for students who need to make up credits. Four and one half hours of instruction are provided daily, allowing students to take up to two semester courses.

POLICY/CODE

Education Code 37252

FISCAL IMPACT

The summer school programs will cost approximately \$350,000; student attendance will generate approximately \$300,000 in intervention funds, and site categorical funds will cover the additional \$50,000 costs.

STAFF RECOMMENDATION

Approve the 2008 Summer School Program.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: April 9, 2008
SUBJECT: Amendment to the Memorandum of Understanding with Lifelong Medical to Provide the Rosa Parks After School Program

BACKGROUND INFORMATION

The District has contracted with Lifelong Medical Care as the fiscal agent for the Rosa Parks School Collaborative to fund the Rosa Parks After School Program. The original Memorandum of Understanding (MOU), signed in August 2006, stipulates that the amount to be paid by the District for the after school program should not exceed \$175,000 annually. However, since that time, there have been increases in income to the District as a result of new funding from the state as well as increases in costs to run the after school program. The revised MOU will increase the annual amount the District will pay to Lifelong to \$207,000 for 2007-08 and 2008-09. All service requirements remain the same as in the original contract.

A copy of the MOU has been attached. Board approval of the revised MOU is required in order to modify the original contract.

POLICY/CODE

Public Contract Code 20111
Board Policy 3310

FISCAL IMPACT

An increased cost of \$32,000 annually in after school funds, offset by additional revenue

STAFF RECOMMENDATION

Approve the Amendment to the Memorandum of Understanding with Lifelong Medical to Provide the Rosa Parks After School Program.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Margaret Kirkpatrick, Principal, Berkeley Adult School
DATE: April 9, 2008
SUBJECT: Approval of Adult School Three-Year WASC Report

BACKGROUND INFORMATION

In the last WASC review in 2005, Berkeley Adult School received an award of six years of accreditation, with a three-year review. The three year review is scheduled for April 28, 2008. The expected outcome of this visit is a three-year term extension of the WASC accreditation.

The purpose of the visit is to review the progress Berkeley Adult School has made in responding to the critical areas of improvement and action plans identified in the original Visiting Committee Report. Berkeley Adult School has demonstrated considerable growth in the following areas of the action plans: communication, assessment, professional development, and counseling.

POLICY/CODE

Western Association of Schools and Colleges, *Focus on Learning*
Document

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept the 2005-2008 Berkeley Adult School WASC Three Year Report

**BERKELEY UNIFIED SCHOOL DISTRICT
BERKELEY ADULT SCHOOL**

**WASC THREE YEAR REPORT
2005-2008**

Berkeley Adult School
1701 San Pablo Avenue
Berkeley, California 94702

BOARD OF TRUSTEES

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Vice President Nancy Riddle
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District Superintendent
William Huyett

ADMINISTRATIVE STAFF

Margaret Kirkpatrick, Principal
Joan Lehman, Vice Principal
Tom Orput, Vice Principal

Introduction

A. General Description

Berkeley Adult School is located in Berkeley, California, which has a population of approximately 100,000. Berkeley has an unemployment rate of 3.6%, with the majority of workers in education and professional and scientific management.

The Adult School is impacted by the presence of the University of California, Berkeley, and many other highly regarded academic institutions located nearby, which draw students and their families who have additional educational needs served by Berkeley Adult School. In addition, Berkeley Adult School has a very rich ethnic diversity; over 50 countries are represented in the ESL program. Berkeley Adult School reflects the needs of the local community and students. ESL is the largest program at BAS, reflecting the large number of local residents who do not speak English at home. This number is also impacted by the large number of non-native English speaking residents who are drawn to the academic programs of U.C. Berkeley. The number of ADA served in ESL has remained relatively constant for the past several years.

The Adult School served the following populations during the 2006-2007 School Year:

Program	ADA	% of Total
ESL	706.96	39.6%
Older Adult	373.47	20.9%
CTE	269.53	15.1%
GED/ASE	225.03	12.6%
AWD	174.48	9.8%
ABE	28.73	1.6%
Citizenship	1.54	less 1%

Ethnic Groups

Black	25%
Hispanic	20%
White	20%
Asian	23%
Other	12%

In addition, in 2006-2007, Berkeley Adult School awarded 62 high school diplomas, 967 CTE Completion Certificates, and earned 2120 ESL and EL Civics benchmarks.

Berkeley Adult School is part of the Berkeley Unified School District, which is composed of 12 elementary schools, 3 middle schools, one high school, including Independent Study and Berkeley Alternative High School, and one adult school, with a district enrollment of almost 9,000 students.

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 the following strategies:

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

B. Follow up Process

The original committee preparing the WASC follow-up report was composed of Principal Margaret Kirkpatrick, Vice Principal Joan Lehman, and Vice Principal Tom Orput. The major recommendations deal with communications, staff development, [student leadership, counseling services, and exit level criteria](#). Administrative and teaching staffs for these areas of responsibility assumed the assignment of collecting work from the individual committees to document the school achievements in these areas.

Preliminary drafts were distributed to the Principal's Advisory Council and the entire staff for review and revision. The final WASC report was submitted to the Berkeley Unified School District Board of Trustees in March 2008 .

C. Significant Developments

Several significant developments have occurred since the last WASC review:

1. A new attendance/student records system, ASAP, has been implemented. One of the most important changes related to the system change is the addition of online attendance accounting by teachers.
2. A new vice principal, Tom Orput, has been added to the Berkeley Adult School staff, to replace June Johnson, who left the Adult School for health reasons in 2006.
3. A new ESL Orientation has been put in place, to ensure that all ESL students have an understanding of both the ESL program and Berkeley Adult School. Students document their goals and undergo placement testing.
4. Two part time counselors have been hired by the Adult School, one funded with federal WIA funds and one with Perkins Vocational funds. These counselors work with both students and staff to provide support services.
5. New computers and additional equipment in CTE computer labs.
6. Lights in the back parking lot, so that the lot can be kept open during the evening class hours.

MAJOR RECOMMENDATIONS

The committee Recommends:

1. Expand and improve communication to students, staff, teachers, and administrators through a variety of approaches.

Berkeley Adult School staff are finishing the third year of work on this Action Plan item. To date, we have put into place an email process for communicating with staff. We now send out monthly calendars, with activities, deadlines and notices. In addition, materials from meetings such as Funding Stream are made available to staff.

We have installed a “Suggestions” box in the main hallway, accessible to all students and staff. We also installed several bulletin boards so that communications can be posted in prominent places.

We have developed and are printing a newsletter, written by administrators and teachers, with stories highlighting news and features about students and staff.

We have developed and distributed a teacher handbook and are in the process of developing a student handbook.

We are continuing to improve the Website to make it more current and user friendly as well as improving the marketing of our programs.

We have new Berkeley Adult School banners going up on San Pablo Avenue, the main street in front of our school.

Several teachers now host websites for their classes, integrating the websites into their instruction. Training for setting up websites was offered at the January 2008 Staff Development Day, in order to encourage more teachers to incorporate technology into their classes.

2. Develop and implement ESL exit level criteria.

There is an ongoing committee composed of ESL teachers and an administrator working on these criteria.

Thus far, committees of ESL teachers have developed exit level criteria at the beginning, intermediate, and advanced levels. The next goal is to link these exit criteria with an exit demonstration or test. The goal is to complete these exit tests by the end of School Year 2008.

3. Design and implement a professional development plan to equip Berkeley Adult School to address changing and unique needs of students.

There is a Professional Development Committee that has been meeting intermittently for two years. The goal has been to look at two levels of professional development; the program level and the individual level. Each department will be given guidance to identify program needs and a list of resources to choose from. Presently Adult School provides three paid professional development days at the beginning of school and during semester break, and one staff meeting each month, by contract. More time can be made available by using grant funds targeted at professional development.

The Principal has recently developed two forms for teacher to use to identify individual professional development needs (forms attached). One form is a needs assessment, for teachers to evaluate their own level of competence and need to improve. This is a way for teachers to become reflective about their practice and more committed to providing for their own growth. The second form is a request for a Professional Development Project, which might include attending a workshop or conference, developing an inquiry question, working on a project, or becoming a mentor or coach. These forms were distributed to all teachers at the beginning of the 2007-08 school year and staff were encouraged to use them to improve their own practices. Funds for this will be available both through grants and use of carry over funds.

4. Design and implement a plan for a Student Leadership Team.

This action item has been one of the most difficult to put into place. It was not an item identified by the Berkeley Adult School Self Study Process and was not one of our original action items. When the visiting team talked to a small group of students these particular students felt that they wanted to play a bigger part in the daily life of the school and this action item was written. Unfortunately, this group of students have completed their Adult School education and we have been unable to identify another group of similarly motivated students or been able to develop activities or projects to activate new students in this area of school governance. However, one student group is developing for a Fall project of recycling paper with other possible projects emanating from the group. Our goal is to continue pursuing the possibilities of developing a Student Leadership Team.

5. Design and implement a plan to ensure BAS student access to services presently provided by the Life Skills Counselor (grant funded position ended at the end of School Year 2005).

Vice Principal Tom Orput and Principal Margaret Kirkpatrick were awarded a one time City of Berkeley grant for \$25,000 to provide counseling services for BAS students in school year 2007-08 along with \$12,000 from a BAS block grant for school year 2007-08. These services will include; referral to City services, information about housing and health resources, and crisis interventions.

In addition, Federal Adult Education funds have been set aside for an ESL counselor to supplement the limited time that the City of Berkeley funded counselor can devote to ESL students. Both of these counselors meet with students and provide information about resources.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Margaret Kirkpatrick, Principal, Berkeley Adult School
DATE: April 9, 2008
SUBJECT: Community-Based English Tutoring (CBET) Program
Application Form, Fiscal Year 2008-2009

BACKGROUND INFORMATION

Since 1998, the State Superintendent of Public Instruction has allocated funds to local agencies to provide English-language instruction to parents or other members of the community who pledge to provide personal English-language tutoring to California school children with limited-English proficiency. The amount of these funds is based on the Annual Language Census Report. Berkeley Unified School District has received approximately \$40,000 each year, and Berkeley Adult School administers the program, offering English as a Second Language classes to parents of elementary students at Rosa Parks and Washington Elementary Schools.

These funds are presently supporting a CBET Coordinator, providing books and instructional materials for classes at Rosa Parks and Washington Elementary Schools. Research demonstrates that literacy skills of children are strengthened when their parents are literate, and this program aims at raising the literacy of both the children and the parents.

POLICY/CODE

California Code of Regulations, Title 5, Education (5 CCR), Section 11305

FISCAL IMPACT

CBET grant funds of approximately \$40,000 will pay all costs. There is no impact on the general fund.

STAFF RECOMMENDATION

Approve the certification of the Community-Based English Tutoring (CET) Program Application Form, Fiscal Year 2008-2009.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent (CBO)
DATE: April 9, 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 Sports 4 Kids to provide a high quality, multi-faceted sports program during the school day and after school at LeConte Elementary for the 2007/08 SY. The cost will not exceed \$23,500. To be paid from After School Budget and BSEP Fund 4. Requested by Cheryl Wilson.
- 2 Sports 4 Kids to provide a high quality, multi-faceted sports program during the school day and after school at John Muir Elementary for the 2007/08 SY. The cost will not exceed \$23,500. To be paid from PTA Donation and BSEP Fund 4. Requested by Greg John.
- 3 Bay Area Community First to provide the Youth Support Program for tutoring and mentoring of 100 students for the 2007/08 SY at Willard Middle School. The cost will not exceed \$20,000. To be paid from BSEP Fund 4. Requested by Robert Ithurburn.
- 4 Nelson & Associates to provide temporary payroll processing support for vacant payroll specialist position in the Payroll Department for the period Feb 25, 2008 to June 30, 2008. The cost will not exceed \$22,810. To be paid from General Fund Budget. Requested by Pauline Follansbee.

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: April 9, 2008
SUBJECT: Piggyback Bid for Berkeley High School Portables

BACKGROUND INFORMATION

On January 9, 2008, the Board approved a project to place six portables and a restroom at Berkeley High School. Project staff met with the High School staff and reviewed several potential portable manufacturers. The consensus choice was Gary Doupnik Manufacturing, Incorporated.

These portables were bid and awarded by Western Placer Unified School District on December 6, 2005 under Consent Agenda 5.4. The bid was extended by that agency on November 6, 2007 under Consent Agenda 3.5. The award and the extension permit other public entities to utilize the unit price bids without otherwise advertising for bids.

The piggyback bid includes unit prices for casework and other minor changes to the portables. A few of the final choices are still being made, so an exact figure is not yet determined. Staff is requesting that the Board approve a total not to exceed \$400,000 to purchase the portables and the built-in furnishings.

A portable company must be selected for the architect to finalize the design to be submitted to DSA and to clarify a site package for bidders of that work.

POLICY/CODE

Public Contract Code 20118.

FISCAL IMPACT

A cost of \$400,000 to be paid from the Bond.

STAFF RECOMMENDATION

Approve a contract between BUSD and Gary Doupnik Manufacturing, Incorporated in an amount not to exceed \$400,000.