

**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, May 14, 2008

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

Roll Call

Members Present:

John T. Selawsky, President
Nancy Riddle, Vice President
Joaquin J. Rivera
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. A0708-17-063090 – Request for Admission
Student Case No. 0607-07-080891 – Determination of Adherence
Student Case No. 0708-22-082992 - Expulsion
Student Case No. 0708-22-111492 - Expulsion
Student Case No .0708-24-110492 - Expulsion
- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal /Release/Evaluation
- e) Public Employment /Appointment
- f) Liability Claims
Claim No. 08-18
Workers' Compensation – (3)
- 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 May 14, 2008

Recognition

Eighth Grade Cal Scholars working with Stiles Hall

Teaching and Learning

Victor Diaz, Principal of Berkeley Technology Academy – Technology to Enhance Instruction

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 |
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| <u>Personnel Services</u> | |
| 2.1-C Approval of Personnel Report | <u>Staff Recommendation:</u> 7 Approve Personnel Report No. 08-10 that tracks personnel changes throughout the District |
| <u>Educational Services</u> | |
| 3.1-C Approval and Ratification of Overnight Field Trips and Out of State Travel | <u>Staff Recommendation:</u> 13 Approve and ratify the overnight field trips and out of state travel consistent with District policies and instructional programs |
| <u>Business Services</u> | |
| 4.1-C Approval of Contracts and Purchase Orders | <u>Staff Recommendation:</u> 15 Authorize the Purchasing Manager and/or Deputy Superintendent to execute contracts and purchase orders |
| 4.2-C Approval of Authorization to Increase Contract with Robert Half International | <u>Staff Recommendation:</u> 17 Ratify and approve payment for services provided by Robert Half International to cover three vacant positions for the 2007-2008 school year in the amount of \$101,607 |
| 4.3-C Approval to Hire Independent Contractor Dr. Deborah Karres | <u>Staff Recommendation:</u> 18 Approve hiring of independent contractor to coordinate special education compensatory services |
| 4.4-C Approval of Increase in Contract with Hatchuel Tabernik & Associates (HTA) | <u>Staff Recommendation:</u> 19 Approve increase in contract with provide educational consulting services for the after school LEARNS program |
| <u>Facilities Services</u> | |
| 5.1-C Approval to Award Bid to Rodan Builders, Inc. | <u>Staff Recommendation:</u> 21 Approve award of bid for painting and flooring projects at LeConte and John Muir |

| | | |
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| 5.2-C Approval to Award Bid to Merit Floor Care | <u>Staff Recommendation:</u> Approve award of bid for wood floors refinishing project at six sites | 24 |
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ACTION ITEM

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

Educational Services

| | | |
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| 3.1-A Approval of School Safety Plans | <u>Staff Recommendation:</u> Approve the School Safety Plans to ensure proper response to any emergency at school sites | 26 |
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CONFERENCE ITEMS

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

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 Consent Decree Quarterly Report | <u>Staff Recommendation:</u> Receive Consent Decree Quarterly report as information (under separate cover) | 28 |
| 3.2-I BHS Small Schools Report | <u>Staff Recommendation:</u> Accept information on Berkeley High School's Small Schools Report (staff presentation) | 29 |
| 3.3-I Williams Quarterly Report | <u>Staff Recommendation:</u> Accept Williams complaints quarterly report as information | 30 |
| 3.4-I Monthly Enrollment and ADA | <u>Staff Recommendation:</u> Receive monthly enrollment and ADA report as information | 31 |

Business Services

Staff Recommendation

55

4.1-I
Superintendent's Proposed Budget
Reductions

Receive information on
Superintendent's proposed budget
reductions

**EXTENDED PUBLIC TESTIMONY
ANNOUNCEMENTS**

2008 Board of Education Meeting Dates

| | |
|--------------|-------------------------------------|
| May 28 | September 24 |
| June 11 | October 22 |
| June 25 | October 29 |
| August 20 | November 12 |
| September 10 | December 10 - organizational |

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: May 14, 2008
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 08-10
 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>RETIREMENT</u> | | | | | | |
| Dorothy Wasdon | Teacher | B-Tech | General Fund | 1.00 FTE | 6/13/08 | |
| <u>RESIGNATION</u> | | | | | | |
| Michelle Gerster | Teacher | Longfellow/Willard | General Fund | 0.80 FTE | 6/13/08 | |
| Christina Green | Teacher | Longfellow | General Fund | 1.00 FTE | 6/13/08 | |
| <u>MATERNITY LEAVE WITH PAY</u> | | | | | | |
| Tamara Friedman | Teacher | BHS | General Fund | 1.00 FTE | 8/25/08 | 1/15/09 |
| <u>LEAVE OF ABSENCE WITHOUT PAY</u> | | | | | | |
| Megan Abramsonward | Teacher | Thousand Oaks | General Fund | 0.40 FTE | 8/25/08 | 6/12/09 |
| Dora Cassetta | Teacher | Thousand Oaks | General Fund | 0.60 FTE | 8/25/08 | 6/12/09 |
| Caryn Chan | Teacher | Oxford | General Fund | 1.00 FTE | 8/25/08 | 6/12/09 |
| Tara Easley-Fouche | Teacher | Malcolm X | General Fund | 0.50 FTE | 8/25/08 | 6/12/09 |
| Theresa Fletcher | Teacher | Thousand Oaks | General Fund | 0.40 FTE | 8/25/08 | 6/12/08 |
| Alexandra Freidus | Teacher | BHS | General Fund | 1.00 FTE | 8/25/08 | 6/12/09 |
| Tamara Friedman | Teacher | BHS | General Fund | 1.00 FTE | 1/16/09 | 6/12/09 |
| Amy Fry | Teacher | Malcolm X | General Fund | 0.50 FTE | 8/25/08 | 6/12/09 |

CERTIFICATED EMPLOYEES

| NAME | POSITION | LOCATION | BUDGET | FTE & SALARY | FROM | TO |
|---|---------------------|-------------------|---------------|-------------------------|-------------|-----------|
| Kathleen Gadway | Teacher | Rosa Parks | General Fund | 0.40 FTE | 8/25/08 | 6/12/09 |
| Samantha Godbey | Teacher | BHS | General Fund | 1.00 FTE | 8/25/08 | 6/12/09 |
| Mikko Jokela | Teacher | King | General Fund | 0.20 FTE | 8/25/08 | 6/12/09 |
| Evelyn Kavalier | Teacher | BHS | General Fund | 0.20 FTE | 8/25/08 | 6/12/09 |
| Margot Pepper | Teacher | Rosa Parks | General Fund | 0.40 FTE | 8/25/08 | 6/12/09 |
| Christy Smith | Teacher | Special Education | General Fund | 0.20 FTE | 8/25/08 | 6/12/09 |
| Sandra Fitz | Teacher | Rosa Parks CDC | General Fund | 1.00 FTE | 5/1/08 | 6/30/08 |
| Annette Gamper | Teacher | Thousand Oaks | General Fund | 1.00 FTE | 8/25/08 | 6/12/09 |
| <u>ADULT SCHOOL TEACHER</u> | | | | | | |
| Amelia Kaplan | Teacher | Adult | Adult | \$33.65 Hrly | 4/14/08 | 6/30/09 |
| <u>INDEPENDENT STUDY TEACHER</u> | | | | | | |
| Alanya Snyder Jones | Teacher | Independent Study | General Fund | \$31.57 Hrly | 4/11/08 | 6/13/08 |
| <u>STIPEND – DEPARTMENT LEADER</u> | | | | | | |
| Amy Rosenbaum | School Psychologist | Special Education | General Fund | NTE \$709.00 | 8/27/07 | 6/13/08 |

CLASSIFIED EMPLOYEES

| NAME | POSITION | LOCATION | BUDGET | CLASS RANGE STEP | FTE & SALARY | FROM | TO |
|---|--|-----------------|--------------------------|-------------------------|----------------------------------|-------------|-----------|
| <u>RESIGNATION</u> | | | | | | | |
| Patricia Johnson | School Bus Driver | Transportation | | | | 4/14/08 | |
| <u>MEDICAL LEAVE OF ABSENCE WITH PAY (FMLA)</u> | | | | | | | |
| Anthony Brown | Custodian II | John Muir | Maintenance | 37/5 | 1.0 FTE \$18.58 hr | 3/24/08 | 4/30/08 |
| Charles Copeland | School Bus Driver | Transportation | Transportation | 42/5 | 1.0 FTE \$21.03 hr | 4/7/08 | 4/30/08 |
| <u>EXTENDED SICK LEAVE WITH 50% PAY (FMLA)</u> | | | | | | | |
| Anthony Brown | Custodian II | John Muir | Maintenance | 37/5 | 1.0 FTE \$18.58 hr | 5/1/08 | 6/25/08 |
| Craig Davis | Food Service Assistant | Jefferson | Child Nutrition | 26/5 | .87 FTE \$14.15 hr | 3/5/08 | 5/30/08 |
| <u>INTEGRATE SICK LEAVE WITH STATE DISABILITY (FMLA)</u> | | | | | | | |
| Charles Copeland | School Bus Driver | Transportation | Transportation | 42/5 | 1.0 FTE \$21.03 hr | 5/1/08 | 6/13/08 |
| <u>PROBATIONARY</u> | | | | | | | |
| Trung Du | Instructional Tech. (After School) | King | LRN SAFE | 34/1 | .27 FTE \$14.41 hr | 4/11/08 | 12/27/08 |
| Maria Gil | Instructional Tech. (After School) | Arts Magnet | 21 st Century | 34/1 | .13 FTE \$14.41 hr | 4/11/08 | 12/27/08 |
| Evelyn Hernandez | Instructional Tech. (LEARNS) | Washington | After School | 34/1 | .53 FTE \$14.41 hr | 4/11/08 | 12/24/08 |
| Jarrett Sanders | Instructional Tech. (After School) | Oxford | 21 st Century | 34/1 | .53 FTE \$14.41 hr | 4/11/08 | 12/24/08 |
| Brenna Turman | Instructional Specialist | Le Conte | Calif. Nut. Network | 51/1 | +.05 FTE \$21.96 hr | 4/8/08 | 6/13/08 |
| <u>AVAILABLE SUBSTITUTES</u> | | | | | | | |
| Aster Andyhun | Instructional Tech. (Cooking) | Longfellow | Calif. Nut. Network | 34/1 | NTE 12 hrs/wk \$14.41 hr | 4/17/08 | 6/13/08 |
| Travis Dennis | School Safety Officer | All District | General Fund | 44/1 | NTE 7.5 hrs/day \$18.10 hr | 4/28/08 | 6/13/08 |
| Travis Dennis | Custodian I | All District | General Fund | 32/1 | NTE 7.5 hrs/day \$13.48 hr | 4/28/08 | 6/13/08 |
| Gloria Frothingham | Instructional Assistant (Special Education) | Willard | General Fund | 31/1 | NTE 7.5 hrs/day \$13.38 hr | 3/3/08 | 6/13/08 |

CLASSIFIED EMPLOYEES

| NAME | POSITION | LOCATION | BUDGET | CLASS RANGE STEP | FTE & SALARY | FROM | TO |
|---|---|-----------------|--------------------------|-------------------------|-------------------------------|-------------|-----------|
| Loretta Lewis | Clerical Specialist | All District | General Fund | 42/1 | NTE 7.5 hrs/day \$17.58 hr | 4/28/08 | 6/13/08 |
| Loretta Lewis | School Secretary I | All District | General Fund | 44/1 | NTE 7.5 hrs/day \$18.45 hr | 4/28/08 | 6/13/08 |
| Karreima Sanders | Instructional Assistant | All District | General Fund | 29/1 | NTE 7.5 hrs/day \$12.75 hr | 4/30/08 | 6/13/08 |
| Karreima Sanders | Instructional Assistant (Special Education) | All District | General Fund | 31/1 | NTE 7.5 hrs/day \$13.38 hr | 4/30/08 | 6/13/08 |
| <u>TEMPORARY/HOURLY/LIMITED TERM</u> | | | | | | | |
| Diana Acidera | Tutor-Special | Le Conte | Title I | 31/1 | 12 hrs/wk \$13.38 hr | 4/11/08 | 6/13/08 |
| Taylor Aldez | Student Worker (Workability) | Berkeley High | Special Ed. | N/A | 15 hrs/wk \$8.00 hr | 1/7/08 | 6/13/08 |
| Jonathan Banh | Tutor-Specialty (CAHSEE) | Berkeley High | Intervention | 31/1 | 15 total hrs \$13.38 hr | 3/5/08 | 6/13/08 |
| Katheryn Banks | Tutor-Specialty (Intervention) | Washington | Intervention | | 10 hrs/wk \$13.38 hr | 2/2/08 | 6/13/08 |
| Victoria Benevidas | Tutor-Specialty (Intervention) | Washington | Intervention | 31/1 | 10 hrs/wk \$13.38 hr | 2/2/08 | 6/13/08 |
| Raven Burton | School Safety Officer | Longfellow | 21 st Century | 44/1 | 15 hrs/wk \$18.10 hr | 3/1/08 | 6/13/08 |
| Raven Burton | School Safety Officer | Longfellow | General Fund | 44/1 | 2.5 total hrs \$18.10 hr | 3/27/08 | 3/27/08 |
| Felix Chinchilla | Tutor-Specialty (Intervention) | Washington | Intervention | 31/1 | 10 hrs/wk \$13.38 hr | 2/2/08 | 6/13/08 |
| Sarah Donaldson | Parent Liaison | Rosa Parks | Parent Teacher Grant | 45/1 | 15 hrs/wk \$18.93 hr | 4/7/08 | 6/13/08 |
| Alana Engalla | Student Worker (Workability) | Berkeley High | Special Ed. | N/A | 15 hrs/wk \$8.00 hr | 1/7/08 | 6/13/08 |
| Alicia Featherston | Instructional Assistant (ECE) | Rosa Parks | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| David Fisher | Instructional Assistant (ECE) | Arts Magnet | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |

CLASSIFIED EMPLOYEES

| NAME | POSITION | LOCATION | BUDGET | CLASS RANGE STEP | FTE & SALARY | FROM | TO |
|------------------------|--|-----------------|--------------------------|-------------------------|-----------------------------|-------------|-----------|
| Diane Fuerte | Tutor-Specialty | Le Conte | Title I | 31/1 | 15 total hrs \$13.38 hr | 3/14/08 | 6/13/08 |
| Danielle Ganes | Instructional Assistant (Special Education) | Oxford | Special Ed. | 31/1 | 6 hrs/day \$13.38 hr | 10/16/07 | 6/13/08 |
| Pamela Harriston-Small | Program Coordinator | Malcolm X | Intervention | 52/5 | 30 total hrs \$27.42 hr | 2/2/08 | 5/3/08 |
| Daniel Harvey | Student Worker (Workability) | Berkeley High | Special Ed. | N/A | 15 hrs/wk \$8.00 hr | 1/7/08 | 6/13/08 |
| Tanya Henderson | Instructional Specialist (Cooking) | Malcolm X | Calif. Nut. Network | 51/1 | 3 hrs/wk \$21.96 hr | 4/16/08 | 6/13/08 |
| Ayrika Jordan | Instructional Assistant (ECE) | Arts Magnet | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| Irene Leja | Noon Director | Le Conte | General Fund | N/A | 7.5 hrs/wk \$11.91 hr | 3/28/08 | 6/13/08 |
| Ida McBay | Instructional Assistant (ECE) | Arts Magnet | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| Ida McBay | Instructional Assistant | Malcolm X | Title I | 29/5 | 10 total hrs \$15.53 hr | 2/5/08 | 6/13/08 |
| Ida McBay | Instructional Assistant | Malcolm X | Intervention | 29/5 | 25 total hrs \$15.53 hr | 2/2/08 | 6/13/08 |
| Brandon McLaughlin | Tutor-Specialty (EL) | Washington | English Language | 31/1 | 34 total hrs \$13.38 hr | 3/3/08 | 6/13/08 |
| Jaya Mehta | Tutor-Specialty (Intervention) | Washington | Intervention | 31/1 | 10 hrs/wk \$13.38 hr | 2/2/08 | 6/13/08 |
| Sanna Murcia | Instructional Assistant (Special Education) | Willard | Special Ed. | 31/1 | 6 hrs/day \$13.38 hr | 5/5/08 | 6/13/08 |
| Tanya Nestetter | Tutor-Specialty (Intervention) | Washington | Intervention | 31/1 | 10 hrs/wk \$13.38 hr | 2/2/08 | 6/13/08 |
| Helen Opper | Tutor-Specialty (EDP) | Longfellow | 21 st Century | 31/1 | 20 hrs/wk \$13.38 hr | 5/27/08 | 6/13/08 |
| Grace Park | Tutor-Specialty (Intervention) | Washington | Intervention | 31/1 | 10 hrs/wk \$13.38 hr | 2/2/08 | 6/13/08 |
| Atillah Reese | Noon Director | Malcolm X | General Fund | N/A | 100 total hrs \$11.91 hr | 4/8/08 | 6/13/08 |

CLASSIFIED EMPLOYEES

| NAME | POSITION | LOCATION | BUDGET | CLASS RANGE STEP | FTE & SALARY | FROM | TO |
|--|---|-----------------|--------------------------|-------------------------|-------------------------------|-------------|-----------|
| Lorna Rohlfing | Instructional Assistant (ECE) | Le Conte | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| Sushil Sharma | Instructional Assistant (ECE) | Rosa Parks | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| Tanisha Singleton | Instructional Assistant (ECE) | Arts Magnet | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| Tiffany Singleton | Instructional Assistant (ECE) | Le Conte | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| Tiffany Singleton | Instructional Assistant (ECE) | Malcolm X | Intervention | 29/5 | 30 hrs/wk \$15.53 hr | 2/2/08 | 5/3/08 |
| Shaela Stephens | Instructional Assistant (ECE) | Le Conte | Child Care | 29/2 | 5 hrs/day \$13.38 hr | 3/31/08 | 4/3/08 |
| Oliver Suttice | Instructional Assistant | Malcolm X | Title I | 29/1 | 10 total hrs \$12.75 hr | 2/5/08 | 4/30/08 |
| Oliver Suttice | Instructional Tech. | Malcolm X | Intervention | 29/1 | 30 total hrs \$12.75 hr | 2/2/08 | 5/3/08 |
| Fayron Thomas | Student Worker (Workability) | Berkeley High | Special Ed. | N/A | 15 hrs/wk \$8.00 hr | 1/7/08 | 6/13/08 |
| Maresa Tucker | Tutor-Specialty (Intervention) | Washington | Intervention | 31/1 | 10 hrs/wk \$13.38 hr | 2/2/08 | 6/13/08 |
| Shalah Turner | Tutor-Specialty (EDP) | Longfellow | 21 st Century | 31/1 | 20 hrs/wk \$13.38 hr | 4/1/08 | 6/13/08 |
| Claudia Waters | Instructional Assistant (ECE) | Rosa Parks | Child Care | 29/5 | 5 hrs/day \$15.53 hr | 3/31/08 | 4/3/08 |
| <u>STIPENDS</u> | | | | | | | |
| Imaayu Hancock | Coach (Basketball) | Arts Magnet | 21 st Century | N/A | \$300.00 | 3/1/08 | 6/13/08 |
| Anna Johnson | 60% Assistant Coach (Girls Basketball) | Berkeley High | General Fund | N/A | \$1348.80 | 11/7/08 | 3/15/08 |
| Cortez Robinson | Coach (Baseball) | Longfellow | After School | N/A | \$600.00 | 4/21/08 | 6/13/08 |
| <u>WORKING EVENING SHIFT, DIFFERENTIAL, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u> | | | | | | | |
| Sanna Murcia | Instructional Assistant (Special Education) | Willard | Special Ed. | 31/1 | 5% differential @ \$.66 hr | 5/5/08 | 6/13/08 |

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: May 14, 2008
SUBJECT: Overnight Field Trip and Out of State Travel Requests

BACKGROUND INFORMATION

The following overnight field trip is being presented for ratification:

Mosaic Project Camp, Napa, CA, May 5 - 9, and May 12 - 16, 2008
Approve participation of two groups of twenty-three (23) fourth grade students, one (1) teacher, and two (2) other adults from Rosa Parks Elementary School on a five-day, four-night field trip to Mosaic Project Camp, which provides a staff of trained adults to work with student groups. The first group departs Rosa Parks Elementary at 9:00 a.m. on Monday, May 5, and returns at 4:00 p.m. on Friday, May 9, 2008. The second group departs Rosa Parks Elementary at 9:00 a.m. on Monday, May 12, and returns at 4:00 p.m. on Friday, May 16, 2008. This field trip enables students to learn social, conflict and resolution skills. Students sleep in gender specific cabins on the grounds. District buses provide transportation. The Parent Teacher Association and parent donations provide all funding. No student is denied access based on ability to pay. Requested by Patricia Saddler, Rosa Parks Principal.

The following overnight field trip requests are being made:

Headlands Institute, Marin, CA, May 27 - 28, 2008
Approve participation of fifty-five (55) fifth grade students, two (2) teachers and ten (10) other adults from Cragmont Elementary School on a two-day, one-night field trip to the Marin Headlands Institute. The group will depart Cragmont Elementary at 9:00 a.m. Tuesday, May 27, and will return at 4:00 p.m. on Wednesday, May 28, 2008. Students will participate in hands-on science and field work. District buses will provide transportation. Students will sleep in gender specific bunk houses. Parent donations, fundraising and scholarships will provide for the total cost of \$9,000. No student will be denied access based on ability to pay. Requested by Don Vu, Cragmont Principal.

Tilden Park-Gillespie Campsite, Berkeley, CA May 27 - 28, 2008
Approve participation of twenty-eight (28) sixth grade students, two (2) teachers and one (1) other adult from Longfellow Middle School on a two-day, one-night field trip to the Gillespie Campsite at Tilden Regional Park. The group will depart Longfellow Middle School at 10:00 a.m. on May 27, and will return at 1:30 p.m. on May 28, 2008. District buses will provide transportation. Students will engage in community building with staff and parents. They will explore the local natural environment and will have a

challenging physical experience. Lodging will be in gender specific tents. The cost per student of \$10.00 is being provided by BPEF and parent donations. No student will be denied access based on ability to pay. Requested by Mary Hamadeh, Acting Longfellow Principal.

Tilden Park-Wildcat View Campsite, Berkeley, CA May 28 – 29, 2008
Approve participation of one-hundred-forty (140) students, nine (9) teachers and twenty (20) other adults from Thousand Oaks Elementary School on a two-day, one-night field trip to the Wildcat View Campsite at Tilden Regional Park. The group will depart Thousand Oaks Elementary at 11:00 a.m. on Wednesday, May 28, and will return at 2:00 p.m. on Thursday, May 29, 2008. District buses will provide transportation. Students will study eco-systems and animal habitats in the park. Students will sleep outdoors in sleeping bags. Cost of \$15.00 per student is being funded by Parent Teacher Association grants, parent donations and BSEP. No student will be denied access based on ability to pay. Requested by Jesse Ramos, Thousand Oaks Principal.

The following Out of State Travel Request is being made:

2008 Reading Recovery Teacher Leader Institute, Jacksonville, FL,
June 11 – 14, 2008
Approve participation for Tom Prince, Literacy Coach and Reading Recovery Teacher Leader to attend this four-day, three-night conference in Jacksonville, Florida. This year's institute will study how to facilitate conversations for learning as we work with children, teachers, and school systems. Transportation, lodging and meals will be paid by St. Mary's College. The registration fee of \$410 will be paid from Title II funds.

POLICY/CODE

Education Code 35330
Board policy 6153

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent (CBO)
DATE: May 14, 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 Ronald Marquart to provide analysis and support for Berkeley Adult School Tops Pro and new ASAP attendance system. The cost will not exceed \$10,000. To be paid from Adult School Fund. Requested by Joan Lehman.
- 2 UC Regents to provide rental of the Greek Theater for Berkeley High School 2008 graduation ceremony in the amount of \$9,000 and to receive payment for 2006 graduation in the amount of \$6218. Vendor did not invoice the District for the 2006 expense in a timely manner. The total cost will not exceed \$15,218. To be paid from General Fund Budget. Requested by Jim Slemp.
- 3 Labor Compliance Specialist, Inc. (CalLCP) to provide labor compliance services for the Washington School Solar Project. The cost will not exceed \$16,000. To be paid from the Bond Fund. Requested by Lew Jones.
- 4 Increase in contract, PO 80531, to Kelli Richardson to provide training in the Guided Language Acquisition Design (GLAD) program. The Board approved \$13,000 on June 27, 2008. The additional amount requested is \$3,000 for a total amount of \$16,000. To be paid from Title 1 Basic Grant. Requested by Sharon Friedman.
- 5 Increase in contract, PO 80140, to Sentry Security Service to provide fire and motion detection alarm systems service for BUSD sites. The Board approved \$72,000 on June 20, 2007. The additional amount requested is \$5,000 for a total amount of \$77,000. To be paid from General Fund Budget. Requested by Greg Williams.

- 6 Increase in contract, PO 80451, to Tina Brier to provide support for the District reclassification study and classified layoffs. The Board approved \$19,675 on 1/23/08. The additional amount requested is \$10,000 for a total amount of \$29,675. To be paid from General Fund Budget. Requested by Alan Levinson.

POLICY/CODE

Public Contract Code: 20111

Board Policy 3310

STAFF RECOMMENDATION

Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

To: William Huyett, Superintendent
From: Javetta Cleveland, Deputy Superintendent
Date: May 14, 2008
Subject: Authorization to Increase Contract with Robert Half International

BACKGROUND INFORMATION

Berkeley High School has utilized the services of Robert Half International (a.k.a. AccounTemps) to cover the vacant Program Assistant position since July 2007. The program assistant is responsible for coding of requisitions, receiving goods, managing the supply room at the high school and other related tasks. This position was not filled pending a reclassification study recommendation. Cost incurred to date and amount needed to complete the 2007-2008 school year is \$57,607. Staff is requesting the board to ratify \$57,607 to pay Robert Half International for these services for the 2007-08 school year.

The Special Education Department has utilized Robert Half International to cover a vacant senior budget analyst position since November 2007. The Senior Budget Analyst is responsible for budget development, monitoring and analysis of the Special Education Budget. The Human Resources Department is actively recruiting for this position. The Board approved \$32,535 on January 9, 2008. Staff is requesting Board approval for an additional \$22,000 to pay Robert Half International for these services for the remainder of the 2007-08 school year.

The Risk Management Department has also utilized Robert Half International to cover the vacant workers compensation position since November 2007. The workers compensation position is responsible for processing employee claims and other related tasks. The Board approved \$29,018 on April 23, 2008. Staff is requesting Board approval for an additional \$22,000 to pay Robert Half International for these services for the remainder of the 2007-08 school year.

POLICY/CODE

Public Contract Code: 20111
Board Policy 3310

FISCAL IMPACT

\$ 79,607 to be paid from the General Fund Budget and \$22,000 to be paid from Special Education Budget. This amount will not increase the Special Education encroachment on the General Fund.

STAFF RECOMMENDATION:

Approval and Ratification of payment for services provided by Robert Half International as itemized above.

BERKELEY UNIFIED SCHOOL DISTRICT

To: William Huyett, Superintendent
From: Neil Smith, Assistant Superintendent for Education Services
Date: May 14, 2008
Subject: Authorization for Contract with Dr. Deborah Karres, Ph.D.

BACKGROUND INFORMATION

As a result of a decision by the Office of Administrative Hearings, the District has been ordered to provide compensatory education services for a student who qualified for services under the criteria of multiple disabilities, with concomitant factors of physical and sensory impairments that impede the access to education. In addition, the child has not been attending school.

The court has mandated that the District employ an independent contractor experienced in working with deaf-blindness as a coordinator of services. Dr. Karres is an educational consultant with specialization in deaf, hard of hearing, and multi-disabled learners who has been recommended to the District by the California Department of Education. The District is contracting with Dr. Karres to recruit, coordinate, and train service providers for this student: an occupational therapist, a visually impaired specialist, a nurse, a speech and language therapist, a socialization expert, an adaptive physical education specialist, a physical therapist, an orientation and mobility specialist, an augmentative communication specialist, a communication intervener, and an assistive technology specialist.

The contract with Dr. Karres for \$67,500 will cover a period of six months at a rate of \$100 per hour for 15 hours per week plus expenses. At the end of that time, a contract will have to be renewed as these services have been mandated by the court for five years.

POLICY/CODE

Education Code 56500.3

FISCAL IMPACT

Payment of \$67,500 from the General Fund

STAFF RECOMMENDATION

Approve the contract with Dr. Deborah Karres, Ph.D.

BERKELEY UNIFIED SCHOOL DISTRICT

To: William Huyett, Superintendent
From: Neil Smith, Assistant Superintendent, Educational Services
Date: May 14, 2008
Subject: Authorization for Contracts with Hatchuel Tabernik and Associates (HTA) for Berkeley LEARNS After School Programs

BACKGROUND INFORMATION

Berkeley LEARNS has contracted with HTA this year to write the 21st Century Community Learning Center (CCLC) grant proposals at a cost of \$24,000 and is now seeking approval for three additional contracts with HTA at a cost of \$49,713 for a total of \$73,713.

1. Berkeley LEARNS has contracted with HTA for the past three years to write the annual program evaluation. This year's evaluation will fulfill the state requirement, prepare the programs for the upcoming CPM audit, and focus on program quality and sustainability. The Berkeley LEARNS Central Account, which is made up of After School Education and Safety (ASES) and 21st CCLC funding, will cover the total cost of \$32,713.
2. The primary funding sources for Berkeley LEARNS, ASES and 21st CCLC, require tracking and reporting of attendance by student. For the past three years, Berkeley LEARNS has been utilizing KidSystems, an on-line attendance tracking system, which is owned and operated by HTA. Berkeley LEARNS is again contracting with HTA to provide, operate, maintain, and generate attendance reports for the 2007-08 school year. The Berkeley LEARNS Central Account, which is made up of ASES and 21st CCLC funding, will cover the total cost of \$6,500.
3. Berkeley LEARNS is seeking approval to contract with HTA to identify appropriate funding sources and prepare grants to support the work of LEARNS. Specifically, LEARNS intends to increase its academic support of students and serve as a source of intervention in alignment with the District's goal to decrease the achievement gap. The next step for LEARNS is to adopt an after school curriculum. HTA will research new funding sources and consult with the LEARNS administration as RFP's become available. The contract will allow the LEARNS administration to direct HTA to prepare grant proposals. This contract will go from April 2008 through June 2009. The Berkeley LEARNS Central Account, which is made up of ASES and 21st CCLC funding, will cover the total cost of \$10,500.

POLICY/CODE

Education Code 8482-8484
Public Contract Code 20111
Board Policy 3310

FISCAL IMPACT

\$ 49,713 in categorical funds, as indicated above; no cost to the General Fund

STAFF RECOMMENDATION:

Approve the Contracts with Hatchuel Tabernik and Associates (HTA) for Berkeley LEARNS After School Programs.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: May 14, 2008
SUBJECT: Approve a Contract With Rodan Builders to Replace Floor Coverings and Paint John Muir and LeConte Schools

BACKGROUND INFORMATION

On March 12, 2008, the Board approved the advertisement of a project to repaint and replace floor coverings at John Muir and LeConte Schools. The apparent low bidder submitted a letter stating that he made an error in compiling his bid. Per Public Contract Code, sections 5100 – 5110, the awarding authority cannot relieve a bidder from his bid unless the authority prepares a report which documents the existence of each element contained in Section 5103. That report must be available for inspection as a public record.

However, the apparent low bidder did not list any sub-contractors for the required asbestos abatement work and is not qualified to self-perform. Therefore, the apparent low bidder is non-responsive and should be rejected.

Staff is recommending that the apparent low bid be rejected and that the bid be awarded to the next bidder.

The lowest responsible bidder is approximately \$45,000 below budget, once the inflation reserved for the project is allocated. The overall bidding market is favorable. Three alternates were bid at each site:

1. Alternate 5.1 is to paint trim and doors at John Muir;
2. Alternate 5.2 is to replace flooring in utility rooms at John Muir;
3. Alternate 5.3 is to paint in utility rooms at John Muir;
4. Alternate 6.1 is to paint trim and doors at LeConte;
5. Alternate 5.2 is to replace flooring in utility rooms at LeConte; and,
6. Alternate 5.3 is to paint in utility rooms at LeConte.

We are recommending the award of Alternate 5.1 and Alternate 6.1. This recommendation will put the project approximately \$75,000 over budget, including a 10% construction contingency. With the savings from other projects, we think that the expenditure is a wise long term investment.

POLICY/CODE

Public Contract Code 20110 – 20118 and 5100-5110

FISCAL IMPACT

Cost to be paid from the Deferred Maintenance Fund.

STAFF RECOMMENDATION

Approve Rodan Builders to repaint and replace floor tile at John Muir and LeConte Schools in the amount of \$1,345,500.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 08-58

Authorization to Award Contract for Paint and Floor Covering at John Muir and LeConte Project 818.0802

WHEREAS, in accordance with Uniform Public Construction Cost Accounting procedures, bids were solicited for Paint and Floor Covering at John Muir and LeConte Project 818.0802. Bids were opened on Tuesday, April 22, 2008 at 3:00pm, and five bids were received. One bid was submitted with an incomplete sub-contractor list and was therefore rejected as non-responsive; four bids received were deemed qualified as follows:

| CONTRACTOR | Base Bid 2.1 | Base Bid 2.2 | Base Bid 3.1 | Base Bid 4.1 | Alt 5.1 | Alt 5.2 | Alt 5.3 | Alt 6.1 | Alt 6.2 | Alt 6.3 | Alt 7.1 | Alt 8.1 |
|--------------------------------|----------------|--------------|--------------|--------------|----------|----------|----------|----------|----------|----------|---------|----------|
| Rodan Builders, Inc. Belmont | \$1,227,000 | \$1,100 | \$742,000 | \$485,000 | \$58,500 | \$21,000 | \$31,000 | \$60,000 | \$40,000 | \$31,000 | \$5.20 | \$19.00 |
| Fix Painting Co Woodland Hills | \$1,444,100 | \$1,100 | \$772,000 | \$671,000 | \$88,500 | \$35,000 | \$27,000 | \$92,200 | \$55,000 | \$28,900 | \$9.50 | \$290.00 |
| MA Davies Builders San Rafael | \$1,575,000 | \$1,100 | \$895,000 | \$680,000 | \$67,000 | \$23,000 | \$42,000 | \$96,000 | \$25,000 | \$4,300 | \$7.00 | \$6.00 |
| Kel-Tec Builders, Inc Martinez | \$1,599,337 | \$1,100 | \$912,073 | \$686,164 | \$26,196 | \$19,103 | \$10,656 | \$25,530 | \$19,335 | \$21,090 | \$6.00 | \$6.00 |
| Leos A-C Inc Rowland Hts | Non-responsive | | | | | | | | | | | |

WHEREAS, Rodan Builders, Inc., is the lowest bidder and is deemed to be responsive, responsible and qualified to complete the work according to the specifications in project number 818.0802 documents;

NOW, THEREFORE, BE IT RESOLVED that the bid of Rodan Builders, Inc., for the Base Bid and Alternates #5.1 and #6.1 in the total amount of \$1,345,500 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 14th day of May, 2008.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Public Contract Code: 20111
Board Policy: 3310

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lew Jones, Director of Facilities
DATE: May 14, 2008
SUBJECT: Approve a Contract with Merit Floor Care to Refinish Six Wood Floors

BACKGROUND INFORMATION

The District developed a schedule to refinish its wood floors one year ago. Four floors were refinished in this past ten months (Jefferson stage, King stage, Oxford stage and LeConte stage). This year we plan to refinish six floors (the Community Theater stage, the Little Theater stage, the Donahue Gymnasium, the Washington stage, the Emerson stage and the Malcolm X auditorium). We also bid the Thousand Oaks auditorium as an alternate.

Wood floor refinishing is budgeted in the Maintenance Funds. The proposed budget for FY 2009, includes the cost for this project. District staff solicited bids and four bidders picked up bid packets and attended the job walk. Three firms submitted bids. One company did not submit a complete bid and his bid is non-responsive. The low bidder is Merit Floor Care and we are recommending award of the project to them.

The low bidder is slightly over the estimate. The cost for the Donahue gymnasium and the Little Theater were both over the projected cost, but staff believes that the bid is a fair cost for the work.

POLICY/CODE

Public Contract Code 20110 – 20118.

FISCAL IMPACT

Cost to be paid from Measure BB.

STAFF RECOMMENDATION

Approve Merit Floor Care in the amount of \$92,400.

BERKELEY UNIFIED SCHOOL DISTRICT

RESOLUTION No. 08-61

Authorization to Award Contract for Wood Floors at Multiple Sites Project 901.0802

WHEREAS, in accordance with Uniform Public Construction Cost Accounting procedures, bids were solicited for Wood Floors at Multiple Sites Project 901.0802. Bids were opened on Wednesday, April 16, 2008 at 3:00pm. Three bids were received and one bid was deemed non-responsive. Two bids received were deemed qualified as follows::

| | |
|--------------------------------------|----------------|
| Merit Floor Care, Stockton | \$92,400 |
| HY Floor & Gameline, San Carlos | \$111,060 |
| Amazing Hardwood Floor, Inc. Alameda | Non-Responsive |

WHEREAS, Merit Floor Care is the lowest bidder and is deemed to be responsive, responsible and qualified to complete the work according to the specifications in project number 901.0802 documents;

NOW, THEREFORE, BE IT RESOLVED that the bid of Merit Floor Care, for the Base Bid in the amount of \$92,400 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 14th day of May, 2008.

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Public Contract Code: 20111
Board Policy: 3310

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Felton Owens, Director, Student Services
DATE: May 14, 2008
SUBJECT: Approval of School Safety Plans

BACKGROUND INFORMATION

Each California public school must have and maintain an individual safety plan at each site. This plan is a composite of various community, agency, and school resources to ensure proper response to any emergency.

All School Site Safety Plans have the following standard components, although individual plans and responses may differ from site to site:

- Directory of District and City Emergency Contact Information
- List of Safety Team Members
- Emergency Action Plans
- Overview of District and School Site Responsibility for Students to and from School
- Basic Actions for Safety Responses
- Responsibility and Duties for all District Staff
- Procedures for Emergency Drills and Evacuation
- Crisis Response Team Protocol:
 - Intruder Shooting and Hostage
 - Bomb Threats
 - Student Unrest
- Policies and Procedures for:
 - Sexual Assault or Offense to and from School
 - School and After-school Disturbances, Fights, or Assaults
 - Arrest of Student
 - Sexual Harassment Policy
 - Hate Motivated Behavior Policy
 - Child Abuse Reporting
 - Suicide Attempt
 - Staff Notification of Dangerous Student
 - Dress Code
 - Campus Supervision
- Selected Rules and Procedures for Student Discipline
- District Suspension and Expulsion Policies
- Exposure and Control of Bloodborne Pathogens

- Implementation Plan
- Structural Assessment and Review

This year, the sites have concentrated on earthquake preparedness, working with City and community staff to identify protocols and obtain training for teachers. In addition to earthquake preparedness, the District staff has participated in City trainings on pandemic flu and has provided a workshop for the Management Team on this topic.

A copy of each site's Safety Plan has been placed in the Superintendent's Conference Room for review. The Safety Plans are now being presented to the Board for approval.

POLICY/CODE

Board Policy 3516

Education Code 32280-32289

FISCAL IMPACT

None

STAFF RECOMMENDATION

Approve the School Safety Plans.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Felton Owens, Director, Student Services
DATE: May 14, 2008
SUBJECT: Quarterly Report on the Consent Decree for Smith et al
v. BUSD

BACKGROUND INFORMATION

The *Smith et al v. BUSD* Consent Decree requires the Office of Student Services to generate quarterly reports to be provided to the Board and Monitoring Committee. The primary focus is to ensure due process for all students in disciplinary matters. The reports consist of enrollment, demographic, and discipline data, as well as information about various district events relating to parent outreach, staff training, and community relations.

The Monitoring Committee has reviewed this Quarterly Report. Copies have been provided under separate cover.

POLICY/CODE

Education Codes 48432.5, 48900 *et seq.*

FISCAL IMPACT

None

STAFF RECOMMENDATION

Accept the Quarterly Report on the Consent Decree for Smith et al v. BUSD for information.