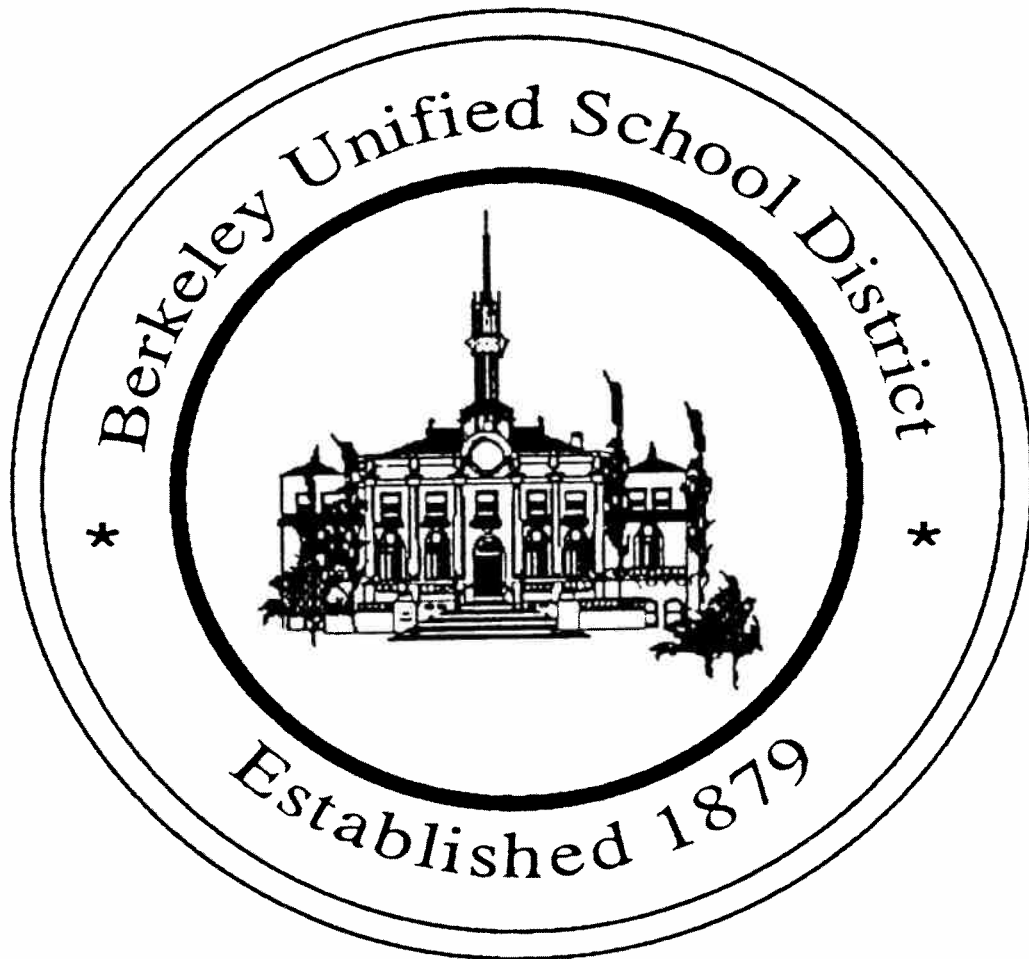


**BERKELEY UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION  
AND  
SUPERINTENDENT OF SCHOOLS**



**BOARD OF EDUCATION MEETING  
DECEMBER 19, 2001**

Queen Graham  
Executive Assistant  
to the Superintendent  
& Board of Education

BERKELEY UNIFIED SCHOOL DISTRICT  
2134 Martin Luther King Jr. Way  
Berkeley, CA 94704-1180  
Phone: (510) 644-6147 Fax: (510) 540-5358

SPECIAL MEETING OF THE BOARD OF EDUCATION  
AGENDA  
December 19, 2001

Call to Order      The Presiding Officer will Call the Meeting to Order at **5:00 p.m.** The Board will recess to Closed Session at **5:00 p.m.** and reconvene in **Public Session at 7:30 p.m.**

Roll Call	Terry S. Doran	Ted Schultz
	Shirley Issel	John T. Selawsky
	Joaquin J. Rivera	Sarena M. Chandler

Nomination of Personnel Commissioner	Conduct oral interviews to fill Personnel Commission vacancy.	Page 1
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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, 54956.9(a) and  
54957) and Education Code Section 48918(c)—  
Board Conference Room.

a) Conference with Legal Counsel—Existing  
Litigation.

b) Consideration of Student Expulsions  
**(Separate document)**

1. Case #16-02

c) Collective Bargaining

d) Public Employee Discipline/Dismissal/Release

e) Public Employment and Appointments

Report Closed  
Session Action: Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

Approval Agenda	Approve the Special Meeting Agenda of December 19, 2001 Motion____ Second____ Vote____	Page 12
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Regular Minutes December 5, 2001	Approve the Minutes of the Regular Meeting held on December 5, 2001 Motion____ Second____ Vote____
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<u>REPORTS</u>	Union Representatives' Reports Board Member Reports Superintendent's Report
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<u>HEARING SECTION</u>	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 Hearing Section is limited to 30 minutes—3 minutes per speaker. Speakers with the same concerns are encouraged to select a spokesperson to address the Board.
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**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.

<u>General Services</u>		Page
1.1-C Schedule of Board Meetings for 2002	<u>Staff Recommendation:</u> Approve the Regular Board Meeting dates for 2002. Motion____ Second____ Vote____	24
1.2-C Resolution Regarding Conscientious Objection	<u>Staff Recommendation:</u> None. Resolution of Conscientious Objection brought to Board for consideration by Director John T. Selawsky and advocated by the Peace and Justice Commission. Motion____ Second____ Vote____	26

## Human Resources

Page

2.1-C  
Acceptance of  
Personnel Report

Staff Recommendation: Accept  
Personnel Report #01-09 as  
submitted. The report includes  
details, assignments, terminations,  
and employment of personnel.  
Certain assignments listed in this  
report may be contingent upon  
allocation of funding in the  
2001-2002 State Budget Act and  
related Legislation.  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

30

2.2-C  
Final approval of  
Non-Discrimination  
Policy 4030

Staff Recommendation: The Board  
reviewed the policy at the December  
5, 2001 Board Meeting and  
recommended that it be brought  
forward at the next Board Meeting,  
for final approval.  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

40

2.3-C  
Credential Waivers

Staff Recommendation: Approval of  
credential waivers for three teachers.  
The teachers will teach specific  
Subject assignments.  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

43

## Educational Services

3.1-C  
Contract with  
MICROSOCIETY,  
Inc., for City of  
Franklin Magnet  
Elementary  
School

Staff Recommendation: Approve contract  
with MICROSOCIETY, Inc., for up to  
three years of comprehensive training and  
technical assistance at the City of Franklin  
Magnet Elementary School at a cost of  
\$20,000 per year to be paid from Magnet  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

44

<u>Business Services</u>		Page
4.1-C Listing of warrants written for November 2001	<u>Staff Recommendation:</u> Approve the monthly bill warrant list for November 2001 Motion____ Second____ Vote____	45
4.2-C Information on the issuance of payroll warrants for employee Services for November 2001	<u>Staff Recommendation:</u> Approve payroll payments made in the month of November 2001. Motion____ Second____ Vote____	85
4.3-C Contracts and Purchase Orders in Excess of \$15,000	<u>Staff Recommendation:</u> Authorize the Associate Superintendent, Business or Purchasing Manager to execute contracts and Purchase Orders. Motion____ Second____ Vote____	87
4.4-C Resolution to accept completion camera system.	<u>Staff Recommendation:</u> Adopt resolution related to authorization to accept completion of camera system at Berkeley High School: Resolution 7297. Motion____ Second____ Vote____	89
4.5-C Resolution for Technology Improvement at City of Franklin MicroSociety Elementary Magnet	<u>Staff Recommendation:</u> Adopt Resolution related to authorization to accept completion of Technology improvement at City of Franklin: Resolution 7298. Motion____ Second____ Vote____	91

4.6-C  
Resolution to  
Accept boiler  
boiler replacement  
at Jefferson  
Elementary School.

Staff Recommendation: Adopt  
resolution related to authorization  
to accept completion of boiler  
replacement at Jefferson  
Elementary School:  
Resolution 7299.  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

Page  
93

### **ACTION ITEMS**

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

#### General Services

1.1-A  
Policy on the  
Implementation of  
Small schools.

Staff Recommendation: Not  
approve and direct the  
Superintendent to work with  
Staff to address high school  
Reform.

Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

95

#### Human Resources

2.1-A  
Salary increase  
to non-represented  
hourly classified  
employees.

Staff Recommendation: Approve hourly  
employee increase for those employees  
not part of Public Employees Union  
Local #1. This has been standard  
practice in the past. This increase  
will become effective on a future date  
and will not be retroactive.

Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

111

2.2-A  
Accelerated Step for  
Initial Placement of  
Administrative  
Secretary to the  
Superintendent.

Staff Recommendation: Approve the  
hiring of the Administrative Secretary  
to the Superintendent at a Class 46,  
Step 3 of the classified Group 55  
salary schedule.

Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

112

2.3-A  
Approval of  
Tentative Agreement  
with Local #1.

Staff Recommendation: Approval of  
Tentative Agreement between  
District/Local #1

Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

113

## Educational Services

Page

3.1-A  
Consolidated  
Application for  
Funding Categorical  
Programs, Part II

Staff Recommendation: Approve  
Part II of the Consolidated  
Application for Funding several  
Categorical Programs including:  
Title I, Part A, Title II.  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

115+  
Separate  
Document

3.2-A  
Berkeley Unified  
School District  
Technology Plan

Staff Recommendation: Approve  
the Berkeley Unified School  
District Technology Plan  
required by Education Code  
Section 51871.5(a) in order  
to qualify for continued  
funding.  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

117+  
Separate  
Document

## Business Services

4.1-A  
Resolution  
related to the  
implementation  
of the Uniform  
Cost Accounting

Staff Recommendation: Adopt  
resolution related to the  
implementation of the Uniform  
Cost Accounting Procedures  
for use in Public Works  
Contracts for Projects which  
Costs will not exceed \$75,000  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

119

4.2-A  
Approve contracts  
for QSS software  
and support  
Agreements

Staff Recommendation: Approve  
contract with QSS Information  
Systems to provide staff, software  
training and begin implementation  
of conversion of personnel and  
business systems.  
Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

123

## **INFORMATION**

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



General Services

1.I-1

Presentation of teacher survey regarding small schools and staff preference.

Staff Recommendation: The Teacher Advisory Committee at Berkeley High School will present results of a recent survey regarding small schools.

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124

ANNOUNCEMENTS

Next Regular Meeting  
January 9, 2002  
7:30 p.m., Board Room  
of the District Office

**ADJOURNMENT**

Time\_\_\_\_\_

Motion:\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_

**Board of Education Meetings are broadcast live on KPFB/FM 89.3  
and Cable Television Channel 25  
Guidelines for Speakers at Board of Education Meetings**

You are invited to participate in the 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** (located on the side of the Speaker's Stand) and give it to the Board Recorder. Your card must be submitted before the Presiding Officer calls for the item—**HEARING SECTION.**

You will be called on to speak by the Presiding Officer.

A speaker has three minutes in which to make his/her remarks. (The Presiding Officer will extend the time allocation for those with special speech needs.)

Any subject related to the District or its educational programs may be discussed at Board of Education Meetings **except matters pertaining to individual employees of the Berkeley Unified School District.** 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.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

TO: Michele Lawrence, Superintendent  
FROM: David A. Gomez, Ph.D., Associate Superintendent,  
Administrative Services  
DATE: December 19, 2001  
SUBJ: Interviews of Candidates for Personnel Commissioner

### **BACKGROUND INFORMATION:**

There is currently a vacancy for one commissioner on our Personnel Commission. The District is required to have three commissioners. The vacancy is for the term beginning December 2000. Each commissioner is appointed for a three-year term, thus the vacancy to be filled will conclude in December 2003. Three candidates have submitted applications and resumes to the District indicating their interest in the position. The candidates' resumes and applications are attached. Applications were received in accordance with the posted advertisement for the position. Their resumes and applications are attached. When a commissioner is recommended for appointment, the procedure includes an open interview, nomination by the Board of Education, and submittal to and appointment by the State Department of Education. Notification of the interview date was forwarded to the candidates on November 27, 2001. One of the candidates has declined to interview due to a conflict in his schedule. He understood that the interviews would take place anyway and that his application will be kept on file to be considered for future vacancies.

The oral interview questions and interview ranking form will be delivered to the Board in closed session prior to the oral interview.

### **POLICY/CODE:**

Education Code Section 45244.

### **FISCAL IMPACT:**

There is no financial impact relating to this action.

### **STAFF RECOMMENDATIONS:**

Recommend that the Board conduct an open interview of the Personnel Commission candidates in conjunction with the Board's December 19, 2001 Board meeting.

# PERSONNEL COMMISSION OF THE MERIT SYSTEM BERKELEY UNIFIED SCHOOL DISTRICT APPLICATION FOR APPOINTMENT AS PERSONNEL COMMISSIONER

Candidates: Please complete this application, attach a resume and submit both to the Superintendent's Office not later than 4:00 pm, Friday, November 12, 2001. At some appointed date in the future, the Board of Education of the Berkeley Unified School District will conduct personal interviews of the candidates for Personnel Commissioner.

Name: RICHARD APLEND Social Security Number: [REDACTED]

Home address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Former address: 201 GALT ROAD

Telephone, home: \_\_\_\_\_ work: \_\_\_\_\_ message: \_\_\_\_\_

The State of California Education Code (Section 45244) sites the qualification for membership on personnel commission to be:

- The candidate must be a registered voter and resident within the territorial jurisdiction of the school district.
- The candidate shall not be a member of the nominating governing board or of any other district governing board or county board of education, nor shall he or she be an employee of the district.
- The candidate shall be a known adherent to the principle of the merit system. "Known adherent" means a person who by the nature of their prior public or private service, has given evidence that they support the concept of employment, continuance in employment, inservice promotional opportunities, and other related matters on the basis of merit and fitness.
- The candidate must be willing to attend and participate in commission meetings. (The commission usually meets the first Tuesday of each month at 4:30 pm.)

Do you meet these requirements? ☒ Yes ☐ No

Please list and briefly describe your prior public or private service that you believe has provided evidence that you support the principles of the merit system. Answer here or on a separate sheet.

Service Dates	Service/Company Name	Description of Service
<u>1999 TO DATE</u>	<u>CAL</u>	<u>PEOPLE'S PARK COMMUNITY ADVISORY BOARD</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Candidate's signature Richard Apendra Date 4.10.01

Thank you for your interest in serving as personnel commissioner.

01 OCT 15 PM 3:46

11 October 2001

Tina Brier  
Director, Classified Personnel  
Berkeley Unified School District  
Personnel Services Department  
2134 Martin Luther King, Jr.  
Berkeley, CA 94704

Ref. Merit Commissioner

Dear Tina Brier:

As requested please find enclosed my resume' for your use. It clearly states that I have been self employed since 1967. I have lived in Berkeley since 1974. My two son are successful students of the BUSD. I strongly support public education and I feel I can be helpful as a Merit Commissioner.

Thank you for your honest consideration.

Warm Personal Regards:  
RICHARD SPLEND & ASSOCIATES  
LANDSCAPE ARCHITECTS/PARK PLANNERS



RICHARD SPLEND,  
LANDSCAPE ARCHITECT  
encl.

M.L.A.  
CA #1135

# PERSONNAL

**RICHARD SPLEND & ASSOCIATES**  
Landscape Architects / Park Planners

## principal/owner

**RICHARD SPLEND / LANDSCAPE ARCHITECT**

## teaching/lectures

**UNIVERSITY of CALIFORNIA, EXTENSION, 1970**  
**CALIFORNIA GARDEN CLUB, INC., LECTURER, 1971,1976,1977**  
**CONGRESS for RECREATION and PARKS, 1974**

## awards

**CALIFORNIA GARDEN CLUB, INC.**

**AWARD OF MERIT**

**DIMOND PARK, OAKLAND, CA. 1979**

**KELLEY PARK, SAN JOSE, CA. 1977**

**CALIFORNIA PARKS and RECREATION SOCIETY**

**PLANNING AWARD**

**SCOTT STREET MINI PARK, PALO ALTO, CA. 1990**

**CITY of EL CERRITO**

**DESIGN AWARD**

**TWIN PINES FEDERAL SAVINGS & LOAN**

**CITY of OKLAHOMA CITY**

**DESIGN AWARD**

**OKLAHOMA CITY TIVOLA GARDENS DESIGN 1969**

## community service

**PEOPLE'S PARK COMMUNITY ADVISORY BOARD**

**BERKELEY BASEBALL CLUB, BERKELEY HIGH SCHOOL**

**AMERICAN LEGION BASEBALL. POST 7, BERKELEY**

**ALBANY LITTLE LEAGUE**

# PERSONNAL

ASSOCIATES  
Landscape Architects / Park Planners  
8

principal/owner

**RICHARD SPLEND A / LANDSCAPE ARCHITECT**

experience

**SELF-EMPLOYED**

**SINCE 1967**

**RICHARD SPLEND A & ASSOCIATES**

education

**PENNSYLVANIA STATE UNIVERSITY**

**BSLA 1962**

**UNIVERSITY of MICHIGAN**

**MLA 1964**

registration

**STATE of CALIFORNIA**

**# 1 1 3 5**

**STATE of NEVADA**

**# 6 8**

**CLARB CERTIFICATE**

**# 9 5**

societies

**NATIONAL RECREATION and PARK ASSOCIATION**

**CALIFORNIA PARK and RECREATION SOCIETY**

**NEVADA RECREATION and PARKS SOCIETY**

**CALIFORNIA GARDEN CLUBS, INC.**

publications

**"PARK DESIGN, UNCLUTTER and UNCOMPLICATE"**

**PARKS & RECREATION, MARCH, 1974**

**"PERSONALIZED MINI PARKS"**

**PARKS & RECREATION, AUGUST / SEPTEMBER, 1976**

October 30, 2001

01 NOV -5 AM 10:19

Ms. Tina Brier, Director  
Classified Personnel  
Berkeley Unified School District  
2134 Martin Luther King, Jr. Way  
Berkeley, California 94704

Dear Ms. Brier,

Attached, please find my application and resume for Personnel Commissioner with the Berkeley Unified School District. As a forty-three year resident of the City of Berkeley, and a graduate of the Berkeley Public School, I believe that I have a lot to offer the District as a commissioner.

While I have considered "running" for this position before, I have now been energized by the vision being offered by our new Superintendent, Ms. Michelle Lawrence. Having twenty-two years plus in administering school food services programs, and working with the dedicated staffs that I have worked with every step of the way, I am anxious to return to Berkeley Unified in an official capacity as a personnel commissioner.

Aside from the dignitaries listed in my resume, I believe that (unless there is a specific 'Union' candidate running) I would find support from Mr. Pat Robertson, Mr. Rick Spaid, Ms. Ayana Willaims, Ms. Cecilia Adams and other food services staff that I have supervised in the past.

My wife, Mary Hurlbert, is an program assistant for the Berkeley School Enrichment Program. I understand that I would not be able to participate on any issue concerning her employment with the District. My daughter is currently a sophomore at Berkeley High School. My son, a Merit Scholar from Berkeley High, is a junior at Carleton College in Northfield, Minnesota.

I look forward to participating in the interviewing process, and hopefully serving as a Merit Commissioner.

Sincerely,  
  
Dan F. Lee



8 November 2001

Ms Tina Brier  
Director Classified Personnel  
Berkeley Unified School District  
2134 Martin Luther King Jr. Way  
Berkeley, CA 94705

Dear Ms Brier:

**SUPPORT LETTER FOR MR. DAN LEE TO PERSONNEL COMMISSION**

I am writing this letter in support of Mr. Dan Lee for appointment as a Personnel Commissioner for the Berkeley Unified School District.

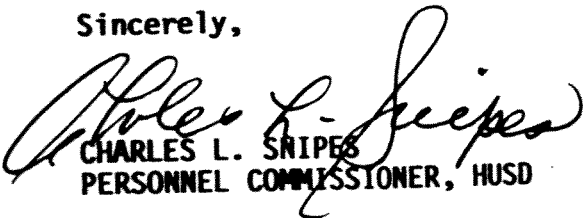
I have known Dan for the past 12 years since he came to Hayward Unified School District (HUSD) as Director of Child Nutrition Services. I am currently serving on the Personnel Commission, HUSD. Dan has appeared before our Personnel Commission several times during his tenure at HUSD. He is also a frequent attendant at our Personnel Commission meetings.

He has worked in Merit System School Districts before coming to Hayward, and I have found him to be very knowledgeable of the merit system in School Districts. I have also found him to be a known adherent of the merit system. I have enormously respect for Dan, and he has served HUSD with distinction and has demonstrated strong leadership abilities with fairness to his Classified Employees. I feel he would be a strong asset to your Personnel Commission.

Berkeley is fortunate that Dan is willing to serve on the Personnel Commission with his strong back ground of dealing with merit system problems in School Districts.

I strongly recommend that Dan be appointed to serve on your Personnel Commission.

Sincerely,

  
CHARLES L. SNIPE  
PERSONNEL COMMISSIONER, HUSD

01 NOV 14 AM 9:17

**PERSONNEL COMMISSION OF THE MERIT SYSTEM  
BERKELEY UNIFIED SCHOOL DISTRICT  
APPLICATION FOR APPOINTMENT AS PERSONNEL COMMISSIONER**

**Candidates:** Please complete this application, attach a letter of interest and resume and submit all to the Personnel Office at BUSD, 2134 Martin Luther King Way, before Friday, November 9, 2001, at 4:30 PM. At some appointed date in the future, the Board of Education of the BUSD will conduct personal interviews of the candidates for Personnel Commissioner.

Name: Dan F. Lee    Social Security Number: [REDACTED]

Home address:

Mailing address: Same

Former address:

Telephone:        home:                      work:                      cell:

The State of California Education Code (Section 45244) sites the qualification for membership on personnel commission to be:

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- The candidate shall be a known adherent to the principle of the Merit System. "Known adherent" means a person who by the nature of their prior public or private service, has given evidence that they support the concept of employment, continuance in employment, inservice promotional opportunities, and other related matters on the basis of merit and fitness.
- The candidate must be willing to attend and participate in commission meetings. (The commission usually meets the first Tuesday of each month at 4:30 PM.)

Do you meet these requirements? XYes    \_\_\_\_\_ No (by 5:00 p.m.)

Please list and briefly describe your prior public or private service that you believe has provided evidence that you support the principles of the Merit system. Answer here or on a separate sheet of paper.

<u>Service Dates</u>	<u>Service/Company Name</u>	<u>Description of Service</u>
1979-81	Laguna Salada U.S.D. (Merit Dist.)	Director of Food Services
1981-89	Berkeley Unified School District	Director of Food Services
1989-Present	Hayward U.S.D. (Merit Dist.)	Director, Child Nutrition Services

Candidate's signature: *Dan F. Lee*

Date: October 29, 2001

## **Dan F. Lee**

**GOAL:**            Merit Commissioner    Berkeley Unified School District

**EDUCATION:**            K-12                            Berkeley Unified School District  
                         F/S College                   Pacific University, Forest Grove Oregon  
                         BA Sociology                   University of California at Davis  
                         Post Grad. Nutrition        University of California at Berkeley

**EDUCATION:**            1974-77            Yolo County Office of Education, Migrant Education  
   Food Services Supervisor @ Migrant Labor Camps

   1977-79            Food Services Consultant

   1979-81            Laguna Salada Union School District (Pacifica, Ca)  
   Director, Food Services

   1981-89            Berkeley Unified School District  
   Director, Food Services

   1989-Present    Hayward Unified School District  
   Director, Child Nutrition Services

### **MERIT COMMISSION KNOWLEDGE AND OTHER CHARACTERISTICS:**

- Twenty-two years working in Merit Commission districts.
- Firm knowledge of personnel commission rules, procedures and practices.
- Objective and unbiased.
- Working knowledge of personnel law.
- Oversee a program with more than one hundred employees.
- Knowledge of the Berkeley Unified School District.

### **REFERENCES:**

Charles Snipes, President, Merit Commission, Hayward Unified S.D.  
510-784-2697

Frank Remkiewicz, Chief Financial Officer, Vallejo Unified S.D.  
707-556-8950

Monica Theiberg, Manager, Berkeley Schools Excellence Program  
510-844-8717

Committee work:        Dr. Michelle Lawrence, Mr. John Malone, Mr. Terry Doran,  
   Mr. Joaquin Rivera, Mr. John Selawsky, Ms. Pamela Doolan

# PERSONNEL COMMISSION OF THE MERIT SYSTEM BERKELEY UNIFIED SCHOOL DISTRICT APPLICATION FOR APPOINTMENT AS PERSONNEL COMMISSIONER

**Candidates:** Please complete this application, attach a resume and submit both to the Superintendent's Office not later than 4:00 pm, Friday, November 12, 2001. At some appointed date in the future, the Board of Education of the Berkeley Unified School District will conduct personal interviews of the candidates for Personnel Commissioner.

Name: MELVIN MOGULOF Social Security Number: [REDACTED]

Home address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Former address: \_\_\_\_\_

Telephone, home: \_\_\_\_\_ work: → \_\_\_\_\_ message: \_\_\_\_\_

The State of California Education Code (Section 45244) sites the qualification for membership on personnel commission to be:

- The candidate must be a registered voter and resident within the territorial jurisdiction of the school district.
- The candidate shall not be a member of the nominating governing board or of any other district governing board or county board of education, nor shall he or she be an employee of the district.
- The candidate shall be a known adherent to the principle of the merit system. "Known adherent" means a person who by the nature of their prior public or private service, has given evidence that they support the concept of employment, continuance in employment, inservice promotional opportunities, and other related matters on the basis of merit and fitness.
- The candidate must be willing to attend and participate in commission meetings. (The commission usually meets the first Tuesday of each month at 4:30 pm.)

Do you meet these requirements? ☒ Yes ☐ No

Please list and briefly describe your prior public or private service that you believe has provided evidence that you support the principles of the merit system. Answer here or on a separate sheet.

Service Dates	Service/Company Name	Description of Service
<u>80-85</u>	<u>Jewish Federation - E. Bay</u>	<u>Executive Director</u>
<u>86-88 / 00-01</u>	<u>Koret Foundation</u>	<u>C.B.O.</u>
<u>66-68</u>	<u>O.E.O.</u>	<u>Regional Director - Community Action Program</u>
<u>70-71 / 76-77</u>	<u>Falbright Commission</u>	<u>Professor - England/Israel</u>
Candidate's signature <u>Melvin Mogulof</u>		Date <u>10/7/01</u>

Thank you for your interest in serving as personnel commissioner.

## MOGULOF

Education: B. S. (Business Administration) Denver U.  
 M. A. (Education) Syracuse U.  
 M. S. (Social Work) U. of Connecticut  
 Ph. D. (Social Welfare Planning) Brandeis U.

Experience:

C.E.O. Koret Foundation, San Francisco (86-88) (60-81) (43-81)  
 Executive V. P., Jewish Federation, East Bay (80-86)  
 Planning Director, United Way, San Francisco (79-80)  
 Fulbright Lecturer, School of Social Welfare, Hebrew U. Jerusalem (76-77)  
 Executive Director for Community Services, Federation of Jewish Philanthropies, New York (74-76)  
 Senior Research Associate, The Urban Institute, Washington (69-74)  
 Fulbright Lecturer, National Institute for Social Work Training, London (71-72)  
 Director, Social Programs Task Force, President's Advisory Council on Executive Organization, Washington (70)  
 Associate Professor, Graduate School of Social Work, S.F. State College, San Francisco (68-69)  
 Regional Director, Model Cities Program, Dep't of Housing and Urban Development, San Francisco (66-68)  
 Regional Manager, Community Action Programs, Office of Economic Opportunity, San Francisco (64-66)  
 Community Organization and Training Specialist, President's Committee on Juvenile Delinquency, Washington (63-64)  
Consultation: U. S. Office of Management and Budget, U. S. Dep't of Housing and Urban Development, U. S. Advisory Commission on Intergovernmental Relations, U. S. Dep't of Health and Human Services, Dep't of Health and Social Security (England), Ford Foundation, Kettering Foundation, Stanford Research Institute, other municipal, state and non-profit organizations

Publications: 2 books, over 35 professional journal articles, 7 Urban Institute published reports, and 11 chapters in books



BERKELEY UNIFIED SCHOOL DISTRICT  
MINUTES, REGULAR MEETING  
Wednesday, December 5, 2001  
District Administrative Offices  
Board Meeting Room  
2134 Martin Luther King Jr. Way  
Berkeley, CA 94704-1180

OFFICIAL BUT UNADOPTED MINUTES  
Page 1

## **CALL TO ORDER**

President Terry S. Doran called the Board of Education Meeting to order at 5:00 p.m.

## **BOARD ROLL CALL**

**MEMBERS PRESENT:** Director Terry S. Doran  
Director Shirley Issel  
Director Joaquin J. Rivera  
Director Ted Schultz  
Director John T. Selawsky  
Student Director Sarena M. Chandler  
(Arrived at 7:30 p.m.)

Administration: Superintendent Michele Lawrence, Secretary

## **ANNUAL ORGANIZATIONAL MEETING**

### Election of Officers

Motion: Directors Rivera/Schultz and approved 4-1-(1) on voice vote:

That Director Shirley Issel is President of the Board of Education for 2002.

AYES: Directors Doran, Rivera, Schultz, Selawsky

ABSTAIN: Director Issel

EXCUSED: (Student Director Chandler)

Motion: Directors Doran/Selawsky and approved 4-1-(1) on voice vote:

That Director Joaquin J. Rivera is Vice President of the Board of Education for 2002.

AYES: Directors Issel, Doran, Schultz, Selawsky

ABSTAIN: Director Rivera

EXCUSED: (Student Director Chandler)

Resolution No. 7295: Signatures of Board Members

Motion: Directors Doran/Schultz and approved 5-(1) on voice vote:

That Resolution No. 7295 is approved.

Review of Board Committees

President Shirley Issel made the following appointments to Board Committees:

<b>COMMITTEES/COMMISSIONS</b>	<b>2002 APPOINTEES</b>
1. Alameda County School Boards Association	Director Terry S. Doran will serve until April 2, 2002. President Shirley Issel will begin serving effective April 2, 2002.
2. Association of California Urban School Districts	Vice President Joaquin J. Rivera
3. Berkeley Alliance	President Shirley Issel and Vice President Joaquin J. Rivera
4. Berkeley Biotechnology Education, Inc.	Vice President Joaquin J. Rivera
5. Berkeley High School Health Center	Director Ted Schultz
6. Berkeley Arts in Education Steering Committee	Director John T. Selawsky
7. BSEP Planning & Oversight Committee	Director John T. Selawsky and other Board Members attend on a rotating basis.
8. Board/City 2X2 Committee	President Shirley Issel and Vice President Joaquin J. Rivera
9. Citizens Budget and Finance Committee	Vice President Joaquin J. Rivera and Director Terry S. Doran
10. Citizens Construction Program Advisory Committee	Director Terry S. Doran and Director John T. Selawsky
11. Citywide Youth Collaborative	Director Ted Schultz and Director Terry S. Doran
12. District Advisory Council (DAC)	Director Terry S. Doran
13. District English Learner Advisory Council (ELAC)	Vice President Joaquin J. Rivera
14. District Wide Library	Director John T. Selawsky
15. Facilities Maintenance & Security Advisory Committee	President Shirley and Director John T. Selawsky
16. Music Committee	Director John T. Selawsky
17. Peace & Justice Commission	None
18. Youth Commission	None



Review of Board Committees (continued)

Vice President Rivera requested that each Board Member who is the liaison to a particular committee provide brief notes and any documents that are distributed at the various committee meetings be given to the other Board Members and share information during the Board Comments' section of the Board agenda. He also requested that a sign-up sheet be circulated among the Board Members for attendance at the BSEP Planning & Oversight Committee meetings and a calendar of those meetings be distributed to each Board Member.

Review Appointments of Citizens to Board Committees

Director Schultz said appointments and re-appointments to committees should occur each January.

Child Nutrition Advisory Committee:

The Board directed the Superintendent to come back with recommendations designating this as a Superintendent's Committee. That the Superintendent consults with the current members of the Child Nutrition Advisory Committee regarding the proposed change.

Ms. Karen Candito is the staff liaison to the Child Nutrition Advisory Committee.

Citizens Budget and Finance Committee:

According to the Charge of the Citizens Budget and Finance Committee, the appointments are to end December 2002. Therefore, the members who are serving on this committee will continue to serve until that time.

Vice President Rivera suggested that we re-visit the charge of the committees and re-affirm with the committee members the ways they can be most helpful to the Superintendent and Board.

The following people have been re-affirmed:

COMMITTEES				
Staff Liaison	Karen Candito	Superintendent/ CBO	Lewis Jones	Lewis Jones
Board Member	Child Nutrition Advisory	Citizens Budget & Finance	Citizens Construction Program Advisory	Facilities Maintenance & Security Advisory
President Issel		Andy Gaines		Gail Keleman
Vice President Rivera		Robert Smith		
Director Doran		Fayette Wimberly		
Director Schultz		Donald Read	Tom Rose	Jim Wert
Director Selawsky		Lawrence Gurley	James Hallam	Sally Reyes

COMMISSIONS		
BOARD MEMBER	Peace & Justice	Youth
President Shirley Issel		Andre Sternberg
Vice President Joaquin J. Rivera		
Director Terry S. Doran		
Director Ted Schultz		
Director John T. Selawsky	Steven Freedkin	Ryan Buckley
Student Director Chandler		
Board appointee		
Board appointee		
Board appointee		

At this time President Issel re-affirmed the Adopt a School assignments for Board Members as follows:

BOARD MEMBER	SCHOOL
President Shirley Issel	Berkeley Adult School Emerson Jefferson Oxford
Vice President Joaquin R. Rivera	Berkeley High School City of Franklin MicroSociety Magnet School Rosa Parks Environmental Science Magnet School Thousand Oaks
Director Terry S. Doran	LeConte Martin Luther King Jr. Middle School Washington Willard
Director Ted Schultz	Berkeley Alternative High School Berkeley Arts Magnet John Muir
Director John T. Selawsky	Cragmont Early Childhood Education Longfellow Arts & Technology Magnet Middle School Malcolm X Arts & Academic Magnet School Willard Middle School

President Issel reviewed the telephone answering days as follows:

Director Doran	Mondays
President Issel	Tuesdays
Vice President Rivera	Wednesdays
Director Selawsky	Thursdays
Director Schultz	Fridays and Saturdays

Calendar:

Director Doran said that in the past, regular board meetings have been held on the first and third Wednesdays of each month. He wanted to know why staff is recommending deviating from this practice.

Vice President Rivera said December 4, 2002 is the same day as the CSBA Annual Education Conference and since he serves on the Delegate Assembly, he will not be able to attend a board meeting on that date. Director Doran suggested deleting the August 7, 2002 date. It was the consensus of the Board that staff re-visit these dates and bring the calendar back to the Board on December 19, 2001, for action.

Recess to Closed Session (Government Code Sections 3549.1(d), 54956.9, 64956.9(a) and 54957) and Education Code Section 48918(c):

- a. Conference with Legal Counsel—Existing Litigation
- b. Consideration of Student Expulsions
  - 1. Case #12-02
  - 2. Case #14-02
  - 3. Case #15-02
- c. Collective Bargaining
- d. Public Employee Discipline/Dismissal/Release
- e. Public Employment and Appointments
- f. Property Acquisition

The Board recessed to Closed Session at 6:07 p.m. and reconvened in Public Session at 7:40 p.m.

Report Closed Session Action:

President Issel announced that in Closed Session, the Board voted to hire Mr. Jerry Kurr, Associate Superintendent, Business, on a provisional contract, effective January 1, 2002.

President Issel reported that in Closed Session, the Board took the following action regarding student expulsions:

- Case #12-02: The Board voted to suspend the expulsion.
- Case #14-02: The Board voted to expel the student for two semesters.
- Case #15-02: The Board voted to expel the student for two semesters.

Approve Agenda:

Motion: Directors Rivera/Selawsky and approved unanimously on voice vote:

That the agenda is approved as amended. The amendment is to add items 2.1-A, 3.1-A and 4.1-A to the Consent Calendar.

At this time, Director Doran requested that agenda item 1.1-I, Report on Small Schools, be moved up on the agenda.

Regular Minutes, December 5, 2001

Motion: Directors Schultz/Selawsky and approved unanimously on voice vote:

That the Minutes of the Regular Meeting held December 5, 2001 is approved as corrected.

The correction is on page 11, item 20, and third sentence. The sentence now reads:

Director **Selawsky** asked **for** fingerprinting **and background checks** of adults who accompany students on field trips.

Approval of Resolution of Appreciation for Outgoing President Terry S. Doran

President Issel read the Resolution of Appreciation for Outgoing President Terry S. Doran.

Motion: Directors Rivera/Selawsky and approved 4(1)-1 on voice vote:

That the resolution is approved.

AYES: Directors Issel, Rivera, Schultz, Selawsky (Chandler)

ABSTAIN: Director Doran

After the reading of the Resolution, President Issel presented a Plaque of Appreciation to Outgoing President Doran. Director Doran thanked the Board, Superintendent and staff for their support during his tenure as Board President.

## **REPORTS**

### **Union Representatives' Reports:**

Mr. Barry Fike, President, Berkeley Federation of Teachers, said the teachers elect him and he speaks on behalf of the teachers. He said at last week's BFT Executive Board Meeting, the issues of maintenance and safety at some of the school sites were discussed. Mr. Fike gave an update regarding the PAR (Peer Assistance & Review Program). Mr. Fike said he will be meeting with BFT members and discussing small schools.

### **Board Committee Reports:**

Ms. Stephanie Allen, Co-Chair, Maintenance, Safety & Security Committee, announced that the "boom truck" has been sent to the "bone yard." She expressed concern that some of the schools have flooding problems due to the heavy rains.

Mr. Kevin Madden, Music Curriculum Committee, thanked the Board for their efforts in funding the Music Department. He expressed appreciation to the Music Department staff—Ms. Suzanne McCulloch, Coordinator, Music and Performing Arts and Ms. Annette Lys, Secretary.

### **Board Members' Comments:**

Director Doran expressed his support for small schools.

Director Selawsky acknowledged and congratulated Director Doran for successfully executing the office of President of the Board of Education. Director Selawsky recommended that people contact their legislators and put pressure on them to put pressure on Governor Davis not to make further cuts in public education. The Governor has earmarked 800 million dollars to be cut from the State education budget.

Vice President Rivera thanked Director Doran for his year as President of the Board.

President Issel expressed her gratitude to Director Doran for a job well done as President of the Board.

## **HEARING SECTION**

Ms. Beebo Turman, Maintenance Advisory Committee; Mr. Mark Coplan, President, In Dulci Jubilo, Inc.; Ms. Susan Brian; Ms. Valerie Peters; Ms. Marcia Wong; Ms. Irma Parker; Ms. Betty Harrison; Ms. Michiko Murillo; Ms. Laura Singh; Ms. Dibey Machta; and Ms. Vicki Bonnell addressed the Board regarding small schools.

## **CONSENT ITEMS**

The Board Members had questions concerning several of the items.

President Issel read the Proclamation in Honor of Berkeley City Ballet's 28<sup>th</sup> Annual Presentation of *The Nutcracker*.

Directors Rivera and Selawsky said in 3.7-C they would like to see the contract before it begin. Is it in affect now? What happens if the Board does not approve a retroactive contract? In the future, staff is expected to provide a written explanation prior to requesting Board approval. We need to be sure and careful that as we go out for grants we look at it as seed money.

Director Selawsky asked why, in 4.1-C, if it is less than \$15,000 it is included on this list?

Directors Selawsky had questions regarding 4.2-C.

Motion: Directors Rivera/Schultz and approved unanimously on voice vote:

That the Consent Calendar is approved.

1.1-C: Approval of Proclamation in Honor of Berkeley City Ballet's 28<sup>th</sup> Annual Presentation of *The Nutcracker*.

1.2-C: Acceptance of Gifts/Donations

2.1-C: Acceptance of Personnel Report

3.1-C: Approval of Out-of-State Travel Request

3.2-C: Approval of Overnight Field Trip Requests

3.3-C: Approval of Expenditure Plan for the Academic Performance Index (API) School Site Employee Bonus Award for Thousand Oaks Elementary School

3.4-C: Approval of Revised Expenditure Plan for Governor's Performance Award for Rosa Parks School

3.5-C: Approval of Rosa Parks Proposal for Permanent Art Work

3.6-C: Adopt textbook *Introduction to the Practice of Statistics*

3.7-C: Approval of a Two-Year (2001-2002 and 2002-2003) Contract between the District and the California Department of Health, California Nutrition Network Local Incentive Awards Program

3.8-C: Acceptance of Adult Education Workforce Investment Act Grant Award

4.1-C: Approval of Purchases in Excess of \$15,000

4.2-C: Approve Listing of Warrants issued in September and October 2001

4.3-C: Authorization to award a contract with ABM Engineering to provide a maintenance manager for a period not to exceed five months at a cost not to exceed \$50,000

## **INFORMATION**

### **General Services**

#### **1.I-1: Report on Small Schools**

Ms. Katrina Scott-George and representatives from the Coalition of Equity and Excellence via Small Schools and Mr. Rick Ayres, Coordinator, CAS (Communication of Arts and Science), made a presentation regarding small schools. They elaborated on the goals of the small leaning communities: high school achievement; personalization and physical safety for students and staff.

Ms. Katrina Scott-George gave a history of and timeline for small school planning. Mr. Bradley Johnson, a Berkeley High School student, highlighted the survey he and other students conducted at Berkeley High School regarding small schools.

Vice President Rivera clarified the resolution, which was passed by the Board. He said the resolution was for small learning communities not small schools. He asked the committee how would they interpret the issue of autonomy? Do we keep the comprehensive school or not. Examples of comprehensive and small school. Vice President Rivera said we should make sure that the people who oppose small schools are also heard.

Director Doran asked the Superintendent if at the next Board Meeting, she could recommend that in September 2003 we will be in a position to implement small schools at Berkeley High School? Is September 2003 possible or 2004 to start something? Director Doran asked if the Superintendent Lawrence could give a time line when her research regarding small schools will be ready to share with the Board and what the time will produce.

Superintendent Lawrence said she needed to do a significant amount of research; she presently is preparing to visit schools. She could not give a timeline about when she would recommend shall schools.

Director Schultz clarified that any group can suggest policy for Board action. He suggested the way we move forward is that the Superintendent form an inclusive working committee of everyone involved and select a time when staff and interested people can visit other small school sites. He said: "If we go ahead with this working committee, when can you get back to the Board with a schedule of site visits and a policy statement and what is the impact on the District's priorities?"



**INFORMATION** (continued)

General Services (continued)

1.I-1: Report on Small Schools (continued)

Superintendent Lawrence said she needs to concentrate on working through the WASC issues. Ms. Lawrence said staff could review the evaluation of existing small school programs and other successful models in other parts of the county in early February. Further, staff needs to work to analyze the financial implications, study the District's staffing allocation, facilities in addition to other issues like transcripts and grades.

**CONFERENCE**

Human Resources

2.1-CF: Second Reading of Revision of Board Policy 4030: Non-Discrimination in Employment

President Issel was not seated at 11:45 p.m. Vice President Rivera presided over the meeting from 11:45 p.m. to 11:48 p.m. At 11:48 p.m., President Issel returned and presided over the remainder of the meeting.

On page 130, under STATEMENT OF GENERAL POLICY, second sentence, replace the word imperative with either the word desirable, valuable or important.

A district employee **shall** be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains.

At this time, two parents addressed the Board regarding small schools

**ADJOURNMENT**

President Issel declared the Regular Meeting of December 5, 2001 adjourned at 12:05 a.m.

APPROVED:

ATTEST:

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President, Board of Education  
Berkeley Unified School District

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Secretary, Board of Education  
Berkeley Unified School District

qeg

## BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Michele Lawrence, Superintendent  
**FROM:** Queen Graham  
**DATE:** December 19, 2001  
**SUBJECT:** Approve Schedule of Board of Education Meetings for 2002

### **BACKGROUND**

At the Organizational Meeting, the Board requested clarification and modification of future Board meeting dates. Attached is the proposed schedule for Board of Education Meetings for 2002.

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve the schedule of Board of Education Meetings for 2002.

1.1-C

BERKELEY UNIFIED SCHOOL DISTRICT  
Office of the Superintendent  
Proposed Schedule of Board of Education Meetings for 2002

January 9, 2002  
January 23, 2002

February 6, 2002  
February 20, 2002

March 6, 2002  
March 20, 2002

April 10, 2002  
April 24, 2002

May 8, 2002  
May 22, 2002

June 5, 2002  
June 26, 2002

August 7, 2002  
August 21, 2002

September 11, 2002  
September 25, 2002

October 9, 2002  
October 23, 2002

November 6, 2002  
November 20, 2002

December 11, 2002

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Queen Graham, Executive Assistant  
**DATE:** December 19, 2001  
**SUBJECT:** Approval of Resolution regarding Conscientious  
Objection

### **BACKGROUND INFORMATION**

Berkeley Municipal Code (BMC) Chapter 3.68 established the Peace and Justice Commission as advisory to both the City Council of Berkeley and the Berkeley Unified School District.

At the Peace and Justice Commission Meeting of November 5, 2001, the Commission discussed the issue of conscientious objection to war. They passed the following motion:

“That the Board of Education for the Berkeley Unified School District adopt a resolution regarding conscientious objection to war.”

### **CODE**

Berkeley Municipal Code (BCM) Chapter 3.68.

### **FISCAL IMPACT**

None.

### **STAFF RECOMMENDATION**

None. Resolution of Conscientious Objection brought to Board for consideration by Director John T. Selawsky and advocated by the Peace and Justice Commission.

BERKELEY UNIFIED SCHOOL DISTRICT  
Office of the Superintendent  
December 19, 2001

RESOLUTION OF CONSCIENTIOUS OBJECTION

**WHEREAS**, Berkeley Municipal Code (BMC) Chapter 3.68 establishes this Peace and Justice Commission as advisory to both the Berkeley City Council and the Board of the Berkeley Unified School District; and

**WHEREAS**, BMC 3.68.010 states, in part, “Peace is not a fictitious tranquil end-state, but the process of solving differences constructively, creatively, and non-violently”; and

**WHEREAS**, Berkeley Unified School District Policy 5137.1 states in part, “Violence on the part of students or adults—whether verbal, non-verbal, or physical—is not acceptable in the District. Confrontation between individuals or groups in achieving the redistribution of power and relationships is expected in the normal encounters of life. Self and other controls are required to prevent such confrontation from reaching the violent level”; and

**WHEREAS**, The Berkeley Unified School District has supported and implemented, at several sites, conflict resolution tactics and strategies that explicitly espouse values of non-violence and cooperation, as well as reaching mutually agreeable resolutions of misunderstandings; and

**WHEREAS**, young students in Berkeley schools are in a period of their lives when most are still formulating a mature adult understanding of the moral, ethical, and other issues of violence and non-violence, of war and peace; and

**WHEREAS**, the United States armed forces engage in military recruitment methods that make use of the mythology and glamorization of warfare that permeate U.S. society, with the full persuasive arsenal of Madison Avenue advertising and with massive advertising budgets, and without a balanced presentation that fully reflects the realities of warfare; and

**WHEREAS**, prior to September 2001, young people may have assumed the deployment of U.S. military force into combat was unlikely, and therefore may have enlisted in the military without deep consideration of their values and beliefs with regard to violence and warfare; and

**WHEREAS**, the present military engagement in Afghanistan carries with it the immediate risk that military recruits will be called upon to engage in battle; and

**WHEREAS**, the proud tradition of pacifism, with its moral, ethical and other arguments for rejecting militarism in all its forms, are almost entirely lacking from the dominant American cultural milieu, ensuring that most young people receive an almost thoroughly one-sided presentation of the issues of war and peace; and

**WHEREAS**, Berkeley has a unique and honored tradition of promoting alternative social values and viewpoints including non-violence and pacifism; and

**WHEREAS**, Berkeley is fortunate to have nearby (in Oakland) a very active chapter of the Central Committee for Conscientious Objectors, which provides excellent informational and counseling services (including a GI Rights Hotline telephone service) for anyone, including people currently serving in the military, struggling with conscientious objection issues;

**NOW THEREFORE, BE IT RESOLVED**, that the Berkeley Unified School District Board of Education adopts the following policy:

That a printed notice shall be provided to all Berkeley Unified School District high-school teachers and guidance counselors advising them that students who ask about issues of conscientious objection to war may obtain further information from the school guidance counselors and may also be referred directly to:

Central Committee for Conscientious Objectors  
630 20<sup>th</sup> St.  
Oakland CA 94612-2226  
(510) 465-1617 or (888)231-2226  
GI Rights Hotline: (800) 394-9544  
<http://www.objector.org>

**BE IT FURTHER RESOLVED** that a supply of the following literature shall be obtained from the Central Committee for Conscientious Objectors, and when such materials are received, be provided to the high-school guidance counselors:

- Questions and Answers About Draft Registration
- The Military's Not Just a Job...It's Eight Years of Your Life—Check Out the Facts About Military Life Before You Sign
- Financing College Without Joining the Military

**PASSED AND ADOPTED** this 19<sup>th</sup> day of December 2001.

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Shirley Issel, President  
Board of Education

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Michele Lawrence  
Superintendent



TO: Michele Lawrence, Superintendent  
 FROM: David A. Gomez, Ph.D.  
 Associate Superintendent, Administrative Services  
 DATE: December 19, 2001  
 SUBJECT: ACCEPTANCE OF PERSONNEL REPORT 01-09

Following is Personnel Report 01-09 which reports details of personnel assignments, employment and terminations.

**CERTIFICATED EMPLOYEES**

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<b><u>RETIREMENT</u></b>						
Eula Webster (16 years of service)	Teacher	King (Extended Day Program)		1.0 \$38,660	12/28/01	
<b><u>APPOINTMENT</u></b>						
Christine Wynne	Teacher	Adult School		\$29.41 hr	11/15/01	6/30/02
Janice Tolman	Teacher	Adult School		\$29.41 hr	11/15/01	6/30/02
Elizabeth Van Scholck	Teacher	Adult School		\$29.41 hr	11/15/01	6/30/02
Emma Smith	Teacher	Adult School		\$29.41 hr	11/15/01	6/30/02
Amelia Kaplan	Teacher	Adult School		\$29.41 hr	11/15/01	6/30/02
<b><u>MATERNITY LEAVE OF ABSENCE W/O PAY</u></b>						
Karen Sudjian	Teacher	Whittier (Early Child Development)			11/26/01	4/25/02
Tontra Love	Teacher	Rosa Parks			11/28/01	4/29/02
<b><u>STIPENDS</u></b>						
Wyn Skeels	Teacher	Berkeley High School	Computer Academy	\$500 Recruitment, web site, program support	1/1/02	6/13/02
Matilde Merello	SST Coordinator	Rosa Parks		\$1100	9/4/01	12/4/01
Mary Machens	SST Coordinator	Malcolm X		.50 FTE \$825	9/1/01	6/13/02
Mary Ellis Ragutin	SST Coordinator	Malcolm X		.50 FTE \$825	9/1/01	6/13/02
Susannah Bell	Teacher	Berkeley High School	Computer Academy	\$500 Recruitment, web site, program support	1/1/02	6/13/02

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CERTIFICATED  
EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Brooks Gieken	Coach	Martin Luther King	BSEP	\$1,800	9/5/01	6/13/02
Frank Martin	Coach	Martin Luther King	BSEP	\$1,800	9/5/01	6/13/02
Anthony Mason	Coach	Martin Luther King	BSEP	\$1,800	9/5/01	6/13/02
Josh Rosen	Coach	Martin Luther King	BSEP	\$1,800	9/5/01	6/13/02
Leslie Stenger	Coach	Martin Luther King	BSEP	\$1,800	9/5/01	6/13/02
Aaron Ward	Head Cross Country Coach (Boys)	Berkeley High School		\$1199.00 + \$200/wk if involved in CIF post season competition	9/1/01	12/14/01
<b><u>EXTRA DUTY</u></b>						
Leorah Abreu-Zilberman	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Susannah Bell	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Chris Dejong	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Annie Johnston	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Craig Miller	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Meg Matan	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02

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CERTIFICATED  
EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Flora Russ	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Zora Tammer	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Madeleine Scott	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Frank Schooley	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Dorothy Wasdon	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	8/29/01	6/13/02
Wyn Skeels	Curriculum Development	Berkeley High School	Computer Academy	NTE \$500 \$22.73/hr bimonthly meetings, evening meetings with families	9/17/01	6/13/02
Mike Flushman	Teacher	Berkeley High School	ELAP	NTE: \$556 \$26.71/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02
Sharon Arthur	Teacher	Berkeley High School	ELAP	NTE \$556 \$22.73/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	8/29/01	6/13/02

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CERTIFICATED  
EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Vana James	Teacher	Berkeley High School	ELAP	NTE: \$556 \$26.71/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02
Sandra Green	Teacher	Berkeley High School	ELAP	NTE: \$556 \$26.71/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02
Mike Walbridge	Teacher	Berkeley High School	ELAP	NTE: \$556 \$26.71/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02
Jesse Ragent	Teacher	Berkeley High School	ELAP	NTE: \$556 \$26.71/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02
Natalie Castelo	Teacher	Berkeley High School	ELAP	NTE: \$556 \$26.71/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02
Cathy Campbell	Teacher	Berkeley High School	ELAP	NTE: \$556 Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02

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CERTIFICATED  
EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Carolyn Smith	Teacher	Berkeley High School	ELAP	NTE: \$556 \$26.71/hr Coverage of English Learner, Homework Center, MECHA Club and other cultural activities	9/17/01	6/13/02
Kevin Arnold	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Christina Blach	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Susan Bailey	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Patricia Binder	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Constance Cooper	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Chris Dejong	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Niambi Clay	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01

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CERTIFICATED  
EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Pamela Drew	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Susan Gilstad	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Rudy Graham	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Doug Healy	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Rick Herber	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Charles Kratz	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Julia Montrand	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Cassandra Millsbaugh	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Matt McHugh	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01

*P. 6 of 10*

CERTIFICATED  
EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
Sarah Morrison	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Jim Schroeder	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Bruno Schull	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Candida Silva	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Nancy Silver	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Bernadadette Szafranski	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Sandy Wood	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01
Jacqueline White	Teacher	Berkeley Alternative High School	Professional Development	\$105.00 one day Workshop on standards, high school exit exams and STAR tests	10/10/01	10/18/01

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**CLASSIFIED EMPLOYEES**

						<b>EFFECTIVE</b>	
<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
<b><u>RESIGNATION</u></b>							
Elizabeth Fuentes	Instructional Specialist	Berkeley Arts Magnet				11/13/01	
<b><u>TERMINATION (Probationary Employees)</u></b>							
Efren Villasenor	Instructional Assistant	Berkeley High School				11/1/01	
Nicole East	Instructional Assistant (Special Education)	Berkeley High School				12/14/01	
<b><u>SUBSTITUTES</u></b>							
John January	Intramural Director	Berkeley High School		N/A	\$11.45/hr	9/1/01	3/1/02
Lillia Bermeo	Intramural Director	Berkeley High School		N/A	\$11.45/hr	9/1/01	3/1/02
Norman James	Intramural Director	Berkeley High School		N/A	\$11.45/hr	9/1/01	3/1/02
Myriam Gonzales	Student Tutor	Berkeley Alternative High School		N/A	\$11.45/hr	11/14/01	6/13/02
Michael Taylor	Instructional Assistant	District		29/1	As Needed \$11.48/hr	11/14/01	6/13/02
Sean Romo	Instructional Assistant	District		29/1	As Needed \$11.48/hr	11/14/01	6/13/02
Brenda Morton	Clerical Assistant III	District		36/1	As Needed \$13.64/hr	11/14/01	6/13/02
Toshibo Quides	Student Tutor	Berkeley Alternative High School (Independent Study)		N/A	As Needed \$11.45/hr	11/14/01	6/13/02
JoSunda Lister	Student Tutor	Berkeley High School		N/A	As Needed \$11.45/hr	11/14/01	6/13/02
<b><u>PROVISIONAL</u></b>							
Jessica Lopez	Clerical Assistant I	Berkeley High School		30/1	.40 \$11.77/hr	11/1/01	6/30/02
Jessica Lopez	Home School Liaison	Berkeley High School		37/1	.40 \$13.99/hr	11/1/01	6/30/02
DuShawne McKinley	Home School Liaison	Washington		37/1	.27 \$13.99/hr	11/20/01	6/13/02
Maggie Owens	Instructional Specialist (Garden)	Emerson		51/1	.27 \$19.79/hr	12/3/01	6/13/02

*P. 8 of 10*



**CLASSIFIED EMPLOYEES**

						<b>EFFECTIVE</b>	
<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
Eli Jacobs-Fantauzzi	Instructional Technician	Berkeley High School		34/1	.80 \$12.99/hr	8/27/01	6/13/02
<b><u>PERMANENT</u></b>							
Belinda Floyd McDaniel	Program Assistant	Berkeley High School		50/2	1.0 \$20.28/hr	12/1/01	
Nancy Charlson	Library Media Technician	Cragmont		41/1	.13 \$15.45/hr	11/1/01	
<b><u>TEMPORARY</u></b>							
Katharine Brookes	Instructional Specialist	Jefferson		58/1	.20 \$23.54/hr	9/1/01	6/13/02
<b><u>STIPENDS</u></b>							
William Justin Caraway	Girls Volleyball Head & Assistant Coach	Berkeley High School		N/A	\$3,231.80 + \$200/wk if involved in CIF post season competition	9/1/01	12/14/01
Brandon Williams	Girls Water Polo Coach	Berkeley High School		N/A	\$2,237 + \$200/wk if involved in CIF post season competition	9/1/01	12/14/01
Daniel Seguin	Head Girls Tennis Coach	Berkeley High School		N/A	\$1,243 + \$200/wk if involved in CIF post season competition	9/1/01	12/14/01
Michael Gragnani	Strength & Conditioning Coach	Berkeley High School		N/A	\$1,243	9/1/01	12/14/01
David Granger	Assistant Football Coach	Berkeley High School		N/A	\$1,872.80	9/1/01	12/14/01
Amy Meehan	Head Girls Field Hockey Coach	Berkeley High School		N/A	\$2,237 + \$200/wk if involved in CIF post season competition	9/1/01	12/14/01

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**CLASSIFIED EMPLOYEES**

						<b>EFFECTIVE</b>	
<b>NAME</b>	<b>POSITION</b>	<b>LOCATION</b>	<b>BUDGET</b>	<b>CLASS RANGE STEP</b>	<b>FTE &amp; SALARY</b>	<b>FROM</b>	<b>TO</b>
James Markus Turner	Athletic Trainer	Berkeley High School		N/A	\$7,461	10/2/01	6/13/02
Valcour Carroll, Jr.	Assistant Football Coach	Berkeley High School		N/A	.80 \$1,872.80	9/1/01	12/14/01
Rebecca Meyer	Assistant Girls Field Hockey Coach	Berkeley High School		N/A	.80 \$994.40	9/1/01	12/14/01
<b><u>HOURLY PAY</u></b>							
Chris Donnelly	Noon Director	City of Franklin		N/A	1 hr/daily \$11.45/hr	11/5/01	6/13/02
Josh Church	Intramural Director	King (Extended Day Program)		N/A	.15 \$11.45/hr	11/15/01	6/13/02
Josh Church	Instructional Specialist	King (Extended Day Program)		51/1	.15 \$19.79/hr	11/1/01	6/13/02
Meay Seachao	Instructional Technician	King (Extended Day Program)		34/1	.43 \$12.99/hr	11/15/01	6/13/02
Antoinette Cooks	Secretary	Berkeley High School		48/1	30 hr/wk \$18.34/hr	12/1/01	3/1/02
<b><u>LIMITED TERM</u></b>							
Gerardo Cipres	General Maintenance Worker	Maintenance		40/1	1.0 \$15.07/hr	12/10/01	3/1/02

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## **BERKELEY UNIFIED SCHOOL DISTRICT**

TO: Michele Lawrence, Superintendent  
FROM: David A. Gomez, Ph.D., Associate Superintendent,  
Administrative Services  
DATE: December 19, 2001  
SUBJECT: Final Approval of Non-Discrimination Policy 4030.

### **BACKGROUND INFORMATION:**

Draft Policy 4030 has come to the Board on two different occasions. At its meeting 12/05/01, the Board requested the District to bring forward this policy at the next board meeting 12/19/01 for final approval.

### **POLICY/CODE:**

Board Policy 4030.

### **FISCAL IMPACT:**

None.

### **STAFF RECOMMENDATIONS:**

Final approval of the Berkeley Unified School District's Non-Discrimination Policy 4030.

# **PERSONNEL & ADMINISTRATIVE SERVICES**

## **4030 NONDISCRIMINATION IN EMPLOYMENT**

### **STATEMENT OF GENERAL POLICY**

It is the policy of the Board to enhance the quality of integrated education. The integration of the Berkeley staff is imperative in order to provide both a broad instructional perspective and a socially exemplary staff. To meet these educational needs, the District, through its classified and certificated employee regulations and practices, will actively promote equal employment opportunities. It is the intention of the District to emphasize personnel and other organizational practices that will improve the District's performance in implementing equal opportunity practices. The Board desires to recruit and retain the highest qualified personnel for all certificated and classified positions.

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sexual orientation, at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the District's complaint procedures instituted pursuant to this policy.

Any district employee who engages in unlawful discrimination or harassment shall be subject to disciplinary action up to and including dismissal.

Any district employee who permits unlawful discrimination or harassment may be subject to disciplinary action up to and including dismissal. A district employee shall be deemed to have permitted unlawful discrimination or harassment if he/she fails to report an observed incident of discrimination and/or harassment, whether or not the victim complains.

The Superintendent or designee shall regularly publicize this nondiscrimination policy and the availability of complaint procedures throughout the district and the community. He/she shall provide district employees and job applicants with copies of this policy, district regulations and complaint procedures as necessary.

The Board designates the Associate Superintendent, Administrative Services as Coordinator for Nondiscrimination in Employment and the recipient of all sexual harassment complaints.

### **Other Remedies**

An employee may, in addition to filing a discrimination complaint with the district, file a complaint with either the Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).

**Legal References:**

Education Code

44100 Legislative intent, affirmative action employment

Government Code

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

Labor Code

1102.1 Employment Discrimination: Sexual orientation

United States Code, Title 20

1681-1688 Discrimination based on sex or blindness, Title IX

United States Code, Title 29

621 et seq. Age Discrimination in Employment Act.

791 et seq. Vocational Rehabilitation.....of 1973, Sections 503 and 504

United States Code, Title 38

2011 et seq. Vietnam Era Veterans' Act

United States Code, Title 42

12101-12213 Americans with Disabilities Act

2000d & 2000d-7 Title VI Civil Rights Act of 1964

2000e-2000f-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2 - 2000h-6 Title IX, 1972 Education Act Amendments

Berkeley Unified School District Board Policy 4030.

Board Policy Adopted: December 19, 2001



## **BERKELEY UNIFIED SCHOOL DISTRICT**

TO: Michele Lawrence, Superintendent  
FROM: David A. Gomez, Ph.D., Associate Superintendent,  
Administrative Services  
DATE: December 19, 2001  
SUBJECT: Credential Waivers

### **BACKGROUND INFORMATION**

In October of last year the District identified approximately fifty teachers who were not appropriately credentialed. After much work, the vast majority of those individuals have now met their credential requirement or have been released from their contracts. Now less than ten teachers who are working cooperatively with the District to resolve similar credential issues. They have submitted documentation to the State which indicates their enrollment in a program to get them fully credentialed. However, in order to allow them to legally remain in the classroom, a waiver of credential to teach specific subject assignments must be approved by the Board. They may remain in the classroom pending State approval. Should approval from the State be denied, then they will be removed from their assignment and released.

The following teachers will need approval for a credential waiver:

Mwesigwa Blandesi	Berkeley High School	Swahili
Ivery McKnight	Berkeley High School	Counseling
Abigail Smith	Berkeley High School	Mathematics

### **POLICY/CODE:**

Education Code: 44266  
Title 5: 80024.1

### **FISCAL IMPACT:**

None.

### **STAFF RECOMMENDATIONS:**

Approval of credential waivers for the above teachers to teach specific subject assignments.





# **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Chris Lim, Associate Superintendent Instruction  
**DATE:** December 19, 2001  
**SUBJECT:** Approval of a contract with MICROSOCIETY, Inc. for comprehensive training services and technical assistance at City of Franklin Microsociety Magnet School.

## **BACKGROUND**

The District established a Microsociety Magnet School at City of Franklin in 1999. Since the implementation of the program, training has been provided to the faculty at the school. This contract provides additional training and technical assistance along with Microsociety materials.

The training will be provided by certified trainers from Microsociety, Inc. The contract can be renewed for a second and third year provided that magnet funding is available and Microsociety, Inc. meets its obligations under the terms of the contract.

## **POLICY/CODE**

Education section 39657

## **FISCAL IMPACT**

\$20,000 per year from Magnet Grant funds

## **STAFF RECOMMENDATION**

Approval of a contract with MICROSOCIETY, Inc. for this current year of comprehensive training services and technical assistance at City of Franklin Microsociety Magnet School.

12/19/01  
3.1 C



## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** John Malone  
Interim Associate Superintendent of Business  
**DATE:** December 19, 2001  
**SUBJECT:** Approve Listing of Warrants issued in November 2001

### **BACKGROUND INFORMATION**

Each month the district writes many checks to vendors for services provided and goods received. The checks are written on both the general fund and restricted funds. The attached copy is for warrants for the month of November 2001.

### **POLICY/CODE**

Educational Code Section 41010 et seq.

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve the monthly bill warrant list for November 2001.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence  
**FROM:** John Malone  
**DATE:** December 19, 2001  
**SUBJECT:** Receive and Approve Information on the issuance of payroll warrants for Employee Services for November 2001.

### **BACKGROUND INFORMATION**

On a regular basis the Board receives information on the total amount paid employees during a month. The attached represents a summary of pay warrants from various funds for the month of November 2001.

### **POLICY/CODE**

Educational Code 41010 et seq.

### **FISCAL IMPACT**

None

### **STAFF RECOMMENDATION**

Approve payroll payments made in November 2001.

BERKELEY UNIFIED SCHOOL DISTRICT  
District Payroll -- Accounting Department  
BUSD PAYROLL ISSUES FOR NOVEMBER 2001

<u>COMPUTER GENERATED</u>	<u>AMOUNT</u>
GENERAL FUND	\$ 2,745,496.32
MEASURE BB FUND	\$ 101,353.74
ADULT FUND	\$ 332,807.73
CAFETERIA FUND	\$ 99,474.54
CHILD DEVELOPMENT FUND	\$ 273,916.73
MEASURE A +AA ( BOND FUND)	\$ 12,640.20
SCHOOL ENRICHMENT FUNDS	\$ 149,694.68
SELF INSURANCE FUND	\$ 4,840.61
 TOTAL DISTRICT PAYROLL	 <u><u>\$ 3,720,224.55</u></u>

Approved by :

 12/7/01

## Supplement to Board Agenda December 19, 2001

### APPROVAL OF CONTRACTS/PURCHASE ORDERS

ROLL: Motion Recommend: That the Board Authorized the Associate Superintendent, Business or Purchasing Manager to execute the following contracts and purchase orders.

#### EXPENSE:

#### SERVICES CONTRACTS IN EXCESS OF FIFTEEN THOUSAND DOLLARS (\$15,000)

Request by	Vendor	Funding	Amount
1.J. Lustig Principal Cragmont	David Berg 5318 Poinsett Ave Richmond CA	IIUSP Cragmont Planning Grant	\$20,000

Consulting services in mathematics services may include Math in service classes in class coaching, modeling, follow-up discussions with staff and curriculum services for the period September 6, 2001 through June 15, 2002.

2.J. Owens Manager General Services	Susan Burnett Luten 2140 Shattuck Avenue Berkeley CA	General Fund	\$15,000
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Legal services for the eviction of tenants located on property owned by Berkeley Unified School District.

3.I. Phillips Manager Magnet Program	Don Waldrup 30 Lequita Place Hot Springs Village AR	Magnet Program	\$15,000
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The evaluator agrees to provide evaluation documents and technical assistance as specified in the Magnet Schools Assistance Program application "Magnets for the Millenium" pages 144-165.

4.L. Jones Manager Facilities	R.H. Tinnely Inc 296 Wright Brothers Avenue Livermore CA	Measure BB	\$15,500
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Furnish labor and materials to clean steam radiators to an operable condition for the 2001-2002 school year.

5.L. Jones Manager Facilities	Office of State Architect 1515 Clay Street Oakland CA	Measure A	\$27,633
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Fees to Office of State Architect. Structural, safety and access compliance review of the Franklin School Project Modernization Project based on \$4,575,000 construction costs.

## APPROVAL OF CONTRACTS/PURCHASE

6.L.Jones Manager Facilities	Office of State Architect 1515 Clay Street Oakland CA	Measure A	\$15,649
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Fees to Office of State Architect. Structural, safety and access compliance review of the Jefferson School Project Modernization Project based on \$2,190,000 construction costs.

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7.J. Santoro Principal Child Development	California Department Dept of Education Accounting Office P O Box 1925 Sacramento CA	Child Dev.	\$83,834
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Refund to California Department of Education overpayment on contract no. GCTR0004 for the FY 2001 per invoice no. C-17816.

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8.J. Santoro Principal Child Development	California Department Dept of Education Accounting Office P O Box 1925 Sacramento CA	Child Dev.	\$31,218
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Refund to California Department of Education overpayment on contract no. FCRT0001 for the FY 2001 per invoice no. C-17893.

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9.J. Biondi Manager Special Education	Raskob Learning Institute & Day School at Holly Names College 3520 Mountain Blvd Oakland CA	Special Educ	\$17,000
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Individualized Education Program (IEP) required tuition and services for student at Northern Regional SELPA approved contracted rates for the period July 1, 2001 through June 30, 2002.

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10.J. Malone Acting Assoc. Supt. of Business	Health & Human Services Admin Services City of Berkeley 2180 Milvia Street Berkeley CA	General Fund	\$55,000
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Registered Nurses Services at Berkeley High School for four quarters for the FY2002.

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Public Contract Code: 20111  
Education Code: 39657  
Board Policy: DJED

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence  
**FROM:** Lew Jones  
**DATE:** December 19, 2001  
**SUBJECT:** Acceptance of the Conduit Project to Support the Cameras at Berkeley High School

### **BACKGROUND INFORMATION**

The District designed and bid a project to place cameras at Berkeley High School. The project was split into three pieces: the conduits, the camera supply and the console. The conduits is the only portion which was a construction bid.

The contractor has been complete for a few months. The Maintenance Director inadvertently paid off the contractor's retention prior to Board acceptance. The Board should still take action so that staff can be authorized to file a Notice of Completion for the project. This will limit the rights of any subcontractors to file liens on the District in the future (for this project).

### **POLICY/CODE**

California Public Contract Code 20110 - 20118.

### **FISCAL IMPACT**

There are no new fiscal impacts. The project was funded in the capital improvement budget.

### **STAFF RECOMMENDATION**

Accept the project as complete.



**RESOLUTION NO. 7297**

**AUTHORIZATION TO ACCEPT COMPLETION of the CONDUIT AND WIRING AT  
BERKELEY HIGH SCHOOL**


WHEREAS, **MIKE BROWN ELECTRIC**, a contractor licensed and Existing under and by virtue of the laws of the State of California, and having offices at 561-A Mercantile Drive, Cotati, CA enter into a contract dated 7<sup>th</sup> day of February, 2000, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials, mechanical workmanship, transportation, equipment and services necessary for the Berkeley High School Softball Field Turf Renovations and

WHEREAS, Project Construction manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contractor has completed the work of said contract in worklike and satisfactory manner as of **December 19, 2001** and that warrant period begin on this date for this work.

NOW, THEREFORE, BE IT RESOLVED, that said written certification of said Supervisor's recommending the acceptance of the work listed above of said contract be and the same is hereby approved and adopted, and said work of said contract be same is hereby accepted.

PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky,  
(Chandler)  
NOES: None  
ABSENT: None  
ABSTAIN: None

  
Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

Public Contract Code: 20111  
Education Code: 39657  
Board Policy: DJED

**RESOLUTION NO. 7297**

**AUTHORIZATION TO ACCEPT COMPLETION of the CONDUIT AND WIRING AT  
BERKELEY HIGH SCHOOL**


WHEREAS, **MIKE BROWN ELECTRIC**, a contractor licensed and Existing under and by virtue of the laws of the State of California, and having offices at 561-A Mercantile Drive, Cotati, CA enter into a contract dated **7<sup>th</sup> day of February, 2000**, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials, mechanical workmanship, transportation, equipment and services necessary for the Berkeley High School Softball Field Turf Renovations and

WHEREAS, Project Construction manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contractor has completed the work of said contract in workerlike and satisfactory manner as of **December 19, 2001** and that warrant period begin on this date for this work.

NOW, THEREFORE, BE IT RESOLVED, that said written certification of said Supervisor's recommending the acceptance of the work listed above of said contract be and the same is hereby approved and adopted, and said work of said contract be same is hereby accepted.

PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES:	Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)
NOES:	None
ABSENT:	None
ABSTAIN:	None

  
Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

Public Contract Code: 20111  
Education Code: 39657  
Board Policy: DJED

**RESOLUTION NO. 7297**

**AUTHORIZATION TO ACCEPT COMPLETION of the CONDUIT AND WIRING AT  
BERKELEY HIGH SCHOOL**

WHEREAS, **MIKE BROWN ELECTRIC**, a contractor licensed and Existing under and by virtue of the laws of the State of California, and having offices at 561-A Mercantile Drive, Cotati, CA enter into a contract dated 7<sup>th</sup> **day of February, 2000**, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials, mechanical workmanship, transportation, equipment and services necessary for the Berkeley High School Softball Field Turf Renovations and

WHEREAS, Project Construction manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contractor has completed the work of said contract in workerlike and satisfactory manner as of **December 19, 2001** and that warrant period begin on this date for this work.

NOW, THEREFORE, BE IT RESOLVED, that said written certification of said Supervisor's recommending the acceptance of the work listed above of said contract be and the same is hereby approved and adopted, and said work of said contract be same is hereby accepted.

PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

Public Contract Code: 20111  
Education Code: 39657  
Board Policy: DJED

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence  
**FROM:** Lew Jones  
**DATE:** December 19, 2001  
**SUBJECT:** Acceptance of the Franklin Data Wiring and Electric Project

### **BACKGROUND INFORMATION**

The District designed and bid a project to place data wiring and convenience power at the Franklin School. The project included required accessibility work, primarily the placement of a lift at the front entry. The contractor has now completed his work. Acceptance of the project at this time will authorize staff to file a Notice of Completion for the project and to release retention to the contractor upon the expiration of the lien period.

### **POLICY/CODE**

California Public Contract Code 20110 - 20118.

### **FISCAL IMPACT**

There are no new fiscal impacts. The project was funded in the capital improvement budget.

### **STAFF RECOMMENDATION**

Accept the project as complete.

## RESOLUTION 7298

### AUTHORIZATION TO ACCEPT COMPLETION of the TECHNOLOGY IMPROVEMENT at FRANKLIN SCHOOL

WHEREAS, **YOUNGER WUNAR, INC.**, a contractor licensed and exiting under and by virtue of the laws of the State of California, and having offices at 2107 Kearney Street, El Cerrito, CA enter into a contract dated **29<sup>th</sup> May, 2001**, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials mechanical workership, transportation, equipment and services necessary for the Conduit and Wiring at Berkeley High School and

WHEREAS, Project Construction manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contract has completed the work of said contract in workerlike and satisfactory manner as of **December 19, 2001** and that warrant period begin on this date for this work.

NOW, THEREFORE BE IT RESOLVED, that said written certification of said Supervisor's recommending the acceptance of the work listed above of said contract be and the same is hereby approved and adopted, and said work of said contract be same is hereby accepted.

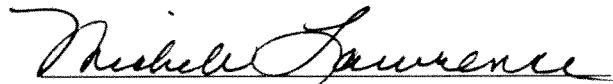
PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)

NOES: None

ABSENT: None

ABSTAIN: None



Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

Public Contract Code: 20111  
Education Code: 39657  
Board Policy DJED

## RESOLUTION 7298

### AUTHORIZATION TO ACCEPT COMPLETION of the TECHNOLOGY IMPROVEMENT at FRANKLIN SCHOOL

WHEREAS, **YOUNGER WUNAR, INC.**, a contractor licensed and exiting under and by virtue of the laws of the State of California, and having offices at 2107 Kearney Street, El Cerrito, CA enter into a contract dated **29<sup>th</sup> May, 2001**, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials mechanical workmanship, transportation, equipment and services necessary for the Conduit and Wiring at Berkeley High School and

WHEREAS, Project Construction manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contract has completed the work of said contract in worklike and satisfactory manner as of **December 19, 2001** and that warrant period begin on this date for this work.

NOW, THEREFORE BE IT RESOLVED, that said written certification of said Supervisor's recommending the acceptance of the work listed above of said contract be and the same is hereby approved and adopted, and said work of said contract be same is hereby accepted.

PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)

NOES: None

ABSENT: None

ABSTAIN: None



Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
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Public Contract Code: 20111  
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PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

Public Contract Code: 20111  
Education Code: 39657  
Board Policy DJED

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence  
**FROM:** Lew Jones  
**DATE:** December 19, 2001  
**SUBJECT:** Acceptance of the Jefferson Boiler Replacement Project

### **BACKGROUND INFORMATION**

The District designed and bid a project to replace the boiler at Jefferson School. The contractor has now completed his work. Acceptance of the project at this time will authorize staff to file a Notice of Completion for the project and to release retention to the contractor upon the expiration of the lien period.

### **POLICY/CODE**

California Public Contract Code 20110 - 20118.

### **FISCAL IMPACT**

There are no new fiscal impacts. The project was funded in the capital improvement budget.

### **STAFF RECOMMENDATION**

Accept the project as complete.



## RESOLUTION NO. 7299

### AUTHORIZATION TO ACCEPT COMPLETION of the MECHANICAL MODERNIZATION at JEFFERSON SCHOOL

WHEREAS, **YOUNGER WUNAR, INC.**, a contractor licensed and exiting under and by virtue of the laws of the State of California, and having offices at 2107 Kearny Street, El Cerrito, CA enter into a contract dated 29<sup>th</sup> day May, 2001, with Berkeley Unified School District of Alameda County, State of California to secure all labor, materials, mechanical workership, transportation, equipment and services necessary for the Mechanical Modernization at Jefferson School and

WHEREAS, Project Construction Manager employed by this Board to prepare plans and specifications and to supervise the work has certified in writing to the Board that said contractor has completed the work of said contract in workerlike and satisfactory manner as of **December 19, 2001** and that warrant period begin on this date for this work.

NOW, THEREFORE, BE IT RESOLVED, that said written certification of said Supervisor's recommending the acceptance of the work listed above of said contract be and the same is hereby approved and adopted, and said work of said contract be same is hereby accepted.

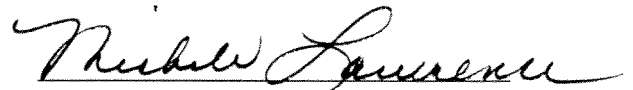
PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)

NOES: None

ABSENT: None

ABSTAIN: None



Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of  
Berkeley Unified School District of  
Alameda County, State of California

Public Contract Code: 20111

Education Code: 39657

Board Policy: DJED

**RESOLUTION NO. 7299**

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PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)

NOES: None

ABSENT: None

ABSTAIN: None



Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of  
Berkeley Unified School District of  
Alameda County, State of California

Public Contract Code: 20111

Education Code: 39657

Board Policy: DJED

**RESOLUTION NO. 7299**

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PASSED AND ADOPTED by Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michele Lawrence, Superintendent  
Secretary of the Board of Education  
Of the City of Berkeley and of  
Berkeley Unified School District of  
Alameda County, State of California

Public Contract Code: 20111  
Education Code: 39657  
Board Policy: DJED

## **BERKELEY UNIFIED SCHOOL DISTRICT**

TO: Michele Lawrence, Superintendent  
FROM: David A. Gomez, Ph.D., Associate Superintendent,  
Administrative Services  
DATE: December 19, 2001  
SUBJECT: Approval of Salary Increase to Non-Represented Hourly Classified Employees

### **BACKGROUND INFORMATION**

It is recommended all hourly classified employees not represented by Local #1 be given an increase of 5.94%. This has been standard practice in the past. This increase will become effective March 1, 2002 and will not be retroactive.

### **POLICY/CODE:**

California State Education Code Section 44830.

### **FISCAL IMPACT:**

Estimated monthly impact of increase is \$1,500 on an annual basis not more than \$18,000.

### **STAFF RECOMMENDATIONS:**

Approval of increase in salary of 5.94% to all non-represented classified hourly employees.



## **BERKELEY UNIFIED SCHOOL DISTRICT**

TO: Michele Lawrence, Superintendent  
FROM: David A. Gomez, Ph.D., Associate Superintendent,  
Administrative Services  
DATE: December 19, 2001  
SUBJ: Accelerated Step for Initial Placement of Administrative Secretary  
to Superintendent

### **BACKGROUND INFORMATION:**

The Personnel Commission Merit Rules and Regulations Rule 70.100.1 entitled "Initial Placement" states that "all new employees shall be appointed at the hiring rate for the class as approved by the Commission. The hiring rate shall be the first step of the schedule except for classes where recruitment efforts have indicated difficulty in recruiting at that step. An accelerated hiring rate may be set, with the approval of the Board and the Commission, at any step of the schedule of the class."

The Superintendent's Administrative Secretary (w/o shorthand) position is classified at a Group 55, Range 46 that spans approximately \$ 3,052 – \$3,730 per month plus a 5% confidential differential. At step 1 of the salary classification, the employee would receive \$19.66 per hour. To date, attracting and keeping an Administrative Secretary for the Superintendent has been difficult. In fact, a recent eligibility list brought forth at least two qualified candidates who declined the position. Moreover, in the past six years, the position has had four different permanent employees in it. Throughout the past year, the position has been filled with a variety of temporary employees. It is our intention to find a permanent, committed and strong candidate to fill this essential and very public position.

### **POLICY/CODE:**

The Personnel Commission Merit Rules and Regulations Rule 70.100.1.

### **FISCAL IMPACT:**

The financial impact relating to this action would amount to an approximate \$ 4,095 per year increase in pay (which includes the 5% confidential differential) to an incumbent Administrative Secretary to the Superintendent.

### **STAFF RECOMMENDATION:**

Approve the hiring of the Administrative Secretary to the Superintendent at a Class 46, Step 3 of the classified Group 55 salary schedule.

2.2-A



## **BERKELEY UNIFIED SCHOOL DISTRICT**

TO: Michele Lawrence, Superintendent  
FROM: David A. Gomez, Ph.D., Associate Superintendent,  
Administrative Services  
DATE: December 19, 2001  
SUBJECT: Approval of Tentative Agreement between District/Local #1

### **BACKGROUND INFORMATION**

The District and Local #1 negotiated their contract reopeners and have reached an agreement pending ratification. The District has agreed to a 5.94% salary increase effective 7/1/01 for the 2001-2002 school year. The compensation package would include any implementation of a classification study should the union make such a request. The District further agrees to confer with Local #1 prior to the implementation of each school year's calendar. Staff will file the appropriate AB1200 documents with the Alameda County Schools Superintendent.

### **POLICY/CODE:**

Government Code §3543.2.  
District/Local #1 Agreement Article 25.

### **FISCAL IMPACT:**

The new compensation increase will cost approximately \$932,533.66 distributed from both unrestrictive and restrictive funds.

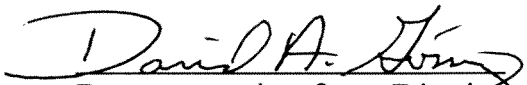
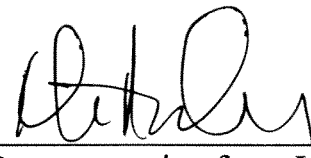
### **STAFF RECOMMENDATIONS:**

Approval of Tentative Agreement with Local #1.



**TENTATIVE AGREEMENT**  
**Berkeley Unified School District/Local #1**  
**12/6/01**

Local #1 and the Berkeley Unified School District agree to a 5.94% salary increase effective 7/1/01 for the 2001-2002 school year. The compensation package would include any implementation of a classification study should the union make such a request. The District further agrees to confer with Local #1 prior to the implementation of each school year's calendar.

 _____ Representative from District Dr. David A. Gomez	<u>12-13-01</u> _____ Date	 _____ Representative from Local #1 Karen Anthony	<u>Dec 13, 2001</u> _____ Date
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## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Christine Lim  
Associate Superintendent, Instruction  
**DATE:** December 19, 2001  
**SUBJECT:** Approval of the Consolidated Application for Funding Categorical Programs, Part II

### **BACKGROUND INFORMATION**

Part I of the Consolidated Application was submitted to the California Department of Education June 1, 2001. Part I of the Consolidated Application provides the opportunity to apply for state and federal entitlements. The Berkeley Unified School District Consolidated Application Part I has been approved by the California Department of Education.

Part II of the application contains information related to the entitlement of funds from the federal and state government, allocation of funds to the schools, the numbers of participants in specified programs, and reports on various state and federal programs. The Consolidated Application Part II is due to the California Department of Education December 14, 2001. It can be submitted pending Board approval.

Federal funds included in the application are:

- Title I, Part A
- Title II, Eisenhower Professional Development
- Title IV, Safe Drug Free Schools
- Title VI, Innovative Programs
- Title VI, Federal Class Size Reduction

Total entitlement of federal funds for 2001-2002	\$1,859,772.00
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BUSD will receive an additional \$502,651.00 in federal funds this year.

State funds included in the application are:

- School Improvement Program (SIP)
- Economic Impact Aid (EIA)
- Tenth Grade Counseling
- SB 1882 Professional Development
- Tobacco Use Prevention Education (TUPE)

Total entitlement of state funds for 2001-2002	\$1,060,059.00
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BUSD will receive \$22,694.00 less than last year in state funding.

The total amount of state and federal entitlements for 2001-2002 is \$2,919,831.00.

The Consolidated Application represents a yearlong process of planning, implementing and evaluating consolidated programs. Input into the various programs by parents takes place at the school site and the district level. Site advisory committees for Compensatory Education and English Learners give input into the school plans by advising the principal on the budget and participating in developing the program for those students. All schools elect School Site Councils to develop the school plan and approve the budgets for selected programs.

Following are categorical programs and services provided this year in addition to site programs.

- Title I Extended Year Program
- Title I Professional Development
- Title I After School Transportation
- Title I Districtwide Parent Education/Involvement Program
- Title II Eisenhower Districtwide Professional Development
- Title VI Innovative Strategies Early Literacy Teacher Leader Program
- Title VI Innovative Strategies - University College Opportunity Program  
Grades 6-12
- Title VI Federal Class Size Reduction (FCSR), Grade 6
- Title VI (FCSR) Professional Development in Secondary Literacy

Additional federal dollars will be used to supplement existing federal programs.

**POLICY/CODE**

Education Code Section 6400(b)

**FISCAL IMPACT**

There is no impact on the General Fund.

**STAFF RECOMMENDATION**

Approve Part II of the Consolidated Application for Funding Categorical Aid Programs.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** Christine Lim  
Associate Superintendent, Instruction  
**DATE:** December 19, 2001  
**SUBJECT:** Approval of the Berkeley Unified School District Technology Plan

### **BACKGROUND INFORMATION**

Education Code Section 51871.5(a) requires that every school district seeking education technology funding from the California Department of Education to have, as a prerequisite for funding, a three to five year local technology plan in place by January 1, 2002. It is the intent of the Legislature that educational technology planning be accomplished in a comprehensive manner. To that end, the current practice of developing education technology plans for each funding program should be replaced with a comprehensive local planning process that will enable school districts to apply for grants on an ongoing basis and assist in utilizing available education technology programs.

The educational technology plan serves as a pre-requisite to all educational technology funding offered by the State in the future. Failure to have the required plan on file by January, 2002 will remove funding from the 20% remaining payment for the Technology Support and Staff Training (TSST) grant. In response to this Education Code mandate, and the intent of the Legislature, staff has written the attached long range educational technology strategic plan.

The Berkeley Unified School District Technology Plan was developed by Berkeley Unified School District Technology Team. A number of focus group meetings were held with District teachers, staff, parents and administrators. Staff from the Special Education and Library Programs also provided written input. The results and feed back given through those meetings were all used to draft this strategic plan. The plan includes six components, strategies for implementation for each component and a three phase timeline for implementation.

The plan components include:

- Access and Equity
- Professional Development
- Curriculum
- Infrastructure and Services
- Program and Process Evaluation
- Funding

Approval of this plan does not obligate funding from the General Fund at this time. However, in the future, the long range educational technology

strategic plan can act as a guide for staff in seeking educational technology funding for the various components either from grants or the General Fund. A key position in the implementation of the plan is the Teacher on Special Assignment position, which is included in the plan. This position has been funded through the Teacher Led Technology Challenge (TLTC) Grant for the past six years with this being the final year. There is presently not a source of funding to continue this position for next year. In the event that funding is not secured for this position, components of this plan will be delayed.

Staff will be present to discuss components of the plan and answer questions.

**POLICY/CODE**

Education Code Section 51871.5(a)

**FISCAL IMPACT**

None.

**STAFF RECOMMENDATION**

Approve the Berkeley Unified School District Technology Plan.

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence  
**FROM:** Lew Jones  
**DATE:** December 19, 2001  
**SUBJECT:** Resolution to Adopt Uniform Construction Cost Accounting Procedures

### **BACKGROUND INFORMATION**

The Public Contract Code and Berkeley Unified School District practice requires formal bidding for all projects greater than \$15,000. This amount has been in code for more than a decade. Several years ago, the legislature added sections to the Code which permit public agencies to increase informal bidding limits. The legislature recognized that the formal bidding process often delays the implementation of a project. Our current practice requires almost three months to go through a formal bid process. Adopting a resolution to increase informal bid limits to \$75,000 can move projects along more quickly. If the Board wishes to increase the bid limits, the Board must adopt an informal bidding ordinance which includes the following:

- The District must maintain a list of qualified contractors identified according to categories of work;
- All contractors listed for the category of work being bid and/or all relevant construction journals shall be mailed a notice inviting informal bids;
- All mailings must be completed not less than 10 calendar days before bids are due;
- The notice shall describe the project in general terms, how to obtain more detailed information about the project and state the time and place for the submission of bids;
- The District may delegate the authority to award informal bids to specific individuals. In our District, authorized agents of the District to sign contracts include the Superintendent, Associate Superintendent of Business Services, Manager of Facilities Planning and Purchasing Agent. These individuals are recommended to have the authority to award informal bids;

- If all bids received are in excess of \$75,000, the Board may, by passage of a resolution by a four-fifths vote, award the contract at \$80,000 or less to the lowest responsible bidder, if it determines the cost estimate was reasonable.

**POLICY/CODE**

California Public Contract Code 22030 – 22045.

**FISCAL IMPACT**

There are no direct fiscal impacts. Eliminating the need to publicly bid all projects will probably save some administrative costs.

**STAFF RECOMMENDATION**

Resolve to adopt the uniform construction cost accounting ordinance.

# BERKELEY UNIFIED SCHOOL DISTRICT

## **RESOLUTION No. 7300**

### Approving Uniform Public Construction Cost Accounting Procedures

**WHEREAS**, prior to the passage of assembly Bill No. 1666, chapter 1054 Stats 1983, which added Chapter 2 commencing with Section 2200 to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

**WHEREAS**, Public Contract Code Section 2200, et. Seq., the Uniform Public Construction Cost Accounting Act, establishes such as uniform cost accounting standard; and

**WHEREAS**, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

**WHEREAS**, the alternative bidding procedures provided for under the Act allow, inter alia, local public agencies to perform work for force accounting costing up to Twenty-Five Thousand dollars (\$25,000) and to let to contract by informal procedures public projects of Seventy-Five Thousand Dollars (\$75,000) or less.

**NOW THEREFORE**, this Governing Board hereby resolves:

1. To elect under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and direct that the Superintendent notify the State Controller of this election.
2. To adopt the following informal bidding procedures in compliance with Public Contract Code Section 22034:
  - a. The District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors' list shall be determined by the commission.



- b. All contractors on the list for the category of work being bid or all construction trade journals specified in Public Contract Code Section 22036, or both shall be mailed a notice inviting informal bids unless the product or service is proprietary.
- c. All mailing of notices to contractors and construction trade journals pursuant to (b) shall be completed not less than 10 calendar days before bids are due.
- d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- e. This Governing Board may delegate the authority to award informal contracts to its Superintendent, Associate Superintendent of Business Services, Director of Facility Services, or Purchasing Agent.
- f. If all bids received are in excess of seventy five thousand dollars (\$75,000), this Governing Board may by passage of a resolution by a four-fifths vote, award the contract, at eighty thousand dollars (\$80,000), or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

- 3. To declare that this resolution shall take effect upon its adoption and is revocable by this Governing Board at any time.

Passed and adopted by the Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)

NOES: None

ABSENT: None

ABSTAIN: None



Michele Lawrence, Superintendent  
Secretary of the Board  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

# BERKELEY UNIFIED SCHOOL DISTRICT

## **RESOLUTION No. 7300**

### Approving Uniform Public Construction Cost Accounting Procedures

**WHEREAS**, prior to the passage of assembly Bill No. 1666, chapter 1054 Stats 1983, which added Chapter 2 commencing with Section 2200 to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

**WHEREAS**, Public Contract Code Section 2200, et. Seq., the Uniform Public Construction Cost Accounting Act, establishes such as uniform cost accounting standard; and

**WHEREAS**, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

**WHEREAS**, the alternative bidding procedures provided for under the Act allow, inter alia, local public agencies to perform work for force accounting costing up to Twenty-Five Thousand dollars (\$25,000) and to let to contract by informal procedures public projects of Seventy-Five Thousand Dollars (\$75,000) or less.

**NOW THEREFORE**, this Governing Board hereby resolves:

1. To elect under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and direct that the Superintendent notify the State Controller of this election.
2. To adopt the following informal bidding procedures in compliance with Public Contract Code Section 22034:
  - a. The District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors' list shall be determined by the commission.

- b. All contractors on the list for the category of work being bid or all construction trade journals specified in Public Contract Code Section 22036, or both shall be mailed a notice inviting informal bids unless the product or service is proprietary.
- c. All mailing of notices to contractors and construction trade journals pursuant to (b) shall be completed not less than 10 calendar days before bids are due.
- d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- e. This Governing Board may delegate the authority to award informal contracts to its Superintendent, Associate Superintendent of Business Services, Director of Facility Services, or Purchasing Agent.
- f. If all bids received are in excess of seventy five thousand dollars (\$75,000), this Governing Board may be passage of a resolution by a four-fifths vote, award the contract, at eighty thousand dollars (\$80,000), or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

- 3. To declare that this resolution shall take effect upon its adoption and is revocable by this Governing Board at any time.

Passed and adopted by the Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)

NOES: None

ABSENT: None

ABSTAIN: None



Michele Lawrence, Superintendent  
Secretary of the Board  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

# BERKELEY UNIFIED SCHOOL DISTRICT

## **RESOLUTION No.7300**

### Approving Uniform Public Construction Cost Accounting Procedures

**WHEREAS**, prior to the passage of assembly Bill No. 1666, chapter 1054 Stats 1983, which added Chapter 2 commencing with Section 2200 to Par3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

**WHEREAS**, Public Contract Code Section 2200, et. Seq., the Uniform Public Construction Cost Accounting Act, establishes such as uniform cost accounting standard; and

**WHEREAS**, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

**WHEREAS**, the alternative bidding procedures provided for under the Act allow, inter alia, local public agencies to perform work for force accounting costing up to Twenty-Five Thousand dollars (\$25,000) and to let to contract by informal procedures public projects of Seventy-Five Thousand Dollars (\$75,000) or less.

**NOW THEREFORE**, this Governing Board hereby resolves:

1. To elect under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and direct that the Superintendent notify the State Controller of this election.
2. To adopt the following informal bidding procedures in compliance with Public Contract Code Section 22034:
  - a. The District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors' list shall be determined by the commission.

- b. All contractors on the list for the category of work being bid or all construction trade journals specified in Public Contract Code Section 22036, or both shall be mailed a notice inviting informal bids unless the product or service is proprietary.
- c. All mailing of notices to contractors and construction trade journals pursuant to (b) shall be completed not less than 10 calendar days before bids are due.
- d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- e. This Governing Board may delegate the authority to award informal contracts to its Superintendent, Associate Superintendent of Business Services, Director of Facility Services, or Purchasing Agent.
- f. If all bids received are in excess of seventy five thousand dollars (\$75,000), this Governing Board may by passage of a resolution by a four-fifths vote, award the contract, at eighty thousand dollars (\$80,000), or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

3. To declare that this resolution shall take effect upon its adoption and is revocable by this Governing Board at any time.


Passed and adopted by the Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES: Directors Doran, Issel, Rivera, Schultz, Selawsky, (Chandler)

NOES: None

ABSENT: None

ABSTAIN: None

  
Michele Lawrence, Superintendent  
Secretary of the Board  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

# BERKELEY UNIFIED SCHOOL DISTRICT

## **RESOLUTION No.7300**

### Approving Uniform Public Construction Cost Accounting Procedures

**WHEREAS**, prior to the passage of assembly Bill No. 1666, chapter 1054 Stats 1983, which added Chapter 2 commencing with Section 2200 to Par3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

**WHEREAS**, Public Contract Code Section 2200, et. Seq., the Uniform Public Construction Cost Accounting Act, establishes such as uniform cost accounting standard; and

**WHEREAS**, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

**WHEREAS**, the alternative bidding procedures provided for under the Act allow, inter alia, local public agencies to perform work for force accounting costing up to Twenty-Five Thousand dollars (\$25,000) and to let to contract by informal procedures public projects of Seventy-Five Thousand Dollars (\$75,000) or less.

**NOW THEREFORE**, this Governing Board hereby resolves:

1. To elect under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and direct that the Superintendent notify the State Controller of this election.
2. To adopt the following informal bidding procedures in compliance with Public Contract Code Section 22034:
  - a. The District shall maintain a list of qualified contractors, identified according to categories of work. Minimum criteria for development and maintenance of the contractors' list shall be determined by the commission.

- b. All contractors on the list for the category of work being bid or all construction trade journals specified in Public Contract Code Section 22036, or both shall be mailed a notice inviting informal bids unless the product or service is proprietary.
- c. All mailing of notices to contractors and construction trade journals pursuant to (b) shall be completed not less than 10 calendar days before bids are due.
- d. The notice inviting informal bids shall describe the project in general terms, how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- e. This Governing Board may delegate the authority to award informal contracts to its Superintendent, Associate Superintendent of Business Services, Director of Facility Services, or Purchasing Agent.
- f. If all bids received are in excess of seventy five thousand dollars (\$75,000), this Governing Board may be passage of a resolution by a four-fifths vote, award the contract, at eighty thousand dollars (\$80,000), or less, to the lowest responsible bidder, if it determines the cost estimate of the public agency was reasonable.

3. To declare that this resolution shall take effect upon its adoption and is revocable by this Governing Board at any time.

Passed and adopted by the Board of Education of the Berkeley Unified School District this 19<sup>th</sup> day of December 2001.

AYES:

NOES:

ABSENT:

ABSTAIN:

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Michele Lawrence, Superintendent  
Secretary of the Board  
Of the City of Berkeley and of Berkeley  
Unified School District of Alameda County,  
State of California

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Michele Lawrence, Superintendent  
**FROM:** John Malone, Interim Associate Superintendent of Business  
**DATE:** December 19, 2001  
**SUBJECT:** Software, License and Support Agreement with Quintessential School Systems

### **BACKGROUND INFORMATION**

The District has identified a need to move to a School Business & Administration Information System that is commonly used in the State of California. The system previously selected is provided by Quintessential School Systems and is generally referred to as QSS/OASIS (School/3000). With the assistance of FCMAT an implementation schedule has been developed that implements the major system applications of Budget Development, Accounting, Payroll and Accounts Payable before July 1, 2002. The total one time cost of fully implementing this system is estimated to be \$ 450,000 to \$ 750,000. This cost includes project management, staff training, data conversion, software and licensing fees.

What is before the Board of Education at this point is the initial step in purchasing the software, software license, documentation, and the system support and training agreement. The costs for these items are:

Software & License	\$ 57,000
Documentation	\$ 3,500
Training/Consulting	\$ 36,000 (not to exceed)
Travel & Exp. (Training)	\$ 10,000 (not to exceed)

Total for Board Approval \$106,500

### **POLICY/CODE**

Educational Code Section 410010 ET seq.

### **FISCAL IMPACT**

General Fund \$106,500

### **STAFF RECOMMENDATION**

Approve software, license and support agreement with QSS





## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Board of Education  
**FROM:** Michele Lawrence, Superintendent  
**DATE:** December 19, 2001  
**SUBJECT:** Presentation of teacher survey regarding small schools and staff preference

### **BACKGROUND**

At the request of the Teacher Advisory Committee (TAC), coordinated by Leslie Plettner, a presentation of the results of a recent survey regarding small schools and the perceived advantages and disadvantages viewed by the staff will be given.

### **POLICY/CODE**

The Brown Act states that members of the public may place matters on the Board agenda and must be afforded the opportunity to comment before action is taken.

### **FISCAL IMPACT**

None.

### **STAFF RECOMMENDATION**

Receive the document.

**Question 1:** What do you like about working at Berkeley High? What do you think are the schools particular strengths? What works for you?

We reviewed 130 responses and developed eight broad themes: Academic Freedom, Academic Offerings, Students, Diversity, Colleagues, Departments, Programs, and Community.

There were several areas in particular that Berkeley teachers found positive about Berkeley High:

- 69% of respondents made positive remarks about the student body - in areas of intelligence, political consciousness, sophistication, and ability among others;
- 52% of respondents made reference to appreciating diversity in general;
- 27% mentioned the diversity of the student body in particular;
- 42% of respondents remarked on an array of strengths of colleagues - intelligence, collaboration, commitment, and radical/progressive politics among others;
- 22% of respondents liked the breadth and depth of Berkeley's academic offerings;
- 19% made reference to the community of Berkeley - the city, including proximity to CAL, diversity, and community support;
- 15% made specific remarks about their departments;
- 14% of respondents appreciated the academic freedom and curricular flexibility BHS has to offer;
- 18% mentioned several programs positively, including: 7% small schools, 2% freshmen core, 2% student support (AVID, SLC), 2% Ethnic Studies/ African American Studies, 6% double period science.

There are several department specific trends.

- 50% of both the English and History Departments made special mention of student diversity specifically.
- 39% Science Dept. members mentioned their own department positively.
- 44% Science Dept. members also liked double period science.
- 78% of English Dept. respondents remarked positively about their dept. colleagues.
- 51% of Math Dept. respondents also remarked positively about their colleagues.

"School is successful with majority of students, but could do better with all students"

"Students learn to listen to each other, despite differences of opinion",

"What works well is 'keeping to myself and getting my work done.'"

"Students are talented and have a strong desire to pursue music"

"...our department works well. We have intimacy and community, a foundation."

"There are very good teachers at BHS who have carried the flag for students and have a serious love for students."

"I like the urban environment and being in the "real world." BHS is not isolated from the social realities of life."

"...I don't think I can even deny the value of the diversity here. That is BHS's best asset. We don't take enough from that."

"I love that people have a critical edge. I love the mix of kids..."

"I think the kids need to be with one another and learn from one another."

*Question Analyzed: 1B: "From a teacher's perspective, what do you think works well for students?"*

Summary of Main Findings

A. Responses in this category were broken down into nine major themes plus a miscellaneous category. We then placed sub-themes within themes, based on the number of responses. The number one overall response we heard was that the teacher-student personal connection was seen as the overall best thing that works well for students. Within this category, there was small class size, community, support programs, emotional support, and one-on-one time with students. Many teachers seem to feel that when students feel taken care of emotionally, or feel some sort of connection, school will work better for them. Below are more specific responses and calculations.

**1. TEACHER-STUDENT PERSONAL CONNECTION (22)**

- a. Community (8)
- b. Support programs (7)
- c. Emotional support (7)
- d. Small class size (7)
- e. Parent contact/involvement (7)
- f. One-on-one time with students (7)
- g. Guidance through school process (2)

**TOTAL: 67/133 = 50%**

**2. VARIETY OF CLASSES (24)**

- a. Arts program, creativity of movement (7)

**TOTAL: 31/133 = 23%**

*Question Analyzed: 1B: "From a teacher's perspective, what do you think works well for students?"*

**3. DIVERSE SETTING (8)**

- a. Student cultural diversity (8)
- b. Heterogeneous student skill level (5)
- c. Teacher cultural diversity (4)
- d. Diversity Project (1)

**TOTAL: 26/133 = 20%**

**4. TEACHER FREEDOM TO BUILD CURRICULUM AND TEACH THE WAY WE WANT TO TEACH (PEDAGOGY) (9)**

- a. Variety of teaching styles (7)
- b. Group work - integrating social and academic (3)
- c. Class discussions (3)
- d. Field trips (2)

**TOTAL: 24/133 = 18%**

**5. HIGH ACADEMIC STANDARDS (7)**

- a. AP Math/Science (5)
- b. College Track classes (3)
- c. Strong curriculum (3)
- d. Teaching of skills (2)
- e. Equitable teaching in terms of literacy (1)
- f. Technology (1)
- g. Second language learners program (1)
- h. Double-period science (1)

**TOTAL: 24/133 = 18%**

**6. SMALL SCHOOLS/SMALL LEARNING COMMUNITIES (CAS, Comp. Academy., Common Ground) (9)**

- a. Community (8)
- b. Safe environment (4)

**TOTAL: 21/133 = 16%**

*Question Analyzed: 1B: "From a teacher's perspective, what do you think works well for students?"*

**7. TEACHER COLLABORATION/CORE (9)**

- a. Consistent structure in discipline and homework (7)
- b. Connected curriculum (across subjects) (5)

**TOTAL: 21/133 = 16%**

**8. ACADEMIC FREEDOM/STUDENT RESPONSIBILITY (12)**

- a. Political organizing (1)
- b. Chaos helps student accountability and resourcefulness (1)
- c. Assertive; Advocate for selves (1)

**TOTAL: 15/133 = 11%**

**9. EXTRA-CURRICULAR PROGRAMS (13)**

(no sub categories)

**TOTAL: 13/133 = 10%**

**10. MISCELLANEOUS**

- a. Nothing (4)
- b. I don't know (2)
- c. Block Schedule (2)
- d. Large classes (1)

**TOTAL: 9/133 = 7%**

## TAC GROUP #2 - SUMMARY OF MAIN FINDINGS

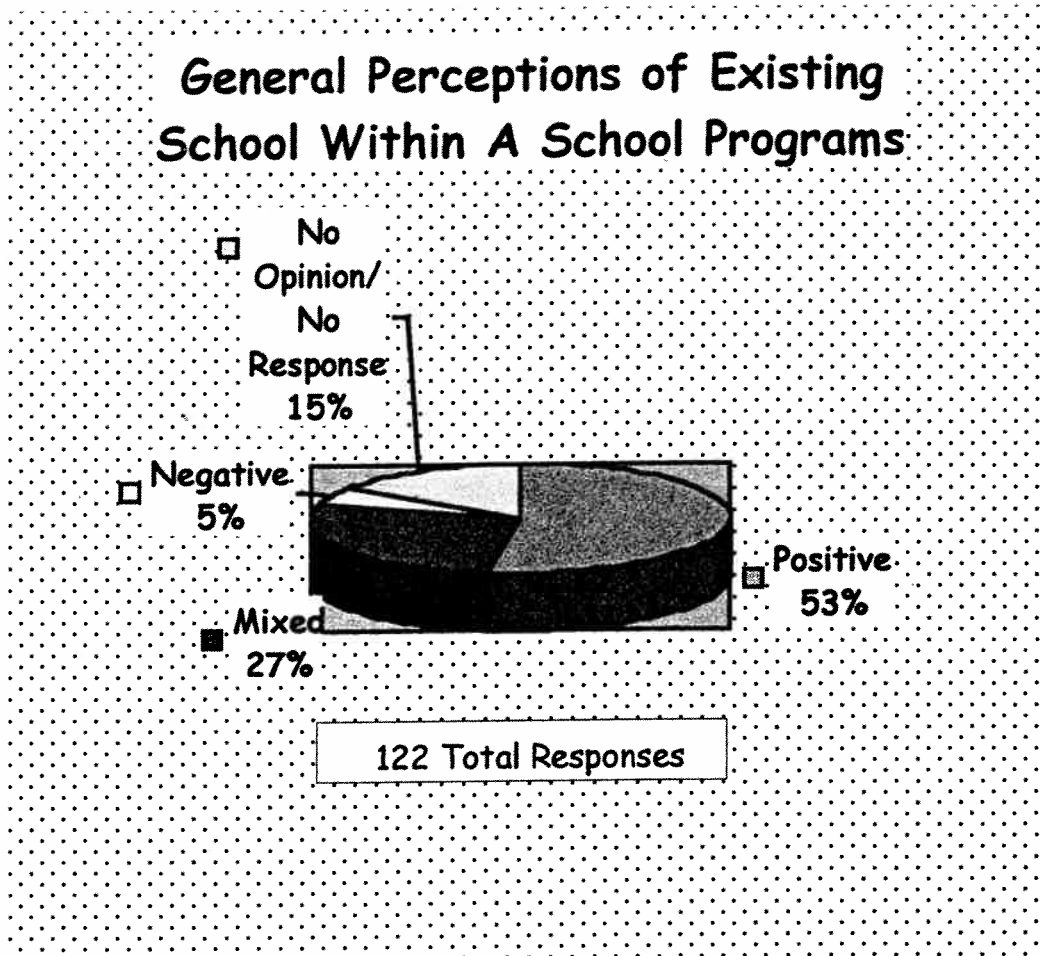
Research findings are summarized through eight categories representing the faculty comments. The highest two areas of concern, as represented by this initial analysis, include *culture/climate/feeling* about BHS with the next highest area addressing *organization/administration* issues.

Subsequent areas of concern focus on *rules/regulations/discipline* issues, the *achievement gap/access/equity* and *resources/facilities*.

<b>Culture/Climate/Feeling (52)</b>	<b>44%</b>
<b>Organization/Administration (42)</b>	<b>36%</b>
Rules/Regulations/Discipline (27)	25%
Achievement Gap/Access/Equity (28)	25%
Resources/Facilities (28)	25%
Curricular Rigor/Standards/Options/ Accountability (26)	24%
Size (22)	19%
Communication/Articulation Between Teachers (20)	18%

BHS Small Schools Investigation  
Summary of Findings

Question 4: What is your general perception of the existing school within a school programs?



**Positives:**

- Many respondents with positive impressions mentioned the sense of community and support which students experience within existing small schools programs. These respondents often mentioned that students in these programs feel more cared for and have closer relationships with each other and their teachers.
- Others lauded the success of existing programs: the Computer Academy, for effectively teaching academically struggling students; CAS, for its curricular innovation and sense of intellectual engagement; and Common Ground, for having a strong vision of alternative education.
- The opportunity for teachers to work more closely with one another was also cited as a benefit of existing small schools programs.

“The existing programs are great and there should be more of them. They have increased student success and investment in school.”

-English and  
Performing Arts  
Teacher



## **Mixed Opinions/ Concerns:**

- Several respondents were concerned about issues of equity. Do the existing small schools get more funding than other programs? Do they siphon off the best teachers from the main school? Are the student populations in CAS and Common Ground as representative of the whole school as those programs claim?
- Others worried that students in small school programs become isolated from their peers and less engaged in the larger school.

## **Negatives:**

- The most common negative comments related to the process by which some of the existing small schools (particularly Common Ground) were formed, and their impact on the larger school.
- Many teachers with mixed or negative opinions mentioned concerns about these programs' academic standards and accountability to the larger school.
- Several teachers cited problems with the coordination between small school programs and the departments in areas such as field trips, teacher hiring, the allocation of books and other resources, and scheduling for students.

"What makes me nervous is when small learning communities become a euphemism for tracking...If there is something built in where they don't become tracked it might be a good idea."

-History Teacher

"The down side (of existing programs) is the lack of accountability, academic standards and consistency in professional standards...There is no consistency and no articulation with the larger school."

-English Language Learners and Foreign Language Teacher

## Summary of findings: Excitements about Small Schools (questions 6a, 6c)

### I Data

Questions 6a, 6c: What are your general feelings about implementing small schools at BHS, and What interests or excites you most about implementing a small schools model here?

Total no. of interviews: 134

#### Dept. breakdown:

Eng: 21	Hist: 25	Math: 16	Sci: 18	Lang: 12	ELL: 3	Art: 8
SpEd: 10	PE: 3	AfAm: 6	Comp: 3	CGr: 4	Other: 5	

(Common Ground teachers were listed in other depts. where that info was available. Teachers who identified themselves with more than one dept. were listed under the first one named.)

### II. Summary of main findings

#### Primary findings:

The excitements cited about small schools were:

	cited by:
1. Intimate environment, bonding, one-on-one contact	41%
2. Teacher collaboration, sharing across curriculum, planning together	40%
3. Building community (in the individual schools)	31%
4. Narrowing the achievement gap, equity	17%
5. Curriculum choice	14%
6. Student safety	11%
7. Accountability	10%
8. Teacher commitment & passion	7%
9. Academic excellence	7%
10. Empowerment	7%
11. Less stress	3%

Summary: Respondents from all depts. cite intimate environment and building community as being primary advantages. These 2 are clearly related: getting to know students better, and working better together. In addition to connecting to our students, teachers feel a strong need to work together on curriculum and student support. Other advantages that teachers cited are directly related to the greater intimacy of the small school environment; people who cited curriculum choice are assuming thematic schools would match students' individual interests.

#### Quotes:

"Small learning communities give kids a 'buy-in', a sense of community."

"I could see small schools be successful if BHS itself was like a tree, and if all the small schools were like little nests, and every branch saw that it affected the other branches; there needs to be balance within the nests and branches."

"Kids won't fall through the cracks."

"The possibility for in-depth connection is just amazing..."

## Summary of main findings for question 6A, 6B:

### **What are your main concerns about implementing small schools at BHS?**

We divided the concerns regarding small schools into seven categories, each one having a number of more specified sub-categories. It is important to note that within each category, the overarching teacher concern was about **ACCOUNTABILITY**. It is the one word or concept that emerged consistently and powerfully from the majority of the teachers' voices.

In each category there is an overall number of responses and a percentage for that category, as well as numbers followed by the percentages for the subcategories. This data is followed by a quote which reflects the most common concerns.

\*\*\*\*\*

<b>1. DIVERSITY</b>	<b>82/ 61%</b>
1. maintain diversity of course offerings	39/29%
2. racial/skill/special interest balance	28/21%
3. No tracking	9/7%
4. Integrate ELL/Special Ed.	6 / 4%

*"Special interest--if people form small schools because it makes their job easier because they are dealing with a specific group of kids or specific subject matter, then small schools will not work. As a result, what could end up happening is that we could get a lot of segregated schools that cater to a particular type of learning and that would go against what I like about BHS--that kids need to learn that there are differences between students and kids need to learn that the world is not created by one voice or one idea or one opinion. In the years to come after BHS they need to be prepared for the diversity of the world, especially the US. I don't think special interest in small schools could make them aware of multiple interest. They need to be exposed to differing opinions and intellect. They learn more from each other than they will ever learn from us."*

<b>2. EQUITY</b>	<b>77/58%</b>
1. Equity and Balance between schools:	35/26%
2. Share Resources/Equipment	20/15%
3. Equal Access to Programs/ Marginalized Students?	18/13%
4. Avoid a Bad Common School	4/ 3%

*"I could see small school be successful if BHS was like a tree and if all of the small schools were little nests and every branch saw that it affected the other branch; there needs to be balanced within the nest and branches. I think our school is strong enough to hold all the nests (small schools) but the main thing is that there has to be equity. There cannot possibly be special interest schools, teachers only working with creative or high end kids. The leadership and all the schools should be on the same page. There should be standards throughout all the small schools so that the kids leave feeling that they have had a well rounded education. But that doesn't mean that small schools can't have a focus. ."*

### **3. PROCESS OF CREATING SMALL SCHOOLS** **70/ 52%**

- |  |         |
|--|---------|
| 1. Application Process/ student choice | 23/ 17% |
| 2. staff buy-in                        | 17/ 13% |
| 3. Avoid self-interest                 | 13/ 10% |
| 4. Phase in/ implementation?           | 12/ 9%  |
| 5. shared/ democratic decision making  | 5 / 4%  |

*"The problem I can see is that in the dividing into small schools, there will be a skimming from the top. Those with parents who have power and clout will get first choice of whatever configuration of small schools is created."*

### **4. STRUCTURE** **65/ 49%**

- |  |         |
|--|---------|
| 1. Technical aspects/logistics         | 15/ 11% |
| 2. Small is not enough                 | 15/ 11% |
| 3. freedom/ autonomy?                  | 11/ 8%  |
| 4. Themes?                             | 11/ 8%  |
| 5. physical: size/separation/esthetics | 9/ 7%   |
| 6. Include all subjects/ credits       | 4/ 3%   |

*"Breaking it down promotes more accountability. With a greater sense of community, there is organically more accountability."*

*"If accountability for one school is a problem, then won't accountability for many schools be more problematic?"*

### **5. LEADERSHIP** **41/ 31%**

- |  |         |
|--|---------|
| 1. Strong Administrative Organization/<br>Coordination/ Communication/ Support | 35/ 26% |
| 2. Shared Student Behavioral Expectations                                      | 6/ 5%   |

*"Without a strong administration, small schools would function as feudal states. Autonomous schools ruled by individuals who know how to be leaders and maneuver politically, get grants. It is not a solution to have a lot of fiefdoms but no connections between them...danger of small Balkan states, competing for funding. The ones who will suffer will be students."*

### **6. CURRICULUM** **36/ 27%**

- |   |         |
|---|---------|
| 1. consistent academic standards          | 13/ 10% |
| 2. Maintain department identity/ support  | 12/ 9%  |
| 3. Maintain challenge/ quality of courses | 9/ 7%   |

*"I am concerned that in the smaller settings, under the guise of personalizing education, that there will be too much lenience and faculty will overemphasize being friends with students. Students will not be held accountable to work. Challenging kids to grapple with new ideas and concepts may give way to being buddies."*

*"The school wide student outcomes, goals and learning standards must be in place FIRST , before considering how to break down the school into smaller schools. If these were in place, I could consider small, autonomous schools but it is the cart before the horse. BHS has not had*

*such standards for a very long time. If the outcomes were established teacher teams could be held accountable as a collective group. Each week they could look at student work at a particular grade level and really examine how they are doing. But with this collective accountability, BHS cannot pass a WASC."*

<b><u>7. SUSTAINABILITY: Teachers support and Financial</u></b>	<b><u>33/ 25%</u></b>
1. Avoid burnout / too heavy workload	11/ 8%
2. Financial sustainability and accountability: need more \$\$	11/ 8%
3. collaboration/ training time for teachers	11/ 8%

*"Teachers need to be given time to plan, to work together, to do student interventions, and in general to do the kind of things that small schools are designed to do. Just to do small schools without building in teacher collaboration would be a huge mistake."*

*"There must be written in more paid collaboration time for teachers if this is going to work, in order to take care of the community and avoid teacher burnout."*

## I. Data

Question #7: *Is there any other information you are interested in receiving, or questions that you have about Small Schools?* and Question #10: *Do you have any questions or anything else to add?*

a. Number of Respondents: 112

b. Department Breakdown:

<u>His.</u>	<u>V&amp;Per.Arts.</u>	<u>Frn.Lang.</u>	<u>E.L.L.</u>	<u>Math.</u>	<u>Sci.</u>	<u>Sp.Ed.</u>	<u>S.L.C.</u>	<u>Af.Am.</u>
24	9	14	4	9	18	6	2	7
<u>Phys.Ed.</u>	<u>S.A.</u>	<u>C.C.L.</u>	<u>Eng.</u>	<u>Stu.Serv.</u>	<u>D.H.S.</u>	<u>C.Gr.</u>	<u>Com.Sci.</u>	<u>C.C.V.L.</u>
2	2	1	19	2	1	5	1	1

## II. Summary of Main Findings

1. Questions #7, #10:

a. Subject allocation as a percentage of total respondents:

1. Past and current small school models at BHS and other schools (pros/cons). 14%
2. How schools are formed (who decides?); will definitions be flexible? How will courses be allocated? 13%
3. Student selection of school/courses (i.e., course variety/electives); admission standards. 10%
4. Serving students with special needs. 6%
5. School and student interaction (i.e., taking classes in more than one school); integration vs. segregation. 5%
6. Discipline, attendance, behavior policies. 4%
7. School staffing (faculty shared among schools?). 4%
8. Resource allocation (i.e., services, supplies, money); how will equity among schools be ensured? 4%
9. Logistics (i.e., number of students per school, location). 4%
10. Achievement standards (per school? per subject? per student? who will monitor?). 4%
11. Small school administration (who will oversee whole program?). 4%
12. Teacher support/training in small schools environment. 3%
13. Funding and funding distribution. 3%
14. District support of small schools. 2%
15. Parent support/involvement in small schools. 2%
16. Teacher accountability. 2%
17. Campus security. 1%
18. Alternative school models, besides small schools. 1%
19. Post graduation goals (how they differ from traditional schools). 1%
20. Small school autonomy. 1%

***“Many students at BHS need real support in basic skills. This is one of the significant challenges we face. Providing this kind of support will be no less challenging in the small school environment.”***

***“We should not proceed with small schools if equity is not at the forefront of the process.”***

***“I think kids being able to see an articulated vision or frame of mind would be a great thing for them. They can decide where they would be best suited for who they are or how they want to be.”***