

**Berkeley Unified School District
Office of the Superintendent
2134 Martin Luther King Jr. Way
Berkeley, CA 94704-1180
Phone: (510) 644-6206 Fax: (510) 540-5358**

BOARD OF EDUCATION – MEETING AGENDA*

Wednesday, March 11, 2009

Call to Order The Presiding Officer will call the Meeting to Order at
6:30 pm, recess to Closed Session until and begin the
regular meeting agenda at **7:30 pm**

Roll Call

Members Present:

Nancy M. Riddle, President
Karen Hemphill, Vice President
Shirley Issel, Director
John T. Selawsky, Director/Clerk
Beatriz Leyva-Cutler, Director
Eve Shames ** - Student Director

Administration:

Superintendent William Huyett, Secretary
Javetta Cleveland, Deputy Superintendent
Neil Smith, Assistant Superintendent of Educational
Services
Lisa Udell, Assistant Superintendent of Human Resources

Prior to Closed Session, as necessary, staff/employee comments are taken per Government Code Section 54957. Recess to Closed Session (Government Code Sections 3549, 1(d), 54956.9(a) and 54957) and Education Code Section 49819(c)

- a) Conference with Legal Counsel – Existing Litigation/Anticipated
- b) Consideration of Student Expulsions
Student Case No. 0809-20-090594
- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal /Release/Evaluation
- e) Public Employment /Appointment
- f) Liability Claims
- g) Property Acquisition & Disposal

* Board agenda posted on District website: www.berkeley.k12.ca.us

** The Student Director does not attend Closed Session

The Berkeley Unified School District intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please call the Superintendent's Office 48 hours prior to the meeting at 510-644-6206

REGULAR MEETING AGENDA

CALL TO ORDER

Report Closed Session actions

Approve Regular Meeting Agenda of March 11, 2009

TEACHING AND LEARNING

Jason Lustig, Principal, King Middle School: What's on your Plate?" – a program focused on food and health

PUBLIC TESTIMONY

Persons wishing to address the Board should fill out a card located on the table by the door and submit the completed card to the Board Recorder. Speakers will be selected by lottery. The Public Testimony is limited to 30 minutes – 3 minutes per speaker. Speakers with the same concerns are encouraged to select a spokesperson to address the Board.

Union Representatives' Reports
Board Members' Reports
Superintendent's Report

APPROVE CONSENT CALENDAR

CONSENT ITEMS

These items are considered routine and may be enacted by a single motion. Any items needing discussion may be moved to the appropriate section of the agenda upon the request of any member of the Board.

Personnel

2.1-C Approval of Personnel Report	<u>Staff Recommendation:</u> Accept Personnel Report No. 09-05 which tracks personnel changes throughout the District	7
2.2-C Delegation of Authority to Accept Resignations	<u>Staff Recommendation:</u> It is recommended that the Board delegate its authority to accept resignations from Berkeley Unified School District employees to the above-named administrators	12

Educational Services

3.1-C CBET Program Funding	<u>Staff Recommendation:</u> Approve CBET (Community-Based English Tutoring) Program Funding 2009-2010	13
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3.2-C Approval of Overnight Field Trip	<u>Staff Recommendation:</u> Approve the overnight field trip consistent with District policies	14
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Business Services

4.1-C Approval of Contracts and Purchase Orders	<u>Staff Recommendation:</u> Authorize the Purchasing Manager or Deputy Superintendent to execute contracts and purchase orders	15
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4.2-C Approval to Dispose of Surplus District Property	<u>Staff Recommendation:</u> Approve the disposal of District surplus property as itemized	16
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4.3-C Acceptance of Gifts and Donations to the District	<u>Staff Recommendation:</u> Accept the donations and gifts to the District and request staff to extend letter of appreciation	17
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4.4-C Approval of Contract with Through the Looking Glasses for After School Program Services for Special Education Department	<u>Staff Recommendation:</u> Approve this contract for Through the Looking Glasses for 2008-09 school year	18
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Facilities

5.1-C Acceptance of the G&H Building Heating Controls at BHS	<u>Staff Recommendation:</u> Accept the G&H Building Heating Controls at Berkeley High School	22
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ACTION ITEMS

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

Personnel

2.1-A Approval of New Position Executive Director of Special Education	<u>Staff Recommendation:</u> Approve the attached job description for the position of Executive Director of Special Education and authorize staff to fill the position	24
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Business Services

4.1-A Approval of Budget Adjustments for use of State flexibility	<u>Staff Recommendation:</u> Approve budget adjustments for use of state flexibility options	29
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<p>8:45 pm 4.2-A Certification of Second Interim Report for the period ending January 31, 2009</p>	<p><u>Staff Recommendation:</u> Accept the Positive Certification of the Second Interim Report, certifying that the District will be able to meet its financial obligations for the current and subsequent two years (separate cover)</p>	<p>33</p>
<p><u>Facilities</u></p>		
<p>5.1-A Approval of the 2009 Facilities Plan</p>	<p><u>Staff Recommendation:</u> Approve the 2009 Facilities Plan (separate cover)</p>	<p>35</p>

INFORMATION ITEMS

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

Business Services

<p>4.1-I Staff Proposed Budget Reductions</p>	<p><u>Staff Recommendation:</u> Receive information on staff proposed budget reductions</p>	<p>37</p>
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Facilities

<p>5.1-I BB Financial Update Report</p>	<p><u>Staff Recommendation:</u> Receive BB Financial report that updates BB expenditures</p>	<p>42</p>
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ADDITIONAL ACTION ITEMS

Approve Minutes of 2-11-09
Approve Minutes of 2-25-09
Approve Minutes of 3-4-09

**EXTENDED PUBLIC TESTIMONY
ADJOURNMENT**

Board of Education Meeting Dates for 2009

March 25 April 15 April 29 May 13 May 27		September 23 October 14 October 28 November 18 December 9 - org
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**Board of Education Meetings are broadcast live on KPFB/FM 89.3
Berkeley Government Access Channel 33**

Guidelines for Speakers

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

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

Please fill in a **REQUEST TO ADDRESS THE BOARD OF EDUCATION CARD**) and give it to the Board Secretary. Speakers will be selected by lottery. Your card must be submitted before the Presiding Officer calls for **PUBLIC TESTIMONY**. You will be called to speak by the Presiding Officer. A Speaker has three minutes in which to make his/her remarks.

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

MISSION AND GOALS OF THE BERKELEY UNIFIED SCHOOL DISTRICT

MISSION STATEMENT

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

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

VISION

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

PERFORMANCE GOALS

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

STRATEGIES TO CLOSE THE ACHIEVEMENT GAP

- A. Continue to build and implement a pre-K-12 comprehensive and aligned system of core curriculum, instruction, assessment and intervention**
- B. Strengthen the ability of BUSD staff to educate a diverse student body**
- C. Partner meaningfully with parents pre-K to 12**
- D. Prepare pre-school children for success in elementary school**
- E. Attract, support and retain teachers and administrators of color**

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Board of Education
FROM: William Huyett, Superintendent
DATE: March 11, 2009
SUBJECT: Approve hire of Executive Director for Special Education

BACKGROUND INFORMATION

The administration is requesting that we create the position of Executive Director for Special Education and that the Board direct staff to fill the position no later than July 1, 2009.

Currently, the District does not have an administrative position designated full time to manage the Special Education program. The Special Education department is the largest categorical program in the District with expenditures increasing at a rate well beyond the received revenues. The District needs this position to manage compliance issues required by state and federal law, to improve the management and implementation of Individual Education Plans (IEP's), supervise a team of program managers, respond to claims against the District and implement programs that will reduce placement in non-public schools.

It is anticipated that successful program management in special education will result in lower expenditures or reduced increases in expenditures.

Currently, these duties are being handled by the Director of Student Services who is also responsible for all other attendance and welfare District functions.

POLICY/CODE

None

FISCAL IMPACT

The cost of this position is \$136,098 and statutory and health benefits. This cost will be covered by reductions in administration in student services and federal increases to IDEA funding.

STAFF RECOMMENDATION

The administration recommends that the Board approve the attached job description for the position of Executive Director of Special Education and that you direct the administration to fill the position by July 1, 2009.



Position Description

Title: **Executive Director – Special Education**
Department: **Educational Services**
Classification: **Certificated Management, Cabinet Level**
FLSA: **Exempt**
Work Year: **220 Days**
Salary Range (5 steps): **\$120, 923 to \$136, 098**
Advanced Degree Stipends: **MA +36/BA +66 \$2,101,
Doctorate \$1,216**

Basic Function: To plan, direct, manage, and oversee the activities and operations of the Special Education Department responsible for providing educational services to special education program participants, to coordinate assigned activities with other District departments and outside agencies; to ensure compliance with state and Federal regulations in providing services for students with disabilities; and to provide highly responsible and complex administrative support to the Superintendent.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Special Education Department providing educational services to special education program participants including health, psychological, speech, language, hearing, adaptive physical education, special education transportation, and home instruction programs. *E*

Manage the development and implementation of Special Education Department goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. *E*

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. *E*

Represent the Special Education Department to other District departments, elected officials and outside agencies; explain and interpret programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. *E*

Work with Human Resources to make recommendations for the selection assignment, evaluation of personnel. *E*

Train, motivate, and evaluate Special Education Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. *E*

Plan, direct, and coordinate the Special Education Department work plan; meet the staff to identify and resolve problems; assign projects; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. *E*

Manage and participate in the development and administration of the Special Education Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies, direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary; participate in the proposal and application of funds and grants. *E*

Coordinate Special Education Department activities with those of other departments and outside agencies and organizations. *E*

Provide staff assistance to the Superintendent; serve as a member to the Superintendent's Cabinet; prepare and present staff reports and other necessary correspondence. *E*

Conduct a variety of organizational studies, investigations, and operational studies; coordinate educational research and evaluation; recommend modifications to special education programs, policies, and procedures as appropriate. *E*

Attend School Board meetings; present items to the School Board; serve as a resource at Board meetings. *E*

Review pertinent legislation and ensure District compliance with rules, regulations, and laws; implement State Department of Education recommendations; ensure timely and accurate reporting of data to Federal and State authorities. *E*

Assume a leadership role in the SELPA; take responsibility for various regionalized services. *E*

Represent the District in fair hearing and compliance issues; ensure and protect parent and student rights. *E*

Coordinate and administer the Section 504 program; determine eligibility; interpret and explain Section 504 of the Rehabilitation Act for staff, administration, and parents; participate in the development of Board Policy; develop, update, and maintain forms and handbooks; prepare material for distribution; serve as contact person for Section 504 inquires.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of special education program development.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes and regulations.

Operational characteristics, services, and activities of a comprehensive special education program.

Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Modern and complex principles and practices of program development and administration.

Current trends, research, and development in the areas of student learning, student needs and instructional responses for special needs and gifted students.

Instructional teaching strategies for special needs students.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Provide administrative and professional leadership and direction for the Special Education Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient special education programs and services.

Plan, organize, direct, and coordinate the work of professional, technical, and clerical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, School Board, and Superintendent's issues, concerns and needs.

Analyze problems, identify alternative solution, projects consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination of education, training and/or experience equivalent to: a Master's degree in Public Administration, Education Administration, Special Education or related field, and seven years of directly related progressively responsible experiences with four years of administrative experience in Special Education.

Successful site administration, K-12 preferred.

Experience or training in pupil personnel services desirable.

Five years of responsible teaching experience, preferably working with special education students at both the elementary and secondary levels,

Demonstrated leadership skills and organizational skills in the area of special education.

Demonstrated written and oral communication skills.

Ability to relate to all members of the educational community.

Physical and emotional stamina.

License or Certificate:

Possession of appropriate California Administrative Credential.

California teaching credential authorizing services in special education is preferred.

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to travel to different sites and location.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lisa Udell, Ed.D. Assistant Superintendent, Human Resources
DATE: March 11, 2009
SUBJECT: APPROVAL OF HUMAN RESOURCES REPORT 09-05
Following is Human Resources Report 09-05 which reports details of personnel assignments, employment, and terminations.

CERTIFICATED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM	TO
<u>LEAVE OF ABSENCE WITH PAY</u>						
Lisa Udell	Assistant Superintendent	Human Resources	General Fund	1.00 FTE	3/4/09	6/30/09
<u>EXTRA DUTY - STIPEND</u>						
Mikko Jokela (Middle School Dept. Leader)	Teacher	King	General Fund	NTE \$729.00	8/25/08	6/12/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
<u>FAMILY MEDICAL LEAVE OF ABSENCE WITHOUT PAY</u>							
Jasper Eiler	Instructional Specialist	John Muir	Calif. Nut. Network	51/2	.74 FTE \$24.39 hr	2/2/09	3/17/09
<u>FAMILY MEDICAL LEAVE OF ABSENCE WITH PAY</u>							
Ethel Wiley	Instructional Assistant ECE	Hopkins	Child Care	29/5	.80 FTE \$16.40 hr	1/13/09	2/6/09
<u>EXTENDED SICK LEAVE WITH 50% PAY</u>							
Maya Johnson	School Bus Driver	Transportation	Transportation	42/5	.90 FTE \$22.16 hr	1/12/09	2/27/09
Emmett Moore	Custodian I	Thousand Oaks	General Fund	32/5	1.0 FTE \$17.29 hr	2/1/09	4/1/09
<u>EXTENDED SICK LEAVE WITH 50% PAY (FMLA)</u>							
Lisa Cullen	Instructional Tech/ School Service Asst.	Malcolm X	After School/ Donations	34/3 31/5	.53 FTE \$16.82 hr .33 FTE \$17.24 hr	2/9/09	6/12/09
Bruce Lohman	Instructional Assistant (Special Education)	Willard	Special Ed.	31/1	.80 FTE \$14.15 hr	12/10/08	2/6/09
<u>PERMANENT</u>							
Latasha Mitchell	Instructional Tech. (After School)	Longfellow	LRN SAFE	34/4	+ .03 FTE \$17.68 hr	1/5/09	
<u>PERMANENT (TRANSFER)</u>							
Tiffany Williams	Clerical III	Independent Study	General Fund	34/4	1.0 FTE \$18.57 hr	2/17/09	
<u>PROBATIONARY</u>							
Gloria Maldonado	Workers Comp. Specialist	Risk Management	General Fund	52/2	1.0 FTE \$25.02 hr	2/17/09	8/16/09
Gregory Williams	Instructional Tech. (After School)	Thousand Oaks	LRN SAFE	34/1	.60 FTE \$15.24 hr	2/17/09	11/2/09
<u>AVAILABLE SUBSTITUTES</u>							
Marcus Davis	Custodian I	All District	General Fund	32/1	NTE 7.5 hrs/day \$14.20 hr	2/25/09	6/12/09
Michael King	Food Service Assistant	All District	General Fund	26/1	NTE 7.5 hrs/day \$12.24 hr	1/25/09	6/12/09
Tyrina Livingston	Food Service Assistant	All District	General Fund	26/1	NTE 7.5 hrs/day \$12.24 hr	1/26/09	6/12/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Robert Sanders	School Safety Officer	All District	General Fund	44/1	NTE 7.5 hrs/day \$19.08 hr	1/8/09	6/12/09
<u>TEMPORARY/HOURLY/LIMITED TERM</u>							
Sam Boal	Noon Director	Arts Magnet	General Fund	N/A	10 hrs/wk \$12.54 hr	2/6/09	6/12/09
Oleisha Brown	Student Worker	Arts Magnet	21 st Century	N/A	15 hrs/wk \$8.00 hr	12/1/08	6/12/09
Jeffrey Cupples	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	12/1/08	6/30/09
Camille Dimagiba	Student Worker	Adult School	Adult School	N/A	20 hrs/wk \$8.00 hr	12/1/08	6/30/09
Candice Director	Tutor	Berkeley High	BSEP	N/A	10 hrs/wk \$8.00 hr	12/1/08	6/12/09
Colin Douglas	Instructional Specialist (Drums/Percussions)	Arts Magnet	21 st Century	51/2	3 hrs/wk \$24.39 hr	1/20/09	5/27/09
Nestor Espinoza	Tutor	Berkeley High	BSEP	N/A	20 hrs/wk \$8.00 hr	1/5/09	6/12/09
Tameka Evans	Instructional Assistant	Thousand Oaks	Title I	29/1	25 hrs/wk \$13.48 hr	12/15/08	6/12/09
Isaac Everhart	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Tiffany Garcia	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Kiyanna Grimes	Tutor	B-Tech	CAHSEE	N/A	25 hrs/wk \$12.54 hr	1/11/09	3/30/09
Steven Hobdy	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Minji Kim	Tutor (Work Study)	Berkeley High	BSEP	N/A	20 hrs/wk \$12.54 hr	12/12/08	6/12/09
Esther Leon	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Danaya Mackey	Student Worker	Arts Magnet	21 st Century	N/A	15 hrs/wk \$8.00 hr	12/1/08	6/12/09
Jason Miller	Student Worker	Arts Magnet	21 st Century	N/A	15 hrs/wk \$8.00 hr	12/1/08	6/12/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Ngozi Mordi	Tutor (Math)	Berkeley High	Intervention	N/A	12 hrs/wk \$12.54 hr	12/1/08	6/12/09
Irene Ndubuizu	Tutor	B-Tech	CAHSEE	N/A	25 hrs/wk \$12.54 hr	1/11/09	6/12/09
Jeffrey Nichol	Instructional Assistant (Special Education)	Oxford	Special Ed.	31/1	15 hrs/wk \$14.15 hr	9/17/08	6/12/09
Anthony Page	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Angel Powell	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Jason Powell-Smith	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Saad Quddus	Tutor	Berkeley High	BSEP	N/A	20 hrs/wk \$12.54 hr	1/12/09	6/12/09
Nicole Riddick	Instructional Tech. (After School)	Thousand Oaks	After School	34/1	25 hrs/wk \$15.24 hr	12/1/08	6/12/09
Esther Rojas-Soto	Tutor	Berkeley High	Intervention	N/A	15 hrs/wk \$12.54 hr	12/1/08	6/12/09
Nai Saelee	Tutor	Berkeley High	Intervention	N/A	15 hrs/wk \$12.54 hr	12/1/08	6/12/09
Maria Sanchez	Tutor	Berkeley High	BSEP	N/A	20 hrs/wk \$12.54 hr	1/12/09	6/12/09
Trayvon Sims	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	1/5/09	6/30/09
Tyrone Terrell	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Ronnie Titus	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	15 hrs/wk \$8.00 hr	9/2/08	5/29/09
Alison Toivola	Tutor	Berkeley High	BSEP	N/A	20 hrs/wk \$12.54 hr	1/5/09	6/12/09
Sassandra Traylor	Noon Director	Malcolm X	General Fund	N/A	10 hrs/wk \$12.54 hr	12/1/08	6/12/09
Maxine Velazquez	Tutor (Work Study)	Berkeley High	BSEP	N/A	10 hrs/wk \$12.54 hr	1/26/09	6/12/09

CLASSIFIED EMPLOYEES

NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	TO
Lisha Wang	Tutor	Berkeley High	BSEP	N/A	10 hrs/wk \$12.54 hr	1/5/09	6/12/09
Gregory Williams	Instructional Tech. (After School)	Thousand Oaks	After School	34/1	25 hrs/wk \$15.24 hr	12/1/08	6/12/09
<u>STIPENDS</u>							
Terrell Boone	Coach (6 th Grade Girls Basketball)	Longfellow	BSEP	N/A	\$600.00	11/3/08	2/28/09
Terrell Boone	Coach (7 th Grade Girls Basketball)	Longfellow	BSEP	N/A	\$600.00	11/3/08	2/28/09
Trung Du	Coach (7 th Grade Girls Basketball)	King	After School	N/A	\$600.00	11/3/09	1/14/09
John Leaks, Jr.	Coach (8 th Grade Girls Basketball)	King	After School	N/A	\$600.00	11/3/09	1/14/09
Melissa Vickery	Head Coach (Girls Lacrosse)	Berkeley High	General Fund	N/A	\$1340.00	2/2/09	6/1/09
<u>WORKING EVENING SHIFT, DIFFERENTIAL, ATTENDANT DUTIES, OR AS CONFIDENTIAL EMPLOYEE</u>							
Ana Buendia	Instructional Assistant (Special Education)	Thousand Oaks	Special Ed	31/5	10% differential @ \$1.63 hr	8/29/07	6/13/08

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Lisa Udell, Assistant Superintendent, Human Resources
DATE: March 11, 2009
SUBJECT: Delegation of Authority to Accept Resignations

BACKGROUND INFORMATION

Currently all Berkeley Unified School District employee resignations must be acted upon by the Board of Education before they become effective. This practice can cause, among other things, delays in employees obtaining final payouts, delay in timely opening vacant positions, and delays in retirement benefit processing. For these reasons and in pursuit of a more efficient and effective process, we are requesting that the Board delegate the authority to accept resignations to the following administrators:

Superintendent William Huyett
Deputy Superintendent Javetta Cleveland
Assistant Superintendent of Human Resources, Lisa Udell
Acting Assistant Superintendent of Human Resources, Cliff Wong
Director of Classified Personnel, Pasquale Scuderi

Resignations and retirements will continue to be brought to the Board for information purposes on Human Resources Personnel Reports.

POLICY/CODE

Education Code 35161

FISCAL IMPACT

None

STAFF RECOMMENDATION

It is recommended that the Board delegate its authority to accept resignations from Berkeley Unified School District employees to the above-named administrators.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Margaret Kirkpatrick, Principal, Berkeley Adult School
DATE: March 11, 2009
SUBJECT: Community-Based English Tutoring (CBET) Program
Application Form, Fiscal Year 2009-2010

BACKGROUND INFORMATION

Since 1998, the State Superintendent of Public Instruction has allocated funds to local agencies to provide English-language instruction to parents or other members of the community who pledge to provide personal English-language tutoring to California school children with limited-English proficiency. Research demonstrates that literacy skills of children are strengthened when their parents are literate, and this program aims to raise the literacy of both children and their parents.

The amount of these funds is based on the Annual Language Census Report. Berkeley Unified School District has received approximately \$40,000 each year, and Berkeley Adult School administers the program, offering English as a Second Language classes to parents of elementary students at Le Conte Elementary School and the West Branch Library.

These funds are presently supporting a CBET Coordinator, providing books and instructional materials.

POLICY/CODE

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

FISCAL IMPACT

CBET grant funds of approximately \$40,000 will pay all costs.

STAFF RECOMMENDATION

Approve the certification of the Community-Based English Tutoring (CBET) Program Application Form, Fiscal Year 2009-2010.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Neil Smith, Assistant Superintendent, Educational Services
DATE: March 11, 2009
SUBJECT: Overnight Field Trip Request

BACKGROUND INFORMATION

The following overnight field trip request is being made:

Point Reyes National Seashore, Marin County, CA, April 14 - 17, 2009. Approve participation of thirty-three (33) fourth grade students, four (4) teachers, and five (5) other adults from John Muir Elementary on a four-day, three-night field trip to the Clem Miller Environmental Education Center at Pt. Reyes, CA. The group will depart John Muir on Tuesday, April 14, at 9:30 a.m., and return Friday, April 17, at 3:00 p.m. Curriculum based science, poetry and journal writing will be the primary areas of focus for students. Art, cooking and gardening are also incorporated. Students will sleep in gender specific cabins. BUSD will provide transportation. The cost of \$250 per student will be funded by PTA fundraising and parent donations. Substitutes will be paid for by PTA funds. No student will be denied access based on inability to pay. Requested by Greg John, John Muir Principal.

POLICY/CODE

Education Code, Section 35330
Board Policy 6153

FISCAL IMPACT

As indicated above.

STAFF RECOMMENDATION

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

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: March 11, 2009
SUBJECT: Approval of Significant Budget Revisions

BACKGROUND INFORMATION

Staff is recommending that the Board approve significant budget revisions that have been made since the Board's approval of First Interim for Fiscal Year 2008-2009. These adjustments are needed to offset the significant budget reductions that would have been required to address the impact of State Budget revisions for 2008-2009 and proposed 2009-10 budget released by the Governor on February 20, 2009.

Salary and Non-Salary Savings

Staff reduced salary and non-salary budgets for Fiscal Year 2008-2009 due to a freeze on filling vacant positions, travel and conferences, purchasing equipment over \$500, and hiring consultants. These budget reductions in the amount of \$1,000,033 are listed in the attached document.

State Flexibility Transfers

The Governor signed a package of bills designed to revise the 2008-2009 enacted budget and put into place a 2009-10 Budget. The budget package included flexibility options that allows school districts to have transferability authority to redirect funds from 40 programs to any "educational purpose" over a five-year period ending July 1, 2013 as allowed in SB X3 4, Section 15. School Districts will also be able to use restricted account balances from 2007-2008 for any educational purpose.

The provisions require a public hearing to be held prior to October 2009. As a condition of exercising the authority to use the flexibility provisions to transfer funds, the LEA governing board must hold an open, public hearing; take testimony from the public; and discuss and approve each transfer and proposed use of funding. A public hearing will be held at the Board meeting to be held on March 25, 2009. The District is requesting that the Board approve the staff's recommendation to exercise program funding listed on the attached spreadsheet. These funds will be redirected to the General Fund to offset the State Budget cuts in the amount of \$2,098,964 for 2008-2009. The budget revisions plan for exercising flexibility options that will allow the District to maintain a positive certification. The actual cash transfers will not be made until after the public hearing and final approval by the Board.

A public hearing on exercising flexibility options for Fiscal Year 2009-2010 will not be made until May or June 2009.

POLICY/CODE

Education Code Sections 35161, 42600, 42601, 42602, and 42610

FISCAL IMPACT

Increase in contribution to Unrestricted General Fund revenue in the amount of \$2,098,964 and a decrease in the Unrestricted General Fund expenditures in the amount of \$1,000,033 for a total \$3,098,997.

STAFF RECOMMENDATION

Approve significant budget revisions to the Unrestricted General Fund.

Salary and Non-Salary Savings

Object Code	Classification	Increase/ (Decrease)
1000s	Certificated Salaries	61,000
2000s	Classified Salaries	(179,372)
3000s	Employee Benefits	(485,000)
4000s	Materials and Supplies	(106,039)
5000s	Services and Operating Expenses	(539,650)
6000s	Capital Outlay and Equipment	(48,972)
8000s	Reduction in Contribution from Teacher Transfer	298,000
	Grand Total	(1,000,033)

Proposed State Flexibility Adjustments

Resource	Program	Flexibility	2007-2008 Flexibility Used in 2008-2009	Transfer to GF 2008-2009	Total
6258	Physical Education Teacher Incentive Grants	Tier III	236,200	0	236,200
6286	English Language Acquisition Program	07-08 only	64,870	0	64,870
6760	Arts and Music block grant	Tier III	216,275	0	216,275
6761	Arts and Music Physical education	07-08 only	183,277	0	183,277
7055	California High Exit Exam (CAHSEE)	Tier III	0	135,000	135,000
7140	Gifted and Talented Education	Tier III	70,337	0	70,337
7156	Instructional Material Fund	Tier III	0	261,000	261,000
7395	School and Library Improvement Program (SLIP)	Tier III	120,000	0	120,000
7396	School site discretionary block grant	07-08 only	297,323	0	297,323
7397	District discretionary block grant	07-08 only	146,740	0	146,740
6205	Deferred Maintenance	Tier III	0	367,942	367,942
	Total		1,335,022	763,942	2,098,964

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent (CBO)
DATE: March 11, 2009
SUBJECT: Approval of Contracts/Purchase Orders for Services
Contracts

BACKGROUND INFORMATION

The District contracts with consultants or independent contractors who can provide valuable and necessary specialized services not normally required on a continuing basis.

The following contract services are requested. Expenditures are within budget.

1. Ratification of contract with School Excess Liability Fund, to provide school excess property and liability insurance for 08/09 SY. The cost will not exceed \$25,000. To be paid from Self Insurance Fund Budget. Requested by Javetta Cleveland.
2. Sports 4 Kids to provide after school sports activity program for Thousand Oaks Elementary for the 2008/09 SY. The cost will not exceed \$23,500. To be paid from After School Program Funds. Requested by Julianna Sikes.
3. Increase in contract amount, PO 900035, to One Source Engineering to provide additional repair and service for boilers as needed for the 2008/09 SY. The original purchase order in the amount of \$60,000 was approved on June 11, 2008. The additional amount requested is \$12,000 for a total amount of \$72,000. To be paid from Measure BB. Requested by Steve Collins.
4. Increase in contract amount, PO 900975, to Michael's Transportation to provide additional transportation for BHS student athletes for away games and events for 2008/09 SY. The original purchase order in the amount of \$10,000 was approved on September 24, 2008. The additional amount requested is \$7,000 for a total amount of \$17,000. To be paid from General Fund. Requested by Jim Slemph.

POLICY/CODE

Public Contract Code: 20111
Board Policy 3310

STAFF RECOMMENDATION

Approve the contracts with Consultants or Independent Contractors as submitted.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: March 11, 2009
SUBJECT: Staff Proposed Budget Reductions

BACKGROUND INFORMATION

This report is to inform the Board of Education of staff recommendations of proposed budget reductions. These recommendations are not final and are not being presented to the Board for action. The proposed recommendations will be presented to the Superintendent’s Budget Advisory Committee for feedback. The Superintendent will consider input from the committee and present final recommendation to the Board for formal action in May 2009.

Based on the Governor’s proposed budget reductions, BUSD is projected to need to cover a reduction in Unrestricted General Fund revenue and increased costs of \$3.1 million for Fiscal Year 2008-2009 and \$4.9 million for Fiscal Year 2009-2010. The District plans to exercise the Governor’s flexibility options to use restricted state revenue for unrestricted educational purposes to limit the impact of these budget reductions. The District plans to transfer \$2 million of restricted funds to the Unrestricted General Fund for Fiscal Year 2008-2009 and \$1.2 million for 2009-2010. The District also placed a freeze on filling vacant positions, travel and conferences, purchasing equipment over \$500, and hiring consultants. This savings resulted in an offset to 2008-2009 budget reductions of \$1.5 million. The District expects that Federal Stimulus funds for Special Ed IDEA program will also offset budget reductions by another \$800,000. See table below:

	FY 2008-09	FY 2009-10	Total
Budget Cut Target	\$ 3,108,325	\$ 4,928,597	\$ 8,036,922
Less Federal Stimulus funds	\$ -	\$ (800,000)	\$ (800,000)
Less State Flexibility	\$ (2,098,964)	\$ (1,191,455)	\$ (3,290,419)
<hr/>			
Adjusted Budget Cut Target	<u>\$ 1,009,361</u>	<u>\$ 2,937,142</u>	<u>\$ 3,946,503</u>

The District has taken steps to reduce operating costs. The attached summary report contains staff recommendations for reducing the Unrestricted General Fund expenditures. Other reductions will be coming forth from Restricted Central and Site Categorical funds. In addition, other positions were considered for reduction that may be reevaluated during the Superintendent's Budget Advisory Committee process and final recommendation to the Board.

STAFF RECOMMENDATION

Receive information on staff proposed budget reductions.

Proposed State Flexibility Adjustments

Resource	Program	Flexibility	FY 2007-08 Balance	2007-2008 Flexibility Used in 2008-2009	Transfer to GF 2008-2009	Transfer to GF 2009-2010
6091	Cal safe	Tier III	39,761	0	0	0
6258	Physical Education Teacher Incentive Grants	Tier III	286,344	236,200	0	0
6267	National Board Certification	Tier III	0	0	0	0
6286	English Language Acquisition Program	07-08	64,870	64,870	0	0
6377	Career Tech Ed and Equip	07-08 only	19,949	0	0	0
6405	School Safety Violence Prevention	Tier III	0	0	0	0
6760	Arts and Music block grant	Tier III	216,275	216,275	0	121,638
6761	Arts and Music Physical education	07-08 only	315,538	183,277	0	0
7055	California Hiugh Exit Exam (CAHSEE)	Tier III	0	0	135,000	0
7080	Supplemental School Counseling	Tier III	112,524	0	0	0
7140	Gifted and Talented Education	Tier III	74,401	70,337	0	40,000
7156	Insturctional Material Fund	Tier III	0	0	261,000	250,000
7220	Partnership Academies Program	Tier II	0	0	0	0
7271	CA Peer Assistance review	Tier III	2,245	0	0	0
7276	Cert staff Mentoring	07-08 only	6,584	0	0	0
7390	Pupil retention block grant	Tier III	26,386	0	0	0
7395	School and Library Improvement Program (SLIP)	Tier III	150,870	120,000	0	400,227
7396	School site discretionary block grant	07-08 only	359,925	297,323	0	0
7397	District discretionary block grant	07-08 only	198,163	146,740	0	0
	Supplemental Hourly Programs	Tier III		0	0	0
6205	Deferred Maintenance	Tier III		0	367,942	349,731
	Adult Education	Tier III		0	0	0
	Fund 01 Subtotal		1,873,835	1,335,022	763,942	1,161,596
6285	Community Based English Tutoring		0			29,859
	Total		1,873,835	1,335,022	763,942	1,191,455

Proposed Budget Reductions Fiscal Year 2008-2009 and 2009-2010

Description of Reduction	2008-2009	2009-2010
Salary Savings for 2008-2009	\$603,372	\$0
General Fund Non-Salary savings/reductions	933,261	350,000
No yard rental costs due to new transportation yard	0	258,000
ULSS Reorganization Part 1 **	0	500,000
ULSS Reorganization Part 2 *	0	0
Special Education Settlement Income	0	101,276
Retain transfer of lottery revenue to Adult Education Fund in General Fund	0	150,000
Athletic Transportation	0	0
Athletic Stipends	0	6,395
Increase in Meal Price 25 cents, decrease food costs and operating expenses in Food Services	0	234,290
Reduction in Transportation Fuel Costs and Leases	0	25,000
Classified Reductions (See List)	0	790,599
Certificated Reductions (See List)	0	652,141
Transfer of Salaries from General Fund to Other Funding Sources (See List)	0	16,936
Total	\$1,536,633	\$3,084,638

** Option A - Use Title I & II funds for site intervention replacing Special Ed Staff or
 ** Option B - Reduce BSEP Enhancements and using more BSEP funding to support Class Size Reduction
 * SLIP Resources in the amount of \$400,000 dedicated to ULSS

Proposed Staffing Reductions

Department	Position	Status	FTE	Staff Considerations 2009-2010	FTE	Staff Recommendations 2009-2010
Classified Reductions	Business Services	Risk Manager Supervisor	Open	\$45,690	0.00	0
	Purchasing	Clerk Specialist	Filled	70,366	1.00	70,366
	Student Services	Secretary	Filled	70,754	0.00	0
	Student Services	Student Welfare & Attendance Specialist	Filled	69,787	0.00	0
	Medi Cal	Accountant	Open	61,264	1.00	61,264
	Fiscal Services (BSEP)	Accounting Technician	Open	69,037	1.00	69,037
	Berkeley High School	Senior Records Clerk	Filled	53,512	0.00	0
	Berkeley High School	Maintenance Supervisor	Filled	87,431	1.00	87,431
	Berkeley High School	Plant Operations Manager	Filled	81,249	0.00	0
	Ed Services	Program Coordinator	Open	68,190	0.50	34,095
	Berkeley High School	Safety Officer	Open	45,443	0.00	0
	Berkeley High School	Safety Officer	Filled	52,855	0.00	0
	Middle School	Safety Officer	Open	45,443	0.00	0
	Operations	Custodians	Open	808,989	0.00	0
	Transportation	Bus Drivers	Filled	17.00	3.00	142,763
	Transportation	V & E Mechanic Assistant	Filled	6.00	1.60	76,545
	Transportation	V & E Mechanic Supervisor	Filled	1.00	0.00	0
	Transportation	Account Tech	Filled	53,537	0.00	0
	Nutrition Services	Manager Executive Chef	Filled	102,773	1.00	102,773
	Nutrition Services	Sous Chef	Filled	0	0.50	28,994
	Nutrition Services	Administrative Assistant	Filled	47,350	0.00	0
	Nutrition Services	Director of Nutrition Services	Filled	109,484	0.00	0
	Nutrition Services	Hourly Food Service Assistants	Filled	0	1.00	75,331
Custodial/Maintenance	Plant Operations Manager	Filled	0.00	0.15	15,000	
All Schools	Noon Duty Supervisors	Filled	N/A	N/A	27,000	
			0.69	2,720	0.00	0
				\$40,843		
			Subtotal	\$2,220,913		790,599
Certificated Reductions	Berkeley High School	Counselors	Filled	\$478,252	4.00	329,829
	Berkeley High School	Retiree (Full time Substitute)	Filled	\$37,863	1.00	37,863
	Berkeley High School	Administrative Dean	Filled	\$122,887	1.00	0
	Berkeley High School	Vice Principal	Filled	\$115,583	1.00	115,583
	Berkeley High School	Counselor	Filled	66,562	0.50	33,281
	Berkeley Technical High School	Independent Study Coordinator	Filled	109,032	1.00	0
	King Middle School	Vice Principal	Filled	109,612	0.20	20,286
	John Muir	RSP Teacher	Open	15,634	0.20	0
	BTECH	Teacher	Open	78,173	1.00	0
	Student Services	Manager Student Discipline	Open	115,299	1.00	115,299
				1.00		652,141
				Sub Total	\$1,248,897	
Transfer to Other Funding Sources						
BSEP	Administrative Coordinator	0.20	BSEP	\$16,936	0.20	16,936
Student Services	Program Manager School Links	0.75	Categorical	89,021	0.75	0
			Sub Total	\$105,957		16,936
Proposed Certificated Staffing Reductions for Restricted Programs						
Adult Education	Vice Principal	1.0	Adult	\$134,516	1.0	134,516
Education Services	Coordinator of Staff Development	1.0	Categorical	109,032	1.0	109,032

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: March 11, 2009
SUBJECT: Certification of Second Interim Report for the period ending January 31st, 2009

INTRODUCTION

Staff has prepared the Second Interim Report in compliance with Education Code **EC 42131(a)(1)** requirements and AB1200. The Second Interim Report covers the reporting period ending January 31st, 2009. The report is required to be approved by the governing board no later than 45 days after the close of the reporting period to determine whether or not the district is able to meet its financial obligations. The County Office of Education is required to report to the State Superintendent of Public Instruction within 75 days after the close of each reporting period the district's certification status. The following certifications may be assigned:

- **Positive:** assigned to any district that based on current projections will meet its financial obligations in the current fiscal year and two subsequent fiscal years.
- **Qualified:** assigned to any district that based on current projections may not be able meet its financial obligations in the current fiscal year and two subsequent fiscal years.
- **Negative:** assigned to any district that based on current projections will not be able to meet its financial obligations for the remainder of the current fiscal year or the subsequent fiscal year.

This Second Interim Report along with the Multi-year Projections (under separate cover) indicates that the District will be able to meet its financial obligations in the current and subsequent two fiscal years. Therefore, the District is submitting the Second Interim Report to the County with a positive certification.

The Second Interim Report, along with budget assumptions, multi-year projections and other analytical reports are provided under separate

cover. The report contains the following documents for review and consideration by the governing board:

1. Assumptions
2. Variance Report
3. Comparative Reports
4. District certification of Second Interim Report
5. Form 011 – General Fund Summary and Restricted and Unrestricted formats
6. Form 11I-67I for all other district funds
7. Form AI – Average Daily Attendance
8. Form RLI – Revenue Limit Form
9. General Fund multi year projection using the MYP software (under separate cover)
10. Criteria and Standards

POLICY/CODE:

Education Code Section 42100 – 42134 et seq.

FISCAL IMPACT

Not Applicable

STAFF RECOMMENDATION

That the Board of Trustees accept the Positive Certification of the Second Interim Report, certifying that the District will be able to meet its financial obligations for the current and subsequent two years.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: March 11, 2009
SUBJECT: Approval to Declare Surplus Property

BACKGROUND INFORMATION

The following items have been identified to be in a condition considered unacceptable for current District operations and have been retired at the end of their useful service to the District.

Qty Description

- 1 1988 Ford 1 ton Truck
- 1 2003 Best Trailer
- 1 Cram-o-lot Compactor
- 1 Cram-o-lot Compactor
- 1 Cram-o-lot Compactor
- 3 Wrestling Mats
- 1 Italgil Pasta Maker

The residual value of these items is not yet determined but may potentially exceed \$2,500. California Education Code requires that any District surplus item that has a value of \$2,500 must be sold to the highest bidder. Staff requests that the Board declare these items surplus and approve disposal by public auction.

POLICY/CODE

Ed Code 17545-17555
Board Policy 3270

FISCAL IMPACT

There will be no disposal cost to the District beyond the percentage of sales retained by InterSchola as a fee. The District would receive cash for the sale of the surplus items.

STAFF RECOMMENDATION

Declare items listed above surplus and authorize disposal in accordance with California Education Code.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: March 11, 2009
SUBJECT: Acceptance of Gifts/Donations

BACKGROUND INFORMATION

The Board may accept and utilize on behalf of the District any bequests or gifts of money or property for a purpose deemed to be suited by the Board.

The following donations have been presented to the District:

1. In Dulci Jubilo Inc. donated \$10,000 to the King Scholars Program at Martin Luther King Middle School.
2. In Dulci Jubilo Inc. donated \$7,670 for the Quick Reads' Program and hourly mentoring at Washington School.
3. Berkeley Arts Magnet PTA donated \$2,900 to pay for 190 hours of noon time supervision at Berkeley Arts Magnet School.
4. Antoinette Mobley donated \$40 to Thousand Oaks School.
5. Thousand Oaks PTA donated \$10,000 to partially fund a kindergarten instructional aide position as identified in their site plan.
6. Salud B. Lang donated \$75 through the Wells Fargo Foundation Educational Matching Gift Program to the Berkeley Unified School District General Fund.

BOARD POLICY

BP 3290

FISCAL IMPACT

The District received a total of \$ 30,685 in donations.

STAFF RECOMMENDATION

Accept the donations/gifts to the District and request staff to extend letter of appreciation.

BERKELEY UNIFIED SCHOOL DISTRICT

TO: William Huyett, Superintendent
FROM: Javetta Cleveland, Deputy Superintendent
DATE: March 11, 2009
SUBJECT: Approve contract with Through the Looking Glass for After-School Program services for the Special Education Department

BACKGROUND INFORMATION

Staff is requesting Board approval to contract with Through the Looking Glass, for 2008-2009 School Year to provide those services which allow a student to access his/her education. The main purpose of the service is to enhance the student's ability function in the school program and optimize access to curriculum.

Students using these services have severe disabilities such as autism, emotional disturbance and developmental disabilities. Through the Looking Glass is a non-public agency which provides a variety of services for students and families. The services referred to in this contract include support for students with severe autism or autistic-like behaviors which interfere with their accessing curriculum to obtain educational benefit. The students who require these services exhibit difficulty interacting both socially and behaviorally. The services provided by this agency support students and their families in obtaining educational benefit by addressing developmental issues through directed focus, attention, sensory integration, bonding and behavior modification as well as teaching students to read social cues and respond with appropriate behaviors and guiding families in the support and practice of this intervention.

During the school day it is the responsibility of the school district to provide these supports in order to enhance students function in the school program as required by assessed needs in accordance with the Individual Educational Plan (IEP). The cost to provide these services will be \$75,000.

POLICY/CODE

Education Code 39800

FISCAL IMPACT

The fiscal impact to the District for these services is estimated not to exceed \$75,000. Funded by Special Education Budget.

STAFF RECOMMENDATION

Approve contract with Through the Looking Glass for 2008-2009 School Year for After-School Program services for the Special Education Department