Berkeley Unified School District Office of the Superintendent 2134 Martin Luther King Jr. Way Berkeley, CA 94704-1180

Phone: (510) 644-6206Fax: (510) 540-5358

BOARD OF EDUCATION – MEETING AGENDA\* Wednesday, June 10, 2009

Call to Order The Presiding Officer will call the Meeting to Order at

6:00 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

Ja vetta Cleveland, Deputy Superintendent

Neil Smith, Assistant Superintendent of Educational

Services

Cliff Wong, Acting 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
- c) Collective Bargaining
- d) Public Employee Discipline/Dismissal /Release/Evaluation Classified Employee
- e) Public Employment / Appointment
- f) Liability Claims
- g) Property Acquisition & Disposal
- h) Case Review/Planning CAHSEE WAIVERS
- \* Board agenda posted on District website: <a href="www.berkeley.k12.ca.us">www.berkeley.k12.ca.us</a>
  \*\* 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

4.4-C Safe Routes to Schools, City of Berkeley and BUSD Collaboration on Safe Student Travel to and from School	Staff Recommendation: Approve Phase 1 and 2 of the Plan and encourage full participation by the schools	35
4.5-C Resolution No. 09-66 to Establish the 2009-2010 Tax Rate for the Schools Special Tax," Berkeley Public Schools Educational Excellence Act of 2006" (Measure A)	Staff Recommendation: Approve Resolution Number 09-66 for the establishment of the tax rate for the Schools Special Tax, "Berkeley Public Schools Educational Excellence Act of 2006" [Measure A]For Fiscal Year 2009-2010	37
4.6-C Resolution No. 09-67 to Establish the 2009-2010 Tax Rate for the School Special Tax," Berkeley Public Schools Facilities Safety and Maintenance Act of 2000" (Measure BB)  Facilities	Staff Recommendation: Approve Resolution Number 09-67 for the establishment of the tax rate for the School Special Tax, "Berkeley Schools Facilities Safety and Maintenance Act of 2000" [Measure BB] for Fiscal Year 2009-2010	39
5.1-C Approval to award the bid for the Berkeley High School Universal Power Supply (UPS) for the Community Theater	Staff Recommendation: Approve award for the Berkeley High School Universal Power Supply (UPS) for the Community Theater	42
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# Personnel Services Approve ratification of agreement between 2.1-A Approve Ratification of Agreement between BUSD And BFT Staff Recommendation: Approve ratification of agreement between BUSD and Berkeley Federation of Teachers

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# Personnel Services Approve ratification of agreement between 2.1-A Approve Ratification of Agreement between BUSD And BFT Staff Recommendation: Approve ratification of agreement between BUSD and Berkeley Federation of Teachers

#### BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** William Huyett, Superintendent

**FROM:** Clifford Wong, Interim Assistant Superintendent, Human Resources

**DATE:** June 10, 2009

**SUBJECT:** APPROVAL OF HUMAN RESOURCES REPORT 09-11

Following is Human Resources Report 09-11 which reports details of personnel

assignments, employment, and terminations.

CERTIFICATED EMPLOYEES							
NAME	POSITION	LOCATION	BUDGET	FTE & SALARY	FROM TO		
RETIREMENT Signe Harnett	Teacher	Emerson	General Fund	1.00 FTE	6/12/09		
RESIGNATION Peter Bloomsburgh	Teacher	BHS	General Fund	.20 FTE	6/12/09		
Alexandria Freidus	Teacher	BHS	General Fund	1.00 FTE	6/12/09		
Richard Greg John	Principal	John Muir	General Fund	1.00 FTE	6/25/09		
Sarah Shananhan	Teacher	Cragmont	General Fund	1.00 FTE	6/12/09		
Joanna Vilensky	Teacher	BHS	General Fund	1.00 FTE	6/12/09		

		CLASSIFII	ED EMPLOYE	EES			
NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	то
RESIGNATION Stephanie Hagar	Student Assignment Specialist	Admissions & Attendance				8/21/09	
Xavier Van Windekens	Assessment Technician	Evaluation & Assessment				7/8/09	
EXTENDED SICK	LEAVE WITH 50% PA	<u>AY</u>					
Crystal Williams	Clerical Specialist	King CDC	Child Care	42/4	1.0 FTE \$21.53 hr	5/26/09	7/22/09
AVAILABLE SUB	<u>STITUTES</u>						
Praneshwar Chandra	Custodian I	All District	General Fund	N/A	NTE 7.5 hrs/day \$14.20 hr	5/20/09	6/12/09
Michael Deal	Custodian I	All District	General Fund	N/A	NTE 7.5 hrs/day \$14.10 hr	5/27/09	6/12/09
Camille Dreux	Instructional Tech.	All District	General Fund	N/A	NTE 7.5 hrs/day \$14.91 hr	5/20/09	6/12/09
Camille Dreux	Instructional Assistant (Special Education)	All District	General Fund	N/A	NTE 75 hrs/day \$14.15 hr	5/20/09	6/12/09
Joyce Foreman	Food Service Assistant	All District	General Fund	N/A	NTE 7.5 hrs/day \$12.24 hr	2/26/09	6/12/09
Nikia Frison	Instructional Tech.	All District	General Fund	N/A	NTE 7.5 hrs/day \$14.91 hr	4/28/09	6/12/09
TEMPORARY/HO	OURLY/LIMITED TER	М					
Jordan Davis	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 12 hrs/wk	4/1/09	6/12/09
Micha Dixon	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 12 hrs/wk	9/2/08	5/29/09
Ronald Douglas	Noon Director	Longfellow	Drug Free	N/A	\$12.54 hr 5 hrs/wk	3/2/09	6/12/09
Barbara Essien	Student Worker	King	21 <sup>st</sup> Century	N/A	\$8.00 hr 12 hrs/wk	12/12/08	6/1/09
Nestor Espinoza	Tutor	Berkeley High	CAHSEE	N/A	\$12.54 hr 20 hrs/wk	2/4/09	3/30/09
						Page 2 of	· 4

		CLASSIFII	ED EMPLOYE	EES		CLASSIFIED EMPLOYEES						
NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	то					
Tamika Evans	Instructional Assistant	State & Federal	Title I	29/1	\$13.48 hr 15 total hrs	1/26/09	6/30/09					
Adrianna Flores	Student Worker	Arts Magnet	21 <sup>st</sup> Century	N/A	\$8.00 hr 15 hrs/wk	2/23/09	6/12/09					
Joyce Foreman	Home School Liaison	John Muir	SCH LIB	37/2	\$17.24 hr 2 hrs/wk	4/12/09	6/12/09					
Renysha Franklin	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 15 hrs/wk	1/5/09	6/30/09					
Amanda Hall- Jackson	Instructional Tech.	King	SCH LIB	34/1	\$15.24 hr 65 total hrs	4/13/09	6/11/09					
Tatiana Hampton	Student Worker (Workability)	Berkeley High	Special Ed.	N/A	\$8.00 hr 15 hrs/wk	1/5/09	6/30/09					
Ana Hernandez	Translator	BEARS Child Development	Child Care	56/1	\$26.25 hr 40 total hrs	4/1/09	4/30/09					
Chaz Hubbard	Instructional Media Tech.	Berkeley High	BSEP	43/1	\$19.03 hr 90 total hrs	12/22/08	6/18/09					
STIPENDS Sharon Arthur	Coach (JV Soccer)	Willard	BSEP	N/A	\$600.00	9/1/08	6/12/09					
Eric Ballon	Coach (Soccer)	Longfellow	LRN SAFE	N/A	\$600.00	4/13/09	6/13/09					
Brian Bort	40% Assistant Coach (Track)	Berkeley High	General Fund	N/A	\$889.20	2/2/09	6/1/09					
Maiko Bristow	60% Assistant Coach (Softball)	Berkeley High	General Fund	N/A	\$1242.60	2/2/09	6/1/09					
Jesse Cohen	80% Assistant Coach (Boys Lacrosse)	Berkeley High	General Fund	N/A	\$1072.00	2/2/09	5/1/09					
Christopher Dadd	Head Coach (Boys Crew)	Berkeley High	General Fund	N/A	\$1694.00	2/2/09	6/1/09					
Stephen Degange	80% Assistant Coach (Baseball)	Berkeley High	General Fund	N/A	\$1656.80	2/3/09	6/1/09					
Haden Douglas	30% Assistant Coach (Swimming)	Berkeley High	General Fund	N/A	\$1477.20	2/2/09	6/1/09					
Morgan Fenner	80% Assistant Coach (Boys Crew)	Berkeley High	General Fund	N/A	\$1323.00	2/1/09	5/1/09					
						Page 3 o	f 4					

		CLASSIFII	ED EMPLOY	EES			
NAME	POSITION	LOCATION	BUDGET	CLASS RANGE STEP	FTE & SALARY	FROM	то
William Gaebler	Head Coach (Boys & Girls Swimming)	Berkeley High	General Fund	N/A	\$1926.60	2/2/09	6/1/09
Humphrey Garrett	80% Assistant Coach (Boys & Girls Track)	Berkeley High	General Fund	N/A	\$1778.40	2/2/09	6/1/09
Michael Hammerquist	40% Assistant Coach (Boys & Girls Track)	Berkeley High	General Fund	N/A	\$889.20	2/2/09	6/1/09
Darrell Hampton	Head Coach (Boys & Girls Track)	Berkeley High	General Fund	N/A	\$4446.00	2/2/09	6/1/09
Josef Rabinowitz	80% Assistant Coach (Boys Lacrosse)	Berkeley High	General Fund	N/A	\$1072.00	2/2/09	6/1/09
Craig White	60% Assistant Coach (Boys Tennis)	Berkeley High	General Fund	N/A	\$804.00	2/2/09	6/1/09
						Page 4 oj	f 4

#### BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** William Huyett, Superintendent

**FROM:** Clifford Wong, Interim Assistant Superintendent,

Human Resources

**DATE:** June 10, 2009

**SUBJECT:** Memorandum of Understanding between Berkeley Unified

School District and San Francisco State University -

Special Education

#### BACKGROUND INFORMATION

Berkeley Unified School District agrees that each intern shall (1) be provided supervision, advice, encouragement and support by the BUSD personnel, including the school site faculty and the District's support provider. (2) Interns will be released from instruction on a limited basis, as needed, to observe other credentialed teachers, to meet with District support provider and to attend evening classes at SFSU. (3) BUSD will report interns annually to Oakland Unified School District (OUSD), operating as local fiscal agent, and will allow OUSD to submit Intern Consent forms and report BUSD interns directly to the California Commission on Teacher Credentialing (CTC) during the annual intern census. (4) All interns reported to CTC will be identified as working for BUSD. (5) BUSD will invoice OUSD, as fiscal agent, for interns served under this agreement.

SFSU agrees that; (1) each intern shall have passed the California Education Basic Skill Test (CBEST) and shall have met the subject matter requirement. (2) Each intern shall posses a B.A. Degree, documented by official transcripts. (3) Each intern shall have a minimum of 120 hours of verified experience with students in educational settings and 40 hours with English Language Learners. (4) SFSU will provide two sections of credential classes or supervision sections each term with priority given in these sections to interns from BUSD. (5) SFSU will also provide program coordination and student services needed to manage the intern application and training process to ensure timely completion of credential coursework and filing for intern and preliminary credentials with the Commission on Teacher Credentialing. (6) SFSU will invoice Oakland Unified School District, a fiscal agent, for interns served under this agreement.

This agreement is effective from August 25, 2008 to June 30, 2011.

#### POLICY/CODE

None

#### FISCAL IMPACT

None. There are no costs to the District for the services provided.

#### STAFF RECOMMENDATION

Approve the Memorandum of Understanding.

# FOR PROVISION OF SERVICES

THIS AGREEMENT is entered into this <u>Fifteenth</u> day of <u>December, 2008</u> between the BERKELEY UNIFIED SCHOOL DISTRICT (DISTRICT) and SAN FRANCISCO STATE UNIVERSITY (SFSU), a campus of the California State University, which is the State of California acting in a higher education capacity.

WHEREAS, DISTRICT desires to contract with SFSU to provide intern classes, supervision, and other services and benefits for Special Education intern teachers, and

Whereas, SFSU represents itself able and, for a consideration, willing to perform the services at San Francisco State University.

NOW, THEREFORE, in consideration of the covenants and promises of the parties set forth in this Agreement, the parties hereto agree as follows:

#### 1. Effective Date

The effective date of this Agreement is August 25, 2008.

#### 2. Services

SFSU shall perform the services provided for in the attached <u>Appendix A</u>, "Description of Services," and DISTRICT shall perform the services provided for in the attached <u>Appendix B</u>, "Description of Services," and <u>Appendix C</u>, "Co-Sponsor Page."

#### 3. <u>Term</u>

The Term of this Agreement, subject to cancellation as set forth in Section 6, shall be from the effective date through <u>June 30, 2011</u>.

#### 4. <u>Standard of Performance</u>

SFSU warrants that the Services shall be performed as expeditiously as possible, with the degree of skill and care that is required by current, good, and sound professional procedures and practices.

#### 5. Termination

DISTRICT may cancel this Agreement for any reason upon thirty (30) days written notice to SFSU.

#### 6. Governing Law

This Agreement shall be governed by the laws of the State of California.

#### 7. Indemnification and Insurance

- A. SFSU shall indemnify, defend, and hold harmless the DISTRICT, its Directors, officers, employees, agents, volunteers, and authorized representatives from and against any and all liability, loss, damage, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of SFSU's performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of SFSU, its officers, employees, agents, volunteers, or authorized representatives.
- B. DISTRICT shall defend, indemnify and hold harmless the State of California, the trustees of the California State University, SFSU, their officers, employees, agents, volunteers and authorized representatives from and against any and all liability, loss, expense (including reasonable attorneys' fees) or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of DISTRICT, its Directors, officers, employees, agents, volunteers, or authorized representatives.
- C. The State of California has elected to be self-insured for its general liability, motor vehicle liability, workers' compensation and property exposures through an annual appropriation from the General Fund. As a State agency, the California State University, Office of the Chancellor, the Trustees, and its system of campuses are included in this self-insured program.
- D. The office of Risk Management in the Chancellor's Office administers the general liability, property and workers' compensation programs. The State Office of Risk and Insurance Management administers the motor vehicle liability program.

E. Under this form of insurance, the State and its employees (as defined in Section 810.2 of the Government Code) are insured for any tort liability that may develop through carrying out official activities, including state official operations on non-state owned property. Should any claims arise by reason of such operations or under an official contract or license agreement, they should be referred to the State Board of Control, State of California, Tort Liability Section, 1515K Street, Sacramento, CA 95814. Any Claims regarding property are to be referred to the California State University, Systemwide Risk Manager, 401 Golden Shore, 5<sup>th</sup> Floor, Long Beach, CA 90802-4210

#### 11. Non-Waiver

The waiver by either party of any breach of any term, covenant, or condition contained in this Agreement, or any default in their performance of any obligations under this Agreement shall not be deemed to be a waiver of any other breach or default of the same or any other term, covenant, condition, or obligation, nor shall any waiver of any incident of breach or default constitute a continuing waiver of same.

#### 11. Enforceability

In the event that any of the provisions or portions of application of any of the provisions of this Agreement are held to be illegal or invalid by a court of competent jurisdiction, DISTRICT and SFSU shall negotiate an equitable adjustment in the provisions of this Agreement with a view toward effecting the purpose of this Agreement. The illegality or invalidity of any of the provisions, or portions of, or application of any of the provisions of this Agreement shall not affect the legality or enforceability of the remaining provisions, or portions of, or application of any of the provisions of any of the provisions of this Agreement.

#### 11. Integration

This Agreement contains the entire agreement and understanding between the parties as to the subject matter of this Agreement. It merges and supersedes all prior or contemporaneous agreements, commitments, representation, writings, and discussions between SFSU and DISTRICT, whether oral or written.

#### 13. Successors and Assigns

DISTRICT and SFSU, respectively, bind themselves, their successors, assigns, and legal representatives. SFSU shall not assign or transfer any interest in this Agreement without DISTRICT's prior written consent, which consent shall be in DISTRICT's sole discretion. Any attempted assignment or transfer in breach of this provision shall be void.

#### 13. Notices

All notices required hereunder shall be in writing and mailed postage prepaid by certified or registered mail, return receipt requested, or by personal or electronic delivery to the parties' representatives at the address as shown below, or such other places as DISTRICT or SFSU may, from time to time, respectively, designate in a written notice given to the other. Notice shall be deemed received three (3) days after the date of the mailing thereof or immediately upon delivery in person by e-mail or by facsimile.

#### **DISTRICT**:

Lisa Udell, Assistant Superintendent Human Resources Department Berkeley Unified School District 2134 Martin Luther King, Jr. Way Berkeley, CA 94794

#### SFSU:

Stephen C. Smith, Director Procurement Department San Francisco State University 1600 Holloway Ave. San Francisco, CA 94132

#### 14. Appendices

Appendices A, B and C are attached hereto and incorporated herein by reference thereto.

#### 15. Dispute Resolution

Any dispute arising under the terms of this Agreement which is not resolved within a reasonable period of time by authorized representatives of the DISTRICT and SFSU shall be brought to the attention of the General Manager (or designated representative) of the DISTRICT and the Chief Business Officer (or designee) of the CSU for joint resolution. At the request of either party, the CSU shall provide a forum for discussion of the disputed item(s), at which time the Vice Chancellor, Business and Finance (or designated representative) of the CSU shall be available to assist in the resolution by providing advice to both parties regarding the CSU contracting policies and procedures. If resolution of the dispute through these means is pursued without success, either party may seek

SFSU/Berkeley Unified School District Page 5

resolution employing whatever remedies exist in law or equity beyond this Agreement.

SFSU/Berkeley Unified School District Page 6

IN WITNESS WHEREOF, the parties have executed this Agreement in one (1) or more copies as of the date and year first above written.

## BERKELEY UNIFIED SCHOOL DISTRICT

Superintendent or Designee/Date

SAN FRANCISCO STATE UNIVERSITY

Stephen C. Smith, Director of Procurement/Date

#### Appendix A

# Memorandum of Agreement and Description of Services

SFSU agrees to the following conditions and services that apply to Interns who are, or will be admitted to the Education Specialist Credential Program through the Department of Special Education at SFSU and will be serving their Special Education Internship in the DISTRICT. Interns nominated by either SFSU or DISTRICT shall be mutually acceptable to both SFSU and DISTRICT, and shall be subject to a mutually acceptable placement within the DISTRICT.

#### SFSU agrees that:

- 1. Each Intern shall have passed the California Educational Basic Skill Test (CBEST) and shall have met the subject matter requirement (e.g., CSET/Multiple or Single Subject Tests or Liberal Studies Waiver) prior to assuming Intern services or responsibilities.
- 2. Each Intern shall posses a B.A. Degree, documented by official transcripts with a minimum overall GPA of 2.67 or 2.75 in last 60 units.
- 3. Each Intern shall have a minimum of 120 hours of verified experience with students in educational settings. Forty hours with English Language Learners.
- 4. Each Intern shall have passed U.S. Constitution coursework or examination.
- 5. Each Intern shall be provided adequate supervision, advice, encouragement and support, as appropriate, by the SFSU personnel, including but not limited to the College faculty and the College field supervisor.
- 6. SFSU will provide two sections of credential classes or supervision sections each term with priority given in these sections to interns from DISTRICT.
- 7. SFSU will provide program coordination and student services needed to manage the intern application and training process to ensure timely completion of credential coursework and filing for intern and preliminary credentials with the Commission on Teacher Credentialing.
- 8. SFSU will invoice Oakland Unified School District, as fiscal agent, for interns served under this agreement.

#### Appendix B

# Memorandum of Agreement and Description of Services

DISTRICT agrees to the following conditions and services that apply to Interns who are, or will be admitted to the Education Specialist Credential Program through the Department of Special Education at SFSU and will be serving their Special Education Internship in the DISTRICT. Interns nominated by either SFSU or DISTRICT shall be mutually acceptable to both SFSU and DISTRICT, and shall be subject to a mutually acceptable placement within the DISTRICT.

#### **DISTRICT** agrees that:

- Each Intern shall be provided adequate supervision, advice, encouragement and support, as appropriate, by the DISTRICT personnel, including but not limited to the school site faculty and the DISTRICT support provider.
- 2. Interns will be released from instruction on a limited basis, as needed, to observe other credentialed teachers, to meet with DISTRICT support provider and to attend evening classes at SFSU.
- 3. DISTRICT will report interns annually to Oakland Unified School District (OUSD), operating as local as fiscal agent, and will allow OUSD to submit Intern Consent forms and report DISTRICT interns directly to the California Commission on Teacher Credentialing (CTC) during the annual intern census.
- 4. All interns reported to CTC will be identified as working for DISTRICT.
- 5. DISTRICT will invoice Oakland Unified School District, as fiscal agent, for interns served under this agreement.

## APPENDIX C Co-Sponsor Page

### TO BE COMPLETED BY THE LEAD SPONSORING ORGANIZATION

Grant #: 962

Name of Program: <u>Oakland Intern Partnership Program</u>
Name of Lead Educational Agency (LEA): <u>Oakland Unified School District</u>

Program Director/Contact Person: Kafi Payne

Telephone: 510-879-8904 FAX: 510-879-8912/510-879-8913

Email: kafi.payne@ousd.k12.ca.us

Signature of Program Director:	_ Date:
TO BE COMPLETED BY CO-SPONSOR	
Type of Organization:  COE District X Charter CDS Code (7 or 14 digits):	
Name of Organization: Berkeley Unified School District	
Mailing Address: 2134 Martin Luther King, Jr. Way	
City, State, Zip: Berkeley, CA 94794	
Contact Person: Pasquale Scuderi	
Telephone: 510.644.6831FAX:	
Email: pasquale_scuderi@berkeley.k12.ca.us	
Co-Sponsor Authorized Participation Has Been Approved By:	
Name of Approving Official: <u>Lisa Udell</u>	
Position/Title: Assistant Superintendent, Human Resources	
Signature of Approving Official: Date: _	

By signing this page, you are indicating that you have an agreement on file that sets forth your roles and responsibilities regarding how to support the terms and conditions of the grant.

Please include a separate cover page for each organization that is co-sponsoring the program.

#### BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Board of Education

**FROM:** William Huyett, Superintendent

**DATE:** June 10, 2009

**SUBJECT:** Recommendation for expenditure of Class Size Reduction funds from

Berkeley Public Schools Educational Excellence Act of 2006

(BSEP/Measure A) in FY 2009-10

#### **BACKGROUND INFORMATION**

The Berkeley Public Schools Educational Excellence Act of 2006 (BSEP/Measure A) provides funds for "Smaller Class Sizes, Expanded Course Offerings, and School Counseling Services as follows:

Sixty-six percent (66%) of the Available Revenues of this Measure shall be dedicated annually to Reducing Class Sizes at all K-12 schools, expanding course offerings at all secondary schools, and providing counseling services at each of the District's middle schools, in ways that may not be achieved solely through support by the District's General Fund. [Section 3Ai]. . .

After resultant class sizes meet the goals stated above, additional teachers may be added first to allow for expanded course offerings and then for program support in schools in so far as the funds permit..[3Aii]

#### Class Size Reduction (CSR) Staffing Ratios in the 2009-10 School Year

After diligent review of the revenue and expenditure projections for the General Fund and the BSEP/Measure A Class Size Reduction fund for FY 2009-2010, we are recommending the following expenditures be made from the BSEP/Measure A Class Size Reduction fund to achieve the stated purposes of BSEP/Measure A in FY 2009-2010:

- 1. Maintain the class size ratios paid from General Fund and State Class Size Reduction monies at 34:1 in the K-5 grades and 36:1 in the 6-12 grades, and,
- 2. Use BSEP CSR monies to lower class sizes to those stipulated in the BSEP legislation, that is:

Class Size Target
20:1
26:1
28:1

3. Allocate six (6) additional FTE to Berkeley High School and .8 FTE to the three Middle Schools for "expanded course offerings" (.2 FTE for Longfellow and Willard and .4 FTE for King.)

- 4. Allocate four (4) FTE to the Middle Schools for "Counseling Services" (2.0 FTE to King and 1.0 each to Willard and Longfellow).
- 5. Fund 10.63 FTE additional teachers for "Program Support" as follows:
  - a) 2.75 FTE Elementary School Literacy Teachers/Coaches (.25 FTE per site).
  - b) 3.8 FTE Middle School Math Teachers to lower class sizes from 28:1 to 20:1 in Algebra and pre-Algebra classes at all three Middle Schools.
  - c) 2.08 FTE Elementary School Teachers to eliminate 3/4 combination classes at LeConte and Cragmont to facilitate the integration of English Language learners into the regular classrooms (that is 2.0 FTE plus .04 FTE/each for prep time).
  - d) 2.0 FTE Teachers to Berkeley High School for:
    - •1.0 FTE (out of 2.4) to reduce class size to 18:1 in a 9th grade Opportunity Class;
    - •1.0 FTE for 9th & 10th grade Intervention and CAHSEE (California High School Exit Exam) classes.

#### **Revenue and Expenditures** are projected as follows:

#### Revenue

BSEP CSR Allocation for FY 2010	\$ 14,109,100
Ending Fund Balance, June 2009	1,761,000
Total Revenue projected	\$ 15,870,100
Expenditures	
a) 130.02 FTE BSEP Class Size Reduction teachers & attendant costs	\$ 11,608,100
b) 6.8 FTE for "Expanded Course Offerings at all secondary schools"	607,000
c) 4.0 FTE for "Counseling Services at Middle Schools"	356,000
d) 10.63 FTE for "Program Support"	900,500
Subtotal	\$ 13,471,600
Indirect Support Costs @ 5.84%	786,700
Total BSEP CSR expenditure budget projected	\$ 14,258,300

<sup>\*</sup> Revenue and Expenditure amounts rounded to the nearest hundred.

Projected Ending Fund Balance (unallocated reserve) in BSEP/Measure A CSR account, June 30, 2010 = \$1,611,800.

#### POLICY/CODE

Berkeley Public Schools Educational Excellence Act of 2006, [Para. 3A]

#### **FISCAL IMPACT**

Projected expenditure of \$14,258,300 of BSEP/Measure A CSR Funds in FY 2009-2010.

#### STAFF RECOMMENDATION

Approve the recommendation for expenditure of BSEP/Measure Class Size Reduction funds in the 2009-2010 school year.

#### Berkeley Unified School District BSEP/Measure A of 2006 Special Tax Proposed Budget for FY 2010

#### **CLASS SIZE REDUCTION** [Fund 4, Resource 0841]

#### **Mission Statement**

"Sixty six percent (66%) of the available revenues of this Measure shall be dedicated annually to **reducing class sizes** at all K-12 schools, **expanding course offerings** at all secondary schools, and **providing counseling services** at each of the District's middle schools."

BUDGET MANAGER: Huyett/Thyberg

	FY 2008 Audited Actuals	FY 2009 Budget	FY 2010 Proposed Budget
Number of Students Enrolled			
Classroom Teachers (Employee/work years, 1.0 = full time) *			
REVENUE			
Class Size Reduction Allocation **	14,043	13,576	14,109
TOTAL REVENUE	14,035	13,576	14,109
EXPENDITURES			
Teachers (inc.illness subs & expanded course offerings)*			
Interfund Transfer to the General Fund	11,812	12,179	11,822
Counselors (total compensation)	171	333	356
Program Support Teachers		599	901
Direct Support	401	407	393
Indirect Costs	870	920	787
TOTAL EXPENDITURES	13,254	14,437	14,259
NET INCREASE (Decrease)	781	<861>	<150>
NET INCREASE (Decrease)	701	1001	1200
Beginning Fund Balance, July 1	1,841	2,622	1,761
Net Increase (Decrease) in Fund Balance	781	<861>	<150>
Ending Fund Balance, June 30	2,622	1,761	1,611

#### **Commentary:**

<sup>\*</sup> See Teacher Staffing Template.

<sup>\*\*</sup> FY 2008 is the sum of revenue (including impounded taxes) and expenditures from BSEP of 1994, Measure B of 2004, and Measure A of 2006.

<sup>\*\*\*</sup> Dollars in proposed budget in thousands.

**TO:** Board of Education

**FROM:** BSEP Planning and Oversight Committee

(Transmitted by Monica Thyberg, BSEP Manager)

**DATE:** June 10, 2009

**SUBJECT:** BSEP Planning & Oversight Committee statement to the Board of

Education about the expenditure of BSEP/Measure A Class Size

Reduction monies

On 6-3-09, the BSEP Planning & Oversight Committee adopted the following statement to the Board of Education.

"The central tenet of the Berkeley Public Schools Educational Excellence Act of 2006, known as BSEP/Measure A, is to lower class sizes 'in ways that may not be achieved solely through support by the District's General Fund.'

BSEP/Measure A, Berkeley's local school tax, apportions 66% of its roughly \$22,000,000 annual revenue to "Smaller Class Sizes." In Section 3.A, the class sizes are specified as follows:

- ➤ District-wide Average Class Sizes of 26:1 for the elementary schools grades K-5;
- Average class sizes in the K-3 grades to be reduced to 20:1 as long as state class size reduction funds are provided for that purpose at a level not less than currently funded by the State.
- > 28:1 for the secondary schools, and
- ➤ 18:1 for continuation high school and other secondary opportunity programs.

The average class size ratios are achieved through a combination of the District's General Fund revenue and BSEP revenue; the proportionate contribution of each revenue source is established by the Board of Education annually. A number of teachers (termed FTE) are allocated to each school to meet the average class size ratios stated above.

The Planning & Oversight Committee strongly supports the Administration's proposal for Class Size Reduction funding in the next fiscal year that is on the Board's agenda on June 10, 2009. Despite significant funding cuts from the state, the Administration is proposing to keep the General Fund contribution to class sizes consistent with this past year before turning to the BSEP funds to meet the average class size ratios stated in the Measure. The P&O Committee determines that holding the line between the General Fund contribution and the BSEP contribution in 2009-2010, is as reasonable as can be expected under the circumstances. This proposal gives assurance to Berkeley taxpayers that BSEP money will be spent as expected even as financial pressures increase on the District.

#### Teacher Assignments

The P&O Committee also wants to strongly affirm that once an allocation of classroom teachers has been given to the schools, ALL of this teacher allocation MUST be assigned to classroom instruction. To assign any of these teachers to non-classroom duties—such as administrative, activities coordination or counseling—would mean that the average size ratios for that school would not be met, and thus would not be in compliance with the Measure.

#### Monitoring and Reporting on Class Size Ratios

The P&O Committee has frequently discussed the matter of average class sizes at Berkeley High School, and the community's perception of this issue. In order for the P&O Committee to develop a better understanding of the assignment of teachers at BHS and to address community perceptions with correct information, the Committee respectfully requests that the Administration monitor the assignment of teachers funded from the BSEP Class Size Reduction fund and report these findings annually to the BSEP P&O Committee and the Board of Education.

In conclusion, the BSEP Planning and Oversight Committee emphasizes that BSEP/Measure A is a ten year commitment. Low class size averages should be maintained throughout the life of the Measure—through the 2016-17 school year. Therefore, the Committee recommends that the District establish a goal to increase the commitment from the General Fund toward maintaining low class size ratios so as to have sufficient BSEP monies to avoid increasing class sizes in the final years of the Measure.

**TO:** Board of Education

**FROM:** BSEP Planning and Oversight Committee

(Transmitted by Monica Thyberg, BSEP Manager)

**DATE:** June 10, 2009

**SUBJECT:** BSEP Planning & Oversight Committee statement to the Board of

Education about Expanded Course Offerings at the Secondary Schools from BSEP/Measure A Class Size Reduction Funds.

On 6-3-09, the BSEP Planning & Oversight Committee adopted the following statement to the Board of Education.

Each of the four BSEP Special Tax Measures (1986; 1994; 2004; 2006) has allowed "expanded course offerings" to be funded from BSEP Class Size Reduction monies, to wit:

Measure H of 1986 allowed: "a wider diversity of course offerings in grades seven through twelve." [Section 3.A]

Measure B of 1994 allowed: "a wider diversity of course offerings in grades seven through twelve than could be achieved solely through the use of the District's General Fund for this purpose." [Section 3.A]

Measure B of 2004 allowed: "expanded course offerings in the Middle and High Schools." [Section 3.A]

The Berkeley Public Schools Educational Excellence Act of 2006 (BSEP/Measure A) allowed for "expanding course offerings at all secondary schools...in ways that may not be achieved solely through support by the District's General Fund." [Section 3.A.i]

It is clear from the language of all of the BSEP Measures that the drafters, recognizing the expanding curricular needs of students in the secondary schools, intended to provide additional teacher time in order to provide a wider diversity of course offerings beyond the required state curriculum.

Although, since the inception of the Measures, this allowance for "expanding course offerings" has been permitted from BSEP Class Size Reduction funding in the Middle and High Schools, with only few exceptions, it has been allocated exclusively to Berkeley High School.

#### RECOMMENDATION

The BSEP Planning and Oversight Committee recommends that in the 2009-10 school year and all subsequent years, so long as funds are available, an allocation of BSEP CSR funds be made to the Middle Schools as well as to BHS,

for "expanded course offerings." This allocation should be considered based upon the needs of students at each of these schools. The Committee recognizes that any additional FTE above the agreed-upon class size ratios is dependent upon the funds being available, and will rely on the Superintendent to recommend annually an allocation to these schools.

Expanded Course Offerings could include—but are not limited to—music, drama, enhanced science and technology, languages, technical education and other subjects. The subject matter, as well as timing of classes to be offered with the additional FTE for "expanded course offerings" is to be the prerogative of each school's site administration, in consultation with the School Governance Council.

Finally, the Committee wishes to affirm that any teachers allocated to provide expanded course offerings, like all classroom teachers funded from the BSEP Class Size Reduction fund, must be assigned to <u>classroom</u> instruction and not to non-classroom duties, such as administration, activities coordination or counseling.

The P&O Committee has frequently discussed the matter of "expanded course offerings." In order for the Committee to develop a better understanding of the use of this allocation, the Committee respectfully requests that the Administration monitor the assignment of teachers funded from the BSEP "expanded course offerings" allocation, and report these findings annually to the BSEP P&O Committee and the Board of Education.

#### BERKELEY UNIFIED SCHOOL DISTRICT CLASS SIZE REDUCTION FTE PLANNING DOCUMENT FISCAL YEAR 2009-10 Budget Adoption

EMENTARY SCHOOL	STUDENTS	34 :1	20 :1			Total
Kindergarten	712	20.94	14.66	0.40		
Grade 1	704	20.71	14.49			
- Release Time	701	0.83	0.58			
Grade 2	630	18.53	12.97			
- Release Time	030	0.74	0.52			
- Release Time Grade 3	000					
	600	17.65	12.35			
- Release Time		0.71	0.49			
-3 Adjustments				3.43		
•		34 :1	26 :1			
	_					
Grade 4	562	16.53	5.09			
Release Time **		3.31	1.02			
Grade 5	591	17.38	5.35			
Release Time **		3.48	1.07			
-5 Adjustments				1.97	0.00	
•	K-5 TOTAL	120.81	68.59	5.80	0.00	74.39
		34 :1	18 :1			
Grade K-5 Special Ed	39	1.15	1.02	0.00		1.02
DDLE SCHOOL		36 :1	28 :1	0.00		1.02
	E00					
Grade 6	589	16.36	4.68			
Release Time		3.27	0.94			
rade 6 Necessary Adjustments				-0.05		
		36 :1	28 :1			
Grade 7	583	19.43	5.56			
Grade 8	603	20.10	5.74			
Grade 7-8 Adjustments				0.37	0.80	
•						
	6-8 TOTAL	59.16	16.92	0.32	0.80	18.04
		34 :1	18 :1			
Grade 6-8 Special Ed	36	1.27	1.13			1.13
SH SCHOOL ***		36 :1	28 :1			
grade 9	828	27.60	7.89			
Grade 10	827	27.57	7.88			
Grade 10	779	25.97	7.42			
rade 11	669	22.32	6.37		6.00	35.56
naue 12	009				6.00	33.30
and 0.40 Canadal Ed	F.4	36 :1	18 :1			4 70
Grade 9-12 Special Ed	51	1.70	1.70			1.70
-Tech	150	5.00	5.00	2.22		5.00
Grade 9-12 Adjustments				-0.02		-0.02
TALS	TOTAL 9-12	110.16	36.26	-0.02	6.00	42.24
lementary School	3,838	112.89	65.93	5.80	0.00	75.41
Release Time	0,300	9.07	3.68	0.00	0.00	. 0. 11
fiddle School	1,811	57.16	17.11	0.32	0.80	19.17
Release Time	1,011	3.27	0.94	0.32	0.00	13.17
	3,305	110.16	36.26	(0.02)	6.00	42.24
ligh School						
	8,954	292.55	123.92	6.10	6.80	136.82
EP/MEAS A PROJECTED EXPENS	E FOR CSR					
TE Ave Compensation	84,725		\$10,499,200	\$517,200	\$576,100	\$11,592,
Sub Ave Compensation	\$1,680		\$208,200	\$10,300	\$11,400	\$229,
Direct Support	\$2,870	-	\$355,700	\$17,500	\$19,500	\$392,
Preliminary Measure A Transfer			\$11,063,100	\$545,000	\$607,000	\$12,215,

<sup>\*</sup> Projected State CSR Revenue \$2.5 million

<sup>\*\*</sup> Two fifths of General Fund release time is for music paid from the BSEP Measure A VAPA Budget
\*\*\* Based on Average Enrollment

## BERKELEY UNIFIED SCHOOL DISTRICT CLASS SIZE REDUCTION FTE PLANNING DOCUMENT FISCAL YEAR 2009-10 Budget Adoption

FTE based on CSR Formula			\$11,063,100	
Necessary FTE to achieve class size ratios	3		545,000	
Total BSEP/Measure A CSR			\$11,608,100	
Expanded Course Offerings - BHS and Mid	idle Schools		607,000	
	adio Odi Iools			
Transfer from BSEP to GF for CSR			\$12,215,100	
Middle School Counseling Services			356,000	
Program Support			900,500	
Total projected BSEP/Measure A expens	se		\$13,471,600	
Middle School Counseling Services: Willard Longfellow King	1.0 FTE 1.0 FTE 2.0 FTE	1 1 2	89,000 89,000 178,000	
Total Counselors		4	356,000	
Program Support in Priority Order Literacy Coaches	2.75 FTE	2.75	233,000	
Willard (M.S. Math)	1.0 FTE	1	84,700	
Longfellow (M.S. Math)	1.0 FTE	1	84,700	
King (M.S. Math)	1.8 FTE	1.8	152,500	
Le Conte (elim 3/4 combo)	1.04 FTE	1.04	88,100	
Cragmont (elim 3/4 Combo)	1.04 FTE	1.04	88,100	
BHS - teachers for Opportunity, Intervention and CAHSEE classes	2.0 FTE	2	169,400	
Total Program Support		10.63	900,500	

#### BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** William Huyett, Superintendent

**FROM:** Neil Smith, Assistant Superintendent, Educational

Services

**DATE:** June 10, 2009

SUBJECT: California High School Exit Examination Waivers for

Students with Disabilities

#### BACKGROUND INFORMATION

Staff is requesting the Board to waive the high school graduation requirement to pass California High School Exit Examination for the students with disabilities listed below. These students have taken the test with modifications, in accordance with their individualized education programs (IEP) or Section 504 plans, and received passing scores. However, according to state regulations, the use of modifications invalidates a student's test score.

A modification means any variation in the assessment environment or process that fundamentally alters what the test measures or affects the comparability of scores. Modifications may include: (1) an arithmetic table, calculators, or math manipulatives on the mathematics section of the exam; (2) audio or oral presentation of the English language arts section of the exam; (3) spell checkers, grammar checkers, or word processing software programs that check or correct spelling and/or grammar on the writing portion of the exam; or (4) a dictionary on any section of the exam.

Student ID #	Math Scale Score	ELA Scale Score	Special Ed Dablty Cde
1261477		382	290
30096		360	290
10004459	376		290
45051		352	290
45063	354		290
34146		370	290
10123		379	290
1003579	450	424	290
1003579	406		320

10270822	385		290
15209		356	290
259	401		290
1269840	358		290
40222		359	290
1004384		352	290
1000047	354		290
40289	354		290
1000419		356	290

Berkeley High School Principal Jim Slemp has certified that each student meets the requirements for a waiver as outlined in the Education Code:

- An IEP or Section 504 plan in place that requires the accommodations or modifications to be provided to the student when taking the exit exam
- Sufficient high school level coursework either satisfactorily completed or in progress in the high school level curriculum sufficient to have attained the skills and knowledge otherwise needed to pass the exit exam
- An individual score report showing that the student has received the equivalent of a passing score on the exam while using a modification that fundamentally alters what the exit exam measures as determined by the State Board of Education

The Board has the authority to waive the CAHSEE requirement for students who meet all these conditions. In order to protect the students' privacy rights, the students' names are not being included on this waiver request, but they shall be provided to the Board in closed session.

#### POLICY/CODE:

Ed Code 60850-60859 Board Policy 6146.1, 6162.52

#### FISCAL IMPACT:

None

#### STAFF RECOMMENDATION:

Approve the California High School Exit Examination waivers for students with disabilities.

#### BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** William Huyett, Superintendent

**FROM:** Christina Faulkner, Director of Curriculum & Instruction

**DATE:** June 10, 2009

**SUBJECT:** Committee to Review Governance at Berkeley High School

#### BACKGROUND INFORMATION

In April of 2008 the Berkeley Unified School District School Board adopted bylaws for the Elementary and Middle Schools' School Governance Councils (SGC). These by-laws incorporated State and Federal Legal Requirements related to Title I and other categorical programs in addition to local Berkeley School Excellence Program (BSEP) requirements. These by-laws mandated a single committee format for reviewing school data, developing an annual school plan, allocating supplemental funds available to the school, and overseeing other required activities.

Because of the complex nature of Berkeley High School, a single unified committee was not recommended at that time. Currently, BHS has two primary committees that address the needs of the school: the School Governance Council and the BSEP Committee. This report provides an overview of the procedures of these two committees, including composition, selection process and responsibilities. For comparison, the report also outlines the applicable State and Federal requirements and the BSEP Measure A By-laws for K-8 School Governance Councils.

Staff is recommending that the Board authorize a committee to study the current BHS SGC and BSEP procedures and by-laws and to propose recommendations to the Board. The committee will be facilitated by the Director of Curriculum and Instruction and include representatives from Berkeley High School, including administrators and teachers, and parent representatives from the BSEP Planning and Oversight Committee. Minutes of the meetings will be distributed to the Board on a regular basis.

#### POLICY/CODE

None

#### FISCAL IMPACT

None

#### STAFF RECOMMENDATION

Authorize a committee to review governance at Berkeley High School.

### Overview of Governance Councils for Berkeley High School and BUSD

deral Requirements ool Site Council	BUSD K-8 SGC Requirements per Board Adoption 4-08	BHS School Governance Council By-Laws	BHS BSEP Committee Requirements per Board adoption 4-08
en: I, teachers and/or other staff (50%) s (25%) and Parents	12 Voting Members (may be larger, but must maintain parity)  Elementary Parity Between: • 6 Parents* + 2 alternates (50%) • 6 Teachers/Staff**/Administrator*** + 2 alternates (50%)  Middle Parity Between: • 6 Parents*** + 2 alternates (50%) • 6 Teachers/Staff/*Administrator** + 2 alternates (50%) • 2 Students may serve as non-voting members  * Parents = Parents, Guardians, Residents, or Community Members ** Staff must include at least 1 Classified member.  *** Administrator = Principal or Designee	<ul> <li>26 Voting SGC Members:</li> <li>11 Teacher Team Leaders</li> <li>Principal and additional administrator</li> <li>1 classified staff member</li> <li>4 parents: 1 each from: BIHS, AC, and small schools</li> <li>4 student representatives (1 from comprehensive HS, 1 from small school, 1 must reside in a different neighborhood category than other 3</li> <li>1 new teacher</li> <li>1 Physical Education rep.</li> <li>1 Counselor</li> <li>1 ELL representative</li> <li>1 non-voting member of BSEP</li> <li>All groups must elect 2 alternate members</li> </ul>	15 Voting Members  Parity between:  • 5 Parents* + 2 alternates  • 5 Teachers/Staff/**Administrator***  + 3 alternates  • 5 Students + 2 alternates  * Parents = Parents, Guardians, Residents, or Community Members  ** Staff must include at least 1 Classified member.  *** Administrator = Principal or Designee
ust be chosen by peers the committee s may be reserved for r individual mmon is ballot but cided in an open roice vote	<ul> <li>Parents/guardians, residents, or other community members are elected by the school at large each September.</li> <li>Teacher members are elected by the certificated staff.</li> <li>Student members may be elected by the student body</li> <li>Administrative/Classified staff are appointed by the Principal</li> </ul>	<ul> <li>Teachers elected by respective groups per BFT MOU – Principal can reject a selection</li> <li>Additional administrator selected by BHS administrative staff</li> <li>Classified member elected by classified staff</li> <li>Parents elected by PTSA</li> <li>Students elected by ASB</li> </ul>	<ul> <li>Parents/guardians, residents or other community members are elected in September, at the first PTSA meeting of the school year. Such members may not all reside in the same BUSD attendance zone, or have children who all attend the same Small School or Program.</li> <li>Teachers are elected by the certificated staff.</li> <li>Administrative/Classified staff are appointed by the Principal.</li> <li>Students are elected by the student body during the spring prior to the school year in which they will serve.</li> </ul>

deral Requirements ool Site Council	BUSD K-8 SGC Requirements per Board Adoption 4-08	BHS School Governance Council By-Laws	BHS BSEP Committee Requirements per Board adoption 4-08
	7 Members = Quorum At least: • 3 Parent members • 3 Staff members Must include Principal or Designee	50% of membership	8 Members = Quorum At least: • 2 Parent members • 2 Staff members • 2 Student members Must include Principal or Designee
have equal vote pers: is ints	<ul> <li>Although reaching consensus in decision-making is desirable, when a vote is taken it must be open and recorded.</li> <li>Secret ballots are not permitted.</li> <li>After two readings separated by at least a week, the Annual Site Plan is approved by SGC in April-May.</li> <li>The Annual Plan is submitted to the Board in May-June for final approval.</li> </ul>	All members vote except when explicit School Site Council required decisions are made (see Caveat below)  16 Voting members:     • 5 teachers     • Principal and administrator     • Classified staff member     • 4 parents     • 4 students	<ul> <li>15 Voting Members</li> <li>Although reaching consensus in decision-making is desirable, when a vote is taken it must be open and recorded.</li> <li>Secret ballots are not permitted.</li> <li>In April-May, after two readings separated by at least a week, the BSEP Committee approves the Annual BHS BSEP School Plan &amp; Budget and sends it to SGC for approval.</li> <li>BHS SGC approves BSEP Plan and sends it to Board in May-June for final approval.</li> <li>In the event that the BSEP Committee and the SGC disagree about the Plan:</li> <li>SGC may reject the BSEP Committee's recommended School Plan in whole or in part.</li> <li>BSEP Committee submits another Plan to the SGC which may be approved or rejected.</li> <li>The BSEP Committee may respond directly to the concerns of the SGC.</li> <li>If the SGC insists on changes contested by the BSEP Committee, the Plan shall be forwarded to the Board with a written BSEP Committee response to the proposed changes to their recommendations.</li> <li>The Board makes the final decision.</li> </ul>

deral Requirements ool Site Council	BUSD K-8 SGC Requirements per Board Adoption 4-08	BHS School Governance Council By-Laws	BHS BSEP Committee Requirements per Board adoption 4-08
r or bylaws can embers are selected f Office for members sibilities of council and ment of non-discrimination	SGCs are governed by the State of California Brown Act and the Board- adopted SGC Bylaws. School site rules consistent with these Bylaws should be established to cover such things as:  Term and election procedures of SGC members and officers  The SGC's regular meeting times  Quorum requirement if SGC size exceeds the minimum  Minimum attendance of members	BHS School Site Council is a subset of SGC and votes on items required to be voted on by State and Federal requirements if consensus is not reached by the entire group during the first vote.	The BHS BSEP Committee is governed by the State of California Brown Act and the Board-adopted SGC/BHS BSEP Committee Bylaws. School site rules consistent with these Bylaws should be established to cover such things as:  Term and election procedures of BSEP Committee members and officers  The Committee's regular meeting times  Minimum attendance of members
e selected: rson to organize, ad meetings air to fill Chair's seat if ry to record actions uncil and keep records entarian to resolve procedure, often ert's Rules of Order as necessary	<ul> <li>SGC elects officers with stated responsibilities and authority, including:</li> <li>Chair or co-Chairs to preside over SGC meetings. If co-Chairs are elected, at least one should be a parent. It is strongly recommended that the principal not be the Chair.</li> <li>Secretary, to insure meeting minutes are recorded.</li> </ul>	<ul> <li>Chairperson to preside over meeting, sign all documentation, report, etc.</li> <li>Vice-chairperson to represent the chairperson if not available, other duties as assigned</li> <li>Secretary (appointed, nonvoting) to keep the minutes, post on BUSD web site and by email, ensure meetings are posted 72 hours in advance of the meeting, keep a roster of members</li> <li>Others as necessary</li> </ul>	<ul> <li>BSEP Committee elects officers with stated responsibilities and authority, including:</li> <li>Chair or co-Chairs to preside over Committee meetings. If co-Chairs are elected, at least one should be a parent. It is strongly recommended that the principal not be the Chair.</li> <li>Secretary, to insure meeting minutes are recorded. (Funds may be allocated from the BHS BSEP budget to pay a BHS clerical staff person to serve as Secretary.)</li> </ul>
Roberts Rules of Order efines nomination and nembers as selection	Officers are elected. SGC meetings are public meetings; the regulations and procedures governing meetings of other public bodies (Brown Act, Roberts Rules of Order) apply to meetings of the SGC.	Elected by SGC for one year  Committee operates under Brown Act although not explicit in bylaws	Officers are elected. BSEP Committee meetings are public meetings; the regulations and procedures governing meetings of other public bodies (Brown Act, Roberts Rules of Order) apply to meetings of the BHS BSEP Committee.

ment and approval of for Student it focused on improving evement and the State and Federal port these activities nend Plan to School oproval implementation of the

e the results of the plan nt achievement data he plan, at least sluding expenditures s to improve student The SGC's major responsibility is to develop the *Single Plan for Student Achievement (School Plan)*, focused on improving student learning, and directing the revenues from the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP/Measure A), together with State and Federal Program funds allocated to the school (such as Title I, EIA, SIP, etc.) to implement the *School Plan*.

#### The SGC shall:

- Monitor and evaluate the elements of the School Plan to ensure that its resources are improving student success and being spent appropriately.
- Insure that the BSEP/Measure A funds in the School Plan are clearly delineated from all other funds in the Plan.
- Disseminate to and solicit information from all groups and individuals in the school community, concerning student achievement
- Demonstrate the means by which the needs of all the school's children have been considered in developing and implementing the School Plan
- Analyze student data, assess school needs, review school budgets, and develop school goals as part of the development of the School Plan.
- Submit any requested changes to the School Plan in the required manner
- Publicize the role and work of the School Governance Council and the contents of the School Plan throughout the year

- Establish effective school-wide interdependent decision-making structures at BHS
- Support forums for all voices to be heard
- Empower members of BHS community to share in decision-making that impacts the whole school
- Solicit input prior to decision making process on issues related to:
  - Curriculum decisions
  - Scheduling
  - WASC plan
  - BSEP allocation
  - · Recommendations for PD
  - Room assignments
  - School issues
  - Staffing allocations
  - school-wide policies
  - Review facility plans
  - Review of Safety Plans
  - Categorical fund allocations

The charge of the BHS BSEP Committee is to develop a budget to allocate BSEP/Measure A School Site Discretionary funds for the personnel, services, and materials required to deliver effective activities leading to improved student performance, as outlined in the annual BHS BSEP School Plan.

#### The BSEP Committee shall:

- Monitor and evaluate the elements of the annual BSEP Plan to ensure that its resources are improving student success and being spent appropriately.
- Disseminate to and solicit information from all groups and individuals in the school community, concerning student achievement
- Demonstrate the means by which the needs of all the school's children have been considered in developing and implementing the BSEP Plan
- Analyze student data, assess school needs, review school budgets, and develop school goals as part of the development of the BSEP Plan.
- Submit any requested changes to the BSEP Plan in the required manner.
- Publicize the role and work of the BHS BSEP Committee and the contents of the BSEP Plan throughout the year.

isory Committees or may be appointed to ks to support the work of . These individuals serve at e of the Council and are it.	Sub or Advisory Committees or individuals may be appointed to perform tasks to support the work of the SGC.	Sub or Advisory Committees are selected by SGC and report to SGC.	Sub or Advisory Committees or individuals may be appointed to perform tasks to support the work of the BSEP Committee.
Plan must be developed , review and approval of ol committees such as cial Ed Committee, GATE	Prior to <i>Plan</i> development, the SGC shall solicit input from members of the school community, advisory groups, teachers, parents and students, when appropriate, regarding the status, performance, and needs of the students and school. Such solicitation may come through surveys, informational meetings, etc.	Recommendations brought by Advisory Committees are voted on by SGC and may be changed by SGC.	Prior to Plan development, the BSEP Committee shall solicit input from members of the school community, advisory groups, teachers, parents and students, when appropriate, regarding the status, performance, and needs of the students and school. Such solicitation may come through surveys, informational meetings, etc.
			The BHS BSEP Committee elects one Parent member and one Student member (and alternates for each) to non-voting seats on the BHS School Governance Council.
	Elementary SGC selects one school Representative (or co- Representatives) and one alternate to district-wide BSEP Planning and Oversight Committee.  Middle SGC selects two school Representatives (or co- Representatives) and two alternates to BSEP Planning and Oversight Committee.  It is not a requirement that P&O Reps be elected to the School Governance Council, but they should have a connection to the school and communicate regularly with the SGC.	ELAC Officers elected by EL parents at open meetings. ELAC elects one representative for District English Learner Advisory Committee.  Although SGC meets at least twice a year the BHS BSEP Committee meets jointly with the BHS SGC: once in the fall, and once in the spring it is not explicit in the bylaws	BSEP Committee selects 5 BH Reps and 2 alternates to BSEP Planning and Oversight Committee (P&O).  At least 2 of the 4 BHS &O Reps must be parents/guardians/community members.  It is not a requirement that BHS P&O Reps be elected to the BHS BSEP Committee, but they should have a connection to the school and communicate regularly with the BSEP Committee.  At least twice a year the BHS BSEP Committee meets jointly with the BHS SGC: once in the fall, and once in the spring. Additional meetings can be scheduled as needed to insure collaborative planning.