

BERKELEY UNIFIED SCHOOL DISTRICT

June 25, 1992

MEMO

TO: Board of Education

FROM: LaVoneia C. Steele, Superintendent

SUBJECT: Measure A Implementation

INTRODUCTION

Since the passage of Measure A, District staff has been meeting daily to work out the strategies for implementation of the District's facilities reconstruction program. There has been much discussion about various options for planning and work schedules that follow, as well as much talk about how to prioritize projects. The following recommendations and discussion are the product of many people's labor.

These options and discussion are just the beginning of a long, complex process of planning and implementation that will take place in our community. As we secure more information, we may adjust our course.

We are fortunate in these times of severe economic hardship that the Berkeley voters have so strongly supported the District. The passage of Measure A offers a challenge to the Board and the administrative staff to plan wisely; spend carefully; communicate well with parents, staff, neighbors, and taxpayers; and ultimately provide the best possible school facilities for our current and future educational needs.

RECOMMENDATIONS AND DISCUSSIONS

1. That a Staff Planning Group be designated by the Superintendent.

It is vital that an orderly and inclusive planning process be set out to examine the entire scope of work throughout the District, determine program facility requirements, prioritize the various projects, set out a timetable and implementation plan, and plan a reconstruction program for the next ten years. In order to accomplish this, we need a district-wide Staff Planning Group appointed by the Superintendent with two Board members appointed by the Board. The group will attend to planning and policy matters and will make recommendations to the Superintendent and the Board.

The Staff Planning Group will consist of: the Superintendent; the two Associate Superintendents; one member from the City of Berkeley Planning Department; one from the University of California Berkeley; a principal from the K-3 level; a principal from the 4-6 level; a principal from the 7-8 level; the Berkeley High School principal or his designee; one each from the BUSD Budget/Fiscal, Plant Operations, Early Childhood Education, Adult Education, and Community Relations; the Berkeley Schools Enrichment Project Manager; the Property Manager; the Transportation Manager; the School Construction Director; and two members of the Board of Education.

We should rely on technical assistance from both the City of Berkeley and the University of California. The City of Berkeley Planning Commission should be kept informed of all our work, and we should consult with the City of Berkeley General Plan for information. University of California Berkeley could be a tremendous resource in planning and implementation through the schools of planning, environmental design, as well as engineering and architecture.

- 2. That a Request for Proposals be sent out for a qualified Planning Consultant to support the Staff Planning Group.**

Professional guidance in the form of a planning consultant firm will be indispensable to the Planning Group. This group will work intensely to formulate the overall plan for the Measure A program. It can work out the specifics of how all the parallel advisory groups can mesh with one another as policy decisions are made prior to actual reconstruction of the schools.

Approved
by the
Board
June 25,
1992

- 3. That the Board and Superintendent form a Measure A Review Committee and make designated appointments.**

The oversight and monitoring of the implementation process will rest in the hands of a Board- and Superintendent-appointed group. The purpose of the Review Committee will be to monitor the reconstruction process, serve as a reporting mechanism for Measure A work, and function as a public forum for the community.

This group will start its work after the Board approves the Plan. The make-up of the Review Committee will be as follows: Representatives from the three unions (Berkeley Federation of Teachers, Public Employees Union Local No. 1, and the United Berkeley Administrators); six Board appointees; six Superintendent appointees (to include an architect and a member of the Chamber of Commerce).

The Review Committee will report directly to the Board; it will make monthly or quarterly reports to the Board as deemed appropriate.

- 4. That the Superintendent form an Ad Hoc Boundary Task Force and make designated appointments.**

Working in tandem with the Staff Planning Group, and prior to any major reconstruction project, the Ad Hoc Boundaries Task Force will report to the Superintendent on policy issues concerning integration, grade configuration, school zoning, transportation and school size..

The composition of the group will be two appointees per Board member; three appointees each from the Public Employees Union Local No. 1, the Berkeley Federation of Teachers, and the United Berkeley Administrators; Bilingual District Advisory Committee; Compensatory Education Advisory Committee; Parent Teachers Association; Associate Superintendent, Instruction; Child Development Manager; Berkeley Schools Enrichment Project Manager; and the Transportation Manager.

Members will develop policy options and present their report to the Superintendent on or before January 5, 1993. The Superintendent will present her recommendations to the Board for action.

5. That the Board form a Surplus Space Advisory Committee, as outlined in the Education Code.

This committee is required by the Education Code to allow community involvement whenever a district closes or leases a school. The Education Code states: "This community involvement should facilitate making the best possible judgments about the use of excess school facilities...". This group must consist of eleven members and be representative of the following: ethnic, age and socioeconomic composition of the district; business community; landowners or renters (preference given to representatives of neighborhood associations); teachers; administrators; parents of students; and people with planning, building, and land use expertise.

This group will work with the Board and the Berkeley Schools Finance Corporation, the asset management group for the District.

6. That the Board approve a staffing plan for the Measure A Implementation.

The Associate Superintendent for Business will implement all aspects of Measure A.

The School Construction Director will direct all aspects of the bond construction projects. These might include, but are not limited to, scheduling of projects, focusing BUSD decisions needed for implementation, developing reporting needs, coordinating with the Maintenance Department for projects, assigning projects to his/her staff, acting as a budget manager, ensuring that District, and procedures are followed. This is a new position.

The School Construction Fiscal Manager will deal with all aspects of the financial side of the bond, coordinating with both the Purchasing Agent and the Budget and Accounting Department. This is a new position.

The Project Managers will be assigned to specific projects by the School Construction Director. The number of Construction Project Managers will be determined by the number of projects at a given time. It is anticipated that two to three will be needed.

A Project Manager with specific expertise in grounds construction will be hired. This position will also be the liaison with various parent and community groups who want to assist in beautifying our grounds.

The Project Architect, an existing staff position, will perform architectural services as assigned by one of the Project Managers and will oversee the work of the District draftspeople. It is not anticipated that there will be more than one Project Architect. The existing drafting staff is two individuals. It is anticipated that there will be an increase of one draftsman.

Architect/Engineering firms will be selected as needed to work with the Project Managers on a particular project.

The Construction Manager will perform construction management and construction administration as assigned by one of the Project Managers. It is anticipated that 2-3 will be needed.

The Community Relations/Liaison to State Allocation Board Community role is to lobby for state, federal and local matching funds for the projects. The Public Information program is an important aspect of such a major undertaking. We need to let taxpayers know how their money is being spent. We must communicate with staff, parents, and

- 3 Representatives of the classified employees (preferably one each in the instructional unit, office unit and custodial or trades unit)
- 6 parents of students at the site, representing all of the students expected to be at the site, i.e., Regular education, Special Education, Compensatory Education, Gifted and Talented, Bilingual Education, and, where applicable, Early Childhood Education.
- 6-8 Community Members from the immediate neighborhood
- 3 Students

The Site Committee must have appropriate representation from all ethnic groups and must have balanced participation between men and women. The interests of the physically disabled community also must be represented on the committee. We expect, as well, that the matter of before- and after-school programs will be an integral part of the Site Committee's considerations during their planning process. Each committee is responsible for outreach to ensure that it remains balanced and representative.

Formation of the Site Committee would be preceded by a community forum meeting which would lay the groundwork for the planning process by:

- Presenting visions of what is possible at the site.
- Gathering the views of the broader community about the role of the school in their community.
- Introducing the planning process.
- Inviting participants to join the Site Committee.

The community forum would be preceded with broad outreach to the various interested school and community groups. This would include multilingual notices sent home with school children, announcements to community groups, PTA and news bulletin announcements, door-to-door leafleting in the school neighborhood, announcements to the school staff and announcements in local newspapers where possible. A Site Committee may want to occasionally sponsor additional forums to keep the larger community informed about the developing plans for the School Site.

When the Site Committee has reached some consensus about the broad schema of a plan, and has obtained authorization to proceed, the Site Committee would then be involved in selection of an architect to work with the Site Committee in fully developing the plan. See "Steps to a Successful Project" in this document for an explication of the process subsequent to this.

All sites currently have a number of operating committees. For example:

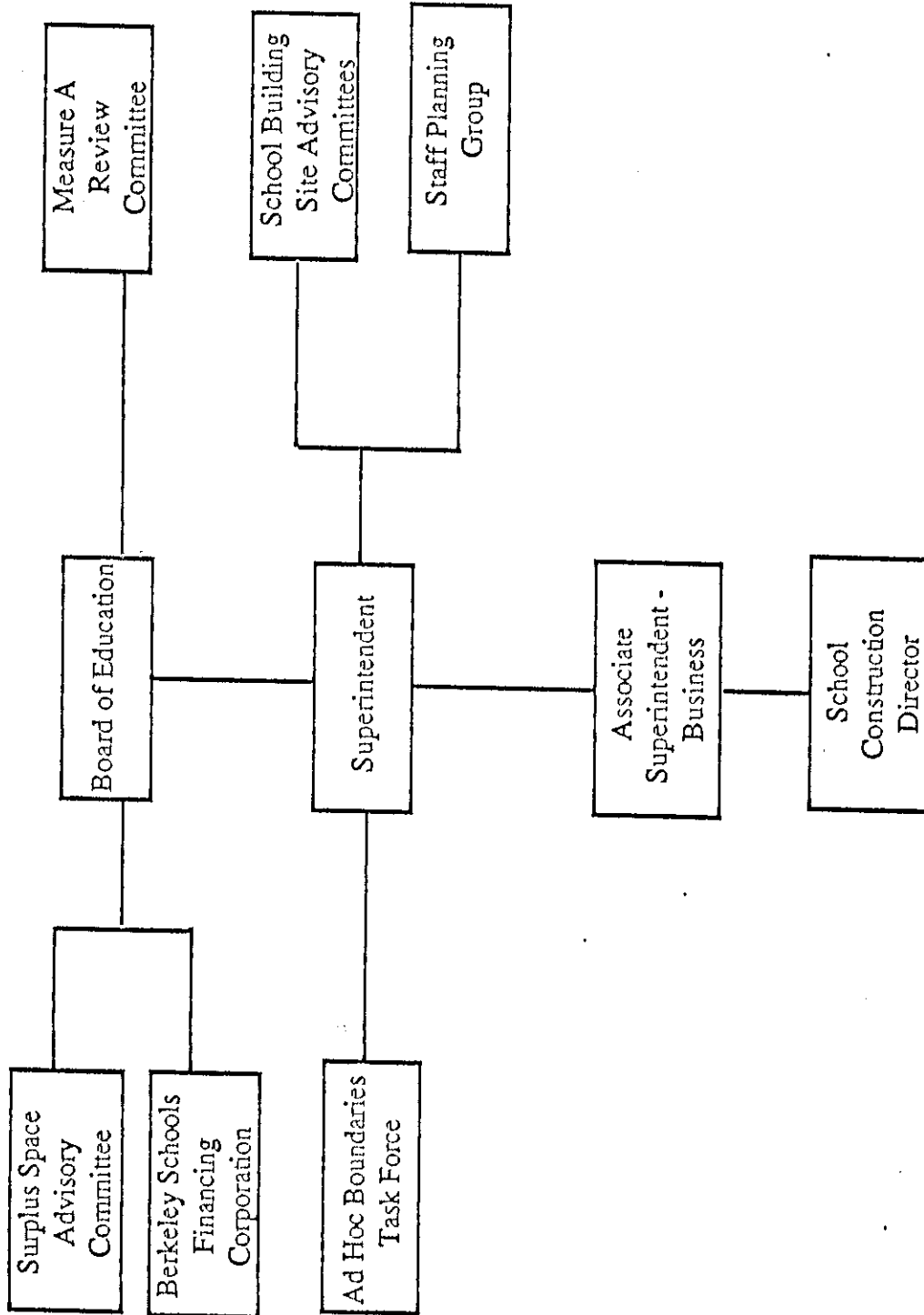
- School Restructuring Committee
- District Advisory Committee for Compensatory Education
- Bilingual District Advisory Committee
- Special Education Committee
- School Improvement Committee
- School's Enrichment Project Committee
- Parent and Teacher's Association
- School Safety Committee
- Buildings and Grounds Committee
- Curriculum Committees (various)

During this summer, we will be working with school site and central office managers to further examine the role of the "Site Facilities Committee" as it interfaces with the existing committees at each school site, and will bring a more detailed recommendation for the composition and operation of the Site Committees back to you prior to the school year opening.

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(OMITTED IS A SECTION OF SITE-SPECIFIC RECOMMENDATIONS WHICH DO NOT INCLUDE LE CONTE.)

BERKELEY UNIFIED SCHOOL DISTRICT
 Measure A Implementation Chart



BERKELEY UNIFIED SCHOOL DISTRICT
 Steps to a Successful Project

Name of School _____

	<u>Target Date</u>
1. Form a Site Committee	_____
2. Staff Liaison assigned to Site Committee	_____
3. BUSD to determine funding source; Project Manager creates Request for Proposal for Architectural Services with the guidance of the Site Committee (time frame 3 weeks)	_____
4. Request for Proposal is advertised by the Board, dates are set for walk and proposals due (time frame 6 weeks, depends on Board meetings)	_____
5. Committee reads Proposals (time frame 2 weeks)	_____
6. Committee interviews architects (time frame 2 weeks)	_____
7. Committee recommends three candidates to Superintendent and Superintendent holds final interview (time frame 2 weeks)	_____
8. Final negotiations with preferred firm (time frame 1 week)	_____
9. Final recommendation/acceptance by Board (time frame 2 weeks, depends on Board meeting)	_____
10. The Programming Process (time frame will vary - a likely time frame is 2 months).	_____
11. Schematic-Design Phase (4-6 months)	_____
12. The Construction Document Phase (time frame 6-9 months). The Committee will have little activity in this period. They would meet for informational purposes and architect feedback and review the final product prior to Office of State Architect submittal.	_____
13. The Site Committee approves the final construction documents	_____
14. The Approval Phase (This is the period where Office of State Architect checks and redlines the drawings, and returns them to the architect. There will probably be no need for site Committee meetings other than information in this period. Time frame 6-9 months)	_____
15. The Bidding Phase (time frame 2-4 months)	_____
16. Construction Phase (per Project)	_____

neighbors, who may become impatient to see their school rebuilt. A quarterly or monthly newsletter, distributed throughout the community, would serve to communicate the status of the various projects and announce community meetings, etc. There will be district wide and individual school newsletters. This person will coordinate other public information events as needed. This position will also serve as liaison with the City of Berkeley and the community.

Legal Services will be provided by our existing School Legal Services through Alameda County. They have been requested to add staff to support our project.

Systems replacement planning will be provided by an outside consultant.

Quality assurance will be provided by staff inspectors. This function will also follow up on complaints and concerns raised by staff, the Board, and the community.

Hazardous materials services (i.e. asbestos, environmental impact reviews) will be provided by outside consultants.

7. That the Board approve the guidelines for the School Building Site Advisory Committees.

A school site facilities planning committee should be formed at each school site to participate in the decision-making for that school site. One goal of the site committee process is to foster a sense engagement between the school community and the larger community in the development of the buildings and grounds, as well as to obtain valuable input from a broadly representative group of concerned citizens about the school facility.

The Site committees must work under the guidelines of the building program which will be established by the Board, and the Site Committee will need to cooperate with the committees at other sites in planning facilities that serve the needs of the district. Recommendations of the Site Committees would be forwarded to the Superintendent who, in turn, will have the responsibility to fit the recommendations of the Site Committee into the Board-approved building plan.

We are recommending that Site Committees be established, by September 30, 1992, at those sites where the schools are in Seismic Category I and Category II (cited elsewhere in this document).

Schools in seismic Categories III and IV would also have Site Committees. We are recommending that these Committees be convened during the Spring of 1993, subsequent to the adoption by the Board of the phased building plan.

Site Committees will receive assistance from the district during their planning process. Each Site Committee will work with a designated district project manager and a district community liaison. At various stages of the planning process the Site Committee will need policy and planning guidelines, information about current and future instructional programs, technical and legal information, and assistance in community outreach. The District-assigned personnel will provide this information and assistance, or will obtain the outside consultant help (e.g., instructional information, engineering studies, and so forth) required to arrive at an agreed-upon plan for the site.

We recommend that the composition of the Site Committee be as follows:

- School Principal
- 3 Teachers