

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

February 12, 2019

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley, CA 94702

P&O Committee Members Present

Liz Fox, *Cragmont*

Jonathan Weissglass, *Emerson*

Kate Jordan, *Sylvia Mendez*

Jane Tunks Demel, *Malcolm X*

Jill Blue Lin, *Oxford (Co)*

Tiara Maldonado, *Oxford (Co)*

Weldon Bradstreet, *Rosa Parks*

Stephanie Upp, *Washington*

Terry Pastika, *King*

Rita Gaber, *Willard*

Aaron Glimme, *Berkeley High*

Josh Irwin, *Berkeley High*

Shauna Rabinowitz, *Berkeley High*

Bruce Simon, *Berkeley High*

Wim-Kees Van Hout, *Berkeley High (Alt)*

P&O Committee Members Absent*

Nicole Chabot, *Arts Magnet*

Orville Jackson, *Jefferson*

Jennifer Sitkin Morgan, *Willard*

**Alternates and co-reps are not marked absent if another rep is present. Currently there is not representation from the stand-alone TK, Pre-K, John Muir, Thousand Oaks, Longfellow, or BTA.*

Visitors, School Board Directors, Union Reps, and Guests:

Pasquale Scuderi, *Associate Superintendent of Educational Services*

Jay Nitschke, *Director of Technology*

Cathy Campbell, *Berkeley Federation of Teachers*

Matt Meyer, *Berkeley Federation of Teachers*

Joal Arvanigian, *BUSD Elementary TSA K-5 Literacy*

BSEP Staff:

Natasha Beery, *Director of BSEP and Community Relations*

Danielle Perez, *BSEP Program Specialist*

Joann Marshall, *BSEP Clerical Assistant*

1. Call to Order, Introductions & Site Reports

At 7:15, Chairperson Pastika called the meeting to order with introductions and site reports from around the table. Chairperson Bradstreet shared that Rosa Parks SSC heard a brief presentation from Mara Kolesas, Berkeley PTA Council President, and parents formed a sub-committee to explore resources for parents and after-school staff to support students with common core math, they will publish a list of these resources on their

website. Rosa Parks SSC also discussed the coming departure of Principal Paco Furlan who will be going on a year sabbatical at the end of this school year. Rep Glimme shared that the BHS BSEP Site Funds Committee focused on the method used to decide among funding proposals and worked on the organization of proposals in order to guide the decision making process going forward. Rep Van Hout shared that BHS SSC discussed the results of the WASC accreditation study that resulted in BHS receiving a six year accreditation with mid-term site visit, the second highest accreditation term that a comprehensive high school can be awarded. Rep Upp shared that Washington SSC was currently in session, the biggest issue is the cafeteria remodel - parents have not accepted plans from the architect so the project is on hold.

2. Establish the Quorum & Approve Agenda

The quorum was established with 10 committee members present.

Rep Glimme moved to approve the agenda, Rep Irwin seconded the motion; the agenda was approved unanimously.

3. Chairperson's Comments

Terry Pastika and Weldon Bradstreet, co-Chairs Planning and Oversight Committee

Chair Bradstreet reminded members to contribute to snack fund.

4. BSEP Director's Comments

Natasha Beery, Director BSEP & Community Relations

Director Beery visited the SSCs at Sylvia Mendez and Cragmont last week, Danielle Perez, BSEP Program Specialist, is currently attending Washington SSC, furthering the goal of visiting every School Site Council to provide support.

Director Beery stated she will not be at the next P&O meeting, she will be presenting at California School Public Relations Association's (CalSPRA) 2019 Seminar, regarding the experience with Sylvia Mendez Elementary School name change. She mentioned that she has been talking to community members from Dixie School District where there are currently hold public hearings to change the name of that district, which happens to be where she attended elementary and junior high schools.

5. Superintendent's Comments

Dr. Donald Evans, Superintendent of Schools

Dr. Evans was not in attendance, no comments were forwarded.

6. Approval of Minutes

Director Beery noted that last meeting's minutes were challenging due to loss of recording capability but the key items were captured through notes. Director Beery advised that the January 29, 2019 meeting minutes be reviewed carefully and any corrections noted prior to approval, due to the recorder failing at the previous meeting.

Rep Upp moved to approve the 1/29/19 minutes draft, Rep Irwin seconded; the minutes were approved unanimously.

7. Public Comment

There was no public comment.

8. 2019-20 Revenue Projection and Site Budget Allocations

Natasha Beery, Director BSEP & Community Relations

Director Beery distributed the following documents:

- **BSEP Resource 0752 Site Budget allocations (2/7/19) FY 2019-20**
- **BSEP/Measure E1 Projected Revenue 2019-20 (4.5% COLA) 1/29/19**

Director Beery began by introducing School Site Fund allocations for FY 2019-20. 10.25% of Measure E1 is allocated to School Site Programs, and SSCs determine how to expend these funds and they need to be aligned with District and school goals. The 2019-20 per-pupil allocations have increased as a result of the Bay Area CPI Cost of Living Adjustment (COLA) being at 4.5%, with an existing robust fund balance available for further allocation. The principals have received these allocations and almost every site will see an increase. An adjustment this year was made due to Washington's CalPads enrollment in 2017-18 having included a count of 57 TK students that actually attend a stand-alone site, artificially increasing Washington's headcount and allocation for this year. Washington's '19-20 allocation does not include these off-site TK students but with the per-pupil amount increase, this adjustment resulted in only a small drop in funds.

Director Beery added that most sites are seeing stable enrollment. The BTA allocation continues to be based on previous high enrollment of 150 students, despite current enrollment being 46, in order to maintain sufficient support for essential services. Early Childhood Education allocation is based on approximate number of full time students, based on their actual numbers of half-day and full-day classes. The dollar amounts presented are actual allocations, not estimates, and carryover estimates to be used in supplementing the 2019-20 budget planning will be provided by Liz Karam to principals when they become available.

Director Beery further explained that these funds are not transferred to the sites directly, but rather exist in BUSD accounts established for each school based on the Site Plans as approved by the SSCs and School Board. Funds are usually made available for use at the start of the new fiscal year, and most will start being used once school opens in the Fall of 2019. Rep Van Hout asked for the total BSEP Site Program budget was for 2017-18, to which Director Beery answered \$2.7 million (rounded up).

9. Overview of BSEP Support for Teaching and Learning: PD, Program Evaluation, ECO, Classroom Support

Pasquale Scuderi, Associate Superintendent of Ed. Services

Mr. Scuderi distributed the following documents:

- HQI Preliminary Recommendation Budget Summaries
- BHS U9 Information Packet
- Initial PD Staffing Proposals for 2019-20

Director Beery explained that the group's first look at High Quality Instruction funds was focused on the Teacher Template, providing the necessary teacher staffing to achieve class size goals. That portion was already reviewed and approved by the P&O and now we will be reviewing the "discretionary" portion of the HQI budget. This utilizes the remaining funds after CSR, called "Support for Teaching and Learning" and includes Professional Development (PD), Program Evaluation, Expanded Course Offerings (ECO), and Classroom Support. She asked Mr. Scuderi to address at this meeting some key areas which will tie into the proposed initial budget: Universal 9th grade (U9) as part of Classroom Support, and Professional Development.

Mr. Scuderi began with discussing the Initial PD Staffing Proposal document. The biggest impact to the PD budget is the expiration of Common Core funding that supported 9th grade math implementation, Literacy Coaching, etc. for four years, which ends with the 2018-19 school year. The current proposal is to keep same amount in BSEP PD to maintain a full time Literacy Coach at each elementary site. A change next year in Effective Student Support proposes that the LCAP supplemental budget, currently paying for a portion of Literacy Coaching shift to fund the costs of the OFEE site staff. This allows single source funding for OFEE and resolves some deficit spending in the OFEE budget as it stands in BSEP. The K-5 lead Literacy Coach position currently has .6 FTE paid out of BSEP and .4 FTE from the Common Core funds to maintain 1.0 position. Next year that may be reduced to .6 FTE with expiration of Common Core funds. There are 4.4 FTE in the PD budget to fund the teacher leadership structure at BHS including Professional Development Leads to plan, direct and facilitate PD, as well as Department Head and Program Leaders at small schools.

Mr. Scuderi noted that the decision around the K-8 Instructional Technology TSA position has been a struggle. In this plan that position is represented by a .5 FTE of ongoing expense that is also paid out of the Technology budget. It essentially supports the same purposes around developing instructional technology as the DigiTech position listed farther down the document, and what we have in this draft is the proposal to eliminate both the DigiTech position as well as .5 FTE of the Instruction Technology position. This is a difficult decision to make as last year already saw the loss of an administrative position in Instructional Technology due to the expiration of Common

Core money. It is difficult to look at this in light of the desire to sustain and support the services that we hope to hold on to for the district. This would leave essentially only the .5 FTE position district-wide and the 1.0 FTE position at the BHS to provide all support around Instructional Technology.

BHS Technology TSA position, 1.0 FTE, is not proposed for reduction. The workshops and consultants budget is proposed to be reduced to \$30,000, due to the loss of Common Core funds along with not yet having identified next step workshops and conferences that relate to culturally responsive work that has already been done. Susanne Reed, Coordinator of Professional Development, is working to identify next step workshops and conferences. Teacher Initiated PD (TIP) is being maintained at current levels for now; this provides each site with funding in accordance with a memorandum of understanding between the teachers' union and the district, and principals appreciate having that discretion. Stipends K-8 support Equity Teacher Leaders at school sites, Math Teacher and ELA Content Leaders, and K-8 NGSS positions. The Digitech position is proposed for reduction.

The middle school Lead Literacy Coach is a 0.6 FTE district office position that works with the 1.0 Literacy Coach at King Middle school and the .6 Literacy Coaches at Willard and Longfellow Middle School. The district is in the second year of a new curriculum, and holding on to middle school Literacy Coach resources is a priority; in order to afford site TSAs the proposal is to not fund the district's 60% position.

The NGSS Lead TSA supports science workload in grades K-5, and at the end of Common Core funds this position is retained at .4 FTE with the Measure A fund balance. Middle School Lit Coaches were funded by Common Core, this proposal is to multi-fund 1.2 FTE from BSEP PD budget augmented with 0.6 FTE from LCAP funding. This will also take half of the district ELL TSA position distributed to sites so that site Lit Coaches are working directly with site EL staff embedding EL supports rather than old 'pull out' model, and un-siloing Literacy Coaches. Professional Development Coordinator position remains at 1.0. The proposal needs review by the PAC.

The last of Measure A funds are on lines 17-20 of the proposed PD staffing document. The NGSS K-8 Lead TSA is proposed to focus on K-5 as most effective use of funds, and this section shows the one time patch for Middle School Literacy Coaches.

Rep Lin asked where the benefit is in not splitting funding sources for positions. Mr. Scuderi answered that using different sources of funding requires multiple committees to review and approve a position, with different requirements, and each source is vulnerable to downturns or reductions in allocation. A single source of funding is less cumbersome to manage.

Rep Simon shared concern that the trend over several years in BUSD has been to emphasize literacy over everything else, while reducing positions serving other areas. For example, the district's investment in technology in the classroom has not been supported with PD funding to create uniform use by reluctant or inexperienced teachers. Another example being the reductions to the NGSS coach position, even though the Next Generation Science Standards are complex and in his opinion currently teachers are not being supported to meet them. Given these trends, further reductions are worrisome. Mr. Scuderi responded that those concerns were noted. Rep Upp asked to clarify if these positions would end once available Measure A funds were exhausted. Mr. Scuderi confirmed that difficult decisions will have to be made around whether or how to continue funding beyond this budget. Rep Irwin asked for examples of the impact of eliminating K-8 Tech and Digitech TSA positions. Mr. Scuderi responded that impacts would be varied; losing these positions would reduce the direct customized support and technical classroom assistance that these staff are currently providing. This connects to Rep Simon's concern that the available technology be fully utilized, which we can imagine for example as the difference between simply presenting in-class with Powerpoint and utilizing different software and presentation platforms, different ways to use content, and/or various forms of polling or student response software. We would have to find another way to deliver these types of services.

Rep Glimme shared his perspective from BHS that there is a loss of leverage due to the way PD is structured. At the beginning of the school year there is little time for new teachers to learn systems such as Illuminate, and experienced teachers have little time to help. There is concern that new teachers are unable to utilize the rich functionality available and no consistency in sharing the necessary knowledge to do so. The staff is struggling to find time to learn the systems, and could be more effective if this specific training were structured into PD. Mr. Scuderi acknowledged good points made and added that investment in a long term instructional technology plan and standards is still needed. Rep Glimme added that this need for a long term technology plan is the one item the WASC committee added to the BHS WASC plan this year.

Rep Fox asked if the NGSS curriculum is state mandated, and whether the state provides funding to support that. Mr. Scuderi answered that investments have been made from GF money over the last 3-4 years, though to Rep Simon's point not at the level that has been dedicated to literacy, for example. Rep Fox asked if there is any federal funding available. Mr. Scuderi answered that there are federal Title I and Title III funds, as well as short term periodic grants, but that BUSD has not procured substantial federal funds for science in last 5 years. Rep Fox asked if the reason for this was specific to BUSD, and Mr. Scuderi answered that some state grants can't be captured due to BUSD's demographics, so the district's significant investments have been made from our GF.

Rep Glimme added that federal funding in California only covers about 9% of the state's

education budget, and that is almost exclusively in the form of Title 1 funding targeting students with the highest support needs. Ms. Cathy Campbell asked if there will be a PD plan document and budget presented that will include the COLA increase. Director Beery responded that later on this agenda there will be a preliminary presentation on portions of these funds. Though E1 measure language does not stipulate a separate allocation level for PD, the funding for that purpose is maintained using E1 funds available for use after reaching the Class Size goals.

Rep Pastika asked if the district's PD includes Illuminate training for all teachers. Mr. Scuderi answered that some training has been included in the new teacher orientation, there are some ad hoc site resources available, and traditionally there has been some stipend available from the BREA budget for trainings though those were modestly attended. Jay Nitschke added that 2 hours of extensive Illuminate training was included in the K-8 new teacher orientation. Rep Pastika asked if the NGSS funding not being at the level of literacy was a district decision. Mr. Scuderi replied that the district's view is that literacy is a cornerstone and provides key foundational skills and access point to all other educational content. Rep Lin asked if instructional technology is considered science. Mr. Scuderi answered that instructional technology in terms of how to enhance the curriculum with technology is independent of science. Rep Fox asked if there were grant writers at the district level and Mr. Scuderi answered that there is not a dedicated grant writer.

10. Preliminary Recommendations for HQI Funds FY 2019-20: SCR and Teacher Support

Pasquale Scuderi, Associate Superintendent of Ed. Services

Mr. Scuderi distributed the following documents:

- **Preliminary Budget Summary Measure E1 Resource 0741 High Quality Instruction**
- **Preliminary Budget Summary Measure A Resource 0841 Class Size Reduction**
- **Preliminary Budget Summary Measure A Resource 0855 Professional Development**

Mr Scuderi introduced the document by outlining that the first lines to "Net Revenue" represents BSEP Class Size Reduction budget discussed at the last P&O meeting. Director Beery explained that, in addition to paying for teachers to meet class size goals, BSEP provides a Direct Support allocation to the GF. Direct Support is the estimated costs to keep additional classrooms open, and the amount has been recently updated to reflect current costs.

Mr. Scuderi explained that "Directly Charged Expense" is the allocation made after funding class size goals. Directly Charged Expense includes PD, Expanded Course

Offerings (ECO) outside regular school day, and Classroom Support with proposed additional cost for U9.

Mr. Scuderi then distributed the following document:

- **Universal 9th Grade at Berkeley High School Board Update February 28, 2018**

He explained that the structure of U9 consists of seven “hives” with four periods per hive, and two teachers assigned to each hive provide coordination, leadership and direct support. Overall this equates to 5.6 FTE and approx. \$600,000 in expense. Director Beery added that this year BSEP had been carrying 2.0 FTE to support the U9 inaugural year. Mr. Scuderi said that, along with the increase in the prep time in grades 1-3, the U9 represents one of the biggest structural investments over the past three to five years.

Director Beery explained that the proposed direct and indirect costs equal \$4,646,451 and the total Transfers and Expense is \$18,833,851, for a balance of \$1,617,049 to add to the existing fund balance. It is difficult to know what variations in actual revenue and expense in the future will be due to changes in COLA, enrollment and compensation. Budget models built for Measure E1 were based on an average COLA of 1.2%, assumed flat enrollment and included rising pension costs. E1 is now in the third year of an eight year measure, and while it is not desirable to hold back funds, we must consider the variables of revenue and expense over the life of the measure. Mr. Scuderi added that it is relatively early in the measure and the variables over the life of the measure are relevant to questions asked about funding priorities in the proposed budget.

The remaining balance of the carryover from Measure A Class Size Reduction budget to be used on a one-time basis is \$717,447. The proposed budget includes moving BHS Counselors 2.0 FTE, Dean of Attendance 1.0 FTE and CTE Coordinator 1.0 FTE from the GF to Measure A carryover fund balance, which will draw it down for one-time use, which means finding alternative funding or a reduction of those positions. The potential impact of this proposal regarding BHS counselor positions and long-term solutions will be discussed at next Wednesday’s board meeting. Discussion regarding funding the Dean of Attendance position with LCAP funds was generally not supported by the PAC. There is a possibility that a portion of that position could be funded by LCAP, due to the majority of students who go through the SART and SARB attendance process meeting the unduplicated criteria, but the Dean of Attendance also provides key relief and support in non-LCAP areas. Director Beery mentioned that it was asked at a board meeting if the Dean of Attendance position could be funded from BHS site funds, but that budget is already strained and P&O has historically been concerned that 25% of budget already goes toward administrative positions that the site committee has hoped the GF would pay for instead.

The CTE coordinator is currently a GF position, but in order to meet the current GF reduction target of \$2 million, this position was moved to Measure A funds. There is confidence that the district will receive state funding sources for the CTE Coordinator by April and the proposal in this budget secures the position in case there is a delay in the state funding.

Rep Simon encouraged planning for the CTE allocation if the CTE grant comes through, whether it will be unused or used for another PD expense. Rep Irwin asked if the U9 positions were currently paid by the GF. Mr. Scuderi confirmed that they are. Rep Rabinowitz sympathized with the staff currently in positions that are proposed to come out of one-time Measure A funding, as it's a difficult situation to not know if they will have a job. Director Beery answered that the Common Core funds were short term and that it is difficult to find alternative funding. Mr. Scuderi commented that the end of Common Core funding coincides with other cuts, and it is extremely difficult to potentially lose people and programs associated with that funding. Rep Irwin asked if, based on past audits, these proposals would be considered appropriate uses of BSEP funds. Director Beery answered that the prior Measure wording was complicated but stated that, after class size were goals met, funds could be used for expanded course offerings, middle school counseling and program support, which is a fairly nebulous term; and the BHS counselors could be seen as providing program support.

Rep Simon asked if Director Beery remembered the projections for the first few years' fund balance when the modeling was done prior to the measure's start. Director Beery answered that the thought was that in first year the fund balance would be around \$1.8 to \$2.0 million, it has ended up closer to \$3.2 million. That was modeled on a 1.2% COLA but actually had 2.9% in the first year followed by 4.5% in the second, plus a little more revenue overall along with no enrollment growth. She added that it is always unknown if there will be a downturn for any or all of these factors. She is working with Business Services about redoing the model from the current point, using updated enrollment, compensation and revenue amounts, which can all go in different directions. The P&O committee is relied on to discuss issues pertinent to making decisions regarding what is fiscally appropriate. Ms. Cathy Campbell asked for clarification of the fund balance, previous balance was 3.2, the 1.6 in the current proposed budget would be added to the previous balance? Director Beery answered that the current fund balance is \$3.2 million, and the \$1.6 million from the proposed budget would be in addition to that. Rep Irwin asked for an estimate of the increase in the number of teachers. Director Beery answered that it would be 3 to 5 additional teachers, plus any additional compensation and accounting for any enrollment changes and COLA. Rep Van Hout asked when the Governor does a revision of the state budget in May, if that affect this budget proposal. Director Beery answered BSEP intentionally utilizes the Bay Area CPI in part because it is announced in January and is not subject to a revision in May.

11. SBAC/Board Proposed Budget Reductions

Bruce Simon P&O Rep to SBAC

Rep Simon reported that there has not been another SBAC meeting since the last P&O discussion, and he asked if anything significant regarding SBAC should be noted from the recent Board meeting. Mr. Scuderi said that recommendations were presented in groups of four, and the board submitted a list of questions for clarification. The recommendations will be revisited at next Wednesday's meeting and a decision will be made on March 13th.

Director Beery shared the questions asked by the board:

- Will the move of two BHS counselors to one time funds be clear and transparent?
- What were the Measure A fund balances and if that funding was gone once it is spent?
- What is the comfort level with moving U9 to BSEP, with a request to explain why we feel comfortable moving so much into this budget so early in the measure.
- Will the measure be able to absorb this increase now and in coming years, taking into account compensation increases or COLA and enrollment volatility? Should there be more cuts within BSEP for sustainability?
- Could Dean of Attendance be paid from BSEP site funds? What else can we cut, maybe something BSEP funded?

Mr Scuderi shared that there had also been a question as to whether current evaluation team could be outsourced. He stated that districts that have outsourced have not found this an effective approach, and further stated that there has been a dramatic reduction in supervisory staff in Ed Services (40% reduction over the past two years) to then reduce and outsource is not practical.

Rep Tunks Demel asked about the proposal for after school fees that was mentioned? Director Beery explained that the proposal was to garner \$100,000 in revenue by assessing private programs that use BUSD transportation. The initial ask for fees amounted to approximately \$700,000 and there was a concern about costs that would be passed on to families. The current proposal is now to reduce ask to a total of \$100,000. Mr. Scuderi added it could be \$51,000 to \$100,000 depending on amount of busses needed.

12. Potential P&O Statement to School Board

Chair Pastika asked what the previous year's P&O statement to the board included. Rep Simon recalled that it was a general reminder, in light of the budget cuts that year, that BSEP funds are not inexhaustible and also that funding for programs moves back and forth between the GF and BSEP in accordance with the availability of funds. Director

Beery also recalled that the statement included a correction to misunderstandings about how BSEP works. Chair Pastika asked which Board meeting would be best for the committee to make a comment. Director Beery outlined that the next Board meeting on February 20th would have a budget reduction discussion, and the March 13th meeting should see a Board decision.

Committee members discussed whether there was enough information available for the P&O to formulate a statement before the next Board meeting on the 20th. Some members felt that the current state of BSEP fund balances relative to the extent to which changes in revenue, COLAs and compensation agreements could impact those in the coming years merited a statement of caution sooner rather than later. Chair Pastika noted that the current meeting calendar would not allow for enough time to have a Steering Committee draft a statement and then bring it to the full committee for approval before the next Board meeting date.

Some members requested more data to inform a potential statement, including how various levels of compensation increases could impact BSEP budgets, as well as comparative data showing the relative fund balances of the previous measure or two at this stage of the term compared to how the fund balances fared in later years of the respective measure(s). Director Beery suggested that using the current data in the spreadsheet, minus stipends and workshops, it can be calculated that every percent increase in compensation equals about a percent increase in expenditure. She will also share an info page showing the trajectory of Measure A that includes enrollment, COLA, and average teacher compensation. Rep Glimme recalls feeling really good at this point in the previous measure, but of course the [2007-08] recession was not predicted. Rep Van Hout felt that the board should be reminded of the similarities between previous measures and the current status of Measure E1.

Chair Pastika suggested that the P&O statement generally be the same as last year's comment, emphasizing caution in decision making and recognition that BSEP may take costs now but historically they may not be sustainable.

Rep Irwin asked if BSEP was committing to continued funding of stop-gap expenditures from the GF, with the exception of one time Measure A allocations. Director Beery answered that it is expected these are ongoing expenditures, but programs are adjusted from year to year. However,, should there be a reversal of funds or change of funds, that costs may be reduced or may shift back to GF. Rep Gimme reminded the group that the amount of money available to the district is fluid, and the goal is to serve students from whichever funds are appropriate and available. Projects and proposals move between funds as needed, and the desire is to be good stewards of public money by making sure that necessary programs will continue to be funded.

Chair Pastika noted that this item is on the agenda for discussion, so a vote to approve any statement could not happen at the current meeting, and proposed that time to draft and approve a statement from the Committee be included in the next meeting's agenda. Rep Weisglass expressed approval for taking more time for consensus and consideration of any additional information that may become available after the next Board meeting before finalizing a statement. Chair Pastika proposed designating a committee member to create a preliminary draft before the next P&O meeting. Chair Bradstreet offered to draft a statement based on the previous year's message to the Board and the discussion from this meeting.

14. For the Good of the Order

Scuderi corrected prior BTA enrollment numbers as closer to 60 students first semester with 14 referrals since second semester grades. He will send around a list of current courses that are being paid for by ECO funds.

15. Adjournment

Rep Upp moved to adjourn. Rep Simon seconded the motion.

The meeting was adjourned at 9:17 pm.