

BERKELEY UNIFIED SCHOOL DISTRICT

TO: Brent Stephens, Ed.D., Superintendent
FROM: Natasha Beery, Director of BSEP and Community Relations
Danielle Perez, BSEP Program Specialist
DATE: December 17, 2019
SUBJECT: Election, Diversity and Activity Report for School Site Councils, and Berkeley High BSEP Committee for the 2019-20 School Year

BACKGROUND INFORMATION:

Each year the Board receives a report on the elections and membership of the School Site Councils (SSCs) for all BUSD schools, including the Pre-K Program, the TK-8 schools, Berkeley Technology Academy (BTA), the Independent Study (BIS) Program; and the two Berkeley High School committees: the BHS BSEP Site Funds Committee and the BHS School Site Council (SSC). This report will be reviewed by the BSEP Planning and Oversight Committee on December 17, 2019.

Principals and committee members were surveyed online to obtain a picture of the conduct of elections for each site, including candidate outreach, nominations, election mechanisms, and community notification.

Candidate outreach and recruitment: Schools solicited parent candidates using a variety of methods:

- Paper and digital flyers with committee information;
- Newsletter messages with an attached nomination form;
- Email and e-tree messages encouraging participation, in most cases with an online nomination option;
- Direct one-on-one recruitment and outreach to specific individuals and groups;
- Recruitment of individuals by current and former committee members and/or by the site's Family Engagement Specialist; and
- Announcements and information tables at Back-to-School Night, Welcome Fairs, and other gatherings.

Teacher and staff candidates were solicited by Principals using the following methods:

- Providing a description of the committee and requests for nominations at staff meetings and staff retreats;
- Sending requests for nominations through email messages to staff lists; and
- Through one-on-one conversations in person and over the phone with potential candidates.

Parent/Guardian, Student, Teacher, and Staff committee candidates were encouraged to participate using many different messages, including:

- Details about the importance of the SSC and its role in the school;
- Members will help identify school goals;
- Join to help direct funding decisions;
- This group will review school data;
- The school needs new and diverse voices on this important committee; and

- More than any other response, most Principals reported telling parents, students, and staff that the school simply needs their help.

While most principals used a combination of methods, targeted and personal recruitment continue to be the most effective. However, one-third of BUSD Principals are in only their first or second year at their respective schools, so it should be recognized that the most effective, personal outreach method is much less viable for this group, who are still working to build connections within the school community. A potential aid for these new Principals is to recommend leveraging current and former committee members (both staff/teacher and parent/community) to help with one-on-one recruitment.

The timing of committee elections always presents a logistical challenge, as well. SSC elections must be completed by September 30 per the district's SSC bylaws, allowing enough time for elected committee members to plan to attend the district-wide orientation and training in early October, and putting each SSC in a position to vote on school representatives to the BSEP P&O Committee before its first meeting of the year. However, outreach and elections compete for Principals' time and attention with other start-of-year business such as filling staff vacancies, updating student rosters and class assignments, organizing Back to School Night and other welcome events, managing start-of-year budgeting and purchasing, initiating new contracts for outside programs to begin for their students, and more.

Given the above challenges, all BUSD principals should be applauded for completing their SSC elections. Every school had representatives in attendance at the district-led Committee Orientation event, and each SSC held its first meeting before the end of October. 15 out of 18 programs completed all elections before September 30, while 16 out of 18 committees are fully constituted with the required number of members.

Staff continue to be the most difficult group from which to recruit representatives. School staff members cannot be compensated for participating in an SSC, so principals rely on the willingness of teachers and staff to stay after their work day to serve in these groups. It is often difficult for committees to balance the needs of staff, who generally want to have meetings as soon after school as possible, with the needs of parents, who often have later working hours.

In an effort to give all Principals useful tools in recruitment and election processes, and in response to feedback from principals in 2018-19, the BSEP Office provided more standardized materials in 2019-20, including:

- English/Spanish flyers describing our most common committees;
- Template digital and printable nomination and voting forms; and
- Template vote tally and results record document.

Sites that have had success with "participatory" membership continued to utilize this method of encouraging increased participation in their committees. Overall 6 principals report having more than the minimum number of parents/guardians on their committees, and 8 principals report that they prefer to have their committees make decisions exclusively by consensus. Further, two sites opted to conduct voting as a slate, presenting their parent/guardian nominees to the community to approve as a group.

At the high school level, both the BSEP and SSC groups had enough parent/guardian nominees to fill all seats. Student selections were made the previous Spring through student government. Staff member nominations were solicited by the principal electronically and in staff meetings, and though the BSEP committee had enough staff nominees the SSC could only secure three, filling only half of the 6 total seats for that group.

Ballots and Voting: All 18 programs presented parent/guardian candidates for election by their communities through printed or online ballots. Four sites distributed ballots both digitally and in paper form, compared to three last year; all other elections were held either exclusively on paper (7 sites) or electronically (7 sites), depending on the preference of the principal and school community. Digital ballots were shared via direct email messages and as links from e-tree communications, while paper ballots were sent home with students, handed out at events, and made available in central locations such as the school office. The BSEP Program Specialist was available to assist with counting and recording ballots at sites that requested extra help, this year manually counting at one school and preparing digital tallies for another. Most sites handled all aspects of vote counting independently and reported results back to the BSEP Office using the provided voting record form.

For the second year in a row, all sites were successful in soliciting voter participation for parent/guardian elections. Elementary sites had responses ranging from 18 returned ballots (at one of the smallest schools, which also has a new Principal) to a high of 90. The middle Schools ranged from a low of 14 to a high of 102, and Berkeley High received 236 returned ballots. The small programs also received responses proportionate to the size of their student population.

Staff: Over half of all SSCs chose staff committee members by consensus, while 3 held a formal staff vote and 5 groups had staff members nominated by the principal. The majority of principals solicited staff nominations during staff meetings in combination with direct emails to staff and distribution of paper nomination forms. More than half of the principals also engaged in one-on-one recruitment.

The most frequently reported problem with elections this year came from teacher and staff committee members, who were not made aware of results, or not given much if any notice about attending the Committee Orientation and Training event. This points to a need for more support for principals around conducting staff elections to the same standards as those for parent/guardian members. As was noted earlier, every year principals report that staff candidates are the most difficult to recruit; as principals struggle to solicit enough nominees to fill their committee seats, it is likely that the subsequent election and notification processes are delayed and poorly communicated back to the staff at large. For the 2020-21 election cycle, BSEP Office staff will create template nomination, election, and ballot counting forms for staff elections, in addition to those already prepared for parent/guardian elections, which can hopefully make both processes easier for principals to manage during an already-busy time of the school year.

Roster: Attached as Appendix A is a roster of the parents/guardians, students, teachers, principals, and other staff members who have made the commitment to serve on their SSC, BHS BSEP, or the P&O Committee this year.

Diversity: Attached as Appendix B is a chart showing the available ethnic/racial composition of the SSC members in Pre-K through 5 schools, middle schools and high schools, as well as a comparison with the district student body. The methodology of collecting these data included the following practices:

- Ethnic/racial categories match the federal and state categories which are used for the student CALPADS data.
- Race/ethnicity data was obtained through self-report, and responses from committee members who have participated for multiple years were retained.

Note that this year, only 52 out of 220 committee members responded to our survey, and of those respondents many declined to provide their ethnic/racial composition. In previous years, principals were asked to “fill in” demographic information for committee members who did not respond, but many principals expressed strong discomfort in making assumptions about others’ racial and/or ethnic identities. Further, many of those members who chose to respond still expressed frustration at being asked to identify themselves using limited and, many respondents argued, societally fabricated, demographic fields. So while the data available is presented below, the number of respondents from which it is pulled is a relatively small portion of the committee member population.

Rather than providing counts and percentages for each school and program, the results are summarized by grade levels: preK-5, middle school, and high school (including BTA and BIS).

Overall, 36.4% of committee members identify as white, and 19.1% of committee members identify as non-white. Of the latter group, 3.2% identify as Asian, 7.7% as Black or African-American, 4.5% as Hispanic/Latino, and 3.6% as more than one race/ethnicity.

The use of the five categories used to identify students in CALPADS continues to be problematic for many SSC members, who did not feel their ethnicities fit into the options provided. Some indicated, for example, that their Jewish, Middle Eastern, Afro-Puerto Rican and Filipino backgrounds did not fit comfortably within any of the available options. Several respondents indicated “non-American” as how they would most accurately describe themselves.

Not only does the five-category report not fully capture the diverse backgrounds of the members, it does not show the many perspectives brought to the table as parents of children with learning disabilities, or as single parents, for example, which can be important dynamics for both outreach and inclusion. Furthermore, many sites find it difficult to build a diverse SSC when parents of “unduplicated” students are pulled away to serve on the PAC and those of English learners to ELAC or DELAC groups. This makes the inclusion of PAC and DELAC/ELAC members at SSC meetings even more compelling as a way to link broader perspectives, but it imposes the burden of more meetings for representatives to attend.

Committee Member Education: The updated School Committee Handbook was distributed at the district’s Committee Orientation event on October 17, and extra handbooks were sent to each site to be given to members who could not attend the training. Additionally, concurrent with widening the scope of the training event to invite all interested community members, handbook materials were also made

available to any interested community members. After the Orientation, handbooks were requested by DELAC and PTA members from various sites.

The handbook includes sections on "Best Practices" and suggested annual calendars, as well as Meeting Summary and Site Plan Addendum examples and a dictionary of key BUSD acronyms and terms. There is a section with bylaws and guides describing school committees and the various funds they oversee, including descriptions of BSEP site and district-wide, LCAP, and Title I resources. In response to committee member requests for more concrete information, the handbooks also included the following:

- The full text of the current-year site plan according to the member's location, as well as student enrollment data and budget information specific to that site from the past five years;
- Examples from within BUSD of methods to share committee, site plan and budget information with the broader school community.

This handbook includes a suggested month-to-month agenda for SSC tasks, attached to this report as Appendix C. In response to requests from SSC members, more concrete information on staff salary decision-making deadlines is incorporated into this document as well.

Activities: On October 17, 2019 the annual School and District Committee Orientation was held at Longfellow Middle School. For the second year in a row, principals were asked to hold their October SSC meeting at the training event, with the exception of the two Berkeley High committees who were scheduled to meet at a later date. The BSEP Director, Senior Budget Analyst, and Program Specialist were able to briefly visit each of these on-site SSC meetings, providing support and answering questions when needed or simply observing the processes of the groups.

The evening was broken up into two parts, the first being a choice of presentations: Committees 101 for new members and a Budget Big Picture overview. The Committees 101 portion aimed to give an overview of the SSC and other committee processes to any new committee members. All returning members were asked to attend the Budget Big Picture session to gain a comprehensive understanding of the current challenges facing the district, and to understand some of the proposed new taxes to be presented to Berkeley voters in 2020. After the workshops, members regrouped for committee "mini-meetings," which included SSC, the PAC and DELAC groups. Members of other committees (PTA, P&O, etc.) were encouraged to attend their sites' SSC meetings as members of the public, and the D/ELAC adjourned halfway through the meeting time so that members could join their respective SSCs to make connections within those groups.

The event had approximately 145 attendees, mirroring the increased attendance we saw last year, despite the BHS committees not holding a meeting that evening. Participant feedback for the event was overwhelmingly positive, with many attendees expressing satisfaction with the amount of information provided during the presentations and also noting that the provided child care and dinner made it feasible to attend. Attendees also provided many suggestions to improve the event next year, from logistics such as more signs directing attendees and diversifying the childcare activities offered, to programmatic changes like incorporating small group work time into the dinner portion of the evening.

The BSEP Director and Program Specialist will continue to visit SSC meetings at each site in the 2019-20 school year. These visits provide a face-to-face opportunity for SSC members to ask questions about committee and district procedures and policies, and will help the BSEP Office continue to improve and expand the Best Practices materials to be provided to committees.

The BSEP Director and Program Specialist are also assisting with the BHS BSEP/SSC committee bylaw revision and pending re-combination of those committees. The process began at the end of the 2018-19 school year with discussions between the principal, committee chair, and district staff around logistical considerations. In lieu of asking both committees to attend the Orientation and Training event, BHS held a combined meeting of both committees at their school site in October, at which Natasha Beery and Danielle Perez presented about the history of the discrete committees, presented committee handbooks and general information. They also presented the proposed re-combination and both groups agreed to pilot a joint committee meeting calendar in the 2019-20 school year. The revised bylaws will be presented to the Board Policy Subcommittee at their next meeting, with the hope of subsequent approval by the full Board in time to conduct BHS student committee elections this Spring for a single committee in the 2020-21 school year.

POLICY/CODE:

California Education Code 52852-52855; BUSD School Site Council Bylaws, adopted by the Berkeley Board of Education September 12, 2018; BUSD Berkeley High School Site Council Bylaws, adopted by the Berkeley Board of Education August 4, 2010.

FISCAL IMPACT:

None

STAFF RECOMMENDATION:

Receive this School Site Council, Berkeley High BSEP Committee and BHS School Site Council Election, Diversity and Activity Report for 2019-20.

Appendix A

Berkeley Unified School District

**Pre-K through 8, Independent Study & B-Tech School Site Councils, and
Berkeley High BSEP Site Committee & School Site Council 2019-20**

as of December 16, 2019

School	Parents	Staff
Pre-K Program	Celia Gil	Maria Carriedo (Principal)
	Zipporah Cheng	Josh Reed (King CDC Principal)
	Jennifer Sharma	Deborah Thies
	Jerry Liang	Bonita Walker
	Benjamin Jarvis	Niki Castro
	Tamara Perkins (P&O Rep)	
Arts Magnet	Nicole Chabot (Chair, P&O Rep)	Rene Molina (Principal)
	Joanna Petrone	Nicolas Stephens
	Brit Toven-Lindsey	Julia Liepman
	Collin Eyre	Michele Ferrell (Classified)
	Millani Pelley	Vacant
	Heather Gilbert	
Cragmont	Liz Fox	Michelle Sinclair (Principal)
	Ana Vasudeo	Cathie Irwin
	Todd Fulton	Kellie McElhaney
	Lindsey Wiedmann	Karime Blanco (Classified)
	Alisha Graves (P&O Rep)	Sheyla Flores
	Christine Lorang	
Emerson	Forrest Bell	Jana Holmes (Principal)
	Iracema Camargo	Kyla Portugal
	Betsy Hayes	Katie White
	Nina Okire	Anna Stuppi
	Paris Anderson	Elisa Gomez
	Jonathan Weissglass (P&O Rep)	Taylor Totten
	Pamela Hyde (P&O Alternate)	Lily Howell (Classified)
	Sarah Herbelin (Alternate)	
	Mia Villanueva (Alternate)	
Jefferson	Peter Ross	Mary Cazden
	Sandy Park	Rick Kleine
	Marnie Ganotis	Jacqueline Murillo
	Charmaine Reid Hawkins	Barbara Wenger
	Chris Wallace (P&O Rep)	Lily Howell (Classified)
John Muir	Liz Green	Marco Taylor
	Aya deLeon	Yorda Weldeghiorgis
	Shannon Stockdale	Gwen Rogers
	Harini Sarathy	Jocelyn Foreman (Classified)
	Gwendolyn Donaker	Vacant
	Dean Shin (Alternate)	
	Vanessa Garza (P&O Rep)	

Malcolm X	Tolani Britton	Alexander Hunt
	Joiya Mitchell	Candyce Cannon
	Ron Shigeta	Zia Manekin-Hardy
	Amy Stauffer	Vacant (Classified)
	Shoshanna O'Keefe	Attilah Reese
	Lynn Wu	Kai Shen
	Sara Hougan (Alternate)	
	Jane Logan (P&O Rep)	
Oxford	Jennifer Kapczynski	Beth Rhine (Principal)
	Ian Ream	Kelly Miura
	Allyson Bogie	Carla Inniss
	Benjamin Saenz	Mike Della Penna
	Amy Parlin Feldman	Kelley Schwartz
	Michael Rubenstein	Aaron Grayson (Classified)
	Jill Blue Lin (Alternate)	
	Carla Bryant (P&O Rep)	
Stephan Cohen (P&O Alternate)		
Rosa Parks	Kacy Hatcher Robinson	Vanessa Flynn (Principal)
	Weldon Bradstreet (P&O Rep)	Michelle Reece
	Michelle Wolfson	Matilde Merello
	Noam Perry	Catherine Bellanti
	Rebecca Reno	Marguerite Talley
	Chetana Bisarya	Federico Aquino (Classified)
	Jason Hirshton	
	Jen Toal	
Candace Martinez		
Sylvia Mendez	Denise Dafflon (Co-Chair)	Veronica Valerio (Principal)
	James Shultz (Co-Chair)	Estella Sisneros (Classified)
	Kate Jordan (P&O Rep)	Michelle Gerster
	Kasey Blackburn-Jiron	Kerry McKee
	Claritza Rios	Emily Blossom
	Dierdre Ally (Alternate)	
	Ricky Bradford (Alternate)	
Thousand Oaks	Roy Elis	Jacqueline Parker (Principal)
	Hannah Creasy	Jeni Wendel
	Denise Schiller	Robin Bogoshian
	Mayra Guerrero Gonzalez	Patty Casetta
	Ricardo Tapia	Gabriela Fuentes
Washington	Nate Dalton	Katia Hazen
	Jessica Arnold	Hilary Mitchell
	Heather Flett (P&O Rep)	Kris Kelly
	Eric Greenwald	Luba Hancock
	Tracy Smith	Ted Watson

King Middle School SSC		
Parents	Students	Staff
Lisette Flores		Janet Levenson (Principal)
Debbie Bamberger		Christina Freschl
Peter Ross		Joann Marshall
Heather Gilbert		Mallorie Baron
Anya Hurwitz		Sara Dieli
David Kojan		Mariam Al-Shawaf
Prashant Jawalika		
Mia Parsons		
Marla Winston		
Chetan Kamdar		
Sarah Jackson (Alternate)		
Stuart Strickland (Alternate)		
Terry Pastika (P&O Rep)		
Longfellow Middle School SSC		
Parents	Students	Staff
Jose Rodriguez (P&O Rep)		Stacey Wyatt (Principal)
Paul Rangel		Jenn Johnson
Pablo Paredes		Chris Oakes
Hans Abramson		Jesse Alm (Classified)
James Shultz		Adam Bairzin
Montrella Wilson (Alternate)		Daria Leavitt
Martin de Mucha Flores (P&O Rep)		Latasha Mitchell (Alternate)
Leanna Lewis (Alternate)		
Willard Middle School SSC		
Parents	Students	Staff
Amanda Eppley	Elisha Glenn	Debbie Dean (Principal)
Forrest Bell	Kaiel Taylor-Wang	Ben Jackson
August Fern		Kemal Stewart (Classified)
Scott Stauffer		Allison Krasnow
Eric Sloan		Aledander Billotte
Niels Teunis		Robert Thomas
Rita Gaber (P&O Rep)		
Jenny Morgan (P&O Rep)		
Adam Marsh (Alternate)		
Berkeley Technology Academy SSC		
Parents	Students	Staff
Evon Williams (P&O Rep)	Takahi TJ McIntyre	Heidi Weber (Principal)
		Ramal Lamar
Berkeley Independent Study SSC		
Parents	Students	Staff
Tamara Mays	Jasiah Mays	Heidi Ramirez-Weber (Principal)
Felicia Bellows (P&O Rep)	Darrell Mays Jr	Rebecca Gross

Berkeley High BSEP Committee		
Parents	Students	Staff
Vylma Ortiz	Sydney Taylor	Erin Schweng (Principal)
Chelsea Toller	Eliot Mark	Rhonda Jefferson
Esfandiar Imani (P&O Rep)	Joey Fern	Maribel Quiroz
Matthew Livermore	Anuka Mohanpuhr	Karen Wells
Autust Fern	Rachel Alper	Aaron Glimme (P&O Rep)
Josh Irwin (P&O Rep only)		Shauna Rabinowitz (P&O Rep)
Berkeley High School Site Council		
Parents	Students	Staff
Alexandre Makler	Anna Orebic	Erin Schweng (Principal)
Derek Suring	Lianna van Hout	Rebecca Villagran
Victor Diaz	Ben Miele	Lucia Cortez
Saul Grabia (Alternate)	Eszter Molnar	Vacant (Classified)
Dialy Paulino (Alternate)		

2019-20 preK-5 Committee Member Report*			2019-20 Overall Committee Member Report*				
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count		
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0		
Asian	4.3%	6	Asian	3.2%	7		
Black or African-American	7.2%	10	Black or African-American	7.7%	17		
Hispanic/Latino	5.1%	7	Hispanic/Latino	4.5%	10		
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.0%	0		
White	37.0%	51	White	36.4%	80		
More than one race/ethnicity	5.8%	8	More than one race/ethnicity	3.6%	8		
Other or not reported	40.6%	56	Other or not reported	44.5%	98		
	TOTAL	100.0%	138		TOTAL	100.0%	220
2019-20 Middle School Committee Member Report*			2019-20 BUSD Student Demographic Data**				
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Percent	Count		
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.14%	14		
Asian	2.2%	1	Asian	7.25%	711		
Black or African-American	6.5%	3	Black or African-American	12.93%	1267		
Hispanic/Latino	4.3%	2	Hispanic/Latino	22.26%	2182		
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.98%	96		
White	45.7%	21	White	41.19%	4037		
More than one race/ethnicity	0.0%	0	More than one race/ethnicity	15.13%	1483		
Other or not reported	41.3%	19	Other or not reported	0.11%	11		
	TOTAL	100.0%	46		100.0%	9801	
2019-20 High School Committee Member Report*			<p>*Committee member data is Self Reported in the current or previous years **Student data is derived from CALPADS</p>				
Race/Ethnicity	Response Percent	Response Count					
American Indian or Alaskan Native	0.0%	0					
Asian	0.0%	0					
Black or African-American	11.1%	4					
Hispanic/Latino	2.8%	1					
Native Hawaiian or other Pacific	0.0%	0					
White	22.2%	8					
More than one race/ethnicity	0.0%	0					
Other or not reported	63.9%	23					
	TOTAL	100.0%	36				
2019-20 Overall Committee Parent/Student Member Report*			2019-20 Overall Committee Staff Member Report*				
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count		
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0		
Asian	4.8%	6	Asian	1.0%	1		
Black or African-American	4.8%	6	Black or African-American	11.5%	11		
Hispanic/Latino	3.2%	4	Hispanic/Latino	6.3%	6		
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.0%	0		
White	35.5%	44	White	37.5%	36		
More than one race/ethnicity	2.4%	3	More than one race/ethnicity	5.2%	5		
Other or not reported	49.2%	61	Other or not reported	38.5%	37		
	TOTAL	100.0%	124		TOTAL	100.0%	96

2019-20 PreK-5 Committee Parent/Student Member Report*			2019-20 PreK-5 Committee Staff Member Report*				
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count		
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0		
Asian	6.6%	5	Asian	1.6%	1		
Black or African-American	5.3%	4	Black or African-American	9.7%	6		
Hispanic/Latino	1.3%	1	Hispanic/Latino	9.7%	6		
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.0%	0		
White	36.8%	28	White	37.1%	23		
More than one race/ethnicity	3.9%	3	More than one race/ethnicity	8.1%	5		
Other or not reported	46.1%	35	Other or not reported	33.9%	21		
	TOTAL	100.0%	76		TOTAL	100.0%	62
2019-20 Middle School Committee Parent/Student Member Report*			2019-20 Middle School Committee Staff Member Report*				
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count		
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0		
Asian	3.7%	1	Asian	0.0%	0		
Black or African-American	0.0%	0	Black or African-American	15.8%	3		
Hispanic/Latino	7.4%	2	Hispanic/Latino	0.0%	0		
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.0%	0		
White	48.1%	13	White	42.1%	8		
More than one race/ethnicity	0.0%	0	More than one race/ethnicity	0.0%	0		
Other or not reported	40.7%	11	Other or not reported	42.1%	8		
	TOTAL	100.0%	27		TOTAL	100.0%	19
2019-20 High School Committee Parent/Student Member Report*			2019-20 High School Committee Staff Member Report*				
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count		
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0		
Asian	0.0%	0	Asian	0.0%	0		
Black or African-American	9.5%	2	Black or African-American	13.3%	2		
Hispanic/Latino	4.8%	1	Hispanic/Latino	0.0%	0		
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.0%	0		
White	14.3%	3	White	33.3%	5		
More than one race/ethnicity	0.0%	0	More than one race/ethnicity	0.0%	0		
Other or not reported	71.4%	15	Other or not reported	53.3%	8		
	TOTAL	100.0%	21		TOTAL	100.0%	15

School Site Plan Development and the SSC Calendar

Monthly Planner	Notes
<p style="text-align: center;">AUGUST</p> <p>Elections and Preparation for Year</p> <ul style="list-style-type: none"> • Include an outreach flyer in your summer mailing. • Discuss outreach and election plan with parent liaison/family engagement, PTA President, affinity groups, and outgoing SSC members. Assign responsibilities. 	<p><i>-Principal, all available help</i></p>
<p style="text-align: center;">SEPTEMBER</p> <p>Elections and Preparation for Year</p> <ul style="list-style-type: none"> • Outreach for SSC, P&O, PAC, DELAC: person-to-person, in newsletters, by phone, at Back-to-School and PTA meetings, to e-tree, etc. In partnership with parent liaison/family engagement, PTA President, affinity groups, and outgoing SSC members. • Meet with SSC from previous year if changes need to be made to Site Plan before October (requires 2 separate meetings, 1 discussion and 1 voting). • Create and distribute paper and online SSC nomination forms. • Prepare ballots and disseminate before the last week in September. • Conduct elections and count votes by September 30. DEADLINE The BSEP department is available to assist with elections. • Publicize election results and notify new SSC members of October Orientation and Meeting date(s). • Principals complete Election Report. 	<p><i>-Principal, SSC members from previous year, all available help</i></p>
<p style="text-align: center;">OCTOBER</p> <p>District Orientation/First SSC Meeting</p> <ul style="list-style-type: none"> • District provides training to Committees regarding roles and best practices. • At least one representative from each school attends each workshop. • PAC meeting is held at event. • <u>First SSC Meeting with new members is held at event, and includes:</u> <ul style="list-style-type: none"> Establish roles: Chair(s), Note-taker, P&O reps, Broadcaster; establish/introduce PAC rep, D/ELAC and PTA Liaisons, etc. Review current Site Plan and Budget with group. Review and discuss Parent Engagement plan (activities, policies, home-school compact). Use Site Historical Packet to complete a mini-evaluation of an expense in the current year's budget. Discuss carryover monies and priorities, Principal presents any changes or updates from June-August. Discuss how to inform and include parent community and all interest groups in SSC meetings. Begin discussion of FTE funding if relevant to your group. • SSC members complete Orientation and Demographic Data Survey. 	<p><i>-Principal</i> <i>-Newly elected SSC members</i> <i>-Representatives from every group at site (PTA, ELAC, etc.) to bring info to SSC for incorporation into Site Plan</i></p> <p><i>-Establish SSC members who will act as liaisons to ELAC, PTA; responsible for sharing SSC business with those groups</i></p> <p><i>- See Handout on FTE</i></p>
<p style="text-align: center;">NOVEMBER</p>	

<p>Plan Review, Data-Gathering, Subcommittees</p> <ul style="list-style-type: none"> • Continue to review and answer questions about Site Plan document. • Request additional support and schedule site visits from BSEP staff. • Review the state of budget after Principal’s fall meeting: <ul style="list-style-type: none"> ◦ If changing any carryover priorities, vote and document approved changes with Site Plan Addendum forms. • Continue discussion of FTE funding, any potential change for 2020-21 requires Principal to work with HR <u>before changes can be considered</u>. • Review last year’s District Survey, current year’s District Survey plans, and discuss your own community feedback plan. • Create subcommittees (such as: Community Input Plan, Safety Plan evaluation, Public Information to share out into community). • Liaisons - Reports from ELAC, P&O, PAC and PTA; Public Info summary. 	<p><i>-Send delegates from each committee, and invite all interested community members</i></p> <p><i>-If considering FTE funding changes for 2020-21, invite community members and/or speakers to present on purposes and impact of position.</i></p>
<p style="text-align: center;">DECEMBER</p> <p>Preliminary data review, FTE discussion, Community Input plan</p> <ul style="list-style-type: none"> • Continue review of Site Plan and any addenda for the current year. • Review student performance data from previous year. • If any changes to site-funded <u>Certificated</u> FTE are desired by SSC, and is possible per HR/Union stipulations, hold final vote on that item to allow Principal/district HR to begin necessary process. DEADLINE. May require second December meeting. • Finalize the committee’s plan to gather Community Input. • Subcommittees - Reports and break-out sessions. • Liaisons - Reports from ELAC, P&O, PAC and PTA; Public Info summary. 	<p><i>-If SSC needs more time to consider Certificated FTE, discussion will roll over to possible implementation of changes in 2021-22 school year.</i></p>
<p style="text-align: center;">JANUARY</p> <p>Data Analysis, Community Input</p> <ul style="list-style-type: none"> • Identify areas of School Plan for evaluation and/or potential change. • Implement Community Input plan before February meeting, delegate roles and specify cooperative points with any other site groups (PTA, ELAC, affinity groups, etc.). • If any discussion of changing Classified FTE, include presentation on purposes of position and invite feedback from impacted community members. • Subcommittees - Reports and break-out sessions. • Liaisons - Reports from ELAC, P&O, PAC and PTA; Public Info summary. 	
<p style="text-align: center;">FEBRUARY</p> <p>Community Input results, reconcile with student data, identify budget questions</p> <ul style="list-style-type: none"> • Review Community Input results, review and district-provided data. • Continue/resolve any discussions around funding Classified FTE. Principal collects any further questions for HR or Accounting to bring back to SSC. • Develop priorities for new School Plan based upon discussions, survey results, data, and other input. Revisit January’s areas identified for adjustment/change. • Review budget implications of priorities, including outside revenue sources 	<p><i>-Discussion will inform questions Principal brings to budget analysts for BSEP, Title 1, PTA, etc.</i></p>

<p>such as PTA commitments, grants, direct fundraising, etc.</p> <ul style="list-style-type: none"> • Review current Safety Plan. • Subcommittees – Reports and break-out sessions. • Liaisons - Reports from ELAC, P&O, PAC and PTA; Public Info summary. 	
<p style="text-align: center;">MARCH</p> <p>Draft New Site Plan Draft, Adopt Safety Plan</p> <ul style="list-style-type: none"> • Finish any discussions/decisions around <u>Classified</u> FTE funding changes. DEADLINE. Principal communicates any changes for 2020-21 at their Spring Budget Meeting. • Review budget allocations (all available: BSEP, Title 1, etc.) for next year and finalize School Plan priorities discussed at prior meeting. • Hear report from Principal and/or PAC rep on LCAP funding/programs, and discuss implications for site plans. • Hear report from Principal and/or P&O rep on BSEP and implications for site plans. • PTA Liaison to present draft of PTA budget. • Further review and discussion of possible School Plan revisions. <ul style="list-style-type: none"> ○ Principal informs SSC of what changes s/he will make to School Plan, and of any changes that the SSC should have direct input on. • Safety Plan - Adopt Safety Plan. • Subcommittees - Continue breakouts and reports as necessary. • Liaisons - Reports from ELAC, P&O, PAC and PTA; Public Info summary. 	
<p style="text-align: center;">APRIL</p> <p>Finalize New Site Plan</p> <ul style="list-style-type: none"> • Hear updates from Principal’s Budget Meeting, including any dollar amount updates. • Continue discussions regarding School Plan in the context of all other funding sources, Principal provides overview any non-spending related changes planned. • Reach consensus on dollar amounts for all expenditures listed in plan, with funding sources designated. • Subcommittees - Continue reports and break-outs as necessary. • Liaisons - Reports from ELAC, P&O, PAC and PTA; Public Info summary. 	<p><i>-These are the last steps before the final vote to approve the Site Plan and full budget for 2020-21 school year.</i></p>
<p style="text-align: center;">APRIL/MAY</p> <p>Finalize Site Plan, Carryover Priorities</p> <ul style="list-style-type: none"> • Clearly record priorities for carryover. Create priority list of items that could be funded should additional carryover or other funding sources become available. Include in School Plan and Budget Summary. • Adopt Final Plan and budget. Hold final vote, Principal and Chair sign, and plan is delivered to District Office. DEADLINE. • Liaisons - Reports from ELAC, P&O, PAC and PTA. • Evaluate success of SSC communication/education provided to broader school community. Note any best practices and areas of improvement to be considered at the start of next school year. 	

<ul style="list-style-type: none">• Ensure all SSC documentation (agendas, meeting summaries, sign-in sheets, site plan addenda) including any information or handouts distributed at meetings, are saved in shared SSC folders.	
<p style="text-align: center;">MAY/JUNE</p> <p>Old and New Business</p> <ul style="list-style-type: none">• Make plan for summer communications• Elections - Plan outreach for fall elections and take sign-ups for tasks.• Liaisons – Final reports from ELAC, P&O, PAC and/or PTA; final Public Info summary.	