

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES
April 21, 2020**

P&O Committee Members Present

Nicole Chabot, *Berkeley Arts Magnet*
Jonathan Weissglass, *Emerson*
Pamela Hyde, *Emerson (Alt)*
Chris Wallace, *Jefferson*
Carla Bryant, *Oxford*
Weldon Bradstreet, *Rosa Parks*

Kate Jordan, *Sylvia Mendez*
Heather Flett, *Washington*
Terry Pastika, *King Middle School*
Josh Irwin, *Berkeley High*
Shauna Rabinowitz, *Berkeley High*
Felicia Bellows, *Independent Study*

P&O Committee Members Absent*:

Tamara Perkins, *Early Childhood Education*
Ana Vasudeo, *Cragmont*
Vanessa Garza, *John Muir*
Jane Logan, *Malcolm X*
Aaron Glimme, *Berkeley High*
Evon Williams, *Berkeley Technology Academy*

Jose Rodriguez, *Longfellow Middle School*
Martin de Much Flores, *Longfellow M.S.*
Rita Gaber, *Willard Middle School*
Jennifer Sitkin-Morgan, *Willard Middle School*
Esfandiar Imani, *Berkeley High School*

**Alternates and co-reps are not marked absent if another rep is present. Currently there is no representation from Thousand Oaks elementary, and only one representative from King Middle School.*

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

Judy Appel, *School Board President*

BUSD Staff:

Natasha Beery, *Director of BSEP and Communications*
Jay Nitschke, *Director of Technology*
Danielle Perez, *BSEP Program Specialist*

1. Call to Order and Introductions

The meeting was held online via Zoom. At 4:04 p.m. Chairperson Bradstreet called the meeting to order. Members introduced themselves.

2. Establish the Quorum/Approve the Agenda

The quorum was established with 12 voting members present.

Chair Bradstreet asked for a motion to approve the agenda; the agenda was approved unanimously.

3. Chairperson's Comments

Chairs had no comment.

4. Public Comment

There was no public comment.

5. Approval of Minutes

April 14, 2020

Ms. Perez noted she corrected the date on pages 2-7.

Rep. Flett moved to approve the corrected 4.14.20 meeting minutes, Rep. Jordan seconded; the corrected 4.14.20 minutes were approved unanimously.

6. District Update

Judy Appel, School Board President, and

Natasha Beery, Director BSEP & Community Relations

President Appel shared this has obviously been a very busy time, BUSD admin staff have been working very hard to figure out how to provide the best experience possible for our students. District leaders have been working with our teachers union and with principals and other groups. As much as they can be inclusive in gathering input, they have been. We are now in negotiations with Zoom to come up with a good solution to security issues. The Board has been meeting regularly, doing all we can to get our budget passed, which includes BSEP budgets, and to make decisions despite not knowing how much money the district will have. She suggested it would be helpful for members of this committee to keep open minds, as we don't know how drastic cuts may be given a likely lack of state income.

Director Beery noted that she will update the committee more on board implications in the next section of the meeting. The district-wide update is around online learning and platforms (Zoom, Google Meet). Director of Technology Jay Nitschke is working with Zoom and Clever, and the hope is that teachers can use Zoom some time soon once authentication issues are resolved. Teachers have been creative in other ways to reach out and engage with students in the meantime.

There are big decisions ahead of us, situations and guidance from the city/county/state are changing from moment to moment around what we can expect over time. The Shelter-in-Place order goes through May 1st currently, and we expect it to be extended. A joint statement from six Bay Area County Superintendents was recently released recommending that schools remain closed, and we expect the County Health Officer will follow with the same guidance shortly. We are certainly getting lots of indications locally and from the state that we should expect to be in this situation for a really long time. District Cabinet formed workgroups to examine and plan how to serve students over the summer, what the Fall might look like, and planning maximum flexibility as we get closer to August when schools should have reopened from summer break. She added that the district may incorporate Thoughtexchange, a platform to crowdsource ideas, in the next scheduled Townhall meeting to see where people are on some possibilities about how we move forward, as we are trying to move forward in an extraordinary situation.

Rep. Chabot asked if the Classified Union, which includes IAs, had agreed upon working arrangements with the district yet. Director Beery answered that this was being worked on; she doesn't work directly with HR but was aware that it was in progress as of that morning. President Appel added that there are many different classifications within this union, and the district has to work group by group establishing work expectations for each, and hasn't reached a final agreement for all yet. This process is mirrored for all groups of employees, including teachers, other educators, custodians, etc. We are moving towards that. But in the interim all staff are

being paid as promised by the district. Rep. Bryant mentioned that IAs are one of the most vulnerable groups in our district, and she would love to see data on what percentage are people of color, and it wouldn't be a good look if we can't figure out how to keep them working. Director Beery advised that the Board meeting the following night would be a good venue for public comment on this topic. President Appel responded that the Board members are all very aware of that demographic difference between unions, and Board members are doing the best they can and people are being paid.

7. April 15 Board Meeting Update Re: BSEP and BERRA Plans

Natasha Beery, Director BSEP & Community Relations

Director Beery explained that the BSEP HQI plan and budget had already been approved several meetings ago by the P&O, but by the time they made it to the Board there were concerns about using so much of the fund balance to increase programs. As COVID came on, concern grew about using too much fund balance with new additions if we're heading into recession and we may need to maintain more flexibility.

Director Beery created a comparative document for the Board, which she presented via screen share and will send out as separate doc post-meeting. This compared HQI plans over time, showing the evolution of this resource from 2018 moving into 2020-21. Note the increase in BSEP contribution to the TT, which reduced the available amount of money for other purposes. Over time, in the worst-case scenario with zero COLA, by year six if we continue to fund all these purposes we draw down the fund balance by \$1.2 million and won't be able to sustain programs through year 7, let alone year 8 (the last of the measure). This data showed Board members the kinds of changes we've seen over time in various sub purposes in this resource, for example PD (which increased expenditures over the past 3 years in FTE and other program expenditure costs). For Program Evaluation there has not been a big change in staffing but there was an increase in proposals for contracts next year. Comparing ECO and Classroom Support, ECO held stable but classroom support has seen significant additions in the 5 FTE for SpEd positions and the 504 Coordinator position. This document notes what is new to BSEP or has some other requirement attached to it, and the Board wanted to reconsider items marked in green. Ultimately the Board chose to keep the 504 Coordinator, but tabled the \$50,000 for social-emotional learning, the expense for culturally responsive labs, and the \$60,000 for newly proposed BREA contracts, feeling it was not the right time to make those investments.

Rep. Flett asked, while acknowledging that it is unanswerable and unknowable, if the district will have to shift class sizes in the Fall based on to-be-determined social distancing requirements, and whether this can be planned for at all. Director Beery answered that yes, under social/physical distancing we could see any number of scenarios. What impacts that will have on the TT is unknown right now.

Chair Pastika asked if the committee could receive documentation showing what the Board approved, as it will be hard to remember next year. Director Beery answered that the Plans set up proposed budgets, so with these items not put into the budget, the forecast of fund balance and resulting fund balance will be larger than projected before. It is somewhat unusual for the Board not to approve exactly what the P&O recommended. Board staff will prepare and post the minutes documenting the Board's changes, along with the Board meeting minutes, as part of the

board record. The Board-approved plan and budget will be published in the Annual Plan binder, which will be posted publicly on the BUSD P&O website.

Rep. Irwin expressed concern about having voted on budgets that now, given the state of the economic outlook, would lead BSEP funds to run out before the end of the measure term. He hoped that the P&O could see revised plans that will be sustainable through year 8 given the realization of what was considered the worst-case scenario when plans were originally presented. Director Beery responded that the multi-year projection presented months ago to the P&O was only a projection, taking many scenarios into account. Reality versus projections for BSEP budgets have gone at times one way and sometimes another; we've seen COLAs vary wildly and other factors like enrollment can also change hugely. She reminded the group that the shoe was on the other foot at what feels like just a minute ago, when we had a whole pot of money we weren't going to spend and lots of pressure from committee members and district leaders to utilize it to do right by our voters and students. She acknowledged that we will probably need more flexible and frequent looks at our budgets in this disaster situation. We may have to take another look at the budgets we just approved. Because we don't know what school will look like in 20-21, we may have to convene the Steering Committee in the summer, late summer or early fall. We may come back with many changes to many different plans. She noted that Chair Pastika had asked for building goals and objectives into BSEP plans, and her suggestion at our next P&O meeting that we establish suggestions or guidelines around updates for budget and program managers. Currently the guidelines focus on changes of a certain percentage of overall budget numbers and/or direction changes to program purposes and expenditures. Those guidelines may fit in some cases, but looking ahead we may see many different changes and we should expand these recommendations accordingly. This committee is a great sounding board as district leaders grapple with essentially "reinventing school".

Rep. Irwin felt it would be good to have goals and objectives included in BSEP plans, as the committee is trying to understand the many different programs. He appreciated that the Board is trying to be responsible and to deal with the current crisis. He was interested in gaining clarity about what the most productive uses of our money are, it's hard for committee members to know what programs yield the most impact from our funding. This would help the committee to prioritize decisions and increase understanding next Spring. Chair Pastika appreciated receiving the draft budget projections showing how plans may play out over the life of the measure. She asked if that could be a living document regularly provided to P&O, mirroring whatever mechanism district staff use internally. That would be helpful for the committee to put in context the requests that are being made for P&O approval. Director Beery responded that producing a similar document for the P&O had been under discussion, the district produces them regularly at a higher level looking at the GF overall, though in BSEP they are usually only created when it looks like a major swing may come in one way or another. She asked the committee to keep in mind that the projections can only be as good as their assumptions, and only some of those assumptions are within our capability to project in these times, though she will be happy to bring them more regularly to the committee going forward.

8. Recommendation for BSEP and BERRA Funds 2020-21: BSEP Measure Oversight, Communications, and Community Engagement; BERRA Measure Oversight
Natasha Beery, Director BSEP & Community Relations

Director Beery addressed and discussed the following document:

- Recommendation for expenditure of BSEP and BERRA Funds in 2020-21 for Oversight, Communications, and Community Engagement

Director Beery explained that BERRA and BSEP oversight are now merged, which means we don't have to duplicate staff and committees. These oversight plans are essentially the only point of real overlap between BSEP and BERRA purposes. This Plan summarizes the work of the BSEP-funded staff, and outlines how some of that work will also support BERRA purposes.

She explained that BSEP funds will also continue to support community engagement, communications, and translation for the district. For some time there has been a desire to change the PIO position to more of a proactive strategic Communications Manager. This proposed plan allows for that shift, and the PIO position could then assume oversight of a communications specialist. These funds currently pay for a contract that costs almost as much as a half-time position, and there have been calls to stabilize this funding into a salaried role. This makes sense as more and more communication channels develop, and BUSD stakeholders want all venues and types of communications, more than can be managed by Director Beery and the PIO currently. This change was originally proposed by an independent study of the district Communications Team a few years back, and we are finally ready to implement this change.

There will be a small amount of savings to the BSEP budget by shifting a tiny fraction of the BSEP Director cost, and a portion of the cost for the Program Specialist who will deal with paperwork for both measures. This plan also maintains sum funding for the PIO/Comm. Manager position from the GF (as requested by this committee given that some of its work is required for PRA requests). The plan continues to fund the Spanish Interpreter position, which is $\frac{2}{3}$ funded by BSEP and $\frac{1}{3}$ funded by the GF, in recognition of the compliance purposes of work translating IEPs. Some ongoing expenses are printing and mailing, which already went from twice a year to once a year in producing and distributing the district's annual report. The frequency and format of that report may change again but it's unknown at this time. The budget for next year has dialed back travel and conference allowances, but maintains funds to cover membership expenses which have proven invaluable in our current crisis. For example, the connections through California School Public Relations and Public Information Network has saved quite a lot of work and time. It has been a huge help to not have to reinvent the wheel and share best practices.

Chair Pastika asked if the communications position and/or the communications contract have been recently filled, to gauge whether the district is currently getting the help it needs on this front. Director Beery answered that it is not an existing position, and that we currently don't have the help we need. This year we did put out the word that we were looking to fill a contract position, and we got temporary help, but we would like something consistent and able to provide more than we are currently getting. Chair Pastika asked what the breakdown of work would be for the newly created PIO/Comm. Manager combo. Director Beery answered that they have already begun trying to shift some of the PRA requests toward the Executive Assistant to the Superintendent. Many of the requests come through this position, and she has already begun to take on more of the legwork for the responses for PRAs including logging and tracking. The hope is that we can relieve the current PIO of some of that work, to make room for all of the priorities we'd like to start working on to get proactive and have a more planned and prepared communications stance.

BSEP Measure A carryover funds will be used for special projects such as email newsletter and website support, plus additional translation support including a contract with Language Line to provide over the phone interpretation as well as hourly translators from within our own district working in Spanish and Arabic. Additionally there are funds to pay for hourly child care and support for P&O and other district-wide meetings. Our materials and supplies expenses may decrease next year if we continue to work virtually, though we still need computers and associated programs. The hope is that Measure A funds will be sufficient for these needs through the life of Measure E1.

Regarding BERRA funds, this oversight budget represents only 1% of BERRA revenue, which in and of itself is a much smaller amount overall than BSEP. This resource will fund a small amount of oversight staff already discussed, as well as .5 FTE for a TSA whose job it will be to shepherd all the disparate programs and initiatives outlined in the 5% BERRA resource previously reviewed by this committee. With nine different priorities funded, we really want to make sure those funds get utilized and progress is made, and there was worry that without a dedicated coordinator things would fall through the cracks between the various departments involved.

Rep. Weissglass asked if we should expect that the BERRA resources will be susceptible to an impending economic downturn in the same way and rate that BSEP is. Director Beery answered that both measures are tied to the Bay Area CPI for determining annual COLAs, and that is the primary factor for year to year increases in revenue. The GF is tied to the governor's budget and the state-wide COLA. Other less important factors that apply to both measures is the amount of square footage of properties in the city, as neither tax is based on income or property value. The number of properties coming on line in the city can impact revenue to some small extent. Another factor is the number of rebates requests made by taxpayers. BSEP staff need to put together a packet for the city and county, as they handle processing of rebate requests. The BERRA measure included rebate options not in the BSEP measure, for example exempting taxpayers who qualify for SSI and SSDI, in addition to the low-income senior rebate that exists for both BSEP and BERRA.

Rep. Rabinowitz asked why the .5 FTE BERRA coordinator position needs to be credentialed versus classified. Director Beery answered that it may not strictly need to be, though certain elements of the job involve working with teachers which may be easier for a credentialed staff person. The proposal for the position came from Superintendent as a certificated position. By the way, f new classified positions must be reviewed and approved by the Personnel Commission, which can take months. In fact, if the P&O and Board approve the new Comm. Specialist idea, it could still take months to bring that position into existence. Also, this part-time BERRA position may also not be a long-term position, so a TSA makes sense because those are always short-term assignments renewed for only one year at a time.

9. Site Plans and SSC Processes

Danielle Perez, BSEP Program Specialist

Ms. Perez explained that the pandemic and school closures have impacted the normal site planning, budget development, and SSC processes for BUSD schools. District Office staff have been holding budget development meetings with Principals for over a week, with 8 completed so

far and another three scheduled through the end of this week. The final due date for completed SPSAs and site budgets is still May 15.

The original direction from Ed Services to Principals had been to make the SSC role optional for each school or program. However, that was incompatible with the requirements that BSEP funds have community input and oversight, so the direction was revised to include at least one SSC virtual meeting in which Principals will present their proposed expenditure of site funds and resources, as well as a review of the SPSA. Recognizing that not all principals and SSCs will be able to meet for a formal first reading and subsequent voting meeting, we have asked them to at least hold one virtual SSC meeting before May 15 with all available SSC members, and the SSCs may reconvene in the Fall for further review of the budgets and SPSA. Depending on each group, this may be with the 2019-20 members, before new elections are held, or after elections with their new 2020-21 committee members. SSCs may take action to amend the budgets and plans as necessary and desired, but our process between now and May 15 will allow all planning for site-funded staff to proceed. An additional pressure this planning cycle is that the 2020-21 school year starts markedly earlier, on August 17, leaving less time for Business Services and HR/Payroll staff to make sure that all employees will be paid correctly and on time one month earlier than normal. Typically the handful of days worked in August would be rolled into the September pay, but in the coming year August will be paid as its own month.

Many principals and SSCs have been able to keep up a relatively normal meeting schedule, including BHS which is having its committee meetings right now to allocate BSEP site program funds. But we can't assume or expect that every principal and all committee members across 18 programs will have the capacity for keeping up the regular schedule on top of the seismic shifts in everyone's lives and learning situations.

Ms. Perez asked if any of the members present in the meeting had any feedback on their respective SSC processes this year, or any suggestions about how best to support committees moving into the Fall given the unusual current situation.

Chair Pastika asked if this means that some sites may not approve SPSAs until the fall. Ms. Perez clarified that the minimum expectation is that each SSC, to whatever extent it can, will review the budget and SPSA determined post-budget meeting with District Office staff, to allow the district to proceed with hiring and paying site-funded employees. Other more discretionary expenditures can be re-visited in the fall by SSCs that desire more input on those flexible portions of the site budget.

Rep. Rabinowitz stated, knowing that the BHS committees are holding a meeting now, she isn't sure how decisions are being made. Much of BHS funding supports staffing for tutors and coaches, things that we may or may not need depending on what happens next year. She was interested to know how the committees will forecast needs to make these budget decisions. Ms. Perez noted that BHS is actually one of the few sites that has been able to continue with some capacity for hourly and contract work directly with students from its site BSEP budget. Specifically, hourly music coaching and tutoring have been rolled into their distance learning plan. This is possible in large part because BHS has much more supervisory capacity for these programs, teachers and vice principals who continue to oversee the hourly work.

Rep. Irwin commented, regarding music, given that the P&O already approved the VAPA plan and budget for 20-21, what the process might be for us to check in with SSCs to see how new remote learning or teaching sessions are working. It seems like we need to close the loop on services, and for the committee to hear from students or families about how it's working to determine if the outcomes are what we hoped to see. Ms. Perez responded that the BSH program for music coaching uses independent contractors, professional musicians, broken up between groups of Band/Orchestra and Jazz students and who are supervised by two different music teachers. Those music teachers are part of Mr. Gidlund's staff in the VAPA program, so Mr. Gidlund should be hearing about how the virtual coaching is working for the high school students. It's important to keep in mind that high school students need less direct teaching and more coaching on fine details and intellectual side of musicianship. This coaching model would likely not translate well if at all to music instruction for elementary or middle school students. Though if any takeaways can be made from the BHS program about distance learning for younger students, those would come from Mr. Gidlund as the expert.

Director Beery noted that district-wide family surveys, coming from BSEP-funded BREA, will roll out shortly to check in with students on how they're doing in a number of areas. The survey will primarily focus on classroom teacher experience, and hopefully some of the supplemental engagement as well, and in the future we hope to get data around broader areas of the distance learning experience.

10. For the Good of the Order

Chair Pastika stated, given the next committee meeting on May 5th, she hopes to have an agenda item that provides the P&O an opportunity to talk about the information provided to the group, how funds are being spent and also the expected and hoped for impacts. Director Beery responded that we can have a preliminary discussion on this topic in May. Because each program is so different, we will need to take time getting an idea of what expectations will look like for each resource, and whether goals and objectives to be reviewed will be program-wide, or specifically focused on things like equity or student achievement. We could begin discuss that work in May and in June (if we don't have a SC meeting scheduled in the meantime), for example, about establishing agreed-upon guidelines.

Chair Pastika also requested a separate discussion item about how and when the committee receives documents, she is concerned that they are sometimes shared the day of meetings. She also wanted to encourage members to recall and bring up any other topics that have come up but which haven't yet been addressed over the course of this year's work, that should be addressed before the last meeting in June.

Rep. Bryant thanked Rep. Irwin, Chair Pastika, and Director Beery for their comments about looking at goals as a committee. She asked, if when we make recommendations on plans, the committee can also start talking about what the desired impacts of these programs will be. Considering the crisis right now, if there's not a way to capture what's happened and the impact on our children and our most vulnerable children, we'll lose a moment and an opportunity. She wanted to affirm other members' sentiments, that committee members are looking for staff to come to the table with what impact they expect to make in making these asks and proposals.

11. Adjournment

The meeting was adjourned by acclamation at 5:31 p.m.