



# **Superintendent's Budget Advisory Committee Meeting**

**February 28, 2024**

**Facilitated by**

**Enikia Ford Morthel, Superintendent**

**Pauline Follansbee, Assistant Superintendent of Business Services**

**Excellence • Equity • Engagement • Enrichment**



**ENIKIA FORD-MORTHEL**  
*Superintendent*  
Berkeley Unified School District

BOARD OF EDUCATION



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Berkeley Unified School District



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# Meeting Protocols

## Participation

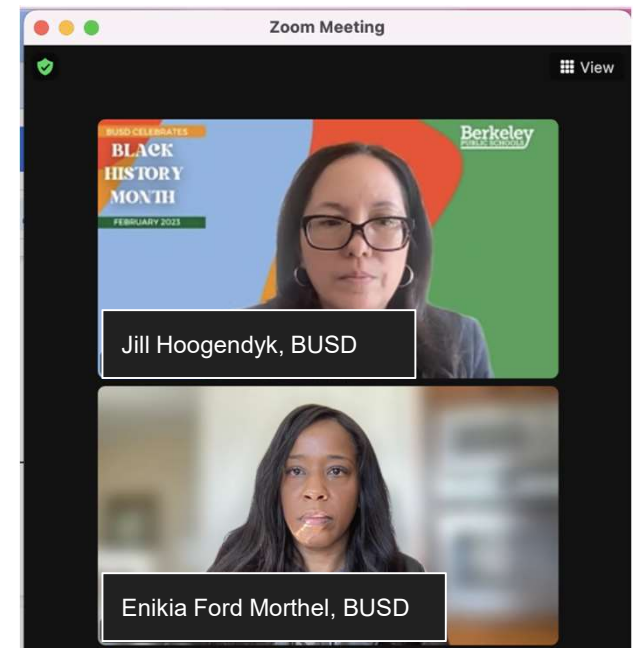
- Screen on, if at all possible
- [RE]name your screen to reflect your name & group

## Discussions/Chat

- Only SBAC Voting representatives & BUSD staff can engage in discussions
  - Raise Hand via Zoom, if you would like to speak
- Only SBAC voting members and participating staff can use the chat
  - Chat should only be used when asked specific for agenda topic/task
- Meeting participants/audience can only speak during Public Comments

## Voting

- Only SBAC representatives can vote



# SBAC Purpose, Roles and Responsibilities



The Superintendent's Budget Advisory Committee shall serve the Berkeley Unified School District in an advisory capacity on matters pertaining to District finances. The functions of the Superintendent's Budget **Advisory Committee** shall be:

1. To *review the budget, procedures or any specific study items* as requested by the Superintendent or at the committee's initiative.
2. To provide written recommendations to the Superintendent.
3. To provide any oral presentations to the Board of Education at the Superintendent's request or at the committee's initiative.

# Our Mission

Enable and inspire our diverse student body to achieve academic excellence and make positive contributions to our world.

Excellence

Equity

Engagement

Enrichment



## Welcome and Member Roll Call

- Public Comments

## Moving Towards the Target

### Budget Reduction Strategies

- *Update on Identifying the Budget Target*
- *BUSD Budget Reduction Strategies*
  - *Update on Implementation of Initial Strategies*
  - *Committee Work: Review and Respond to Contract List\**
  - *Committee Work: Review and Respond to Legal Costs\**

***\*Information Requested by SBAC members***

## Closing Moves

- *Preview Next Steps*
- *Review New! SBAC Meeting dates*

## Session Appendix

<div> <div> Berkeley PUBLIC SCHOOLS <small>Excellence • Equity • Engagement • Enrichment</small> </div> <div>KEY TERMS</div> </div>	
Unaudited Actuals	How much the district actually spent in expenditures and earned in revenue for the year ended June 30, 2022
Estimated Actuals	What the District budgeted for expenditures and revenue for the year ended June 30, 2022, as of June 29, 2022 when the budget was adopted. We update the Adopted budget three times a year.
Fund Balance	Cumulative balance of funds at the end of the fiscal year.
Unrestricted General Funds (UGF)	Funds that are not restricted for a particular purpose - the district's operating revenue.
Reserve	Funds set aside for economic uncertainties.
May Revise	The District issues budget updates three times during the year. In January he issues the initial budget. The budget is revised in May (May Revise), and the final or enacted budget is issued in June.
Variance Report	Variance Report compares the difference between the Estimated Actuals and the Unaudited Actuals



# **BUSD Budget Overview**

## **BUSD Fiscal Team**



**Pauline Follansbee**  
Assistant Superintendent of  
Business Services



**Emily Mayer**  
Executive Director of Business  
Services

# Moving Towards the Target

*Multi-Year Plan - Identifying the Target*



Multi-Year Projections 2024-25 Budget Target Unrestricted General Fund			
Unrestricted General Fund (in millions)	2023-24	2024-25	2025-26
REVENUE			
COLA	8.22%	0.76%	2.73%
ADA - Funded	8,938	8,679	8,653
UPC	2,659	2,659	2,659
UPP	29.09%	28.92%	28.92%
LCFF Funding			
Base Funding	106.6	107.7	110.8
Govt January 2024-25 budget		-3.1	-3.8
Supplemental Funding	5.8	5.9	6.0
Govt January 2024-25 budget		-0.2	-0.2
Total LCFF Funding	112.4	110.3	112.8
Other State Funding	4.1	4.1	4.1
Local Funding	2.1	2.1	2.1
TOTAL REVENUE	118.6	116.5	119.0
Unrestricted General Fund (in millions)	2023-24	2024-25	2025-26
Expenditures	-111.1	-112.7	-115.5
Budget Adjustments COLA at 3.9% (TARGET)			2.5
TARGET - ongoing		6.5	6.5
TOTAL EXPENDITURES	-111.1	-106.2	-106.5
TOTAL SOURCES AND USES	-9.3	-10.1	-10.1
Change in Fund Balance	-1.8	0.2	2.4
Beginning Fund Balance	7.2	5.4	5.6
Ending Fund Balance	5.4	5.6	8.0

The background of the slide is a dense, overlapping pattern of US dollar bills, primarily \$100 bills, with a semi-transparent red overlay. The text is centered over this background.

# Moving Towards the Target

*Budget Reduction Strategies*

# Budget Reduction Strategies



**Evaluate and Remove Vacant Positions\***

**Truing up Program Costs:** Evaluate Program Costs and make sure allocation matches true cost

**Eliminate Expenses covered in other funding sources**

**Evaluate Annual Unexpended Funds**

**Look for inefficiencies:** Identify Examples (programs and positions) where we duplicate efforts

**Transfer Expenses to other funding sources**

**Consolidate and Reduce (Positions and Programming)**

## Key Takeaways



### Evaluate and Remove Vacant Positions\*

#### Position Control Report

- **Removing Vacant Positions after analysis**
  - 21.58 FTE at an estimated savings of \$1,773,049.54 (multiple funds)
  - Continuing to analyze 133.65 FTE that is vacant
- **Considering Potential Hiring Freeze(s)**
- **March 15th Notices being prepared for positions**
  - considered temporary due to funding
    - includes PTA monies, Expiring Grants, One-Time Funding, and Monies with Plans pending Board Approval
  - being adjusted due to changing student enrollment



Truing up Program Costs: Evaluate Program Costs and make sure allocation matches true cost

**Eliminate Expenses covered in other funding sources**

Evaluate Annual Unexpended Funds

Look for inefficiencies: Identify Examples (programs and positions) where we duplicate efforts

**Transfer Expenses to other funding sources**

# Today's Team Task

[Contract Lists](#)



[Group 1 Template](#)

[Group 2 Template](#)

[Group 3 Template](#)

[Group 4 Template](#)





# Berkeley

## PUBLIC SCHOOLS

## Questions

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# Today's Team Task

[Legal Costs](#)



[Group 1 Template](#)

[Group 2 Template](#)

[Group 3 Template](#)

[Group 4 Template](#)



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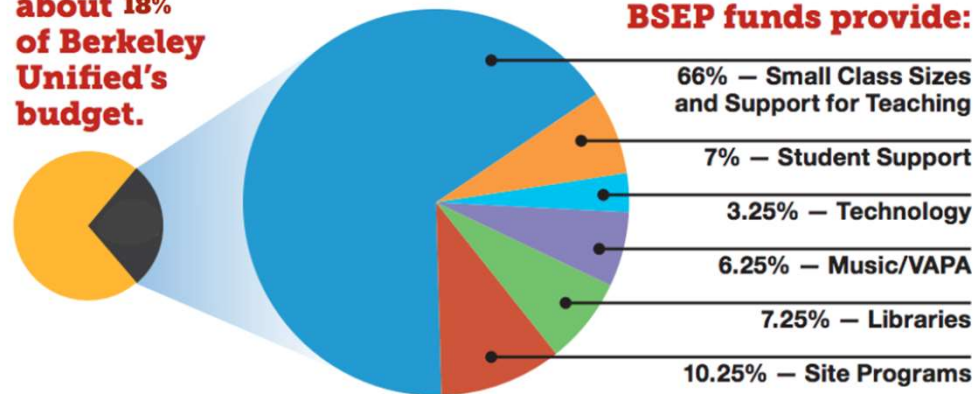
The Berkeley  
Schools Excellence  
Program (BSEP) is  
an Eight Year Local  
Parcel Tax

Provides  
approximately \$37  
Million in 2023-24

In 2023-24, \$3.6  
Million of BSEP has  
been allocated  
directly to sites

# BSEP ★ Excellence!

**BSEP is  
about 18%  
of Berkeley  
Unified's  
budget.**



**Renews in March, 2024!**

# Next Steps



## Next Meeting

March 13, 2024

**4:00 - 5:30 pm**

Presentation of 2nd Interim to Board of Education March 6th

Share Proposed Targets to BOE

- BUSD proposal for Budget Target
- Share BUSD preliminary proposals for Budget Reductions/Solutions
- Get input from SBAC on proposals

~~December 13~~

~~January 31~~

February 14 - N/A

February 28

March 13

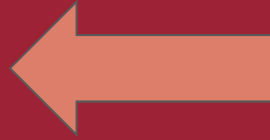
March 27

April 3

April 24

May 1

May 15



**SBAC**  
**Meeting Dates - will add**  
**Meetings as needed**

**4:00 - 5:30 pm**



## Superintendent's Budget Advisory Committee



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# Appendix

SBAC Resources  
Key Vocabulary/Terms



# Core Values of Resource Allocation

24



## Equity

We allocate resources to create the conditions to realize our district mission, address inequities and remove barriers that hinder that mission from being realized



## Transparency

We believe it essential that the community understands the criteria and conditions that inform the allocation of resources



## Excellence

We engage in continuous improvement - reflecting on resource allocation decisions, progress monitoring and using data to inform and evaluate implementation and impact



## Engagement

We believe that context matters and that those closest to the work with the deepest understanding must have input in the decisions to leverage resources and meet student needs.




## Sustainability

We allocate resources responsibly, planning not just on how to start programming but also considering staff, time, and resources required to sustain those initiatives.




## Stability

## KEY TERMS

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## KEY TERMS

 <b>LCFF Base</b>	<p>The Local Control Funding Formula (LCFF) is hallmark legislation that fundamentally changed how all local educational agencies (LEAs) in the state are funded, and provides funding based a per pupil grant allocation for each grade span.</p>
<b>LCFF Supplemental</b>	<p>Equal to 20 percent of the adjusted base grant multiplied by ADA and the unduplicated percentage of targeted disadvantaged pupils. Targeted pupils are those classified as English learners (EL), meet income requirements to receive a free or reduced-price meal (FRPM), foster youth, or any combination of these factors (unduplicated count).</p>
<b>Services and Operating Expenses</b>	<p>Expenditures for professional services, instructional and non-instructional services &amp; consultants, sub-agreements for services, legal services, field trip costs, printing, advertising, catering, and computer software licenses &amp; subscriptions.</p>
<b>Direct Costs</b>	<p>Transfer of costs for services between departments and programs include services provided such as printing, transportation for field trips, catering, maintenance &amp; repair, and technology expenses.</p>
<b>Indirect Costs</b>	<p>Transfer of indirect costs between programs and funds. Indirect costs are district-wide general management costs. It consists of administrative activities necessary for the general operation of the district, as as accounting, budgeting, payroll preparation, personnel services, purchasing, centralized data processing.</p>



## KEY TERMS

<b>Average Daily Attendance (ADA)</b>	Total ADA is defined as the total number of days of student attendance divided by the total number of days in the school year. Absent students are not counted in the daily count. A student attending every day would equal one ADA. ADA is not the same as enrollment, which is the number of students enrolled in district.
<b>Unduplicated Pupil</b>	Unduplicated of pupils are students who (1) are English learners, (2) meet income or categorical eligibility requirements for free or reduced-price meals under the National Schools Lunch Program, or (3) are foster youth.
<b>Cost of Living Allowance (COLA)</b>	An increase in funding for schools from the state or federal government due to inflation. The funded COLA for FY 2022-23 is 6.56%

# Advisory Committee Purpose, Roles and Responsibilities



Advisory committees serve the Berkeley Unified School District in an **advisory** capacity on matters pertaining to various aspects of the district plans and budgets in collaboration with district staff and other committee members. The scope of which varies depending on committee (see [District Training Committee Resource Website](#))

- ☐ Liaison and represent your school communities, etc on the committees
  - ☐ **Share Information**
- ☐ Focus on advisement and collaboration with district staff
- ☐ **Review and monitor implementation of respective plans, budget and implementation/impact metrics**
- ☐ Provide recommendations (to principals, district staff, and/or the Superintendent), as appropriate

The background of the slide is a dense, overlapping pattern of US dollar bills, primarily \$100 bills, rendered in a monochromatic red color. The bills are scattered across the entire frame, creating a textured, financial backdrop.

# Big Ideas and TakeAways

From 2022 SBAC Committee

*“We can do anything but we can’t do everything”*



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## Questions

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