

BSEP/Measure A PLANNING & OVERSIGHT COMMITTEE MINUTES

January 10, 2012

Malcolm X School Library
1731 Prince St., Berkeley

P&O Committee Members Present:

Lea Baechler-Brabo, <i>Oxford (Alt)</i>	Brett Cook, <i>Malcolm X</i>	Larry Gordon, <i>Berkeley High</i>
Patrick Hamill, <i>Thousand Oaks</i>	Elisabeth Hensley, <i>King (co-Chair)</i>	Diana Kuderna, <i>Berkeley High (Alt)</i>
John Lavine, <i>King</i>	Catherine Lazio, <i>Willard</i>	Chris Martin, <i>LeConte (co-Chair)</i>
Brittni Milam, <i>Washington</i>	Jay Nitschke, <i>King (Alt)</i>	Dawn Paxson, <i>Emerson</i>
Shauna Rabinowitz, <i>Jefferson</i>	Margot Reed, <i>Longfellow</i>	Abigail Surasky, <i>Longfellow (Alt)</i>
Greg Wiberg, <i>Oxford</i>		

P&O Committee Members Absent:

Marjorie Alvord, <i>Berkeley High (Alt)</i>	Juliet Bashore, <i>Rosa Parks</i>	Nicole Bowen, <i>Arts Magnet</i>
Mariane Ferme, <i>Berkeley High</i>	Michelle Ferrari, <i>Jefferson (Alt)</i>	Aaron Glimme, <i>Berkeley High</i>
Esther Hirsh, <i>Berkeley High</i>	Ruby Holder, <i>B-Tech</i>	Christine Mattson, <i>Willard</i>
Deirdre Nurre, <i>Cragmont (Alt)</i>	Dialy Paulino, <i>Cragmont</i>	Ardel Thomas, <i>Pre-K</i>
Sara Tool, <i>John Muir</i>	Evon Williams, <i>Longfellow</i>	Representative, <i>Independent Study</i>

Visitors, School Board Directors, District Advisory Committee Liaisons, Staff and Guests:

Christina Faulkner, <i>Director, Curriculum & Instruction</i>	Josh Daniels, <i>School Board</i>	Suzanne McCulloch, <i>Supervisor, Visual & Performing Arts (VAPA)</i>
Veronica Valerio, <i>Coordinator, Professional Development</i>	Julie Venuto, <i>Teacher on Special Assignment, RtI/Special Ed Coach</i>	

BSEP Staff:

Nancy Hoeffler, <i>BSEP Manager</i>	Mary Hurlbert, <i>Admin. Coord.</i>	Elizabeth Karam, <i>Senior Budget Analyst</i>
Mark Coplan, <i>Public Info. Officer</i>	Liz O'Connell-Gates, <i>Staff Support</i>	

1. Call to Order

Co-chair Chris Martin called the meeting to order at 7:15 p.m. and invited P&O members to introduce themselves. Administrative Coordinator Mary Hurlbert announced that she would retire in June after 20 years of service to the District. Public Information Officer Mark Coplan paid tribute to retired BUSD educator and School Board member Terry Doran who passed away on New Year's Day, 2012.

2. Establish Quorum

The quorum was established with 13 voting representatives present.

3. Co-chair's Comments

Chris Martin, Co-Chair

Martin thanked P&O members for participating in the New P&O Member training on November 29th.

4. Approval of P&O Meeting Minutes: 11-15-11

MOTION CARRIED (Reed/Cook): to approve the minutes of November 15, 2011. The minutes were approved unanimously.

5. BSEP Manager Report

Nancy Hoeffer, BSEP Manager

As part of the P&O Member Orientation Series, Hoeffer introduced the evening's speakers.

**6. P&O Member Orientation Series, Part V:
Professional Development & Student Achievement**

Christina Faulkner, Director of Curriculum & Instruction

Veronica Valerio, Professional Development Coordinator

Julie Venuto, Teacher on Special Assignment, RtI/Special Ed Coach

Professional Development for Teachers

Christina Faulkner began by distributing an article from *The New York Times* entitled *Big Study Links Good Teachers to Lasting Gain*. She then distributed a definition of professional development, and stated that professional development is important in all professions from medicine to teaching. She noted that staff development in education is far more targeted now than in the past, with more in-class coaching and modeling.

Faulkner said that the State of California requires new teachers to take professional development classes for two years to become fully credentialed. She said BUSD gives novice teachers robust support and keeps all teachers abreast of changes in curriculum and pedagogy through ongoing professional development that includes summer workshops, and an excellent teacher-coaching program. Faulkner distributed a roster of the BUSD district-wide Professional Development staff, which includes Teachers on Special Assignment who coach their peers in subjects ranging from Literacy, Math, and Instructional Technology to Student Behavior and Cultural Responsiveness. She also shared a spreadsheet showing the various funding sources (State & Federal and BSEP) that pay for the BUSD Professional Development program.

In conclusion, Faulkner distributed a draft of the first page of a manual being written by Veronica Valerio and staff, titled *Response to Instruction and Intervention: An Overview of Theory and Practice*. She invited Valerie Valerio to describe Response to Intervention as implemented in BUSD.

Response to Intervention (RtI- also known as ULSS)

Valerio said her charge is to ensure that all kids are engaged, on task, and learning in an academic environment where classes are stimulating and tightly structured. She said that in class kids should be reading, writing, listening and speaking, 100% of the time, and that this is the message her office wants to get across to teachers. She said she wants to give all teachers the tool to make this happen. Valerio explained that RtI is a federally-mandated, multi-tiered approach to identifying the academic and/or behavioral challenges of children attending public school, Pre-K through Grade 12. She said that BUSD is required to implement RtI systems that deliver outstanding instruction and qualified professionals equipped to support students' academic and emotional challenges.

Valerio said her office provides experts in behavioral intervention, math, literacy, cultural and linguistic diversity, as well as special education. She explained that her staff's job is to go school sites, listen to teachers' and administrators' needs and then tailor professional development aimed at successfully addressing academic and behavioral challenges.

Teacher on Special Assignment Julie Venuto added that math and literacy coaches work together to implement the *Columbia Teachers College Reading & Writing Program* and the math program. She said the coaching support team looks at how the teaching models are being implemented and then tries to determine whether children are being well served. She said that their work involves observing students in the classroom to find out if they are mastering the curriculum standards. Venuto said that professional development days, Wednesday collaboration days, and Monday late start days at Berkeley High provide opportunities for rich discussions with teachers about what is happening in core instruction and about what further support kids need to master the standards. Valerio added that, in cases where students are not mastering necessary skills or are having emotional issues, the RtI team brain-storms about supports that can be put in place to remedy the situation, so all children can thrive.

Valerio said most of the stake-holders (classroom teacher, RtI Teacher, Lit Coach, Principal, and others) meet bi-weekly to discuss RtI implementation. Faulkner added that BUSD uses district-wide benchmarks to monitor students' academic progress. She noted that manual tracking systems are in place to monitor challenging behavior and that this kind of data tracking would soon move to the district's PowerSchool data system.

Hoeffler thanked the three presenters, saying that Professional Development and RtI are highly valued at BUSD.

7. BSEP Annual Report for FY 2010-11 & First Interim Report FY 2011-12

Nancy Hoeffler, BSEP Manager

Liz Karam, Senior Budget Analyst

Suzanne McCulloch, Visual & Performing Arts Supervisor

Overview

Hoeffler distributed the BSEP/Measure A Annual Report for FY 2010-11, which also includes the First Interim Report for FY 2011-12. She said the P&O would soon hear budget proposals for 2012-13. Hoeffler said that the P&O would focus on revenue projections for FY 11-12 and the Class Size Teacher Template at upcoming P&O meetings.

Hoeffler led the P&O through the Annual Report, resource by resource. She said that when the P&O accepted the Annual Report, it would then be presented to the School Board, by the end of January, 2012. Hoeffler explained that that in the Annual Report, Fund 4 referred to all Measure A of 2006 monies, while Funds 5, 6, 7 & 8 referred to balances from past BSEP measures. Hoffer introduced Senior Budget Analyst Liz Karam who works closely with the City of Berkeley to make sure BUSD receives its property tax dollars.

BSEP Budget and Revenue Timeline

Karam reviewed the annual time frame of budgeting, reporting and spending, which highlights the fact that the district budgets for and spends BSEP funds many months before receiving the actual BSEP tax revenues

Timeline	Activity
February 2010	Work begins on the following year's budget, including projecting anticipated BSEP tax revenues
By June 30, 2010	FY 2010-11 Budget adopted by Board
July 1, 2010	Spending from FY 10-11 budget begins
October 2010	FY 2010-11 property tax bills arrive in Berkeley mailboxes
December 2010	First installment of BSEP tax revenue for FY 2010-11 is received by

Timeline	Activity
	BUSD (approximately 50% of total projected revenue)
By December 15, 2010	First Interim Report (financial adjustments as of Oct 31) goes to the Board
By March 15, 2011	Second Interim Report (financial adjustments as of January 31) goes to the Board
April 2011	Second installment of BSEP tax revenue for FY 2010-11 is received by BUSD (approximately 45% of total projected revenue)
June 30, 2011	Fiscal Year ends
July-August 2011	FY 2010-11 fiscal books are closed; final BSEP revenue is estimated
August 2011	Final balance of FY 10-11 BSEP tax revenue is received (approximately 5%)

Karam said the BSEP tax revenue received from Alameda County in 2010-11 was close to what had been projected. She added that in recent years the City of Berkeley has worked diligently to review their records, update square footage data, and bill property owners accurately, including for taxes past due. She noted that in FY 2010-11 the City provided \$395,000 to BSEP, which includes an unexpected, one-time payment of \$242,000 from prior years' tax collections.

Karam noted that to be exempt from property taxes, non-profits must file an annual request with the City. Failing to do so by the deadline means that they must pay the tax and then request a refund. She said BSEP issued nearly \$94,000 in tax refunds in 2010-2011 to individuals and organizations, of which nearly \$72,000 was refunded to Alta Bates Hospital.

Class Size Reduction (CSR – Resource 0841)

Hoeffler walked the committee through the Class Size Reduction section of the report, stating that the Teacher Template would be reviewed in depth at the next meeting. She noted that BSEP share of the funds to reduce class sizes are transferred to the General Fund as a reimbursement twice a year, based on the actual General Fund expenditures for classroom teachers. Hoeffler added that the reduction in the CSR fund balance indicates that the District has been deficit spending in the CSR resource (spending more than the year's revenue), which would have to change to sustain CSR funds for the life of the Measure (through FY 2016-2017).

Music and Visual & Performing Arts (VAPA – Resource 0853)

McCulloch distributed an updated brochure about the Music Program and then walked the P&O Committee through the VAPA section of the FY 2010-11 Annual Report. She pointed out that BUSD is fortunate to host two programs that don't cost the District anything: The Music Connection, a collaboration with UC Berkeley, and summer music camps offered through the City of Berkeley.

McCulloch cautioned that as written, BSEP/Measure A of 2006 does not provide any music at Berkeley High School. She said the music program at BHS needs to be much stronger and that more entry level music classes needed to be made available for students. Hoeffler encouraged the Committee to communicate with the Board about this situation.

Hoeffler concluded the meeting by briefly reviewing the other sections of the FY 2010-11 BSEP Annual Report. The Annual Report will be on the next P&O meeting agenda for adoption.

8. Adjournment

The meeting was adjourned by acclamation at 9:45 p.m.

Minutes submitted by: Liz O'Connell-Gates