

BSEP/Measure A PLANNING & OVERSIGHT COMMITTEE MINUTES

November 15, 2011

Malcolm X School Library
1731 Prince St., Berkeley

P&O Committee Members Present:

Lea Baechler-Brabo, <i>Oxford (Alt)</i>	Juliet Bashore, <i>Rosa Parks</i>	Nicole Bowen, <i>Arts Magnet</i>
Brett Cook, <i>Malcolm X</i>	Mariane Ferme, <i>Berkeley High</i>	Michelle Ferrari, <i>Jefferson (Alt)</i>
Aaron Glimme, <i>Berkeley High</i>	Larry Gordon, <i>Berkeley High</i>	Elisabeth Hensley, <i>King (co-Chair)</i>
Esther Hirsh, <i>Berkeley High</i>	Ruby Holder, <i>B-Tech</i>	Diana Kuderna, <i>Berkeley High (Alt)</i>
Catherine Lazio, <i>Willard</i>	Chris Martin, <i>LeConte (co-Chair)</i>	Brittini Milam, <i>Washington</i>
Jay Nitschke, <i>King (Alt)</i>	Dawn Paxson, <i>Emerson</i>	Abigail Surasky, <i>Longfellow (Alt)</i>
Ardel Thomas, <i>Pre-K</i>	Sara Tool, <i>John Muir</i>	Greg Wiberg, <i>Oxford</i>
Evon Williams, <i>Longfellow</i>		

P&O Committee Members Absent:

Marjorie Alvord, <i>Berkeley High (Alt)</i>	John Lavine, <i>King</i>	Margot Reed, <i>Longfellow</i>
Representative, <i>Cragmont</i>	Representative, <i>Thousand Oaks</i>	Representative, <i>Willard</i>
Representative, <i>Independent Study</i>		

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

Debbie D'Angelo, *Director Evaluation & Assessment*

BSEP Staff:

Nancy Hoeffler, <i>BSEP Manager</i>	Mary Hurlbert, <i>Admin. Coord.</i>	Liz O'Connell-Gates, <i>Staff Support</i>
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1. Call to Order

Co-Chair Chris Martin called the meeting to order at 7:17 p.m. and invited P&O members to introduce themselves and give updates on their School Governance Council. Aaron Glimme noted that Berkeley High has both a BSEP Committee and a School Site Council. He said that their BSEP Committee discussion was focusing on the effective expenditure of \$100,000 for instructional materials. Mary Hurlbert reported that grant money for emergency preparedness had enabled the staging of a full-scale earthquake drill at Cragmont School today. She confirmed that representatives from the City, and the Coast Guard had reviewed the drill and had given BUSD a high grade for readiness. BUSD plans to conduct an emergency drill twice a year. BSEP Manager Hoeffler said that the emergency preparedness grant money had been used to develop emergency plans at all school sites.

2. Establish Quorum

The quorum was established with 17 voting representatives.

3. Co-Chair's Comments

Chris Martin, Co-Chair

The co-chair apologized for his handling of the final action item P&O members voted on at the November 1st P&O meeting. He reminded everyone that the action item in question

had involved a vote on the use of technology carryover monies not initially allocated in the first technology budget presented to and approved by the P&O in spring 2011. Martin said that in hindsight he should have postponed that action item until the November 15th meeting. He had since met with Nancy Hoeffler and co-Chair Elizabeth Hensley to discuss when P&O approved budgets that had been altered over the summer months needed to return to the Committee for further review. He said consensus suggested that budget plans regarding carryover funds needed to be returned to Committee when a change in the purpose of expenditures had occurred.

Nancy Hoeffler added that if the Board needed to see changes then the P&O needed to review these same changes.

In response to whether or not the P&O would be notified about changes made to budgets during the summer months, Chris Martin said that if the P&O Steering Committee made a decision that adjusted a plan, the Co-Chairs and the BSEP Manager would be responsible for returning the plan to the P&O for review. Hoeffler added that any changes would be shown in the Annual Report. P&O members discussed the merits of a written policy regarding such budget changes.

4. BSEP Manager Report

Nancy Hoeffler, BSEP Manager

Hoeffler reminded the Committee that there would be a new member Orientation on November 29, 2011. The BSEP manager said she wanted P&O members to be very well informed about District goals and policy and planned to bring guest speakers, such as Debbi D'Angelo, to P&O meetings. She then introduced Director of Evaluation and Assessment Debbi D'Angelo.

5. P&O Member Orientation Series part IV: Berkeley Evaluation & Assessment (BEA) Office

Debbi D'Angelo, Director Evaluation & Assessment

D'Angelo explained that her department collected data and then used it as a framework for collaborative inquiry which in turn informed and drove instructional improvement for all students. The Director of Evaluation and Assessment said that during the past couple of months she or one of her staff had visited two middle schools and almost every elementary school. She said she would soon visit B-Tech and Berkeley High School. She explained that BSEP funded 3.7 FTE (full-time equivalent) of the 5.6 FTE in the BEA office; the remainder was funded by outside sources. She noted that BSEP funds did not cover the administration of federal and state-mandated tests.

D'Angelo stated that her department's goal was to help the principals, staff and the School Governance Councils gather information from local assessments, formative assessments, common assessments, and state-wide assessments. She explained that BEA worked with each school to achieve its specific vision and also worked with the District to help it attain broader goals. She said her top priority was to ensure that all students were learning and that effective programs existed to help students in their learning process. D'Angelo noted that B-Tech and BHS were going through an accreditation process issued by the Western Association of Schools and Colleges (WASC). She

explained that this was critical, because without this accreditation students would not graduate with a diploma.

D'Angelo said her duties also included: researching reasons for the decline in secondary math scores, fielding requests from outside researchers wanting to do research at BUSD, preparing Board reports, serving on the 2020 Vision Committee, supervising research interns, reviewing school site plans, and ensuring that the State-required School Accountability Report Cards (SARC) are informative and accurate.

D'Angelo said that three of her staff members, Marie Joiner, Lori MacDonald and Erin Schweng were teachers on special assignment. She said Lori MacDonald had been assigned to the ULSS program, now known as Response to Intervention (RTI2).

She said her office created surveys for certain schools and that particular schools would serve as pilot schools for special evaluation projects.

D'Angelo said that if the P&O needed data to inform its decision-making regarding certain programs, she would do her best to provide it.

6. Class Size Report

Aaron Glimme, BHS, Nancy Hoeffler, BSEP Manager

Hoeffler distributed the annual Class Size Report, which was prepared by Student Assignment Manager Francisco Martinez and BHS teacher Aaron Glimme. By way of background Hoeffler mentioned that there had been controversy over high class sizes at BHS in the past. Hoeffler said that this year BUSD is actually overstaffed due to declining enrollment, and that classes were particularly small. Hoeffler led the P&O through graphs of class size averages by school. Glimme reiterated that the normally spot-on projections for student enrollment, was off this year and over-staffing was occurring at the middle schools and at BHS. Glimme said the average class size at Berkeley High was 26 (excluding P.E. classes).

Discussion followed and it was noted that schools were required to post class size data and make it available to the public. The point was made that BUSD had much smaller class sizes compared to other districts and that the class size average as stated in Measure A was being met. Some concerns were expressed about outlier classes, both large and small. Hoeffler said she had every confidence that principals, throughout the District, were working hard to create staffing models that addressed the needs of all students.

7. Nominations/selection of P&O Reps to District & P&O Committees:

Superintendent's Budget Advisory Committee (SBAC)

Hoeffler said that initially last year, she and Larry Gordon were the P&O representatives to the SBAC. She was in the second year of a two-year term; Gordon was in the first year of his two-year term. When she left the P&O Committee to assume the position of BSEP Manager, Greg Wiberg stepped in for the remainder of her term. Hoeffler said that Gordon would serve the second year of his term this year, and that the Committee needed to appoint one new representative and an alternate.

- Mariane Ferme nominated herself as a Representative.
- Greg Wiberg nominated himself as a Representative.
- Ruby Holder nominated herself as an Alternative.

The P&O members cast their votes on paper ballots. The co-Chairs and Hoeffler counted the ballots and later announced that Greg Wiberg would be the new representative (beginning a new two-year term), and Mariane Ferme would be the Alternate (a one-year term).

Facilities, Safety & Oversight Committee (FSMOC)

Nancy Hoffer said the P&O Committee needed to appoint two representatives to this district-wide committee.

- Catherine Lazio was nominated to the FSMOC by Chris Martin.

MOTION CARRIED (Martin/Wiberg): to appoint Catherine Lazio P&O Representative to the Facilities, Safety & Maintenance Oversight Committee for 2011-2012. The motion passed unanimously. The second representative was left vacant.

P&O Steering Committee

Hoeffler stated that co-Chairs Elisabeth Hensley and Chris Martin would serve on this seven member committee by default. Nicole Bowen, Aaron Glimme, Ruby Holder, Esther Hirsh, and Evon Williams volunteered to serve on the Steering Committee.

MOTION CARRIED (Paxson/Martin): to appoint Nicole Bowen, Aaron Glimme, Esther Hirsh, Ruby Holder, and Evon Williams to the P&O Steering Committee for 2011-2012. The motion passed unanimously.

P&O Subcommittees

Hoeffler said that Visual and Performing Arts (VAPA) and Library were two active P&O subcommittees that always welcomed volunteers. It was agreed that more subcommittees could be formed if necessary.

8. Approval of P&O Meeting Minutes: 9/20/11, 11/1/11

MOTION CARRIED (Glimme/Williams): to approve the minutes of 9/20/11. The motion passed unanimously.

MOTION CARRIED (Glimme/Bowen): to approve the minutes of 11/1/11. The motion passed unanimously.

9. Adjournment

The meeting was adjourned by acclamation at 9:30 p.m.

Minutes submitted by: Liz O'Connell-Gates