



BERKELEY UNIFIED SCHOOL DISTRICT
BERKELEY SCHOOLS EXCELLENCE PROGRAM
2134 Martin Luther King, Jr. Way, Berkeley, CA 94704
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MEETING NOTICE

COMMITTEE: BSEP Planning & Oversight Committee
DATE: Tuesday, March 20, 2012
LOCATION: Malcolm X School Library **TIME:** 7:00
1731 Prince St. **Gavel down: 7:15**
CHAIRPERSON: Chris Martin

AGENDA

- 7:15 1. Call to Order & Introductions
2. Establish the Quorum/ Approve Agenda
3. Chairs' Comments (Chris Martin & Elisabeth Hensley)
4. Public Comment
- [Presentation] 7:30 5. ***Financial Updates with Javetta Cleveland, Deputy Superintendent for Business***
•BUSD Budget Update
•District Disbursement Procedures
•BSEP Audit for 2010-11
- 8:00 6. BSEP Manager's Comments (Monica Thyberg)
•Review of Administrative Recommendation for BSEP Class Size Budget-2012-13
•Subcommittee meetings (CSR & Evaluation)
•Revised P&O Calendar - 2012-13
- Subcommittee Reports/Action Items**
- 8:20 7. BSEP Site Allocations for 2012-13 (Mary Hurlbert)
- [Discussion] 8:30 8. Restructuring BUSD parent outreach services (Thyberg)
- 8:55 9. Report from Communications Task Force
(Lea Baechler-Brabo & Mark Coplan)
- [Action] 9:20 10. Approval of the Minutes: 2-28-12, 3-6-12
- 9:30 11. Adjournment

Upcoming P&O Meetings:

April 10: Action: Class Size Plan for 2012-13; **Presentation:** Prof Development, Prog Eval, Parent Outreach
April 24: Action: Parent Outreach for 2012-13 **Presentation:** Library, Music, Visual & Perf Arts, Inst Materials

BUSD BSEP PLANNING & OVERSIGHT COMMITTEE CALENDAR, 2011-2012

BSEP Planning and Oversight Committee meetings are held in the Malcolm X School Library, 1731 Prince Street, Berkeley, on 1st & 3rd Tuesdays @ 7:00 pm, unless otherwise noted.

September 20 **Last meeting of 2010-2011 P&O Committee. Presentation:** BUSD Communication Plan.
Review: School Governance Council elections & training

October 27 (Thursday) – Site Committee Training (SGC, BHS BSEP & SSC)

November 1 **Organization:** Election of Chair. Establishment of P&O calendar. **Review:** BSEP Annual Plan for FY 2011-12. **Action:** Additional equipment from BSEP Technology Carryover funds.

November 15 **Presentations:** • Class Size Report for FY 2011-12. • Berkeley Evaluation & Assessment (BEA).
Organization: Appointment of P&O Reps to P&O Steering Committee, Supt's Budget Advisory Committee (SBAC), Facilities, Safety & Maintenance Oversight Committee (FSMOC)

November 29 (Site TBD) Orientation: New P&O Committee Representatives

January 10 **Presentation:** Professional Development for Teachers & Response to Intervention (Rtl)

January 24 **Discussion with Superintendent:** • State Budget situation • Process & timeline for selecting the new superintendent. **Review:** BSEP Annual Compliance Report for FY 2010-11

February 7 **Presentation:** BSEP Revenue Projection & COLA for 2012-13. **Superintendent's Update:** State & BUSD budget situation. **Action:** P&O Statement to Board re: Use of BSEP Class Size funds.

February 28 **Presentation:** Admin Recommendation for BSEP Class Size Funds & Teacher Template–2012-13

March 6 **Discussion:** Administration's Recommendation for BSEP Class Size Budget for FY 2012-13.

March 20 **Financial Updates with Deputy Supt Javetta Cleveland:** BUSD budget, BUSD disbursement procedures, BSEP Audit for 2010-11. **Review:** Administration's Recommendation for BSEP Class Size funds for FY 2012-13. **Discussion:** Restructuring parent outreach services.

April 10 **Action:** Recommendation for FY 2012-13 BSEP Annual Plan for Class Size Reduction.
Presentation of Recommendations for BSEP Annual Plans for FY 2012-13:
• Professional Development • Program Evaluation • Parent Outreach

April 24 **Action:** BSEP Parent Outreach Program Plan for FY 2012-13. **Presentation** of Recommendations for BSEP Plans for FY 2012-13: • Library Program • Music & Visual & Performing Arts • Technology

April 20 (Friday) School Site Plans and budgets for FY 2012-13 due

May 1 **Action:** BSEP Annual Plans for FY 2012-13: • Professional Development. • Program Evaluation
Presentation of Recommendations for BSEP Annual Plans for 2012-13: • Public Information, Translation, BSEP Implementation • Instructional Materials (Fund 6 Carryover)

May 15 **Action:** BSEP Annual Plans for FY 2012-13: • Library Program. • VAPA • Technology • Fund 6

May 29 **Meeting to be held if needed**

June 5 **Action:** BSEP Plan for Public Information, Translation & BSEP Implementation for FY 2012-13.
Review: BSEP Site Plans for FY 2012-13. **Organization:** Summer Plans & Steering Committee

BSEP/Measure A PLANNING & OVERSIGHT COMMITTEE MINUTES

March 6, 2012

Malcolm X School Library
1731 Prince St., Berkeley

P&O Committee Members Present:

Keira Armstrong, <i>Washington (Alt)</i>	Mariane Ferme, <i>Berkeley High</i>	Aaron Glimme, <i>Berkeley High</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>	Jay Nitschke, <i>King (Alt)</i>	Shauna Rabinowitz, <i>Jefferson</i>
Margot Reed, <i>Longfellow</i>	Abigail Surasky, <i>Longfellow (Alt)</i>	

P&O Committee Members Absent:

Marjorie Alvord, <i>Berkeley High (Alt)</i>	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>	Esther Hirsh, <i>Berkeley High</i>
Ruby Holder, <i>B-Tech</i>	Brittni Milam, <i>Washington</i>	Dialy Paulino, <i>Cragmont</i>
Dawn Paxson, <i>Emerson</i>	Ardel Thomas, <i>Pre-K</i>	Sara Tool, <i>John Muir</i>
Greg Wiberg, <i>Oxford</i>	Evon Williams, <i>Longfellow</i>	Representative, <i>Willard</i>
Representative, <i>Independent Study</i>		

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

Judy Appel, *Oxford Parent* Julie Holcomb, *BHS Parent, former P&O Chair* Dan Lindheim, *former P&O Chair*

BSEP Staff:

Monica Thyberg, *Acting BSEP Manager* Mary Hurlbert, *Admin. Coord.* Mark Coplan, *PIO*

1. Call to Order & Introductions.

Co-chair Chris Martin called the meeting to order at 7:15 and invited representatives to introduce themselves.

2. Chair's Comments.

Chris Martin invited P&O members to contribute to the tea/coffee/cookie fund. He reminded attendees who were neither committee members nor alternates to hold their comments until the *Public Comment* portion of the meeting.

3. Monica Thyberg's Comments.

Thyberg thanked P&O members for emailing class-size-reductions questions to her. She clarified that while she welcomed queries by phone, in person, and via Google docs, an online, round-robin-style discussion of P&O Committee matters was a violation of the Brown Act's open committee law.

4. Public Comment.

Julie Holcomb, Visiting BHS Parent and former P&O co-chair.

Holcomb made the point that although community members were welcome to attend P&O meetings and to make statements during the public comment period, they should not be allowed

to participate in general committee meeting discussions. She said that while some controversy existed in the community around the planning role of this committee versus the planning role of BUSD's paid professionals, there was no controversy surrounding the P&O's role as an oversight working group.

5. BSEP Class Size Funds – A Historical Perspective and Analysis of the Administration's Recommendation for the expenditure of the BSEP Class Size Reduction Monies in FY 2012-13

Dan Lindheim, former P&O co-chair

Lindheim noted that when he was co-chair, he had always been acutely aware of the importance of adhering to the Measure so BUSD could return to the voters in good faith and ask them to renew it. He stated that Measure A of 2006 monies had become so integral to the District, that a failure to reaffirm the BSEP Measure would have disastrous consequences that could lead to huge class sizes and even bankruptcy. Lindheim said that although Berkeleyans had supported the Measure thus far, things could change. Then he cautioned the P&O to continuously look forward to the next election and to avoid situations that might give fodder to opponents. By way of example he said every single Berkeley neighborhood association had voted against the Measure when it was last on the ballot.

Analysis of Class Size Reduction Staffing Ratios in the 2012-13 School Year

Dan Lindheim, former P&O co-chair

Lindheim said that from his perspective the most critical thing for next year was whether or not there would be enough FTE to meet the BSEP Class Size Goals (20:1 K-3, 26:1 4-5, 28:1 6-12). He said he had looked at the BHS class-size data to see how BHS was adhering to or veering from the Measure's specifications. Having studied the Superintendent's recommendations for the expenditure of CSR monies, he said he wanted to determine what difference it would make if, as proposed, BUSD adjusted the BHS enrollment used for allocating FTE by staffing PE classes at a higher figure, and removing ROP classes, and pro-rating students who take less than a full class load.

Lindheim said he was surprised to find that current class size average at BHS, excluding PE and ROP is actually lower than last year, 26.7:1 compared to 28.7 last year. Saying that there were fewer large outlier classes and much more compression around the 28:1 class-size this year, Lindheim asked the P&O to consider whether BUSD was in compliance with the Measure's terms with a 28:1 class size, a 28:1 average class size, or a 28:1 median class-size. Lindheim said that this year if you eliminated all BHS classes below 23:1, BUSD would still meet the required 28:1. He said this was not only remarkable but might also explain why the administration had reviewed the numbers and had concluded that BHS was overstaffed. However, Lindheim warned that if BHS lost 6 FTE, the student teacher ratios might not look so good in the future and class-size spread would quickly grow.

The Administration's Proposal to Staff PE Classes at a 38:1 Ratio

Lindheim said he had no problem with this plan because the Measure explicitly excludes PE from the Class Size Goals. As an aside, he pointed out that PE had never been clearly defined in the Measure's language and that begged the question as to whether dance, for example, should fall under PE, under art, or even, in certain cases, under anthropology. He cautioned P&O members that they should be clear about what classes actually fell under this PE umbrella.

Regional Occupational Program (ROP)

Lindheim said that at first he had been confused as to why the administration wanted to subtract ROP classes from the total BHS enrollment when calculating 28:1 staffing requirements. He said he then realized that what the administration was saying was that ROP classes are already funded by ROP. Providing BSEP staffing for ROP class sections is double-funding. He noted that, since there are so few ROP classes, removing the ROP classes would make very little impact.

Proposal to add FTE to the Universal Learning Support Systems Program (ULSS)

Lindheim said that if the administration had concluded that the ULSS program was important for students' success, he questioned the P&O Committee's legitimacy to contradict or to override the District on that issue.

6. Discussion of Administration's Recommendation for BSEP Class Size Funds in FY 2012-13

Discussion ensued. A summary of the discussion will be available at the March 20, 2012 P&O meeting.

7. Adjournment

The meeting was adjourned by acclamation at 9:55 p.m.