

BSEP/Measure A PLANNING & OVERSIGHT COMMITTEE MINUTES

May 29, 2012

Malcolm X School Library
1731 Prince St., Berkeley

P&O Committee Members Present:

Keira Armstrong, <i>Washington (Alt)</i>	Lea Baechler-Brabo, <i>Oxford (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>	Catherine Huchting, <i>Malcolm X (Alt)</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>
Brittini 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>
Brett Cook, <i>Malcolm X</i>	Esther Hirsh, <i>Berkeley High</i>	Ruby Holder, <i>B-Tech</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>Willard</i>	Representative, <i>Independent Study</i>

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

Josh Daniels, <i>Board of Education</i>	William Huyett, <i>Superintendent</i>
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BSEP Staff:

Monica Thyberg, <i>Acting 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 & Introductions

Co-Chair Chris Martin called the meeting to order at 7:20 p.m. and invited introductions.

2. Establish the Quorum / Approve Agenda

The quorum was established with 12 voting members present.

3. Chairs' Comments

Chris Martin & Elizabeth Hensley

Martin said that although this was the final meeting of the school year, the 2011-12 P&O Committee's final meeting would be Tuesday, September 18th.

4. BSEP Manager's Comments

Monica Thyberg, BSEP Manager (Acting)

Thyberg thanked the P&O for their patience and support since her return to BUSD. She said she had learned even more about what knowledge ought to be communicated to her successor. She said she would be working over the summer and noted that the BUSD administration offices, including BSEP, would soon relocate to West Campus. Thyberg noted that budget work had delayed the completion of the P&O minutes for the past few meetings, and that they would be e-mailed to P&O members soon, with an "edit/approval by e-mail" process.

Thyberg distributed sign-up sheets for P&O members to indicate their interest in being involved in the selection of the new BSEP Manager. She also requested that P&O Steering Committee members note their availability this summer because of the likelihood that the Steering Committee would need to convene and it would be essential to have a quorum. Bringing the P&O up to date on the Superintendent search, Thyberg said the Board had not yet selected a replacement for Bill Huyett.

5. BSEP Site Plans for 2012-2013

Mary Hurlbert, BSEP Administrative Coordinator

Hurlbert distributed a chart showing the BSEP School Discretionary Allocations to the sites for 2012-13. She explained that the \$233 rate per pupil for 2012-13 was the same as for the current year, and that the rate was determined based on a number of factors: projected revenue for 2012-13, a modest fund balance in the Site Discretionary budget, and the current year's student enrollment. She then led the Committee through a summary of the BSEP-funded portion of the 2012-13 school site plans. She said that the site plans would be posted soon on the district website. Hurlbert noted that the trend over the past several years has been the reliance on BSEP site funds for academic and behavioral and emotional support for students. Field trips, performances, and the arts, once strongly supported with BSEP dollars, were now picked up by PTA fundraising.

6. BUSD Communications: Presentation and Feedback

Lea Baechler-Brabo, Communications Team

Baechler-Brabo distributed a progress report on the implementation of recommendations in the July 2011 BUSD Communications Study. Walking the P&O through the progress report, she said the District now relied heavily on the bi-weekly, A+ eNews to disseminate information.

Baechler-Brabo said future goals included: building parent, community, and increasing staff readership of the A+ eNews; growing BUSD's list of A+ eNews and home page blog RSS feed subscribers, increasing awareness of the website translation tool and Spanish A+ eNews edition, and branding the District using the 4 E's (Excellence, Equity, Engagement, and Enrichment.)

In response to a question on what type of materials the District translated into other languages, Baechler-Brabo said eight schools' student populations were at least 15% Spanish-speaking and the law required BUSD to provide those student and their families with Spanish translations of information sent out to families by the District. It was noted that although resources were not available to translate a 300-page Board document, it was possible, upon request, to translate an Executive Summary instead. Baechler-Brabo noted that the Spanish version of the A+eNews is sent out every other Monday to a list of about 300 people. Superintendent Huyett noted that one person could not handle all of the District's translation needs. He added that part of the new Translation Coordinator's duties included facilitating district-wide, multi-lingual translation needs at sites.

Thyberg said the Communications Team had worked with Special Education to ensure that IEP meetings and Disciplinary meetings could use the Language Line phone service for live interpretation. She noted that goals for next year included identifying people within the District who could also work as translators and collaborating with the unions and HR to

arrange for testing, set the compensation rate, and arrange a system whereby qualified people could be employed on an as-needed basis.

7. Recommendation for the expenditure of the BSEP fund for Public Information, Translation, P&O Committee Support in 2012-2013

William Huyett, Superintendent

Huyett began by thanking the P&O Committee for helping him to grow and to learn more about what public education can be and how a community can come together and support quality education in so many ways. He said working with the P&O had been a very important part of his time in Berkeley and that he had been honored to have been a part of it. “We should do this everywhere in California,” he said.

Regarding the restructuring of the BSEP Office, the Superintendent said the District would take more time with it and that the proposal would go to the Board on June 20th. He said that restructuring the BSEP Administrative Coordinator position was also under consideration.

Huyett announced that BUSD administration thought it important to do a BSEP training-workshop during the June 27th Board Meeting. Given that the Board realized how important BSEP was to the District and since they were very interested in having more say in BSEP funded programs, the Superintendent said it was important to give Board members more information about the BSEP Measure, the BSEP budget, their role, the role of the P&O Oversight Committee, and the role of staff. *NOTE: Subsequently, this Board Workshop was postponed until the Fall.*

Board liaison to the P&O Josh Daniels commented that back in February 2012 when he had asked Board members if they had questions or concerns about BSEP budgets, there were none. However, he said that had changed when the individual BSEP budgets came to the Board for approval; the Board members then had a lot of questions. Daniels said that the same healthy tension as to whether expenditures fit the purpose of the Measure and whether or not they were being well spent, existed with Board members as with P&O members. He said that ideally BSEP and BUSD goals would be in sync, but that some conflict was a natural occurrence given that the BSEP Measure was written in 2006 but the District goals had been written in 2009, therefore guaranteeing some nonalignment.

Daniels emphasized that the Board had given direction that every BSEP budget should show four years: the previous year, the current year, and proposed year, and the following year. He said the benefit would be the ability to see if a BSEP budget is spending down its reserve too quickly or not quickly enough. He added that the previous year’s budget should show both *Budget* and *Actual*, to show whether the budgeted amount was spent.

Thyberg added that charge of the P&O Committee was to determine if recommendations from the administration for the expenditure of BSEP funds were in line with the language and intent of the BSEP Measure. She said that the Board’s role was broader, to determine whether or not the District should support a particular program.

Huyett noted that, in drafting the next BSEP Measure, consideration ought to be given to putting more dollars into this BSEP budget (Public Information budget, Translation, P&O Committee Support).

BSEP Manager Thyberg and the Superintendent Huyett thanked Josh Daniels for his good work with the P&O Committee.

MOTION CARRIED (Reed/Glimme): To approve the Recommendation for the expenditure of the BSEP Fund for Public Information, Translation, and P&O Committee Support in 2012-13.

The motion was approved unanimously.

8. P&O Committee Statement to the Board re: the new BSEP Office

Manage/Coordinator Position

Elizabeth Hensley, Co-Chair

Hensley distributed a statement drafted by Abigail Surasky. The P&O took time to read, discuss, and make changes to the statement.

MOTION CARRIED (Reed/Hamill): To approve the statement regarding Transitions in the BSEP Office, as amended.

The motion was approved unanimously.

9. Summer Steering Committee

Chris Martin, Co-chair

Martin said that the P&O Steering Committee had been established at the beginning of the year but some members had not been able to attend regular P&O meetings. Martin said two more volunteers were needed to replace those who were no longer available. He said Dawn Paxson, Margot Reed, Aaron Glimme, Chris Martin and Elisabeth Hensley would remain on the Steering Committee. John Lavine and Mariane Ferme volunteered to join the Steering Committee and Catherine Lazio volunteered to serve as an Alternate.

MOTION CARRIED (Kuderna/Surasky): To affirm the above-mentioned members of the P&O Steering Committee.

The motion was approved unanimously.

10. Show of Appreciation

Retiring BSEP Administrative Coordinator Mary Hurlbert received a standing ovation and cupcakes were enjoyed by all ☺.

11. Adjournment

The meeting was adjourned by acclamation at 9:30 pm.