

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

March 26, 2013

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley

P&O Committee Members Present:

Amelia Archer, <i>Berkeley High</i>	Catherine Lazio, <i>Berkeley High</i>	Shauna Rabinowitz, <i>Jefferson</i>
Lea Baechler-Brabo, <i>Oxford (Alt)</i>	Chris Martin, <i>LeConte (co-Chair)</i>	Margot Reed, <i>Longfellow</i>
Larry Gordon, <i>Berkeley High (Alt)</i>	Brittini Milam, <i>Washington (Co-Rep)</i>	Bruce Simon, <i>King</i>
Patrick Hamill, <i>Thousand Oaks</i>	Dawn Paxson, <i>Willard</i>	Greg Wiberg, <i>Oxford</i>
Elisabeth Hensley, <i>King</i>	Danielle Perez, <i>Pre-K (co-Rep)</i>	
Catherine Huchting, <i>Malcolm X</i>		
John Lavine, <i>Berkeley High (Alt)</i>		

P&O Committee Members Absent:

Keira Armstrong, <i>Washington (Co-Rep)</i>	Aaron Glimme, <i>Berkeley High</i>	Boyd Power, <i>Emerson</i>
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	Rhonda Jefferson, <i>Berkeley High</i>	Cecilie Rose, <i>John Muir</i>
Lee Bernstein, <i>Arts Magnet</i>	Melissa Kaprelian, <i>Thous.Oaks (Alt)</i>	James Shultz, <i>Rosa Parks (co-Rep)</i>
Jennifer Braun, <i>Ind. Study (Alt)</i>	Leslie Lippard, <i>Cragmont</i>	Bruce Simon, <i>King</i>
Moshe Cohen, <i>Pre-K (co-Rep)</i>	Emily Newman, <i>Emerson (Alt)</i>	Abigail Surasky, <i>Longfellow</i>
Shannon Cunningham, <i>B-Tech</i>	Representative, <i>Willard</i>	Ellen Weis, <i>Longfellow (Alt)</i>
Ila Deiss, <i>LeConte (Alt)</i>		Hugo Wildmann, <i>John Muir (co-Rep)</i>
Maria Einaudi, <i>Ind. Study</i>		

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

Catherine Bartz, *Behavioral RTI² & Positive Behavior Intervention Supports*
Dana Blanchard, *TSA – RTI² Program*
Charity DeMarto, *Supervisor, Family Engagement & Equity*
Alison Lucas, *TSA – 6-12 Math*
Lori MacDonald, *TSA – K-5 Math*
Nabila Massoumi, *TSA – K-5 English Language Development*
Jay Nitschke, *Director of Technology*
Neil Smith, *Co-Superintendent*
Heather Tugwell, *TSA – 6-12 English Language Development*
Veronica Valerio, *Professional Development Coordinator*
Julie Venuto, *TSA – RTI² Program*

Note: TSA: Teachers on Special Assignment

BSEP Staff:

Natasha Beery, *BSEP Director*
Valerie Tay, *BSEP Program Specialist*
Linda Race, *BSEP Staff Support*

1. Call to Order, Introductions & Site Reports

At 7:18 p.m. Co-chair Chris Martin called the meeting to order by welcoming attendees and by asking P&O members to introduce themselves and to report on School Governance Council activity at their sites.

Dawn Paxton remarked that Willard Middle School was recognized with the TASH (The Association for Persons with Severe Handicaps) *June Downing Breakthroughs in Inclusive Education Award* for 2012.

Neil Smith, Co-Superintendent mentioned that the Performing Arts Showcase was held the previous weekend. The new middle school chorus of 100 students and the elementary, middle school and high school orchestras and bands all performed during the Showcase. BUSD has also received National Association of Music Merchants (NAMM) Foundation recognition as one of the “2013 Best Communities for Music Education,” among 307 districts in the country and one of just 10 in California. Smith credited BSEP for supporting the district music programs.

2. Establish the Quorum

The quorum was approved with 12 voting members present.

3. Chairs' Comments

Chris Martin

The School Site Funds subcommittee did not meet this week. They are still trying to gather information about how monies are being used and spent at the school sites. Of note, students of UC Berkeley's Haas School of Business have offered to assist with the analysis of the data.

4. BSEP Director's Comments

Natasha Beery, BSEP Director gave her comments later in the meeting. See item 10.

5. Public Comment

No comments

6. Update: Class Size Reduction Calculations

Neil Smith, Interim Co-Superintendent (NS)

Smith provided a the following handouts:

- BUSD Class Size Reduction FTE Planning Document FY 2013-14 Proposal v 2013-03-26,
- Draft Memo dated 3-26-13 from the P&O Committee to The Board of Education: Recommendation for Allocation of BSEP Class Size Reduction Funds in FY 2013-14 (highlighted for changes),
- Memo dated 3-26-13 to the P&O Committee from NS: Supplement to Recommendation for Allocation of BSEP Class Size Reduction Funds in FY 2013-14,

Smith updated the committee of increased enrollment at the Kindergarten level. After the committee's approval to allocate BSEP Class Size Reduction Funds in FY 2013-14 as presented by Co-Superintendent Neil Smith at the P&O meeting of 3-12-13, Smith learned from the Admissions Department that the Kindergarten enrollment projection increased from 754 to **774**. This requires the addition of another kindergarten class and **an increase of 0.42 to BSEP** to meet class size ratios of 20:1.

In addition, concurrent enrollment of independent study and middle school students were not previously included in the BHS staffing calculations which requires **an increase of 0.12 to BSEP.**

The staffing adjustments for this resource for Kindergarten and the High School will require a total of **0.54 FTE charged to BSEP.**

The additional expense of the teacher transfer to BSEP for FY 2013-14 is estimated at **\$48,912.** Indirect costs will go up slightly from \$1,005,372 to **\$1,008,664, for an increase of \$3,292.**

The net effect is an increase of **\$52,204, or 0.033%,** bringing the total expenditure budget from \$15,944,032 to **\$15,996,235.** This would reduce the projected ending fund balance for CSR in FY 2013-14 from \$603,945 to **\$551,742.** These calculations are based on a draft teacher template and will be confirmed by Director of Fiscal Services, Pauline Follansbee.

Smith emphasized the relationship of the District Office with the P&O committee as one of trust, understanding, and transparency. He wanted to make sure the committee was aware of these changes and explain that as new information comes in, more changes may occur. The Cabinet is looking at expenses that will come up for next year that are not currently in the General Fund expenses to determine how to prioritize and plan for that, including cuts. The change in FTE teachers would increase to **428,** of which BSEP would fund about **131.51.** Refer to document Draft Memo dated 3-26-13 from the P&O Committee to The Board of Education: Recommendation for Allocation of BSEP Class Size Reduction Funds in FY 2013-14 (highlighted for changes),

There was a discussion regarding the risks to the fund and the possibility of cutting programs. NS and others are aware of the need to preserve the fund balance so that 3 or 4 years from now, the Committee can ensure they have the budget they need and that the fund can enable finishing that year adequately. If any change would imperil the fund balance, NS would return to the P&O Committee to discuss it. The District will still need to move forward in its planning and projection process and staffing allocations for the next school year. In terms of the P&O oversight, the lowest priority on the program support may not be funded in the future if changes need to occur.

A discussion was held about whether or not it would make sense to have a mechanism whereby if the total end fund balance would fall below a certain level the P&O Committee would be informed about it. Smith stated that he would be pleased to discuss this further with the P&O Committee. The District is required to project their budget out three years to have a balanced budget. Smith noted that sometimes the COLA materializes and sometimes it doesn't. The District doesn't know until the COLAs are distributed.

Committee members noted that there are no clear guidelines as to what variance would reach a level of concern, but that a percentage-based mechanism could make sense. Multi-year projections could also provide a number or a percentage relative to the fund size that could be a signal for concern. The P&O may wish to designate a desirable ending balance. Contract negotiations and COLAs can have an impact on the funds. Martin stated that this needs to be a longer conversation for the committee.

Action:

MOTION CARRIED (Reed/Wiberg): To approve the amended allocation of BSEP Class Size Reduction Funds in FY 2013-14 v 2013-03-26 with the revised staffing enrollment presented by Co-Superintendent Neil Smith at this meeting.

The motion was approved by a voice vote with no oppositions and (1) abstention.

7. Focus On: Professional Development

Veronica Valerio – BUSD Professional Development Coordinator, Catherine Bartz – Behavioral RTI & Positive Behavior Intervention Supports, Dana Blanchard – TSA – RTI² Program, Alison Lucas – TSA – 6-12 Math, Lori MacDonald – TSA – K-5 Math, Nabila Massoumi – TSA – K-5 English Language Development, Heather Tugwell – TSA – 6-12 English Language Development, Veronica Valerio – Professional Development Coordinator, Julie Venuto – TSA – RTI² Program. Note TSA: Teacher On Special Assignment.

Valerio provided the following handout:

- BUSD Professional Development Office

In the past two years the Professional Development Office (PDO) has focused on two main initiatives: Response to Instruction and Intervention (RtI²) in delivering instruction and behavioral and emotional supports to pre-K to 12, and the state standards Common Core based on K-12 national standards college and career readiness. The PDO has been training all the Pre-K through 12th grade on RtI², and Pre-K up to high school, Special Ed and afterschool teachers on Common Core. PDO provides push-I assistance to classrooms, lesson plan development in all areas on the academic or behavior side as well as plans, models, supports, and implements the initiatives. PDO plans and facilitates the district-wide staff development days and trains teachers in particular content areas Pre-K to 8th grade.

Lucas and Tugwell described their work in supporting the instructional programs for English learners in collaboration with teachers, site administrators, and leadership teams. This is done through trainings and ongoing communications with all stakeholders. They have been working on revising chapters of the 2004 English Learner Master Plan and will be presenting it to the School Board on April 17th. It was a collaborative effort with teachers, trainers and district leadership and is a document that is inclusive and reflective of all stakeholders. They have also been helping ELA teachers with Common Core scaffolding the content.

MacDonald and Lucas train all teachers, including Special Education staff, Administrators and Education Services to teach and focus on the Common Core Standards for math for deeper understanding. They use data discussion protocols to look at the data that leads to interventions and reporting (report cards). In addition, they are coaching a group of master math teachers in BUSD in the instructional shifts and curriculum required by Common Core. McDonald and Tugwell, along with the master teachers use the master classrooms as labs for training other teachers. Tugwell is implementing/rolling out Common Core Math Standards for the middle schools, BHS, and B-Tech.

Blanchard is the academic RtI² coach and helps with building site capacity, data analysis, monitoring student progress, and establishing deep collaborative structures between teachers and students. She provides Common Core implementation at the Middle Schools for secondary reading and reading across content areas for science, history, and language arts.

Bartz is the positive behavioral interventions coach. She provides Positive Behavioral Intervention Supports (PBIS) for Pre-school through 12th grade, BHS, B-Tech (Omega Boys Club), whole district training, and individual site coaching. A discipline data system was rolled out in the Spring of 2012 for sites to capture behavioral data, analyze it, help sites look at where needs are, and plan for intervention and supports. Bartz has seen a discipline data gap whereby there is a disproportionate representation of students of color in the discipline data as opposed to the academic data. She has been focusing on disaggregating

the data by ethnicity, looking at it more closely, and helping sites to adjust practices to meet the needs of the students.

Venuto serves students with disabilities as well as those without identified disabilities who need support. She explains curriculum and instruction to site Special Ed staff at monthly meetings. She coaches all teachers and administrators about differentiated instruction. Venuto also works with Special Ed transitions for students with disabilities and IEPs (Individual Education Plan) from Pre-K to elementary School and elementary to middle school with Special Ed supervisors. This builds capacity with certificated and classified staff. Venuto helps parents, teachers, students understand what it means to have access to the curriculum and have their abilities highlighted in a positive way.

Juliana Sikes was unavailable for this meeting. Valerio explained that Sikes works with beginning teacher support and assessment. She provides credentialing supports for beginning teachers at sites with training, seminars, and progress with credentialing and professional development.

Valerio referred the committee to page 3 of the handout for numbers of 2012-13 beginning teachers certification and teacher leaders the PDO trains in professional development. On page 4 of the handout "Professional Development Proposals for 2013-14," Valerio explained that in order to support professional development of teachers the PDO hopes to add staff to conduct trainings to meet the demands of RTI² and Common Core. The PDO would like to add 1.0 FTE TSA for each of these three PDO areas: Middle School Literacy, Common Core K-12, and Culturally and Responsive Systems K-12. Valerio clarified that this would mean "expanding" the TSA FTE from .4 to 1.0 in order to embed the systems and make sure equity systems are up at each site.

There was a discussion about RtI² and Common Core, including clarifying the programs, possible impacts on site expenditures (as for extra tutoring), how to close the achievement gap, and the positive behavioral supports.

8. Focus On: Parent Outreach

Charity DeMarto, Supervisor – Family Engagement & Equity

DeMarto provided a the following handout:

- Office of Family Engagement and Equity 2012-2013 (OFEE): District Three-Year Goals 2010-2013, BUSD Theory of Action for Closing the Achievement Gap While Improving Academic Performance for All Students

The OFEE is now fully staffed for the pilot program at six sites. The department has been working with Jefferson, Washington, and Oxford to support them in parent engagement when they don't have a PE site coordinator. DeMarto is working with Oxford School mainly in case management with certain families and with Washington's SGC to support parents.

DeMarto has been making connections with local and Bay Area groups such as West Ed, the Family Advisory Council, and the Bay Area Collaborative to discuss and network around family engagement. Healthcare, homelessness, behavior and academics are the top issues that many of Berkeley's families struggle with. Next year's plans revolve around district-wide and zone trainings, three health fairs, Rec Center literary events, and presenting the Board with a parent involvement policy update.

A discussion was held around SGC surveys, benchmark standards and meaningful responses if not all of the parents are able to understand and respond to the surveys due to cultural, communication, or educational level misunderstandings. Last year's survey will establish a baseline, and one of DeMarto's goals is to learn if schools with site coordinators

show an increased response in parent engagement as opposed to schools without site coordinators. She will have more information this week, including an overall response rate from academic year 2011-12.

9. BSEP Audit for 2011-12 and BUSD and Interim and Budget Update from SBAC

Elizabeth Karam, BSEP Senior Budget Analyst was absent. Natasha Beery, BSEP Director presented information on her behalf.

Beery provided the following handouts:

- Crowe Horwath – BUSD Measure A of 2006 Berkeley Schools Excellence Program: Financial Statements June 30, 2012,
- Crowe Horwath – BUSD Measure A of 2006 Berkeley Schools Excellence Program: Performance Audit June 30, 2012,
- BUSD 2012-13 Second Interim Budget,
- The Impact of BSEP Funding for the Educational Programs of the BUSD: Overview for Berkeley School Board 4/10/13.

Beery explained that there is an annual audit conducted of tax measures, of which BSEP is just one of the measures that is audited. There is a financial audit and performance audit as shown in the two handouts from Crowe Horwath: Crowe Horwath – BUSD Measure A of 2006 Berkeley Schools Excellence Program: Financial Statements June 30, 2012 and Crowe Horwath – BUSD Measure A of 2006 Berkeley Schools Excellence Program: Performance Audit June 30, 2012. The financial audit looks at the accounting systems to determine if they are adequate and in place. The performance audit looks at whether the expenditures were made as they should have been in accordance with BUSD Measure A of 2006. For the performance audit, the auditors performed a random sampling by going into the accounting system and looking at a purchase order or a time sheet to see that what was actually coded was allocated to the purpose for which the tax measure intended it. The audit was conducted in February 2013 for the last fiscal year, which closed in June of 2012. The results of the audit were that the funds expended met the requirements of Measure A as specified.

Beery also distributed copies of the BUSD 2012-13 Second Interim Budget.

Beery began her Director's comments by reporting on the upcoming presentation of BSEP Measure to the Board on April 10th. Beery had an initial meeting with Co-superintendents Neil Smith and Javetta Cleveland, Director of Technology Jay Nitschke, and former BSEP Manager Monica Thyberg to draw up a format for the 45 minute presentation. The thrust of the presentation will be to present BSEP by looking at the district as a whole. Beery reviewed the handout The Impact of BSEP Funding for the Educational Programs of the BUSD: Overview for Berkeley School Board 4/10/13, which included the presentation format and key issues that the Board should understand about what BSEP provides for the district. Without BSEP funds for programs such as class size reduction, libraries, music programs, and technology the school district would look vastly different. There are important financial concerns, such as the possibility that the projected COLA may not be adequate to sustain CSR, site funds, music etc. The Split Roll Tax may affect the next BSEP measure: if the commercial rates fall to the residential rate there could be a loss of \$3 million to BSEP.

Considering that a School Board liaison to the P&O President has resigned, it was recommended that the Committee make a request to the school board that they appoint a new liaison who is dedicated to learning about the BSEP measure.

The P&O Committee would like to prepare a statement about BSEP before the Board meeting starts. The document should cover any areas not covered by the presentation and have a draft ready for committee on April 9th. Martin and others will work on a draft statement in the next few days in preparation for presenting to the P&O Committee for review by April 9th meeting.

10. Approval of Minutes: 3-12-13

It was recommended that the minutes be amended to include what Co-Superintendent Neil Smith outlined on how the District was going to evaluate the RtI² program. Linda Race to review and find this information for an amended meeting minutes for 3-12-13.

11. Additional Items for Discussion

No additional items were discussed.

12. Adjournment

The meeting was adjourned by acclamation at 9:42 p.m.

Minutes submitted by Linda Race and reviewed by Natasha Beery