

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

April 9, 2013

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley

P&O Committee Members Present:

Amelia Archer, <i>Berkeley High</i>	Patrick Hamill, <i>Thousand Oaks</i>	Danielle Perez, <i>Pre-K (co-Rep)</i>
Lea Baechler-Brabo, <i>Oxford (Alt)</i>	Elisabeth Hensley, <i>King</i>	Shauna Rabinowitz, <i>Jefferson</i>
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	Catherine Huchting, <i>Malcolm X</i>	Margot Reed, <i>Longfellow</i>
Lee Bernstein, <i>Arts Magnet</i>	Melissa Kaprelian, <i>Thous.Oaks (Alt)</i>	Bruce Simon, <i>King</i>
Moshe Cohen, <i>Pre-K (co-Rep)</i>	John Lavine, <i>Berkeley High (Alt)</i>	Greg Wiberg, <i>Oxford</i>
Aaron Glimme, <i>Berkeley High</i>	Chris Martin, <i>LeConte (co-Chair)</i>	
Larry Gordon, <i>Berkeley High (Alt)</i>	Dawn Paxson, <i>Willard</i>	

P&O Committee Members Absent:

Keira Armstrong, <i>Washington (Co-Rep)</i>	Rhonda Jefferson, <i>Berkeley High</i>	Boyd Power, <i>Emerson</i>
Jennifer Braun, <i>Ind. Study (Alt)</i>	Catherine Lazio, <i>Berkeley High</i>	Cecilie Rose, <i>John Muir</i>
Shannon Cunningham, <i>B-Tech</i>	Leslie Lippard, <i>Cragmont</i>	James Shultz, <i>Rosa Parks (co-Rep)</i>
Ila Deiss, <i>LeConte (Alt)</i>	Brittini Milam, <i>Washington (Co-Rep)</i>	Abigail Surasky, <i>Longfellow</i>
Maria Einaudi, <i>Ind. Study</i>	Emily Newman, <i>Emerson (Alt)</i>	Ellen Weis, <i>Longfellow (Alt)</i>
	Representative, <i>Willard</i>	Hugo Wildmann, <i>John Muir (co-Rep)</i>

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

Mark Coplan, *BUSD Public Information Officer*
Charity DaMarto, *Supervisor, Family Engagement & Equity*
Jay Nitschke, *Director of Technology*
Fateme Heidari, *Community Member*

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. Many of the sites are getting their surveys back and some are already making changes to their budgets based on the response data.

2. Establish the Quorum

The quorum was approved with 13 voting members initially present.

3. Chairs' Comments

Elisabeth Hensley and Chris Martin

Martin stated that with the help of committee contributors the statement to the Board was drafted and sent out prior to this meeting. (See item 7. BSEP Board Presentation, below.)

The School Site Funds Subcommittee did not meet this week due to Spring Break. They are planning to meet on Thursday, April 18, 2013 in Technology Room 126 of the BUSD District Office, 2020 Bonar Street, Berkeley. They are gathering information and materials for the meeting.

Martin stated that there are three meetings scheduled for each of the months of April and May. Natasha Beery, BSEP Director may be able to reduce the meetings in May (by eliminating the May 14th meeting), but as of this date all meeting dates are needed to review the various budgets to be presented.

4. BSEP Director's Comments

Natasha Beery, BSEP Director

Beery brought to the committee's attention that there was an item in the Berkeley Patch (<http://berkeley.patch.com/articles/do-you-support-renewing-busd-parcel-tax>) about the April 10th Board meeting entitled "Do You Support Renewing BUSD Parcel Tax?" There were seven comments on the site and six of them were "yes, absolutely!"

5. Public Comment

There were no public comments, although during introductions Fatemeh Heidari, an interested member of the community, stated that she was attending the meeting to touch base and see if she could give any help with the school district. Her son attended King and Emerson and graduated from Berkeley High.

6. Recommendations for BSEP Funds in FY 2013-14:

Charity DaMarto, Supervisor, Office of Family Engagement & Equity (OFEE), Jay Nitschke, Director of Technology

Office of Family Engagement & Equity Budget Presentation

DaMarto provided the following handout:

- Memo to the BSEP P&O Committee from Neil Smith, Co-Superintendent and Charity DaMarto, Supervisor, Family Equity and Engagement dated April 10, 2012 (Draft v04.09.13) Recommendation for Allocation of BSEP Parent Outreach Funds in FY 2013-14 (BSEP Resource 0857)

As part of the presentation, Martin asked DaMarto for a briefing on what has changed in the budget. DaMarto indicated that much has changed from last year because the current program was not yet up and running. The budget for 2013-14 was based on looking at the past two years budgets to have a clearer sense of expenditures once the program is fully staffed and operational. The unusually high carryover of \$300,000 is due to the transition in the program, with the 2011-12 and 2012-13 budget years bridging a time of significant changes and low staffing.

In meetings with Co-Superintendents Smith and Cleveland, it was decided that the position of Supervisor of Family Engagement and Equity could be funded to 1.0 FTE rather than 0.50 FTE, due to the large carryover fund. The salary was previously partially funded out of the BSEP Professional Development fund.

DaMarto confirmed the OFEE budget projected fund balance of \$216,330.

DaMarto stated that this year the OFEE used more of a case management model at sites. Next year they will be providing district-wide events and site-based trainings for parenting

and family/parent academic support for students. All of the events for next year are planned, except for determining the exact dates of the events, which will be coordinated with the sites. (Note: The goals and events are described in detail on page 2 of the Draft Memo. The second paragraph describes what will be done at the pilot sites, which are Emerson, John Muir, Berkeley Arts Magnet, Malcolm X, LeConte and Thousand Oaks, and the third paragraph describes the district wide events in conjunction with the Berkeley Alliance, the District, and the City of Berkeley.)

This year DaMarto will be tracking changes in students' improved performance as it relates to the OFEE program, with Berkeley Evaluation and Assessment with the School Governing Council questions. Next year there will be more depth in tracking of the academic and other supports for the students as it relates to the program.

DaMarto responded to questions regarding teacher hourly payments for trainings; on considering giving a monetary allowance from the budget to the three elementary school sites without site coordinators; on OFEE's possible inability to make changes to the 2-year program outline; and on more attention and monies for the middle schools and high school now and in the future, as well as possible overlaps in funding at sites. It was stressed that Site BSEP monies and Title 1 Funding are separate; OFEE is 100% funded by BSEP.

DaMarto stressed the OFEE was building capacity at the sites and that next year's budget reflects that. She anticipates that the consultant contracts expenditure will decrease as they train leaders that will be running the parent advocacy program. The trainings include getting two parents advocates at the three elementary schools that don't have parent liaisons: Jefferson, Oxford and Washington. DaMarto stressed that she was available for advice and support to the schools.

There was a discussion around providing monies to support all the sites equitably, while still respecting the "pilot program" concept for Parent Outreach. Beery and DaMarto agreed to discuss this with Co-Superintendent Neil Smith and others for costs what might be needed for the additional sites. DaMarto stated that she could meet with the principals of the schools without site coordinators to find out what they were spending now and also get information about PTA expenditures.

The P&O committee asked DaMarto if she could get more funds for the middle schools and schools without site coordinators for training and teacher hours.

Technology Budget Presentation

Nitschke provided the following handout:

- Memo to the BSEP P&O Committee from Jay Nitschke, Director of Technology, April 9, 2013, Recommendation for expenditures of funds from the Berkeley Public Schools Educational Excellence Act of 2006 for Technology in 2013-14

Nitschke presented the Technology budget, noting it is much the same as in the past years as far as the staffing model and the use of the funds. He said that they negotiated to get 350 donated computers last fall and are still distributing them, but they may be the last desktops used in the district, as changes in technology are moving away from individual desktops. The big emphasis last year was getting wireless in all the school facilities.

Nitschke noted the implications of Smarter Balanced assessments as part of Common Core curriculum standards. 47 states have adopted Common Core (The State Standards Initiative for college and career prep. See website: <http://www.corestandards.org/>) and 25 states have banded together as part of Smarter Balanced (Assessment Consortium, see website: <http://www.smarterbalanced.org/about/>), including California. All the assessments,

including STAR, will be given online in 2014-15. Next week Thousand Oaks, Oxford, and Emerson elementary schools will be piloted for one grade for one assessment. This pilot is a mock assessment to see how the new online testing format works.

BUSD will be standardizing Chromebooks as the general platform for testing. There are about 300 Chromebooks now, and by September there will be about 1000 in the District, with 1 cart per school and 30 Chromebooks per cart. Even though iPads really work well for students whose typing is not native, they are very expensive. Middle school teachers want students to produce papers and research projects, and the students that do not type are at a disadvantage. Emerson, John Muir, and LeConte are starting keyboarding classes, both during the school day and after school. Of note is that Measure I Facilities Fund pays for the Chromebooks.

With the donation of the 350 computers they have been able to set up pods of four computers in classrooms at the elementary schools.

Nitschke finds that it is difficult to get teachers trained because there is very little staff development time for technology. Staff development will be devoted to Common Core in the next two years because the whole curriculum is changing. Some of Nitschke's staff will be working on getting technology instruction out to teachers and students, such as how to type and how to browse the web, as well as how to use tools like Illuminate. They will also be rotating the Chromebooks through the school so that the students will have an opportunity to become familiar with using them.

There was a discussion on how staff development days are driven by what the site wants to do, as well as what the state requires for academics. The state has not added typing as a critical skill to learn. Further, teachers will be required to learn how to use the technology as it becomes more available and used on a daily and weekly basis. This will allow for better feedback for all and can dramatically change how teachers teach. Nitschke stressed that final assessments will not occur until the Spring of 2015, but the Chromebooks will be in the schools for Fall of 2013. In response to a question about developing computer literacy, Nitschke said that Berkeley does not have computer labs in their schools. The well-enrolled schools do not have space for a computer lab, even though labs are inexpensive, last a long time, and are easy to maintain, as opposed to carts, which are expensive and break.

7. BSEP Board Presentation

Natasha Beery, BSEP Director

P&O Committee members Elisabeth Hensley, Danielle Perez, Chris Martin and Natasha Beery, BSEP Director drafted the handout Draft statement to the BUSD Board of Education from the BSEP Planning & Oversight Committee dated April 10, 2013, "Looking ahead at BSEP" over Spring Break and gave copies to the committee to review and discuss.

Beery stated that there would be a 45-minute presentation given to the school board but they will be trying to keep the presentation to around 15-20 minutes to allow for question/answer time. Neil Smith, Co-Superintendent, will give a 2-minute introduction. Javetta Cleveland, Co-Superintendent, will give an overview of the BSEP budget and how that interacts with the District budget, specifically emphasizing Class Size Reduction (CSR), Music Budget and General Fund release time, and school site discretionary funds. They'll look at what District classes and programs would look without BSEP, such as how much would it cost the District to get class sizes down to various levels without BSEP.

Beery and Jay Nitschke, Director of Technology, will be presenting information on what the Board should consider when thinking about challenges in the stewardship of the current

Measure for the next four years, and give the initial timeline in looking forward to planning for the next Measure.

The presentation will be near the beginning of the Board's agenda. Reading the P&O Statement will occur between 7:40 and 7:50pm during the Public Comment period. The P&O committee members were encouraged show support by attending the meeting for the reading of the statement and the BSEP presentation, to show how important BSEP is for the District. This will reinforce the importance of the work the P&O Committee does in providing structure, representation, and thoughtful consideration of all of the proposals that come from the District.

The P&O's statement to the Board will include concerns about the appointment of a new board member who understands the BSEP measure. Any member of the P&O that is volunteering for the open board director position should recuse themselves from that portion of the discussion.

There was a brief conversation about adding wording to the Draft Statement about inviting the Board members to attend the P&O meetings in order to strengthen communications. The Board was supposed to provide two liaisons to the P&O Committee, but only Josh Daniels, School Board Director, has been attending consistently.

MOTION CARRIED (Simon/Bernstein): To approve the Draft statement to the BUSD Board of Education from the BSEP Planning & Oversight Committee dated April 10, 2013, "Looking ahead at BSEP" with changes to the first paragraph" to add "a third of the District's classroom teachers and the final closing sentence "We warmly encourage you to join us at our meetings where we know you will learn even more. It is our experience the presence of an engaged Board Director improves communication between the two bodies and the implementation of BSEP programs and resources" as written up by Elisabeth Hensley for the Committee.

The motion was approved by a voice vote, with no objections and one abstention.

Juliet Bashore volunteered to read the statement for the Committee at the BUSD Board of Education meeting on behalf of the Committee.

8. Budget Revision Criteria Requiring P&O Discussion and/or Re-approval

Natasha Beery, BSEP Director

Beery and Martin stated that the P&O Committee needs to develop guidelines for reviewing changes in expenditures or budgets when the budget owners or the BSEP Director brings the committee new information. There are no clear guidelines around when to have those discussions. It has been vague over the years and, for instance, if 10% of the budget changes over the summer it should come back to the P&O committee meeting anytime, over the summer or otherwise. Martin would prefer to have the discussion in a smaller group and come to the P&O committee for a plan for feedback. Martin suggested that the P&O committee should work toward a more transparent process as the budgets are being produced, working with the staff at the District who are developing the budgets.

There was a discussion around expenditures and assumptions made for expenditures. The budget isn't really locked in until the end of May, and the P&O Committee is not in session for reviewing changes over the summer. Questions and concerns by the committee members are:

- What do we consider to be a "significant" change? Percentages and wording can both be vague and/or misused.

- What if something happens over the summer? That would be the reason to meet, or a steering committee could meet.
- What happens when decisions/changes were made after the budget was approved and plans drawn up, but not brought back to the committee? Budget owners could return to the P&O committee, as Co-Superintendent Neil Smith did when he learned that there would be a small change due to the addition of a kindergarten class. (See meeting minutes from March 26, 2013, item 6. Update: Class Size Reduction Calculations.)
- A subcommittee could put some statements and guidelines together to encourage transparency and encourage meaningful input into the budget.
- Subcommittees have been difficult to sustain...what can be done to encourage deeper involvement?
- People from sites should be encouraged to come to the P&O meetings

There will be a subcommittee meeting in the future – a “subcommittee on subcommittees” or a policy subcommittee, which can, among other things, discuss guidelines for when and how the budget owners should let the P&O committee know about changes and expenditures. Interested P&O members should let Martin or Beery know.

9. Approval of Minutes: March 12, 2013 and March 26, 2013

MOTION CARRIED (Baechler-Brabo/Simon): To approve the minutes of the March 12, 2013 P&O Committee Meeting.

The motion was approved by a voice vote, with no objections and one abstention.

MOTION CARRIED (Paxton/Hamill): To approve the minutes of the March 26, 2013 P&O Committee Meeting.

The motion was approved by a voice vote, with no objections and two abstentions.

10. Additional Items for Discussion

No additional items were discussed.

11. Adjournment

The meeting was adjourned by acclamation at 9:20 p.m.

Minutes submitted by Linda Race