

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

April 16, 2013

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley

P&O Committee Members Present:

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| Lea Baechler-Brabo, <i>Oxford (Alt)</i> | Melissa Kaprelian, <i>Thous.Oaks (Alt)</i> | Brittni Milam, <i>Washington (Co-Rep)</i> |
| Juliet Bashore, <i>Rosa Parks (co-Rep)</i> | John Lavine, <i>Berkeley High (Alt)</i> | Danielle Perez, <i>Pre-K (co-Rep)</i> |
| Aaron Glimme, <i>Berkeley High</i> | Catherine Lazio, <i>Berkeley High</i> | Shauna Rabinowitz, <i>Jefferson</i> |
| Patrick Hamill, <i>Thousand Oaks</i> | Chris Martin, <i>LeConte (co-Chair)</i> | Margot Reed, <i>Longfellow</i> |

P&O Committee Members Absent:

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| Amelia Archer, <i>Berkeley High</i> | Larry Gordon, <i>Berkeley High (Alt)</i> | Boyd Power, <i>Emerson</i> |
| Keira Armstrong, <i>Washington (Co-Rep)</i> | Elisabeth Hensley, <i>King</i> | Cecilie Rose, <i>John Muir</i> |
| Lee Bernstein, <i>Arts Magnet</i> | Catherine Huchting, <i>Malcolm X</i> | James Shultz, <i>Rosa Parks (co-Rep)</i> |
| Jennifer Braun, <i>Ind. Study (Alt)</i> | Rhonda Jefferson, <i>Berkeley High</i> | Bruce Simon, <i>King</i> |
| Moshe Cohen, <i>Pre-K (co-Rep)</i> | Leslie Lippard, <i>Cragmont</i> | Abigail Surasky, <i>Longfellow</i> |
| Shannon Cunningham, <i>B-Tech</i> | Emily Newman, <i>Emerson (Alt)</i> | Ellen Weis, <i>Longfellow (Alt)</i> |
| Ila Deiss, <i>LeConte (Alt)</i> | Dawn Paxson, <i>Willard</i> | Greg Wiberg, <i>Oxford Hugo</i> |
| Maria Einaudi, <i>Ind. Study</i> | Representative, <i>Willard</i> | Wildmann, <i>John Muir (co-Rep)</i> |

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

Mark Coplan, *BUSD Public Information Officer*
Debbi D'Angelo, *Director, Evaluation and Assessment*
Charity DeMarto, *Supervisor, Family Engagement & Equity*
Jay Nitschke, *Director of Technology*
Neil Smith, *BUSD Co-Superintendent*

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. Martin also noted there looked to be an absence of a quorum.

2. Establish the Quorum

The quorum was unable to be established without the approval of 12 voting members present. There were only 11 voting members present at this meeting.

3. Chairs' Comments

Chris Martin

Martin stated that at the preceding P&O Meeting there had been questions about the changes in sources of funding in the Parent Outreach budget, as well as a request to make some of that money accessible for secondary schools and for the elementary schools that are not involved in the Parent Liaison pilot.

Martin felt that the Board presentation on the BSEP budget went well.

4. BSEP Director's Comments

Natasha Beery, BSEP Director

Beery stated that the board presentation on BSEP went well and that Juliet Bashore, committee member, gave the P&O Statement to the Board on behalf of the P&O Committee. Co-Chair Chris Martin and committee member Danielle Perez both attended the meeting. Bashore gave an appreciation of Beery and her presentation to the Board. Mark Coplan, BUSD Public Information Officer, mentioned that the Board meeting could be seen on Vimeo.com (See instructions at the BUSD website, Board Meeting Information– <http://www.berkeleyschools.net/school-board/board-meeting-information/>).

At the board presentation, Co-Superintendent Javetta Cleveland talked about the current BSEP Measure and areas of concern, primarily the sustainability of resources such as CSR, Music/VAPA, and school site discretionary funds. Beery and Jay Nitschke spoke to preparation for the next measure. There was some discussion at the meeting about the split roll tax issue and its possible impacts. Beery stated that she had calculated the difference would be about \$2.5 million if the commercial tax rate were lowered to the residential rate. There was a discussion on the split roll tax and parcel taxes, as well as commercial and residential property. **Martin said that Liz Karam could provide the data on square footages of commercial and residential properties in Berkeley.**

Beery added that the Board used the same language as P&O's statement, about the importance of the new superintendent being someone who has a familiarity with community processes such as that required for a new parcel tax. The Board also mentioned the importance the planning for the next process as an iterative process: a conversation with staff, P&O, advocates and voters about what people will support, what is best practice, how the measure would work. Beery, and Judy Appel, Board of Education Member, were designated as the people to start working on that. Beery anticipates starting that in the spring.

There is a possibility of another BSEP workshop for the Board in November, depending on what the new superintendent's agenda might be.

The school board director applications closed yesterday and 10 people applied. The list will be available in the Superintendents' office on April 18th.

5. Public Comment

Mark Coplan, BUSD Public Information Officer brought to the committee's attention the Bike Rally/Festival on April 20th. There will be a bike swap to upgrade bike sizes, free bikes, and free bike maintenance on any donated bike. (<http://bit.ly/BikesInBerkeleyFCW>, <http://www.berkeleyside.com/BerkeleysideCalendar/events/index.php?com=detail&eID=10182>)

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

Professional Development: *Neil Smith, BUSD Co-Superintendent* and Program Evaluation: *Debbi D'Angelo, Director of Evaluation and Assessment*

Professional Development Budget Presentation

Smith provided the following handout:

- Memo to the BSEP P&O Committee from Neil Smith, Co-Superintendent, dated April 16, 2012 Recommendation for Expenditures in FY 2013-14 of revenue from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP) for Professional Development

Smith noted what a difference the professional development budget has made in BUSD since it was included in the recent measures. Professional development has made an impact on teaching and learning in the District, and had an impact on outcomes. Smith referred the Committee to the Staffing List on Page 2 of the handout, stating it resembles previous years, with the biggest change being the increase of the BHS Professional Development Leaders going from 1.2 FTE to 2.0 FTE. The high school is losing its Small Learning Communities grant at the end of this year. That grant funds more than 3.5 FTE at BHS, all of who are involved in professional development in variety of ways. Pasquale Scuderi, BHS Principal, has put out a white paper on the importance of the Teacher Professional Development Leaders. They have been seeking funds through grants and other avenues. This is one way that BSEP can help further this effort at BHS. Scuderi has made gains with teachers looking at best practices, and this year there are common assessments in 17 courses at BHS. Next year they hope to move to quarterly assessments and to assist in establishing collaboration between teachers.

Smith referred the Committee to the last page, Appendix A, the fiscal year 2013-14 column, there are slight budget differences in funding for Math Coaches, RtI², and Staff Development Coordinator. Smith also uses Title I, II, and III monies to fund professional development for the district. Smith tries to multi-fund positions, which enables them to serve different groups in different tasks.

Other differences in funding can be noted under the heading “Previously Funded Activities (by BSEP)” and “Previously Funded by BSEP Professional Development Funds.” The positions under these headings are not being reduced or eliminated, but are being funded from other budgets, i.e., BSEP Evaluation and Assessment Budget, Parent Outreach Budget, or other District funds, and not the BSEP Professional Development Budget.

The District had an outside math consultant but moved to using two full-time math coaches, one for elementary and one for middle school/high school. The District has joined with the Alameda Math Consortium and David Foster Common Core workshops. Some of the BHS PD Leaders help with math. **Note: The Math Coach listed as Grade Level 6-8 should be changed to 7-12.** Smith later clarified that BSEP, as well as Title I funding, provide funding for the elementary school math coach.

Martin expressed an appreciation regarding the helpfulness of the multi-year layout for the PD budget.

Smith responded to a question about the Culturally Responsive Training. The District is working with the Executive Director of the Berkeley Alliance (<http://berkeleyalliance.org/>), Pamela Harrison-Small, to put on 3-day workshops for staff, both classified and certificated, in cultural proficiency. She works with raising awareness around race and culture and how that impacts education. Harrison-Small was once with the District but is now working as a consultant. She has been holding monthly workshops for principals and other certificated administrators, and a couple of specific schools and their faculties. She was also with the District’s Equity group and with the development of the Equity rubric. This position is paid for out of non-BSEP funds.

Welcoming Schools Training looks to be less next year and Smith noted that it is now in the maintenance phase, and the training is for new teachers and staff. There is a liaison at each site that is brought in once a month for a training, who goes back to work with teachers at the site. Smith found that they didn't use all the money from last year, so reduced the budget on that item. Reed mentioned getting training for the long-term substitutes, especially after the training has already happened, and Smith acknowledged that it should be done.

Martin expressed concerns about the **Estimated Fund Balance of \$3,690** (as shown on the 6th page of the handout under the Budget Summary). Smith responded that each year the carryovers have been very large and for one reason or another the money doesn't always get completely spent and so Smith has been trying to work at spending down the carryovers. Beery confirmed that **the estimated fund balance for 2012-13 was \$8,200** whereas the **Projected FY 2012-13 Carryover was \$191,000** (as shown on the 6th page of the handout under the BUDGET SUMMARY). During the year, as the opportunity arises, Smith tries to use funds that do not carry over, such as Title I, where, if the money is not spent the District loses that money. This may result in larger carryover for BSEP.

Program Evaluation Budget Presentation

D'Angelo provided the following handout:

- [Memo to the BSEP P&O Committee from Neil Smith, Co-Superintendent and Debbi D'Angelo, Director, Evaluation and Assessment dated April 16, 2012 Recommendation for Allocation in FY 2013-14 of revenue from the Berkeley Public Schools Educational Excellence Act of 2006 \(BSEP\) for Professional Development](#)

D'Angelo stated that there were not a lot of changes from the previous presentation (February 26, 2013). The big change is in the way in which assessments are being delivered, and aligning them to the new Common Core state standards. She would be happy to return to present on the Common Core state standards and the new state assessment. The rollout begins next year.

Next year is phase two of the Illuminate rollout. Of note, this week is the rollout for the online and state pilot assessments. Illuminate has an instructional component called Activate that will be part of the program. D'Angelo referred the committee to review page 3 of the handout. There are no changes in staffing, except for a bit of an increase in the summer and school year staff development to roll out the new assessments and Illuminate. Professional development will also be provided for PD staff for Common Core and Smarter Balance assessments. D'Angelo referred to a **Projected FY 2012-13 Carryover of \$58,000**, (the Budget Summary, BSEP Resources on page 6). **There may be an Estimated Fund Balance of \$1,666**, which is very small. Appendix A lists the duties of BEA that are not BSEP funded. Appendix B lists the current BEA Staff.

Martin asked, of the Contracted Services (page 5 of the handout), how much is Illuminate and how much is Intel-Assess? **D'Angelo estimated that Illuminate was approximately \$50,000 and Intel-Assess is around \$10,000.** The department/District gets a discount on Illuminate as they participate in piloting the Illuminate program. **SPSS is budgeted at around \$2000 and Survey Monkey is the remainder.**

The budget for the Director's position (1.0 FTE) has been funded by BSEP since the measure passed.

There was a discussion about the **\$1666 Fund Balance** (page 6 of the handout) and concerns about budgeting down to zero. D'Angelo has included a **Reserve for Personnel Variance of \$19,160** for any changes that may occur.

Lazio suggested that the budget reports might need to have a few years of historic fund balance to have some idea of what the pattern is.

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

Parent Outreach: *Charity DeMarto, Supervisor, Office of Family Engagement & Equity (OFEE)*, and Technology: *Jay Nitschke, Director of Technology*

Office of Family Engagement & Equity Budget Presentation

DeMarto provided the following handout:

- Memo to the BSEP P&O Committee from Neil Smith, Co-Superintendent and Charity DeMarto, Supervisor, Family Equity and Engagement dated April 16, 2012 (Draft v04.16.13) Revised Recommendation for Allocation of BSEP Parent Outreach Funds in FY 2013-14 (BSEP Resource 0857)
- Handout that explains the Evolution of the OFEE Positions and Funding from 2009 to the Proposed 2012-14 School year

DaMarto stated that after the initial budget presentation (April 9, 2013) she, Smith, and Beery had met and discussed the concerns and suggestions brought up at that meeting. DaMarto referred the committee to review page 2 of the handout, and said that they will be offering training and support to the elementary schools that do not have site coordinators. They proposed doing this by increasing the teacher hourly for trainings, and also, for the contracted services, inviting teachers and parents from those sites to attend those trainings and offer support from the OFEE department to them. A teacher would be paid hourly for attending the trainings. Also, with \$15,000 from the carryover, support could be provided to the middle schools. Middle school teachers and parents would be invited to attend trainings and OFEE would offer middle school parenting workshops during the school year. DaMarto will talk with the middle school principals about what they want to do; she is hoping that they would do the planned trainings with them so they could have the same language. OFEE would still be able to maintain a fund balance and keep this model for 3 more years.

There had been a request to understand the evolution of the funding of the OFEE program. This is outlined in the second handout which lists the "Positions and Activities" from 2009 to the proposed 2013-14 school year and indicates whether funding came from General Funds, Parent Outreach, Professional Development, Title I, Title III, BSEP Site Funds, or Economic Impact Aid (EIA). DeMarto stated that they looked at how her position was funded and they looked at the PD and other budgets and it made sense to fund her position from the PO budget because there was such a huge carryover. There was a brief discussion about what general fund monies were being spent to support Parent Outreach that were not listed, including Title I. Smith responded by saying that some monies are provided through site decisions rather than a district decision. The fund balance was high because OFEE was understaffed in this last year.

There was a discussion about high school parent outreach. It was suggested that DaMarto review the recent evaluation of the BHS parent resource center that the BHS BSEP Site Committee just did. She can get a copy of the evaluation from Catherine Lazio or Belinda McDaniel, BHS Front Office Support. DaMarto stated that she thought there was a lot of parent outreach at BHS because they do parent workshops every other month. She was unsure of whether certain parents are targeted or if all parents are invited

to workshops. She stated that she knew that BHS has lists that they work from to address the needs of students and their families. DaMarto stated that they try to both provide a welcoming climate for everyone and target support for specific families. Smith agreed that the first obligation is to make the schools welcoming to everyone, and added that another avenue to pursue is to focus on having the parent liaisons reach out to the families of the children who are not succeeding due to absenteeism, getting into trouble, or not succeeding academically. Reaching out to the parent may be the key to reaching the child, and for educators/institution to do a better job. He agreed that there should be a review of the results for discovering the impacts of funding this position and but that the results have to be with the students.

There was a discussion about the teacher hourly and how that will be handled for the sites without site coordinators, and whether both parents and teachers will be trained. DaMarto clarified that the \$20,000 budget for Teacher Hourly for workshops and Meeting Facilitation (page 3) will provide for all sites, pilot and non-pilot schools, and include district wide trainings and site support, with a parent and a teacher from each site. Real-time evaluations would be useful in gauging the success of parent outreach and helping to put funds where they are needed.

Technology Budget Presentation

Nitschke would like to have a subcommittee meet with him to discuss the technology budget and answer questions at length. Nitschke will be working with Valerie Tay to send out an email on this.

Approval of Budgets: The motions to approve the Parent Outreach Budget and the Technology Budget were not moved forward at this meeting.

8. Music/VAPA Subcommittee Report

Juliet Bashore, P&O Committee Member (Rosa Parks co-Rep)

Before discussing the VAPA subcommittee, Juliet Bashore mentioned that she had received an email on repealing Prop 13 on commercial properties from a group looking for endorsements from city councils and school boards. Would the P&O committee possibly consider making a statement to the Board or bringing it to their attention? It was discussed and Bashore will forward the text of the email to the committee for review. The VAPA Subcommittee was held prior to the P&O committee meeting. The concerns about the sustainability of the Music/VAPA budget had already been raised \ at the School Board meeting. Suzanne McColloch, District Visual and Performing Arts Program Supervisor, drafted a letter, it was shown to Javetta Cleveland, BUSD Co-Superintendent, and returned to the subcommittee, which added a paragraph and made some other changes.

The issue, in brief, is that over the years, since about 2003, there has been an “incursion” into BSEP Funds annually to cover the costs of the release time for the teachers while the music teachers are taking the students for their music classes. The amount is about **\$400,000**. McColloch’s suggestion was that it should come out of the general fund, not the VAPA budget.

There was a discussion about the expenses have occurred over the past ten years. It was clarified that the money was paying for the music teachers and a small portion of the teachers’ salary for part of their release time. It is a contractual agreement to give

teachers release time. BSEP was tapped for funds when the general fund was needing to find ways to balance the budget.

Juliet Bashore, P&O Committee member and subcommittee member, read a synopsis of the letter. It was clarified by Beery that the letter should be from the subcommittee to the P&O, and the P&O can take it forward, and by Martin that the subcommittee could take it to the Board as part of Public Comment time on their agenda.

Synopsis: In 2002-03 the District made the decision to temporarily transfer funds from BSEP, for the duration of Measure B, the VAPA monies to general fund to fully fund release time music for grades 4 and 5. "In previous years the general fund had supported the base release time: one teacher to 24 students for music release and BSEP funds for VAPA supported the additional teachers necessary in order to divide the students into smaller groups, i.e., woodwinds, strings, etc. When Measure A of 2006 was passed this practice was continued. **In school year 2012-13 the transfer amount was \$404,000.** Since school year 2010-11 the expenses for VAPA programs for grades 4-8 have outpaced the income. Each year the expenses eat into the carryover reserve by several hundred thousand dollars. **In 2013-14 the transfer amount will be \$418,000, and by 2016-17, the last year of the measure, it will be \$557,130.**" Most of that is due to increasing teachers' salaries.

"Since 2007 it has been necessary to scale back the VAPA budget in support of dance, drama, and the visual arts. So they have been scaling back everything except music. In 2006 the VAPA subcommittee lobbied long and hard to increase the BSEP VAPA budget allotment by **\$200,000** to support the arts beyond the music program. This support has been slashed each year and each year expenses cut more deeply into the ending fund balance. **By 2013-14 the ending fund balance will be depleted and by 2015-16 the VAPA budget will be operating in the negative.**"

"The award winning music program of BUSD is highly visible and nationally recognized. It stands in the eyes of the community as the crown jewel of the Berkeley Schools Excellence Project. We cannot afford to jeopardize this important program." The idea behind this letter is that with the BSEP measure coming up, it is visible, there is PR around the music program, and we don't want it to suffer at this time.

"The P&O committee strongly urges BUSD to reexamine and reallocate the transfer of 4.64 FTE to the general fund and end the practice of funding contracted teacher release time two days a week totally from the VAPA budget."

There was a question about whether a letter would be presented by a subcommittee or an individuals at public comment, to which Beery clarified that according to the bylaws, "Any findings, recommendations, reports, or conclusions drafted by subcommittees must be presented to the full P&O committee for approval" (Page 10 of the BSEP Planning and Oversight Committee Bylaws). But an individual could make a statement to the School Board on their own behalf.

There were questions about the 2012-13 proposed Budget for Music and VAPA/multi-year budget and a discussion was held about the multi-year increases from BSEP contributions to the General Fund and the Expenditures.

Beery will bring calculations and information to the next P&O meeting, along with Suzanne McColloch, District Visual and Performing Arts Program Supervisor.

Martin proposed that it would be timely to review and approve the letter next week. Bashore will send it out to the P&O committee as soon as she has it ready.

9. Approval of Minutes: April 9, 2013

The motion to approve the minutes was not moved forward at this meeting due to a lack of quorum.

10. Additional Items for Discussion

Martin will contact the school principals about the site representatives that have not attended P&O meetings (Reference: BSEP Planning and Oversight Committee Bylaws, item IX. Vacancies, item X. Removal from Membership, and item XI. Quorum, pages 4 and 5) and the rest of the committee to get them to attend the P&O committee meeting next week, April 23, 2013.

Reed mentioned that the California Music Educators Association is providing a positive level of assessment and evaluation that is positively changing the way the high school and middle schools music teachers are addressing music goals and the students' ability to play. Coplan mentioned going to the BUSD website to see Berkeley's Got Talent: <http://www.berkeleyschools.net/2013/04/10/berkeleys-got-talent/>.

11. Adjournment

The meeting was adjourned by acclamation at 9:00 p.m.

Minutes submitted by Linda Race