



BERKELEY UNIFIED SCHOOL DISTRICT
BERKELEY SCHOOLS EXCELLENCE PROJECT
2020 Bonar Street, Berkeley, CA 94702
Phone: 644-8717 Fax: 644-8923

MEETING NOTICE

COMMITTEE: BSEP Planning & Oversight Committee

DATE: **Thursday, March 12, 2013**

TIME: **7:00 p.m.**

Gavel down: **7:15 p.m.**

LOCATION: 2020 Bonar Street, Room 126

CHAIRPERSON: Elisabeth Hensley

AGENDA

- | | | |
|----------------|------|---|
| | 7:15 | 1. Call to Order/Introductions & Site Reports |
| | | 2. Establish the Quorum/Approve Agenda |
| | | 3. Chairpersons' Comments (Chris Martin & Elisabeth Hensley) |
| | | 4. BSEP Director's Comments (Natasha Beery) |
| | | 5. Public Comment |
| [Presentation] | 7:30 | 6. Report from School Site Funds Subcommittee (Keira Armstrong) |
| [Discussion] | 7:40 | 7. Revised Recommendation for the Allocation of BSEP Class Size Reduction Funds in FY 2013-14
Neil Smith, Co-Superintendent |
| [Action] | 8:10 | 8. Recommendation for the Allocation of BSEP Class Size Reduction Funds in FY 2013-14 |
| [Presentation] | 8:40 | 9. <i>Focus on: Middle School Counseling (Rosina Keren)</i> |
| [Action] | 9:10 | 10. Approval of Minutes: 2-26-13 |
| | | 11. Additional Items for Discussion |
| | 9:30 | 12. Adjournment |

Next P&O Committee meeting: Tuesday, March 26, 2013

- *Focus on: Professional Development; Parent Outreach*
- Recommendation for Allocation of BSEP Class Size Funds FY 2013-14
- BUSD Budget Update with Co-Superintendent, BSEP Audit FY 2011-12

An average week in the life of
Longfellow Middle School's
Counseling and Positive School Culture Department

In addition to the regular 60 students we see weekly for planned 1 on 1 sessions or clinical groups, and/or classroom support, this is a snap shot of a week in the life of your Counseling Program:

Monday:

Black History Month assemblies
2 parent meetings
1 lunch time boys' socialization group
20 unplanned student 1-1 counseling sessions
2 conflict mediations (both relational aggression: 1 regarding rumors, 1 regarding exclusion)

Tuesday:

4 drug and alcohol education groups, with 3-5 students / group. These are ongoing 12 week groups
3 conflict mediations (1 to calm down a misunderstanding between 2 boys, one following up on interpersonal conflict with girl group, one between 2 girls over a boy)
Political Action Committee planning meeting, during lunch
2 counselor led workshops on the dangers of stereotypes
15 unplanned student 1-1 sessions
1 meeting w a mom about a hospitalized student, and conversations w hospital re treatment and discharge plans

Wednesday:

GSA meets during lunch
One counselor led classroom based workshop following up on Black History assembly
Collaborate with Y Summer Youth Initiative for our 8th graders
1 8th grade boys counseling group
1 6th grade boys' lunch time group
3 conflict mediations (both relational aggression: 1 regarding exclusion, 2 regarding rumors)
23 unplanned 1-1 sessions

Thursday:

Begin new collaboration with Lifelong's Sleep Education program for our students
1 classroom workshop on Black History month
Cinco de Mayo planning meeting
1 conflict mediation, helping 2 students who had become physical resolve their conflict
31 unplanned 1-1 meetings with students

Friday:

1 parent mediation
Begin setting up Grief Group
3 conflict mediations (1 relational aggression regarding exclusion, 1 sent by teacher regarding conflict in class, one girl issues)
3 drug and alcohol education groups
Design monthly theme of Tiger Tickets, and distribute to teachers
18 unplanned student 1-1 meetings



Contact us



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Willard Middle School
2125 Stuart Street, Berkeley, CA 94705



Willard Middle School Counseling

Supporting Willard students, families, and staff with free school based services to enhance students' success in school and to promote healthy development.

What we provide

- Academic support
- Personal/Social development
- Transitions
- Grief and Loss
- Voluntary individual, group and family counseling/therapy
- Professional development in the social/emotional needs of adolescents
- Conflict mediation
- Case management and referrals to community services

Willard Middle School
2125 Stuart Street, Berkeley, CA 94705

“So be sure when you step, Step with care and great tact. And remember that life's A Great Balancing Act. And will you succeed? Yes! You will, indeed! (98 and $\frac{3}{4}$ percent guaranteed) Kid, you'll move mountains.”

— Dr. Seuss, *Oh, The Places You'll Go!*



Who We Are and What We Do

We are a group of school counseling and mental health professionals providing services on-site to students and families. Our staff counselors are Jennifer Antonuccio, MS, PPS and Corey Cohen, LCSW, PPS. Our team includes Master's level interns working toward licensure in the field of counseling and social work.

Our services are provided at no cost to you and services are confidential: counseling treatment records are kept entirely separate from school records and do not become part of your child's educational record.



How to Obtain Services

- Student can ask teachers to see a counselor
- Families can request counseling services through teachers and administrative staff
- Family members can contact program supervisors listed on the back of this brochure
- Teachers can refer students for screening
- Previous teachers or counselors can request ongoing services

Please call or email us with questions

“Promise me you will always remember – You are braver than you believe, stronger than you seem and smarter than you think.”

— Christopher Robin and Pooh

BSEP CSR Multi Year Projections
Based on CSR Recommendations for FY 2013-14

	V2013-03-04			
	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
COLA - Revenues Only (A)	0.0165	0.022	0.024	0.024
Step Increase for teachers	0.0100	0.0100	0.0100	0.0100
Indirect Cost	0.0673	0.0673	0.0673	0.0673
Revenues				
Revenue Allocation	\$ 15,734,186	\$ 16,080,338	\$ 16,466,266	\$ 16,861,457
Expenditures				
Transfer to General Fund for Classroom Teachers:				
- Classroom Teachers (B)	11,276,600	11,389,366	11,503,260	11,618,292
- Illness Substitutes	222,700	224,927	227,176	229,448
- Direct Support	375,800	379,558	383,354	387,187
Expanded Course Offerings (8.0 FTE)	725,360	732,614	739,940	747,339
Certificated Counselors (4.8 FTE)	464,100	468,741	473,428	478,163
Program Support (21.50 FTE)	1,874,100	1,892,841	1,911,769	1,930,887
Indirect Costs @ 6.73%	1,005,372	1,015,426	1,025,580	1,035,836
Total Expenditure Budget	15,944,032	16,103,472	16,264,507	16,427,152
Net Change to Fund Balance	(209,846)	(23,134)	201,759	434,305
Projected Beginning Fund Balance (C)	813,791	603,945	580,811	782,570
Projected Ending Fund Balance	\$ 603,945	\$ 580,811	\$ 782,570	\$ 1,216,875
Designations:				
CSR share of 3% Reserve	\$ 478,321	\$ 483,104	\$ 487,935	\$ 492,815
Total Ending Fund Balance	\$ 1,082,266	\$ 1,063,915	\$ 1,270,506	\$ 1,709,690

A) Cost of Living Adjustments (COLAs) are included in revenue projections. COLAs for fiscal year 2014-15 through 2016-17 are projected and may not materialize.

B) Does not include any potential salary increases.

C) 1% bonus for 2012-13 has already been transferred and deducted from beginning fund balance

BERKELEY UNIFIED SCHOOL DISTRICT
CLASS SIZE REDUCTION FTE PLANNING DOCUMENT
FY 2013-14 PROPOSAL v 2013-03-04

GRADE LEVEL	STAFFING ENROLLMENT BY GRADE	GENERAL FUND * CLASS SIZE FTE	Meas. A CSR FTE	Meas. A Necessary FTE	Meas. A CSR FTE
ELEMENTARY SCHOOL					
Kindergarten	754	34 : 1 22.18	20 : 1 15.52		0.30
Grade 1	730	21.47	15.03		
- Release Time		0.86	0.60		
Grade 2	683	20.09	14.06		
- Release Time		0.80	0.56		
Grade 3	617	18.15	12.70		
- Release Time		0.73	0.51		
1-3 Adjustments				26 : 1	2.60
Grade 4	672	19.76	6.09		
- Release Time **		3.95	1.22		
Grade 5	688	20.24	6.22		
- Release Time **		4.05	1.24		
4-5 Adjustments					
K-5 TOTAL		132.28	73.75		77.50
Grade K-5 Special Day Class	17	0.50	0.44		0.44
Release time Special Day Class		0.10	0.09		0.09
MIDDLE SCHOOL					
Grade 6	668	18.56	5.30		
- Release Time		3.71	1.06		
Grade 6 Necessary Adjustments					0.18
Grade 7	591	19.70	5.63		
Grade 8	615	20.50	5.86		
Grade 7-8 Adjustments					0.32

BERKELEY UNIFIED SCHOOL DISTRICT

CLASS SIZE REDUCTION FTE PLANNING DOCUMENT

FY 2013-14 PROPOSAL v 2013-03-04

	62.47	17.85	18.35
6-8 TOTAL	62.47	17.85	18.35
Grade 6-8 Special Day Class	34 :1	18 :1	0.50
Release time Special Day Class	0.28	0.25	0.25
HIGH SCHOOL	0.06	0.05	0.05
Grade 9	36 :1	28 :1	
Grade 10	25.59	7.32	
Grade 11	24.20	6.91	
Grade 12	21.57	6.16	
Grade 9-12 Special Day Class	21.51	6.14	26.53
B-Tech	36 :1	18 :1	
Grade 9-12 Adjustments	2.23	2.24	2.24
	4.67	4.67	4.67
			0.86
TOTALS	99.77	33.44	34.30
Elementary School	122.39	70.06	78.03
- Release Time	10.49	4.22	0.00
Middle School	59.04	17.04	18.65
- Release Time	3.77	1.11	0.00
High School	99.77	33.44	34.30
	9,036	295.46	5.10
		125.87	130.97

BERKELEY UNIFIED SCHOOL DISTRICT
CLASS SIZE REDUCTION FTE PLANNING DOCUMENT
FY 2013-14 PROPOSAL v 2013-03-04

BSEP/MEAS A PROJECTED EXPENSE FOR CSR

FTE Ave Compensation	86,100	\$10,837,400	\$439,200	\$11,276,600
Sub Ave Compensation	\$1,700	\$214,000	\$8,700	\$222,700
Direct Support	\$2,870	\$361,200	\$14,600	\$375,800
Preliminary Measure A Transfer	<u>90,670</u>	<u>\$11,412,600</u>	<u>\$462,500</u>	<u>\$11,875,100</u>

* State K-3 CSR Revenue \$2.7 million (projected)

** Two fifths of General Fund release time is for music paid from the BSEP Measure A VAPA Budget

*** Based on Average Enrollment

	<u>FTE</u>	<u>2013-14 Budget</u>
FTE based on CSR Formula	125.87	\$11,412,600
Necessary FTE to achieve class size ratios	<u>5.10</u>	<u>462,500</u>
Transfer from BSEP to GF for CSR	<u>130.97</u>	<u>\$11,875,100</u>

Discretionary

Expanded Course Offerings - BHS and Middle Schools (including Subs and Direct Support)	8.00	725,360
Middle School Counseling Services	4.80	464,100
Program Support	21.50	1,874,100
Total Discretionary	<u>34.30</u>	<u>\$3,063,560</u>
Total projected BSEP/Measure A expense	<u>165.27</u>	<u>\$ 14,938,660.00</u>

BERKELEY UNIFIED SCHOOL DISTRICT
CLASS SIZE REDUCTION FTE PLANNING DOCUMENT
FY 2013-14 PROPOSAL v 2013-03-04

Middle School Counseling Services:				
Willard	1.2 FTE	1.2	116,000	
Longfellow	1.2 FTE	1.2	116,000	
King	2.4 FTE	2.4	232,100	
Total Counselors		4.8	464,100	
Program Support in Priority Order				
Literacy Coaches	3.3 FTE	3.3	306,900	
Willard (M.S. Math)	0.8FTE	0.8	68,900	
Longfellow (M.S. Math)	1.0 FTE	1	86,100	
King (M.S. Math)	1.6 FTE	1.6	137,800	
BHS (HS Math)	2.0 FTE	2	172,200	
3/4/5 Combos	1.8 FTE	1.8	155,000	
Rtl2 teachers K-5	5.5 FTE	5.5	473,600	
Rtl2 teachers 6-8	5.5 FTE	5.5	473,600	
Total Program Support		21.5	1,874,100	

BERKELEY UNIFIED SCHOOL DISTRICT

TO: BSEP Planning & Oversight Committee
FROM: Neil Smith and Javetta Cleveland
DATE: March 12, 2013
SUBJECT: Recommendation for the expenditure of the BSEP Class Size Reduction monies in FY 2013-14

Class Size Reduction Staffing in the 2013-14 School Year

This recommendation is based on the following assumptions:

- Staffing enrollment of K-12 students is projected at 9,036.
- Total average compensation (includes salary and employer paid fringe benefits) of classroom teachers is projected at \$86,100.
- There is continued State funding for the K-3 Class Size Reduction Program.
- BSEP revenue for the CSR fund in FY 2013-2014 is projected at \$15,734,186, with a net allocation, after 6.73% indirect costs, of **\$14,743,156**.
- General Fund revenue is projected based on the Governor's budget of January 2013.

The average class sizes specified in the BSEP Measure are being maintained at all grade levels with teacher/student staffing ratios of:

- 20:1 for the K-3 grades,
- 26:1 for 4th & 5th grades,
- 28:1 for grades 6 thru 12.

This is achieved with General Fund monies being used to establish a ratio of 34:1 for the K-5 grades and 36:1 in grades 6-12, and BSEP CSR funds used to reduce the pupil-teacher ratios to the lower class sizes. The reduced class size in K-3 enables the District to qualify for funding from the State Class Size Reduction funds, which are expected to provide \$2.7 million to the General Fund.

According to the measure, average class sizes in the K-3 grades shall be reduced to 20:1 as long as state class size reduction funds are provided for that purpose at a level not less than currently funded by the State; it is possible that the governor's budget will phase toward a 24:1 ratio in the future at which point an examination of funding scenarios may be warranted.

The staffing formula used for secondary schools in FY 2013-14 is that defined in the BSEP Measure, section 6.B: student enrollment x 6 class periods per day/per student, divided by 5 teaching periods, divided by average class size objective of 28:1.

This calculation results in a total of **426.43** Full Time Equivalent (FTE) classroom teachers projected to be necessary to staff the K-12 classrooms at the ratios listed above, of which BSEP would fund **130.97** FTE teachers (including the associated preparation time for BSEP funded teachers).

To meet these targeted class size reduction goals, the expense to the BSEP Class Size Reduction fund in 2013-14 is projected to be **\$11,875,100**. This figure includes the FTE compensation, substitute compensation, and “direct support”, which are the operational and other costs associated with opening and maintaining additional classrooms. The attached “Teacher Template” details this recommendation. (Attachment A)

It should be noted that enrollment projections are reviewed both prior to presentation of the budget to the Board for adoption in June, and again in early September after the actual enrollment has stabilized. The actual expense for the BSEP transfer to the General Fund for classroom teachers is calculated at the close of the Fiscal Year.

Discretionary Expenditures: Expanded Course Offerings, Counseling Services and Program Support

After the class size goals are achieved, the BSEP Measure stipulates that BSEP CSR funds may be used for “expanded course offerings (ECO),” counseling services at each of the District’s middle schools, and “program support.”

The District must be able to maintain the class size reduction goals stipulated in the Measure through the duration of the Measure, which is set to expire at the end of FY 2017. An important consideration in proposing expenditure of the BSEP CSR fund for these discretionary purposes is the need to maintain an appropriate reserve in the CSR fund, with the reserve for personnel variance an important consideration, given the cost of funding positions. In 2012-13, a 1% bonus to staff incurred a cost of \$141,000 to this resource.

The expanded course offerings and program support are intended to provide a high quality of education for all students, in accordance with the BSEP measure. The expanded course offerings offer a wide variety of options for students, from AP augmentation classes, which give access to AP coursework for students who might not otherwise have such access, to science labs, yearbook and music classes. Reduced class sizes in algebra and geometry are improving grades for students with math challenges. The BSEP-funded RTI2 program functions as a comprehensive way of tailoring education to meet all student needs, using data to make decisions about student learning.

Following is the recommendation for the expenditure of BSEP CSR funds for Counseling Services, ECO classes and Program Support in FY 2013-14.

Counseling Services at each Middle School

- **4.8 FTE counselors** at the middle schools, that is, 1.2 FTE at Longfellow, 1.2 FTE at Willard, and 2.4 at King. This is the same allocation as in FY 2012-13.

Projected expense: \$464,100

Expanded Course Offerings (ECO)

- **6.4 FTE classroom teachers** for ECO classes at Berkeley High School
- **1.6 FTE classroom teachers** for ECO classes at the Middle Schools

Projected expense: \$725,360

Program Support

Our recommendation is to fund **21.9** FTE Program Support teachers in the next school year as follows:

- **3.3 FTE elementary school Literacy Coaches/Teachers** (.3 FTE for each elementary school).
- **3.4 FTE middle school math teachers** to lower class size from 28:1 to 20:1 in Algebra and pre-Algebra classes at all three middle schools.
- **2.0 FTE BHS math teachers** to maintain lower class sizes in Algebra and Geometry classes.
- **1.8 FTE elementary school teachers** for a .5 FTE allocation (plus .10 FTE prep time for each teacher) to each of three schools: Cragmont, LeConte and Rosa Parks to provide grade-specific time for students in 3/4 or 4/5 combination classes.
- **5.5 FTE RTI² teachers** for the 11 elementary schools (.5 FTE at each elementary school).
- **5.5 FTE RTI² teachers** for the three middle schools (1.5 FTE for Longfellow, 1.5 FTE for Willard, and 2.5 FTE at King)

Projected expense: \$1,874,100

In summary, the recommendation for the expenditure of the BSEP Class Size Reduction monies in FY 2013-14 is:

Transfer from BSEP to General Funds for CSR: \$11,875,100

Discretionary: \$3,063,560

Indirect Costs: 1,005,372

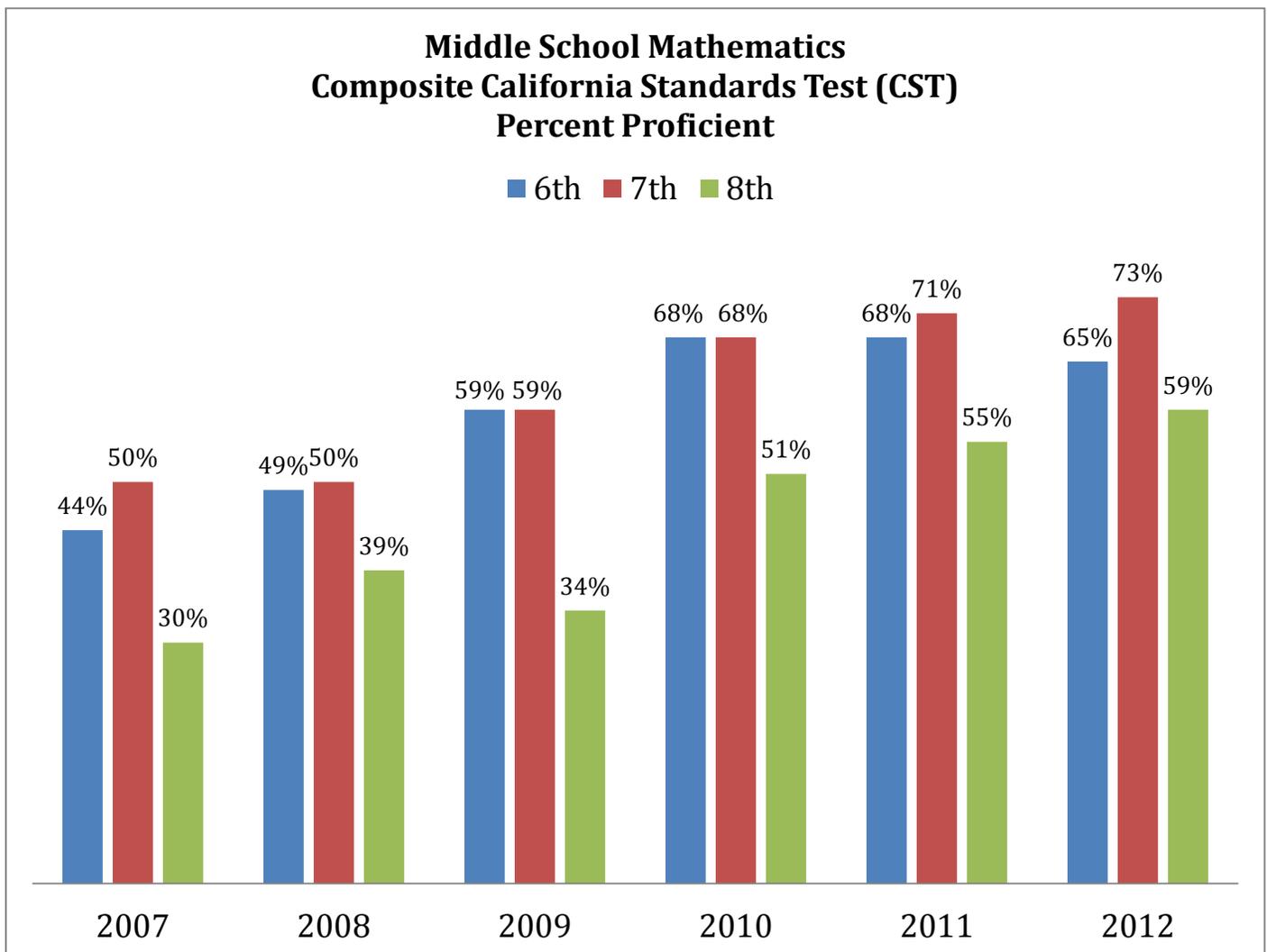
Total Projected BSEP/Measure A Expense: \$15,944,032

Middle School Math Scores in the Era of Additional Class Size Reduction

In March 2007 the Middle School Math Collaborative suggested a number of recommendations to improve math teaching and learning. Among these:

- Curricular changes at both the elementary and middle grades to emphasize “algebra readiness,” having most students take a full year of Algebra in 8th grade or earlier.
- Additional professional development for math teachers.
- The use of common assessments, the primary of which are the district math assessments.
- A focus on math organizationally, so that all instructional personnel including principals, and both classroom and ULSS / RTI2 teachers were focusing on students who were not making progress.
- In 2006-07 additional teachers were assigned to middle school math to lower 8th grade math class sizes to roughly 20:1. (Honors sections were larger.) In 2007-08 math class size reduction was added for 7th grade as well. (Sixth grade sections are cored as math/science and English/history, so CSR would not be easily implemented.)

The graph below shows aggregate performance by grade. Note the consistent rise in 7th and 8th grade scores.



BSEP PLANNING & OVERSIGHT COMMITTEE CALENDAR, 2012-2013

Meetings are held at 2020 Bonar Street, Berkeley, Tuesday @ 7:00 pm

- October 18 **Transitional Meeting of P&O Committees of 2011-2012 and 2012-1013.**
Review: School Governance Council elections & training
Update: Selection of new Superintendent **Update:** Selection of new BSEP Staff
Recommendation: Class Size Report for FY 2012-2013

October 25 (Thursday) – School Leadership Training (SGC, BHS BSEP & SSC, PTA)

- November 27 **Orientation: New P&O Reps. Organization:** • Election of Chair • Establishment of P&O calendar.
Appointment of P&O Reps to SBAC. **Presentation:** Annual Report for FY 2011-12
- January 15 **Update by Co-Superintendent Javetta Cleveland: State Budget and Implications for BUSD**
Presentation & Action: BSEP Annual Report for FY 2011-12
- January 29 **Overview with Director, Fiscal Services:** BSEP Class Size funds & “Teacher Template”
Presentation: First Interim Fiscal Report for 2012-13. **Request:** BSEP Materials Funds
- February 12 **Presentation:** BSEP Revenue Projection & COLA for 2013-14. **Focus on:** *ULSS/Rtl, Expanded Course Offerings (ECO) & Program Support*
- February 26 **Focus on:** *Evaluation & Assessment*
Presentation: Recommendation for the Allocation of BSEP Class Size Funds in FY 2013-14
- March 12 **Discussion & Action:** Recommendation for the Allocation of BSEP Class Size Funds in FY 2013-14
Focus on: *Middle School Counseling. Report* from School Site Funds Subcommittee
- March 26 **Focus on:** *Professional Development; Parent Outreach*
Action (if needed): Recommendation for Allocation of BSEP Class Size Funds in FY 2013-14
Presentation: BUSD Budget Update with Co-Superintendent, BSEP Audit for 2011-12
- April 9 **Presentation:** Recommendation for Allocation of BSEP Funds in FY 2013-14:
• Professional Development • Program Evaluation • Parent Outreach & Engagement
- April 16 **Discussion & Action:** Recommendation for Allocation of BSEP Funds in FY 2013-14:
• Professional Development • Program Evaluation • Parent Outreach & Engagement
- April 23 **Presentation:** Recommendation for Allocation of BSEP Funds in FY 2013-14:
• Library Program • Music & Visual & Performing Arts (VAPA) • Technology

April 26 (Friday) School Site Plans and budgets for FY 2013-14 due

- May 7 **Presentation:** Recommendation for Allocation of BSEP Funds in FY 2013-14:
Public Information, Translation, BSEP Implementation, P&O Support
- May 14 **Discussion:** Recommendation for Allocation of BSEP Funds in FY 2013-14:
Public Information, Translation, BSEP Implementation, P&O Support
Action: Recommendation for Allocation of BSEP Funds in FY 2013-14:
• Library Program. • VAPA • Technology
- May 28 **Action:** Recommendation for Allocation of BSEP Funds in FY 2013-14:
Public Information, Translation, BSEP Implementation, P&O Support
Overview: BSEP Site Plans for FY 2013-14. **Organization:** Summer Plans & Steering Committee
- June 4 **Meeting to be held if needed**

