



**BERKELEY UNIFIED SCHOOL DISTRICT
BERKELEY SCHOOLS EXCELLENCE PROJECT**

2020 Bonar Street, Berkeley, CA 94702

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MEETING NOTICE

COMMITTEE: BSEP Planning & Oversight Committee
DATE: Tuesday, May 28, 2013
TIME: 7:00 p.m. Gavel down: 7:15 p.m.
LOCATION: 2020 Bonar Street, Room 126
CHAIRPERSON: Chris Martin

AGENDA

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|---------------------------|---|
| 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 |
| 7:30 | 6. Superintendent Advisory Committee/May Revise Update (TBD) |
| 8:00 | 7. Subcommittee Reports <ul style="list-style-type: none">• School Site Funds (TBD) |
| [Presentation/Discussion] | 8. BSEP School Site Plans for FY2013-14 |
| [Discussion] | 9. Planning for New Measure |
| [Discussion/Action] | 10. Election of Steering Committee |
| 9:10 | 11. Approval of Minutes: 5-14-13 |
| 9:15 | 12. Adjournment |

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

May 14, 2013

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley

P&O Committee Members Present:

Amelia Archer, <i>Berkeley High</i>	Catherine Huchting, <i>Malcolm X</i>
Keira Armstrong, <i>Washington (Co-Rep)</i>	John Lavine, <i>Berkeley High (Alt)</i>
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	Chris Martin, <i>LeConte (co-Chair)</i>
Tim Frederick, <i>Cragmont</i>	Dawn Paxson, <i>Willard</i>
Aaron Glimme, <i>Berkeley High</i>	Danielle Perez, <i>Pre-K (co-Rep)</i>
Larry Gordon, <i>Berkeley High (Alt)</i>	Shauna Rabinowitz, <i>Jefferson</i>
Patrick Hamill, <i>Thousand Oaks</i>	Bruce Simon, <i>King</i>
Elisabeth Hensley, <i>King</i>	

P&O Committee Members Absent:

Lea Baechler-Brabo, <i>Oxford (Alt)</i>	Rhonda Jefferson, <i>Berkeley High</i>	Margot Reed, <i>Longfellow</i>
Lee Bernstein, <i>Arts Magnet</i>	Melissa Kaprelian, <i>Thous.Oaks (Alt)</i>	Cecilie Rose, <i>John Muir</i>
Jennifer Braun, <i>Ind. Study (Alt)</i>	Catherine Lazio, <i>Berkeley High</i>	James Shultz, <i>Rosa Parks (co-Rep)</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>	Brittini Milam, <i>Washington (Co-Rep)</i>	Ellen Weis, <i>Longfellow (Alt)</i>
Ila Deiss, <i>LeConte (Alt)</i>	Emily Newman, <i>Emerson (Alt)</i>	Greg Wiberg, <i>Oxford</i>
Maria Einaudi, <i>Ind. Study</i>	Representative, <i>Willard</i>	Hugo Wildmann, <i>John Muir (co-Rep)</i>
	Boyd Power, <i>Emerson</i>	

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

Elizabeth Karam, *BSEP Senior Budget Analyst*
Jay Nitschke, *Director of Technology*
Suzanne McCulloch, *Music and Visual & Performing Arts Supervisor*

BSEP Staff:

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

1. Call to Order, Introductions & Site Reports

At 7:20 p.m. Co-chair Chris Martin called the meeting to order by welcoming attendees and by asking P&O members to report on School Governance Council activity at their sites.

2. Establish the Quorum

The quorum was approved with 12 voting members initially present. Huchting, Hamill, and Armstrong arrived late to bring the voting to 15. (Beery confirmed that the quorum was currently at 11.)

3. Chairs' Comments

Chris Martin and Elisabeth Hensley, Co-Chairs

Martin noted that he, Bashore, and Perez worked on a statement to the School Board to present the committees concerns regarding the Music/VAPA budget. (See item 8 of the meeting minutes below.)

There was a question regarding the attendance of a Board Member at the P&O meetings, because someone from the Board had previously attended the meetings. Beery responded that there is no requirement for attending, though a Board member may be assigned to the P&O. It was suggested that Julie Sinai, U.C. Berkeley's Director of Local Government and Community Relations and recently appointed BUSD Board of Education Director, be invited to attend the next P&O Committee meeting. **Chris Martin will contact Ms. Sinai to extend an invitation to attend the next meeting.**

4. BSEP Director's Comments

Natasha Beery, BSEP Director

Beery provided the following handout:

- Planning for the Next BSEP Measure: Draft Timeline, Presented to the Board of Education, April 10, 2013.
- EdSource Education Parcel Tax Report, Principal Findings (Sent to the P&O Committee via email 5-13-13, along with a pdf copy of the 34 page document Raising Revenue Locally: Parcel Taxes in California School Districts 1983–2012, EdSource: Highlighting Strategies for Student Success, Report May 2013.)

Beery was asked to provide the committee with the draft timeline for the planning of the next BSEP Measure, which she handed out, noting that it was a sketch of a process that would lead to the ballot measure in 2016. The basic idea is to begin the process soon with a new Superintendent in place who has recent experience with a parcel tax. Judy Appel, School Board Director, who wants to be involved in the community planning process. Beery and Appel will start some planning groups and will be pulling from the P&O committee.

It was noted that the Measure funds end June 2017. If the Measure does not pass in November 2016 there will be no BSEP. There had been some consideration of going for a new Measure early, in 2014, but with all the changes in the administrative structure in BUSD, the decision was not to do it. With 2016 as a presidential election year, and November as a time for student voters participate (rather than June), November of 2016 seemed a reasonable time to go before the voters. There was a question about the margin for ballot measure passing, with a brief discussion held. Glimme later confirmed that the last Measure passed with a margin of 79.68%.

An email was sent to the committee about EdSource report about parcel taxes California wide. Highlights are contained in the handout EdSource Education Parcel Tax Report, Principal Findings. Beery suggested that discussion of the parcel tax and planning steps could be put on the May 28th meeting agenda, when the committee's business for the year would be concluded.

BPEF (Berkeley Public Education Foundation) has changed its name and logo to Berkeley Public Schools Fund, and they want to be called the "Schools Fund." This will be an additional challenge when it comes time to look at the BSEP name and logo.

Beery thanked Liz Karam, BSEP Senior Budget Analyst, and explained that she worked on the budget comparison reports to show how they align with each plan. Karam stated that

the yearly comparative reports were based on the major categories of expense that are in the accounting system. The plans tend to pull together expenditures according to program elements, which don't always align with accounting codes, so it is difficult to make multi-year comparisons programmatically.

5. Public Comment

There was no public comment.

6. Subcommittee Reports:

• **School Site Funds**

The School Site Funds subcommittee did not meet, so there was no report to be given.

7. Recommendations for BSEP Funds in FY 2013-14 (Action items):

• **Public Information, Translation, BSEP Implementation, P&O Support:**

Natasha Beery, BSEP Director

• **Technology**

Jay Nitschke, Director of Technology

Beery provided the following handouts:

- Public Information and Translation (Resource 0854): Comparative Report (Revised for 5-14-13 on blue paper)
- Memo to the BSEP P&O Committee from Natasha Beery, Director of BSEP and Community Relations, dated May 14, 2013, Recommendation for Expenditures in 2013-14 of Funds Allocated to Public Information, Translation, and Support of the Planning and Oversight Committee from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0854)

Beery gave an overview of the program and recapped the previous presentation of May 7, 2013. The program for this year will remain relatively the same for next year, including staffing. She responded to the concerns brought up at the last meeting regarding having adequate support for translation services for the District and school sites. Beery has been meeting with Isabel Parra, Specialist, Interpretation and Translation, and Neil Smith, Co-Superintendent, and will continue to meet with them over the summer to discuss the development of translation services and priorities which meet federal and state requirements, site and district needs. **Beery stated that she added more money to the hourly interpreter workers and to provide training to improve interpreters and made sure there was enough money in the Language Line to serve the needs in Admissions and at school sites.** Parra is currently working on a glossary as a resource for site-based interpreters. She has translations of district documents that range in size and complexity, including district newsletters, student expulsion and other policies and IEP documents that require a high level of skill. Beery stated that as the Spanish-speaking population increases, there could be a greater need for these services and there may be a need to supplement with additional hourly staff. Parra, in referring to the program objective (Memo, p. 1): *“Provide information to the District’s non-English speaking families to improve understanding of and promote access to programs and services for district families,”* pointed out to Beery that the district will have to go beyond translation when developing these materials to ensure that families have useful and usable information. Beery agreed, and said that there was funding

for parent workshops that could focus on making the parent/student handbook more accessible, whether in Spanish or English.

Beery answered a question regarding the 15% of Spanish-speaking (students) at school sites that triggers a State mandate to provide translation services (see page 2 of the Memo and <http://www.cde.ca.gov/sp/el/t3/transllangab680.asp> for Annual Notification of Translation Languages per Assembly Bill 680). Parra is funded ½ time by the General Fund and ½ time by BSEP. Beery will try to track how translation services are being used and hopes to have a report next year. She hopes to install an online system for translation services requests that will help with the tracking.

Beery moved on to the P&O committee's concern regarding planning for the next Measure, and continuing to be transparent with the public in making them aware of what BSEP does for the District. She ensured that there was money in the plan for the *"improved public awareness of the impact of BSEP in the District through an updated logo and materials which clearly identify programs funded through BSEP,"* as noted on page 5 of the Memo. Paxton told the group that she was approached by Willard's newsletter group to provide something for the end of the year on BSEP. There was a brief discussion about having a corner of the school newsletters to let parents and others know what BSEP helps to provide. Various members of the committee suggested that BSEP have a strategy for what is presented to the public ("the elevator pitch"). Brochures, mailings, continuing to have a presence at events such as the "Jazz on 4th" BHS Jazz Band fundraiser (May 19, 2013), as well as the Solano Stroll BSEP booth were all discussed as opportunities for helping the public become more aware of BSEP. Huchting suggested that there be a rolling strategy developed for various opportunities, such as unfurling a giant BSEP banner at the Giant's game where the middle school bands are playing, and that thousands of people will be watching. It was noted by the committee that most people might not understand the breadth of what BSEP does.

Beery adjusted the Public Information and Translation budget to address the P&O concerns about translation and public awareness, and if there are carryover funds they can be allocated for those two expenditures. **The changes include increasing Hourly Staff by \$4500 and Contracted Services by \$5000, and adding \$1000 to Conferences and Memberships. The Revenue Allocation for FY 2013-14 remains at \$486,524 and the Total Expenditures remains at \$563,700.** (See last column on the Public Information and Translation (Resource 0854): Comparative Report (Revised for 5-14-13 on blue paper.)

Karam elaborated on the Comparative Report stating that it gives a better idea of what real assets are available to the program. The fund balance shown on the blue comparative report is lower than what is shown for the carryover of \$320,000 on the budget document because the carryover allows for additional monies that were not spent by the program this year.

In responding to the question about a rule of thumb for allocating reserve, Karam answered that it depends on what is pending and not yet posted, including possible staff bonuses or wage increases. Thus the fund balance could therefore be larger this year and be spent down when the monies are used next year. Karam noted that if there are unfilled positions, they know less about what that position is going to cost, because they don't know about what benefits the hire will accept, creating some uncertainty. Karam exercises some discretion holding more reserve when there are more of those-unfilled positions.

MOTION CARRIED (Rabinowitz/Simon): To approve the allocation of BSEP Public Information and Translation Funds FY 2013-14 per the Public Information and Translation (Resource 0854): Comparative Report (Revised for 5-14-13) and Memo to the BSEP P&O

Committee from Natasha Beery, Director of BSEP and Community Relations, dated May 14, 2013, Recommendation for Expenditures in 2013-14 of Funds Allocated to Public Information, Translation, and Support of the Planning and Oversight Committee from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0854) as presented at the May 7, 2013 and May 14, 2013 P&O Committee Meetings by Natasha Beery, BSEP Director, with changes to the budget as described above.
The motion was approved unanimously, with no objections and no abstentions.

Technology

Nitschke provided the following handouts:

- BSEP Technology (Resource 0862): Multi-Year Comparison Summary (on blue paper)
- Memo to the BSEP P&O Committee from Jay Nitschke, Director of Technology, dated May 14, 2013, Recommendation for Expenditures in 2013-14 of Funds Allocated to Technology from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0862)

Nitschke noted that there were a few changes to the draft Technology budget as initially presented at the April 9, 2013 P&O meeting. The FTE has an additional .2 because King is using their money in a different way. Nitschke stated that the budget includes a new subheading called “Study Topics for 2013-14” (page 3). Since there will be a change in paradigm from computers that need a lot of technical support to browser-based computers like Chromebooks, there may be additional funds made available for things like more TSAs, more curricular support for the use of technology, or more hardware support. The idea is for the Technology Subcommittee to be an ongoing subcommittee, meeting much like the library subcommittee. It could also be helpful for the Cal Berkeley graduate students to aid the group by look at funding models. Bashore stated that such a study group would then create a recommendation for technology for the next measure and in doing so, get more money in place to provide for technology.

In answering a question about the need for people who are expert in helping teacher use technology for curriculum, Nitschke responded that putting more money into technology structures would help. Currently there is (1) K-8 TSA for technology and (1) BHS TSA for technology that is not funded by BSEP for the whole district. Previous to BSEP, the district administrators gave the high school a teacher allocation and the principal/SGC/others decided what the teachers were going to do and pulled one out for instructional technology and one as a director. Under the previous Superintendent, William Huyett, instructional technology and director positions were pulled out and explicitly funded. Nitschke would like to recommend that there be (1) technology position at the middle schools (.4 FTE at MLK, .3 FTE at the other ones) It is difficult to do a good job for the elementary schools when there is only (1) person for all of them. There is no room in the budget for that, and the place for funds to have been included would have been in the Professional Development Budget, which has already been passed. Nitschke stated that Common Core requires a huge shift in professional development, and not only will the technology be changing, the whole curriculum is changing. He noted that the District would have to work with teachers to get them to a state of understanding the new curriculum they are teaching and what the students are going to be assessed on, so the District is trying to balance all of these things at once. Maybe since there is one-time money for Common Core this will be an opportunity for money to be worked into this proposal. Simon noted that since more general fund money may be available to the district, a new superintendent may be technology friendly, and this

may be an opportunity to have a platform to create more technology around the district. Glimme added that during the few years another resource, besides money, will be time in a teachers day. Most of the their professional development time will be used for Common Core, especially for the English and Math teachers. *Illuminate* will be helpful in the classroom to help assess the adoption of the new curriculum. Nitschke responded by commenting that they were helping the afterschool programs, with the help of Manuel Enriquez, Berkeley LEARNS Program Supervisor, in implementing basic computer keyboarding skills and cyber safety lessons in the LEARN and other afterschool programs. Nitschke added that it does not reach every student, but they can reach a fair amount of them. When they provided this program in the afterschool programs they have found them to be successful. Moving forward next year, the afterschool programs will be good places to teach technology skills. He and his staff would be happy to attend PTA meetings to discuss technology in the fall if there is interest.

MOTION CARRIED (Paxon/Bashore): To approve the allocation of Technology Funds FY 2013-14 per the BSEP Technology (Resource 0862): Multi-Year Comparison Summary and Memo to the BSEP P&O Committee from Jay Nitschke, Director of Technology, dated May 14, 2013, Recommendation for Expenditures in 2013-14 of Funds Allocated to Technology from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0862), initially presented at the April 9, 2013 P&O Committee meeting, and at this meeting by Jay Nitschke, Director of Technology, with changes to the budget as described above.

The motion was approved with a unanimous show of hands, with no objections and no abstentions.

8. P&O Committee Statement to accompany VAPA Recommendation

Martin provided the following handout:

Memo to the BUSD Board of Education from the BSEP Planning & Oversight Committee, dated May 14, 2013, Looking ahead at Visual and Performing Arts (VAPA), P&O Statement Regarding VAPA Budget for 2013-14.

Martin gave the committee an opportunity to review the draft handout regarding the P&O Committee's concerns about the Music/VAPA budget. There was a nearly hour-long discussion between the committee members regarding the editing and re-phrasing of the wording of the statement, paragraph by paragraph. The committee members had questions and details clarified by Suzanne McCulloch, Music/VAPA Supervisor. **After reaching agreement on the wording of the statement, Chris Martin will make the final changes to the document as discussed, for the Board meeting reading. Danielle Perez will read the statement on behalf of the P&O Committee.**

MOTION CARRIED (Archer/Hamill): To approve the P&O Statement Regarding VAPA Budget for 2013-2014 from the Memo to the BUSD Board of Education from the BSEP Planning & Oversight Committee, dated May 15, 2013, Subject heading: Looking ahead at Visual and Performing Arts (VAPA), with edits to the statement as discussed and approved during this meeting.

The motion was approved unanimously with a show of hands, with no objections and no abstentions.

Perez, Paxton, and Bashore volunteered to read the statement to the BUSD Board of Education at the May 22, 2013 meeting.

9. Additional Items for Discussion

There were no additional items for discussion.

10. Approval of Minutes: May 7, 2013

MOTION CARRIED (Paxson/Glimme): To approve the meeting minutes of the May 7, 2013 P&O Committee Meeting.

The motion was approved with a showing of 12 hands, with no objections and 3 abstentions.

11. Adjournment

The meeting was adjourned by acclamation at 9:16 p.m.

Martin noted that the next meeting would be held May 28, 2013, with the June 4, 2013 meeting remaining optional at this time.

Minutes submitted by Linda Race