

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

April 23, 2013

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley

P&O Committee Members Present:

Amelia Archer, <i>Berkeley High</i>	Elisabeth Hensley, <i>King</i>	Danielle Perez, <i>Pre-K (co-Rep)</i>
Keira Armstrong, <i>Washington (Co-Rep)</i>	Catherine Huchting, <i>Malcolm X</i>	Boyd Power, <i>Emerson</i>
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	John Lavine, <i>Berkeley High (Alt)</i>	Shauna Rabinowitz, <i>Jefferson</i>
Aaron Glimme, <i>Berkeley High</i>	Catherine Lazio, <i>Berkeley High</i>	Bruce Simon, <i>King</i>
Patrick Hamill, <i>Thousand Oaks</i>	Chris Martin, <i>LeConte (co-Chair)</i>	Greg Wiberg, <i>Oxford</i>
Larry Gordon, <i>Berkeley High (Alt)</i>	Brittni Milam, <i>Washington (Co-Rep)</i>	
	Dawn Paxson, <i>Willard</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>	Leslie Lippard, <i>Cragmont</i>	James Shultz, <i>Rosa Parks (co-Rep)</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>		Wildmann, <i>John Muir (co-Rep)</i>
Maria Einaudi, <i>Ind. Study</i>		

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

Josh Daniels, *BUSD School Board*
Elizabeth Karam, *BSEP Senior Budget Analyst*
Jay Nitschke, *Director of Technology*
Becca Todd, *BUSD District Library Coordinator*

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 report on School Governance Council activity at their sites.

Natasha Beery, BSEP Director, mentioned that the BHS High School College Fair held last Sunday was exceptional. BSEP school site discretionary funds, support the salaries of the BHS college counselor who led the planning of the event, along with many volunteers. Over 400 students and parents were in attendance along with college admissions officers. Students participated in case studies with sample applications which helped them understand the college application and review process.

Liz Karam, BSEP Senior Budget Analyst, stated that she was in the process of meeting and working with the principals of each school to review the State, Federal, PTA, and site monies available to develop information for the budget for adoption.

Jay Nitschke, Technology Director, would like to schedule a Technology subcommittee meeting for Tuesday, April 30, 2013.

Valerie Tay, BSEP Program Specialist, stated that Mary Hurlbert has returned and is helping the BSEP staff with the site plan budget development.

2. Establish the Quorum

The quorum was approved with 13 voting members initially present.

3. Chairs' Comments

Chris Martin and Elisabeth Hensley

Josh Daniels, BUSD School Board Member, stated that on Friday, April 19, 2013, the School Board announced that it had unanimously arrived at a Superintendent Search finalist in choosing Dr. Donald Evans, currently the superintendent for the Hayward Unified School District. Daniels outlined the next steps include a site visit on Friday, April 26, 2013, contract negotiations, and a vote on a contract at a regularly scheduled board meeting in May (<http://www.berkeleyschools.net/2013/04/19/board-of-education-selects-finalist-in-superintendent-search/>). Dr. Evans has extensive experience as an educator, teacher coach, vice principal, principal and superintendent for school districts in Hayward, Oakland, East Palo Alto, San Diego and Compton. He has experience collaborating with communities and helping schools reach achievement goals. Dr. Evans also has experience with contract negotiations and led an effort to successfully pass a parcel tax measure in Hayward, similar to BSEP.

There was a question about meeting with a representative or chairperson from the Hayward P&O committee and Daniels responded by saying that could be done by contacting Karen Hemphill, Board President about going on the site visit. Chris Martin, Elisabeth Hensley and Natasha Beery were invited to go on the site visit.

Daniels elaborated on the selection of a new School Board Director. Each member of the board was asked to email Deborah Turner, Board Secretary, a list of finalists. If two or more board members want a particular person as a finalist those names will go on a tentative list, which will be reviewed by the Board on April 25, 2013. On May 1, the finalists will give a 3-minute speech to the Board and the Board can choose to appoint an applicant at that time (<http://www.berkeleyschools.net/wp-content/uploads/2013/03/Timeline-and-Process-to-fill-Board-Vacancy.pdf>). Board director applications can be viewed online at Berkeleyside <http://www.berkeleyside.com/2013/04/19/10-people-apply-for-vacant-school-board-post/>. Board meetings can be accessed by radio, TV, or video online at <http://www.berkeleyschools.net/school-board/board-meeting-information/>.

Daniels reminded the committee that the proposed timeline for planning for the next measure would begin spring of 2014. There may be a smaller workgroup to get things started. Daniels stated that the Board could use the help of members of the P&O committee. Martin requested that Beery send out the proposed timeline slide that she presented to the Board to everyone so they can look at it. Beery stated she and Judy Appel will be working on the BSEP process and timeline in more detail, but that she will send out the proposed timeline.

Because the P&O Committee asked for more information about the Split Roll Tax and it's effects, Beery asked Liz Karam, BSEP Senior Budget Analyst, to run the numbers for

the difference if the higher commercial tax rate was not charged. Karam generated a handout entitled Estimate of Impact of a Change in Special Tax Rates, based on the 2011/12 non-exempt square footages for residential and commercial properties. **Her review of the numbers indicated that there would be a loss of \$2,510,620 for BSEP/Measure A and a loss of \$584,945 for Measure BB (Facilities and Maintenance) if the commercial properties were charged at the residential rate.**

4. BSEP Director's Comments

Natasha Beery, BSEP Director

Beery wishes to convene a subcommittee for the BSEP Public Information and Translation Budget and suggested holding it with the Technology subcommittee. Beery will send out an email about the meeting.

5. Public Comment

There was no public comment.

6. Subcommittee Reports:

- School Site Fund

Elisabeth Hensley, BSEP P&O Co-Chairperson

- Library

Becca Todd, BUSD District Library Coordinator

School Site Fund Subcommittee:

Hensley stated that the subcommittee met last week and they may need to recruit some help getting the site plans read and categorized appropriately. The subcommittee finally has all the PTA budgets and there is huge interest from the PTAs. Beery stated that there were many questions at the PTA Council about who is funding what, with concerns about equity, what should be BSEP, what should be PTA, and what should be allocated from the General Fund. These discretionary, locally raised funds keep important programs in place. This information could be brought into the larger measure planning process because it could help streamline the process. Now PTAs are paying for more important structural elements that may be site critical, such as reading tutors and the EL program at King. It is beginning to look like there may be some issues around funding the arts vs. the structural. Bashore pointed out that the PTA accounting was not uniform. Nitschke mentioned that there would be a meeting with the PTA Council, Thursday April 25th.

Martin mentioned that in reviewing the site plan summaries, he could not balance the summary to the total to the site plan to the hourly rates. Some schools look to be close and some are 30% off. Martin was sure that it could all be figured out but that a lot of work will be involved in the reviews.

Library Subcommittee and Library Program/Recommendations for BSEP Funds in FY 2013-13:

Beery and Karam provided the following handout:

- BSEP Changes in Fund Balance FY 2009-10 to FY 2012-13

Library Coordinator BeccaTodd provided the following handout:

- Memo to the BSEP P&O Committee from Neil Smith, Co-Superintendent and Becca Todd, Supervisor, District Library Coordinator, dated April 23, 2013, Recommendation for Allocation of funds from the Berkeley Public Schools

Educational Excellence Act of 2006 for the Library Program in FY 2013-14.

Todd mentioned that the library subcommittee meets every other month with a diverse group of people. She invited representatives from the P&O Committee to attend.

Todd stated that the library proposal is similar to preceding years, except for several new pieces that include changes in staffing, providing a modest increase for book purchases, and . Todd stated that there are 6 elementary schools that are over 400 students and she suggested **raising the Library Media Tech hours at those schools from .8FTE to .9FTE.** This is not to provide for new or additional programs. She feels that it will provide a noticeable difference in handling materials for those libraries whose students check out 1000-2000 books per month. Todd also proposed bringing, **temporarily, for 1 or 2 years, a Teacher on Special Assignment (TSA) Elementary/Teacher Librarian at 1.0FTE** to provide a focus on the Common Core standards for deepening the non-fiction reading and research at the elementary level. The TSA would be based centrally and would work with the elementary library media techs and serve as a liaison to the classroom teachers in developing how the library is used and integrated into lessons.

Todd went on to explain and clarify points on a variety of questions. There has not been a defined core collection, but they will be paying attention to that in the next year to bring that into alignment. She **raised the book allotment funds from \$15/pupil to \$16/pupil.** Although she feels that the allocation for the print collection is good, she is moving forward to provide “seed money” of **\$16,000 in the budget for interactive e-books and audio books** to school site computers and devices as well as off-site devices. There may be discussions in the future about how to provide e-book devices to students without access to the Internet to mitigate the “digital divide.” The Chromebooks mentioned in previous P&O meetings can work with the e-books and audiobooks. The digital technology can be used across platforms and allows the students and teachers to access the materials in a variety of ways, even projecting the books on the wall for classroom discussion.

The library program currently uses “Destiny” for their library and textbook management system. **There is a noticeable decrease in the spending from last year’s budget of \$75,000, which covered the implementation of the new system, to FY 2013-14 budget of \$15,500 which provides license renewal and tech support for all school sites.**

Todd explained that the schools each have their own library budgets and the book collections are assembled with input from the sites along with Todd and her staff’s recommendations. There will be funds for Two Way Immersion (TWI) and the bi-lingual program at Thousand Oaks. Those schools are funded with additional monies to increase their Spanish collections every other year. LeConte will be shifting to TWI. Todd noted that with the entry age lowering in Kindergarten, additional monies would be given to those schools getting younger students who need younger reading materials.

There was a brief discussion about the Jefferson library construction. Todd stated that there would be a room dedicated to accessible needed books, as well as Box of Books (BOBs). BOBs will contain classroom book sets that will rotate through the classrooms. The librarian will also be using a book cart/scanner to push into classrooms for book checkout.

A concern was raised regarding the \$50,000 difference between the fund balance of \$441,586 as shown on the BSEP Changes in Fund Balance FY 2009-10 to FY 2012-13 and fund carryover of \$491,500 on the Budget Summary on page 7 of the Memo to the BSEP P&O Committee from Neil Smith, Co-Superintendent and Becca Todd, Supervisor, District Library Coordinator, dated April 23, 2013, Recommendation for Allocation of funds from the Berkeley Public Schools Educational Excellence Act of 2006 for the Library Program in

FY 2013-14. Todd clarified that the real carryover will include an estimated unspent amount of around \$50,000. Sometimes there is unexpended hourly work, or materials that were budgeted for this year that can go toward the next year's budget. But the fund balance can be affected by other factors such as revenue. Todd also felt that the \$16,000 budgeted for the school library collections to add more non-fiction books is acceptable. Expenditures for books have been consistent at \$15/pupil for a number of years. Knowing that there is a fund balance, she would return and ask for the release of more funds if needed. The site librarian may ask the PTA, or other sources for extra funds for special book collection augmentation.

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

- **Library Program:** See item 6 above, as the information for the Library subcommittee and BSEP Library Program Funding were combined as one.

Becca Todd, BUSD District Library Coordinator

- **Music & Visual & Performing Arts 1.15**

Natasha Beery, BSEP Director for Suzanne McColloch, Visual and Performing Arts Coordinator

Beery provided the following handouts:

- Memo to the BSEP P&O Committee from Suzanne McColloch, Visual and Performing Arts Coordinator, and Neil Smith and Javetta Cleveland, Co-Superintendents, dated April 23, 2013, Recommendation for expenditure of funds from the Berkeley Public Schools Educational Excellence Act of 2006 for the Library Program in FY 2013-14.
- 2012-13 Music Schedule by Time Block, School as of August 27, 2012

Beery and Karam presented the budget for Music and Visual and Performing Arts for FY 2013-14 for McColloch, who was absent due to unforeseen circumstances. The music budget will be much like last year, except for showing separately the cost of the Release Time Music Teachers from the additional music teacher staffing to provide an enhanced program.

McCulloch increased the middle school Performing Arts teachers budget from \$25,000 to \$34,000 (page 4) as a result of the increase of middle school students' participation that went from 35% to 52% this year. The Professional Development workshops and Arts Anchor School Programs budget went down a little bit, but McColloch felt that there was still a need to train classroom teachers in the area of arts integration because of the new national art core standards.

Instruments and instructional materials increased from \$92,900 to \$118,900.

Mileage has been in the plans previous and Beery referred to the second handout 2012-13 Music Schedule by Time Block, School as of August 27, 2012 to show how the individual teachers move from site to site. **For Performances and Exhibitions budget, the expenditures are the same as the previous year, but the \$4,000 for teachers who are helping the students to rehearse is now shown in Hourly Staffing, leaving \$2,550 to cover transportation and custodial services.**

Collaborative Partnerships will continue to work with the Berkeley Symphony, providing \$10,000 for the program collaboration, which is the same amount as in prior years.

There was a discussion about concerns on the drawdown on the Music/VAPA fund balance. Karam clarified that due to the growth in enrollment, there are more students in more classes in the 4th and 5th grades, which requires more FTEs. Karam and Beery also confirmed when there are adjustments to salaries, that will change the cost of music teacher

transfers to General Fund release time so the estimated fund balance may be even less than shown. Karam added that there are several things that may change the fund balance, such as state funding, how the general fund money is spent, and teacher negotiations. The budgeted salary costs for next year include a larger personnel variance along with the usual the step and column increases for certificated salaries of 1%.

The line item for instruments and instructional materials for FY2013-14 of \$118,900 and the difference from previous years was questioned. Karam stated that instrument purchases, can be expensive, i.e. a tuba purchased last year cost \$17,000. In addition to instrument purchases, the fund covers the costs of instrument repairs. Beery stated that about $\frac{3}{4}$ of the funds goes to instrument maintenance. Beery will take that question back to McColloch.

Martin asked that the recommendation include a page included in last year's plan, which showed two years of actual expenditures, the current year, and the proposal for the next year.

Questioned about the Arts Anchor program, Beery and Karam clarified that schools take proposals to McCulloch and there is a budget for all schools to use, they just have to decide how they want to use it. (See page 4 of the budget.)

Note: The page 7 Budget Summary subtitles should be amended to say "BSEP Allocation for FY 2013-14" and "Projected 2012-13 Carryover." And the indirect costs should be changed to show 6.73%.

Martin wanted clarification that all budgets allowed for a greater personnel variance and step and column increases, where applicable. This particular budget has a small ending fund balance of \$992,233 and is of concern. Beery stated that Co-Superintendents Cleveland and Smith are aware of it and there had been a discussion in Cabinet that there would be the need to take action to ensure the viability of the fund. However, if P&O were to request that the general fund take on the entire music teacher release time FTE, which has been paid for by BSEP for years, it would take a substantial amount of the \$8 million general fund reserve, and there are multiple demands upon those funds, including restoring some of the \$9 million in cuts that were made in lean times, as well as providing salary increases.

According to Beery, the Cabinet expressed an interest in hearing from the P&O about other approaches ensuring this is a sustainable budget over time. Martin suggested that it would be good to get more input from the Board and the new superintendent about this. Beery stated that the Cabinet had discussed a proposal that at year end closing, the transfer could be adjusted such that any negative impact on the fund balance would be eliminated. Martin suggested that a proactive plan is needed.

Karam clarified that the BSEP VAPA fund is directly funding the supplementary teachers for winds, orchestra or brass etc. The General Fund transfer is paying for the contractual obligation for one teacher for one period of release time. Committee members thought it was important to get some clarity on this. Beery referred the committee to page 2 of the budget, Release Time Music Teachers. It is the music teachers transfer to the General Fund as calculated by 53 fourth and fifth grade classrooms x2 periods divided by 5 release time periods (so $\frac{2}{5}$ ths of the release time) to get FTE of the essential music teachers. However, the science, art, release time teachers are paid by the General Fund.

The Committee discussed the management of the Music/VAPA budget and the bubble in fourth/fifth grade enrollment that is one factor. Karam stated that the Cabinet is looking at it and has discussed the issue with the Board. Some P&O Committee members would like to see more clarity about what expenses are driving the negative fund balances. Nitschke remarked, in looking at enrollment numbers, that there would not be any changes in the grades 4 and 5 total enrollment in the next few years, and wondered whether there would

continue to be a need to purchase more instruments. Beery will take the Committee's questions back to McCulloch.

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

- **Parent Outreach**
- **Professional Development**
- **Program Evaluation**

Beery provided the following handouts:

- Appendix A: BSEP Professional Development Program FY2012 through FY 2014

For those who were absent at the April 16 meeting, at which the Parent Outreach, Professional Development, and Program Evaluation budgets were presented for the second time, but not voted on due to lack of quorum, Beery briefly reviewed each budget, outlined concerns previously raised, and indicated changes to the budget proposals that were presented at the April 16, 2013 meeting.

MOTION CARRIED (Glimme/Hamill): To approve the allocation of BSEP Parent Outreach Funds in FY 2013-14 per the memo Revised Recommendation for Allocation of BSEP Parent Outreach Funds in FY 2013-14 (BSEP Resource 0857) as presented at the April 16, 2013 P&O Committee Meeting by Charity DeMarto, Supervisor, Family Equity and Engagement.

The motion was approved by a showing of 13 hands for the motion, with 2 objections and no abstentions.

Beery went over the Appendix A: BSEP Professional Development Program FY2012 through FY 2014.

MOTION CARRIED (Paxson/Hamill): To approve the allocation of BSEP Professional Development Funds in FY 2013-14 per the memo Recommendation for Expenditures in FY 2013-14 of revenue from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP) for Professional Development as presented at the April 16, 2013 P&O Committee Meeting by Neil Smith, BUSD Co-Superintendent.

The motion was approved unanimously.

MOTION CARRIED (Wiberg/Glimme): To approve the allocation of BSEP Program Evaluation Funds in FY 2013-14 per the memo Recommendation for Allocation of BSEP Program Evaluation Funds in FY 2013-14 as presented at the April 16, 2013 P&O Committee Meeting by Debbi D'Angelo, Director, Evaluation and Assessment.

The motion was approved unanimously.

9. Report on Superintendent's Budget Advisory Committee

Greg Wiberg, Oxford P&O Committee Representative

Wiberg was unable to make the meeting. Larry Gordon was in attendance and gave a briefing. Co-Superintendent Cleveland gave an informational list of budget items that had been previously cut over the years, not a proposal with what to restore. The Advisory Committee asked Cleveland to provide the budget amounts for what the staff was planning to restore. The next SBAC meeting will happen after the Governor's May Revise. The next school services meeting will be May 20th.

There was a discussion about the ending fund balances for the various budgets, looking at pages from previous plans and reports, and differentiating between actual reported expenses vs. budgeted and projected numbers. Karam confirmed that the “adopted budget” has to have a positive ending fund balance, and when the books are closed the carryover will be posted in in mid-September.

Martin mentioned that this summer they would try to develop guidelines for budget owners to return to the P&O Committee about budget changes. Martin acknowledged committee members’ concerns about fund balances saying that there were significant variances in ending fund balances and that they need to pay more attention to it. There was an understanding that the Personnel Variance, roughly about 3%, provides a contingency for changes in staffing expenditures that could arise due to increases from the cost of changes in staffing or due to salary negotiations. Karam stated that when the First Interim was done most of the changes in fund balance were due to the 1% bonus.

10. Additional Items for Discussion

There were no additional items for discussion.

11. Approval of Minutes: April 9, 2013 and April 16, 2013

MOTION CARRIED (Paxson/Gordon): To approve the meeting minutes of the April 9, 2013 P&O Committee Meeting.

The motion was approved unanimously.

MOTION CARRIED (Lavine/Hamill): To approve the meeting minutes of April 16, 2013 P&O Committee Meeting.

The motion was approved by a showing of 10 hands, with no objections, and 5 abstentions.

12. Adjournment

The meeting was adjourned by acclamation at 9:30 p.m.

Minutes submitted by Linda Race