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BERKELEY UNIFIED SCHOOL DISTRICT
BERKELEY SCHOOLS EXCELLENCE PROGRAM
2020 Bonar Street, Third Floor
Berkeley, CA 94702
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MEETING NOTICE

COMMITTEE: BSEP Planning & Oversight Committee
DATE: Tuesday, November 19, 2013
TIME: 7:00 p.m. Gavel down: 7:15 p.m.
LOCATION: 2020 Bonar Street, Room 126
Parking on street or in open lot at Browning and Addison St.

AGENDA

- 7:15 1. Call to Order/Introductions & Site Reports
2. Establish the Quorum/Approve Agenda
7:30 3. Nomination/Election of Chairperson(s) for 2013-14
4. Nomination/Selection of P&O Reps to Superintendent's Budget Advisory Committee (SBAC) for 2013-14
5. BSEP Director's Comments (Beery)
6. Approval of Minutes 10.29.13
8:00 7. Public Comment
[Action] 8. P&O Meeting Calendar for 2013-14 (Beery) Overview of P&O, LCFF/LCAP and BSEP Planning
[Presentation/Discussion] 9. Preliminary SGC Elections Report (Beery/Tay)
9:15 10. Additional Items for Discussion
9:30 11. Adjournment

This is the first meeting of the BSEP Planning & Oversight Committee for the 2013-2014 School Year. All P&O Representatives should RSVP to valerietay@berkeley.net. This meeting is open to the public and subject to the Brown Act.

ALSO: ORIENTATION FOR NEW P&O REPRESENTATIVES
November 19, 2013 6:00-7:00 pm
=immediately before the regular P&O Committee meeting=
Brief overview of the P&O Committee, and a light supper
Required for new members of the P&O Committee, and returning members are welcome to attend
2020 Bonar Street, Room 126
RSVP to valerietay@berkeley.net

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES**

**October 29, 2013**

BUSD Offices –Technology Room 126  
2020 Bonar Street, Berkeley

**P&O Committee Members Present:**

Keira Armstrong, <i>Washington (co-Rep)</i>	Catherine Huchting, <i>Malcolm X</i>	Shauna Rabinowitz, <i>Jefferson</i>
Lea Baechler-Brabo, <i>Oxford (Alt)</i>	Ramal Lamar, <i>B-Tech*</i>	Bruce Simon, <i>King</i>
Moshe Cohen, <i>Pre-K (co-Rep)</i>	John Lavine, <i>Berkeley High (Alt)</i>	Ellen Weis, <i>Longfellow (Alt)</i>
Sergio Durand, <i>Cragmont*</i>	Catherine Lazio, <i>Berkeley High</i>	
Aaron Glimme, <i>Berkeley High</i>	Chris Martin, <i>LeConte (co-Chair)</i>	
Larry Gordon, <i>Berkeley High (Alt)</i>	Brittini Milam, <i>Washington (Co-Rep)</i>	
Patrick Hamill, <i>Thousand Oaks</i>	Dawn Paxton, <i>Emerson/Willard</i>	
Elisabeth Hensley, <i>King</i>	Danielle Perez, <i>Pre-K (co-Rep)</i>	

**P&O Committee Members Absent:**

Yusef Auletta, <i>LeConte (Alt)*</i>	Austin Lloyd, <i>BHS (Alt)*</i>	<i>*Incoming P&amp;O</i>
Darryl Bartlow, <i>John Muir (Alt)*</i>	Emily Newman, <i>Emerson (Alt)**</i>	<i>Representative</i>
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	Representative, <i>Ind. Study</i>	<i>** Outgoing P&amp;O</i>
Lee Bernstein, <i>Arts Magnet</i>	Representative, <i>Willard</i>	<i>Representative</i>
Jennifer Braun, <i>Ind. Study (Alt)**</i>	Boyd Power, <i>Emerson</i>	
Shannon Cunningham, <i>B-Tech</i>	Margot Reed, <i>Longfellow**</i>	
Ila Deiss, <i>LeConte (Alt)**</i>	Cecilie Rose, <i>John Muir**</i>	<i>Note: Some of the new P&amp;O</i>
Maria Einaudi, <i>Ind. Study**</i>	Kim Sanders, <i>Longfellow*</i>	<i>Representatives had not yet</i>
Tim Frederick, <i>Cragmont</i>	James Shultz, <i>Rosa Parks (co-Rep)**</i>	<i>been selected by the time of</i>
Lily Howell, <i>Pre-K (Alt)*</i>	Dan Smuts, <i>Rosa Parks (co-Rep)*</i>	<i>this meeting.</i>
Rhonda Jefferson, <i>Berkeley High**</i>	Abigail Surasky, <i>Longfellow**</i>	
Melissa Kaprelian, <i>Thous.Oaks (Alt)</i>	Greg Wiberg, <i>Oxford</i>	
Leslie Lippard, <i>Cragmont**</i>	Hugo Wildmann, <i>John Muir (co-Rep)**</i>	
	Orlando Williams, <i>BHS (Alt)</i>	

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

Mark Coplan, *BUSD Public Information Officer*  
Dr. Donald Evans, *BUSD Superintendent*  
Jay Nitschke, *Director of Technology*  
Julie Sinai, *BUSD School Board*  
Dr. Neil Smith, *BUSD Assistant 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 7:15 p.m. Co-chair Chris Martin called the meeting to order by welcoming attendees, noting the presence of Dr. Donald Evans, BUSD Superintendent, and asking P&O members to report on School Governance Council activity at their sites. This meeting was noted as the final meeting of the 2012-13 school year.

Natasha Beery, BSEP Director, gave a brief report on the progress of SGC Elections, supported by Valerie Tay, BSEP Program Specialist. Beery also reported on the School Leadership Training (SGC, BHS BSEP & SSC, PTA) held the evening of October 24, 2013 at Longfellow Middle School, which was very well attended, with over 125 parents, staff and principals attending a series of workshops.

**2. Establish the Quorum**

The quorum was approved with 17 voting members initially present.

**3. Chairs' Comments**

*Chris Martin and Elisabeth Hensley, Co-Chairs*

Martin briefly outlined a number of topics including the hand-out provided: BSEP Planning and Oversight Committee Calendar 2013-2014, the convening of the P&O Steering Committee in September, Subcommittee meetings (of which Technology has already met once), and the program for the calendar year which includes continuing education around how various budgets are being met.

Beery added that the BSEP P&O Calendar includes meetings for the new state LCFF (Local Control Funding Formula) and provided an additional calendar to attendees: Calendar for the 2014-2015 Budget and Local Control Accountability Plan (LCAP). Beery noted all the new acronyms related to the various groups that will be associated with this particular calendar (Page 1, lower left hand corner). Beery also provided the attendees with copies of the Planning for the Next BSEP Measure Draft Timeline, Presented to the Board of Education April 10, 2013.

**4. Approval of Minutes: May 28, 2013**

**MOTION CARRIED (Gordon/Glimme):** To approve the BSEP Planning & Oversight Committee Meeting Minutes of May 28, 2013.

The motion was unanimously approved with a showing of 17 hands.

**5. Public Comment**

Ramal Lamar, B-Tech rep had questions about how the LCFF may affect B-Tech and CTE/Career and Technical Education. Assistant Superintendent Neil directed Lamar to speak with the B-Tech Principal, who has recent information about those items.

**6. Class Size Report for 2013-14 (Neil Smith and Aaron Glimme):**

Neil Smith, Assistant Superintendent, provided the following handout:

• BUSD Memo to BSEP Planning & Oversight, From Neil Smith, Assistant Superintendent for Educational Services, Dated October 29, 2013, Subject: Class Size Report

Smith stated that BUSD has not met all Class Size student-to-teacher ratio/Class Size goals for this school year. BUSD is meeting class size goals at most grades except

for three, all at the elementary school level. Smith's presence at this meeting was to provide the reasons and background as to why this has occurred. Referring to the handout provided, Smith went through the K-8 figures where the issues with class size and enrollment are occurring (refer to page 2 graph). Transitional kindergarten doubled for this school year, which made four classes of 22 children. Instructional assistants were increased to accommodate TK class size increase. Smith also stated other areas that affect class size were facilities (number of available classrooms), enrollment increases (growth), and cohort gains and losses over the years. TK is treated just like a Kindergarten class when given monies from the state. TK is a one-year assignment because TKs do not exist at every school. One idea is to change the Pre-K Center/Hopkins Street facility to make it a TK Center. A question that may impact TKs is "how long will the state fund TKs?" and Smith sees the possibility for the TKs to eventually diminish because of the way TKs are structured.

Smith also mentioned the loss of 4/5 classrooms to "grade pure" classes. The class size average increased due to that change.

The only school in the district with any room in it facilities is Malcolm X. Smith confirmed Malcolm X has the third highest student body in the district as well. The district has had a commitment to keep schools small. When a school increases to over 500 students, it affects not only the classroom but also the entire school organization, including the cafeteria, the library, and the school yard. The class size grade average for the 5<sup>th</sup> grade is at 30 and 1<sup>st</sup> and 2<sup>nd</sup> grades increased slightly which is being accommodated with some classroom assistants where needed. Emerson and Oxford are among the schools with large 5<sup>th</sup> grade classes.

Smith stated that BUSD is having another demographic study done and hoping to have the results in December or January to consider how to use existing facilities and help plan for any new facilities. Smith mentioned that the state is looking toward 24:1 next year. Smith will provide Beery with the information when it comes out to pass along to the P&O Committee.

Middle school class section (subject) averages are shown on page 3 of the handout. Class size reduction money has been used to keep math class sizes small. Note that CEC (Counseling Enriched Class/Special Day/Special Ed) are very small. AVID (Advancement Via Individual Determination) are skills classes for students whose parents did not attend college. Wheel 6 is the elective classes for Sixth graders (garden, art, etc.) As for classes with 12 or 14 students on average (see Academic Lang Development, Reading Tutorial etc.), there are only two or three district-wide so those are not affecting averages. CEC, Music and PE are not included in the class size averages.

Aaron Glimme gave a brief report on BHS Class Size Averages at September 30, 2013 (on page 4 of the handout). The overall averages are 28.52 (including Art and PE classes) and 28.09 (excluding Art and PE classes). There was a brief discussion about facilities and classroom accommodations (seating) for the large classes. Noted was that there are smaller classes that are not assigned to a specific SLC (Small Learning Community) such as chemistry, world languages, and AP classes.

Smith noted that Class sizes are posted by October 31<sup>st</sup> at schools in locations where teachers can review them.

**7. Distribution of BSEP Annual Plan Binder for 2013-14:**

BSEP Staff provided the *BSEP Annual Plan Binder for 2013-14*. (Please let Valerie Tay know if you need to be provided with a binder: [valerietay@berkeley.net](mailto:valerietay@berkeley.net)).

**8. Subcommittee Reports:**

- **Steering Committee–Calendar Planning, Policy Guidelines**
- **Technology and Library**

Bruce Simon gave an update on the Technology Subcommittee. Simon said that the information covered in the last meeting included: network infrastructure and how the 1170 new Chromebooks are being used. At the subcommittee meeting, Jay Nitschke, Director of Technology introduced Wally Gutierrez and Allison Krasnow, TSA Instructional Technology TSA (Teachers on Special Assignment) assigned to Technology department who are helping with professional development for principals on Smarter Balance Assessments for next spring, as well as a pilot project for keyboarding using Google tools, with 3<sup>rd</sup> graders in afterschool programs, as well as working with 4/5<sup>th</sup> graders on signing in to Google apps. Smarter Balance pilot assessment testing will be held next March and June, with no paper and pencil tests except in science. Nitschke talked about funding sources for the technology budget that could be obtained from BSEP, Measure I, and possibly from the Hillside School sale proceeds. There is a plan for another subcommittee meeting in the works.

Nitschke added that Becca Todd, District Library Coordinator, was instrumental in helping with keyboarding and cyber-safety and there will be a joint meeting of Tech and Library, January 23, 2014.

Simon added that there was a lot of interest in technology from PTA leadership and Nitschke is still working out the details for that. He also added there is more interested and excitement around technology now due the use of technology in testing.

**9. Additional Items for Discussion:**

Natasha Beery shared a brief update from Suzanne McCulloch on the Music/VAPA program: a subcommittee meeting is scheduled for December 17<sup>th</sup> and a community arts team is being formed November 15<sup>th</sup> at Willard to put together a survey to determine what arts programs are offered at school sites, and possible funding sources, in order work toward additional arts experiences at all school sites.

**10. Adjournment**

The meeting was adjourned by acclamation at 8:42 p.m.



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**Berkeley Unified School District  
Berkeley Schools Excellence Program**

**Planning and Oversight Committee**

**ORIENTATION AGENDA**

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- |      |                                             |                 |
|------|---------------------------------------------|-----------------|
| 6:00 | Cheeseboard Pizza and Salad & Welcome       | Natasha Beery   |
| 6:10 | A very brief history of BSEP                | Valerie Tay     |
|      | Evolution of measures to present day        |                 |
|      | The role of the current measure in the BUSD | Natasha Beery   |
|      | <i>Questions</i>                            |                 |
| 6:25 | Role of the P&O Committee                   | Natasha Beery   |
|      | Introductions of New Members                |                 |
|      | <i>Questions</i>                            |                 |
| 6:35 | BUSD and BSEP Revenue 101                   | Elizabeth Karam |
|      | Allocation                                  |                 |
|      | Budget Cycle                                |                 |
|      | Financial Summaries                         |                 |
|      | Resources                                   |                 |
|      | <i>Questions</i>                            |                 |
| 6:50 | The Year(s) Ahead                           | Natasha Beery   |
|      | Local Control Funding Formula               |                 |
|      | BSEP Measure Planning                       |                 |
|      | <i>Questions</i>                            |                 |
| 7:00 | Adjourn to P&O Meeting                      |                 |