

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

April 15, 2014

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley, CA 94702

P&O Committee Members Present:

Moshe Cohen, <i>Pre-K</i>	Elisabeth Hensley, <i>King (co-Chair)</i>
Tim Frederick, <i>Cragmont</i>	Bruce Simon, <i>King</i>
Shauna Rabinowitz, <i>Jefferson</i>	Dawn Paxson, <i>Emerson/Willard</i>
Danielle Perez, <i>John Muir</i>	Aaron Glimme, <i>Berkeley High</i>
Chris Martin, <i>LeConte (co-Chair)</i>	Larry Gordon, <i>Berkeley High</i>
Catherine Huchting, <i>Malcolm X</i>	Catherine Lazio, <i>Berkeley High</i>
Lea Baechler-Brabo, <i>Oxford</i>	Ramal Lamar, <i>B-Tech</i>
Dan Smuts, <i>Rosa Parks (co-Rep)</i>	Louise Harm, <i>Independent Study</i>
Patrick Hamill, <i>Thousand Oaks</i>	
Keira Armstrong, <i>Washington</i>	

P&O Committee Members Absent:

Lily Howell, <i>Pre-K (Alt)</i>	Kim Sanders, <i>Longfellow</i>
Sergio Duran, <i>Arts Magnet</i>	Ellen Weis, <i>Longfellow</i>
Boyd Power, <i>Emerson</i>	Margaret Phillips, <i>Willard</i>
Darryl Bartlow, <i>John Muir (Alt)</i>	John Lavine, <i>Berkeley High</i>
Yusef Auletta, <i>LeConte (Alt)</i>	Austin Lloyd, <i>BHS (Alt)</i>
Catherine Huchting, <i>Malcolm X</i>	Orlando Williams, <i>BHS (Alt)</i>
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	

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

Cathy Campbell, *President, Berkeley Federation of Teachers*
Mark Coplan, *BUSD Public Information Officer*
Suzanne McCulloch, *Visual and Performing Arts Coordinator*
Jay Nitschke, *Director of Technology*
Becca Todd, *BUSD Library Coordinator*
Josh Daniels, *Board President*

BSEP Staff:

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

1. Call to Order, Introductions & Site Reports

At 7:16 p.m. Co-chair Chris Martin called the meeting to order by welcoming attendees and asking them to introduce themselves. Martin also asked P&O members to report on School Governance Council activity at their sites.

2. Establish the Quorum

The quorum was approved with 14 voting members initially present, with 17 total voting members present later in the meeting. 13 voting members are required for a quorum.

3. Chairperson's Comments

Co-Chairs Chris Martin and Elisabeth Hensley

No comments were made.

4. BSEP Director's Comments

Natasha Beery, BSEP Director

Beery announced that there would be a LCAP Community Forum at Rosa Parks elementary School, Wednesday, April 16, 2014 at 7pm. She also indicated that Board Director Josh Daniels would be attending this evening's meeting in time to hear about the VAPA Budget recommendations. Beery also stated that Berkeley High's Green Academy was next door at the new Board Room presenting their Senior Project on LCAP.

5. Approval of Minutes 4.8.14

MOTION CARRIED (Glimme/Lamar): To approve the meeting minutes of the April 8, 2014 P&O Committee Meeting with the change noted below. The motion was approved with a showing of 15 hands, with no objections, and 1 abstention.

The meeting minutes are to be revised to correct the sentence on page 4, middle of page to read: *Liz Karam, noted that the increases will be paid this year and the ending fund balance will be \$275,855. Next year, FY2014-15, the impact of the Net Change to Fund Balance of -\$451,163 (the difference between revenues and expenditures) would create a negative Projected Ending Fund Balance of -\$175,308.*

6. Public Comment

There was no public comment.

7. Updates and Next Plans: LCAP Draft Overview

Natasha Beery, BSEP Director

Beery provided the following handouts:

- *Local Control Accountability Plan (LCAP Components dated 4/15/14*
- *Welcome to Berkeley High School's Final Presentation for Y-Plan!*

Beery presented the *Local Control Accountability Plan LCAP Components dated 4/15/14* handout. Beery stated that there is a standard template from the State for to be used by Districts for the Local Control and Accountability Plan (LCAP), and the handout represents a BUSD overview of LCAP components, which is formatted similarly but in a simplified manner. The BUSD overview is a summary organized in accordance with the State priority areas - Conditions of Learning, Student Achievement and Student and Family Engagement. The first column, entitled "Our students NEED" reflects the needs assessment areas within each priority. For each need there are one to three goals listed under the column "Our Three-Year GOAL." In answer to questions about what the District is currently providing, there is a column "What we are doing NOW" that describes those current programs and services. (That section is not part of the official LCAP but is provided for context.) The last column details "What we are doing NEXT" by providing information about actions, programs or services that meet the needs and goals.

Beery went through the handout information and the following are some questions and responses to the LCAP Component areas:

- Great Teachers: It was confirmed that the “Transition to Teaching” program leads to a teaching credential.
- Beery noted that there could be various sources of funding for programs. All funds deriving from the Local Control Funding Formula (LCFF) Supplemental funding would be accounted for in the plan, along with other sources, such as BSEP, categorical or District Base Funding, which contribute to the same goals and services.
- Student Achievement/Literacy Skills: Elementary literacy coaches would be funded district-wide through a combination of LCAP Supplemental funding and BSEP Site Funds and CSR Funds, with sites likely to be contributing less from their discretionary funds.
- With regards to summer school, it would likely be for the LCAP targeted student populations.
- Beery confirmed that class size for Middle School Math could be reduced to 24:1 for 7th and 8th grade with LCAP funding.. Lamar suggested that there be a TSA for Math at B-Tech as well.
- Harm asked if the Independent Study tutor (non-credentialed) could be funded by LCAP funds, as it would allow funds to go to other uses. Beery noted that ISP is under the umbrella of BHS and the specific details for ISP are not necessarily indicated.
- Beery noted that the City of Berkeley gives each school \$5000 to help with mental health counseling. RtI² funding will fall under the social-emotional tools. Martin noted that RtI² is often part of the site funds. It was confirmed that Toolbox teacher training and materials would come from categorical funds. Campbell added that some Professional Development funds may be used for the teacher training portion.
- Beery noted disparities in suspension rates for African American students would be a major focus within Student Engagement.
- Beery noted that LCAP and BSEP funds would be used together in order to expand Family Engagement, as requested by a variety of groups consulted with in the LCAP development process. There was a discussion about school composition/population distribution and how it is complicated by a variety of factors. There is not a uniform composition to the elementary schools. Director Daniels noted that the factors within zones are comparable but there is a 5-10% variable in the composition of the schools.

Beery handed out *Welcome to Berkeley High School's Final Presentation for Y-Plan!* as an example of student input on LCAP.

Beery acknowledged the help of Lea Baechler-Brabo in developing the *Local Control Accountability Plan (LCAP Components dated 4/15/14* handout.

8. Recommendation for the Allocation of BSEP Class Size Funds in FY 2014-15:

Natasha Beery, BSEP Director

Beery provided the following handouts:

- *Recommendation for Allocation of BSEP Class Size Reduction Funds in FY 2014-15 from Neil Smith, Assistant Superintendent for Educational Services to the BSEP Planning & Oversight Committee, dated April 15, 2014*
- *BSEP CSR Multi Year Projections Based on CSR Recommendations for FY 2014-15*
- *BUSD Class Size Reduction FTE Planning Document – FY 2014-15 Proposal with Raises in Average Calculation v 2014-04-08 w/o Math*

Beery reviewed the BSEP CSR discussion of the last P&O meeting in which a deficit was noted and therefore no action was taken on it at that time. Beery also noted that the 3% reserve had been viewed as a possible source for the funds to start using. However, Deputy Superintendent Javetta Cleveland recommended that the reserve not be spent but held for the next Measure. It was noted that there was a “One-Time Contribution from GF for negotiated salary increases (if needed) of \$200,000 for the FY 2013-14. It was noted that the GF was able to support salary increases but those affect BSEP, which does not have the revenue increases to carry them. Superintendent Cleveland thought that if relief was needed to close the books and prevent this fund from falling into a deficit, it could be provided through the GF.

Lazio noted that the Program Support expenditures could have been further reduced [by the GF picking up the cost] to assist in balancing the budget, and expressed concern that the BSEP fund has allowed for shifting funding in and out of the GF. BSEP funding for Program Support had at one point jumped up to 21 FTEs, which begs the question of “what is or is not the role of the GF in supporting these positions?”

Glimme stated that he thought it was appropriate for BSEP to be able to expand funding for Program Support, when fund balances permit as otherwise there would be a big ending balance, and the purpose of BSEP is to serve the needs of students rather than build up large fund balances. There have been periods of expansion but now it was a time of budget contraction and Program Support budget has to shrink also. Beery stated that she could provide a picture of how Program Support works over time and how this resource provides room to expand and support programs.

Frederick said that he shared concerns about the contribution from the GF and preferred to see Program Support cuts, but was comfortable in knowing that there was a Math class size reduction and noted that half of what BSEP funds in Program Support will have to be removed from the budget in the next three years to balance the budget. Beery pointed out that the plan is for one year and may not factor in all the possible variables for enrollment, COLA, future salary increases, as well as the LCAP funding. Beery mentioned that the P&O had discussed shifts and cuts in the meeting minutes and one of those discussed was the RtI² program. She confirmed that the reason that some RtI² funding was taken out of the BSEP budget was that Special Ed had reductions in costs. Martin suggested that the Committee could offer a statement for next month expressing the P&O’s concerns and suggestions for balancing the budget over the next three years.

Hamill raised the issue of the use of the 3% reserve and its carryover to the next Measure and suggested that a new fund reserve could be created out of the next Measure. Beery said that she could ask Superintendent Cleveland to come to a future P&O meeting to discuss the pros & cons of doing that. The committee discussed the history and importance of the 3% reserve and what a reasonable reserve looks like. Lazio pointed to the sentence in Superintendent Smith’s report (bottom of page 2) “The increased cost of the teacher transfer and the need to maintain appropriate reserves means that amount of funding remaining for discretionary expenditures is smaller than in previous years” and stated that the Committee should establish what the reserve should be. Beery noted that the topic of the reserve could be discussed on a future agenda.

MOTION CARRIED (Glimme/Gordon): To approve the allocation of BSEP Class Size Reduction Funds in FY 2014-15 per the memo *Recommendation for Allocation of BSEP Class Size Reduction Funds in FY 2014-15 from Neil Smith, Assistant Superintendent for Educational Services to the BSEP Planning & Oversight Committee, dated March 8, 2014*

as presented at the April 15, 2014 P&O Committee Meeting by Natasha Beery, BSEP Director.

The motion was approved by a showing of 13 hands for the motion, with 1 objection and 2 abstentions.

9. Recommendation for BSEP Funds in FY 2014-15: Music and Visual & Performing Arts (VAPA)

Suzanne McCulloch, *Visual and Performing Arts Coordinator*

McCulloch provided the following handouts:

- *Recommendation for Expenditure of Funds from the Berkeley Public Schools Educational Excellence Act of 2006 for the Visual and Performing Arts Programs in 2014-15 from Suzanne McCulloch, Visual & Performing Arts Coordinator, and Neil Smith, Assistant Superintendent for Educational Services to the BSEP Planning & Oversight Committee, dated April 15, 2014*
- *Music/VAPA Multi Year Projection v 2014-04-14*

McCulloch presented the *Recommendation for Expenditure of Funds from the Berkeley Public Schools Educational Excellence Act of 2006 for the Visual and Performing Arts Programs in 2014-15 from Suzanne McCulloch, Visual & Performing Arts Coordinator, and Neil Smith, Assistant Superintendent for Educational Services to the BSEP Planning & Oversight Committee, dated April 15, 2014* and the *Music/VAPA Multi Year Projection v 2014-04-14*. McCulloch noted that BSEP allocates 6.25% of available revenues to VAPA and presented an outline of the program objective and program summary. She noted that the BUSD music program was recognized both locally and nationally and noted that 43% of the middle school students were electing to participate in music. McCulloch stated that music is an incentive for some students to come to school (addressing attendance issues). McCulloch noted that there has been an increase in the students participating in middle school and in enrollment overall, which means an increased need for staffing. The VAPA multi-year budget does not include staffing increases beyond next year.

McCulloch pointed out that on page 8 of the *Recommendation* there was a “Reduction in Transfer for Release Time” of \$209,000 for the next three years of the budget. The GF is providing some relief to the budget through this Reduction in Transfer by accepting partial responsibility for release time teacher funding. Although some committee members struggled with the rationale of BSEP paying half and the GF paying half of the teacher transfer, others of the Committee noted that it was a positive direction and first step in having the District provide this relief especially since the VAPA program had provided relief to the GF when it was needed over the last 6 to 10 years when there were massive cuts to the GF.

Simon suggested that there could be data on Student and Family Engagement for the VAPA program. McCulloch does not have a lot of data. She has some evidence of students scoring higher in music than on their other scores, which were proficient and basic, so the program is reaching the interests of some students that need it.

Lamar told the Committee and McCulloch that B-Tech had no arts or music programs and that as a math teacher he recognizes and uses the correlation of math to music. Would it be possible to get some arts/music programs for B-Tech? McCulloch noted that the Measure is written to provide the VAPA program for grades 4-8 and stated that there had been a small program there in the past. She noted that could be something to lobby for and that such a program is a “hook” for attending school.

McCulloch stated that in writing the new Measure, proposals for funding high school arts could be included. She also confirmed that the high school arts and music program was paid for by the GF and expanded course offering funds.

10. Recommendation for BSEP Funds in FY 2014-15: Library.

Becca Todd, *BUSD Library Coordinator*

Todd provided the following handouts:

- *Recommendation for Expenditure in 2014-15 from the Library Portion of the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP) from Becca Todd, BUSD Library Coordinator to the BSEP P&O Committee, dated April 15, 2014*

Todd presented her budget recommendation for Libraries. She explained that she was able to find only a .5 FTE teacher/librarian instead of her preliminary idea of having a full-time teacher/librarian. She stated that because of salary increases that her staff might be receiving after the BUSD Compensation and Classification study findings are implemented, she is a little more cautious about spending money on more staff. In addition to K-12 libraries, the department provides materials for the Pre-school students.

Todd noted that the Library Staffing expenditure shown on page two was to be \$1,502,800. The work of the librarians is described on page 3 and 4. She noted that the staffing for 2014-15 was the same as the previous year. The budget difference of \$56,000 was due to salary increases.

Todd reduced the library per pupil allotment to \$15/pupil and bumped up the library materials for the four new Transitional Kindergartens. Net changes in the budget items are noted with their description.

The Library budget summary was listed on page 7. The Ending Fund Balance is \$238,890, which should leave an adequate fund balance for the next two years, as she does have the flexibility to reduce discretionary expenditures such as materials.

Simon asked if Todd had any sense of how the online resources are used and Todd responded that it depends on research season, when it is more heavily used, but generally its use has an ebb and flow.

Todd confirmed that keyboarding time was not always during “library time.” Starting last year and continuing this year, from 3rd grade on up, keyboarding was presented at other times. It is supported and there are banks of computers in the libraries, and it varies from school to school as to when they launch their computer programs. Various typing programs are being used for keyboarding through a combination of free and for fee programs (tracking is provided in the for fee program).

Hamill stated that at Thousand Oaks they are still building up materials for their Spanish-speaking students, and Todd responded that she has been keeping them in mind.

Rabinowitz asked about what crossover there was with classroom libraries and the school libraries because the PTA is providing funds for classroom libraries. Todd responded that the classroom libraries are also supported by the General Fund for the Teacher’s College Reading and Writing program that is based on having leveled classroom libraries. There is some overlap and they try to build on the classroom libraries, but the breadth and quality of the school library for current literature is primary, and it takes a few years to get books into paperback that can be included in the classroom library.

11. Adjournment

Martin stated that next weeks meeting would include action on the Music/VAPA budget and the Library budget. There would also be several presentations including one from Technology.

The meeting was adjourned by acclamation at 9:15 p.m.

Minutes submitted by Linda Race, BSEP Staff Support