

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

April 22, 2014

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

P&O Committee Members Present:

Sergio Duran, <i>Arts Magnet</i>	Elisabeth Hensley, <i>King (co-Chair)</i>
Boyd Power, <i>Emerson</i>	Bruce Simon, <i>King</i>
Danielle Perez, <i>John Muir</i>	Dawn Paxson, <i>Emerson/Willard</i>
Darryl Bartlow, <i>John Muir (Alt)</i>	Margaret Phillips, <i>Willard</i>
Chris Martin, <i>LeConte (co-Chair)</i>	Aaron Glimme, <i>Berkeley High</i>
Catherine Huchting, <i>Malcolm X</i>	Larry Gordon, <i>Berkeley High</i>
Lea Baechler-Brabo, <i>Oxford</i>	Catherine Lazio, <i>Berkeley High</i>
Dan Smuts, <i>Rosa Parks (co-Rep)</i>	John Lavine, <i>Berkeley High</i>
	Louise Harm, <i>Independent Study</i>

P&O Committee Members Absent:

Moshe Cohen, <i>Pre-K</i>	Kim Sanders, <i>Longfellow</i>
Lily Howell, <i>Pre-K (Alt)</i>	Ellen Weis, <i>Longfellow</i>
Tim Frederick, <i>Cragmont</i>	Austin Lloyd, <i>BHS (Alt)</i>
Shauna Rabinowitz, <i>Jefferson</i>	Orlando Williams, <i>BHS (Alt)</i>
Yusef Auletta, <i>LeConte (Alt)</i>	
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	
Patrick Hamill, <i>Thousand Oaks</i>	
Keira Armstrong, <i>Washington</i>	

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

Mark Coplan, *BUSD Public Information Officer*
Debbi D'Angelo, *Director, Berkeley Evaluation & Assessment*
Suzanne McCulloch, *BUSD Visual and Performing Arts Program Supervisor*
Jay Nitschke, *Director of Technology*
Becca Todd, *BUSD Library Coordinator*
Julie Sinai, *Board Member*
Michelle Sinclair, *Coordinator, Professional Development*

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 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 15 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

Martin suggested that *Item 9: P&O Draft Statement* be moved to the end of the agenda.

4. BSEP Director's Comments

Natasha Beery, *BSEP Director*

Beery provided the following handouts:

- *Local Control Accountability Plan (LCAP Components dated 4/15/14*
- *Preliminary Site Allocation Summary 4-22-2014 DRAFT*

Beery thanked the committee for their attendance and announced that there would be two subcommittee meetings held next Tuesday, April 29, 2014: the Parent Outreach & Public Information Subcommittee will meet at 7:00 pm at 2020 Bonar Street, Room 126 and the Music and VAPA Subcommittee will meet at 7:00 pm at Willard Middle School, Room D19C. The Parent Outreach Budget will be in an unusual situation because of the expansion of the Family Engagement/Site Coordinators program in combination with LCFF/LCAP.

Beery met with BHS Principal Scuderi and the Chair of the PTSA to work on putting together a plan for elections, because the election process for this past year did not go well for a number of reasons. The plan is to make things go more smoothly by putting together an election communications and planning toolkit targeted for the high school, and to begin the process this spring, through summer, with an earlier start in the fall. Valerie Tay, BSEP Program Specialist will be working with Beery on that project.

Beery stated that Tay had created an overview document, *Preliminary Site Allocation Summary 4-22-2014 DRAFT* that will give sites an idea of what might be funded at sites from various sources, including BSEP, LCFF/LCAP base and supplemental funding. Noon directors, for example, are funded from the base grant. [*note: The stars were for footnotes that are no longer being used and will be removed for the final version.*] Beery was asked about the "Allocations for new classrooms" for BSEP 0852 Site Discretionary, and her response was that there would be some funds allocated to schools which are adding to their overall number of classrooms.

Paxson asked why Willard did not have new classroom funds coming and Beery stated that the formula had to do with a net gain or loss of pupils.

Smuts asked how the allocations were distributed/weighted and Beery responded with the following information:

- Some of the distributions are in equal amounts by site, but others are based on site characteristics. For Library Tech, that allocation based more on the size of the site. Larger sites, such as Malcolm X, were bumped up. .
- For the EL teacher funded by LCAP, the allocation is based on population of EL students.
- The LCAP funded RtI support is based on the size of the site.
- For BSEP/Special Ed RtI, the allocation is flat because BSEP and Special Ed are sharing that expense.
- The Parent Liaison/Site Coordinator position has not been completely worked out, but will likely be based on size, with a factor for population.

- Noon Directors was based on school size and also on the physical configuration of the site. Some schools had two playgrounds that necessitated additional staffing.
- School Services Assistant was size-based.
- The Mental Health allocation was a flat \$5,000 for each site.

Beery confirmed that the BHS Intervention Coordinator would be spelled out in a further refining of the document. She also noted that since they were working from a K-5 spreadsheet to develop the Summary (draft), some of the middle school information is not filled in. Baechler-Brabo confirmed that the LCAP funded RtI was for coaches and the BSEP/Special Ed RtI was for teachers. McCulloch stated that Arts Anchor funding should be added to Jefferson and not LeConte.

5. Approval of Minutes 4.15.14

MOTION CARRIED (Paxson/Glimme): To approve the meeting minutes of the April 15, 2014 P&O Committee Meeting with the change noted below. The motion was approved with a showing of 14 hands, with no objections, and 2 abstentions.

The meeting minutes are to be revised to correct the attendance list to show that Catherine Huchting, *Malcolm X* was not in attendance at the April 15, 2014 meeting.

6. Public Comment

There was no public comment.

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

Suzanne McCulloch, *BUSD Visual and Performing Arts Program Supervisor*

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 Curriculum and Instruction to the BSEP Planning & Oversight Committee, dated April 22, 2014.*

McCulloch noted the following changes to the Music/VAPA budget:

- Professional Development was added on for the arts for the Arts Anchor schools. Jefferson was added to the Arts Anchor program. Although Emerson does not have Arts Anchor, it has an arts program in place. LeConte had an arts teacher for one year, but McCulloch plans to reach out to them.
- Some minor mistakes were corrected between the first and second draft.

Beery noted that the CSR, Music and Library budgets would be going to the Board on May 14th. Beery also said that if the P&O Committee still planned to make a statement, May 14 would be the time to do it.

MOTION CARRIED (Glimme/Simon): To approve the allocation of BSEP Music and Visual & Performing Arts (VAPA) budget in FY 2014-15 per the memo *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 Curriculum and Instruction to the BSEP Planning & Oversight Committee, dated April 22, 2014.

The motion was approved unanimously.

The Music/VAPA Subcommittee will be meeting next Tuesday, April 29th at 7:00 pm at Willard Middle School. It will be held in the VAPA office, in the building where the metal shop is. (The last red door.) There will be a review of the budget and discussion about the May 14th Board meeting. Concurrently, McCulloch has been holding meetings with the Berkeley Community Arts Team, which has conducted a survey of all the schools as to where the arts are and where the holes are, e.g., where there is no dance, drama, or visual art. There is a plan to revitalize BAESC-Berkeley Arts Education Steering Committee and merge it with the BCAT so that they could make reports to the School Board.

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

Becca Todd, *BUSD Library Coordinator*

Todd provided the following handouts:

- *Recommendation for Expenditures in 2014-15 from the Library portion of the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP) from Becca Todd, District Library Coordinator to the BSEP P&O Committee dated April 22, 2014*

Todd stated that the only change between first and second draft was to the first number for staffing (Library Staffing on pg. 3) and the correct number of \$1,474,750 is a few thousand dollars less than what was seen last time. The only effect it had was on the overall budget, which also meant a slightly smaller indirect cost.

Todd responded to a question about online usage by saying she could bring data to a subsequent meeting. Usage is very assignment-driven, and database usage ebbs and flows from that. Todd noted that she proposed teacher librarians last year, and there was strong interest and support for them in the subcommittee. The decision was made not to pursue putting it in the budget for now. It can be reconsidered in the fall after all of the shifts are done.

MOTION CARRIED (Perez/Huchting): To approve the allocation of Library Funds in FY 2014-15 per the memo *Recommendation for Expenditures in 2014-15 from the Library portion of the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP) from Becca Todd, District Library Coordinator to the BSEP P&O Committee dated April 22, 2014*

The motion was approved unanimously.

9. Overview of the BSEP “9% Budget”: Professional Development, Program Evaluation and Technology

Natasha Beery, *BSEP Director*

Beery stated that the 66% of the BSEP budget is for CSR, 25% is divided between Music, Library and Parent Outreach, and 9% is divided between Professional Development, Program Evaluation, and Technology. One of the quirks of the Measure is that there was not

a set way of dividing the 9% for the three. The Program Evaluation budget will be presented and Professional Development and Technology will be discussed.

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

Debbi D'Angelo, *Director, Berkeley Evaluation & Assessment*, Michelle Sinclair, *Coordinator, Professional Development*, Jay Nitschke, *Director of Technology*

D'Angelo provided the following handout:

- *Recommendation for Expenditures in FY 2014-15 for Funds Allocated to Program Evaluation from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0856) from Natasha Beery, Director of BSEP and Community Relations and Debbi D'Angelo, Director of Evaluation and Assessment, to the P&O Committee, dated April 24, 2014*

Sinclair provided the following handouts:

- *Professional Development Department, Berkeley Unified School District 2013-14 from Michelle Sinclair, PD Dept., April 2014 (4 pages)*
- *Appendix A: BSEP Professional Development Program – FY 2012 through FY 2014*

D'Angelo reviewed the *Recommendation for Expenditures in FY 2014-15 for Funds Allocated to Program Evaluation from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0856) from Natasha Beery, Director of BSEP and Community Relations and Debbi D'Angelo, Director of Evaluation and Assessment, to the P&O Committee, dated April 24, 2014* and noted that there were some changes. The Objectives remained the same. Some highlights of Professional Development /Training are that this is the third year using the data management system Illuminate and more teachers are beginning to use the online testing component for Common Core and Smarter Balance testing. The district is moving to an elementary Common Core report card, which also uses Illuminate. There will be ongoing district reports with a focus on the evaluation and transition to Common Core.

The staffing proposal for the BSEP-funded portion of the Evaluation and Assessment program will remain unchanged. D'Angelo noted that the Appendices at the back of the handout show how the department supports the schools and the additional duties performed outside of BSEP.

Simon asked what the difference was for professional development and staff development. D'Angelo responded by saying that professional development was for her BEA staff to go to trainings for such things as Illuminate and learning more about what they need to know for their craft. The Summer and School-Year Staff Development is for the BEA staff to train other teachers and staff in Illuminate and in evaluation trainings. According to D'Angelo, teachers are excited about learning how to use Illuminate for things such as immediate feedback for assessments, and these refresher trainings give them these skills.

As the teachers are building the assessments, they are also linking them to Common Core standards. Hensley asked for clarification on the TSAs and if they are connecting with every teacher. D'Angelo stated that in a grade-level or group-level environment, they meet with every teacher and also by the end of the year, they have met with every teacher once or twice. This year they did a lot of trainings with teachers because of the Smarter Balanced Assessment to make sure they felt comfortable with the computers they were using and bringing that link back to the classroom. The model is that she sits as the Director and the

TSAs under her are the contacts for the schools, the school principals, and the SGCs. The evaluation of the previous school year is presented, at the beginning of the year, to each of the SGCs. Next year, they will not have CSTs or Smarter Balanced, so there will be more district and local indicators, as well as EL and AMAO (Annual Measurable Achievement Objectives) progress in elementary school. The assessments are new and are still in the pilot process, but there are long-term results of other assessments.

Hensley noted that the budget for Program Evaluation Staff was lower this year. D'Angelo stated that staffing was being managed through funds other than BSEP. Also some differences are due to change in costs with staff leaving and a new staff person coming in. Hensley also asked for clarification on the Teacher Stipends (Illuminate) that was not part of last years budget. D'Angelo responded by saying that with the new report card coming in and potentially some development at the middle schools, she wanted to have someone available to serve as a resource to take back more Illuminate knowledge and training to the sites.

D'Angelo stated that she is in the process of helping to develop new SGC surveys that will asking questions that are useful district-wide, as well as specific enough to assess the needs of individual schools. This process will include training SGC members about surveys and eventually forming a subcommittee to develop a district-wide survey that better meets the needs of all families.

Martin noted that Appendix B was a good summary of what each of the staff is dedicated to, an overview of school assignments, how the technician supports the TSAs, and what the department is trying to do. D'Angelo noted the partnership with instructional technology and Library staff to make a team. Paxson asked if the Smarter Balanced assessment trial will be shared. D'Angelo stated that she was partnering with someone from the university to review the evaluation component. As the testing is completed, D'Angelo will be surveying staff and holding focus groups with students to get information on their experiences. Notes on what is being learned will inform the district, the state, and the Smarter Balanced Consortium. There are not yet results, and this pilot will inform the test developers about which questions of the 440,000-item bank questions do or do not work. There will be no published results. D'Angelo anticipates having the evaluation of the testing done this summer, and she will share the results at that time. In response to the question about where past program evaluation reports can be found, D'Angelo stated that some are posted online at the BEA web page. Unfortunately, because the BEA is currently so busy, they have not updated the page and recommended reviewing School Board documents for informal reports.

D'Angelo and Beery confirmed that the SGC Survey training would be held at the Parent Leadership Night for the newly-elected and returning SGC members, usually held in the fall at Longfellow Elementary. Duran asked if there would be a bilingual component to that, and D'Angelo stated that the surveys and report cards will be translated. The district-wide survey will be translated by the district translator. The school sites will work with the district translator and their own translator to have the material translated. Duran noted that his experience with translating the survey was that there was difficulty in analyzing the results. D'Angelo said validity and reliability would be part of what her training program covers in the fall.

Lazio asked what the PowerSchool Bridge to Illuminate was. D'Angelo explained that PowerSchool is the student information system, and Illuminate is the data management system. Students' admissions information and demographics is put into PowerSchool. In order to have that bridge into Illuminate, there is a back-end programming process. There is

a discussion of having one system in the future so that teachers don't have to use one system for attendance and another system for discipline. Secondly, anything can be collected in Illuminate. Glimme noted that both programs have parent portals that parents can access. When Glimme gives students an assessment in Illuminate, students and parents can see the results broken out by any category he has put into it. Another tool is Activate Instruction which gives students feedback and reviews materials that were targeted to review based on the assessment. D'Angelo stated that the home-school connection in Illuminate was being released by teachers to some parents with a login. If we were to release it to the entire parent population, there would have to be contract negotiations about how often teachers enter grades so that there is some understanding about what parents can see. Currently, it is being done classroom-to-classroom. D'Angelo was asked if she could address when a roll-out could be done, and she stated that it may be a few years and part of a long term plan.

Martin and the committee thanked D'Angelo for her presentation.

Michelle Sinclair, *Coordinator, Professional Development* stated that the handout *Professional Development Department, Berkeley Unified School District 2013-14* provides an overview of accomplishments this year. She oversees a department that consists of seven TSAs and sets up the professional developments for the year. All the coaches provide professional development to teachers. The coaches present at trainings, provide instructional coaching to teachers, and work with teacher leaders. Sinclair described the work of the various coaches in detail. A problem this year was sorting through and copying/making pdfs of curriculum for use and the fact that there was no funding put through for that. Sinclair stated that it was a big task, but it is now done, and it will be much easier next year.

Three areas that are funded by BSEP, but are not under Sinclair's supervision: Instructional Technology TSA, the RtI Behavioral TSA, and the Elementary Literacy Coaches/Lead Literacy Coach.

Beery noted that the handout *Appendix A: BSEP Professional Development Program – FY 2012 through FY 2014* gives more information about Professional Development funding sources, as the department is multi-funded, and various sources are used, and may shift, including BSEP funding, Categorical funding, or special funding such as Common Core.

Lavine wanted to know about professional development coaching at the high school, and Sinclair said that one of the PD coaches works at the high school but she is not the supervisor. Glimme stated that each of the small learning communities and departments have team leads, and team leads are responsible for coordinating PD with people from the professional development office. Glimme clarified that the high school math group has their own math consultant that has worked with Common Core because there are a lot of changes that they have to go through to adapt to the Common Core as well address the math achievement gap.

Paxson asked if middle school teachers and students would be getting hands-on math materials, and Sinclair said that workbooks are ordered and stated that Common Core Inc. is developing materials as it is being taught. Sinclair stated that it is very cutting-edge and that other districts are calling to ask about it. The program is not fully developed, as it does not have an ELD component or differentiation, so they are having to improvise with this. Middle School books have now been released so teachers are asking for them and Sinclair is ordering them for next year.

P&O will see a budget at the May 6th meeting. Sinclair noted that there will be changes for next year as the district moves to site-based coaching and there are changes in the funding which will be provided by LCAP. Martin asked about the motivation for this and

Sinclair elaborated that it is part of a district re-structuring and to get supplemental funding for targeted groups. ELD coaches will work with both students and teachers.

Martin thanked Sinclair for her presentation.

Jay Nitschke, *Director of Technology* stated that he did not have a budget handout due to last-minute changes. He gave a brief overview of what the technology department does. Nitschke noted that the district was moving from having computers hardwired into walls to more portable technology and teaching to students that all have a device instead of using a computer bank of six or less computers. The Smarter Balance assessment necessitated the move to buy Chromebook devices and so far, Smarter Balance assessments have been going well from the technology point of view.

The budget for next year is going to look very similar to this year. There are roughly six computer technicians, along with a few other support staff. There are two Instructional Technology TSAs. One TSA is funded by one-time Common Core money for two years. The other TSA is funded 1/3 by the Technology budget, 1/3 by BSEP PD, and 23% and 10% by various titles this year. This budget will pay for .5 and the other .5 will be funded through another source.

The two Instructional Technology TSAs and the Chromebooks have transformed what the students are doing, and the department is working hard to do PD in staff, grade level, department level meetings as well as providing model teaching for individual teachers. The Technology department is the home of PowerSchool and works closely with D'Angelo on Illuminate. Nitschke noted that parents want to and are looking at grades, and encouraged parents to talk to their teachers to get them onboard with using the system.

Lazio asked if Nitschke could tell how many hits PowerSchool was getting and wondered if the use was trending up or down. Nitschke said that logins could be seen and that a high number of logins access the grade book for secondary school parents. There is no obligation for teachers to do more than submit grades into PowerSchool for report cards though many do use it for assignments.

Nitschke will return with a budget. Martin thanked Nitschke for his presentation.

11. P&O Draft Statement: CSR Budget and Fund Balance

Chris Martin and Elisabeth Hensley, *P&O Committee Co-Chairs*

Martin and Hensley provided the following handout:

- *Looking ahead at the Class-Size Reduction (CSR) Fund from BSEP Planning & Oversight Committee to the BUSD Board of Education dated May 14, 2014: DRAFT*

Martin stated that the intention of the document was to highlight to the Board that the \$200,000 transfer was a temporary measure and that the committee would like to see a longer term CSR plan that would be responsible to the Measure as it was written, as well as take into account the budget and to the length of time the Measure is supposed to last. Martin asked for comments and questions from the committee.

Suggestions for revisions were given, and appreciations was expressed to Hensley for writing the first draft of the statement and making it simple for the average person to understand.

12. Adjournment

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

Minutes submitted by Linda Race, BSEP Staff Support