

**BSEP PLANNING & OVERSIGHT COMMITTEE NOTES**

**May 6, 2014**

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

**P&O Committee Members Present:**

Sergio Duran, <i>Arts Magnet</i>	Ellen Weis, <i>Longfellow</i>
Tim Frederick, <i>Cragmont</i>	Dawn Paxson, <i>Emerson/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>
Keira Armstrong, <i>Washington</i>	Louise Harm, <i>Independent Study</i>
Bruce Simon, <i>King</i>	

**P&O Committee Members Absent:**

Boyd Power, <i>Emerson</i>	Shauna Rabinowitz, <i>Jefferson</i>
Danielle Perez, <i>John Muir</i>	Yusef Auletta, <i>LeConte (Alt)</i>
Darryl Bartlow, <i>John Muir (Alt)</i>	Juliet Bashore, <i>Rosa Parks (co-Rep)</i>
Moshe Cohen, <i>Pre-K</i>	Patrick Hamill, <i>Thousand Oaks</i>
Elisabeth Hensley, <i>King (co-Chair)</i>	Kim Sanders, <i>Longfellow</i>
Lily Howell, <i>Pre-K (Alt)</i>	Austin Lloyd, <i>BHS (Alt)</i>
Margaret Phillips, <i>Willard</i>	Orlando Williams, <i>BHS (Alt)</i>

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

Donald Evans, *BUSD Superintendent*  
Charity DaMarto, *Supervisor OFEE*  
Jay Nitschke, *Director of Technology*  
Neil Smith, *Assistant Superintendent for Educational Services*

**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 13 voting members initially present**, with 15 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 provided the following handouts:

- *Preliminary Look at Elementary School Enrollment Trends* (prepared by Jay Nitschke, Director of Technology)

Beery shared the document *Preliminary Look at Elementary School Enrollment Trends* with the committee. She thanked Nitschke for developing the document and noted that it was shared in the Superintendent's Cabinet. A working committee comprised of Beery, Nitschke and Lew Jones, Director of Facilities, is looking at enrollment trends and all the intersecting issues related to the current capacity of BUSD schools. Beginning with the Davis Demographic studies, and incorporating other trends from around the district, the *Preliminary Look* finds a pattern of continued growth. Beery stated that these various intersecting trends could **increase the enrollment in BUSD by 1500 more students district-wide by 2020**, a 10% increase. Items that were highlighted included: increasing enrollment for TK, student-teacher ratios, facility constraints, North Zone enrollment growth, and the District's policy of not moving students once they start at a school, except for TK placements.

Beery added that she would bring more information about growth at the Middle Schools and High School. Smuts asked what was being done to predict scenarios where projected growth for classrooms impact the infrastructure needs. Nitschke stated that an important variable would be the elementary school student-teacher ratios of 20:1 or 24:1, as more classrooms become available with a 24:1 ratio. Beery responded to a question about the teacher template to explain that the projected growth already includes FTE for next year and that facility planning is a separate issue.

**5. Approval of P&O Minutes of April 22, 2014**

**MOTION CARRIED (Glimme/Lavine):** To approve the meeting minutes of the April 22, 2014 P&O Committee Meeting with the change noted below. **The motion was approved with a showing of 12 hands, with 0 objections, and 1 abstention.**

**6. Public Comment**

There was no public comment.

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

Natasha Beery presented for Debbi D'Angelo, *Director, Berkeley Evaluation & Assessment*

D'Angelo had provided the following handout at the April 22, 2014 P&O meeting:

- *Recommendation for Expenditure of Funds from the Berkeley Public Schools Educational Excellence Act of 2006 for the Visual and Performing Arts Programs in*

Beery noted that Program Evaluation as presented at the April 22, 2014 P&O meeting had a robust discussion about the program. She also stated that there were not substantial changes from last year and that the fund balance was in reasonably good shape, given the

small fund. It is a program that has some flexibility in the budget, and D'Angelo has suggested that she knows where she can make budget reductions if needed.

**MOTION CARRIED (Glimme/Paxson):** To approve the allocation of BSEP Program Evaluation budget in FY 2014-15 per the memo *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  
**The motion was approved unanimously.**

**8. Recommendation for BSEP Funds in FY 2014-15: Professional Development**  
Neil Smith, Assistant Superintendent of Educational Services

Smith provided the following handouts:

- *Recommendation for Expenditures in 2014-15 of Funds Allocated to Professional Development from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0855)* from Neil Smith, Assistant Superintendent for Educational Services and Michelle Sinclair, Coordinator of Professional Development, to the BSEP Planning & Oversight Committee dated May 6, 2014

Smith reviewed the handout, starting with the Program Summary on page 2. Highlights of note include:

Staffing:

- There is an increase in the funding for the Lead Literacy Coach for 2014-15 because a new Lead Coach will be coming in before the current Lead Coach leaves. This allows for a smooth transition in that position.
- Instructional Technology Teacher (TSA) has increased for next year.

Program Expenditures:

- Toolbox Curriculum Professional Development will be funded to provide training. This will provide social-emotional curriculum in the elementary school.

Martin asked Smith to explain the small projected Ending Fund Balance of \$79.00 and the long list of Carryover Funding Priorities. Smith stated that he has the flexibility to move charges out of BSEP funds when necessary, because BSEP monies carry over, whereas Title I funds do not carry over. Smith feels that he has been able to save money every year and the carryover has always been larger than initially projected. He added that he did not want to understaff next year because it was an important year for implementing the Common Core Standards. Simon asked about the Teacher Initiated Professional Development (TIP) funds and Smith stated that about \$35K out of the \$50K budgeted gets spent, but the amount used has been going up every year as more people find out about it. Harm said that it was her understanding that this year was the first year that Independent Study had received professional development money for their teachers and asked what IS may expect to receive for their program. Smith stated that he thought that IS had received professional development in the past but that it needed to be coordinated between administrators. Huchting asked for a comparison of professional development funds from BSEP and LCAP and if there was any overlap. Smith stated that he tried to fund teacher professional development from other funds and keep the LCAP money focused on students. The total

budget for professional development for next year is over \$2M, which includes various sources of funding: Title I, II, III; LCFF Base/Supplemental, and Common Core-specific implementation. BTSA (Beginning Teacher Support and Assessment) will be funded from various sources as well. Smith stated that he thought the budget for professional development was a fair number. Huchting also asked if there was a way to analyze what professional development programs worked or did not work. Smith stated that offering intensive training and Professional Learning Communities (BHS) as models seemed to work well.

Paxson asked about professional development at the middle schools and Smith responded that it was harder to do at the middle schools because of the class structure (moving from class to class) and stated that teachers gathered together and used the professional learning community model for things like math. Lazio asked about the \$79 ending fund balance and whether there be less spending on professional development in future years. Smith responded that his successor would have multiple budgets for professional development and that is why there is a long list for carryover, because it provides for some flexibility. Paxson asked if ULSS/RTI<sup>2</sup> TSA or Behavior Specialist K-8 line item shown on the last page was a person or funds and Smith stated that the positions are being pushed to the sites to be funded by LCAP.

The P&O Committee thanked Smith for his work with the Committee over the years.

## **9. Recommendation for BSEP Funds in FY 2014-15: Technology**

Jay Nitschke, *Director of Technology*

Nitschke provided the following handout:

- *Preliminary Recommendation for Expenditures in 2013-14 of Funds Allocated to Technology from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0862) from Jay Nitschke, Director of Technology to the BSEP Planning & Oversight Committee dated May 6, 2013*

Nitschke stated that page two of the handout summarized the technology highlights for the 2013-14 school year and noted themes for 2014-15. He said that the budget recommendation for 2014-15 staffing was similar to the previous year. Nitschke noted that the infusion of money from Common Core funding made the District much more capable and gave an appreciation of the leadership of the Superintendent.

Martin asked Nitschke to tell the Committee about the overall budget for technology.

Nitschke outlined that as follows:

- Staff reporting to Nitschke are 1.0 FTE CalPADS/ADA Reporting, 1.0 Data Processing Manager (QSS-HR/Finance Systems), 1.4 FTE Computer Technicians (the rest is funded by GF). .2 FTE of the Director's position is funded by BSEP, the remainder by GF.
- Data management systems: Power School, QSS (\$50K each/year)
- \$70K in technology that is GF
- \$250K/year for infrastructure projects from the fund

Simon stated that he felt that going into the next school year, there was a tremendous opportunity because the District was well positioned in terms of its infrastructure and the numbers of devices that are available for students and teachers to use. But it was tremendously lacking in the amount of professional development opportunities for teachers to know how to use them effectively.

In response to Duran's question about Common Core one-time funding leaving a void, Nitschke stated that there would be a void for funding in 2015-16, 2016-17 and beyond. Baechler-Brabo asked about the reduction of staff in Instructional Technology and whether the loss of Federal money led to the funding of Instructional Technology 50% by BSEP Technology and 50% by BSEP PD. Nitschke confirmed that there was a reduction by 0.2 FTE and Smith added that Title 1 money was decreasing year by year and as the population has shifted, the District has become ineligible for some of that money. Smuts and Beery noted a math error in rate in the narrative of 7.22.

**10. Recommendation for BSEP Funds in FY 2014-15: Public Information, Communications, Translation**

Donald Evans, BUSD Superintendent, Natasha Beery, *Director of BSEP and Community Relations*

Evans and Beery provided the following handout:

- *Recommendation for Expenditures in FY 2014-15 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) from Donald Evans, Superintendent and Natasha Beery, Director of BSEP and Community Relations to the BSEP Planning and Oversight Committee dated May 6, 2014*

Evans presented the budget for Public Information, Communications, and Translation noting that it was essentially the same as the previous year, except with less money in hourly staff and more money allocated to professional development. There is a sustainable fund balance. The focus will be to continue to support District initiatives, including LCAP and BSEP planning for next year. Beery noted that last year there was more in hourly staff due to the transition time before the hiring of the Program Specialist.

Martin asked for a summary of the changes in communications from last year. Evans responded that there was a redesign and ongoing improvements of the web site, more translations in Spanish online, and the formation of the Communication team was solidified last year. Beery added that changes included the implementation of the new logo and preliminary work to increase BSEP awareness. She noted that there was continued work on coordination with school sites on cohesive communications and support of that. There was more translation done this year, and Beery confirmed that more money is being spent on Spanish and Arabic language translation. Translation services include the use of Language Line, which is increasing in use. Duran expressed his concern that sites could use more help. He noted that part of the problem might be the various hosting methods. Huchting suggested that Facebook might be a possible option. Beery stated that social media had been discussed, although a site such as Facebook would be an unlikely source for essential information. There could be a workshop training around website construction/best practices at the fall SGC Leadership Workshop in addition to the one being planned around site survey training. Glimme noted that the PTA webpages are separate entities from the District site webpages. Baechler-Brabo stated that based on LCAP feedback, for hard-to-reach families, texting can be the best way to reach them. There was a brief discussion about texting as communication, as emergency communication and issues with it as a primary way of communication (e.g., inconsistent delivery time during an emergency).

In response to a question about Personnel Variance for the budget, Beery stated that a the personnel variance is there to allow for personnel and salary changes in staffing (e.g., hiring

more experienced staff at higher salaries). While a rule of thumb used to be 3% and now it is in the 5% range, Beery and Liz Karam review the variance and tailor it to the particular budget and its possible expansion or contraction.

## **11. Recommendation for BSEP Funds in FY 2014-15: Parent Outreach**

Charity DaMarto, *Supervisor Office of Family Equity and Engagement*

DaMarto provided the following handouts:

- *Recommendation for Expenditures in FY 2014-15 of Funds Allocated to Parent Outreach from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0857) from Neil Smith, Assistant Superintendent for Educational Services and Charity DaMarto, Supervisor Office of Family Equity and Engagement to the BSEP Planning and Oversight Committee dated May 6, 2014*
- *PowerPoint Presentation Office of Family Engagement and Equity 2014 and Beyond (4 pages)*
- *Office of Family Engagement and Equity Site Coordinator Annual Plan, 2014-15 ("Work plan," 5 pages of narrative with planning calendar)*

DaMarto stated that through the LCAP process, the Parent Outreach (Office of Family Engagement and Equity, or OFEE) will be expanding because of the expressed need for site coordinators at all schools. She noted that the budget for BSEP is not changing for the coming year, and additional staff is likely to be funded by LCAP. DaMarto's PowerPoint presentation handout provided answers to questions about the program, including the work plan, and the FTE equivalents that might be at sites. The *Office of Family Engagement and Equity Site Coordinator Annual Plan, 2014-15 (5 pages of narrative with planning calendar)* was a yearly "work plan" that outlined the newsletter topics, PD, activities and events.

DaMarto reviewed the PowerPoint and stated that she wanted to give the Committee more data on the pilot program, pending the receipt of the SGC surveys. A report is being created in Illuminate that includes academic success, behavior, attendance, and family outreach success. The current data entered into Illuminate includes 113 families and that data shows, of those families served, the students are:

- 18% English Language Learners
- 50% African American, 28% Hispanic, 11% Mixed Ethnicity, 11% White/Asian/Other
- 85% Socio-Economically Disadvantaged (SED)

DaMarto stated that she will have more detailed data, including reading levels, attendance (if it decreased through intervention), and suspensions.

She explained that there were two models for increasing staffing, one using part-time staff (at site) model where the FTE is based on school size and need (.4FTE at smaller sites to .6 or possibly .8FTE at larger sites). DaMarto confirmed that they would have a system for determining need, but she is still waiting for the numbers of students from admissions. There was a discussion about the numbers, needs and turnover of students at each of the sites and a suggestion to DaMarto to initially staff all the schools at .6FTE.

DaMarto stated that the second PO model was a model that allows for 6 full-time site coordinators working in partner groups for up to 2-3 sites each. That would allow for more consistent full-time staff than the partial FTE provided for the sites.

DaMarto explained that the part-time model is a complicated and difficult model to manage. Based on observations from the pilot program, there were and could be problems with staffing, scheduling, and supervision. If there are part-time staff, and then sites decide to add their own funding to increase site coordinators time at those sites, that would add another layer to the staffing, scheduling, and supervision issues.

The OFEE program would use LCAP funding in years 2 and 3 to provide site coordinators for the middle schools and the high schools. There was a discussion around providing this service for middle schools. DaMarto added that some funding was set aside for middle schools and her department tried to address some of that this year. It did add another layer of issues, but she agreed that the parents wanted support. They are planning for a positive behavior and discipline presentation that would be hosted at Willard Middle School on May 15<sup>th</sup>. DaMarto is working with MLK Middle School to increase Stiles Hall funding and provide a parent group counseling. At Longfellow, the OFEE is planning to do a bridge and transition piece for parents at the end of the school year. Simon added that the transition from elementary to middle school (and middle to high school) is difficult from a parent perspective to engage with the school and that there seems to be a need there. DaMarto stated that she sits on the SARBs (Student Attendance Review Board) for middle and high school, and she tries to provide referrals and resources to families to deal with that.

DaMarto stated that her department does not have a stand-alone space within the district and she is located at Admissions. It is difficult to have families come to her space to talk. It would be great to have a center where parents could come for meetings, and space where staff could conduct workshops. With the part-time model, sites do not have a place to house the proposed part-time staff. (Currently the staff at Thousand Oaks is housed in the nurse's station.)

There was a lengthy discussion about parent liaisons/site coordinators at the high schools and other schools. (Site coordinators would eventually be replacing parent liaisons.) DaMarto would be the main evaluator and supervisor of the Coordinators and work plans in the proposed models. She checks in with the principals with her evaluations and they have input with her. Site coordinators that are provided by certain schools are not evaluated or supervised (or partly so) by DaMarto.

Beery noted that there was a spreadsheet on the last page of the *Recommendation for Expenditures in FY 2014-15 of Funds Allocated to Parent Outreach from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0857) from Neil Smith, Assistant Superintendent for Educational Services and Charity DaMarto, Supervisor Office of Family Equity and Engagement to the BSEP Planning and Oversight Committee dated May 6, 2014* that shows the LCAP funding contributions. She stated that one of the parallel conversations from the PAC/DELAC was to look at the LCAP supplemental funding that is derived from the targeted populations of ELL, SED, and foster youth and make sure there is a link to them.

DaMarto reviewed the outline of the PO calendar in the *Office of Family Engagement and Equity Site Coordinator Annual Plan, 2014-15*. She confirmed that she would provide professional development along with other District to the PO staff, as well as teachers at staff meetings. Activities and Parent Workshops would be events that would come up during that month. The newsletter would be the communications piece, and topics would include those listed.

DaMarto reviewed the *Recommendation for Expenditures in FY 2014-15 of Funds Allocated to Parent Outreach from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0857) from Neil Smith, Assistant Superintendent for Educational*

*Services and Charity DaMarto, Supervisor Office of Family Equity and Engagement to the BSEP Planning and Oversight Committee dated May 6, 2014.* Beery noted that the last page of the memo “Parent Outreach Budget FY 2014/15” reflected the most current budget numbers for review. Martin asked if DaMarto had a sense of which model the OFEE would use and DaMarto stated that there were benefits to both models. She said that the part-time site model would have a strong connection to the site and the teachers, even if it was a shared split. It’s possible that the full-time model would not have the same degree of connection, but would be able to provide a lot of coordinated services and it would be much easier to hire and develop staff for full-time work. Martin suggested that DaMarto include wording on which model she would plan to staff with. In response to a question about balancing staff time at sites, DaMarto said that during the last 1½ years, her staff functioned as case managers and much of their time was used by about 10 families. They eventually pulled back into the training model. Now there is a plan, topics, accountability, and clarity of tasks provided by the staff with the principals. DaMarto noted that going forward, it will be easier regardless of which model they have. She said that when the LCAP is semi-finalized and approved by the Board, their plan is to begin in August. They have already given a heads-up to HR about staffing. She noted that they had 58 applications for one position that was recently vacated for Malcolm X and John Muir, so they know they can staff for needed positions, create an eligibility list and have choices in who they pick for staff.

Martin and the Committee thanked DaMarto for her presentation.

## **12. P&O Draft Statement: CSR Budget and Fund Balance**

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

Martin & Hensley provided the following handouts:

• *Memo: Looking ahead at the Class Size Reduction (CSR) Fund, to the BUSD Board of Education from BSEP Planning & Oversight Committee, dated May 14, 2014 (P&O Statement Regarding CSR Funds beyond 2014-15)*

Martin noted that there was one more meeting, May 13<sup>th</sup>, for approval before the statement would be read at the Board meeting of May 14<sup>th</sup>. Martin said that class size would not be mentioned in the statement because it was thought it deserved its own statement. There was a long discussion around multi-year projections, Board awareness of the deficits (VAPA, CSR, others), concerns with the negative projected fund balances, and asking for a response within a time frame.

**MOTION CARRIED (Armstrong/Simon):** To approve the *Memo: Looking ahead at the Class Size Reduction (CSR) Fund, to the BUSD Board of Education from BSEP Planning & Oversight Committee, dated May 14, 2014 (P&O Statement Regarding CSR Funds beyond 2014-15)* with the following edits:

- **Last sentence first paragraph should read:** We would like to see staff present a multi-year projection that demonstrates a positive fund balance through school year 2016-17, preferably by next fall.
- **Second to last line of the first page:** remove the word “will” and replace it with the word “may”
- **Second line of the last paragraph:** after the word “Measure,” with “with current ratios,”



**The motion was approved unanimously.**

**13. Adjournment**

The meeting was adjourned by acclamation at 9:37 p.m.

*Minutes submitted by Linda Race, BSEP Staff Support*