

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

June 3, 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>	Ellen Weis, <i>Longfellow</i>
Danielle Perez, <i>John Muir</i>	Dawn Paxson, <i>Emerson/Willard</i>
Darryl Bartlow, <i>John Muir (Alt)</i>	Larry Gordon, <i>Berkeley High</i>
Chris Martin, <i>LeConte (co-Chair)</i>	John Lavine, <i>Berkeley High</i>
Catherine Huchting, <i>Malcolm X</i>	Catherine Lazio, <i>Berkeley High</i>
Dan Smuts, <i>Rosa Parks (co-Rep)</i>	Ramal Lamar, <i>B-Tech</i>
Patrick Hamill, <i>Thousand Oaks</i>	Louise Harm, <i>Independent Study</i>
Radha Seshagiri, <i>Thousand Oaks</i>	
Keira Armstrong, <i>Washington</i>	

P&O Committee Members Absent:

Sergio Duran, <i>Arts Magnet</i>	Kim Sanders, <i>Longfellow</i>
Lily Howell, <i>Pre-K (Alt)</i>	Margaret Phillips, <i>Willard</i>
Boyd Power, <i>Emerson</i>	Aaron Glimme, <i>Berkeley High</i>
Yusef Auletta, <i>LeConte (Alt)</i>	Austin Lloyd, <i>BHS (Alt)</i>
Lea Baechler-Brabo, <i>Oxford</i>	Orlando Williams, <i>BHS (Alt)</i>
Juliet Bashore, <i>Rosa Parks (co-Rep)</i>	

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

Jay Nitschke, *Director of Technology*
Sheila Quintana, *Principal, BTA*
Beatriz Leyva-Cutler, *Director, School Board*
Mimi Leinbach, *Washington Parent*

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 18 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 stated that he and Hensley would be stepping down as P&O Co-chairs after several years of service. They are actively seeking a chairperson(s) for the committee for the upcoming school year 2014-15.

4. BSEP Director's Comments

Natasha Beery, BSEP Director

Beery and Tay handed out small tokens of appreciation to the members of the committee.

5. Approval of P&O Minutes of May 13, 2014

MOTION CARRIED (Paxson/Lamar): To approve the meeting minutes of the May 13, 2014 P&O Committee Meeting. **The motion was approved with a showing of 13 hands, with 0 objections, and 2 abstentions.**

6. Public Comment

There was no public comment.

7. Proposed Revision to Class Size Reduction Plan FY 15: Teacher Template and Program Support Adjustment for Berkeley Technology Academy

Sheila Quintana, Principal, BTA

Quintana provided the following handout:

•*Letter from Sheila Quintana, BTA Principal to the BSEP Planning & Oversight Committee dated June 3, 2014*

Martin clarified that this item was not an action item but a small change to the staffing allocation. Quintana handed out her letter to the P&O Committee as mentioned above. Quintana gave an overview of the successes of BTA, which included Western Association of Schools and Colleges (WASC) accreditation, "A-G" credits to universities, an increase in API from 460 to 700, increased attendance, and increased graduation rates.

Quintana went on to explain that a majority of BTA students "suffer from Complex Post-Traumatic Stress Disorder that has created a barrier to academic instruction." In order to continue the successes that she outlined in the letter, services need to be coordinated and provided by an Intervention TSA. Quintana stated that the FTE allocation for BTA would remain the same but be adjusted to provide for a 1.0 FTE Intervention TSA with funding equally shared by BSEP and the General funds. BTA would continue to maintain current class size of 15:1 and "A-G" accreditation as required by WASC. Beery confirmed this revision to the teacher template.

There was a discussion about using program support funds as part of providing services to BTA and concerns about maintaining staffing through program support which is a third tier category behind CSR. Quintana stated that future plans are to shape BTA into a technology school. This may need to be revisited next year with consideration given to maintaining BTA staffing. Quintana emphasized that the Intervention TSA would be someone with teaching credentials and hired from "in-house" personnel to maintain consistency. She also stated that after a year she would be able to come back with baseline data from BEA and Illuminate. Quintana noted 10% of BTAs students came from Juvenile Justice and 90% from BHS, and she doesn't get them until they are 16 years old, and the

whole of BTA has LCFF targeted students and that BHS can direct funds to the targeted students based on the data that gets compiled.

Martin stated that P&O member Lamar was a strong advocate for BTA over the course of the year and thanked Principal Quintana for her presentation.

8. Overview of BSEP School Site Plans for FY 15

Natasha Beery, *Director of BSEP and Community Relations* and Valerie Tay, *BSEP Program Specialist*

Beery and Tay provided the following handouts:

- *2014-2015 K-5 Consolidated School Plans for Student Achievement) from Natasha Beery, Director of BSEP and Community Relations, and Christina Faulkner, Director of Curriculum and Instruction to the BSEP Planning & Oversight Committee dated June 11, 2014*
- *Summary of BSEP School Site Discretionary Funds, Annual Plans for FY 2014-15 For Board Adoption June 25, 2014*
- *Site Discretionary Summary FY 2013/14 (Beige Spreadsheet)*
- *Site Discretionary Summary FY 2014/15 (Green Spreadsheet)*

Tay stated that the Board would be presented with the Pre-K thru 5 site plan budgets on July 11, 2014. She noted that this year was a challenging year and although some of the site plans were still in flux, the Pre-K thru 5 ones were finished. She stated that the spreadsheet for FY 2014/15 (green) lays out all the site plans by object code, e.g., certificated or classified positions. Tay also provided a spreadsheet for FY 2013/14 (yellow) for comparison. Tay confirmed that the spreadsheets examined BSEP funds only but noted that the allocation of Title I and PTA funds could be found in the actual site plans. Because of the new LCFF in which State money is allocated centrally, there were less funds for the sites to direct. She said it was interesting to note that one impact of the LCFF/LCAP on site budgets was that more money went to rounding out the Literacy Coach and RTI positions. Tay pointed out that funds for Instructional Specialists were used at two sites for enrichment programs such as dance, drama and PE and at other sites for their garden programs. She confirmed that the unallocated reserve was money that sites set aside because of uncertainty in case certain pieces of district funding did not come through, for example, for the literacy coach or parent liaison. Washington Elementary had a larger reserve and Armstrong confirmed that the carryover was prioritized for programs and materials, and they were waiting to see what funding would be provided before making their allocations. Beery said that the site plans would be compiled in a binder and presented to the Board at the end of June. This year the Board asked for the information to be split, and they will review K-5 site plans at the June 11th meeting and the middle school/high school sites plans on the June 25th.

Rabinowitz asked about the growth of students at Jefferson Elementary and questioned the funding shown on the spreadsheet. Beery responded that for the schools that were getting extra classrooms next year, not just extra students, they would be getting an extra allocation (a set amount) from the 0852 Site Discretionary Fund on a per classroom basis. Beery noted that there the budget is very tight and funding will be made available after the books are closed. Tay added that those particular sites have submitted their priorities for that extra allocation if and when the funds come in, but they are not shown on the spreadsheets.

There was a concern expressed about Vice Principals for RtI, their role in providing counseling services and their funding through BSEP. MLK Middle School has a model where the VP travels with a cohort through the middle school years. Cohen noted that he observed that the 6th grade VP provided not only administrative/RtI functions but direct instruction when needed. Hensley stated that a portion of the RtI allocation funds the RtI coordination of the VP's job. The other middle schools don't have this model, but they are each less than half the size of MLK Middle School. Hensley and Simon added that when a parent at King needs to talk to someone about their middle school student, they go to the VP as their main point of contact. Simon noted that it was expensive to have the cohort model and a difficult conversation that happens every year there. Hensley wondered how critical services get delivered at other middle schools and noted that there was a connection point at every grade level in the cohort model. Paxson expressed her concern about the burden that comes back to the sites for managing funding and programming, not just little things but for big things. The pressure is also shared by the PTAs at each site. She also noted that the sites are cutting checks to give money back to the District for programs such as cooking/gardening and music. Armstrong noted that it would be good to get the full picture of the funding at the sites, as the PTA funding is not noted on the spreadsheet.

The Pre-K carryover was briefly discussed. The number for the carryover is \$40,000. Cohen stated that Pre-K is a place where there are a lot of funding sources coming together. He noted that there was a scare that they might lose all the Head Start funding for this year, and there were hoops to jump through to make sure that did not happen. Priorities were created and the reserves are the failsafe for critical positions and programming. Tay restated that the large carryovers were based on uncertainty in the changes in funding this year and most of the allocations were for hourly instruction and instructional materials. In prior years, these items would have all been in the budget. Tay added that this year Willard has a bit more BSEP money going toward counseling.

Huchting asked about the Curriculum Coordinator at Malcolm X Middle School, which is a very large school, and asked if it was time to get that school a Vice Principal. Beery noted that the discussion would have to be made with the Superintendent, Assistant Superintendent and the Superintendent's Cabinet. She added that there was progress in looking across schools to regularize support staff, as well as looking at enrollment growth. Lazio stated that there was a danger in describing an administrative position by another name and having it funded under BSEP because if and when the District does have funds to support administrative positions, the need would be hidden in the BSEP funds. She felt it was important to call the positions out for what they really were.

Tay confirmed that funding streams for the sites included Title 1, BSEP, PTAs, City of Berkeley Mental Health, and Berkeley Public Schools Funds (grants). She reiterated that the spreadsheets did not show the PTA funding but that many of the site plans would show that contribution. However, not all of the site plans show the PTA funding because it is not required that they do so. Martin stated that each school also administers PTA funds differently. There is a PTA Council that audits all PTA budgets, and Beery noted that they were interested in creating a spreadsheet like the one developed for BSEP.

There was a discussion about the decrease in funding available for site decision-making: \$300,000. (see last paragraph pg. 1, of the memo *2014-2015 K-5 Consolidated School Plans for Student Achievement from Natasha Beery, Director of BSEP and Community Relations, and Christina Faulkner, Director of Curriculum and Instruction to the BSEP planning and Oversight Committee dated June 11, 2014.*) The difference was due to the loss of State EIA and ELL monies.

Tay responded to a question about the increase in money allocated for teacher substitute days. It was noted that there has been more professional development support in the site budgets this year than in previous years. The sites provide subs for PD days as well as for teacher planning cohorts and curriculum development.

Paxson noted that the funding streams and allocations are not discussed in a way to see the big picture.

9. Challenges Ahead for BSEP Resources and Programs

Natasha Beery, *Director of BSEP and Community Relations*

Beery asked for input from the committee members about the following issues and programs:

- Class Size, Expanded Course Offerings and Program Support
There is a concern about the sustainability of the CSR budget and Program Support which has already been expressed by the P&O Committee in a statement to the Board. Beery had asked Liz Karam, BSEP Budget Analyst, to provide information about CSR, and the budget is within \$30K of the projected fund balance. Hensley stated that ECO-Expanded Course Offerings needs to be looked at next year because Board Director Josh Daniels has stated that cuts need to be made to ECO now. It would be helpful for the committee to be informed as to where ECO is at and what is on the table.
- Music/VAPA
Although transfer relief was provided for Music/VAPA deficits, there will be continued concerns with this program as enrollment increases and the success of the program in the middle schools continues. Simon noted that the spring Cazadero program applications had increased by 3 times as many students as there were openings in the last two years, an indication of how popular the music program has become. Smuts noted that the visual arts and performing arts were not getting as much of an allocation.
- Parent Outreach
The PO BSEP plan was approved by the Board, and the rest of PO is funded by the LCAP plan. The PO FTE models were discussed previously by the Staff, the Board and the P&O Committee. Beery noted that the most robust model was having 6 FTE serving 11 elementary schools, working in pairs and with different skill sets. “Family Partnership Coordinators” may be the new nomenclature for the “Site Coordinators” who will help to recognize and instigate change. The rollout of the program has to be worked out and space needs determined. Beery confirmed that sites such as at Rosa Parks and Cragmont, would still be free to provide a person specific to their needs although it would not necessarily be rolled into this model. It would be adjunct.
- Technology
Jay Nitschke, Director of Technology reminded the committee that Pasquale Scuderi will be the new Superintendent of Educational Services, and Pat Saddler, Director of Special Projects (dealing with LCAP, state funding, other funding mechanisms) and Maggie Riddle, Director of Schools (supervising the principals). Superintendent Evans wants to form an internal committee for STEM-Science, Technology, Engineering, & Math from a curricular viewpoint. The Technology plan will overlap with this effort. Nitschke has been lobbying for Tech teacher leaders at schools,

which was discussed in Cabinet, and he will be moving forward with the idea. The technology subcommittee may meet sometime in June, and Tay will help schedule that.

- **Site Plans, SGCs, and LCAP Plans**

Beery stated that things are shifting with SGCs, with the focus not only on BSEP but an annual look at LCAP as well. The PAC-Parent Advisory Group, modeled on the P&O Committee, will be ongoing. The DELAC-District English Learner Advisory Committee looks at their portion of the LCAP. Beery hopes to get the three committees together in the next year.

There was a discussion about how to get in front of the parents and community to let them know what BSEP and the SGCs are. Problems included getting presentation time at back-to-school night, low turnout for BHS, which has a BSEP and a School Site Committee (which were in conflict this year). Martin suggested that Beery's office provide a way to deal with getting time at school functions. He said it was an opportunity for the committee members to point out what BSEP does when the teachers are being introduced at back-to-school night. Beery stated that she had met with BHS Principal Scuderi and others to see if they could get ahead of things so that there was more support for next fall. Beery and Tay are putting together a kit for the fall to get principals onboard, and there are plans for end-of-school and summer mailings. Hensley stated that she would be happy to share the MLK flyers with people for recruiting and informing families about SGC. In addition, she asked if the bylaws could be revisited as to the expectations for the SGCs and PAC/DELAC, aligning the three so there would not be as many meetings. Beery stated that with the LCAP process, multiple meetings were run with the various groups in parallel process as well as bringing the groups together for a few joint meetings. She felt having a few joint group meetings was fruitful, especially when the same people were participating in more than one group.

It was suggested that since several of the schools were getting new principals, and it would be an opportunity to help them and get their support for BSEP and SGCs. It was noted that there should be greater participation by principals in BSEP outreach. There was concern expressed over administrative selection of parents who would be participating on committees. Lazio stated that review of the bylaws would be important, particularly since the BHS SSC could veto the BSEP budget. It would be good to see how to make the two bodies work better together. It was noted that the new principals would benefit from understanding the program part of BSEP, and Beery stated that it could be built into the principals' meetings.

There was a conversation about how committee members could speak to friends and family about the role of BSEP and SGCs. It was noted again that many BUSD families do not know about about BSEP. Huchting mentioned that there were not many physical reminders of BSEP's existence, and it would be helpful to have principals mention BSEP at events, such as graduations, and have banners, etc. for that. Beery stated that the BSEP Awareness Subcommittee would be continuing its work in this area.

- **Enrollment Growth, Class Size and Facilities Issues**

Enrollment will affect CSR, Music/VAPA and Site Funds. Beery, Jay Nitschke, Director of Technology, Lew Jones, Facilities Director, sit on a Board Subcommittee along with two Board Directors. The committee is looking at the demographic

projections, facilities, and intersecting policies and issues to be proactive in gathering questions for the Board and the P&O Committee and find the crucial decision points moving ahead. New programming demands space, and that will be an area to be looked at.

- **Increased Costs and Decreased Revenue Projections**
In addition to the increased costs from teacher salaries and bonuses impacting budgets, the state has dictated a requirement for more funding for CalSTRS-California State Teachers' Retirement System. The Compensation and Classification Study may also have an impact on the budgets. Neither of these is within the control of this committee but affects what BSEP can support. Special Ed has been able to take some of the RtI funding from BSEP as MOE-Maintenance of Effort, but that cannot always be relied on.

Beery will notify the committee of any subcommittee meetings over the summer.

10. Summer and Early Fall Plans

- **BSEP Measure Awareness P&O Subcommittee**
A banner for Music performances was implemented but using that for graduation events had not come up.
- **BSEP Measure Planning Advisory Committee**
The Superintendent's committee is starting to gear up and will be going to the Board in August to give an update on the proposed calendar for planning the next Measure and whether to bring in an outside consultant. Beery confirmed that the subcommittee will be performing an administrative function initially and will be expanded. Lamar suggested that it would be good to get union support on this early in the process.
- **Parent Leadership Training: October Workshop Topics**
More training and support will be given to creating surveys that are useful, manageable, & translatable. Armstrong pointed out that it took approximately 60 hours of work in order to put together results from their survey. Smuts suggested that more of a summary and less detail would be helpful and that materials be available in a timely fashion so that people could self-study, however deep they want to go. Harm suggested that for new people smaller seminars, perhaps in two sessions, may be more appropriate to learning the nuts and bolts of things like: what does a site plan look like, what are the numbers that will be looked at, what are some examples of the conversations that you will be engaged in. Smuts added that focusing on what the job is, outlined as bullet points would be helpful. Armstrong suggested that the family engagement/parent liaison position would be important to explain: how to work with the parent liaison and what does that mean for sites. Hamill added that it would be important to explain that the Parent Partnership Coordinator role was actually for the targeted populations at the sites.

11. Election of Steering Committee

Co-Chairs Chris Martin and Elisabeth Hensley

Martin stated that Information on the Steering Committee is item XXVI of the BSEP Planning and Oversight Committee Bylaws in the BSEP binder.

MOTION CARRIED (Harm/Lazio): To approve the following people as members of the P&O Steering Committee: Martin, Hensley, Hamill, Lavine, Perez, Simon, Smuts, and Weiss. **The motion was unanimously approved.**

Further discussion:

In reviewing the achievements of the past year, Smuts brought up operations of the committee, specifically suggesting improvements in the delivery of information prior to the actual P&O Committee meeting, so that members could come prepared to ask questions and have a dialogue instead of listening to presentations. There was a brief discussion about what had occurred in the past and how getting the information ahead of time had improved.

Martin noted that there was a struggle about how to frame the year for new people coming in the fall. He stated that people needed an education about programs as well as an understanding of how that information fit into the bigger picture of what the committee will be doing in March, April and May.

Lavine noted that it was helpful to have people on the committee who hold institutional memory speak to long-standing issues that keep arising. Weiss suggested having a subcommittee forum was helpful and if someone wanted to be on a subcommittee, they would know who the point person was. There was a brief discussion on having a P&O mentor/buddy for new people.

Beery suggested that committee members reach out to people outside their circle, as well as to BHS students, to join the BSEP committee.

There was a suggestion about capturing people's expertise, and there was a brief discussion about whether or not that was important to P&O involvement. It was noted that the time commitment can be prohibitive to participate on the SGC and P&O committee. Harm stated that she came to the P&O because she saw a need to advocate for her program. Beery noted that the site coordinators could help with increasing involvement, as the family engagement people are tasked with doing outreach.

Martin thanked the committee members for their participation this year.

12. Adjournment

The meeting was adjourned by acclamation at 9:12 p.m.

Minutes submitted by Linda Race, BSEP Staff Support