



Excellence • Equity • Engagement • Enrichment

School Governance Council Orientation

October 21, 2014

Workshop Overview

- Role of the SGC
- Site Funds to be Allocated
- SGC and P & O Committees
- SGC Calendar and Budget Cycle
- Best Practices for Effective Committees

Role of the SGC

- **Develop** the *Single Plan for Student Achievement* (Site Plan) with the Principal
- **Allocate** resources to support the plan
- **Review** the Site Plan before submission to the Board of Education for annual approval
- **Monitor** and evaluate the Site Plan outcomes, expenditures and data to ensure resources are improving student outcomes and are spent appropriately

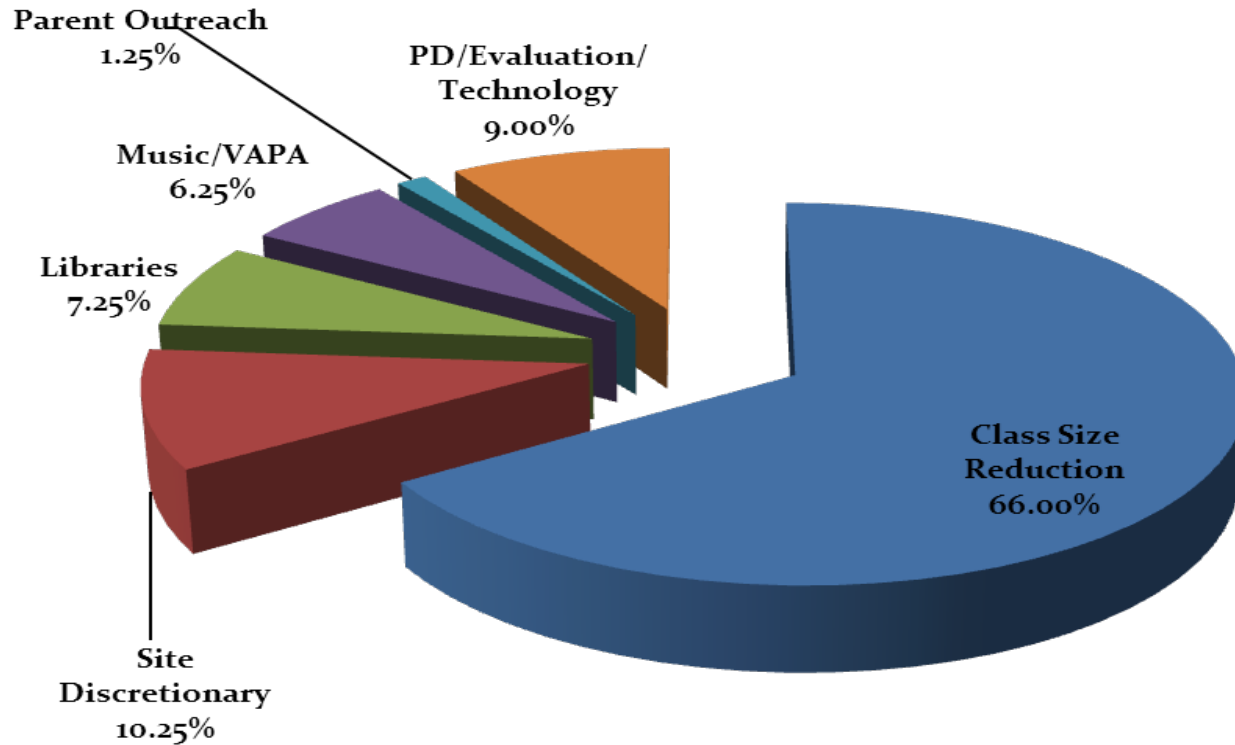
Site Plan Funds

- **Title I:** Basic Grants (Federal Funds)
 - Federal funds to help disadvantaged children reach rigorous academic standards expected of all children
 - May be used for instructional activities, counseling, parental involvement, and program improvement
- **BSEP:** Berkeley Schools Excellence Program (Measure A of 2006)
 - Since 1986, a response to Proposition 13 loss of funding
 - Special Tax on residential and commercial properties
 - Specific Purposes: Outlined in the Measure
 - Measure A expires in 2016/17, new Measure to be on ballot in November, 2016

BSEP

- The Planning and Oversight Committee (P & O) provides citizen oversight of the funds for compliance with the Measure
- BSEP funds are tracked in a separate fund
- BSEP funds are audited annually for compliance with the Measure along with the District audit
- BSEP net revenue is allocated according to the percentages specified in the Measure
- BSEP Site Discretionary Funds are 10.25% of the net revenue and are allocated to each school site on a per pupil basis. For 2014/15, the allocation is \$230 per pupil.

BSEP Revenue Distribution



Committee Oversight

- **BSEP P & O Committee**
 - Reviews District plans and reports on expenditures and programs to ensure compliance with the BSEP Measure
- **SGC:**
 - Develops Site Plans and allocates resources and monitors outcomes
- **Rules for Conduct of Public Meetings**
 - Brown Act: 72 hours notice of meeting with posted agenda
 - Public comment, open meetings
 - Follow by-laws, rules of order and code of conduct
 - Document decisions with Minutes

SGC Role and Function

- **Developing Data: Creating a Survey**
 - Survey Parents
 - Survey Staff
- **Interpreting the Data**
- **Site Plan Development**
 - Input from many groups
 - PTA
 - Staff
 - Leadership
 - SGC
 - PBIS

SGC Role and Function

- **Site Plan Development (con't)**
 - Identify priorities
 - Intervention
 - Enrichment
- **Creating a Budget**
- **Ongoing Monitoring**
 - Presentations during the course of the year from programs supported by SGC Funds
 - Reviewing data

Budget Planning Tool

Proposed Budget for the 2014-15 School Year		7000arts int	TIP 2336	627 par. 2504 TIP	(13,000 Mosaic)	Total
		\$117,860.00	\$346,560.00	\$29,542.00	\$118,700.00	\$612,662.00
Item:	Cost	BSEP	LCFF	Title One	PTA	Remainder
At, Above and Below benchmark literacy support						
1	Literacy Coach .75	\$54,600.00		\$54,600.00		\$0.00
2	English Language Development (ELD) Coach .5	\$50,960.00		\$50,960.00		\$0.00
3	1st-5th After School Reading Cord./ Read Recovery .3	\$27,400.00	\$4,609.00		\$22,844.00	\$53.00
4	Response to Intervention (RTI) Teacher/Coordinator .2	\$19,000.00		\$19,000.00		\$0.00
5	Reading Teacher after school Span./Eng.	\$3,500.00	\$3,500.00			\$0.00
6	Kindergarten After School Intervention	\$5,000.00	\$0.00		\$5,000.00	\$0.00
7	After School tutors (FRC pays 1/2)	\$4,000.00	\$0.00		\$4,000.00	\$0.00
At, Above and Below benchmark math support						
4	Response to Intervention (RTI) Teacher/Coordinator .2	\$10,000.00		\$10,000.00		\$0.00
10	After School Math Intervention	\$11,500.00	\$4,500.00		\$7,000.00	\$0.00
11	IXL Math	\$0.00	\$0.00			\$0.00
12	Teacher Hourly Math Tutoring (A.M)	\$4,500.00	\$765.00		\$3,735.00	\$0.00
Staff Development						

Timeline

District Calendar

- **September**
 - Unaudited Actuals Board approved by September 15.
 - Carryover available
- **October**
 - First Interim budget revisions
- **December**
 - First Interim Budget to Board by December 15

SGC Calendar

- **September**
 - SGC Elections
 - Election Results Reported
- **October**
 - SCG Orientation/Training
 - First meetings for new SGC
- **October-December**
 - Review and evaluation of student data

Timeline (con't)

District Calendar

- **January**
 - Governor presents budget proposal for new fiscal year beginning July 1
- **January-February**
 - Revenue estimates developed for Special Tax Measures
 - Estimated Revenue allocated to Resources according to the Measure
 - Site Discretionary allocation provided to schools

SGC Calendar

- **January**
 - Student data evaluated
 - School community surveyed for student/school needs
- **January-February**
 - Discuss funding priorities
 - Discuss programs for new year
 - Develop/revise action plans and strategies

Timeline (con't)

District Calendar

- **March**
 - Notices to Certificated Staff
- **April**
 - Notices to Classified Staff
- **March-April**
 - District budget and programs developed and discussed

SGC Calendar

- **March**
 - Notify HR of possible changes in Certificated staff
- **April**
 - Notify HR of possible changes in Classified Staff
- **March-April**
 - Student data evaluated
 - School community surveyed for student/school needs

Timeline (con't)

District Calendar

- **March-April (con't)**
 - LCAP developed
 - P & O Committee reviews plans
 - BSEP Annual Plans submitted to the Board
 - 2nd Interim Budget by approved by March 15
- **May**
 - Governor's budget revise

SGC Calendar

- **March-April (con't)**
 - Site Plan developed
 - Budget allocated to support plan
 - Plan submitted for administrative review
- **May**
 - Final plan for Board submission

Timeline (con't)

District Calendar

- June
 - Site plans submitted to Board
 - Preliminary budget submitted to the Board by mid June
 - Board adopts budget for new fiscal year by June 30.

SGC Calendar

- June
 - Planning and budget cycle completed

Best Practices for Effective Committees

- Review of Handbook
- Consensus vs Voting, Sounding Board vs Advocate
- Conflict of Interest, Robert's Rules, and The Brown Act
- Your 2014-15 Site Plans
- Minutes and Site Plan Addenda
- Workshop #2 and the use of data in decision-making and review of plans, especially parent/district surveys.

Glossary

- BSEP: Berkeley Schools Excellence Program
 - COLA: Cost of Living Adjustment
 - Certificated: positions requiring a teaching certificate
 - Clasified: positions that don't require a teaching certificate
 - Fiscal Year (FY): Financial Year
 - FTE: Full Time Equivalency
 - 1 FTE = Full Time job
 - .1 FTE = 10% of a job
 - Multi-funded: Multiple Resources used to fund an expense
- P & O: Planning and Oversight Committee (BSEP)

Resources

- BUSD web site www.berkeleyschools.net. Search for Business Services for a summary of the District's budget and other financial documents as well as other news
- California Department of Education www.cde.ca.gov
- EdSource www.edsource.org for topics of interest in education