

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

January 13, 2015

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

P&O Committee Members Present:

Moshe Cohen, <i>Pre-K/Malcolm X</i>	Marian Bradley-Kohr, <i>King (Alt)</i>
Lily Howell, <i>Pre-K (Alt)/Malcolm X</i>	Elisabeth Hensley, <i>King</i>
Sergio Duran, <i>Arts Magnet</i>	Bruce Simon, <i>King (co-Chair)</i>
Madhu Marchesini, <i>Arts Magnet</i>	Catherine Huchting, <i>Willard</i>
Bill Fleig, <i>Cragmont</i>	Aaron Glimme, <i>BHS</i>
Dawn Paxson, <i>Emerson/Willard</i>	Larry Gordon, <i>Berkeley High</i>
Shauna Rabinowitz, <i>Jefferson</i>	John Lavine, <i>Berkeley High</i>
Danielle Perez, <i>John Muir (co-Chair)</i>	Catherine Lazio, <i>Berkeley High</i>
Catherine Huchting, <i>Malcolm X</i>	Christine Staples, <i>BHS (Alt)</i>
Patrick Hamill, <i>Thousand Oaks</i>	John Fike, <i>BTA/B-Tech</i>
Mimi Leinbach, <i>Washington</i>	Louise Harm, <i>Independent Study</i>

P&O Committee Members Absent:

Martin de Mucha Flores, <i>Cragmont (Alt)</i>	Jenny Orland, <i>Longfellow</i>
Shilen Patel, <i>Cragmont (Alt)</i>	Alma Prins, <i>Longfellow (Alt)</i>
Ananda Esteva, <i>LeConte (co-Rep)</i>	Juliet Bashore, <i>Longfellow</i>
Octavio Munist, <i>LeConte (Alt)</i>	Kim Sanders, <i>Longfellow (Alt)</i>
Lea Baechler-Brabo, <i>Oxford</i>	Rhonda Jefferson, <i>BHS (Alt)</i>
Molly Jo Alaimo, <i>Oxford (Alt)</i>	Max Cramer, <i>Berkeley High Student</i>
Laura Babitt, <i>Rosa Parks</i>	<i>Rep</i>
Radha Seshagiri, <i>Thousand Oaks (Alt)</i>	

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

Ty Alper, *BUSD School Board*
Mark Coplan, *BUSD Public Information Officer*
Charity DaMarto, *Supervisor of Family Engagement and Equity*
Debbi D'Angelo, *Director of Evaluation and Assessment*
Donald Evans, *BUSD Superintendent*
Jocelyn Foreman, *Family Engagement Coordinator*
Liz Karam, *BSEP Senior Budget Analyst*
Suzanne McCulloch, *District Visual and Performing Arts Program Supervisor*
Jay Nitschke, *Director of Technology*
Pasquale Scuderi, *Assistant Superintendent*

BSEP Staff:

Natasha Beery, *BSEP Director/Public Information, Translation, P&O Support*

Valerie Tay, *BSEP Program Specialist/Site Discretionary Program*

Linda Race, *BSEP Staff Support*

1. Call to Order, Introductions & Site Reports

At 7:16 p.m. Co-chair Bruce Simon called the meeting to order by welcoming attendees and asking them to introduce themselves.

Mark Coplan noted that committee members are needed for Maintenance Oversight/Measure H (<http://www.berkeleyschools.net/departments/maintenance/>).

2. Establish the Quorum/Approve Agenda

The quorum was approved with 16 voting members initially present, with 19 total voting members present later in the meeting. 13 voting members are required for a quorum.

MOTION CARRIED (Glimme/Staples): To approve the agenda of the January 13, 2015 P&O Committee Meeting. **The motion was approved with a showing of 15 hands, with 0 objections, and 1 abstentions.**

3. Chairperson's Comments

Co-Chairs Danielle Perez and Bruce Simon

No comments were made.

4. BSEP Director's Comments

Natasha Beery, *BSEP Director*

Beery provided the following handouts:

- *BSEP Measure Planning Timeline, Rev 10-27-14*

Beery thanked Karam and Tay for coordinating and producing the documents for the evening's meeting. Beery clarified that she would be the point of contact for any recommendations made to the Board.

5. Approval of P&O Minutes of December 9, 2014

MOTION CARRIED (Paxon/Harm): To approve the meeting minutes of the December 9, 2014 P&O Committee Meeting. **The motion was approved with a showing of 12 hands, with 0 objections, and 4 abstentions.**

6. Public Comment

A P&O Member expressed concern about the facilities discussions affecting the Adult School. Superintendent Evans clarified that no decision would be made immediately because several questions regarding enrollment and facilities still need to be answered. Any changes would not be made until the 2017-18 school year. The Adult School will not be closed, although it could possibly be relocated. Alper added that the Adult School committee will likely be pushing the decision back.

7. P&O Policy Guidelines

Beery noted that the Guidelines were originally proposed in 2013-13 but had not been fully reconsidered and voted upon. The committee wanted to have guidelines for budget managers related to changes in budgets. She noted that between the planning and the implementation if changes arise, this guideline direct a budget manager whether to return to the P&O Committee to present budget changes. Beery gave the example of Superintendent Neil Smith's previous presentation for Class Size Reduction and his return to the committee to note changes to this budget. She reviewed the *Guidelines* with the committee with a subsequent discussion around the following points:

- Shifts in budgets are reviewed by the time the First Interim Budget is presented.
- There was a brief discussion regarding the wording of "reasonable person" and making sure there is a guideline for new committee members to become familiar with the budget process.
- It was clarified that the budget managers are program directors and should have experience with budgets. Beery's office and Karam advise and provide support to the budget managers.
- It was clarified that the P&O Committee is responsible for making sure the plans/budgets brought forth fit with the purpose of the Measure and are fiscally sound.
- There may need to be formatting changes made to the budgets in order for P&O members to track the Budgets easily. Beery noted that she, Karam and Nitschke have been discussing what would be useful to the committee to track changes.

MOTION CARRIED (Glimme/Hensley): To approve the *BSEP Planning and Oversight Committee Proposed Guidelines for Budget Revision occurring after Approval of Annual Plan dated 10/29/13 NB/vt.* **The motion was unanimously approved.**

8. Final BSEP Annual Report for FY 2013-14

The following handouts were provided:

- *BSEP/Measure A Annual Report FY 2013-14 (Narratives)*
- *BSEP/Measure A Annual Report FY 2013-14: Revenue & Expenditure Summaries*

Beery noted that the two handouts are meant to be used together in a side-by-side comparison during the presentation. Beery explained that the First Interim, Second Interim and Actual budgets are presented to the P&O Committee over the course of the fiscal year. The budgets include indirect costs. Class Size Reduction and Music/VAPA budgets transfer monies to the General Fund, and there is a calculation for FTE for those resources. The other resources budget items align with the services provided. Beery also noted that fund balances have to meet the 3% reserve and for 2013-14, the reserve was met at 3.6%.

Beery, Karam, and the budget managers present reviewed the Annual Report with the P&O Committee, and these specific items were noted:

- Page numbers should be provided.
- It was noted it might be good to have a "site-by-site" comparison of school fund expenditures and balances for the Site Discretionary Funds (0852). The "narrative" section provides an summary across the district of usage of the site funds. Beery noted that a spreadsheet that only shows BSEP site funds would omit the larger context of all funds that are brought to bear at any particular site, and to provide an overview of all funds might be beyond what her office can do. The full picture of what each site is trying to achieve is

shown in the Single Plan for Student Achievement with all site funding sources. It was noted that it would be beneficial to have the more detailed comparison in a summary form.

- For Class Size Reduction/CSR, “Page 1” represents the funds that are spent to reduce class sizes to the ratios stipulated by the Measure. This determines the FTE and what funds will be transferred to the General Fund. “Page 2” represents funds that are available for middle school counseling, expanded course offerings and program support after class size reductions are met. “Page 2” has already seen reductions and is an area with the potential in future cuts or shifts in funding given the reduction in the CSR fund balance. Scuderi gave an overview of the FTE that was provided with “Page 2” funding. Some of the RTI² budget was moved out of the CSR to the General Fund because BSEP can no longer sustain that program. It was noted that the increase in budget was for compensation and bonuses.
- Professional Development/PD under BSEP is more about needs analysis and where to focus the efforts of Teachers on Special Assignment/TSA who provide district-wide support to develop teachers. Common Core has a separate budget from PD. Part of this fund is being used for Teacher-Initiated Professional Development and can also be used by Pre-K teachers. It was noted that it was unclear if these funds were available to Independent Study or other teachers. Beery stated that an expanded conversation could be held for PD.
- It was noted that there was a lack of a physical library for Pre-K.

MOTION CARRIED (Hamill/Cohen): To approve the *BSEP/Measure A Annual Report FY 2013-14*. **The motion was approved with a showing of 17 hands, with 0 objections, and 2 abstentions.**

9. Review of 2014-15 Annual Plan, and First Interim Fiscal Report for 2014-15

Natasha Beery, *BSEP Director* and Liz Karam, *BSEP Senior Budget Analyst*

The following handout was provided:

- *BSEP/Measure A First Interim Report FY 2013-14 (should be 2014-15), dated January 13, 2015*

Karam noted that the *First Interim Report* contained financial summaries for each of the resources updated with changes since budget adoption. She stated that one of the characteristics of this year was that an additional \$148,000 was received in revenue. For 2014-15, there was .85% COLA/Cost of Living Adjustment and a 7.22% Indirect Cost rate. The 3.0% separate reserve required by the state is at 3.4%. The primary changes are due to revisions to the projections, but the dollar amounts are largely the same for now. Karam noted that the contract for classified staff was not resolved until October, and the increase was not paid last year. The retro increase for 2013-14 came in addition to 2014-15. The increase amount was also higher. The site budgets carryover was cumulatively about \$500,000.

Karam presented each budget resource to the P&O Committee and these items were noted:

- Karam noted that average teacher cost for the CSR budget is being reviewed to find out how much “Page 1” costs will be in order to know how much can be provided for “Page 2” programs.
- The Second Interim will be done in January and sent to the Board in March.
- Karam noted that the classified retro will be picked up by the General Fund.

- “Position control” is defined as the process of managing and knowing exactly how much FTE can be approved and hired for a program (taking into account benefits), and ties the cost of staff to the budget.
- 50% of the Music/VAPA budget for teacher release time was picked up by the General Fund as approved by the School Board. This provides for the music teachers during classroom teachers release time, while the BSEP Music/VAPA budget continues to pick up the full cost of supplementary music teachers. McCulloch gave details on music program budgeting.
- It was noted that teachers and staff, particularly Instructional Assistants and after-school staff, should have access to professional development.
- Nitschke confirmed that funding for equipment comes from more than one source. Karam clarified that technology budget mainly covers the cost of technicians and support staff for technology.

10. BSEP Measure Planning Timeline and Process Update

Natasha Beery, *BSEP Director*

Beery stated that she would send out the timeline to the new committee members. She explained the process in pulling together all the various components important to include in planning for the next Measure. The P&O will be one of the primary bodies to look at the current structure of BSEP, and there is also a need to include an educational committee that would look at over-arching questions like technology, professional development, and classroom practices. Beery has been tasked to put together a master schedule of all the committees that exist, their meetings and the components of their meetings to determine cross-committee opportunities for conversations about the next Measure.

The Superintendent’s working group which is planning the process (but not the content) for the new Measure consists of Superintendent Evans, Assistant Superintendent Scuderi, Beery, Nitschke, Simon, Perez, Hensley, BFT President Cathy Campbell, and Directors Judy Appel and Josh Daniels. The BSEP Measure Planning Committee will be formed next fall when the town hall meetings begin.

- Beery noted that there are options beyond committee meetings to become informed and offer input – there could be town halls, surveys, and Saturday morning seminars to grapple with big picture ideas for BSEP.
- It was noted that the Special Ed department should be included in the planning since Berkeley is a full-inclusion district.
- There was a suggestion that an annual discussion or exit interview/debrief might take place to talk about what information would be important to the groups that put together the next Measure.
- The thought was expressed that sites should be honored for their decision-making processes surrounding the expenditures of site funds.

11. Adjournment

The meeting was adjourned by acclamation at 9:34 p.m.

The next P&O meeting will be held January 27, 2015.

Minutes submitted by Linda Race, BSEP Staff Support