

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES**

**March 24, 2015**

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

**P&O Committee Members Present:**

Bill Fleig, *Cragmont*  
Dawn Paxson, *Emerson/Willard*  
Shauna Rabinowitz, *Jefferson*  
Danielle Perez, *John Muir (co-Chair)*  
Yusef Auletta, *LeConte*  
Lea Baechler-Brabo, *Oxford*  
Laura Babitt, *Rosa Parks*  
Elisabeth Hensley, *King*  
Bruce Simon, *King (co-Chair)*

Marian Bradley-Kohr, *King (Alt)*  
Jennie Orland, *Longfellow*  
Catherine Huchting, *Willard*  
Larry Gordon, *Berkeley High*  
Catherine Lazio, *Berkeley High*  
Christine Staples, *Berkeley High (Alt)*  
John Fike, *BTA*  
Louise Harm, *Independent Study*

**P&O Committee Members Absent:**

Moshe Cohen, *Pre-K/Malcolm X (Alt)*  
Madhu Marchesini, *Arts Magnet*  
Martin de Mucha Flores, *Cragmont (Alt)*  
Shilen Patel, *Cragmont (Alt)*  
Terry Pastika, *Jefferson (Alt)*  
Ananda Esteva, *LeConte (Alt)*  
Octavio Munist, *LeConte (Alt)*  
Lily Howell, *Malcolm X/Pre-K (Alt)*  
Molly Jo Alaimo, *Oxford (Alt)*  
Patrick Hamill, *Thousand Oaks*

Radha Seshagiri, *Thousand Oaks (Alt)*  
Mimi Leinbach, *Washington*  
Alma Prins, *Longfellow (Alt)*  
Juliet Bashore, *Longfellow*  
Kim Sanders, *Longfellow (Alt)*  
Aaron Glimme, *Berkeley High*  
Rhonda Jefferson, *Berkeley High (Alt)*  
John Lavine, *Berkeley High*  
Max Cramer, *Berkeley High Student Rep*

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

Josh Daniel, *School Board Member*  
Donald Evans, *Superintendent*  
Suzanne McCulloch, *Visual and Performing Arts Program Supervisor*  
Jay Nitschke, *Director of Technology*  
Becca Todd, *Library Coordinator*  
Mary Ann Scheur, *TSA Teacher Librarian*  
Nate Brownlow, *Jefferson Parent*

**BSEP Staff:**

Natasha Beery, *BSEP Director/Public Information, Translation, P&O Support*  
Valerie Tay, *BSEP Program Specialist*  
Linda Race, *BSEP Staff Support*

**1. Call to Order, Introductions & Site Reports**

At 7:17 p.m. Co-chair Danielle Perez called the meeting to order by welcoming attendees and asking them to introduce themselves. They were also asked to give brief site reports. It was noted by Rabinowitz that more site training for survey development was needed.

**2. Establish the Quorum/Approve Agenda**

**The quorum was approved with 14 voting members initially present**, with 16 total voting members present later in the meeting (A total of 17 committee members attended the meeting). 13 voting members are required for a quorum.

**MOTION CARRIED (Lazio/Harm):** To approve the agenda of the March 24, 2015 P&O Committee Meeting. **The motion was approved unanimously.**

**3. Chairperson's Comments**

*Co-Chairs Danielle Perez and Bruce Simon*

Simon noted the 2015 Performing Arts was held, and McCulloch announced that she was retiring on June 30, 2015. McCulloch noted that she had this position for 14 years, with a total of 22 years in the District. The committee thanked McCulloch for her service. McCulloch noted that over 850 students participated in the Performing Arts Showcase. The BHS Jazz band performed at Yoshi's in Oakland. She also stated that the NAMM Foundation/National Association of Music Merchants recognized the BUSD Music Program for the 3rd year in a row with a Best Communities for Music Education (BCME) designation. BUSD is one of three communities in California and one of 388 Districts nationwide (<http://www.nammfoundation.org/2015-best-communities-music-education-districts>) to receive this recognition.

**4. BSEP Director's Comments**

*Natasha Beery, BSEP Director*

Beery stated that a member could not attend this evening's meeting due to lack of childcare, and that other district committee meetings offered childcare. Starting with the next meeting, an email will be sent out prior to the meeting to find out if there is a need for childcare, and if there is, to provide it

**5. Approval of P&O Minutes of March 10, 2015**

**MOTION CARRIED (Paxson/Hensley):** To approve the meeting minutes of the March 10, 2015 P&O Committee Meeting. **The motion was approved with a showing of 15 hands, with 0 objections, and 1 abstentions.**

**6. Public Comment**

Paxson thanked Superintendent Evans and Maggie Riddle, Director of Schools, for meeting with families at Emerson Elementary School and Willard Middle School. She noted that people were inspired and excited hearing from them and that it really made a difference. She also noted that it was helpful hearing the Superintendent speak about his observations and vision for the schools.

**7. Revised Recommendation for BSEP Funds in FY 2015-16: Teacher Template portion of Class Size Reduction Fund**

*Pasquale Scuderi, Assistant Superintendent, Educational Services*

The following handouts were provided:

- *BUSD Class Size Reduction FTE Planning Document, FY 2015-16 Proposal v 2015-03-24*

Scuderi handed out the *BUSD Class Size Reduction FTE Planning Document, FY 2015-16 Proposal v 2015-03-24* noting that this presentation would be on Class Size Reduction and on April 14, 2015, he would return and speak about “page 2”/ Middle School Counseling Services, Expanded Course Offerings and Program Support. Scuderi presented the teacher template for staffing. Highlights are as follows:

- Scuderi pointed out that the -1.14 Measure A Necessary FTE was “unspent FTE” roughly equivalent to another class section based on the current projection of 35-K sections moving into 35-1<sup>st</sup> grade sections (20.6:1, or this year’s K student:teacher ratio). He stated that it might be that there will need to be another K section added for next year. There are factors, such as attrition, that may reduce the K numbers. Facilities will be a factor, and there has been an order determined if they need to open another K section: Jefferson and Rosa Parks would be the school sites if the need arises. If another K section is not needed, they may add a 1<sup>st</sup> grade section to relieve the pressure. He noted that they really had to keep an eye on the K numbers to determine what will happen next year.
- Scuderi stated that they might be able to lower the bottom line for Necessary FTE by adjusting the calculation of teachers at the 6<sup>th</sup> grade level.

Questions:

- Scuderi confirmed that K includes TK classes. Once kids have a kindergarten assignment, they are not moved.
- Scuderi confirmed that the enrollment for the high school has been down over the last several years. He noted that the high school total historically includes 80-100 kids from Independent Study taking 1 to 2 classes.
- This year will be the first graduating class for the charter school REALM. It is not known how the current recruitment for next year will impact BUSD or BHS.
- Beery stated that the P&O committee members should be looking to see that the calculation for the teachers on the teacher template page is being made while keeping in mind the language of the Measure that specifies what the CSR is supposed to be. The second part of the teacher template will be brought back by Scuderi on April 14<sup>th</sup>, which will include the average teacher salary, cost of substitutes, and direct costs, which will be added to the costs of staffing to come up with the costs of managing and meeting the CSR part of the Measure. After CSR is met, then “page 2”/ Middle School Counseling Services, Expanded Course Offerings and Program Support can be addressed. She noted that the reason the CSR was brought to the committee earlier was that HR and Fiscal Services needs to know that the budget planning for the CSR has been seen by the P&O and that they can move forward with a “strong draft.” Beery confirmed that the committee would not approve the CSR budget until it sees the complete budget proposal.
- Beery confirmed that the P&O Committee as a whole reviews the CSR budget, since it is the largest budget, rather than have a separate subcommittee meeting for reviewing it.
- Paxson noted that Emerson Elementary has some K classes that crept up to around 22/23:1 and that meeting the needs of the whole group could be more challenging and that depended on many factors. There are conversations about their teachers

- needing more support. Scuderi stated that when those numbers creep up, the school has to make a commitment to that number as the cohort moves through the grades.
- Scuderi stated that scenarios for 24:1 was a huge topic and could be developed when that direction is received.
  - Rabinowitz was unsure of where the flex spaces in Jefferson were. Scuderi confirmed that those spaces were behind the cafeteria. Scuderi stated that as the discussion around a third K emerges, they factored in for Jefferson or Rosa Parks as possible sites to hold that class. If there were a K/TK need, it would be moved to Jefferson. It is unknown where the 1<sup>st</sup> grade class would end up being. Rabinowitz asked if 4<sup>th</sup>/5<sup>th</sup> grade numbers go up next year, where will they go?
  - Fleig noted that the flex spaces are lost when classes increase. He noted that Cragmont lost their flex and art space, and things have worsened this year. Scuderi stated that what to do long term with the use of facilities needs to be determined, whether it needs to be moving K-5 CSR toward 24:1, opening another school, or making permanent additions to existing schools. Scuderi noted that there may have to be alternating years for class room increases/decreases, and running out of places does affect enrichment spaces, where tutoring is done, etc. Fleig noted that while the new BSEP Measure may push for enhanced arts education, the spaces where that work can happen are disappearing. If class sizes were shifted toward 24:1 K-5, that would save flex spaces. Nitschke stated that he had a simple overview of how that would be phased in, which Tay can send out. Harm asked what process would determine 20:1 or 24:1. There was a discussion around this question of student:teacher ratios, the numbers in each class, the difference it will make for teachers, could there be classroom aides to improve the ratio, and could aides help build out a teaching staff as the pool for hiring teachers has dwindled, and notes that class sizes are larger in other districts. Fleig stated that the purpose of the CSR is the education of children, where teachers are struggling to deal with a wide array of disparity with students (high/low needing challenge/support). Evans stated that they are looking at exploring and addressing all the issues/demands in the educational, political, financial and support pieces. He added that they want to look at everything, including the research as to whether the student:teacher ratios have an effect on achievement, bring that to the community and do what is best for the kids. Orland cautioned that class size is a difficult thing to show in terms of improvement in achievement. She felt that had not been shown up to this point. Hensley stated that if the Measure cannot be funded all the way through and cuts to program have to be made, that will be the thing people will remember about BSEP. They will notice that we are losing counselors to hold on to this golden number of 20:1 that she felt did not resonate with people and there were trade-offs to be confronted and weighed altogether.
  - Scuderi stated that class size can play a significant role in learning. He noted that some schools are using their flex spaces/enrichment times creatively to split classes to help the kids in need with more support. Gordon stated that small class size and good teachers are the best combination. He also noted that you could not say you were reducing class size if you were increasing it K-3. Beery noted that the phrase “balancing” class size might be more accurate, as elementary schools would have a stable K-5 class size ratio, which helps with the issues such as combination classes in the upper grades. Fleig stated that he felt that we had to be thoughtful about how

we talk about it and we should emphasize the objective of quality education and the ability to connect with the students that you are teaching.

- Lazio asked how fixed the teacher template was, assuming that 137.23 FTE will be paid for, and if another 130 kids show up in September that were not planned for, BSEP will have to pay for 1/3<sup>rd</sup> of those. Lazio said that one thing that might be helpful would be to illustrate how enrollment has changed since the beginning of the Measure and what the BSEP contribution to FTEs has made to the General Fund over that period time. There is a real impact, especially with the increased enrollment and in the buy-down to meet 20:1, the cost of that is cutting in at a greater rate to what is left over for “page 2.” She noted that BSEP started as an \$8M Measure, and now it is a \$25M Measure and the CSR portion has increased as has the teacher costs. Could a historic spreadsheet be developed that shows the CSR since the inception of the Measure A (2007-08) and how we have responded to the pressure of enrollment on the district? Beery noted that we could show enrollment, FTE, General Fund FTE, compensation, COLA, and Direct Costs.
- Rabinowitz stated that her school site, Jefferson, should be informed ahead of time about what will happen with any changes regarding classes.

## **8. Instructional Technology and Technology Infrastructure in the BUSD**

Jay Nitschke, *Technology Director*

The following handouts were provided:

- *Tech Update*

Nitschke stated that there was a subcommittee meeting held the previous week. He presented the *Tech Update* handout and went through each “slide” on the handout.

Questions:

- How can we expand goals to include more technology for differentiated instruction, use technology for Skyping for parent conferencing? Nitschke confirmed that teachers are finding new uses for differentiated instruction and noted that Rosa Parks Elementary is a good model. The teachers can put out an assignment to every kid’s computer and then sit one-on-one with them and be working on the same document and as students finish their assignments, they get other things to do.
- Auletta stated that his students have enhanced their ability to do research and PowerPoint presentations. He noted that connectivity shutdown was a problem and was concerned about doing SBA/Smarter Balance Assessments in late May. Nitschke said that they are making improvements and a faster Internet connection will be coming soon. He noted that SBA is really a low bandwidth test that is given online. The IBA/Intermediate Assessment for middle school went really well about a month ago. Auletta was concerned that connectivity shutdowns resulting in student anxiety during a test not happen.
- Mary Ann Scheuer addressed keyboarding skills. She stated that all BUSD 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders have an account with Typing Club. 2/3 of the 5<sup>th</sup> graders have met their typing goals. Teachers and schools have different ways of using Typing Club.
- Simon stated that there needs to be more PD around computer literacy for teachers. He felt that 3.2FTE Instructional Tech TSAs were not enough for the whole district. He felt there was a lot more that kids and teachers could be doing to address gaps in instruction, reduce class sizes without physically reducing them, and that will require support for teachers. Fleig stated that he felt that the students at Cragmont were not

getting adequate or ample instruction in typing. He stated that not enough time was being allocated for this nor was there enough teacher support in technology to make kids adequate on computers, much less do testing on the computer. Rabinowitz noted that her son disliked Dance Mat Typing and hates doing typing at school. Evans stated that Emerson had an incredible technology model, and Paxson added that the students, teachers and volunteers were excited about their “Thursday Shuffle” using Typing Club. Todd stated that halfway through 3<sup>rd</sup> grade they encourage the 3<sup>rd</sup> grade teachers to devote a few times during the week to keyboarding, even if it is just 15 minutes. She noted that the 5<sup>th</sup> graders were doing 30 to 55 words/minute. Auletta stated that at LeConte, students would hurry to finish their tasks in order to do Typing Club. It was noted that the positive models should be shown to schools that are not buying in or doing as well in this area.

- Harm needed clarification on the “Tech needs increasing” slide with the term “Alternate systems,” to which Nitschke responded that the iPads, etc. that were donated to teachers or classrooms were not easy to manage and frustrations were created for all. Harm suggested some outreach be provided to teachers to ask for specific devices.
- For the next Measure, how can we attach technology implementation & skills training for students through internships or by the creation of new programs so they could be a part of this WiFi implementation or maintaining computers? It would be a good selling point for the new Measure if we create these new programs for our students. Nitschke has been using student workers from the Bridge program to do this. It would be great to expand this kind of program, but it needs to be staffed. Nitschke is open to doing this.

## **9. Recommendation for Allocation of BSEP Funds in FY 2015-16: Music and Visual & Performing Arts**

Suzanne, *District Visual and Performing Arts Program Supervisor*, Peter Gidlund, *Music Department Staff*

The following handouts were provided:

- *Memo to BSEP Planning & Oversight Committee, From Suzanne McCulloch, Visual & Performing Arts Program Supervisor, Pasquale Scuderi, Assistant Superintendent for Educational Services, dated March 24, 2015 for Recommendation for Expenditure of Funds from the Berkeley Public School Educational Excellence Act of 2006 for the Visual and Performing Arts Programs in 2015-16*

McCulloch noted how much the program had grown since she began with Music and VAPA. She presented the *Memo to BSEP Planning & Oversight Committee, From Suzanne McCulloch, Visual & Performing Arts Program Supervisor, Pasquale Scuderi, Assistant Superintendent for Educational Services, dated March 24, 2015 for Recommendation for Expenditure of Funds from the Berkeley Public School Educational Excellence Act of 2006 for the Visual and Performing Arts Programs in 2015-16*

McCulloch noted that every 3<sup>rd</sup> grader has music once a week (recorder, singing, pitch/percussion instruments), and the 4<sup>th</sup> graders begin playing an instrument and can do so for 2 years. About 43% of middle school students choose to stay in music. She noted these groups are huge and gave examples of class sizes and locations at one middle school. She also noted the various music groups during and after school. The detailed

budget begins on page 3 of the Memo and the budget summary is on page 9 with budget revenues, expenditures and balances shown on page 10.

Questions:

- McCulloch confirmed that the General Fund is assuming half of the cost of release time music teaches, but the FTE does not change overall.
- This Measure does not cover anything at BHS. Instruments are loaned to BHS.

#### **10. Recommendation for Allocation of BSEP Funds in FY 2015-16: Library**

Becca Todd, *District Library Coordinator* and Mary Ann Scheuer, *Emerson Elementary School Librarian*

Todd provided the following handouts:

- *Berkeley Schools Library Website Bookmark*
- *Memo to BSEP Planning & Oversight Committee, From Becca Todd, District Library Coordinator, Pasquale Scuderi, Assistant Superintendent for Educational Services, dated March 24, 2015 for Recommendation for Expenditures in 2015-16 from the Library portion of the Berkeley Public School Educational Excellence Act of 2006 (BSEP)*

Bookmarks were passed out that listed the Library website which has been redesigned: [www.library.berkeleyschools.net](http://www.library.berkeleyschools.net). Todd passed out books that are new by authors that have visited schools that include diverse books by authors and illustrators of color. Todd noted that all the library monies come from BSEP. The libraries are in alignment with the BUSD's LCAP goals as noted in page 1 of the Memo.

Todd noted that she is proposing 7.2 FTE Teacher Librarians. In California, Teacher Librarians hold two credentials: a California Teaching Credential and a Teacher Librarian Services Credential, along with a Master in Library and Information Science degree. She wants to bring in more Teacher Librarians in the elementary schools. (See page 3 of the Memo with a Teacher Librarian Summary on Page 4.) She noted that her classified staff (non-credentialed for teaching) are very skilled and help with the library resources.

Todd noted that there was not much change in the overall budget from last year except for increasing the FTE for an Elementary Librarian TSA, and honoraria for attracting authors/illustrators. The projected ending Fund Balance of \$224,363 includes sustainable deficit spending toward the end of the measure.

Questions:

- In response to a comment on limited time in the King library, Todd noted that King's library is separate and midday staggered blocks for classes at lunch in response to the King library use. The library can be crowded.
- Todd confirmed that there are linked resources with the Berkeley Public Library from each schools library and vice versa. There are also resource links on the school library page. She noted that there could be more in the newsletters that go home. There are no mobile apps except for audio books. Scheuer stated that after-school programs are a place that takes principal support and leadership to promote academic time on the computers as well as for games. Rosa Parks is using Tales To Go audio books in a pilot program.
- Todd noted that BUSD Libraries do not do interlibrary loans for students because of the difficulty in getting them back/kids losing the books. They will do interlibrary loans for teachers.
- Hardback books rather than paperbackk are preferred for their durability.

- Access to libraries was discussed, and there was a suggestion of having the libraries open on weekends (like the Science Saturday School).
- The circulation at elementary schools is really strong (130,000 just for this year) while at the middle schools and high school, this is reduced because of class demands, longer books, and taking advantage of other formats (digital as well as print).
- With regard to the ending fund balance and the next Measure, Todd believes that the budget is sustainable, and the strengths of the program will be shown through student achievement and the professional nature of the Teacher Librarians at the elementary level. She is hoping that this structure can be preserved in the next Measure.

### **11. For the Good of the Order**

No comments were made.

### **12. Adjournment**

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

**The next P&O meeting will be held April 14, 2015.**

*Minutes submitted by Linda Race, BSEP Staff Support*