

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES
January 10, 2017

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

P&O Committee Members Present:

Bridget Bernhard, *Arts Magnet (Alt)*
Martin de Mucha Flores, *Cragmont (Co)*
Danielle Perez, *John Muir (co-Chair)*
Byron Pakter, *LeConte*
John Eknoian, *Oxford*
Weldon Bradstreet, *Rosa Parks*

Stephanie Upp, *Washington*
Aaron Glimme, *Berkeley High*
Josh Irwin, *King (Co)*
Laura Cho, *Willard*
Catherine Huchting, *Willard*
Christine Balch, *Independent Study*

P&O Committee Members Absent*:

Dawn Paxson, *Emerson*
Terry Pastika, *Jefferson*
Alex Makler, *Malcolm X*
Jonathan Cherin, *Thousand Oaks (Co)*
Aaron Schiller, *Thousand Oaks (Co)*

Shauna Rabinowitz, *King (Co)*
Bruce Simon, *King (co-Chair)*
Ramona Coates, *Longfellow*
Jose Luis Bedolla, *Berkeley High*
Ramal Lamar, *BTA*

**Alternates and co-reps are not marked absent if another rep is present. Currently there is not representation from Pre-K.*

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

Charles Burress, *District Public Information Officer*
Ann Marie Callegari, *Supervisor of Family Engagement and Equity (OFEE)*
Lily Howell, Jocelyn Foreman, Carol Finis-Perez, Karime Blanco— *OFEE Staff*
Debbi D'Angelo, *Director of Evaluation & Assessment (BREA-Berkeley Research, Evaluation and Assessment office)*
Sean Poremba, *BREA TSA (Teacher on Special Assignment), Smarter Balanced Assessments (SBA)/Common Core*
Beatriz Leyva-Cutler, *School Board*
Jay Nitschke, *Director of Technology*
Pasquale Scuderi, *Assistant Superintendent for Educational Services*
Michelle Sinclair, *Coordinator Professional Development (Educational Services)*

BSEP Staff:

Natasha Beery, *Director, BSEP and Community Relations*
Linda Race, *BSEP Staff Support*

1. Call to Order, Introductions & Site Reports

At 7:15 p.m. Co-chair Danielle Perez called the meeting to order by welcoming attendees and asking them to introduce themselves. SGC updates were given as part of the introductions.

2. Establish the Quorum/Approve Agenda

The quorum was approved with 12 voting members present. 10 voting members were required for a quorum.

MOTION CARRIED (Glimme/Bradstreet): To approve the agenda of the January 10, 2017 P&O Committee Meeting. **The motion was approved unanimously.**

3. Chairperson's Comments

Co-Chair Danielle Perez

Chairperson had no comments. There was a reminder to contribute to the snack fund.

4. BSEP Directors Comments

Natasha Beery, Director BSEP & Community Relations

Beery provided the following handout:

• *Superintendent's Update and Workshops: Building the Future of our Schools Together, Agenda*

Beery noted opportunities to attend more meetings this week: School Board Meeting on 1-11-17, Superintendent's Update and Workshops 1-12-17. Beery outlined the events for the Superintendent's Update and Workshops. Callegari added that she would be talking about running inclusive SGC and parent meetings with an equity rubric. Beery and Callegari both noted that the workshops were a jumping-off point for more work.

Beery added that there would be a Berkeley Research, Evaluation and Assessment/BREA Symposium on 1-21-17 entitled "Equity in the Bay, Making Our Schools Work for All Students". Callegari stated that the Parent Champion Workshop would be facilitated by the OFEE on the same date 1-21-17, a second in a series for parents on how to advocate for their child. RSVP for the Parent Champion Workshops to ofee@berkeley.net.

5. Approval of Minutes November 1, 2016 and December 13, 2016

Beery stated that members could vote on the minutes even if they did not attend the meeting. Their vote indicates that they approve the minutes to be included in the BSEP history. There was a brief review allowed for the November 1, 2016 and December 13, 2016 P&O Committee Meeting minutes.

MOTION CARRIED (Irwin/Glimme): To approve the meeting minutes of the November 1, 2016 P&O Committee Meeting as written. **The motion was approved unanimously.**

On the December 13, 2016 minutes, Leyva-Cutler noted that her name was spelled incorrectly under the Attendance: Beatrice should be changed to Beatriz.

MOTION CARRIED (de Mucha Flores/Irwin): To approve the meeting minutes of the December 13, 2016 P&O Committee Meeting with the above mentioned correction. **The motion was approved unanimously.**

6. (Co-) Chair and Superintendent's Budget Advisory Committee/SBAC Representative Elections

Perez noted that Bruce Simon was unable to attend the meeting and stated that he was willing to continue as Co-Chair. Perez and Simon volunteered to continue as Co-Chairs.

She opened the floor to any member that wanted to volunteer for the Co-Chair position.

MOTION CARRIED (Glimme/Pakter): To approve the nomination of Danielle Perez and Bruce Simon as Co-Chairs for the BSEP P&O Committee. **The motion was approved unanimously.**

Martin De Mucha Flores volunteered to represent the committee at the Superintendent's Budget Advisory Committee (SBAC) meetings. Beery described the SBAC as an important committee with a variety of representatives from all areas of the District (bargaining units, students and others). It meets on the second Tuesday of the month from 5:30-7:00 pm at 1720 Oregon Street, looks at the District budget and makes recommendations to the Superintendent. Perez stated that there could be a co-representative to the SBAC as well.

MOTION CARRIED (Bradstreet/Irwin): To approve the nomination of Martin de Mucha Flores as the P&O Committee Representative to the SBAC. **The motion was approved unanimously.**

7. Public Comment

Beery noted that the Superintendent's Comments were not listed on the agenda for the meeting and that Superintendent Evans would make his comments later, when he arrives to the meeting. No other public comment was made.

8. BSEP Annual Report for 2015-16, Part Two

Natasha Beery, Director BSEP & Community Relations

Reports for BSEP resources were presented in a different order from the agenda listing in order to accommodate presenter schedules.

Parent Outreach

Ann Marie Callegari, Supervisor of Family Engagement and Equity (OFEE) and attending OFEE staff: Lily Howell (Emerson & Jefferson), Jocelyn Foreman (John Muir and Malcolm X), Karime Blanco (Cragmont), Carol Finis-Perez (Washington and Oxford)

Callegari provided the following handouts (stapled together):

- *Parent Outreach Services (BSEP Measure A, Resource 0875) Overview: FY 2015-16 (Narrative)*
- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP), Parent Outreach (Measure A, Resource 0875), Revenue and Expenditures, Comparison Report FY 1015-16*

Beginning with the Overview, Callegari outlined 2015-16 OFEE events as well as services they were providing for the current year (p. 3). She noted that OFEE was funded by LCAP and BSEP, with the BSEP funding unchanged. Callegari stated there was a \$12K variance due to staffing changes. She felt it was correct to restrain spending and expend as she becomes more knowledgeable about the needs of the OFEE.

OFEE staff assists schools in supporting families through outreach and individualized meetings. Overall their mission is to meet and support parents "where they are" and work to insure all students get an equitable access to education.

She noted the concern about sustainable funding and the negative fund balance. They

have to see what will happen in the next few years because people keep asking for more services. Currently their staff serves the elementary schools and BHS. They have been asked to be at the middle schools but are currently not funded to be at those sites. She is hoping that as budget decisions are made, it can be kept in mind that the OFEE staff perform crucial services at their sites.

D'Angelo added that the Family Engagement Specialists log their connections with students, and every year those connections have increased and the ratio of students to specialists is growing.

Questions and responses:

- All elementary schools are staffed and each specialist works with two sites. On the secondary level, BHS is staffed but not the middle schools or BTA. There is an attendance specialist at BTA but she is not under the OFEE.
(<http://www.berkeleyschools.net/family/>)
- Leyva-Cutler stated that the specialists also attend the Student Attendance Review Board/SARB and follow up with absence and truant students and their families.
- In addition to the OFEE staff present, the BHS Family Engagement Specialists are Irma Parker and Leticia Amezcua in the Parent Resource Center. Laura Rivas is the LeConte and Thousand Oaks Family Engagement Specialist.

Beery noted that the budget report was a comparison report with multiple columns meant to show what was happening with each budget. The first column shows the budget for the prior year and the Revenue from that time. The second column indicates the budget approved by the BSEP P&O, with a tiny bit more revenue. The 2nd Interim Budget shows the mid-year adjustment with minor changes. The final budget is shown in the Unaudited Actuals Column. She added that the very slight increases in revenue shown across the top of the budget columns have been the story for BSEP for the last few years. The Expenditures line has been increasing overall the past few years because of the increased staffing and related costs. Beery showed the Net Increase/Decrease indicated deficit spending and in this particular budget, expending the fund balance. As shown, there was a significant fund balance because the office was understaffed, and because this level of expenditures is not sustainable going forward, Callegari will be careful about how she manages her budget.

Questions and responses:

- Huchting noted that under a projection for the new measure that was developed last year, Family Engagement was in the red. Beery stated that this would be looked at under Measure E1. In Measure A, this resource was called Parent Outreach and under the new Measure E1, it would be called Family Engagement and the budget under the “bucket” of Effective Student Support (Family Engagement, Counseling, Student Achievement Strategies) that has a 7% designated to it. When planning for the next measure’s revenue at 37 cents/sq. ft., the new revenue would put most resources into the black with the exception of two - Family Engagement and Public Information. They are both in a situation where staffing costs are exceeding revenue if they remain at the same revenue and expenditure levels. If those percentages are changed or other resources are able to bear some costs, those budgets could become sustainable. There is a possibility that within the three different resources under Effective Student Support, funds could be moved around a bit as a short term solution. Beery added that the new

Measure allows as much as 10% could be moved from Essentials for Excellence to Effective Student Support.

- Glimme stated the BHS site funds budget is very tight and wondered how the reclassification could affect them. He stated they would like to have a cushion for their budget.
- Huchting added that having Family Engagement at all the middle schools would be a worthy investment. She thought there was a direct correlation between how well students could do with that support. Beery said that it began as a pilot program at a few elementary schools that expanded to all elementary schools when they received LCFF/LCAP funds. The hope had been to expand to the middle schools but that hasn't yet happened because LCAP has multiple priorities. It did not mean that funds couldn't come from BSEP, but then considerations would need to be made about what to take away.
- D'Angelo added that OFEE helps with the yearly survey.

Item 7. Public Comment: Out of agenda order

Superintendent Evans arrived to share with the Committee an update on what will be presented to the School Board the next evening:

- There will be an update on the developer fees to be charged for new development in Berkeley. The Board is scheduled to take action in February.
- School Board member Leyva-Cutler will present a resolution for the safety and protection of undocumented students, and the implementation of this policy would also be discussed.
- There will also be a review of the reallocation of Measure I, looking at the leftover funds of that measure to build some larger classes.

Professional Development

Michelle Sinclair, *Coordinator Professional Development (Student Services)*

Sinclair provided the following handouts (stapled together):

- *Professional Development (BSEP Measure A, Resource 0855) Annual Report Overview: FY 2015-16 (Narrative)*
- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP) Professional Development, Revenue and Expenditures (Measure A, Resource 0855), Comparison Report FY 2015/16*

Sinclair went over the narrative and noted that the Professional Development Department spent their BSEP funds in accordance with their budget plan last year. Most of the funds were spent on staffing, and there was a variance because of a vacant position and position gaps. Many of the positions are multi-funded, and the superscript 2 highlights full-time positions that are funded in other ways. Much of the funding also went to Professional Learning Communities/PLC where outside trainers work with teachers to examine student work and identify where the need is. Teacher Initiated Professional Development/TIP refers to funds given to each school for site-specific teacher training or collaboration.

Sinclair noted that there was a budget fund balance. Beery added that since professional development is multi-funded and able to draw year-to-year from various funding streams. It is not a set program with set staff so the budget worries are not structural but more about how to do everything we want to do. TIP is a challenging component of the fund, Scuderi noted, with respect to the allocation, guidelines, and

tracking. He mentioned that a lot of the BSEP funds go to personnel costs while Common Core/Mandated Cost Reimbursement Block Grants fund PD and instructional materials related to new curriculum. He stated that teachers were being offered more PD in the last two years because the Common Core budget could be spent on teachers and teacher learning.

Questions and responses:

- Scuderi confirmed that each K-5 elementary site has a 1.0 FTE Literacy Coach that was multi-funded by BSEP PD and Class Size Reduction “Page 2” budgets. There is also an agreement with sites to provide .2 FTE funding from site funds. The 2.75 FTE shown in the budget is the BSEP contribution toward the aggregate.
- The question was asked as to what kind of feedback or surveys are done with teachers in learning to find out what is the most effective PD program? Sinclair stated that they base everything they do on this kind of information. The on-site Lit Coaches get feedback directly from teachers. After every professional development session, they conduct a survey.
- Scuderi noted that they could give a two to three year framework to the committee so that they could see how the PD, Common Core and NGSS budgets work in tandem with materials, teacher support and personnel. The Common Core budget was not shown but was part of the Mandated Cost Reimbursement/MCR from the State. They anticipate one more year, 2017-18, for the MCR Block Grants and will do a 5-year plan to take to the School Board budget priorities process and lower the budget unless something changes. They will consider using the last year of funds for science.
- Under Measure A, funds had been used for PD positions, and were funds from Measure E1 going to be used in the same way? With the 2015-16 fund balance at \$229K and revenue this year coming in under Measure A, how much will be left over to transfer to the new Measure E1? Beery responded that funds from Measure A do not have to be spent down to zero as we exit the term of Measure A. The funds that were acquired under Measure A can be expended in the future in accordance with that prior measure. Beery felt that the purposes of the fund resources were close enough in the old and new measures that as they plan for 2017-18, they will be able to pull funds from the Measure A funds toward the same purposes. The issue will be that PD, Program Evaluation, and Technology were in the same Measure A “9% fund” bucket and under Measure E, PD and Program Evaluation are in a separate fund bucket with CSR. In short, the fund balance remaining will still be used for the same purposes. Sinclair stated that the fund balance will depend on whether or not they are able to obtain funds from other sources and on what else comes down the line.
- Beery confirmed that Javetta Cleveland, Deputy Superintendent, is going to Sacramento next week and will present her budget information in the future.

Program Evaluation

Debbi D’Angelo, *Director of Evaluation & Assessment (BREA-Berkeley Research, Evaluation and Assessment office) and attending BREA Staff: Sean Poremba, TSA-Teacher on Special Assignment, Smarter Balance Assessments (SBA)/Common Core*
D’Angelo provided the following handouts (stapled together):

- *Program Evaluation, (BSEP Measure A, Resource 0856) Annual Report Overview: FY 15-16 (Narrative)*

- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP), Program Evaluation (Measure A, Resource 0856) Revenue and Expenditures Comparison Report FY 2015/16*

D'Angelo introduced herself and her colleague, Teacher on Special Assignment (TSA) Sean Poremba. She stated that last year, he was funded by BSEP and Common Core and this year, he was fully funded by Common Core/NGSS. She noted that most of their funds come from BSEP but they were multi-funded and all the mandated work of testing in the BREA office goes under a separate budget.

She stated that BREA provides two pieces of professional development, that for the BREA staff so they can support the sites as well as PD for the District staff to understand program evaluation and the Illuminate data and evaluation system for student performance (BSEP funded). The largest portion of the budget goes for staffing. There was an increase in salary based on two classified staffing adjustments. There were carryover funds to provide PD for staff this year. New last year was the Professional Learning Communities/PLC and provisions as detailed in the narrative.

A process was developed by BREA to assess requests and then build the reports/programs so that it can be used throughout the year by many different people. Last year they built a Response to Instruction and Intervention/RTI² protocol and over the summer developed a counselor log for Restorative Justice. They have a Professional Learning Community (PLC) that meets every Friday to discuss what is happening and how to support staff as well as communicate with the Board and all the different groups.

Questions and responses:

- Any BREA report that was presented to the Board can be found on the School Board tab/Presentations to the Board. Reports can also be found under the BUSD website BREA tab (<http://www.berkeleyschools.net/schoolboard/reports-to-the-board/>). After working with a BREA staff member, each principal decides how to present site level data to their sites. Individualized student data, under 10 students, cannot be shared due to student privacy rights.
- Huchting noted they were looking at Willard data and asked about an ongoing dialogue between the principal and BREA and how they would come to some kind of conclusion about what goals and strategies can be developed based on the data. D'Angelo stated that there was an ongoing process which includes ongoing dialogue and support for her staff, continuous staff support to the schools, and discussions at the Principals Meetings. D'Angelo extended an invitation to the Committee members to attend the next Illuminator PD.
- de Mucha Flores said that one of the questions that he got after a BREA presentation was how do we find out about other schools in the District where the gap has been closed, what their strategies are and how they connect back to what they may be funding so we can learn from that? D'Angelo responded that it was part of the administrator's role to make the decisions about what is presented. BREA works with administrator but does not present on other schools. Part of the principals' meetings is to discuss those strategies and data with each other, and then that information can be brought back to the site.
- de Mucha Flores said when they looked at the spending charts, it was hard to get a sense of what kind of value they got from different expenditures, where the change in student results occurred, and how we could learn from that? How do we do that in collaboration with the principal while acknowledging as parents they are doing afternoon meetings, and it all has to keep on moving. D'Angelo will

take his comments back to Ed Services meetings and work with the principals on getting this kind of information.

- Scuderi said that it would be a great use of the Principals Meetings. At the end of the year when we determine there has been growth made at a particular school, we can get feedback from principals and SGCs in a positive way and make that available to principals in a school-wide snapshot. D'Angelo said that she does a full program evaluation of the LCAP and has developed PowerPoint presentations that could be shared at the sites. Scuderi thought packaging the information in some form/catalogue and having the qualitative data from the principals and staff for the SGCs would be helpful.

- D'Angelo has a drop-in hour every day at 4-5pm (at 2020 Bonar, Rm. 331) for principals, staff, or anybody else, to have deeper discussions.

- Glimme said that it was great to surface things that worked or didn't work, but in his experience, there is no one right way. Things that work in one setting with one group of kids with one group of teachers will not necessarily work in another setting. Implementation tends to be the key in everything we do as educators. The program itself is less important than the way it is implemented by the teacher. Broadly and conceptually, the more ideas you get, the better it is. Information that is useful for anybody is: Here's what we did, here's how we think it worked and it seemed to have this effect. D'Angelo stated that was what the PLCs were all about in asking those questions, discussing the data and having a cycle they go through as a small group in that staff setting.

Technology

Jay Nitschke, Director of Technology

Nitschke provided the following handouts (stapled together):

- *Instructional Technology, (BSEP Measure A, Resource 0862) Annual Report Overview: FY 2015-16 (Narrative)*

- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP), Technology (Measure A, Resource 0862), Revenue and Expenditures Comparison Report FY 2015/16*

Nitschke stated that there were no huge programmatic changes in the 2015-16 Technology resource. The TSA for Instructional Technology left unexpectedly in October and the position was not filled until this year, thus creating a variance. The funds from BSEP in large part support the staff in the schools. There are two people at BHS/IS/BTA and roughly five people supporting the elementary and middle schools. The level of funding provides one technology staff person one day per week at each elementary school. Most of the budget goes to classified staff and benefits. There used to be more money for supplies but not anymore.

Nitschke noted that Technology and PD did the one-to-one planning in the 4th and 5th grades last year, 2015-16, which will be implemented this fall. The newly created position of Technology Supervisor helps Nitschke by supervising the techs at the schools. The Technology TSA was promoted to Instructional Technology Coordinator.

Technology is multi-funded from BSEP, the General Fund, and Measure I.

Public Information

Natasha Beery, Director, BSEP and Community Relations

Beery provided the following handouts (stapled together):

- *Public Information, (BSEP Measure A, Resource 0854) Annual Report Overview: FY 2015-16 (Narrative)*
- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP), Public Information, Translation, P&O Committee Support (Measure A, Resource 0854), Revenue and Expenditures Comparison Report FY 2015/16*

Beery stated that the Public Information budget was provided for a little differently than the others. Before the revenues are distributed to the other resources, 2% is taken from the initial revenues, after costs, for this budget. The budget provides for the public face of the District by providing Translation/Interpretation services, the BSEP Office staff Beery and Valerie Tay, additional BSEP and P&O hourly support, and the Public Information Officer/PIO Charles Burress.

Beery described chairing a District Communications Team consisting of Beery, Superintendent Evans, Burress, Nitschke and a communications consultant that meets every week. There is an expanded communications team that also includes the District Translator/Interpreter, Ann Callegari from OFEE, and Pat Saddler from Special Projects.

This resource supports the requirements of the Measure that the Planning & Oversight Committee has the information it needs to ensure that the funds from the Measure are expended in accordance with what the local taxpayers voted for. Last year the big focus of the P&O and the BSEP Office was planning for the BSEP Measure E1 in addition to the oversight of Measure A.

On page 3 of the report, there is a detailed narrative for District Communications and Community Relations and the Public Information Officer. Translation and Interpretation details are listed on pages 4 and 5.

Questions and responses:

- Send information about activities at your site for the *A+ News* to pio@berkeley.net
- English Language Learners were confirmed as students whose first language was Spanish. D'Angelo noted that about 50% of the ELL had Spanish as their first language.
- School climate was defined as having an overall positive experience at the school through feeling welcomed, connected, supported, as well as what might be happening behaviorally (Toolbox strategies, bullying).

Beery spoke about the beginning fund balance of \$321K as being large due to previous years of transition when the office was understaffed for some time. That allowed for a drawing upon the fund balance in subsequent years. When expenditures exceeded revenue, there was a shifting of some services to the General Fund but Beery does not think that will continue. There may have to be some structural changes to make it sustainable.

Questions and responses:

- Beery confirmed that Measure E1 for this budget was written in exactly the same way as Measure A, where 2% is taken from the initial revenues. It will be 2% of a slightly larger amount, which will provide some cushion starting off, but she does not anticipate having extra funds. There will be carryover. Since the measures were written in essentially the same way, Beery will not have to worry about differences in parameters for expenditures.

9. Approval of BSEP Annual Report for 2015-16

Natasha Beery, Director BSEP & Community Relations

Beery stated that over the last two meetings, the committee has seen nine reports. There are a couple of typos in the reports which will be fixed before sending it on to the Board. The P&O Committee is to approve the complete report.

MOTION CARRIED (Glimme/Huchting): To approve BSEP Annual Report for 2015-16 with minor typographical corrections. **The motion was approved with one abstention.**

10. Review of January 12 District Workshop

Natasha Beery, *Director, BSEP and Community Relations*

Note: See handout from item 4 above.

Perez asked if there were any questions about the workshops. The hope was that three to four people from each site attend so that they could share information about each of the workshops with others at their schools.

Beery confirmed that an RSVP was not necessary and that although about 70 people had already responded, there was room for about 100 people.

12. For the Good of the Order

For the Good of the Order is time set aside for members to bring up items not discussed or addressed during the meeting. No comments were made.

13. Adjournment

The meeting was adjourned by acclamation at 9:12 p.m. *Minutes submitted by Linda Race, BSEP Staff Support*