

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

May 9, 2017

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

P&O Committee Members Present:

Bridget Bernhard, *Arts Magnet (Alt)*
Dawn Paxson, *Emerson*
Terry Pastika, *Jefferson*
Danielle Perez, *John Muir (co-Chair)*
Carla Bryant, *Oxford (Alt)*
Weldon Bradstreet, *Rosa Parks*
Aaron Schiller, *Thousand Oaks (Co)*

Shauna Rabinowitz, *King*
Bruce Simon, *King (co-Chair)*
Bethany Schoenfeld, *Longfellow*
Catherine Huchting, *Willard*
Aaron Glimme, *Berkeley High*
Christina Balch, *Independent Studies*

P&O Committee Members Absent*:

Rashay Lankford, *Pre-K*
Martin De Mucha Flores, *Cragmont (Co)*
Victoria Hritonenko, *Cragmont (Co)*
Eric van Dusen, *Cragmont (Co)*
Byron Pakter, *LeConte*
Silvia Torres, *LeConte (Alt)*

Alex Makler, *Malcolm X*
Josh Chisom, *Washington (Alt)*
Stephanie Upp, *Washington*
Laura Cho, *Willard*
Jose Luis Bedolla, *Berkeley High*
Josh Irwin, *Berkeley High*

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

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

Charles Burress, *Public Information Officer*
Donald Evans, *Superintendent*
Jay Nitschke, *Director of Technology*

BSEP Staff:

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

1. Call to Order, Introductions & Site Reports

At 7:16 p.m. Co-chair Simon called the meeting to order by welcoming attendees and asking them to introduce themselves. SGC site reports were given as part of the introductions.

2. Establish the Quorum/Approve Agenda

Co-chair Simon noted the lack of a quorum at the beginning of the meeting so approving the meeting agenda would have to wait until a quorum was established. Quorum would be established when 12 members were present.

The quorum was established at 7:33 pm with 12 voting members present and 13 voting members present later in the meeting. 12 voting members were required for a quorum.

MOTION CARRIED (Bradstreet/Glimme): To approve the agenda of the May 9, 2017 P&O Committee Meeting. **The motion was approved unanimously.**

3. Chairperson's Comments

Co-Chairs Danielle Perez and Bruce Simon

No comments were made.

4. BSEP Director's Comments

Natasha Beery, Director BSEP & Community Relations

Beery noted that she went to BHS Site Council meeting last week and heard the BSEP Site Committee presentation to the Council. She hopes to be sitting in on more Site Council meetings to hear what is going on and to share best practices with them.

Beery asked the committee members about sending out documents electronically the day of the BSEP P&O Meeting. She noted that her office generally tried to disseminate earlier, but there were times when documents would be ready until the day of the meeting. Members affirmed that they wanted documents emailed to them even if it needed to be on the day of the meeting.

Beery discussed the calendaring of the leadership meeting and noted that with all that was going on, it was decided not to hold it. She outlined some of the events that were happening in the District:

- OFEE was holding an event at BHS for the film "Screenagers" on May 25, 2017
- OFEE was holding an event at Longfellow for "Live, Love, Learn: Creating Supportive Schools and Communities" on May 20, 2017

Beery stated that she wanted to convene a group interested in looking at ways to improve the school site/governance council bylaws and practices. The School Board Policy Subcommittee would be taking a look at the bylaws, and this would be the time to have discussions about how the School Site Council process could be opened up to encourage more meaningful and formative participation.

NOTE: At this time the quorum was established. See agenda item number 2 above.

5. Superintendent's Report

Donald Evans, Ed.D.

Evans stated that the LCAP Parent Advisory Committee/PAC would be meeting Thursday, May 11, 2017 at 6:30 pm and confirmed that it was open to the public. He also noted one of the items to be discussed at the upcoming Board meeting - the addition of a third Intervention Counselor at BHS to help address Title 9 issues and a new African American Success Manager position to address issues that were coming up for African American males. The AA Success Manager would case-manage and field mentors for those students. There would also be a presentation of the BHS Re-design and a public hearing before getting Board direction on moving forward. Beery added that Re-design meetings were also being held this week at the middle schools. Evans and Beery confirmed that the BHS Re-design would begin in 2018-19.

6. Approval of Minutes April 25, 2017

After the quorum was established, there was a brief review allowed for the April 25, 2017 P&O Committee Meeting minutes. (Members do not have to be present at the meeting to vote to approve the minutes. Everyone has a chance to review the minutes,

make necessary changes and if the minutes were correct enough to be entered into the public record, members could vote to approve the minutes.)

MOTION CARRIED (Schoenfeld/Bryant): To approve the meeting minutes of the April 25, 2017 P&O Committee Meeting. **The motion was approved unanimously.**

7. Public Comment

No public comments were made.

8. Recommendation for BSEP Funds in FY 2017-18: Update to Plan for Student Support

Natasha Beery, Director BSEP & Community Relations

Beery provided the following handouts:

- Berkeley Unified School District Memo, *To BSEP Planning and Oversight Committee, From: Pasquale Scuderi, Assistant Superintendent for Educational Services, Dated: April 26, 2017, Subject: Recommendation for Allocation of BSEP Effective Student Support Funds in 2017-18 (10 pages, including Appendices A, B, & C)*

Beery stated the P&O approved the budget for Student Support in April (Family Engagement, Middle School Counseling and Student Achievement Strategies) and the documents were ready to go to the Board until Liz Karam, BSEP Sr. Budget Analyst, returned from vacation and noticed that some budget information was missing. Beery noted that Karam had now included the Middle School Counseling and Student Achievement Strategies budgets in more detail and as shown on the back pages of the appendices. Beery gave her apologies for the changes and noted that the budgets were unchanged from what was approved by the P&O Committee previously.

Questions and Responses/Discussion:

- Huchting asked for clarification on what the total revenue was for 2016-17 based on the projection of \$24.7M. Beery responded that it was a little bit more than \$25M. Beery added that Karam was very good with projections, usually within a percentage point, but that some things were out of our control.
- Schoenfeld wanted to find out more about discipline and follow-through with children that are having problems in school, specifically contact from the school to families. Beery stated that there is a need for a home/school partnership, and that the conversation has to come from both sides. She noted that OFEE was trying to build that capacity on both sides and noted that if the only interaction/contact parents have with the schools was negative, that could also be challenging. Simon added that the King SGC had conversations about this topic and noted that parent/teacher conferences at their school did not provide confidentiality or time to discuss issues. He added if parents wanted to talk with their teacher, they would need to have the cultural capital to do so, and this is often not the case for many parents. It would be important to find other ways for the school to communicate with the families. Simon felt that adding another program or another person doesn't have to be the solution. There may be other solutions out there like the SGCs, where people could learn from each other. Paxson stated that middle school was a unique transition time to catch students before they reach 9th grade. She was hoping they would explore what would be the "right touch" and possibly find funds to sort out whether they need a "who or a what" to do

this.

Huchting stated that as an observer of the parent/teacher conferences in a large room, she could tell which kids were doing well or not by the facial expressions of the teachers. She thought it was disappointing, because there was no privacy to get a real conversation going. There was not enough time nor was it the right format to do that. Huchting felt that it would help to have the teacher reach out in a positive way to get to know the parents and what they wanted for their children. The survey sheet also helped, but the onus was on the parents to get help. There were not many comments on the report cards and if she wanted to know more, she had to dig in and work with the teachers herself. Huchting thought it would be hard for a parent who didn't feel empowered to do that. She felt teachers could initiate more to create that positive relationship, especially in grades K-5.

Schoenfeld added that she felt there was something not right about the conferences. She added that people "opted in" to go to Back-to-School Night and conferences, and possibly some students/parents were not being served at these events.

Beery mentioned a conversation about middle school counseling and how difficult it was for all families to feel connected, welcomed and able to talk about their kids to get support.

Simon added that the King SGC would be creating a subcommittee to discuss this issue. It came out that the teachers felt it was a useless exercise for them to try to connect with parents who were anxious. They would like a way to develop relationships with families and expressed clearly that they were serving 125-150 kids. There may be some solutions that haven't been considered. Glimme stated that European teachers had half the student load that he had. That was one of the fundamental things that could be done to have an impact. Balch agreed based on her own experience in Germany.

9. Recommendation for BSEP Funds in FY 2017-18: Technology

Jay Nitschke, Director of Technology

Nitschke provided the following handouts: Berkeley Unified School District Memo, *To: BSEP Planning and Oversight Committee, From: Jay Nitschke, Director of Technology, Dated: May 9, 2017, Subject: Recommendation for Expenditure of BSEP Technology Funds in FY 2017-18 (5 pages)*

Nitschke noted that a Berkeleyside article "Berkeley Schools go beyond bathrooms to support gender non-conforming students" (<http://www.berkeleyside.com/2017/05/09/berkeley-schools-go-beyond-bathrooms-support-gender-non-conforming-students/>) referred to providing services to non-binary students that included the BUSD database, Power School, as a place for students to indicate their preferred gender. The Technology staff put considerable time and effort into making this happen. Glimme and Nitschke stated Illuminate was rewriting their gender tables as well. Nitschke moved on to present the final Technology budget. There were some minor changes done by Liz Karam. Some money was added to Certificated Hourly PD, and they made sure the Teacher Leader Stipends were correct for FY 2017-18. The budget was pretty much the same, and Nitschke pointed out that the fund balance would include money from Measure A. The ending fund balance for the budget was **\$36,588** as shown on page 5 of the document.

Questions and Responses:

- Huchting noted that the SMART Goals were good. She asked why SMART Goal 5 only related to math PD. Nitschke stated his department was doing various things including a DigiTech Institute in August.
- Paxson asked if Chromebooks would be supplied to 4th/5th grade science classes. Nitschke responded that there was a Chromebook cart in each 4th/5th grade room and available to teachers in the room. She also noted that she liked the description of the Chromebook cart findings on page 2. Huchting would like to see that kind of survey for other things. Nitschke noted this represented a significant change, going from 1:3 cart to classrooms to 1:1 and it was easy to quantify this. Comparing next year to this past year, it would be harder for teachers to notice very small changes in the inputs across the school day. He noted that was one of the things that was difficult in education in general. Small incremental changes were meaningful but harder to get at. They will have new information when they go 1:1 next year for the 6th grade classes and 2:1 sharing in 7th and 8th grades. Glimme wanted know the response rate for the survey. Nitschke stated that the response rate was 74% and inclusive of all the principals.
- Rabinowitz asked about the lack of internet access in the theaters at the high school. Nitschke said that was true and they had to rewire part of the Community Theater to accommodate teachers with classes in the building.

MOTION CARRIED (Paxson/Huchting): To approve the recommendation for BSEP Funds in FY 2017-18: Technology. **The motion was approved unanimously.**

10. Recommendation for BSEP Funds in FY 2017-18: Communication, Translation and Community Engagement

Natasha Beery, Director BSEP & Community Relations

Beery provided the following handouts:

- Berkeley Unified School District Memo, *To BSEP Planning and Oversight Committee, From: Donald Evans, Ed.D., Superintendent and Natasha Beery, Director of BSEP and Community Relations, Dated: May 9, 2017, Subject: Recommendation for Expenditure of BSEP Funds in FY 2017-18 for Communication, Translation and Community Engagement (5 pages)*

Beery noted that Charles Burress, Public Information Officer/PIO was in attendance to answer any questions. She then summarized the major components of the program and the budget as outlined in the document:

- Communications team members, including PIO
 - It was noted that Burress helped with building relationships with other districts and the California Public Relations Association. It was also noted that he provided technical documents to meet legal obligations to respond to requests filed under the Public Records Act as well as information around anything controversial.
- A wide variety of communications mediums
- Translation/Interpretation supports for schools and families (\$5K was added for overflow interpretation needs for documents, especially for Individualized Education Plans/IEPs)
- BSEP office and support for P&O
- SGC/Principal supports

Questions and Responses/Discussion:

- Pastika asked if the PIO Public Records Act requests were paid for out of the BSEP budget and if it was, why. Beery confirmed that it was. It had been her hope to negotiate for half of the PIO to be paid for out of the General Fund/GF, noting the Public Records task was different from the BSEP intent. Huchting agreed with Pastika as to why the GF was not paying for what seems like a GF expense. Glimme noted that it was a cost attendant with providing services to students, a very broad statement, and even if it was paid for out of the GF, other services might be pushed into the BSEP fund, noting the money was 100% fungible anyway. Huchting wondered if that was within the spirit of the measure to which Beery responded that it was written as Public Information Services. It was confirmed that the District's attorney was paid for out of the GF, not BSEP. Bryant noted that the requests may indicate what the public was thinking and asked if they analyzed public request trends. Beery confirmed they have a tracking system for that. She noted that "the public" was not just a citizen/s of Berkeley, it could be many other entities, and Burress added that some of the requests are from entities outside the state. Beery stated that was something that was discussed in their expanded group with other districts. She also wanted to find out what "our public" wanted to know about and possibly expand School Messenger, A+ News, texting and Facebook to understand what information they should be focusing on. Pastika asked if public records requests could be made on the district website. She offered to give Burress information about how agencies do that for the government.
- Rabinowitz stated that she was doing social media for King Middle School and that it was an intense job that she didn't get paid for. She did not know that King had a Facebook page and wondered who was doing these things. Beery noted that all kinds of people were doing these tasks and that she had attended a meeting of the PTA Council this year to talk about social media because many PTAs, and sometimes the principals, were using social media. The District didn't have a policy about that and did not have a Facebook page. One of the things she worked on this year with the Board Policy Subcommittee was Board policy for websites, social media, and collaborating with PTA on social media. Beery said the District needed to update policy on employee use as well. All of those were part of a package she was taking to the Board Policy Subcommittee after talking to the PTA Council about their media use and what their concerns were. She noted that the District can't tell the PTAs what to do; they are autonomous. They do unremunerated work in sharing information that parents need. In many cases parents, guardians and students may assume the PTA website is the school website. She noted that it was important to think about what each group's responsibilities were and how they could support and partner with each other to make sure if certain platforms, posting of kids pictures, and what kind of moderating is appropriate. The consensus was to have a Best Practices group to convene once or twice a year to gather parents and staff to talk about what concerns and headaches arose in using different platforms like MailChimp, Constant Contact, Facebook and what was being pushed out by email. Pastika, who had attended a couple of Board Policy meetings and has a background in

First Amendment issues, brought up the question of creating a public forum or a limited public forum when setting up a Facebook page and what did that mean in terms of whether or not you can moderate it.. Rabinowitz wanted to know who was controlling the King Middle School page. Beery confirmed that the King Facebook page was not created by King and was “unofficial.” If there were enough people tagging on the site, it triggered the creation of a “Facebook place site” that looks like school site, but it’s not. Beery was trying to have it taken down. It was noted that there was also a Martin Luther King Middle School Students site that was a private site and that could not be controlled because it was private. Beery stated there were employee use as well as student use policies around technology that could be used to some degree, but that the District couldn’t control the internet.

Simon asked Nitschke if there was any discussion around this and noted that some school districts have sites that look uniform and are all managed centrally. Nitschke responded that some districts use different things for teacher portals and at this point, the focus is on the student information system for teachers to contact parents and not to create an overall website. Glimme stated that he had the ability to email his students but had no facility to email all the parents. If he was able to collect all those email addresses or have a system that made it easy to do that, he would do a lot more updating. Beery noted it was a question of which channels reach people well and noted that social media was how people were sharing information. When she talked to DELAC about the District’s support for immigrant families and the District’s statement that it was not going to be an arm of ICE or collecting information as well as the protective things the District was doing, the DELAC wanted the District to post messages on Facebook. There was a push to send out family preparedness plans via email. Beery noted that that a letter from the Superintendent and an English/Spanish resource flyer with local resources and supports developed in collaboration with the City of Berkeley, and a Family Preparedness Plan were issued. They knew it would not get to everybody, so there was a plan to collaborate with the ACLU’s People Power that helped with the dissemination of information/getting paper into peoples’ hands. Beery noted there was not a “one size fits all” for the various schools and they had to strategize on the logistics of meeting and determining how information could be given. Ideally, texts would be sent out to parents to contact the school secretary for more information about news or events. She noted the challenge of keeping up with all of the information but that everyone has to deal with this.

Beery finished her presentation with an explanation of the budget and places where she was trying to save money, while making sure things were still sustainable. She also noted the inclusion of SMART Goals. Beery stated there had been deficit spending of approximately \$100K and deficit spending was now at about \$17K.

Questions and Responses/Discussion:

- Huchting stated that she loved the SMART Goals and suggested that Beery consider doing more than one SGC meeting (SMART Goal #4). She felt the SGC was important to the success of the school and a range of educational needs, and more of this involvement would speed up and improve the learning process. Beery noted that the SMART Goals had to be attainable. She added it was

- suggested that people from the P&O as well as SGC members attend SGC meetings at other school sites to promote connectivity and best practices.
- Rabinowitz stated that it was extremely stressful dealing with emergency communications. She was the only person creating her school's newsletter and if she doesn't send something out a couple of times a week, she's asked if she's not doing it anymore. She added that she was not getting information from the District that she would like to include and that it was challenging to be a gatekeeper to sort through what's sent to her that should not be included (e.g., marketing a service). Paxson added that it was challenging and a big responsibility to be the person disseminating information and possibly having more parents involved would help. Rabinowitz gets information from the BHS e-tree for events that should have more press. Schoenfeld thought there should be a way to push information out from the District. Beery stated that when she went to the PTA Council, it seemed that they wanted to be told the best way to do things instead of inventing something. It was noted that it would be helpful to get timely information and that the District should be disseminating information like the BHS Re-design. Beery stated the Re-design was available on the A+News if people were subscribed to that and noted there were many ways information was sent out.

The Recommendation for BSEP Funds in FY 2017-18: Communication, Translation and Community Engagement would be on the agenda for approval at the last P&O meeting on June 6, 2017.

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 items were put forward.

13. Adjournment

The meeting was adjourned by acclamation at 9:05 p.m.

Minutes submitted by Linda Race, BSEP Staff Support