

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES**

**January 30, 2018**

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

**P&O Committee Members Present:**

Loretha Henry, *Arts Magnet (Co)*  
Liz Fox, *Cragmont*  
Dawn Paxson, *Emerson*  
Danielle Perez, *John Muir (co-Chair)*  
Lucero Lupercio, *LeConte*  
Jane Tunks Demel, *Malcolm X*  
Weldon Bradstreet, *Rosa Parks*

Stephanie Upp, *Washington*  
Terry Pastika, *King*  
Angela Gallegos-Castillo, *Longfellow*  
Shauna Rabinowitz, *Berkeley High*  
Josh Irwin, *Berkeley High*  
Bruce Simon, *Berkeley High (co-Chair)*

**P&O Committee Members Absent\*:**

Harry Charalambides, *Jefferson*  
Carla Bryant, *Oxford (Alt)*  
John Eknoian, *Oxford*  
Aaron Schiller, *Thousand Oaks (Co)*  
Stephen Murphy, *Thousand Oaks (Co)*  
Cheryl Havens, *King*

Sean Poremba, *Longfellow*  
Rita Gaber, *Willard*  
Jennifer Sitkin Morgan, *Willard*  
Aaron Glimme, *Berkeley High*  
Christina Balch, *Independent Study*

*\*Alternates and co-reps are not marked absent if another rep is present. Currently there is not representation from the stand-alone T-K, Pre-K, or BTA.*

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

Pete Gidlund, *VAPA Program Supervisor*  
Jessica Lee, *Middle School Librarian*  
Becca Todd, *District Library Coordinator*  
Jay Nitschke, *Director of Technology*  
Pasquale Scuderi, *Assistant Superintendent for Educational Services*

**BSEP Staff:**

Natasha Beery, *Director, BSEP and Community Relations*  
Liz Karam, *Senior Budget Analyst*  
Danielle Perez, *Substitute BSEP Program Specialist*  
Heller Rathbone, *BSEP Staff Support*

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

At 7:15, Co-chair Simon called the meeting to order by welcoming attendees.

The attendees introduced themselves and some briefly reported on what had been happening in their SGCs. Washington School is focused on the parent survey and academic support. Emerson will use the District survey rather than developing its own, and much of their discussions are about other District meetings that parents have been attending.

### **2. Establish the Quorum & Approve Agenda**

The quorum was established.

The agenda was unanimously approved with the following changes: Gidlund to present early in the evening; and Scuderi moved to a later time-slot. Irwin moved to approve; Rabinowitz seconded the motion.

### **3. Chairperson's Comments**

Simon will serve as the sole chairperson for the evening.

### **4. BSEP Director's Comments**

*Natasha Beery, Director BSEP & Community Relations*

Beery noted all the District meetings in the coming week. On January 31<sup>st</sup> there will be a State of the District meeting in the Board Room at 6:30 pm, at which the Superintendent will highlight initiatives and results in the District and Director Pat Saddler will give an LCAP update. Following these updates, two workshops will be offered, one to explain the new Dashboard and the other a roundtable to discuss committee processes and discuss by-laws.

Beery reviewed the progress of the Le Conte Elementary School Naming Committee and mentioned that all can contribute school name ideas. The next community meeting will be on February 12, with the ultimate decision to be made by the Board in May.

### **5. Approval of Minutes**

Two sets of Minutes were presented for approval. The P&O Committee meeting minutes from January 9, 2018 were approved with one abstention. Paxton moved to approve; Upp seconded the motion. The P&O Steering Committee meeting minutes from January 11, 2018 were also approved. Irwin moved to approve; Bradstreet seconded and the vote to approve was unanimous.

### **6. Public Comment**

Pastika asked when the SGC and P&O By-laws be brought to the P&O.

Beery answered that it would likely be towards the end of February.

There was no other public comment.

### **7. BSEP Annual Report for 2016-2017**

Liz Karam summarized the 2016-2017 format, and gave general instructions on how to read it. Each Resource manager then summarized their own report.

### **Music, Visual & Performing Arts – Pete Gidlund, VAPA Program Supervisor**

Gidund provided the following handouts:

- *BSEP Annual Report: FY 2016-17, Music, Visual and Performing Arts (BSEP Measure A, Resource 0853) Overview*
- *Music, Visual and Performing Arts (Measure A, Resource 0853) Revenue and Expenditures Comparison Report FY 2016/17*

Referring to page 3, Gidlund noted a significant increase to the VAPA Fund Balance (FB). Among the factors leading to the increased FB were that new employees came into the salary schedule at lower rates of pay than previous staff (due to years of experience, etc) and that the department's technician had reduced his own FTE.

Referring to page 4, he noted that it had been a SMART goal to add Chorus and other music classes, such as a "strum and drum," in order to give students more options in music and art. When chorus was held during fifth period at Willard, scheduling conflicts meant low enrollment. This year the chorus is booming during zero period, which has resulted in increased FTE.

As another SMART goal, each music teacher had an iPad last year to work from, and are now using all kinds of apps on their iPads, including grading, attendance, video production and audio recording

Comments on the Music, Visual & Performing Arts resource status:

Paxton likes the direction things are going. Gallegos-Castillo asked for any thoughts on equity in the performing arts and whether the department will expand to hip hop and other options? Gidlund replied, "Yes," and that teachers have self-selected for different topics in this area. In music and dance, the District has multiple partnerships with community organizations such as the Bay Area Children's Theater, and in spoken word, rap, etc. Gallegos-Castillo encouraged the continuation of this approach.

#### **Libraries – Becca Todd, District Library Coordinator**

Todd provided the following handouts:

- *BSEP Annual Report: FY 2016-17, School Libraries (BSEP Measure A, Resource 0860) Overview*
- *Library Program (Measure A, Resource 0860) Revenue and Expenditures Comparison Report FY 2016/17*

Todd mentioned that many schools have subscriptions to *Procabulary*, which has spoken word resources. She then summarized her report, which had been distributed.

The Library Program ran as planned. The main variance was in the cost of certificated staff, which resulted in \$40K not being spent; two Berkeley High teachers/librarians worked reduced time and/or were on maternity leave.

The libraries are holding *Mock Newbery* programs at all 11 elementary schools at which students discuss specific books and choose one as the winner. There is also a Middle School Battle of the Books, which culminates in an ultimate challenge between schools, at which audience participation is high.

Berkeley High has two new teacher-librarians.

There is currently a focus on adding more audio books especially in the early grades, with “Listening is Reading Too.”

Todd invites people to visit the digital book mobile. The BUSD libraries now have access to the Berkeley Public Library’s e-books.

Gallegos-Castillo inquired as to what plans there are to increase Spanish books for immersion programs. Todd reported that the District has applied for and received a grant for Spanish materials and she is in discussions with the Oakland Public Libraries to piggy back onto their programs.

Lucerio mentioned that it seems like Spanish language books should be included in the budget. Todd noted that this has been a crunch year and they had to cut the book budget to keep staff, but in spite of this, LeConte’s Spanish-language book budget has doubled.

*Razz Kids* is not part of the library. *Newzilla* is in use and lots can be done with the free version. Although staff can fully support the full version, there isn’t funding for it.

Lee elaborated on the Battle of the Books, which is a trivia contest between three middle school teams. The questions are based on certain books which can be read at various times during the lead-up to the final contest.

Pastika asked what is being done regarding news literacy, digital literacy, and especially fake news. Todd reported that bias is being discussed in classes. In middle school, they are looking at it more closely. At the high school level, there are explicit lessons and the subject is being woven into class assignments.

Pastika asked about the use of newspapers. Todd replied that those subscriptions are expensive, magazines and online resources are used. Todd reported that there will be full access to the NYT on the high school campus via wireless. Rabinowitz requested that the library advertise this at the BUSD and Library websites.

**Family Engagement and Equity** – *Natasha Beery reporting for Ann Callegari, Office of Family Engagement and Equity Supervisor*

Beery provided the following handouts:

- *BSEP Annual Report: FY 2016-17, Parent Outreach Services (BSEP Measure A, Resource 0857) Overview*
- *Parent Outreach (Measure A, Resource 0857) Revenue and Expenditures Comparison Report FY 2016/17*

Beery indicated that since she was filling in for Ann, she might not know the answers to some questions, but if there was a question she couldn’t answer, she would look into it and respond to the Committee at a later time.

Beery noted that the paper copy of the report had an error on the first page. The 2016-17 funds reported were correct, however the staffing FTEs were not. The correct BSEP support for this resource was: 1.6 FTE for Family Engagement Specialists, .27 FTE at the high school, 1.0 FTE bi-lingual specialist and 1.0 FTE supervisory. BSEP is not solely responsible for this staffing in the area, with additional funding provided by LCAP and site discretionary funding.

Many models have been tried in this resource to address the needs of families in the District. Currently, all the elementary schools are served at a ratio of one person serving two schools. Bilingual specialists serve at Thousand Oaks and LeConte.

This resource meets a range of needs, and is mainly focused on the higher-need families, targeting specific issues such as attendance. OFEE specialists also support families in a multitude of ways, as outlined in the report.

The level of funding from Measure A was only 1.25% of the BSEP budget. However, during a period of understaffing, a large fund balance accrued, which has allowed more staffing to be brought on board toward the end of the measure.

The large fund balance has enabled both an alignment of offerings and resources as well as pay increases. The years 2015-16 to 2016-17 saw a big bump in staffing costs. As has been mentioned earlier, benefits costs have increased greatly and as a result of the compensation study, wages also increased.

The focus has been on retaining staff while reducing materials expenditures.

One cost-savings measure (see SMART goal #2, pg.4) was deciding that this group would not be purchasing an expensive program (Parenting Partners) and would rather develop their own program, which they have piloted at Saturday School.

Page 3 of this report details many accomplishments, such as partnering with various suppliers annually to provide backpacks and other school supplies. They spearhead the Cesar Chavez and Dolores Huerta essay writing contest and offer Parenting Champion workshops. The staff arrange parent-teacher conferences and back-to-school night meetings. Some effort goes to supporting families with basic needs such as referrals to resources for food and shelter.

Regarding Smart Goal #1, the department had wanted to form a district-wide advisory committee, but is now realizing the need to build committees at each site first, and then organize them into the larger committee.

Regarding Smart Goal #3, in response to anti-immigrant actions, the schools are now partnering with various organizations for rapid response and immigration rights education.

Paxton wanted to hear how the McKinney-Vento Act impacts this resource and how the Family Engagement Coordinators assist in getting the documents necessary for enrollment. Beery noted that Admissions recognizes that this population might not have all the usual documentation for various reasons such as homelessness, being undocumented immigrants, and that some information in the documents might be of a sensitive nature.

There was some discussion regarding truancy and progressive interventions. There are Student Attendance Review Teams that students are brought before, which are chaired by the Student Services Office, and the goal is to keep from having to report students to the District Attorney. Student and community services are brought together to try to get to the root cause of the problems that are leading to the truancy.

Beery will get the figures on homeless students; possibly a high number are Latino.

It was asked whether it would be possible to have full-time Family Engagement Coordinators at each school would be better than the current half-time FTE. Beery is meeting with Saddler to

discuss LCAP resources, however there are many requests for help from that resource. Probably \$1 M would be necessary to do all that is under consideration.

Measure A provided very limited funding for this and in Measure E1, several related services are combined – counseling, literacy coaching, RTI, to allow more flexibility for Education Services to allocate where needs are greatest.

There was quite a bit of discussion about how those in need are identified and funneled into these programs. Lots of effort is expended and will continue to be in making sure the most vulnerable are helped. These systems probably need refining.

The OFEE department in the past has faced challenges in record-keeping and being able to extract meaningful data from their records. LCAP data analyst is working with them on this.

Gallegos-Castillo asked that in future reports, the numbers of those served be reported along with the funding in order to give the information more context.

**Site Discretionary Funds** – *Danielle Perez reporting for Valerie Tay, BSEP Program Specialist*

Perez provided the following handouts:

- *BSEP Annual Report: FY 2016-17, School Site Discretionary Programs (BSEP Measure A, Resource 0852)*
- *School Site Discretionary Program (Measure A, Resource 0852), Revenue and Expenditures Comparison Report FY 2016/17*

This report differs from others because the resource is so broad, as it covers all schools. There are therefore no SMART goals per se for this resource.

The reported results regarding expenditures and fund balances at the various schools and programs were wide. It is important to note that Berkeley High plans maintain a 3% reserve for salary variances as part of planning. The report details each site and the covered programs and shows their fund balances (which may include carry-over funds), expenditures, and revenues, by dollar and percent.

There was an increase in the per-student funding from \$230 to \$235/student. It is a requirement of the fund that the allocations are the same for every student. At BTA and Independent Study, it is difficult to determine exactly how many students there will be because, by the nature of their programs, enrollment fluctuates much more than at other schools. Therefore, the base funding of each program is based on an enrollment of 150 students, which is higher than their actual enrollment has been. BTA and IS do not have Family Engagement Coordinators, but their staff to student ratio is very high.

BTA is a continuation school for those who have had problems with attendance, for example. It offers student support and concentrates on student welfare. They do not have an active SGC as it has been difficult to recruit members.

Gallegos-Castillo asked what conversations are being held regarding inequities between schools, pointing out that Longfellow probably has highest level of students in need.

One challenge is that Willard is significantly bigger than before with one hundred more pupils, although staffing there is identical to Longfellow's. Scuderi noted that one could argue, therefore, that Longfellow has in fact more resources per student.

Beery requested that members send her any questions that the Committee hasn't had time to cover, and she will answer at the next meeting.

**Class Size Reduction** – *Pascuale Scuderi, Assistant Superintendent for Educational Services*

Scuderi provided the following handouts:

- *BSEP Annual Report: FY 2016-17, Class Size Reduction, Expanded Course Offerings, Middle School Counseling, Program Support (BSEP Measure A, Resource 0841) Overview*
- *Class Size Reduction (Measure A, Resource 0841) Revenue and Expenditures Comparison Report FY 2016/17*

Scuderi began by noting that BSEP provides funding in a transfer to the General Fund to meet class size goals beyond what is possible just through the General Fund. With funds remaining after class size goals are met, other purposes can be paid for.

Toward the end of Measure A, the General Fund provided funding to pay for some of the secondary purposes. Although the BSEP budget grew in some years, it flattened toward the end of Measure A, while the GF received more from the State. These funds are symbiotic, with one filling in when possible for shortfalls in another.

The Board set aside \$2 million funds to pay for programs and positions that were not sustainable by BSEP – as it turns out the shortfall was about \$1.6 million, so the General Fund picked up the most of the cost of expanded course offerings, as well as some literacy coaching, and RTI while BSEP picked up the cost of Middle School counselors and some of the Expanded Course Offerings.

He noted how important it was that Measure A added \$150 million to this budget over the course of 10 years.

Pastika asked if, since the GF adds to BSEP and vice-versa, there is a notion of “re-paying” each fund, which she had heard said at another meeting. The answer was no, the funds are mutually supportive and there is no “debt” per se.

Regarding the fund balances in the various resources from Measure A, the Measure language states that these can be used for the purposes of the measure, which in fact has similar purposes in the current measure E1, so there are ways to use both sources to one plan, as is done in 2017-18.

Paxton commented that that things seemed pretty even, and the balancing between the resources works well.

**Annual Plan Summary**

Beery provided the following handout:

- *Berkeley Unified School District Memo, To BSEP Planning and Oversight Committee, From Natasha Beery, Dated January 30, 2018, Subject: Annual Report of Revenue and*

*Expenditures in FY 2016-17 of the Berkeley Public School Educational Excellence Act of 2006 (BSEP/Measure A)*

Beery explained the Annual Report process includes the program reports provided in December, and those reported today. Once all have been compiled and reviewed, they will go to the Board by February 7, along with a summary detailing all the revenues, expenses and variances.

The final piece is the transmittal memo which describes the process used in compiling the report and the closing statement for Measure A. She will add a concluding statement highlighting some of the achievements of Measure A – such as the 1,000 library books/day, access to music classes for all, \$150 million in funding for class size, number of teachers, site plans, counselors, outreach, translation, etc.

She hopes to make presentation to Board along with report.

The Committee applauded Beery.

**8. Approval of the BSEP Annual Report for 2016-17**

Bradstreet moved to approve; Gallego-Castillo seconded. The motion passed with a unanimous vote.

**9. Update on Bay Area CPI & Implications to BSEP 2018-19**

*Natasha Beery, Director BSEP & Community Relations and Liz Karam, BSEP Budget Analyst*

Over the term of Measure A, preliminary COLA numbers from the Governor's office were presented in January but revised in May, which was very late in the planning process for BSEP.

Under Measure E1, the COLA calculation went back to using the Bay Area Consumer Price Index (as had been used in prior measures). This calculation is available in January. Averaged over the prior year, this year's number released in December is 2.9%. Meanwhile, the Governor's COLA of 2.53% has been released and might still change in May.

Karam will calculate expected revenue for 2018-19. The City has provided high revenue predictions, while those from the County remain to be seen. One difficulty is predicting how many rebates will be offered for low income seniors and non-profits. After taking all these factors into consideration, the allocations for each resource will be calculated.

**10. Governor's Budget & SBAC Proposed Budget Reductions for 2018-19**

*Natasha Beery, Director BSEP & Community Relations*

Beery provided the following handout:

- *Ideas for BSEP (E1) Support and Adjustments*

Beery provided an update on proposed budget reductions as discussed with the Superintendent's Budget Advisory Committee (SBAC). The General Fund is looking at a shortfall and BSEP may be able to help in some areas if they fall within the parameters of the measure. The ultimate goal, she stressed, is to preserve services that might otherwise need to be cut due to the GF deficit.

Scuderi explained the handout that lists SBAC-suggested reductions that were presented to the Board. The flip side shows some of the services that the General Fund currently pays for that might be shifted to BSEP. Those include some Professional Development staff and at Berkeley High, Teacher Leaders, a Tech TSA, and the IB coordinator (and looking into whether this position needs to be full-time). The District will also be asking for a BSEP contribution to the new Universal 9<sup>th</sup> Grade structure at Berkeley High.

The Steering Committee is dealing with these specifics. BSEP has a planning sequence so these won't be presented in detail right now.

Currently there is a general understanding of goals. The Board has asked for cuts of \$1.8 – \$2.1 million, and it is still deliberating.

It was noted that many of the suggestions for BSEP funding are for BHS positions. Simon noted that it is his understanding that in the past, most BSEP “program support” funds have gone to K-8 and so now it looks as though there would be a balance in terms of some going to Berkeley High. He asked where the last item in the bucket, the Universal 9<sup>th</sup> Grade structure (U-9), come from.

Scuderi replied that he added it because he could see that was upcoming, but it's not currently on the table.

Tunks-Demel asked since the state budget looks like it might be better, would it provide more to General Fund?

Scuderi noted that this is always the question. The District needs to look at many things: Special Education costs long term, employee compensation, benefits, etc. There may need to be steeper cuts in 3-4 years, so the District is trying to maintain some reserves to better position itself in what look to be challenging times in the future.

Tunks-Demel commented that the optics to the community are bad.

Simon mentioned that the question came up at the SBAC as to why the cut-target remains at \$1.8 or \$2.1 Million. These are recommendations, and the Board may end up asking for less. Pension costs are going to be huge, so some planning ahead is a good idea.

Pastika asked if BSEP is being asked to consider these as permanent reallocations. Beery replied that it's a good question, and theoretically BSEP could re-allocate funds annually, but that the District needs to be able to do some long-term planning. Ongoing cuts are to be expected.

Simon has suggested to SBAC that some reallocations be limited to 1-2 years.

Pastika asked if decisions regarding the BSEP funds must be in tandem with Board and whether the District and the P&O have to wait for its numbers before we budget. It was noted that the Board makes the ultimate decision, however there might be some give-and-take between BSEP and the Board.

Beery suggested that it might be a good idea if P&O members can appear with her at the Board meeting to express gratitude to the voters and present a statement of how BSEP is being used to provide more to the schools.

Simon agrees that it would be a good idea for the P&O to draft a statement to present to the Board and moved to convene members of the Steering Committee to draft.

Rabinowitz seconded, and the motion was unanimously approved.

Simon said that feedback to the SBAC is given at the end of its meeting and included in the notes.

Irwin asked, and it was confirmed, that the BREDA Director position could be eliminated.

Irwin reiterated that obvious matches between buckets make it easier for people to support. Beery noted that some of the early SBAC suggestions are not followed up on because they don't fit with BSEP guidelines.

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

Irwin reported that the incoming freshman meeting at Berkeley High was to be held February 7, 6-9pm.

#### **12. Adjournment**

The meeting was adjourned at 9:31.