

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

February 13, 2018

BUSD Offices –Technology Room 126

2020 Bonar Street, Berkeley, CA 94702

P&O Committee Members Present:

Nicole Chabot, *Arts Magnet (Co)*
Liz Fox, *Cragmont*
Dawn Paxson, *Emerson*
Danielle Perez, *John Muir (co-Chair)*
Hillary Hardcastle, *LeConte (Co)*
Jane Tunks Demel, *Malcolm X*
Weldon Bradstreet, *Rosa Parks*

Aaron Schiller, *Thousand Oaks (Co)*
Sean Poremba, *Longfellow*
Terry Pastika, *King*
Aaron Glimme, *Berkeley High*
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*

Rita Gaber, *Willard*
Jennifer Sitkin Morgan, *Willard*
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:

Donald Evans, *Superintendent of Schools*
Jay Nitschke, *Director of Technology*
Pasquale Scuderi, *Assistant Superintendent for Educational Services*

BSEP Staff:

Natasha Beery, *Director, BSEP and Community Relations*
Danielle Perez, *Substitute BSEP Program Specialist*

1. Call to Order, Introductions & Site Reports

At 7:18, Co-chair Bruce Simon called the meeting to order by welcoming attendees. Introductions and site reports were given by each member. Rep. Glimme noted that BHS is looking at major budgeting shifts in April, and the BSEP Site Funds committee is curious as to how these will be impacted by Board level decisions. Superintendent Evans provided an update on upcoming Board meeting agenda items: to vote on \$1.8 million budget reductions, including review of ongoing expenses, and discussions around moving expenses to BSEP. Rep. Poremba shared a message from the Longfellow principal with the P&O, highlighting that according to the ASI, there is a high proportion of Longfellow students facing “headwinds” hindering academic success. A majority of Longfellow students need Tier 2 support or greater as defined by the RtI2 rubric, in addition to high numbers of the student population being English Learners, Foster Youth, or from low-income families. Longfellow has a high concentration of need which requires a high concentration of services not currently provided. Rep. Poremba also shared excerpts from a Longfellow Site Council statement addressed to the Board.

2. Establish the Quorum & Approve Agenda

The Quorum was not established at the outset with only 11 committee members present; 13 members were present by 8:25pm.

Co-Chair Simon recommended rearranging the agenda order to improve the logical flow of the meeting, specifically beginning with the SBAC/Board Proposed Budget, followed by the High Quality Instruction Overview, then BSEP Class Size Funds, and ending with BSEP Support for Teaching.

3. Chairperson’s Comments

Bruce Simon, Co-Chair Planning and Oversight Committee

Co-Chair Simon reminded committee members to contribute to snack fund if possible. He also thanked Director Beery and all the committee members who have put in extra work over the past couple of months due to the unusual situation with the district budget and BSEP. This has resulted in a marked improvement in the level of understanding of how BSEP functions.

4. BSEP Director’s Comments

Natasha Beery, Director BSEP & Community Relations

Director Beery noted Board meetings are available on YouTube. She highlighted that Co-Chair Simon did a fantastic job delivering the statement on behalf of the P&O at the last Board meeting, and that it was helpful, educational, and met with applause. She felt that the level of understanding around how Measures A and E1 work with the General Fund is improving and information is being received positively, and she thanked committee for contributing to that. She also expressed thanks to P&O members who attended the State of the District presentation and workshops on 1/31/18. She shared that site allocations will be presented to principals on 2/14/18. Site discretionary funds will be increasing due to 2.9% COLA, from \$255 to \$260 per pupil. Most sites also have slight enrollment increases that will further increase funds. Lastly, the district survey is being reworked with consideration to issues that have arisen in previous years. Director Beery and Lina Andersen of Evaluation will collaborate to draft a survey to be of more use to everyone. Ms. Andersen will bring the draft survey to principals, and shortly thereafter, it will be shared with the various committees.

5. Approval of Minutes

Due to the lack of a quorum, the P&O Committee meeting minutes from January 30, 2018 were

approved at a later point in the meeting.

6. Public Comment

Rep. Bradstreet asked the entire group to thank Simon for attending the contentious Board meeting and articulately presenting the statement on behalf of this group. *Applause*

Rep. Pastika asked about the information that is included on the site plans report. She noted that overviews of all funding sources for each site were distributed last year, and she would like to see the same for the current year. Beery noted that not all sites report PTA fund use, but that it might still be possible to pull that information for site committees to use in the future.

7. SBAC/Board Proposed Budget Reductions Update

Natasha Beery, Director of BSEP & Community Relations and Pasquale Scuderi, Associate Superintendent of Educational Services

Associate Superintendent Scuderi provided the following handouts:

- *General Fund Budget Reduction Update Packet*

Assoc. Superintendent Scuderi aimed to highlight the most critical budget proposals currently in front of the Board, as advance information for more detailed plans to be presented later. He introduced slides outlining expenses that counterbalance funding increases to a net zero, to be used as a frame for why the District is talking about budget cuts.

Subsequent slides gave updates as of the 2/7/18 Board meeting regarding items of consensus for reductions/solutions, taking into account staff recommendations, SBAC recommendations, and Dr. Evan's recommendations. Slide 6 was amended to remove the third item, moving the coordinator for CTE due to lack of Board consensus to items still under consideration for later in the presentation. He clarified that the first TSA listed on slide 6 was part of money allocated for the district TSA to oversee middle school curriculum, while the second TSA reduction was actually a cost that shouldn't have been calculated due to a vacancy.

Rep. Fox asked where historic legal costs could be found for review. Mr. Scuderi responded that these could be found in multiple areas in the District, and he would work with Director Beery and Co-Chair Simon to find how to get that information.

Dr. Evans clarified that there was Board consensus around reducing by two BHS safety officers, with the potential for making that three, although that was not decided at the last Board meeting.

Rep. Chabot asked about the Behavior Specialist reduction that the committee hadn't seen before. Mr. Scuderi explained that it was a late addition to the list, but was included because not filling that vacant position felt like less of an impact than reducing a clerical position in the Special Education office.

Rep. Schiller asked if the retirement increases are predictable every year, to which Mr. Scuderi responded that the costs are increasingly being passed on to districts due to state policy changes. The District anticipates those costs continuing to increase at least through year 2021, with roughly \$4 million in additional expense to the district over that time.

When asked, Mr. Scuderi also explained that even with the proposed \$15,000 reduction, the BHS graduation expense is still around \$75,000.

Rep. Pastika asked if there was discussion around what kind of consulting fees would be reduced. Mr. Scuderi responded that training, professional development and coaching for principals and positions like his own would be looked at, as well as consultants for various processes and positions. Rep. Pastika asked if there were secondary plans in the event that the initial proposed reductions in legal fees aren't realized. Mr. Scuderi responded that because district staff has

become more seasoned, legal fees are an attainable reduction. Dr. Evans added that the District uses counsel for negotiations as well, which could also be a potential point of reduction.

Rep. Paxson pointed out that regarding PERS/STRS increase, it is helpful for parents to know and understand that the cuts are a result of state action and that all districts have no choice but to comply. Parents should direct their concerns to the state level and ask why this cost is being placed on the districts.

Mr. Scuderi pointed out that although Dr. Evans made a recommendation to remove the reduction of the Dean of Attendance at BHS and MX VP items from further consideration, there was not Board consensus on their removal, and therefore they still exist on the document. Mr. Scuderi also noted that the CTE position removed from an earlier slide be penciled in to the back slides, as it is still under consideration as well.

Rep. Glimme corrected the discrepancy between slides 10 and 12; the Safety Officer item on slide 10 should be struck while the additional Safety Officer item on slide 12 remains (reduction of 2 Safety Officers is on consensus list, with a further reduction of 2 Safety Officer positions up for consideration).

Rep. Pastika asked if the Noon Supervision reduction was across the board for elementary and middle schools. Mr. Scuderi answered that these are monies across the district that we think we can reduce while maintaining services, recognizing that the nature of supervision positions make filling them difficult. He also clarified that the “Homeless Non-Salary Budget” item is for materials and supplies and was included due to a trend of underspending in that budget. It is not on the consensus list because one Board member wanted to consider that cut separately in recognition of dipping test scores for homeless students.

Director Beery took time to discuss the item proposing reductions in the BSEP VAPA budget. She expressed surprise to see the item added with such wording, given the recent efforts to educate Board members on the limits of re-allocating funds within BSEP measure. She explained that structure of Measure E1 will not allow the type of change as written in this slide [from VAPA to CSR]. It is possible the intent of the item was to shift funds between VAPA and Student Support, which would be allowable, although she also expressed concern about changing the allocations of Measure E1 in its first year. This discussion and clarification will continue as more data is available. Co-Chair Simon noted that it was not discussed at the Board meeting.

Rep. Glimme clarified that from slides 10, 11, and 12, the goal is for the Board to pick items to total about \$200,000. Rep. Pastika asked for clarification on the acronym ATOD, which referenced a partnership with the City around counseling for Alcohol, Tobacco, and Other Drugs. Rep. Pastika also asked whether the P&O will make another statement at next Board meeting, to which Co-Chair Simon replied that the group could propose and discuss this if a quorum is established.

8. High Quality Instruction Resource Overview for 17-18 and 18-19

Natasha Beery, Director of BSEP & Community Relations

Director Beery provided the following handouts:

- *BSEP High Quality Instruction 2018-19 Preliminary Budget 2/13/18*

Director Beery introduced the handout as speaking to questions around whether proposed budget changes fit into the structure of Measure E1, whether those proposals are fiscally sustainable, and whether the proposals are the best use of the funds. In the preliminary budget, the Cost of Living Increase is included, but more considerations are also taken into account. The largest purpose in High Quality Instruction is to meet class size targets as written into the measure, and she clarified that the “Contribution to the General Fund” represents the costs to BSEP necessary to do that.

The Teacher Template shows how this amount is calculated. She further explained the changes from “Plan” to “2nd Interim Budget” columns, specifically that in this first year, we received higher revenues than expected. Making adjustment to expected revenues and expenses, it appears BSEP will get about \$500,000 more than expected, which could be in part due to increased square footage as new development comes on line, and/or exemptions for non-profits and low-income citizens that might have decreased. Also, ECO had lower costs than expected as not all positions were filled, while Professional Development had higher costs. These are within normal swings, but overall there is more fund balance than expected. Rep. Pastika asked why expenditures would go up or down. Director Beery responded that changes are largely due to filling or not filling positions, as well as who occupies those positions as salaries change based on the individual employed. Estimates are based on an average or current employee, but personnel changes equal changes in cost.

Director Beery went on to introduce column 3, which is looking ahead to year 2018-19, which includes a COLA increase next year. She explained that the committee will review an initial proposal for next year’s ancillary purposes [Support for Teaching] after the Class Size Reduction goal. General Fund shifts into BSEP worked most logically into these secondary purposes, while still leaving a substantial fund balance. She asked the committee to keep in mind that Measure E1 was constructed to build up a high fund balance at the outset to draw upon in later years, especially with the need to plan for continued STRS/PERS increases that will impact BSEP funds. The following agenda items will flesh out numbers included on the document.

9. BSEP Class Size Funds and Teacher Template Overview

Natasha Beery, Director of BSEP & Community Relations and Pasquale Scuderi, Assistant Superintendent of Educational Services

Director Beery provided the following handouts:

- *BSEP High Quality Instruction 2018-19 Preliminary Budget 2/13/18*

Mr. Scuderi gave an overview of the Teacher Template document for members who hadn’t received that information at previous meetings, explaining how the document helps the District calculate values used in budgets for Class Size Reduction. Director Beery highlighted the transition taking place as class sizes balance out, with the student:teacher goal changing from 20:1 K-3rd grade and 26:1 4th-5th grade, to 23:1 K-5th grade. She noted that it will take six years of the eight-year measure to fully achieve the new goal at each school, though many sites are already very close in actual numbers to the school-wide goal of 23:1. Mr. Scuderi explained the summary of staffing by enrollment, and how remaining funds for ancillary purposes may be spent. Rep. Pastika asked if the proposed increase in the Professional Development budget was based on BSEP picking up costs the GF had previously covered. Mr. Scuderi confirmed this and stated that given the understanding of how the teacher template works, the group can move into more detail around PD and Program Evaluation.

10. BSEP Support for Teaching Resource: Expanded Course Offerings, Professional Development, Program Evaluation and Classroom Support

Pasquale Scuderi, Assistant Superintendent of Educational Services

Mr. Scuderi provided the following handouts:

- *BSEP 0741 ECO Budget Summary*
- *BSEP 0741 Professional Development Budget Summary*

- *BSEP 0741 Evaluation Budget Summary*

Mr. Scuderi used budget summaries to explain any proposed changes for each budget.

Expanded Course Offerings: Mr. Scuderi described examples of courses funded by the Expanded Course Offering budget and stated that they will not be proposing major changes to ECO programs. BFT President Campbell asked if, despite some discrepancies in numbers between documents, there were no significant changes to FTE. Director Beery confirmed that there were no significant changes.

Professional Development Summary: Mr. Scuderi noted that the highlighted areas are proposed additions to the BSEP budget from General Fund, and includes Teacher Leaders, the BHS Tech TSA, and PD Coordinator. Rep. Glimme pointed out that under “Assumptions,” the second item should read “Increase District PD Coordinator from .4 to 1.0 FTE.” Mr. Scuderi clarified that the change in the Teacher Initiated Professional Development (TIP) allocation for previous years was for an incorrect amount, and that the \$50,000 amount listed on the distributed document is what the amount should have been. Co-Chair Simon asked if TIP was allocated by site, whether it has always been teacher-initiated, and whether the allocation has always been spent. Mr. Scuderi responded that it has always been divided by student number and allocated by site, although the decision-making process has changed because funds are sometimes unspent and total costs aren’t fully planned out. The current PD Coordinator is working to fix that process so that all costs are accounted for, and will then look to totals at the end of this year to give an idea of whether monies will be spent down or if there is more to be used for other purposes. Rep. Glimme asked if all sites follow a similar procedure as BHS, where teachers bring proposals for using those funds. Mr. Scuderi responded that it is mostly opened broadly to teaching staff, although at some sites, it is a closed circuit between leadership team and principal. The hope is that the process will be tightened up this year.

Rep. Pastika inquired if the funding listed for the Literacy Coach positions is in addition to what LCAP supplemental funds provide. Mr. Scuderi replied that LCAP funds work on top of these and site fund contributions, elaborating that there exists an agreement with sites that their contribution plus district contribution will be fixed to ensure 1.0 FTE Literacy Coach at each K-5 site. It was noted that it is different at Willard and Longfellow, where there are not full-time Lit Coach positions. Rep. Pastika also asked if the costs listed for PD include substitute teacher costs when teachers are outside of the classroom. Mr. Scuderi confirmed that it is factored in for workshops and consultations [conferences?]. Rep. Tunks-Demel asked if/when Lit Coaches will be staffed proportionally at sites, for example at MX which has a higher student population. Mr. Scuderi replied that that is under review. There are different ways to consider proportionality. At MX, it’s a school size issue but as Rep. Poremba mentioned with respect to Longfellow, it’s about populations of unduplicated students. The main stumbling block is how to quantify proportional. The supplemental LCAP budget is static and must focus on unduplicated populations. Rep. Paxson pointed out that Willard shares similar issues both of student population size with MX and of the demographic makeup of Longfellow. Mr. Scuderi noted that overall the District appears to be declining in numbers of English Learner students, which will affect LCAP funding which is half of the budget being discussed. Changing populations make looking ahead hard to do.

In response to a question from the group, Rep. Glimme clarified that at the high school, individual departments and small learning communities have elected Teacher Leaders who have time out of their teaching schedule set aside to lead groups and professional development. 4.4 FTE is spread out over many teachers, most taking around .2 FTE each. Mr. Scuderi noted that

there is also a .8 FTE position built in to that 4.4 FTE to coordinate the overall professional development program which has existed for at least 9 years.

Evaluation Budget Summary: Mr. Scuderi introduced that Program Evaluation is where we get into some of the proposed reductions, as GF costs will be reassigned into BSEP, and there is need to make room for those costs. Summer and School Year Staff Development and teacher leader stipends for Illuminate are items the district believes can be reduced in order to achieve changes in BREA. Given expenditures in the PD budget, the belief is that the District can handle that Extra Duty line from the previous page to help increase capacities to use district-wide data systems. Teacher Leader Stipends (Illuminate) in previous years gave rise to questions of how effective that training was. The PD/BREA group can take on training and look to improvements with a similar amount out of the PD budget.

Regarding the reduction of the Director of BREA, there is not yet Board approval, but the group has become self-organizing, and the thinking is that BUSD could reduce the director position while maintaining existing TSA levels, plus one TSA position for transition, to see if the team can self-organize with regular check-ins with Mr. Scuderi. The first year might see a reduction in data production, as they take time to look at types of data being produced and prioritize those that are centered in school sites and most useful to teachers and principals. Mr. Scuderi would like to get a handle on flow of requests and types of requests and examine how to handle it all strategically. Rep. Irwin clarified that the \$75,000 change on first line is the difference between reducing the director and adding a TSA. Rep. Glimme pointed out that staff still struggles with complexity in using Illuminate. Rep. Poremba stated that falls more into technology. Rep. Glimme added that Illuminate as a whole has support issues that Illuminators were helping with. Mr. Scuderi responded that a good amount of outreach and training could be handled through the PD budget.

Rep. Simon stated that as a parent and SGC member, the problem of data production that isn't useful has been clear for many years. There may be data that's useless or unactionable. He noted that the District has been asked for different data over many years, and there is an opportunity for a conversation to be had around getting usable data. Mr. Scuderi said they are also looking at eliminating barriers and streamlining the process of sites requesting data, shifting from the central office to TSAs assigned to school sites, and trying to put those people out in much more direct contact with principals. Rep. Pastika elaborated that parents often don't know what kind of data to ask for or how to structure their requests, a problem that could also be addressed. The parent perspective could be that PD pulls teachers out of the classrooms, and kids miss out on instruction. She is looking for assessment of outcomes and accountability for staff to translate what they are learning in PD into the classroom, how students benefit and what the tangible outcomes are.

Classroom Support Budget Summary:

Major changes to the budget are a reduction in classroom support at BTA, which is in effect already approved by the Board within previous changes to supervision/staffing numbers at BTA due to the long-term challenge of low enrollment. The item was brought up last year at P&O meetings, as reductions were already going on, and despite low enrollment, BSEP was asked to support two positions out of the Classroom Support budget, and that is no longer needed.

A further proposal that a comparable amount of FTE (2.0) would be used to support implementation of the Universal 9th grade program at BHS in the Fall. That includes standard prep time, additional collaboration time, and "LEAP" class support to work with groups of focal students. This will come with higher costs but also increased benefits in the form of advising and

personalization for students and is worthwhile to try. The P&O will have a larger discussion about that item when the group has a second review of this budget at a subsequent meeting. Co-Rep Simon pointed out that this is preliminary presentation to committee, and the formal proposal with some changes will be presented again at the next meeting with further discussions for P&O approval. Mr. Scuderi expanded that the hope is the 9th-grade changes will be funded between GF, BSEP and LCAP to implement a very structurally different program in a year when other fiscal challenges exist.

Rep. Rabinowitz asked what the “bilingual maintenance program at LeConte” item was. Mr. Scuderi explained that it is the TWI for LeConte which was listed earlier. This was just written using outdated wording (a holdover term from Thousand Oaks.) This FTE is for TWI classroom support for LeConte. Board Member Alper clarified that there is a proposal to provide TO with transition support for three years which would be funded out of the GF.

Delayed Action

The quorum was established with 13 members. Rep. Glimme moved, Rep. Poremba seconded, and the amended agenda was approved unanimously.

Rep. Glimme moved to approve the minutes from the 1/30/18 meeting, Rep. Fox seconded. The minutes were approved unanimously with correction to the spelling of “Gidlund” on the bottom of page 2.

11. For the Good of the Order

Co-Chair Simon asked all members to attend the next meeting, as a quorum is required to take action on the proposal presented at this meeting. He also asked if Rep. Pastika wanted to propose a topic for the group to consider for a statement to the Board. Rep. Pastika did not, but was just inquiring if there was a plan for statements. Rep. Glimme suggested the group wait to consider making a statement pending the outcomes of upcoming Board meetings and decisions come down around some of the ideas presented.

12. Adjournment

The meeting was adjourned at 9:12.