

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES
November 14, 2017

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

P&O Committee Members Present:

Nicole Chabot, *Arts Magnet (Co)*
Loretha (Elle) Henry, *Arts Magnet (Co)*
Liz Fox, *Cragmont*
Henry Charalambides, *Jefferson*
Danielle Perez, *John Muir (co-Chair)*
Lucero Lupercio, *LeConte*
Jane Tunks Demel, *Malcolm X*
Carla Bryant, *Oxford*
Weldon Bradstreet, *Rosa Parks*
Aaron Schiller, *Thousand Oaks*

Stephanie Upp, *Washington*
Bruce Simon, *King (co-Chair)*
Sean Poremba, *Longfellow*
Rita Gaber, *Willard*
Jennifer Sitkin Morgan, *Willard*
Aaron Glimme, *Berkeley High*
Josh Irwin, *Berkeley High*
Shauna Rabinowitz, *Berkeley High*
Christina Balch, *Independent Study*

P&O Committee Members Absent*:

Dawn Paxson, *Emerson*
Cheryl Havens, *King*
Terry Pastika, *King*

**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:

Cathy Campbell, *President, Berkeley Federation of Teachers*
Beatriz Leyva-Cutler, *School Board Director*
Paula Phillips, *President, Berkeley Council of Classified Employees*
Mati Teiblum, *Parent of Jefferson, King, and BHS students*

BSEP Staff:

Natasha Beery, *Director, BSEP and Community Relations*
Valerie Tay, *BSEP Program Specialist*
Heller Rathbone, *BSEP Staff Support*

1. Call to Order, Introductions & Site Reports

At 7:38 p.m. Co-chair Perez called the meeting to order by welcoming attendees.

2. Establish the Quorum/Approve Agenda

The quorum was established and the agenda was approved (motion to approve by Glimme, seconded by Irwin.)

3. Chairperson's Comments

The School Committee Handbook was presented, and it was noted that all members need to have a copy. There is an acronym dictionary in it which will be useful for new members. Members were also asked to donate funds for the snacks that are available as food for meetings is not paid for by the tax measure.

4. BSEP Director's Comments

Natasha Beery, Director BSEP & Community Relations

Beery welcomed the committee and thanked the members for stepping up to participate. She informed them that the class size report has been delivered to the school board and will be provided to all attendees of the P&O meeting.

5. Approval of Minutes from June 15, 2017

It was noted that last meeting did not meet the quorum, so no actions were decided. Correction to previous minutes – Shauna Rabinowitz was in attendance representing King, not Jefferson. Clarification that a vote to approve minutes does not mean that the voter verifies all details, but rather that they approve the minutes being entered into the permanent record. Rabinowitz moved to approve, Glimme seconded, unanimously approved.

6. Public Comment

Guest Mati Teiblum noted that his children's classes are often over the target average size and that most schools have classes that are over the target averages. He requested consideration of the effects of individual instances of overages in class size.

There was no other public comment.

7. Preview of the 2017-18 P&O Calendar

(Natasha Beery, BSEP Director)

Highlights of the calendar:

- Dec. 12 –(Co)-chair and SBAC rep elections, along with the new Steering Committee
- Dec. 12 – Audit from two years prior will be presented for review in December 2017 and January 2018.

Beery referred to the Superintendent's Budget Advisory Committee (SBAC) meeting that was on-going in the adjacent room, and noted that the district is facing a \$1.8 million dollar shortfall this year.

Simon and Upp have been attending the SBAC for several months, where that committee is working on the budget with the goal of making recommendations to the Board. She noted that the unions also take part in the process and that there is much public comment. Upp predicts a rough couple of months.

Beery invited people to attend that regularly scheduled meeting (which does not usually conflict with the P&O).

Beery presented handouts that show what BSEP might be asked to do to fill in General Fund shortfalls. Any such help would need to fit within the parameters of the BSEP measure. She also presented examples of how funds might be used, mentioning programs that have small enrollments and/or budget surpluses.

Up-coming topics for the SSC/SGC Bylaws are issues pertaining to quorums, purpose and membership balance.

8. 2017-2018 Class Size Report

(Pascuale Scuderi, Assistant Superintendent of Education)

Scuderi presented the class size by grade averages report. See attached report.

There were a few issues in preparing the report:

- Database was replaced and that slowed administrators in making calculations
- 50-60 new students needed to be scheduled
- Under-enrollment at BTA, with 80-100 open seats

- Multiple inter-district transfer permit requests,, e.g. 20 for 9th grade alone, which is challenging for scheduling although it does (when there is room) provide ADA funding.

Beery mentioned the BFT contract language and class sizes.

The question was asked as to whether the District could add more FTE? (Glimme later clarified that FTE is acronym for full-time equivalents.) Scuderi noted that it is very difficult as time passes, especially if it unduly disrupts high school student schedules, and it was important to make a student-centered decision that would allow schedules to stabilize.

Glimme added that Berkeley High has had low class sizes; last year was anomalous.

Beery noted that considering trends, progress is being made to balanced class sizes at the elementary school. Most school sites are already close to the average 23 target.

A demographic study done in 2015 predicted a great influx of students which did not materialize. Superintendent Evans added that there had even been thought of turning the Administration building into an elementary school to meet the predicted influx. Current predictions based on demographics gathered by the administration are considered more realistic.

Beery noted that the language in the BFT contract regarding a K-5 cap is separate from BSEP which does not specify a cap, but a target average.

Christina Balch noted that BTA teachers would rather have students transferred in instead of being placed in new schools.

9. SGC Elections and Orientation – Draft Report

(Valerie Tay, BSEP Program Specialist)

Tay began by noting that the P&O Committee has been formed through the SGC elections process which takes place at the beginning of each year. Many also provided information on the outreach and (s)election process by participating in the survey sent out after the elections were concluded.

Every December, the Board requires that the BSEP department report on the nomination process, how the elections were conducted, and how the SGCs have been constituted. This report is a draft in preparation for the December presentation and doesn't include the student demographic numbers.

Some of the issues of note this year include:

- The compressed time frame for outreach and elections doesn't allow much time for principals and past SGC members to recruit parents to participate.
- Principals usually do outreach, and historically one-to-one outreach has proved effective.
- Ideas to improve this situation include beginning outreach at the end of the previous year, summer mailings, and tapping the personal outreach capacity of the Family Engagement staff
- Principals are also experimenting with new tools, such as using slates to build participation. Several SGCs have many alternate members in addition to the 6 officially designed to vote.
- Most of the principals have expressed general satisfaction with the process.
- Although the SGCs are more robust, the voting rate was somewhat depressed. One thought is that up or down slate voting might contribute to lower voter participation.
- The Berkeley High voting rate was only 3%, while 10-15% in K-8 is more typical. The voting box was in a difficult-to-find location on Back-to-School night, and

because there is so much going on that evening, it's difficult to get attention for the elections. While the elementary and middle schools have back-to-school nights which take place early enough to build interest, BHS doesn't have such a platform.

- Going forward, the BSEP office will provide more assistance in running the Berkeley High elections as well as return them to online voting.
- It has been suggested that elections be held another time of year, such as May, but this makes it difficult to figure out how to include incoming families at K, 6th and 9th grades. California Ed Code prohibits reserving seats for incoming students.
- Principals prefer extended election period rather than Spring elections
- Sometimes slates of candidates make the SGCs too large.
- It was also suggested that people be invited to attend SGC meetings to see what it's about and become familiar with the process.
- Staggered terms were mentioned so that there are always members who are experienced in the SGCs. Tay noted that most SGCs have 2 year terms.
- Beery said some people have suggested 1-2 "all community" meetings during the year to build awareness.
- The P&O might provide food and assistance to such meetings.
- Tay noted that the parent community is pulled away from the table by all the disparate committees. Perhaps more overlapping meetings could be scheduled.
- One of the Board's stated goals is to have the ethnic mix of the SGCs match that of the student population. Tay and Beery both noted that sometimes a child's ethnicity doesn't match that of the parents.
- Tay mentioned that ethnicity classification may be an outdated methodology, or there just may be too few boxes.
- Beery presented last year's ethnicity breakdown.
- Beery reported that the District is required to use the classifications and data from CalPADS (California Longitudinal Pupil Achievement Data System) re ethnic breakdowns.
- Many people can't figure out how to classify themselves, as they may have overlapping/multiple ethnicities or feel that their backgrounds can't be reduced to a certain selection.

9. For the Good of the Order

Perez described "For the Good of the Order" as a time for members to suggest things to make the meetings better, add agenda items for next meeting and other things that don't have another place in the meeting.

- Charlambides asked if these meetings are the forum for a discussion of budgets associated with security concerns. Beery said that the P&O is not the place where safety issues are specifically addressed. BSEP has no mandate re safety. School and District safety committees are typically where security is discussed.
- Scuderi noted that the Superintendent's Budget Advisory Committee (SBAC) has had several safety items on its agenda: a security officer at Berkeley High, a campus monitor at Washington, and a security officer at BTA.
- Irwin suggested that anyone interested in the individual site safety plans and training should follow up with the principal.
- Lupercio noted that LeConte has a parent who is a firefighter who has been a big help for them. It was suggested that the fire department could be contacted for better

- safety plan information. Nate, a firefighter parent at Jefferson, was also mentioned a someone who could be of assistance.
- Glimme commented that a beeping sound in the meeting room has been distracting and requested the meeting be moved if it continues to be a problem.
 - Glimme said that since these are public meetings, it is important to familiarize ourselves with the Brown Act, and he requested it be distributed to the list.
 - Irwin noted that all documents have historically been emailed in advance and hoped that would continue.
 - Tay handed out farewell gifts from Linda Race who formerly took minutes.

10. Adjournment

The meeting was adjourned at 9:00 pm.