

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES**  
**December 12, 2017**

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

**P&O Committee Members Present:**

Nicole Chabot, <i>Arts Magnet (Co)</i>	Steven Murphy, <i>Thousand Oaks</i>
Loretha Henry, <i>Arts Magnet (Co)</i>	Stephanie Upp, <i>Washington</i>
Liz Fox, <i>Cragmont</i>	Terry Pastika, <i>King</i>
Henry Charalambides, <i>Jefferson</i>	Rita Gaber, <i>Willard</i>
Danielle Perez, <i>John Muir (co-Chair)</i>	Jennifer Sitkin Morgan, <i>Willard</i>
Hilary Hardcastle, <i>LeConte</i>	Josh Irwin, <i>Berkeley High</i>
Jane Tunks Demel, <i>Malcolm X</i>	Bruce Simon, <i>Berkeley High (co-Chair)</i>
Weldon Bradstreet, <i>Rosa Parks</i>	Shauna Rabinowitz, <i>Berkeley High</i>

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

Dawn Paxson, <i>Emerson</i>	Sean Poremba, <i>Longfellow</i>
Carla Bryant, <i>Oxford</i>	Aaron Glimme, <i>Berkeley High</i>
John Eknoian, <i>Oxford (Alt)</i>	Christina Balch, <i>Independent Study</i>
Cheryl Havens, <i>King</i>	

*\*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*  
Becca Todd, *District Library Coordinator*  
Jessica Lee, *Library Staff Kid's program*  
Jay Nitschke, *Director of Technology*  
Pasquale Scuderi, *Assistant Superintendent for Educational Services*  
Liz Karam, *Senior Budget Analyst*  
Ty Alperin, *School Board Member*

**BSEP Staff:**

Natasha Beery, *Director, BSEP and Community Relations*  
Heller Rathbone, *BSEP Staff Support*

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

At 7:15 p.m. Co-chair Perez called the meeting to order by welcoming attendees and asking for site reports.

Attendees introduced themselves and stated which schools they represent.

- Perez reported that the John Muir SGC had been introduced to the new California Dashboard to compare new and old data.
- Bradstreet reported that Rosa Parks had held the second SGC meeting, discussed goals, reviewed TCRWP related data.

- Rabinowitz reported that Berkeley High held its second BSEP meeting the previous day, and they had discussed the rubric for the BSEP funding application process. Beery explained that at Berkeley High, BSEP site funds are administered differently from other schools due to the amount they receive (approximately \$700K) and because the School Site Council also has to focus on the Western Association of Schools and Colleges (WASC) accreditation process which is the umbrella for the Site Plan. The rubric for reviewing applications for BSEP funding includes reference to the WASC/Site Plan.
- Hardcastle reported on LeConte's third SGC meeting where they had a presentation regarding a request for an intervention program and also discussed the LeConte annual school survey.
- Irwin reported that for Berkeley High, the biggest concern is budget cuts, that whatever is decided this year to help meet the reduced budget should not carry over to permanent cuts.

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

The quorum was established with 14 voting members and the agenda was approved. (Bradstreet moved, Charalambides seconded)

## ***3. Chairpersons' Comments***

*Danielle Perez*

Perez indicated that the agenda was large but they would try to keep things moving quickly. If questions were to arise, however, regarding acronyms or any other points, she invited members to please interrupt as others probably have the same questions.

Perez requested attendees chip in for snacks.

Co-chair *Simon* remarked that it was nice to see so many new faces and reiterated Perez's invitation that members ask questions. This will help cultivate next generation of dedicated leaders.

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

*Natasha Beery, Director BSEP & Community Relations*

Beery noted that the School Committee Handbooks were available to access the acronym dictionary and other resources. She also reminded new members to pick up their BSEP Annual Plan binder. She also said that committee members can be each other's best resources, so to please contact each other.

## ***5. Minutes from November 13, 2017 Meeting Approved***

Irwin moved to approve, Bradstreet seconded. Approved with one abstention.

## ***6. Request for Public Comment***

There was no public comment.

The timing of the presentation of the BSEP Audit for 2015-16 was switched with the

Annual Reports for 2016-17 to accommodate Karam's later arrival.

## **7. BSEP Annual Report for 2016-17 (Part One)**

### **Overview**

*Natasha Beery, BSEP Director*

Beery reminded members that the P&O Committee's work involves reviewing both the past reports and checking in on present progress, while also looking to the future for each budget funded by BSEP.

The major responsibility of the P&O Committee is reviewing the budgets for the individual resources, assessing success in meeting goals, and noticing variances between projections and actual results.

Some questions to ask include "Did BSEP meet its goals and what were the costs? Were costs close to projections?"

She noted that this is a compliance report and will highlight any problems that might have arisen. This is also a transition period between the expiration of the old BSEP Measure A and the new Measure E1, which is structured somewhat differently from the previous.

Simon noted that funds remaining from the old measure can be rolled over to pay for programs also funded by the new measure., as long as the uses are in keeping with the original measure language.

## **8. Presentation of the Program Evaluation Report**

*(Pasquale Scuderi, Associate Superintendent)*

Once the handouts were distributed, Scuderi opened his presentation by briefly describing the work funded by this Resource (0856). Its main purpose is supporting the district and individual schools through data collection and data analysis infrastructure and staffing. There are some expenses for indirect costs, however the bulk of the expenses are for staffing and training

The Program Evaluation Annual Report details the expenditures, budgeted, actual, and the variances. This fund began the report period with a balance of \$156,012, ended with a balance of \$152,165.

Scuderi mentioned that the variance in salaries and stipends is attributable to certain positions being left unfilled.

Beery described SMART Goals (Specific, Measurable, Achievable, Realistic, Time value). Regarding the SMART Goals for this resource, Scuderi was pleased that the meetings of the district's Research, Evaluation, and Assessment department (BREA) have been transformed from regular business meetings into a schedule of staff going "on the road" and building a more professional learning community collaboration with site principals.

He also noted the accomplishment of another SMART Goal for this resource – the training and certification of staff in Illuminate.

## ***9. Presentation of the Professional Development Annual Report***

*Pasquale Scuderi*

Scuderi explained the Professional Development Annual Report and discussed how it related a draft (untitled) spreadsheet, a working document which is meant to capture the many activities in the PD department. The Annual Report follows the form of the previous annual report, whereas the spreadsheet shows other funding for Professional Development, such as the General Fund and LCAP Supplemental.

One explanation for the ending balances for these funds are that it can be difficult for teachers to add professional development activities to after-school hours.

Regarding the variance in Services, Materials and Other Expenses, a K-5 language arts training program had been funded, but it was difficult once again to get people enrolled, so trainings were held on professional development days, resulting in less in-depth training, but reaching more teachers.

Morgan - Regarding PD for 16-17, it was her understanding that there were no more funds for PD, but this report shows a large ending balance. Will the excess roll over and how will the rollover work?

Karam answered that the funds will rollover but with some differences because the 2017/18 budget is configured under the rules of the new measure so some of the “buckets” are defined differently.

Scuderi indicate that some PD funding is site specific, which means that it is not always possible to reassign the funds easily or quickly.

There is an also an issue with designated Common Core funds from the state that will be less. Scuderi indicated the district may need to design the BSEP PD resource differently to offer more flexibility in it to make up for diminished CC funding.

TIP, or Teacher-initiated Professional Development still exists, and is currently funded through BSEP.

Charalambides asked if the underspending for PD will continue. Scuderi noted that with the drop in revenues projected in the new budget, the ending fund balance will be eaten up and expectations may need to be lowered.

At this juncture, School Board member and BSEP P&O Liaison Ty Alper arrived and informed the committee that he will be at all meetings, but will arrive late due to family schedule.

## ***10. Presentation of the Technology Annual Report***

*Jay Nitschke*

The BSEP support for technology is primarily people - techs in schools and technology teacher leaders.

Nitschke noted that his department had very minor budget variances. The big difference is because of how classified and certificated staff are paid. It is relatively easy to budget classified staff because of regular, scheduled salary scales, and much harder with teachers who may be hired at any stage on a wider pay continuum. Also, budgeting for pension funds is changing and the BSEP fund takes the hit for that as well.

The Technology department achieved all SMART Goals:

- Lots of one-time money was used to push technology out into classes using a three-pronged approach, which required buy-in by the schools, teachers, and district.
- Beginning with grades 3-5, their team agreed to a set of common sense meaning, digital literacy-citizenship lessons.
- Teachers needed to become Google certified online and were paid \$400 stipends to become Google-certified educators. (There is also a Berkeley-developed technology certification for teachers.)
- A summer institute was held for middle and high school math instructors.
- There is a big push to get Chromebooks out to all classes. His department is working with the Berkeley High Development Group, PTA, etc. to get funding for them. They are also looking into possible state funding.

There was much discussion among the presenters and members of the committee regarding how these initiatives will have to be cut given the significant district budget cuts that are foreseen. Nitschke mentioned that thanks to BSEP funds, Berkeley School funding rises from the average #45 or #47 rank for California Schools (compared to other states) to close to the middle range (similar to #21 or #22 nation-wide).

There will be continued effort to continue integrating technology into the classrooms, but it is unclear exactly how it will be structured. There may be some cooperation and some sharing of positions among the resource groups to achieve them.

## ***11. Presentation of the Public Information Report***

### ***Introduction***

*Natasha Beery*

Beery gave a brief description of the resource's BSEP activities.

- This fund supports School Governance Councils (SGCs), including the annual orientation, as well as assisting with elections outreach, nominations and voting procedures, and meeting support (including in-person visits).
- SGC and Principal support includes assistance with district processes and other best practices. Revision of the current SGC by-laws are almost complete.
  - Beery offered kudos to Terry Pastika for assisting with the process to the point that the board policy committee was ready to send these out to P&O and SGC's for further discussion before approval of revisions.

## Review of the SMART Goals

- Configuration of the School Messenger Service, used for emails, robo-calls and texting, is a work in progress. The Communications tTam is trying to integrate the service with parent portal, and this process is almost done.
- Crisis communication plans and communications templates have been developed for human and natural disasters, but more needs to be done.
- Subscriptions to A+ News have increased from 10K to 13.5K with an excellent open rate (from 24 to 31%) and aiming for 30K. It has also been launched in Spanish.

Fox noted that the communications have been stellar.

Public Information is also the BSEP budget that pays for everything that supports the P&O committee, the BSEP office and things that pertain to community engagement and public information. Per the measure, 2% is taken off top, which goes to this fund.

There was a period of transition with understaffing, which led to a fund balance, but it is expected that the fund balance will draw down. She will be looking to reduce expenditures to meet the decreases in funding expected.

Beery reported that in most areas, Public Information underspent. The fund used to pay for printing and mailing of two bi-annual community reports. These are expensive and will be cut to one per year.

The A+ newsletter is emailed every two weeks and can be subscribed to on the BUSD website.

There were many PI ramifications of the presidential election, for example: support and information for undocumented students and mixed status families, and family preparedness plans in case of separations. The Berkeley High walk-outs and a BUSD teacher in the national news also required PI efforts.

Departure of the principal at Berkeley High required communications support.

The Communications Team researched and developed best practices and policies around the use of social media. The District dipped in its toes with Facebook, but out of district commentators used it as a venue to make comments unrelated to District communications goals.

Facility plans also required need communications team support.

A name-change petition at LeConte prompted the formation by the Board of the LeConte Name Change Advisory Committee.

There is a new Public Information Officer (PIO), who is working to improve communication among employees with a bulletin similar to A+ News.

The communications team launched the East Bay Communications Network with input from the PIO, Nitschke, Beery, an external communications consultant, the Superintendent and his assistant, and the district translator that strengthens communications regarding things such as possible school closures due to fire.

Translation services for the district (that are not handed by the district translator) are accessed through the services of Language Line, which offers almost instantaneous phone translation. The main languages used last year were: Spanish, Arabic, Ethiopian, Daru, Pashtu, Vietnamese and Cambodian.

### ***13. Presentation of the BSEP Audit for 2015-16***

*Elizabeth Karam, Senior Budget Analyst*

Karam presented the results of the BSEP Audit for the year 2015 - 2016

Handouts of the Financial Audit and the Performance Audit were distributed.

BSEP audits are done in conjunction with the District's Audits. The performance audit determines whether the terms of the measure were adhered to.

Perez mentioned that the audits have consistently been very good.

These are reports of an independent auditor and are pro forma.

#### ***Financial Audit***

In looking at the financial audit, the most important thing is on page 2 and is the opinion, which states that the financial statements are correct and adhere to accepted standards in the US.

The audit verified that BSEP funds are Separate from General Fund (GF) and are tracked in separate resources in accordance with the measure.

The Balance Sheet lists the Assets and Liabilities. Balance Sheet should read Assets = Liabilities + Fund Balances (not Equity as on a commercial Balance Sheet).

The Balance Sheet lists Cash and Receivable and payables for all the discrete resources – 0000, 0841... some are combined.

Revenue Expense lists how the moneys were spent for each resource.

BSEP must maintain a 3% reserve.

Karam then explained how to read the reports.

Karam noted that not all of the balance can be used or may already be committed.

Karam explained how to reduce a fund balance by having expenses be greater than revenue.

Karam noted that some of the figures are estimated because of when funds actually come in.

In the Summary, there were no Audit Findings. Beery added that these audits should give confidence to voters that the fund is properly run.

#### ***Performance Audit***

The auditor reported that BSEP met requirements of Measure A of 2006 (which expired in the 2016-17 fiscal year).

Karam noted that the report describes the methodology of the audit, etc.

## *14. Superintendent's Budget Advisory Committee Update*

*Natasha Beery*

BUSD is now in a period of belt-tightening, as we are entering a period of flat funding with increasing costs. Prop 13's ramifications are still being grappled with, and tough decisions will need to be made.

Once the Governor's Budget is released in January, the District will know more about exactly what might be possible. Beery will send out statistics on our ranking with respect to the state and country as a whole.

If we have to cut, it's understandable to have outcry about the value of programs. We are not in this situation because of fiscal misdeeds, but because the state has not funded to the level of New York and other leading states.

This year the P&O Committee will be looking at BSEP budgets to see where shortfalls in the General Fund might be supported through BSEP funds, but there are limitations as to what can be reassigned in accordance with the measure and with sustainability - reserves may be necessary to cushion against increased costs over the life of the measure.

Beery shared an annual calendar for Board, BSEP, and other pertinent committees. This calendar is online and regularly updated. The items marked in yellow are extra items outside the usual sequence of BSEP Measure planning and reporting. Last year, much work was done on planning the new measure. This year, the BSEP Committee's work will be intertwined with the Superintendent Budget Advisory Committee (SBAC), especially with the upcoming January 16 & 23 SBAC meetings. By February 21, the Board will decide on the particular cuts.

On Jan. 16<sup>th</sup>, the Governor releases his budget, and further discussions regarding specific cuts and reassignments will have that context. In general, the Governor's budget increases tend to be for "one-time" expenses.

In Measure E1, there is an option to reallocation up to 10% from one BSEP resource to another. In January, there will further explanation of the BSEP Measure structure, as well as a Teacher Template 'master class', and after this, the Steering Committee will make recommendations.

Simon noted that everyone is encouraged to attend SBAC meetings, which are held every two weeks, the next on Jan 16 and Jan 23 from 5-8 pm. The committee has been asked to propose \$1.8 to \$3.5 in cuts, some of which are very painful.

Simon reminded members that the P&O, SBAC and the District are not adversarial, but rather are all trying to put funds together for good programs. The balance between BSEP and District funds changes, based on revenues, etc. and that each will attempt to pick up the slack from one another as resources permit.

Nitschke explained that the composition of the SBAC included bargaining units, the public, the Berkeley High Development Group, and others.

The SBAC is covered by the Brown Act, so all are welcome.

Rabinowitz asked if meetings were contentious. Simon replied that they were not contentious, but offered lots of transparency.

There was further discussion on whether and how fund balances could help fill shortfalls.

### ***15. Elections: (Co-) Chair/s, Steering Committee, SBAC Representative(s)***

#### ***Chair/ Co-Chairs***

The current chairs, Perez and Simon, offered to continue to serve. Morgan moved to approve the self-nominations, Bradstreet seconded, with two abstentions. Perez and Simon were re-elected.

Simon noted he would like this to be his last year as co-chair and encouraged others to consider the role.

#### ***Steering Committee***

The aim is for this committee to have seven members, and it was noted that it is not a Brown Act committee. There will be five Steering Committee meetings in January.

As co-chairs, Perez and Simon will be on the Steering Committee, and Glimme, Irwin, Rabinowitz, Bradstreet, and Fox each nominated themselves.

Simon moved to elect all, Henry seconded. The slate was elected unanimously with 12 voting in favor.

#### ***Representative/s to SBAC***

The current SBAC representatives are Bruce Simon and Stephanie Upp, with no alternate designated. Upp was absent, and her intentions were unknown, so Simon, Stephen Murphy, and Nicole Chabot nominated themselves. Pastika moved approve, Morgan seconded, and representatives Simon, Murphy, and Chabot were unanimously approved.

#### ***For the Good of the Order***

Thanks to Valerie for the snack!

### ***16. Adjournment***

The meeting was adjourned at 9:35pm.