

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES**

**April 24, 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*

Lisa Frydman, *Jefferson (Sub)*

Hillary Hardcastle, *LeConte (Co)*

Jane Tunks Demel, *Malcolm X*

Weldon Bradstreet, *Rosa Parks*

Aaron Schiller, *Thousand Oaks (Co)*

Stephanie Upp, *Washington*

Sean Poremba, *Longfellow*

Terry Pastika, *King*

Rita Gaber, *Willard*

Jennifer Sitkin Morgan, *Willard*

Aaron Glimme, *Berkeley High*

Josh Irwin, *Berkeley High*

Bruce Simon, *Berkeley High (Chair)*

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

Carla Bryant, *Oxford (Alt)*

John Eknoian, *Oxford*

*\*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, John Muir, BIS or BTA.*

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

Donald Evans, *Superintendent of Schools*

Pasquale Scuderi, *Associate Superintendent for Educational Services*

**BSEP Staff:**

Natasha Beery, *Director, BSEP and Community Relations*

Danielle Perez, *BSEP Program Specialist*

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

At 7:18 pm, Chairperson Bruce Simon called the meeting to order by welcoming attendees. Introductions and site reports were given by each member. Rep. Glimme shared that BHS held their budget decision meeting the previous night and produced a budget that funds all but one of the proposals presented to the committee. He noted that the committee usually has more “asks” than funds, but because of the increase in the per-pupil allocation, the process was relatively easy this year. Rep. Paxson shared that some of Emerson’s site dollars will go toward expanding hours for the ELD teacher to a full 1.0 FTE, or 5 days per week. Rep. Schiller shared that Thousand Oaks approved site plan at their last meeting. Rep. Morgan from Willard shared that the school’s auction was successful. Rep. Tunks-Demel reported that the Malcolm X SGC reviewed survey results at the last meeting and also approved their site plan. Rep. Upp reported that in addition to reviewing survey results, and approving the site plan, the SGC met with the PTA Board to discuss budgeting and how to integrate their different processes and “pots.” Rep. Bradstreet shared that the Rosa Parks SGC looked at math data at the last meeting and discussed the behavior initiative being rolled out to curb certain behaviors and encourage others. They also had a robust discussion

of budget priorities and then approved the budget for 2018-19. Rep. Pastika shared that the King SGC approved its plan Monday night. Rep. Frydman, representing Jefferson, reported that its SGC approved the site plan and budget this same evening. She also noted the concern that there was very little time to distribute the survey and get back results, which brings into question its usefulness with respect to the current year plan. Rep. Fox reported that the Cragmont SGC had similar issues with respect to the survey. In addition to approving their safety plan, they engaged in deeper discussions about preventative measures, as emergency response alone doesn't make a school more safe. In light of the recent school shooting, she wondered if there was way to package all the good things being done regarding student services and support to ensure that no students are falling through the cracks and getting to a point of feeling so angry or left behind that violence could occur, and in such a way that it would be politically impossible for someone to say "Let's not fund this." Rep. Hardcastle from LeConte, reported that its SGC met Monday morning to approve the site plan. There is currently a big push for the community to show up at the school board meeting around the bilingual substitute issue.

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

The quorum was established with 16 committee members present. Chair Simon proposed to move item 5 on the agenda to a later point in the meeting, and move items 9, 10, and 11 up to immediately following item 7. Chair Simon asked for a motion to approve the agenda with these proposed amendments.

Bradstreet moved to approve the amended agenda; Irwin seconded. The agenda was approved unanimously.

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

*Bruce Simon, Chair Planning and Oversight Committee*

Chair Simon thanked the members for attending the meeting, as having so many people around the table makes it easier to do the committee's work. He expressed the hope that everyone would be able to attend the remaining meetings, and asked everyone to contribute to the snack fund as well.

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

*Natasha Beery, Director BSEP & Community Relations*

Director Beery echoed Chair Simon's gratitude, acknowledging how busy this time of year is with so much SGC and other committee business being conducted in a short time.

## **5. Approval of Minutes**

Chair Simon asked members to review the minutes from the March 13 and March 27 meeting.

Rep. Irwin moved to approve the minutes from the March 13 meeting; Rep. Henry seconded. The minutes were approved unanimously. Rep. Paxson moved to approve the minutes from the March 27 meeting; Rep. Glimme seconded. The minutes were approved unanimously.

## **6. Public Comment**

There was no public comment.

**7. Recommendation for BSEP Funds in FY 18-19: Library**

*Natasha Beery, Director of BSEP and Community Relations*

Director Beery provided the following handouts:

- *Recommendation for Expenditure of BSEP Funds for Libraries in FY 2018-19*

Director Beery noted that this plan has been viewed twice already, and since this is the third time around, she has not asked the directors of the three resources to return. With the library recommendation, there are no changes from the first time except for a correction with respect to oversight. In addition to the primary purposes of staff and materials for all the libraries, there is a proposal for the use of Measure A carryover. Library Coordinator Todd has recommended the purchase of short throw projectors for the libraries that do not yet have them. Since there were no questions, chairperson Simon asked for a motion.

Rep. Glimme moved to approve the proposed recommendation, Bradstreet seconded, and the proposal was approved unanimously.

**8. Recommendation for BSEP Funds in FY 18-19: Music/VAPA**

*Natasha Beery, Director of BSEP and Community Relations*

Director Beery provided the following handout:

- *Recommendation for BSEP Expenditure of BSEP Funds for the music, Visual and Performing Arts Programs in FY 2018-19*

Ms. Beery introduced the proposal and noted that there have been no changes to it since the previous P&O presentation on March 27. In addition to sustaining the primary functions of this resource by providing staffing at the elementary level (4<sup>th</sup> – 5<sup>th</sup> grade), release time teachers for additional options for kids, instruments and materials, professional development opportunities, mileage for the music teachers, funding for partnerships such as Berkeley Symphony Orchestra and Alonzo King LINES Ballet, program supervisor Gidlund has suggested purchases and repairs that had not been possible to address before. With the fund balance of approximately \$100,000 from Measure A, the district can purchase larger instruments (which can be used to hold the interest of kids progressing through the music program) and improve the district's piano inventory. Although this will probably not provide everything needed, it can make a dent with respect to long-term investments.

Rep. Bradstreet moved to approve the proposed recommendation; Upp seconded. The proposal was approved unanimously.

**9. Recommendation for BSEP Funds in FY 18-19: Instructional Technology**

*Natasha Beery, Director of BSEP and Community Relations*

Director Beery provided the following handout:

- *Recommendation for Expenditure of BSEP Technology Funds in 2018-19*

Director Beery noted that the budget for Technology is not huge and does not have much carryover. The resource essentially supports needs throughout the school district with computer technicians, a technology supervisor, and a TSA. In terms of SMART goals, the Technology department continues to integrate Chromebook carts in the classroom, work towards Google-

certified educators, and provide more technology PD. There is some crossover between library and technology, as there is with communication and technology. Beery pointed out that when there aren't sufficient technology funds, there are other budgets which can contribute. It is a relatively bare-bones budget for all it accomplishes.

Irwin asked about the the Technology Supervisor, and Beery responded that the position is 1.0 FTE and multi-funded. The Technology Director is also 1.0 and paid out of the General Fund.

Rep. Paxson moved to approve the proposed expenditures; Rep Morgan seconded; and the proposal was approved unanimously.

### **10. Recommendation for BSEP Funds in FY 18-19: Effective Student Support**

*Pasquale Scuderi, Associate Superintendent of Ed Services*

Mr. Scuderi provided the following handout:

- *Recommendation for Allocation of BSEP Effective Student Support Funds for FY 2018-19*

Mr. Scuderi introduced the cover memo of the document, which contains an overview of funding for each of the three primary categories under Effective Student Support. Student Achievement Strategies includes funding of RtI teachers, a portion of K-5 literacy coaches, counseling and behavioral health, and middle school counseling (1.2 FTE to Longfellow and Willard, 2.4 to King). Title I, BSEP site funds, PTA, and a variety of other budgets round out their counseling allocations. Under Family Engagement, there is a supervisor and liaisons at K-5, while the budget also supports a small percentage of the staff at Berkeley High.

Rep. Frydman asked whether there were changes in the recommendation from last year to this, and why math coaching isn't included in the Student Achievement Strategies. Scuderi noted that there is very little change in the plan, some around the goals of Family Engagement. In response to math coaching, Scuderi noted that it could be a part of this budget but is not as robust now. Math coaching is currently a 1.0 K-5, a .8 6-8, and .6-.8 FTE at BHS, but they are proposing another solution at Berkeley High through LCAP and one-time funding. There is definitely a need, he said, but the rationale is that while math is critical and the district would like to emphasize it, literacy and basic reading skills are a gatekeeper to other skills. The focus is on that for this budget.

Chair Simon asked if there were changes to the family engagement budget. Beery replied that staffing hasn't changed, but SMART goals have. She noted that the office had been smaller in the past – only two staff persons – until a pilot program that began with several schools was expanded to all the elementary sites. This was possible because of LCAP and carryover funds which had grown due to understaffing, but the current levels are no longer sustainable. She referred the group to the budget summary on last page, which shows \$371,000 in revenue to cover most but not all staff. Based on the amount of deficit spending, the carryover from Measure A is likely sufficient only for another year.

Mr. Scuderi said some reorganization will likely be proposed next year driven by fiscal and efficacy concerns. His department is looking at the cohort model and how the family liaisons could use metrics such as attendance and academic goals to focus on a cohort and have measureable goals in student outcomes. What they currently do well looks much like concierge service and getting at a multitude of different needs, but this is difficult to quantify. He noted that

good work is being done by the office, but the model could still be sharper. Through LCAP, the district is adding an African American Success project manager and also proposing positions under that person. With the thought to integrate this staff with Family Engagement, Mr. Scuderi noted an opportunity exists to totally rethink the model in terms of how BUSD targets these particular families they've been talking about serving for a long time. Funding for the position was already available last year, but because of the hiring process, the classified position is not yet filled. There is currently a candidate but still many details to work out. There is also the possibility that the district could add two such positions, one to cover the 7<sup>th</sup> through 10<sup>th</sup> grade loop and help kids as they move out of self-contained classrooms. He added that if the district is able to get kids through the tenth grade, and the research supports this, it is less likely to lose them to drop-out, etc.

Rep. Pastika requested data updates during the next school year when the P&O Committee begins getting information on how the 2018-19 plans and budgets are being complied with. She noted that there have previously been "asks" for substantive data, regarding RtI and Literacy Coaches for example, and it would be helpful to receive this information at the time the committee looks at the finance updates. Mr. Scuderi said this will be easier to do that as literacy screenings at grade levels K-5 becomes more consistent. The district will be implementing a comprehensive overhaul of elementary literacy instruction to supplement TCRWP (Teachers College Reading and Writing Project) with more explicit phonics and grammar work. The initial screenings and new curriculum should enable us to give more data, specifically with respect to helping struggling readers (which is the priority of those positions). Rep. Pastika noted that because all site plans contribute to RtI and Lit Coaches, it would help to see the big picture, i.e., what the goals are and the progress toward these goals. Mr. Scuderi also encouraged P&O members to have discussions with their principals as well, as there is generally consensus among them regarding support for those positions. They can provide more information as to how these positions are used at their sites.

Simon noted that the Office of Family Engagement has been limping along structurally for several years and would encourage the reorganization to happen as soon as possible, to identify the effective work being done on the ground and what the district can afford to keep doing. Mr. Scuderi noted that there was a change in leadership, and supervision of that office was in the hands of an interim staff person. The district is actually recommending a person for that student services position tomorrow night. Capacity for supervision has been an issue before, but the new hire is someone who has some expertise in working with homeless families and other target groups. Director Beery reminded members that when LCAP funds first became available, the challenge was trying to figure out how to spend them in this context, and at the time, the hope was to get more funds to build the model out. What happened, however, was that other things became priorities for those limited funds. Mr. Scuderi added that LCAP is a defined funding stream, and in order to meet the criteria for these funds, the district also needs to be able to identify whether the target students are being served. This problem is compounded when positions and things are being multi-funded.

Rep. Irwin asked about SMART goals for OFEE 2018-19, more specifically items one and two which are parent engagement workshops. He asked what it would look like if these goals were successful? He said it would be good to know who is attending the workshops and whether they are successful. Mr. Scuderi replied that one of the goals is to get families (socio-economically disadvantaged or an under-represented subgroup, for example) who aren't otherwise showing up to engage more, and that there is more of a cross-section of the parent community.

Rep. Paxson asked if there has been any thought to connect the K-5 RtI positions to the same needs at the Pre-school. Mr. Scuderi replied that almost everything done at the Pre-K level is a state or federal program. Although the district has in the past absorbed some clerical costs when moving TKs onto a Pre-K site for example, it is extremely rare for any district's General Fund to contribute to Pre-K. In addition, only about 60% of students in the Pre-K matriculate into BUSD schools because state and federal programs are open to anyone in the region, and it is a consideration to wonder about the investment in kids who aren't going to continue on in BUSD. It could be considered, but it's not fiscally an option right now. Chair Simon asked for motion to approve.

Rep. Glimme moved to approve proposed budget. The motion was seconded and approved unanimously.

### **11. Recommendation for BSEP Funds in FY 2018-19**

*Natasha Beery, Director of BSEP and Community Relations*

Director Beery provided the following handout:

- *Recommendation for BSEP Expenditure of BSEP Funds in FY 2018-19: Communication, Translation, and Community Engagement*

Director Beery said that this “2% budget” provides support for this P&O Committee and the School Site Councils, community engagement, communications, public information, and translation. It's overseen by herself and the Superintendent and has two main functions – BSEP and Communications. She began with an overview of staff before providing an outline of the proposal in its current state. Beery also expressed a desire to gather P&O feedback on carryover priorities. Budget Analyst Liz Karam supports the program but is not funded out of the BSEP budget. Program Specialist Danielle Perez supports the principals with respect to elections and carrying out the functions of the SGCs, and is beginning outreach to the sites. With respect to communications, Public Information Officer Charles Burress fields many public information requests locally and nationally, and handles internal communication as well in the form of the A+ News, social media, and the Weekly bulletin. Since the beginning of his tenure, he has had many public records requests, and media requests from local organizations such as Berkeleyside, Daily Cal, and KTVU as well as national ones. The district has had many unexpected happenings to respond to such as the wildfires and air quality, and national trends such as student walkouts and the politics around those. The national fallout of the administration change, with ICE raids for example, has been a burden on our site administration and students. The Communications Team has also dealt with EBMUD lead testing of water at the sites, and public art projects at Jefferson and Willard. The budget also supports translation and interpretation needs, mainly in Spanish and also quite a bit in Arabic as well. The district relies heavily on Language Line, a dial-up service in Monterey to provide interpretation in languages from Pashto to Mandarin and Laotian. BSEP funds her own role as Director of BSEP and Community Relations, and she serves on the cabinet and as the superintendent's designee for other duties as assigned. She noted that a lot of unexpected events, such as the LeConte renaming process, do pop up, and she expects that bond renewal in 2020 and the maintenance special tax will require community engagement. She noted that the district translator/interpreter is only half-funded out of BSEP and half out of GF. She also has a contract for emergency Spanish translation/interpretation that wasn't necessary to use this year. She is looking into preparing prefab passages for emergency situations. A

communications consultant works with the team on projects such as A+ News and the biannual report. Because of the time and funds required to produce this mailer, the team currently produces only one a year, especially since there are other means of online communication. Her budget also funds some of the web production as well, and she will be increasing that contract to handle more website work. As for equipment investments, there have been purchases of equipment for the interpreter, as well as laptops and cell phones. She also hopes to expand professional development to build the team and keep it up-to-date on best practices.

Director Beery presented her resource's SMART goals and asked the P&O to hold her accountable to these. The Program Specialist and Director Beery will share responsibility for the first goal to visit all 17 sites, with her taking the upper grades and Perez focusing on the elementary level sites. Her second goal revolves around the bylaws, and the hope that the K-8 rewrite will be presented to the Board in May. Because of the accreditation issue and the need to meet multiple goals, the high school bylaws can't be the same as those for K-8, and will require more time to complete. The third goal is to move into texting for emergency situations. A few sites will pilot the program, which will likely be an opt-in process. Rep. Morgan mentioned that parents at Emerson use Remind. Director Beery noted that the main problem is setting up a database that is up-to-date and accurate. School Messenger can be used since the data is already there. The Communication team also wants to explore social media, although each foray to date has resulted in trolling. She said the team just needs to figure out how to manage it and stay on top of which are the best ways to reach different age groups. She invited committee members to email her about these goals.

As for special projects, she noted that a significant fund balance exists from a legacy of understaffing that preceded her. There are a number of things the team would like to do but hasn't managed to yet. One backburner item is to create a more family-friendly Parent-Student Handbook instead of the compliance manual it is now. Rep. Henry asked if it is possible to digitize it. Director Beery said that would be ideal, but it currently exists only as an online PDF. The team needs to consider on what platform it will live. Director Beery also noted that the district must obtain signatures that parents have received the handbook and verify with the county that this has been done. Re. Henry suggested that email receipts could be a solution. Director Beery reported that the Superintendent's assistant, Jessica Lopez-Tello, is currently going through the handbook to identify what areas people are most concerned with, and these items can be used as a jumping off point for a "Did you know?" format that is friendlier, more progressive outreach. Rep. Pastika asked how the handbook project compares to the database or texting undertakings. Director Beery replied that the texting project is much smaller, can be done internally, and the team just has to commit to getting it done; while the handbook is a much bigger one that will probably need to be outsourced. There are models out there that BUSD could try to emulate in some ways. Her team has also been talking to OFEE to create a resource guide for families that includes some of the support services that parents might be needing both internally and from the broader community. Rep. Paxson noted that the handbook reads like regulations, but if you can get through it, there is useful information. Berkeley is small but has a lot of rich community resources. Rep. Paxson asked if there is a way to include the most important stuff that the district wants all of us to know, if there are certain themes or goals or intentions. Director Beery said she has seen versions by grade, outlining what your first grader is dealing with in terms of development for example. Chair Simon sounded a word of caution over keeping separate the compliance document and a resource guide that must be changed every year,

especially if there isn't staff to update it. Director Beery said that even the compliance document changes every year. Rep. Pastika asked if the handbook evolves beyond the bare minimum whether there is a way to "multi-purpose" the information included so that staff doesn't have to constantly recreate the wheel. Director Beery said this connects to the 2<sup>nd</sup> bullet point, the website item, but because there is so much information, it's either buried or the links aren't accessible. It's a difficult task, but the aim is to get to something simple, essential, and internally manageable. She added that there is enough funding for some ongoing maintenance.

Rep. Irwin asked about the history of the PIO, noticing that it's 1.0 in Measure E1 and wondering if it was the same under Measure A. Since this is a fairly typical position in a lot of organizations, he asked how it came to be in this funding source. Director Beery confirmed that it was 1.0 in Measure A, and had been that way at least 8-10 years. The thought was at the time that there wasn't capacity within the General Fund to handle the communications demands internally and externally. The position took the burden of media and public records requests off of the superintendent and his assistant. Beery added that prior to her coming into her position, there was a communications study and the question raised whether the PIO was the best model or whether it should have been a manager or director position. Dr. Evans said the district was moving towards what had been recommended and noted that in Oakland, there was a PIO Director with a team below. Director Beery currently oversees the PIO, he added. Director Beery noted that much has been implemented prioritizing key issues like revamping the website. The main shift is the creation of the Communications team which she chairs, and which is attended by Dr. Evans and his assistant, the Technology Director, the communications consultant, Translator, Director of Special Projects, Family Engagement Supervisor, and the PIO. Rep. Irwin noted that the language in Measure E1 is similar enough to that of Measure A that it should pass BSEP audit, but hadn't noticed that it was entirely funded by BSEP. Chair Simon said it has always been BSEP-funded even before Measure A. Rep. Pastika asked whether BSEP pays for the position because it can. Simon replied that there's also historical precedent. Dr. Evans added that he thought at one time that the GF should take it, but it isn't able to do so currently. Beery said given cuts to GF, it just hasn't been a possibility for it to move so far.

Dr. Evans said he would like to see a lecture series such as those at UC, with great professors and research. He expressed a desire to take advantage of the latest and greatest happening up there at the University, perhaps a lecture symposium through Parent Engagement to have people come here to present findings. He has talked to people who would be willing to come and share what they're working on, not just with parents but teachers as well. He said it could help with 2020 vision, perhaps looking at how to help students with math, or how does the mind work, subjects that can be helpful to students and parents. Rep. Pastika asked when the district does these programs, how well attended they are. Dr. Evans said this is different from what's been done since he has been with the district; this will be new. Chair Simon added that he would encourage looking not just at the big universities but to some of the other local institutions like SF State, Cal State East Bay, etc. Many professors have children in BUSD and would be great candidates for such an event. Rep. Morgan recalled that Emerson had similar events, and they were well-attended. She stated her preference for them to be organized by subject rather than jumping between different topics, that they should have a theme to build upon each other – mind and math for example. Director Beery said that was the general idea, although the district would probably outsource some of the coordination through this budget. The intention is to connect thematically with what OFEE is doing so that

their targeted families are working in similar areas.

Rep. Glimme mentioned that the district's own PD is almost 100% focused on pedagogy, and that almost none is focused on content. Particularly at the high school level, what makes an engaging teacher is sharing a love of active and ongoing science research. Going on 20 years, BUSD hasn't had any researchers coming to share with the staff, or to translate that on to students. Teachers go out and do it for themselves if they desire, but some people don't have the time or inclination. He added that the district could easily provide professional development with this focus. Rep. Paxson added that there are a couple of good content areas that could trigger visions of next steps – research into how kids learn, for example, kids of color and different learning styles, teenagers, how brains work. If such an event helps inspire, maybe it will help get past things which are slow to change. Rep. Henry added that it would also be important to consider ensuring good implementation, how resources trickle down in the best way possible for the students. Rep. Pastika asked if the idea is to fund all three projects with the surplus from Measure A. Director Beery replied that was her hope, and she will be sitting down with the Com Team next week to start thinking about where to start to get these things done, ballpark costs, etc. Mr. Scuderi addressed the concern of the Arts Magnet rep and noted that all 4<sup>th</sup> and 5<sup>th</sup> grade science kits will be upgraded. Chair Simon asked if the numbers presented were ballpark, and Beery confirmed that she did not yet have hard numbers. She will when she comes back for the second read at the last meeting in May. She noted that there needs to be a quorum and that she will hopefully have the BSEP audit as well. The June meeting is a For the Good of the Order meeting with discussion around the SGCs and suggestions for the next year. The committee will need to talk about whether another one is needed.

**12. Superintendent's Report**

Dr. Evans shared that the Board will have a final hearing on one-time and ongoing expenditures. Also on the agenda are the LeConte clerical support, the Title IX position, and Board reflection and conversation around expenditures for LCAP. Director Beery added that all the BSEP budgets will go to Board May 23. A Board member did pull an item from consent last time but usually the recommendations will be on the consent calendar. May 23 is also when the LeConte renaming will be decided.

**13. For the Good of the Order**

No items.

**14. Adjournment**

The meeting was adjourned at 8:46 pm.