

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES**

**June 5, 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*  
Weldon Bradstreet, *Rosa Parks*  
Aaron Schiller, *Thousand Oaks (Co)*  
Terry Pastika, *King*

Sean Poremba, *Longfellow*  
Angela Gallegos-Castillo, *Longfellow*  
Rita Gaber, *Willard*  
Josh Irwin, *Berkeley High*  
Bruce Simon, *Berkeley High (Chair)*

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

Dawn Paxson, *Emerson*  
Harry Charalambides, *Jefferson*  
Jesse Schwartzburg, *John Muir*  
Hillary Hardcastle, *Sylvia Mendez*  
Lucero Lupercio, *Sylvia Mendez*  
Jane Tunks Demel, *Malcolm X*  
Carla Bryant, *Oxford*

John Eknoian, *Oxford*  
Stephanie Upp, *Washington*  
Jennifer Sitkin Morgan, *Willard*  
Aaron Glimme, *BHS*  
Shauna Rabinowitz, *BHS*

*\*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, BIS or BTA.*

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

Jay Nitschke, *Director of Technology*

**BSEP Staff:**

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

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

At 7:15 pm, Chairperson Bruce Simon called the meeting to order by welcoming attendees. Introductions and site reports were given by each member. Rep. Chabot shared that BAM's SSC had approved its budget at their final meeting, and that the group lamented spending carryover funds to support math coach, leaving them wondering what they would do next year for that position. Rep. Gallegos-Castillo noted the large amount of advocacy from the Longfellow SSC during the year. Their group asked the Board and Administration to support their high number of students who need academic support despite district budget cuts, and for assessments of 6<sup>th</sup> graders in the Spring so that teachers can be prepared to address their needs coming into the Fall, to be partially supported by LCAP funds. She also noted that Longfellow hopes to add a welfare and attendance position. Rep. Poremba shared that Malcolm X just concluded their last SSC meeting of the year, in which the group discussed using carryover funds to purchase Leveled Literacy Intervention materials for 5th grade, which currently has only one set shared between

four classes. Rep. Schiller shared that TO will get a new Principal, and that their SSC discussed with the outgoing Principal how best to support the incoming Principal.

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

The quorum was not established with only 10 committee members present.

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

*Bruce Simon, Chair Planning and Oversight Committee*

Chair Simon expressed thanks to members for coming to last meeting of the year, when most of the group's work is done.

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

*Natasha Beery, Director BSEP & Community Relations*

Director Beery noted that Supt. Evans is unable to attend tonight's meeting. She shared that the final step in the renaming of LeConte to Sylvia Mendez was completed with Board approval the previous Wednesday evening. The last Board Policy subcommittee meeting was cancelled, which postponed approval of the new K-8 SSC bylaws; she will continue to work on that. Next will be work on BHS SSC bylaws in 2018-19. She expressed gratitude to committee members for their work this year, and noted that this last meeting does not include action items, but it is required that P&O hear about site plans, including ways that sites are using both BSEP and other site funds.

## **5. Approval of Minutes**

Rep. Bradstreet suggested a correction to the first paragraph of the 5/8/18 minutes draft, to read that Rosa Parks PTA funded an extra \$20,000 in asks, NOT \$120,000. Minutes could not be approved because of a lack of quorum.

## **6. Public Comment**

There was no public comment.

## **7. Presentation: BSEP Site Plans for FY 2018-19**

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

Ms. Beery provided the following handouts:

- *Summary: 2018-19 Single Plans for Student Achievement*
- *Site Discretionary Summaries 2017-18 and 2018-19*
- *Site Budget Summary Packet 2018-19*
- *BSEP Site Discretionary Fund Multi-Year Comparison*
- *2018-19 LCAP Staffing Allocation Projection Draft*

Director Beery introduced BSEP Program Specialist Danielle Perez, who reviewed the summary document for school site plans. Ms. Perez highlighted new or unusual uses of site funds, such as late buses at Emerson to allow for more students to participate in after-school intervention, and

several elementary and middle school sites directing funds toward parent education strategies. Ms. Perez also reviewed the SMART Goals to be implemented in the coming school year.

In response to Rep. Pastika's question about any restriction on funds used for parent education purposes, Director Beery clarified that BSEP Site Program funds may be used provided that the aim of the education is to improve student academic achievement. Rep. Chabot followed that one of the issues may have been that BSEP funds have usually not been allowed to pay for food. Director Beery agreed that BSEP site funds paying for food has been a tricky issue in the past, and though in some cases it may be allowable - generally the budget analysts are very conservative about approving such expenditures so as to avoid a gift of public funds.

There was a discussion of the site-specific data presented in the remaining handouts, which summarize site fund spending across sites and over multiple years. Note that the information for 2018-19 in the Multi-Year Comparison document contains data from BHS for the first time, so comparison to previous years' data needs to be referenced against the Site Discretionary Summaries 2017-18 and 2018-19 document to contextualize some of the changes in percentage. Rep. Pastika asked why it appeared that Thousand Oaks doesn't allocate funds toward a Literacy Coach, and Rep. Simon noted that Sylvia Mendez did not show expense for a Literacy Coach position either. Ms. Perez directed the group to refer back to each site's individual site budget summary, which includes the use of non-BSEP funds (Title 1 and PTA). The multi-site and multi-year comparison documents only summarize BSEP site fund spending and don't include spending from other sources. Both Thousand Oaks and Sylvia Mendez pay for Literacy Coach FTE out of Title 1 site funds rather than BSEP site funds. It was noted that fewer and fewer schools receive Title 1 due to demographic changes in the city. Ms. Perez added that the process for Principals to determine how to fund various positions is very complicated, because it can involve so many different resources.

Despite an effort to gather full PTA budgets from each site to summarize comparable information for that funding source across the district, the PTA Council was not willing to share the information. Chair Simon noted that a point of concern for the PTAs has historically been the variance between the schools, which may play a part in that reticence to share information. Rep. Irwin suggested that while a PTA's information is made available to the Principal for goal-sharing purposes, it's not clear that this sharing automatically makes that information a public record. He also inquired about the function of the PTA Council in the district. Director Nitschke shared perspective from his attendance at their meetings, explaining that it is comprised of long-standing members of the community operating as an umbrella organization of all the individual site PTAs in the district. He observed that he tries to provide clarification on district budget questions for the Council. He stated that PTA Council members have expressed concern about the amount of necessary fundraising, but he noted many other school districts don't allow PTAs to pay for positions at schools, which BUSD does, which means PTAs may need to raise large sums if they wish to continue to support such positions. He suggested trying to hold a joint PTA Council/P&O meeting to establish better understanding between the groups and their purposes. Director Beery added that she sees a continuing need to educate the community, including PTAs and the Council, about the funding realities for the district that are due not to BUSD decisions but to California funding realities, much of which goes back to Prop. 13 defunding of education. Chair Simon pointed out that what BSEP has paid for over the past 20 years has changed dramatically; enrichment used to be a larger part of BSEP, but as BSEP funds shifted to covering more core academic support, the PTAs have moved in to maintain enrichment

programs. Many committee members noted that it is highly relevant to SSCs to be able to see their sites' PTA budgets when completing their work on the Site Plans and allocation of site funds, in addition to this being information that helps general school community members better understand what is being funded at their sites. Director Beery pointed out that this is exactly why it is encouraged to have a PTA representative at the SSC table as a best practice.

There was a discussion of what PTA information is included on the individual site budget summary pages, clarifying that the information in the PTA columns is in no way a comprehensive picture of a PTAs overall budget. Expenses that must be paid through the district, such as salaries or BUSD-administered contracts, are represented but any number of other expenses need not be included and are only seen when Principals opt to include the PTA information.

Rep. Pastika requested that the amount that each K-5 site is required by BUSD to contribute from site funds toward the Literacy Coach positions be stated in next year's document, whether it is a dollar amount or a portion of FTE. It is in question still whether there is an articulated agreement requiring this, or whether it is just an established practice being continued.

A full binder containing the full site plans for each BUSD site is available for public review in the Superintendent's office.

Rep. Simon asked if there will be any sites that receive Title 1 funds for 2018-19 under a grace period that will not receive that funding in 2019-20 due to enrollment/demographic changes. BSEP staff will bring that information to next P&O meeting. There was also a discussion of developing best practices around getting families to complete and return the Free and Reduced Lunch Forms, which are the basis for Title 1 allocations. There was a question of whether any portions of the form could be left blank, though it was later confirmed with Nutrition Services that only fully completed forms are accepted and counted. Rep. Pastika suggested integrating the BUSD policy of protecting student and family information with the distribution of these forms.

## **8. Discussion: Review of 2017-18 P&O process and thoughts for coming year**

*Natasha Beery, Director of BSEP and Community Relations*

Director Beery solicited feedback on the year's P&O work and processes, particularly around the accelerated calendar pushed by the budget cuts in the district. The Board will likely be looking at further cuts in the coming year so we may expect an accelerated P&O calendar again in 2018-19. She asked members to share what they liked this year, what could be done better next year and thoughts on the overall schedule, orientation/training, recruitment, and generally how we might improve the P&O.

Rep. Pastika praised the level of discussion, and the mix of participants who were willing to ask questions and dig into information. She asked if, as recruitment for P&O begins at each site, to include some kind of buddy system with seasoned P&O members helping new participants get up to speed more quickly. Rep. Bradstreet asked if there is a process that the BSEP Office could follow to reach out to new committee members personally outside of the meetings to check in about any questions they might have about the process or material covered. Perhaps a follow-up after the orientation, and could include common areas of difficulty for new members. Rep. Irwin noted that it feels like certain schools are not as present at the table, which might benefit from more direct outreach and who could then contribute to the committee having a more balanced

composition and greater depth of discussions.

Chair Simon asked the group to think back on how they were recruited and share whether it was done by another parent or staff. Some members indicated that Principals are recruiting and at some sites parents recruit.

Rep. Fox suggested including at the committee/SSC orientation the fact that P&O meetings are a chance for site representatives to interface with higher-level district staff. It was also suggested that alternates be recruited early and connected to the regular reps personally, so that if anyone has to miss a meeting they reach out directly to make sure that another person from their site will show up and not leave a voting position vacant. Director Beery reminded the group about how highly-respected the group is by the Superintendent, Executive Cabinet, and School Board. Rep. Pastika commented that the P&O is one of the best ways to get face-time with district decision makers as well, in a way that isn't present in other committees and volunteer positions. Rep. Chabot shared that at BAM recruitment for P&O comes from Principal, who may not have an exact sense of what goes on in the actual meetings. It could be presented to the Principals as being in their best interest to have someone from their site in the room for the P&O meetings. Director Nitschke added that this is probably something veteran Principals understand more than those who may be newer to the role.

Rep. Irwin asked what resources were available to learn about out-of-district enrollment. Director Nitschke pointed to a Board report that is made on this topic, and shared that in his experience the new requirement to provide proof of residence at 6th and 9th grades has culled many non-resident students from the district's schools. He also noted that inter-district transfer students are obligated to maintain academic and attendance standards, and failure to do so does result in some students leaving the district each year. The Admissions Department presents interdistrict transfer information to the Board each year. Also, McKinney-Vento (homeless) students factor into non-Berkeley residents attending BUSD schools. Chair Simon added that this issue was frequently discussed in the Superintendent's Budget Advisory Committee meetings, and complicating the discussion is the fact that all students, whether Berkeley residents or not, contribute to the Average Daily Attendance funds that the district receives. The balance between what the district gains in ADA money versus what is spent on out-of-district students is not clear. Director Beery also noted that there are a large number of students who live in Berkeley and whose families contribute to BSEP, but who do not attend Berkeley public schools, as well.

Chair Simon reminded the committee that their P&O terms do not conclude until the end of September of 2018, so there may be more communications and possible meetings if necessary before the new P&O reps begin serving for 2018-19 in October. He thanked everyone for attending and their work during the year.

## **9. Adjournment**

The meeting was adjourned at 9:13 pm.