

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

October 30, 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*

John Weissglass, *Emerson*

Jane Tunks Demel, *Malcolm X*

Tiara Maldonado, *Oxford*

Jill Blue Lin, *Oxford*

Weldon Bradstreet, *Rosa Parks*

Kate Jordan, *Sylvia Mendez*

Heather Flett, *Washington (Co)*

Stephanie Upp, *Washington (Co)*

Terry Pastika, *King*

Rita Gaber, *Willard*

Niels Teunis, *Willard (Alt)*

Aaron Glimme, *Berkeley High*

Josh Irwin, *Berkeley High*

Shauna Rabinowitz, *Berkeley High*

Bruce Simon, *Berkeley High (Chair)*

Felicia Bellows, *Independent Study*

P&O Committee Members Absent*:

Representative, *Pre-K*

Representative, *TK*

Orville Jackson, *Jefferson*

Representative, *John Muir*

Representatives (2), *Longfellow*

Representative, *Thousand Oaks*

Representative, *BTech*

**Alternates and co-reps are not marked absent if another rep is present. Not all school sites have selected P&O representatives for 2018-19.*

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

Donald Evans, *Superintendent of Schools*

Jay Nitschke, *Director of Technology*

Pasquale Scuderi, *Associate Superintendent of Educational Services*

BSEP Staff:

Natasha Beery, *Director of BSEP and Community Relations*

Danielle Perez, *BSEP Program Specialist*

1. Orientation for new members.

At 7:00 pm, Natasha Beery called the meeting to order by welcoming attendees to the Orientation portion of the meeting. Director Beery presented an overview of the history of BSEP, the annual work cycle of the P&O Committee, and examples of the types of documents and budgets that the group will examine and discuss throughout the year.

2. Call to Order, Introductions & Site Reports

At 7:30, Chairperson Bruce Simon called the meeting to order by welcoming attendees. Members and guests introduced themselves and provided site reports if applicable. Rep Irwin shared that BHS P&O elections will take place in November.

3. Establish the Quorum & Approve Agenda

The quorum was established with 14 committee members present.

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

4. Chairperson's Comments

Bruce Simon, Chair Planning and Oversight Committee

Chair Simon welcomed and thanked all members for attending, and particularly the new members. He recognized that participating in the committee comes with a steep learning curve, but also is very rewarding work and is one of the best ways to gain a deeper understanding of the workings of the school district. This group fulfills an important role, serving as community oversight for the millions of taxpayer dollars entrusted each year to BUSD. He also noted that the P&O Committee meeting in November will include an election to determine new Chair(s) and Steering Committee representatives for 2018-19.

5. BSEP Director's Comments

Natasha Beery, Director of BSEP & Community Relations

Director Beery thanked everyone for volunteering to serve on the committee, and expressed excitement at the healthy mix of veteran and new members. She introduced the "Because you asked for it" portion of the meeting in which she brings answers to questions raised in previous meetings. At the 6/5/18 P&O meeting, it was asked if there are any schools that will be losing Title 1 funding in 2019-20. The answer is that there are not currently any sites that have demographic changes in 2018-19 that would affect their 2019-20 Title 1 status.

Director Beery also asked for all SSC members to complete the election survey that will be distributed by Principals later in the week.

6. Superintendent's Comments

Dr. Donald Evans, Superintendent of Schools

Dr. Evans thanked everyone for volunteering to be on the committee. He shared that the district is planning around \$2 million in budget reductions for 2019-20 school year on top of the \$1.8 million reduction made in 2018-19. This is due in large part to continually increasing pension and Special Education costs; in addition to those rising costs the current budget also cannot support any increase teacher compensation without reducing other expenses. The Superintendent's Budget Advisory Committee is tasked with coming up with recommendations on what should be reduced, and the School Board will make the final decisions. About half of the school districts in the area are going through budget cuts, and all districts are dealing with similar pension and Special Ed cost increases. All are struggling with balancing budget cuts with increasing compensation for teachers as a priority. SBAC will bring recommendations for budget reductions in January; the Board will make decisions in February in time for the March 15th deadline to inform any employees about potential layoffs. The district is also having preliminary meetings around a new facilities bond.

Chair Simon added that the SBAC has 17 voting members, and the P&O Committee holds 2 of those positions. BSEP money is segregated from General Fund monies, but expenses have historically moved back and forth between the two funding sources depending on needs. This year the SBAC will bring recommendations to move expenses into BSEP budgets, which the P&O must discuss and comment on. Both SBAC meetings and P&O meetings are subject to Greene Act, and are open to the public and have time dedicated for public comment.

Rep. Gaber asked what might be in store after the 2019-20 school year. Dr. Evans responded that there is no picture yet. Director Beery added that on November 15th the Superintendent will present a State of the District update, and one of the event's workshop topics will be about the California State and BUSD budget situation. Other workshops will focus on district-provided data and developing parent leadership capacity. Dr. Evans also reminded everyone that Thursday night the Speaker Series begins with Dr. Worrell at Longfellow.

7. Approval of Minutes

Minutes from the May 8, 2018; June 5, 2018; and October 11, 2018 Steering Committee meetings were presented to the group. Chair Simon asked for any corrections. Rep. Upp asked for the minutes from 5/8/18 to be corrected to show that she was present at that meeting rather than absent.

Glimme moved to approve the 5/8/18 minutes as amended; Bradstreet seconded. The minutes were approved unanimously.

Paxson moved to approve the 6/5/18 minutes; Irwin seconded. The minutes were approved unanimously.

Rep. Rabinowitz asked that her question about LEAP class averages in the 10/11/18 minutes be framed as numerical rather than of intent.

Irwin moved to approve the 10/11/18 minutes as amended; Bradstreet seconded. The minutes

were approved unanimously.

8. Public Comment

There was no Public Comment.

9. Presentation: BSEP P&O Committee Meeting Calendar

Natasha Beery, Director of BSEP and Community Relations

Director Beery explained that the calendar is a “living” document that is amended in real time online throughout the year. It is posted online and linked from the BSEP page, and contains the topics for each individual P&O meeting and also shows School Board and SBAC meeting dates. The schedule is based on the need for the P&O to review plans, budgets and documents in time for discussion and recommendation before they are presented to the School Board. The largest BSEP budget, Class Size Reduction, contains the Teacher Template which must be completed earlier in the year for HR and other planning purposes. Then it can also be established if the remaining funds can be evaluated for use, reserve and potentially to take on needs from the General Fund due to district budget cuts.

10. Presentation: Class Size Report 2018-19

Pasquale Scuderi, Associate Superintendent of Educational Services

Mr. Scuderi Distributed the following documents:

- Class Size Report 2018-19
- Class Size to the Board

Director Beery called everyone’s attention to the current Class Size goals as established in the BSEP Measure language (for 2018-19 a school-wide average of 23:1 in K-3rd grades) and the teachers’ contract (23:1 for all elementary grades). Mr. Scuderi shared that the district is meeting elementary class size goals ahead of schedule with 2018-19 meeting school-wide averages of under 23:1 in K-5th grades across the district, while the measure and teacher contract had anticipated a phased-in approach that might take longer to achieve. Mr. Scuderi noted that most sites in recent years have chosen not to hold combination grade classes, particularly because of the transition to new Common Core curriculum, so local decisions are made to have slightly larger classes for some grades. At Emerson where opening another class would have used up a “flex” room, and in consultation with Principal and staff, the decision was made to offer those teachers with larger classes increased preparation time, which is being used for Art instruction.

Middle School class size average goals are also being met, and note that the averages exclude PE by design when calculating those values; though the averages with PE are also shown in the handouts.

The class size averages at Berkeley High are improved from previous year and also meeting goals. Averages at BHS also intentionally do not include PE classes. LEAP classes, an embedded support period for each of the “hives” of freshmen at BHS, have an average of 11-12 students per class. Students are enrolled to embed support into their school day and allow for push-in intervention and other services, as this type of support is best delivered during the school day as

opposed to before or after school. BHS is looking at adding another LEAP section in response to the results of the first round of assessments.

For Berkeley Technology Academy (BTA), it is worth noting that the student:teacher ratio is averaging 9:1 (the measure specifies 18:1); this low ratio exists even despite staffing reductions made last year.

Rep Paxson asked if these will be the last two “bubble” years that will see larger 4th and 5th grade class sizes. Director Beery confirmed that yes, by the 6th year of measure class sizes will be completely uniform K-5, but it is possible that some sites may get there sooner.

Director Beery also wanted members to know that the class size data presented is a snapshot as of a single date, consistently from year to year, and to be aware that there likely have been changes to individual classes since this data was captured, as happens throughout year.

11. BSEP Audit for FY 2016-17

Elizabeth Karam, BSEP Senior Budget Analyst

Director Beery introduced BSEP Senior Budget Analyst Elizabeth Karam, who has worked with the BSEP Office for many years, noting that she is very knowledgeable and adept at predicting incoming BSEP revenues and distributing those between the various funds according to the approved plans. She also works to interpret the intentions of SSCs when they allocate site funds and helps ensure that the appropriate budgets are set up and ready for use. She provides all the requested information to the Auditors when they conduct their annual investigations, and ensures that BSEP expenses have been thoroughly documented and the funds used in accordance with district or site plans. Director Beery expressed gratitude for Ms. Karam’s diligent work.

Ms. Karam distributed the following handouts:

- Financial Audit
- Performance Audit

Ms. Karam explained that the Financial Audit examines the BSEP budgets, while the Performance Audit examines whether the expenditures are in accordance with the text of the measure. The results presented are from the 2016-17 school year, which was the last year that new Measure A revenue was coming into BUSD; beginning in 2017-18 the new revenue received is from Measure E1. (The results were received one day too late to included in the agenda of the final P&O meeting of 2017-18.) BSEP budgets are a subset of the district’s financial position, and so the audit is conducted in conjunction with the overall district audit. Ms. Karam shared that the important takeaway from the Financial Audit document is the Opinion, located on page 2. The Opinion states: “In our opinion the basic financial statements referred to above present fairly in all material respects the financial position of Measure A of 2006 as of June 30 2017.” This is an ideal audit finding, and also indicates that the P&O fulfilled its oversight role as well. The Financial Audit document includes 2 spreadsheets; one balance sheet with assets, liabilities, and fund balance; this is set up according to the terms of the measure, with each designated purpose having its own column. Note that 2% of the total is allocated for Public Information Office, shown in resource 0854; then all other resources receive their allocations based on percentages of

the remaining funds. Assets are cash and receivables, and liabilities are payables and amounts due to other funds. The second spreadsheet, "Statement of Revenues, Expenditures, and Change in Fund Balance" details how the money was spent. The P&O will see many documents that summarize similar information: how much money came in and from what revenue, how it was allocated among the resources, and how it was spent. Ms. Karam noted that the methodology of the accounting is "modified accrual."

Director Beery noted that at one point an SBAC member suggested using fund balances from BSEP to fill in gaps in district budgets, but that is not possible because all BSEP funds must be spent to the purposes for which they were allocated, and in accordance with the measure language that was applicable in the year in which the taxes were collected. For example, VAPA carryover monies from Measure A cannot pay for a shortfall in a different program; but the committee will see that a planned deficit spending action is being implemented, using those carryover funds to invest in large instruments and renovations that are otherwise too large to fit in a single year's ongoing budget.

Ms. Karam directed the committee to review the Performance Audit, which assesses compliance with Measure A; the Opinion finding: "The results of our procedures indicated that in all significant respects BUSD expended Measure A of 2006 funds for the year ended June 30, 2017, only for the purposes approved by the voters in accordance with the requirements of the published election materials specifying the intended use of Measure A of 2006 proceeds."

Rep. Blue Lin asked what is done with money left over after the measure ends. Ms. Karam explained that the group will see that as it evaluates the current year plans, for example Library and VAPA, which include plans for carryover from Measure A along with plans for the new revenue from Measure E1. The budget managers receive an estimate of how much will be remaining next year, and make plans for how to spend that. It is one-time money and is not usually spent on ongoing expenses. The district is keeping the new measure's carryover funds separate (with new resource numbers) from the previous measure's carryover funds, as there will be an audit for both. Director Beery emphasized that remaining funds must be expended per the originating measure language, and it can be very difficult to expend every dollar but we eventually get there. Ms. Karam noted that members of School Site Councils will see that we're directing sites to use "old" measure money first to help spend it down before using new measure carryover.

Rep. Irwin asked what resource 0000, labeled General Education, was for. Ms. Karam explained that BUSD is required by the state to maintain a 3% reserve, which is tricky to manage, as you spend down money from an expiring measure and don't yet have revenue from the next measure. Funds from this 0000 resource are being distributed to new resources to build up reserves with money coming in from the new measure to maintain that same 3% reserve. Director Beery also added that once the 3% reserve is available out of new measure money, we still have to spend that old reserve money in accordance with the old measure requirements.

12. For the Good of the Order

Ms. Perez mentioned a suggestion from last June to institute a mentoring or buddy system to pair veteran members with new members to answer questions throughout the year. Rep. Paxson suggested updating the committee roster from '17-18 for the 2018-19 members, including contact

information, and distributing to the group so that members can reach out to one another. She added that it is helpful to talk to other schools' reps to share ideas.

Rep. Rabinowitz asked that any committee members looking for a way to work with Middle School students consider volunteering with Writer Coach Connection. The organization is currently working at Longfellow and hopes to be back at all 3 BUSD middle schools next year; they are actively looking for coaches now and it is a good opportunity to make connections with and help middle school students.

13. Adjournment

The meeting was adjourned at 8:44 pm.