

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** Donald Evans, Ed.D., Superintendent  
**FROM:** Natasha Beery, Director of BSEP and Community Relations  
Danielle Perez, BSEP Program Specialist  
**DATE:** December 12, 2018  
**SUBJECT:** Election, Diversity and Activity Report for School Site Councils, Berkeley High BSEP Committee and BHS School Site Council for the 2018-19 School Year

### **BACKGROUND INFORMATION:**

Each year the Board receives a report on the elections and membership of the School Site Councils (SSCs) for the Pre-K Program, the TK-8 schools, Berkeley Technology Academy (BTA), and the Independent Study (IS) Program; and the two Berkeley High School (BHS) committees: the BHS BSEP Site Funds Committee and the BHS School Site Council (SSC).

Principals and committee members were surveyed online to obtain a full picture of the conduct of elections for each site, including candidate outreach, nominations, election mechanisms, and community notification.

### Candidate outreach and recruitment

Schools solicited parent candidates using:

- Paper flyers/newsletter messages with an attached nomination form;
- Email and e-tree messages encouraging participation, in most cases with an online nomination option;
- Word of mouth and outreach to specific individuals and groups; and
- Announcements and information tables at Back-to-School Night, PTA meetings, and other gatherings.

While most principals used a combination of methods, 58% found face-to-face individual outreach itself “very effective” while another 21% found it “somewhat effective.” At the Elementary level, three of 11 principals (27%) found outreach by their Family Engagement staff to be “very” to “somewhat effective,” while five (45%) found it “slightly” to “not effective” and three (27%) did not leverage this method at all. Principals also rated e-tree or email nomination methods more effective than paper forms in soliciting nominees.

Principals also reported using a variety of messages to encourage participation, including:

- Have a say in school priorities and how BSEP monies are spent;
- Take the opportunity to learn more about the school and engage with staff and other parents and students;
- We need you – your skills and unique perspective; and
- Be a sounding board for the principal.

In terms of the efficacy of these messages, 79% of principals reported using “having a say in school priorities” and “the opportunity to learn more about school programs

and priorities” as primary messages in recruitment. 68% also reported using “opportunity to engage with staff, students and teachers” as well as “having a voice in BSEP site fund spending decisions” as they encouraged SSC participation.

As was noted in last year’s report, the election period at the start of the academic year is a challenge for most sites. Of the 19 responses, 7 principals indicated that elections held in the Spring would be an improvement to the current Fall election timeline. The downside to spring elections, particularly for middle and high school, is the lack of opportunity for families new to the school (6<sup>th</sup>/9<sup>th</sup> grade) to participate. In addition, nine principals indicated that they would welcome standardized online nomination and election forms, and another 4 respondents requested additional support through more tools and direct assistance.

Despite the challenges, 16 of 19 site committees had completed elections with full participation by the September 30<sup>th</sup> deadline. One committee completed preliminary elections but did not have enough candidates to fill the open positions, requiring more work past the September 30 deadline; two other sites received ample nominations but required extra time to complete the election process. It is worth noting that all three sites needing extra time were led by new principals. This may indicate a need to offer more proactive support to new site leaders, and may also be an argument for shifting the election season to the Spring when all principals would have a better knowledge of their school community.

Sites that have had success with slate voting or “participatory” membership continued to utilize this method of encouraging increased participation in their committees. And overall 11 principals report not making a distinction between elected and alternate members, preferring to have their committees make decisions by consensus.

At the high school level, there was improvement in the number of nominations for parent/community members over last school year. For the first time in recent memory, the BHS SSC Committee had more candidates for its three parent seats than the BSEP Committee did for its five seats; and both groups were fully constituted. Working closely with BHS leadership, the BSEP Office provided an online nomination form for BHS staff to disseminate to the school community, and compiled the responses into the subsequent online and paper ballots. Student selections were made the previous Spring through student government. Staff members were solicited by the principal electronically and confirmed at a staff meeting.

Ballots and Voting: 18 sites presented parent/guardian candidates via candidate statements included in printed or online ballots, while BTEch was the only site to hold a candidate forum and vote during an election meeting. Ten principals reported conducting elections with paper ballots only, increased from seven in 2017-18. Five sites conducted elections with online ballots only, an increase over four last year. The number of sites that conducted elections with both paper and online ballots decreased from six to three in 2018. Of the 78 parents/guardians that responded to our survey, only 5 felt that the election and outreach process was not effective at encouraging participation, though many had suggestions for improvements.

An improvement over last year, all sites were successful in soliciting voter participation for parent/guardian elections. Elementary sites had responses ranging

from 32 returned ballots to a high of 98 (the average being 69), the middle Schools ranged from a low of 24 to a high of 77, and Berkeley High received 252 returned ballots. The small programs received strong responses proportionate to the student numbers: BTech had 11 votes, Independent Study received 31, and the Preschool program had 30.

Student elections presented some challenges at the secondary level. At Berkeley High a lack of nominees required a back-up method of interview and appointment from within the student government. In September the Middle School principals were asked to conduct student elections and include at least one student as a voting member on their committees, but subsequently the office of Programs and Special Projects revised the requirement in October to require that SSCs solicit student input, while **not** mandating a student SSC member. Longfellow chose to accept all four of their student nominees as Co-representatives who would partially participate in SSC business by attending certain meetings in pairs throughout the year. King held a student election by survey but then declined to seat any students on the committee once the requirements were changed. Willard distributed paper ballots for its student election, and chose to keep their voting and alternate student members on the SSC for the school year.

Staff: 11 of 19 programs chose staff committee members by consensus. Six programs held a staff vote and two groups had staff members selected by the principal. The majority of principals solicited staff nominations during staff meetings in conjunction with emails to teaching staff. 9 principals also engaged in individual recruitment, while only 4 sites utilized paper nomination forms to gather staff nominees.

Roster: Attached as Appendix A is a roster of the approximately 274 parents/guardians, students, teachers, principals, and other staff members who have made the commitment to serve on their SSC, BHS BSEP, or the P&O Committee this year.

Diversity: Attached as Appendix B is a chart showing the ethnic/racial composition of the SSCs in Pre-K through 5 schools, middle schools and high schools, as well as a comparison with the district student body. Continuing from last year, the methodology of collecting these data included the following practices:

- Ethnic/racial categories match the federal and state categories which are used for the student CALPADS data.
- Race/ethnicity data was obtained through self-report, and subsequently requesting that principals supply data for members who did not respond to our request for election feedback.

Given the relatively small numbers at each site, rather than providing counts and percentages for each school site, results were summarized by preK-5, middle school and high school levels.

Overall, 33.8% of committee members identify as non-white (Asian, Hispanic, African-American, multi-racial) and 49.6% are non-Hispanic white. This is an increase of two

percentage points in the White category. 16.5% of members did not respond to the survey requesting this information. A few key findings:

The use of the five categories used to identify students in CALPADS was problematic for many SSC parent members, who did not feel their ethnicities fit into the options provided. Some indicated, for example that they were Jewish, as distinct from White. Others of Middle Eastern, afro-Puerto Rican and Filipino backgrounds did not feel comfortable identifying with any of the offered categories. Several respondents indicated “non-American” as how they would most accurately describe themselves.

Not only does the five category report not fully capture the diverse backgrounds of the members, it does not show the many perspectives brought to the table as parents of children with learning disabilities, or as single parents, for example, which can be important dynamics for both outreach and inclusion. Furthermore, in hard numbers, many site find it difficult to build a committee when parents of “unduplicated” students are pulled away to serve on the PAC and those of English learners to ELAC or DELAC.

Committee Member Education: The updated School Committee Handbook was distributed at the district’s Committee Orientation event on October 18, and extra handbooks were sent to each site to be given to members who could not attend the training. Additionally, concurrent with widening the scope of the training event to invite all interested community members, and particularly parent-led committees such as PTAs, handbook materials were also made available to any interested community members. After the Orientation, handbooks were requested by DELAC and PTA members from various sites. This is an encouraging development as an emphasis of the training was to increase cooperation and information sharing between committees at each site.

The handbook includes sections on "Best Practices" and suggested annual calendars, as well as Meeting Summary and Site Plan Addendum examples and a dictionary of key BUSD acronyms and terms. There is a section for bylaws and guides for all school committees and the various funds they oversee, including BSEP site and district-wide, LCAP, and Title I resources. In response to committee member feedback requesting more solid education to participate in committee decision-making processes, the handbooks also included the following new materials:

- The full text of the site plan according to the member’s location, as well as student enrollment data and budget information specific to that site for the past four years;
- A timeline for distribution and descriptions of the data that BREa will provide to the sites to be used in their decision-making processes; and
- Examples from within BUSD of methods to share committee, site plan and budget information with the broader school community, including graphics created by a BUSD parent and a letter from a BUSD principal.

This handbook includes a suggested month-to-month agenda for SSC tasks, attached to this report as Appendix C. In response to requests from SSC members, more

concrete information on staff salary decision-making deadlines was incorporated into this document as well.

Activities: On October 18, 2018 the annual School and District Committee Orientation was held at Longfellow Middle School. In past years, turnout for the event has been limited to mostly new members and sites have found it challenging to ask committee members to attend an additional evening event on top of the regular monthly meetings. Additionally, the BSEP Program Specialist sent invitations to the PTA leadership of each school and to all P&O Committee members, to encourage participation beyond SSC, PAC, and DELAC members. This year it was requested that all SSCs designate the Orientation as their regular meeting for October so that every program could convene a full SSC meeting as a part of the evening's program. This was also decided as a way to help Programs and Special Projects integrate a requirement to have all sites receiving Title 1 A funding discuss parent engagement policies, which was included in the agendas provided to each SSC prior to the event. The BSEP Director and Program Specialist were able to visit most of the SSC meetings briefly, providing support and answering questions when needed or simply observing the processes of the groups.

The evening was broken up into two parts, the first being a choice of workshops: Committees 101 for new members; Committees 201 for returning members, principals, and potential leaders; and Mind the Gap: a roundtable discussion led by Kamar O'Guinn of the African American Student Success Program. In the Committees 101 and 201 workshops, facilitators emphasized the connected nature of each site's SSC work with that of other school and district committees such as PTAs, affinity groups, and district-wide committees like the P&O, PAC, and DELAC. After the workshops, members regrouped for committee meetings, which included SSC, the PAC and DELAC groups. Members of other committees (PTA, P&O, etc.) were encouraged to attend their sites' SSC meetings as members of the public.

The turnout of approximately 145 participants was an increase over 120 last year. Participant feedback for the event was positive, with many attendees appreciating that the provided child care and dinner made it feasible to attend, as well as expressing satisfaction with the amount of information provided during the workshops. Not all SSCs had enough attendance for a quorum, and members from those groups noted a desire to be able to take committee actions during the meeting. BSEP and Programs and Special Projects will use this feedback to encourage principals to get maximum participation in this event next year.

The planned November 15 State of the District and workshop event was postponed due to hazardous air quality, though the intention was to include workshops on developing parent leadership capacity, an overview of the state and district budget, and student data sources and uses. This event will likely be re-scheduled for January of 2019.

**POLICY/CODE:**

California Education Code 52852-52855; BUSD School Site Council Bylaws, adopted by the Berkeley Board of Education September 12, 2018; BUSD Berkeley High School Site Council Bylaws, adopted by the Berkeley Board of Education August 4, 2010.

**FISCAL IMPACT:**

None

**STAFF RECOMMENDATION:**

Receive this School Site Council, Berkeley High BSEP Committee and BHS School Site Council Election, Diversity and Activity Report for 2018-19.

**Berkeley Unified School District**

**Pre-K through 8, Independent Study & B-Tech School Site Councils, and**

**Berkeley High BSEP Site Committee & School Site Council 2018-19**

as of November 27, 2018

<b>School</b>	<b>Parents</b>	<b>Staff</b>
Pre-K Program	Victoria Hritonenko	Maria Carriedo (Principal)
	Tamara Perkins	Alicia Magallanes
	Maria Garcia Perez	Deborah Thies
	Horacio Martin Ramirez	Bonita Walker
	Mariska Lauterboom (Alternate)	
	Dabashree Chatterjee (Alternate)	
Stand-alone TK	Connie Tsai	Alicia Magallanes (Principal)
	Catherine Cherin	Marguerite Talley-Hughes
	Anna Pritt (Alternate)	
	Chadd Wolfe (possible alt. or P&O)	
Arts Magnet	Nicole Chabot (Co-chair, P&O Rep)	Rene Molina (Principal)
	Joanna Petrone	Ruby Palmer
	Heaven Walker (Co-chair)	Marcie Thomas
	Heather Gilbert	Michele Ferrell
	Mia Arakaki	
	Elle Henry	
	Collin Eyre	
Cragmont	Liz Fox (P&O Rep)	Michelle Sinclair (Principal)
	Todd Fulton	Cathie Irwin
	Noelle Vidal	Adria Rosen
	Lindsey Wiedmann	Karime Blanco
	Eric VanDusen	Janine Herbertson (Alternate)
	Ana Vasudeo	
Emerson	Katherine Cunningham (Chair)	Susan Hodge (Principal)
	Iracema Camargo (DELAC Rep)	Pam van der Poel
	Jade Thomas	Katie White
	Iracema Camargo	Elana Woodward
	Forrest Bell	Anna Stuppi
	Betsy Hayes	Lily Howell
	Ana Smith	Kirstin Snyder (Alternate)
	Jonathan Weissglass (P&O Alt)	Jeannie Wang (Alternate)
	Dawn Paxson (SSC Alt, P&O Rep)	Elisa Gomez (Alternate)
	Sarah Herbelin (Alternate)	
Scott Hofmeister (Alternate)		
Jefferson	Peter Ross (Chair)	Mary Cazden (Principal)
	Sandy Park	Yusef Auletta
	Marnie Ganotis	Sean Keller
	Deminika Spears	Rick Kleine
	Chris Wallace	Lily Howell
	Orville Jackson (P&O Rep)	Jenna Huppler (Alternate)

John Muir	Liz Green	Audrey Amos (Principal)
	Aya deLeon	Terry Hove
	Ari Krakowski	Jessica Mejia-Smith
	Alpha N'Diaye	Jocelyn Foreman
Malcolm X	Tolani Britton	Alexander Hunt (Principal)
	Ron Shigeta	Jocelyn Foreman
	Joiya Mitchell	Richard Cobeen
	Jane Logan	Mary Machens-Martin
	Andrew Shaw	Jennifer Adcock
	Alexandre Makler	Candyce Cannon
	Jane Tunks Demel (P&O Rep)	
Oxford	Jennifer Kapczynski	Beth Rhine (Principal)
	Ian Ream	Aaron Grayson
	Anya Hurwitz	Rachel Martin
	Allyson Bogie	Molly Jo Alaimo
	Tiara Maldonado (P&O Co-rep)	Kelly Miura (Chair)
	Jill Blue Lin (SSC Alt, P&O Co-rep)	
Rosa Parks	Weldon Bradstreet (P&O Rep)	Paco Furlan (Principal)
	Sharline Chiang	Federico Aquino
	Rebecca Reno	Regina Chagolla
	Michelle Wolfson	Catherine Bellanti
	Kacy Hatcher Robinson	Mathilde
	Alok Singhal	Jessica Baird
	Allen Valenzuela	
	Terry Crunity	
	Mitch Wilks	
	Martin Donaldson	
	Marena Blanchard	
	Jose Delgado	
	Jody Sollazzo	
	Jen Toal	
	Debra Guckenheimer	
	Alfred Dominguez	
Alexander Quinn		
Sylvia Mendez	Kate Jordan (P&O Co-rep)	Veronica Valerio (Principal)
	Justin Randall (P&O Co-rep)	Estella Sisneros
	Anna Pajarillo (Secretary)	Michelle Gerster
	Maria Florencia Halty (Co-chair)	Liliana Aguas
	Luis Argueta (Co-chair)	Kerry McKee
	Kasey Blackburn-Jiron	
	James Shultz	
Denise Dafflon		
Thousand Oaks	Taliva Martin	Jacqueline Parker (Principal)
	Sagrario Zepeda	Laura Rivas
	Roy Elis	Robin Bogoshian
	Hannah Creasy	Megan AbramsonWard
	Denise Schiller	Jeni Wendel



Washington	Nate Dalton	Katia Hazen
	Jessica Arnold	Kris Kelly
	Simone Gikanga	Hilary Mitchell
	Stephanie Upp (P&O Co-rep)	Denisia Wash
	Tracy Smith	Abby Paske
	John Warren	Vacant (Classified)
	Eric Greenwald	Ted Watson (Alternate)
	Heather Flett (SSC Alt, P&O Co-rep)	
<b>King Middle School SSC</b>		
<b>Parents</b>	<b>Students</b>	<b>Staff</b>
Stephanie Shrieve		Janet Levenson (Principal)
Peter Ross		Stephanie Travaille
Lisette Flores		Mallorie Baron
Jennifer Lynne-Whaley		Gabe Fredman
David Kojan		Cristine Tennant
Terry Pastika (non-SSC P&O Rep)		Amielle Zemach
Vacant (P&O Rep)		
Susie Bergman (Aternate)		
Stuart Strickland (Aternate)		
Sarah Jackson (Aternate)		
Pat Reilly (Aternate)		
Marcella Wasson (Aternate)		
Debbie Bamberger (Aternate)		
Adam Naftalin-Kelman (Aternate)		
<b>Longfellow Middle School SSC</b>		
<b>Parents</b>	<b>Students</b>	<b>Staff</b>
Nikita Flores	Melissa Villegas Ibarra (Co)	Stacey Wyatt (Principal)
Montrella Wilson	Kiyaiko Gibson (Co)	Latasha Mitchell
Martin de Mucha Flores	Jasmine Moriera (Co)	Marlo Warburton
Laura Kurre	Aubrielle Delane (Co)	Jenn Johnson
Hans Abramson		Gretchen Montoya
Alison Kelly		Adam Bairzin
Tisha Harvey (Alternate)		
Simone Gikanga (Alternate)		
Leanna Lewis (Alternate)		
<b>Willard Middle School SSC</b>		
<b>Parents</b>	<b>Students</b>	<b>Staff</b>
Madeline Villa Cruz (ELAC Rep)	Nia Glenn	Debbie Dean (Principal)
Scott Stauffer	Talia Antell Proulx (Alternate)	Amanda Hall-Jackson
Forrest Bell		Susan Rafert
August Fern		Melissa Corrigan
Amanda Eppley		Ben Jackson
Rita Gaber (P&O Rep)		Andrea Pritchett
Jenny Morgan (P&O Rep)		Kemal Stewart (Alternate)
Niels Teunis (P&O Alternate)		
Shannon McCune		
Adam Marsh		

<b>Berkeley Technology Academy SSC</b>		
<b>Parents</b>	<b>Students</b>	<b>Staff</b>
Liana Caspers	Mayanah Mc Cullough	Heidi Weber (Principal)
Jocelyn Forman	Dezare Davis	Sandra Maldonado
Eva Chambers		Ramal Lamar
		Erica Johnson
		Ciaundria Hillard
<b>Berkeley Independent Study SSC</b>		
<b>Parents</b>	<b>Students</b>	<b>Staff</b>
Tamara Mays	Teoman Tezcan	Heidi Ramirez-Weber (Principal)
Kelly Marston	Darrell Mays Jr	Rebecca Gross
Felicia Bellows (P&O Rep)		
<b>Berkeley High BSEP Committee</b>		
<b>Parents</b>	<b>Students</b>	<b>Staff</b>
Vylma Ortiz	Tegan Wekwerth	Erin Schweng (Principal)
Shauna Rabinowitz (P&O Rep)	Nicholas Wrubel	Rhonda Jefferson
Keley Petersen	Gaurav Ghosal	Shoshana O'Keefe
Garet Damon O'Keefe	Anuka Mohanpuhr	Karen Wells
August Fern	Adrian Feinberg	Aaron Glimme (Chair, P&O Rep)
Alex Pakter (Alternate)		
Josh Irwin (P&O Rep only)		
Bruce Simon (P&O Rep only)		
Anya Sophe Hahn (P&O Alt only)		
Wim Kees van Hout (P&O Alt only)		
<b>Berkeley High School Site Council</b>		
<b>Parents</b>	<b>Students</b>	<b>Staff</b>
Shannon McCune	Kai Spencer	Erin Schweng (Principal)
Marcus Jamal Fields	Daniel Bui	Sam Matsumoto
Evon Williams	Braelyn Wekwerth	Nashwa Emam
Kolondra Harvey (Alternate)	Bennett Thompson	Marcela Taylor
Dominick Tracy (Alternate)	Benjamin Miele (Alternate)	Ann Sperske
	Bella Nathan (Alternate)	Vacant (Classified Staff)
		David Daniels (Alternate)

APPENDIX B  
COMMITTEE RACIAL/ETHNIC COMPOSITION

2018-19 preK-5 Committee Member Report*			2018-19 Overall Committee Member Report*		
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0
Asian	6.7%	11	Asian	4.4%	12
Black or African-American	12.3%	20	Black or African-American	14.0%	38
Hispanic/Latino	11.7%	19	Hispanic/Latino	9.9%	27
Native Hawaiian or other Pacific	0.6%	1	Native Hawaiian or other Pacific	0.4%	1
White	54.0%	88	White	49.6%	135
More than one race/ethnicity	6.7%	11	More than one race/ethnicity	5.1%	14
Other or not reported	8.0%	13	Other or not reported	16.5%	45
TOTAL	100.0%	163	TOTAL	100.0%	272
2018-19 Middle School Committee Member Report*			2018-19 BUSD Student Demographic Data**		
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Percent	Count
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.16%	16
Asian	0.0%	0	Asian	7.39%	728
Black or African-American	10.3%	6	Black or African-American	13.90%	1369
Hispanic/Latino	6.9%	4	Hispanic/Latino	22.36%	2203
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.74%	73
White	60.3%	35	White	40.49%	3989
More than one race/ethnicity	0.0%	0	More than one race/ethnicity	14.90%	1468
Other or not reported	22.4%	13	Other or not reported	0.06%	6
TOTAL	100.0%	58	TOTAL	100.0%	9852
2018-19 High School Committee Member Report*			<p>*Committee member data is both Self and Principal-reported **Student data is derived from CALPADS</p>		
Race/Ethnicity	Response Percent	Response Count			
American Indian or Alaskan Native	0.0%	0			
Asian	2.0%	1			
Black or African-American	23.5%	12			
Hispanic/Latino	7.8%	4			
Native Hawaiian or other Pacific	0.0%	0			
White	23.5%	12			
More than one race/ethnicity	5.9%	3			
Other or not reported	37.3%	19			
TOTAL	100.0%	51			
2018-19 Overall Committee Parent/Student Member Report*			2018-19 Overall Committee Staff Member Report*		
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0
Asian	5.4%	9	Asian	2.9%	3
Black or African-American	13.8%	23	Black or African-American	14.3%	15
Hispanic/Latino	7.8%	13	Hispanic/Latino	13.3%	14
Native Hawaiian or other Pacific	0.6%	1	Native Hawaiian or other Pacific	0.0%	0
White	49.1%	82	White	50.5%	53
More than one race/ethnicity	4.8%	8	More than one race/ethnicity	5.7%	6
Other or not reported	18.6%	31	Other or not reported	13.3%	14
TOTAL	100.0%	167	TOTAL	100.0%	105

APPENDIX B  
COMMITTEE RACIAL/ETHNIC COMPOSITION

2018-19 PreK-5 Committee Parent/Student Member Report*			2018-19 PreK-5 Committee Staff Member Report*		
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0
Asian	8.3%	8	Asian	4.5%	3
Black or African-American	12.5%	12	Black or African-American	11.9%	8
Hispanic/Latino	7.3%	7	Hispanic/Latino	17.9%	12
Native Hawaiian or other Pacific	1.0%	1	Native Hawaiian or other Pacific	0.0%	0
White	55.2%	53	White	52.2%	35
More than one race/ethnicity	6.3%	6	More than one race/ethnicity	7.5%	5
Other or not reported	9.4%	9	Other or not reported	6.0%	4
TOTAL	100.0%	96	TOTAL	100.0%	67
2018-19 Middle School Committee Parent/Student Member Report*			2018-19 Middle School Committee Staff Member Report*		
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0
Asian	0.0%	0	Asian	0.0%	0
Black or African-American	7.7%	3	Black or African-American	15.8%	3
Hispanic/Latino	10.3%	4	Hispanic/Latino	0.0%	0
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.0%	0
White	53.8%	21	White	73.7%	14
More than one race/ethnicity	0.0%	0	More than one race/ethnicity	0.0%	0
Other or not reported	28.2%	11	Other or not reported	10.5%	2
TOTAL	100.0%	39	TOTAL	100.0%	19
2018-19 High School Committee Parent/Student Member Report*			2018-19 High School Committee Staff Member Report*		
Race/Ethnicity	Response Percent	Response Count	Race/Ethnicity	Response Percent	Response Count
American Indian or Alaskan Native	0.0%	0	American Indian or Alaskan Native	0.0%	0
Asian	3.1%	1	Asian	0.0%	0
Black or African-American	25.0%	8	Black or African-American	21.1%	4
Hispanic/Latino	6.3%	2	Hispanic/Latino	10.5%	2
Native Hawaiian or other Pacific	0.0%	0	Native Hawaiian or other Pacific	0.0%	0
White	25.0%	8	White	21.1%	4
More than one race/ethnicity	6.3%	2	More than one race/ethnicity	5.3%	1
Other or not reported	34.4%	11	Other or not reported	42.1%	8
TOTAL	100.0%	32	TOTAL	100.0%	19

## School Site Plan Development and the SSC Calendar

Monthly Planner	Notes
<p style="text-align: center;"><b>AUGUST</b></p> <p><b>Elections and Preparation for Year</b></p> <ul style="list-style-type: none"> <li>● Include an outreach flyer in your summer mailing.</li> <li>● Discuss outreach and election plan with parent liaison/family engagement, PTA President, affinity groups, and outgoing SSC members. Assign responsibilities.</li> </ul>	<p><i>-Principal, all available help</i></p>
<p style="text-align: center;"><b>SEPTEMBER</b></p> <p><b>Elections and Preparation for Year</b></p> <ul style="list-style-type: none"> <li>● Outreach for SSC, P&amp;O, PAC, DELAC: person-to-person, in newsletters, by phone, at Back-to-School and PTA meetings, to e-tree, etc. In partnership with parent liaison/family engagement, PTA President, affinity groups, and outgoing SSC members.</li> <li>● Meet with SSC from previous year if changes need to be made to Site Plan before October (requires 2 separate meetings, 1 discussion and 1 voting).</li> <li>● Create and distribute paper and online SSC nomination forms.</li> <li>● Prepare ballots and disseminate before the last week in September.</li> <li>● Conduct elections and count votes by September 30. <u>DEADLINE</u> The BSEP department is available to assist with elections.</li> <li>● Publicize election results and notify new SSC members of October Orientation and first Mini-Meeting.</li> <li>● Principals complete Election Report.</li> </ul>	<p><i>-Principal, SSC members from previous year, all available help</i></p>
<p style="text-align: center;"><b>OCTOBER</b></p> <p><b>District Orientation/First SSC Mini-Meeting</b></p> <ul style="list-style-type: none"> <li>● District provides training to Committees regarding roles and best practices.</li> <li>● At least one representative from each school attends each workshop.</li> <li>● PAC meeting is held at event.</li> <li>● <u>First SSC Meeting with new members is held at event, and includes:</u> <ul style="list-style-type: none"> <li>○ Establish roles: Chair(s), Summary preparer, P&amp;O reps, Broadcaster Present/introduce PAC rep, D/ELAC and PTA Liaisons, etc.</li> <li>○ Review current Site Plan and Budget with group.</li> <li>○ Review and discuss Parent Engagement plan (activities, policies, home-school compact).</li> <li>○ Use Site Historical Packet to complete a mini-evaluation of an expense in the current year's budget.</li> <li>○ Review district data calendar.</li> <li>○ Discuss carryover monies and priorities, Principal presents any changes made in August/September (if applicable).</li> <li>○ Discuss how to inform and include parent community and all interest groups in SSC meetings.</li> </ul> </li> </ul>	<p><i>-Principal</i>  <i>-Newly elected SSC members</i>  <i>-Representatives from every group at site (PTA, ELAC, etc.) to bring info to SSC for incorporation into Site Plan</i></p> <p><i>-Establish SSC members who will act as liaisons to ELAC, PTA; responsible for sharing SSC business with those groups</i></p>

<ul style="list-style-type: none"> <li>○ Begin discussion of FTE funding if relevant to your group.</li> <li>● Discuss recruitment for strong representation at November Workshops, including PAC, PTA and DELAC site representatives.</li> <li>● SSC members complete Orientation and Demographic Data Survey.</li> </ul>	<p>- See Handout on FTE</p>
<p style="text-align: center;"><b>NOVEMBER</b></p> <p><b>November - District Workshops and State of the District Presentation</b></p> <ul style="list-style-type: none"> <li>● Continued Community and Committee Member education around current BUSD issues and to help address and work through common concerns.</li> </ul> <p><b>Plan Review, Data-Gathering, Subcommittees</b></p> <ul style="list-style-type: none"> <li>● Continue to review and answer questions about Site Plan document.</li> <li>● Request additional support and/or site visits from BSEP Office.</li> <li>● Review the state of budget after Principal's fall meeting: <ul style="list-style-type: none"> <li>○ If changing any carryover priorities, vote and document approved changes with Site Plan Addendum forms.</li> </ul> </li> <li>● Continue discussion of FTE funding, any potential change requires Principal to solicit specific information from HR <u>before changes can be considered</u>.</li> <li>● Review last year's District Survey, current year's District Survey plans, and discuss your own community feedback plan.</li> <li>● Create subcommittees (such as: Community Input Plan, Safety Plan evaluation, Public Information to share out into community).</li> <li>● Liaisons - Reports from ELAC, P&amp;O, PAC and PTA; Public Info summary.</li> </ul>	<p>-Send delegates from each committee, and invite all interested community members</p> <p>-If considering FTE funding changes for 2019-20, invite community members and/or speakers to present on purposes and impact of position.</p>
<p style="text-align: center;"><b>DECEMBER</b></p> <p><b>Preliminary data review, FTE discussion, Community Input plan</b></p> <ul style="list-style-type: none"> <li>● Continue review of Site Plan and new Action Plan(s) funded by carryover monies.</li> <li>● Review student performance data from previous year.</li> <li>● If any changes to site-funded <u>Certificated</u> FTE are desired by SSC, <b>and</b> is possible per HR/Union stipulations, hold final vote on that item to allow Principal/district HR to begin necessary process. <b>DEADLINE</b>. May require second December meeting.</li> <li>● Finalize plan to get community input.</li> <li>● Subcommittees - Reports and break-out sessions.</li> <li>● Liaisons - Reports from ELAC, P&amp;O, PAC and PTA; Public Info summary.</li> </ul>	<p>-If SSC needs more time to consider Certificated FTE, discussion will roll over to possible implementation of changes in 2020-21 school year.</p>
<p style="text-align: center;"><b>JANUARY</b></p> <p><b>Data Analysis, Community Input</b></p> <ul style="list-style-type: none"> <li>● Discuss/analyze school data provided in December.</li> <li>● Identify areas of Action Plan for adjustment or change.</li> <li>● Implement Community Input plan before February meeting, delegate roles and specify cooperative points with any other site groups (PTA, ELAC, affinity groups, etc.).</li> <li>● If any discussion of changing Classified FTE, include presentation on purposes of position and invite feedback from impacted community members.</li> </ul>	

<ul style="list-style-type: none"> <li>• Subcommittees - Reports and break-out sessions.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and PTA; Public Info summary.</li> </ul>	
<p style="text-align: center;"><b>FEBRUARY</b></p> <p><b>Community Input results, reconcile with student data, identify budget questions</b></p> <ul style="list-style-type: none"> <li>• Review Community Input results, compare to data analysis from January.</li> <li>• Continue/resolve any discussions around funding Classified FTE. Principal collects any further questions for HR or Accounting to bring back to SSC.</li> <li>• Develop priorities for new site plan based upon discussions, survey results, data, and other input. Revisit January's areas identified for adjustment/change.</li> <li>• Review budget implications of priorities, including outside revenue sources such as PTA commitments, grants, direct fundraising, etc.</li> <li>• Review current Safety Plan.</li> <li>• Subcommittees – Reports and break-out sessions.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and PTA; Public Info summary.</li> </ul>	<p><i>-Discussion will inform questions Principal brings to budget analysts for BSEP, Title 1, PTA, etc.</i></p>
<p style="text-align: center;"><b>MARCH</b></p> <p><b>Draft New Site Plan Draft, Adopt Safety Plan</b></p> <ul style="list-style-type: none"> <li>• Finish any discussions/decisions around <u>Classified</u> FTE funding changes. <b>DEADLINE.</b> Principal communicates any changes for 2019-20 at Principal's Spring Budget Meeting.</li> <li>• Review budget allocations (all available: BSEP, Title 1, etc.) for next year and adopt Site Plan priorities and Action Plans discussed at prior meeting.</li> <li>• Hear report from Principal and/or PAC rep on LCAP funding/programs, and discuss implications for site plans.</li> <li>• Hear report from Principal and/or P&amp;O rep on BSEP and implications for site plans.</li> <li>• PTA Liaison to present draft of PTA budget.</li> <li>• Further review and discuss possible Site Plan revisions.</li> <li>• Safety Plan - Adopt Safety Plan.</li> <li>• Subcommittees - Continue breakouts and reports as necessary.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and PTA; Public Info summary.</li> </ul>	
<p style="text-align: center;"><b>APRIL</b></p> <p><b>Finalize New Site Plan</b></p> <ul style="list-style-type: none"> <li>• Hear updates from Principal's Budget Meeting, including any dollar amount updates.</li> <li>• Continue discussions regarding Site Plan in the context of all other funding sources.</li> <li>• Reach consensus on dollar amounts for all expenditures listed in plan, with funding sources designated.</li> <li>• Subcommittees - Continue reports and break-outs as necessary.</li> <li>• Liaisons - Reports from ELAC, P&amp;O, PAC and PTA; Public Info summary.</li> </ul>	<p><i>-These are the last steps before the final vote to approve the Site Plan and full budget for 2019-20 school year.</i></p>

<p style="text-align: center;"><b>APRIL/MAY</b></p> <p><b>Finalize Site Plan, Carryover Priorities</b></p> <ul style="list-style-type: none"> <li>● Clearly record priorities for carryover. Create priority list of items that could be funded should additional carryover or other funding sources appear. Include in Site Plan and Budget Summary.</li> <li>● Adopt Final Plan and budget. Hold final vote, Principal and Chair sign, and plan is delivered to District Office. <b>DEADLINE.</b></li> <li>● Liaisons - Reports from ELAC, P&amp;O, PAC and PTA.</li> <li>● Evaluate success of SSC communication/education provided to broader school community. Note any best practices and areas of improvement to be considered at the start of next school year.</li> <li>● Ensure all SSC documentation (agendas, meeting summaries, sign-in sheets, site plan addenda) including any information or handouts distributed at meetings, are saved in shared SSC folders.</li> </ul>	
<p style="text-align: center;"><b>MAY/JUNE</b></p> <p><b>Old and New Business</b></p> <ul style="list-style-type: none"> <li>● Make plan for summer communications</li> <li>● Elections - Plan outreach for fall elections and take sign-ups for tasks.</li> <li>● Liaisons – Final reports from ELAC, P&amp;O, PAC and/or PTA; final Public Info summary.</li> </ul>	