

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

November 27, 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*

Jonathan Weissglass, *Emerson*

Orville Jackson, *Jefferson*

Kate Jordan, *Sylvia Mendez*

Weldon Bradstreet, *Rosa Parks*

Heather Flett, *Washington (Co)*

Terry Pastika, *King*

Rita Gaber, *Willard*

Jennifer Sitkin Morgan, *Willard*

Aaron Glimme, *Berkeley High*

Josh Irwin, *Berkeley High*

Shauna Rabinowitz, *Berkeley High*

Bruce Simon, *Berkeley High (Chair)*

Wim-Kees van Hout, *Berkeley High*

Felicia Bellows, *Independent Study*

P&O Committee Members Absent*:

Jane Tunks Demel, *Malcolm X*

Tiara Maldonado, *Oxford*

Jill Blue Lin, *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, Thousand Oaks, Longfellow, or BTA.*

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

Donald Evans, *Superintendent of Schools*

Ty Alper, *BUSD School Board Director*

Pasquale Scuderi, *Associate Superintendent of Ed. Services*

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, Chairperson Bruce Simon called the meeting to order by welcoming attendees. He also shared that the BHS BSEP Committee had met the previous evening and chosen the P&O representatives from BHS for 2018-19 (Rabinowitz, Glimme, Irwin and Simon with alternates Van Hout and Hahn). Members introduced themselves around the table. Rep. Chabot: BAM School Site Committee (SSC) reviewed student assessment data and its implications at their meeting, which helped the group to set agendas for the year and identify what presentations the group would receive. Rep. Morgan: Willard's SSC reviewed data and were pleased to see progress in math for students moving toward proficient from below grade level. Rep. Bradstreet: Rosa Parks SSC is quite large, and that size requires their first meeting to be dedicated to reviewing group norms and significant time to review the current year budget, to help acclimate the many new members. Rep Fox: as a part of Cragmont's discussion around the purpose of the SSC, their group also discussed the difficulty in maintaining an inclusive community and educational priorities within larger issues of inequity.

2. Establish the Quorum & Approve Agenda

The quorum was established with 15 committee members present.

Rep Morgan moved to approve the agenda, Rep Irwin seconded the motion; the agenda was approved unanimously.

3. Chairperson's Comments

Bruce Simon, Chair Planning and Oversight Committee

Chair Simon asked all members to share contact information if they were willing to be contacted by other members as a resource for questions, and reminded new members to ask questions during the meetings when needed. He also shared that if elections later in the meeting are successful, this will be his last meeting as the Committee Chairperson. He thanked everyone for attending and said that it has been a pleasure to serve in this position, and that it's been a rewarding experience.

4. BSEP Director's Comments

Natasha Beery, Director BSEP & Community Relations

Director Beery thanked and acknowledged the committee and Bruce's commitment, partnership and leadership through his many years as Chairperson. She recognized that he will continue to serve this committee and the Superintendent's Budget Advisory Committee (SBAC).

She reminded new members to ask questions, particularly about acronym use, and to also reference the BUSD Key Acronym and Terms guide available with the meeting

documents and in the Committee Handbooks. She also noted the many happenings within the district since the last P&O meeting; including the midterm elections, wildfires, school closure due to air quality and rescheduling the State of the District and workshop event to January. This now feels like a time to get re-established with regular work both in the district and for the committee, as we begin to look at reports this meeting.

5. Superintendent's Comments

Dr. Donald Evans, Superintendent of Schools

Dr. Evans was not present at 7:29, his comments were postponed until his arrival. At 8:00 Dr. Evans shared that he would be presenting the State of the District to the School Board the following evening, and it will be the final meeting for members Josh Daniels and Karen Hemphill, there will be comments from retiring members and a farewell for them. It will be a short Board meeting, and there will be a reception at 6:00 for the retiring members.

6. Approval of Minutes

Minutes from the October 30, 2018 meeting were presented to the group. Chair Simon asked for any corrections. Jonathan Weissglass asked to correct the spelling of his first name.

Rep Rabinowitz moved to approve minutes as amended, Rep Glimme seconded; the minutes were approved unanimously.

7. Public Comment

There was no Public Comment.

8. Presentation: SSC Elections Report

Danielle Perez, BSEP Program Specialist

Ms. Perez distributed the following documents:

- 2018 Election, Diversity and Activity Report for School Site Councils

Director Beery shared that this report is required by the Board, which is why the document is addressed to them. The BSEP office must report how the School Site Councils are formed, who is on the committees, and how they are running. Ms. Perez began by explaining that a change in format from previous years' reports is in the way that voter participation is measured for parent/guardian SSC elections. In previous reports a percentage was used to convey this information, but as sites don't track actual numbers of parents within a community it seemed more accurate to report the number of votes received rather than try to continue to calculate percentages.

Ms. Perez summarized each section of the report. One point was that an increased number of principals, 7 this year as opposed to 5 in last year's survey, expressed a desire to hold SSC elections in the Spring rather than the already very busy Fall. Director Beery shared that though this has been discussed in past years, the potential downside for middle and high school families, who have fewer years at a site, would be forcing new members of the community (6th and 9th grade) to wait until their second of only 3 or 4 years before having a chance to participate in a committee.

The most unusual part of the election process was a change in the requirements around student SSC members at the middle schools; originally the State apparently directed that all middle schools seat at least one voting student member on the SSC, but then shortly after the election period concluded, the interpretation of that requirement was revised to only require soliciting student input during the SSC process. Each of BUSD's three middle schools handled the change differently, as outlined in the report. One site opted not to seat any student members, one site opted to maintain four "advisory" student members to participate in select discussions, and one site will have a voting student member with a designated alternate for the year.

For the sake of comparing committee member racial/ethnic composition to that of the overall student body of BUSD in Appendix B, the members were asked to self-identify using the Federally mandated categories to match the available options given when students are identified each year. Note the limitations of these categories, and that many respondents did not feel that any available option was an accurate representation of their identity. Also note that in Appendix B the overall numbers listed for "High School" include students and committee members from BHS, BTech, and Independent Study.

Rep Pastika asked how the number of SSC members in each committee is set. Director Beery and Ms. Perez explained that the minimum membership levels are laid out in the SSC Bylaws, and any increase in member numbers beyond that is determined by site. The limiting factor is almost always the number of staff members willing or able to serve on the committee, and once that number is determined for a site the number of voting seats for parent/guardian members is set accordingly to maintain parity.

Director Beery noted that the Report would be updated before going to the Board to include a mention of the planned visits by herself and Ms. Perez to each site's SSC over the course of the 2018-19 school year.

Rep Fox asked if there had ever been discussion of making funds available to disburse a stipend for families who couldn't otherwise afford to serve on an SSC. The issue of avoiding gifts of public funds with taxpayer money might make this hard to realize with BSEP funds, but perhaps it could be something considered by PTAs. Ms. Perez noted that there has been a shift for BSEP site funds to be more flexible in paying for items like

child care and parent education, which previously was discouraged, in an effort to mitigate some of the inequities in which parents and families are able to participate in SSCs and their broader school communities. Also, it is already practice at several sites that PTAs provide families with gift cards to use toward grocery shopping, clothing purchases, and even transportation costs to attend school, meetings and community events. Many challenges exist when trying to diversify committee membership; including the different needs in meeting scheduling for staff versus parent members, sites' ability or not to provide child care and/or food, and availability of funds to provide interpretation for non-English proficient members.

9. & 10. Presentation: Budget Reports Overview and SBAC Updates

Natasha Beery, Director of BSEP and Community Relations

Pasquale Scuderi, Associate Superintendent of Educational Services

Mr. Scuderi distributed the following documents:

- Resource Summaries for Measures A and E1
- Budget Balances by resource with approved purposes for Measures A and E1

Director Beery introduced the documents as being familiar for returning members and somewhat for those who attended P&O Orientation, but new members should reach out to BSEP office with questions. The goal is to help members of P&O and SBAC visualize what funds exist in both "old" Measure A and "new" Measure E1 budgets, and understand what uses those funds may be allocated toward based on the language of each Measure. For these committees to make recommendations about using these funds, they must have an understanding of this. As the SBAC is considering how to make \$2 million in reductions to General Fund expenditures, discussion follows about what other resources can take on some of those costs; some BSEP budgets may be available to do this, but only if the expenses are in compliance with the original Measure purposes.

Director Beery explained that Measure A does not have any revenue coming in any more, but there are still funds that have carried over in some budgets that are remaining in reserve to maintain the 3% cushion required by the state as the revenue from Measure E1 is building, as well as provide for taxpayer rebates under the terms of the measure. As the E1 revenues get closer to fulfilling that 3% requirement, that remaining money from Measure A is allocated to resources according to the percentages required by the Measure A text to be used for approved purposes.

Rep Irwin asked when the majority of Measure A funds will be expended. Director Beery shared that when she took over the Director position 7 years ago, they were still in the process of expending funds from the measure 10 years prior. It's likely that several Measure A resources should be expended in the next couple of years, but others are likely to take longer. Rep Pastika asked if budget managers use Measure A money first before

using E1 money. Director Beery directed members to review the Library plan in the Annual Plan binders, to see as an example how that budget incorporates plans to spend Measure A funds separately from the main plan expending Measure E1 funds; in this case core budget paid for ongoing expenses while carryover was allocated toward deferred needs and large one-time expenditures.

Rep Morgan asked how site funds were allocated. Director Beery shared that site funds are always allocated toward the site to which they were originally given, and carryover stays with them until spent. She noted that it's part of the BSEP staff's job to help sites manage how to spend carryover. She also clarified that PD allocation is a "lump sum" amount, though probably the most complicated of the many BSEP budgets as the different types of professional development offered are funded from many different sources. At an upcoming meeting Mr. Scuderi will bring more information on exactly what resources combine to provide the district's professional development offerings.

Director Beery explained that the Budget Balances pages contain the existing funds from each measure, with additional rows that explain exactly to what purposes any given funds are being or may be allocated. She noted that Program Support from Measure A has been used for many different purposes and may represent the most flexible funds. Mr. Scuderi added that this money may be used to keep a program "afloat" in the short term if there is a hope that additional funding streams or revenue will be available after the 2019-20 academic year; for example with the Career-Technical Education program.

It is always important to keep in mind that when expenses are shifted in and out of BSEP budgets it is not "loaning" funds between BSEP and General Funds budgets. Both BSEP and the GF represent available resources for the district, there is no "borrowing" back and forth between them nor do the funds "owe" each other repayment when expenses are moved from one to the other.

Looking at Measure A carryover, Music/VAPA funds currently has a fund balance, despite a period when increased enrollment and operating costs made it seem that this budget might go into the red. Enrollment did not continue to grow as expected and staff turnover resulted in less senior staff, and some reductions in expenses all combined to leave a surplus in this budget, which will now be put toward deferred maintenance projects and some investments in larger instruments. The Family Engagement program will be difficult to sustain with its current structure and budget. It is drawing down on its fund balance and approaching a decision point for moving forward. There is only about a year and a bit left in funding for the program as it currently stands. The Library program has plans to use carryover funds for projectors at all sites. The Technology budget does not have much left over, and what is remaining has been rolled into E1 resource and plan; it's not really enough to do anything significant.

SBAC: The discussion of BSEP carryover and current funds connects to the next steps in the SBAC process. The following Tuesday, December 4 there will be another SBAC meeting in which they will come closer to having proposals for budget reductions and possible BSEP budget adjustments to take on some expenses.

Chair Simon explained that the SBAC was first constituted during a time of fiscal uncertainty, and the process begins with the School Board giving the Superintendent a “cut target,” and the Superintendent then constitutes a committee with reps from P&O, Unions and several other committees, and uses that group as a vetting ground for proposals for cuts. Last year target was \$1.8 million, and Dr. Evans took recommendations from group and his own proposals to Board. This year’s target is \$2 million, and the Board asked for that to be broken down into \$500,000 chunks which are to be ranked in order of priority.

Looking at Measure E1 Summaries, you can now see revenue coming in as this is the current measure with new money coming in each year. We are in the process of growing the required 3% reserve, and as that increases we draw down on the Measure A reserves. Director Beery explained that the categories of funding in this new measure are different from those of Measure A, which is one of the reasons that the color-coded summary documents will be helpful in evaluating which monies can be used for a given expense, and where those funds exist in each measures’ budgets.

In the High Quality Instruction/Class Size Reduction budget, note that there is a Direct Support category covers costs such as electricity, custodial, that come with keeping classrooms and schools functioning. Director Beery has suggested that this category might be a location in which BSEP support may increase to relieve some of the pressure on the General Fund. An initial calculation which updates the current Direct Support rate that BSEP pays could bring another \$200,000 to relieve the General Fund.

Some of the current Measure E1 Fund Balance was a planned reserve to prevent the situation seen with Measure A when funds fell short towards the end of the measure in Class Size Reduction resource. Right now there is \$3 million in this resource whereas budget models had forecast less. There were higher Cost of Living Adjustments (COLA), and the City of Berkeley has seen an increase of new properties coming on line and paying new taxes, which were intentionally not built into the budget projection but can be taken into account now that they are realized. Rep Glimme added a cautionary note that each of the previous two measures saw trends that indicated increased revenue than projected followed by periods at the end of the measure terms when the financial outlook changed drastically for the worse. Both of the last two measures started out looking like they were doing much better than expected but ended up having proportional budget crunches toward the end. The intention of projecting and planning to have a surplus in these budgets was solely to maintain self-sufficiency and sustainability of the measure

purposes through full 8 years of the measure.

The Class Size Reduction budget can be thought of as CSR-plus, as many items in this “bucket” have been added as needs arise and change, such as U9 at BHS, Teacher Leaders, Literacy Coaches, TIP (Teacher-Initiated Professional Development) and TSAs (Teachers on Special Assignment). There is no set apportionment of the overall budget in this “bucket” toward each of the secondary purposes, it may shift and change as needed. Only the Class Size Reduction portion is designated, and the remaining funds are split between other uses as proposed by Ed. Services, recommended by P&O, and approved by School Board.

CSR and VAPA budgets are most vulnerable to staffing cost increases. Regarding questions about model for Family Engagement, Mr. Scuderi indicated there would probably be a significant discussion upcoming in this committee about potential changes. In Measure E, Family Engagement, Student Achievement and Counseling are all in one “bucket” that doesn’t designate percentages of allocations between uses/purposes. Allocations may be changed within this group as is necessary. Also, another “bucket” consists of Music/VAPA, Libraries and Technology, within which up to 10% can be moved between purposes.

Chair Simon closed by noting that next Tuesday the SBAC will see staff’s budget cut recommendations and ideas, the following meeting on January 8 will see more recommendations and modifications, and then the deadline is January 15 to solidify Superintendent’s recommendation, on the same date as the P&O meeting. The P&O SBAC reps will need to keep a close eye on how things progress. Director Beery noted that we may need to convene the Steering Committee to come up with initial responses before the plenary P&O meeting on January 29th. Again this year as in last, lots of work will be front-loaded for the P&O because of this budget reduction process.

11. Elections: (Co-) Chair, Steering Committee, SBAC Representatives

Chair Simon explained that the Chair position is working in partnership with Director Beery and Ms. Perez in getting agendas set, and then running meetings well. Chair(s) also tends to shoulder responsibility of making statements to the School Board on behalf of the committee, though that could be something that other members take on as well. Director Beery added that the Chair(s) can add perspective to BSEP process, giving advice on content and dynamics based on “temperature” of the group to advise on what needs the group may have.

Chair Simon asked for nominations for Chair or Co-Chairs. Rep. Bradstreet nominated himself as Chair or Co-Chair. Rep. Rabinowitz nominated Rep. Pastika, Pastika accepted a Co-Chair nomination. Both nominees presented their interest in the position to the

groups.

Rep Irwin stated that he had intended to self-nominate, but because he and Rep. Bradstreet share similar experiences and backgrounds, he wanted to allow for different perspectives and given the willingness of Rep Pastika to take on the role he would abstain for this year.

Rep Chabot moved to accept nominees, Rep Irwin seconded; co-Chair nominees Bradstreet and Pastika were approved unanimously.

Chair Simon asked for nominees for two seats representing the P&O on the SBAC committee. Rep Simon self-nominated to continue as a representative. Rep. Chabot self-nominated to continue as rep as well. Rep Fox self-nominated as an alternate to the SBAC.

Rep Pastika moved to accept nominees, Rep. Bradstreet seconded; SBAC Representative nominees approved unanimously.

Chair Simon asked for Steering Committee representatives. The group requires 7 members including Co-Chairs and meets on an ad-hoc basis. The Steering Committee doesn't take actions independently but can take actions to be ratified by the full committee at a later meeting, sometimes to draft statements to be approved by full committee or reviewing SBAC recommendations. The Steering Committee typically meets only once a year. Reps Irwin, Glimme, Rabinowitz, Simon, Jackson and Flett self-nominated to be added to the 2 Co-Chairs.

Rep Irwin motioned to approve above slate, Rep Rabinowitz seconded; slate of nominees for Steering Committee was approved unanimously.

12. For the Good of the Order

There were no items.

10. Adjournment

The meeting was adjourned at 9:22 pm.