

# SCHOOL SITE PROGRAMS

BSEP Measure E1, Resource 0752

BSEP Measure A, Resource 0852

**ANNUAL REPORT: FY 2017-18**

**UPDATE: FY 2018-19**

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## **Measure E1 Purpose**

*Personnel, services and materials to deliver effective and equitable opportunities for student engagement, enrichment, and achievement. Available Revenues may be used for, but are not restricted to...such programs as art and science instruction, academic tutoring and counseling, athletics and student activities, and before and after school programs.<sup>1</sup>*

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Danielle Perez, BSEP Program Specialist**

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The budgeted revenue allocated to the BSEP Site Program funds in FY 2017-18 was \$2,953,277. This allowed for allocations to the sites of \$255 per pupil.<sup>2</sup> The expenditure budget for FY 2017-18 was based on this revenue allocation to each site, plus the carryover generated by unspent balances for each site.<sup>3</sup>

Each School Site Council (SSC) developed a School Plan based on district goals as well as the articulated needs of each school. This is a summary of how BSEP Site Program funds were utilized across the district to support the School Plans, based on the Unaudited Actuals for 2017-18. It is important to bear in mind that while BSEP site funds work in concert with other resources such as PTA, Title 1, and grant monies to fund the complete picture of discretionary programs at each site, this document only summarizes BSEP budgets and expenditures.

## **RESOURCE SUMMARY:**

In FY 2017-18, the BSEP Site Program allocation of \$255 per-pupil was an increase of just over 8.5% from the previous year. This funding increase meant that even at sites with enrollment decreases, each individual school saw an overall increase in site fund allocations. (Berkeley High enrollment dropped by 3.45%, and many elementary sites also dipped, with a 1.4% average decrease across K-5 sites. The middle school enrollment increased slightly, by 0.9% over the previous year. Berkeley Technology Academy (BTA) continued to receive its allocation based

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<sup>1</sup> BSEP Measure E1 Section 3.B.iii

<sup>2</sup> Revenue is allocated to each school site based on prior-year enrollment. For Independent Study, Berkeley Technology Academy (BTA) and Early Childhood Development, the allocation is based on an agreed-upon average enrollment. Independent Study enrollment is deducted from Berkeley High's CALPADS enrollment.

<sup>3</sup> The Fund Balance consists of monies that are held centrally, as well as unspent balances (carryover) from the prior year. Unspent balances include the difference between the budget allocated to each site and actual expenditures. In FY 2017-18, the unspent balance from the prior year (from Measure A) of \$577,862 was posted as carryover, along with the associated Indirect Cost, once the books were closed in September.

on an assumption of 150 students as a staffing allowance, despite its average attendance being much lower. The allocation for Berkeley Independent Study (BIS) was based on an average of 125 students. The Pre-K allocation assumed 300 students, a calculation based on the number of full and partial day students across three sites. This year was also the first in which the Stand-Alone TK program received an allocation of site funds, based on an estimated 53 students.

The four largest areas of expenditure from BSEP Site Program Funds (both Measures A and E1 combined) were:

**1. Staffing** (80.57% of total actual expenditures)

<i>Budget:</i>	<i>\$2,267,274</i>	<i>Actual:</i>	<i>\$2,120,302</i>	<i>Variance:</i>	<i>(\$146,972)</i>
●	Certificated Salaries		\$ 1,160,471		
●	Classified Salaries		\$ 300,624		
●	Employee Benefits		\$ 445,984		
●	Certificated Hourly		\$ 58,438		
●	Classified Hourly		\$ 138,286		
●	Substitutes		\$ 7,499		
●	Stipends		\$ 9,000		

**2. Contracted Services** (7.61% of total actual expenditures)

<i>Budget:</i>	<i>\$318,527</i>	<i>Actual:</i>	<i>\$200,060</i>	<i>Variance:</i>	<i>(\$118,467)</i>
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**3. Books, Supplies and Equipment** (6.21% of total actual expenditures)

<i>Budget:</i>	<i>\$275,319</i>	<i>Actual:</i>	<i>\$163,317</i>	<i>Variance:</i>	<i>(\$112,002)</i>
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**4. Indirect Costs** (5.62% of total expenditures)

<i>Budget:</i>	<i>\$189,385</i>	<i>Actual:</i>	<i>\$148,027</i>	<i>Variance:</i>	<i>(\$41,358)</i>
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At the end of FY 2017-18, all sites had unexpended funds in their BSEP Site Program budgets, though that amount varied widely.

- Overall in 2017-18, sites expended 78.16% of available funds (including carryover).
- On average, the 11 elementary sites expended 80.24% of their overall budgets, ranging from a low of 72.86% to a high of 93.70%.
- The three middle schools expended an average of 70.85% of their total budgets.
- Berkeley High expended 80.70% of its available budget.
- BIS expended 74.16% of its budget, while BTA expended 89.47%.
- ECE expended 71.29% of its budget, while TK expended 77.64%.

All unspent BSEP Site Program dollars from 2017-18 were carried over to 2018-19 budgets, including unexpended funds from earlier Measure A allocations. Under both Measures A and E1 the purpose of Site Funds remains consistent, and site budgets may draw upon both Measure A and Measure E1 carryover funds until they are completely expended.

## **STATUS REPORT**

Site Program funds supported a variety of purposes, with each site's plan reflecting the needs and priorities of the school.

As in many BSEP budgets, the majority of these Site Program funds (80.57% of total expenses) pay for certificated and classified staff. Elementary school plans included a variety of staffing funded from BSEP site money. Every elementary school contributed site funds toward a Literacy Coach position, in allocations ranging from .05 to .25 FTE. Other positions included:

- Teachers in RtI, ELD, Math and Reading Intervention roles;
- Instructors in Dance, PE, Art, Music and Drama;
- Counselor, Instructional Aide, School Service Aide, Family Engagement Coordinator and TWI Coordinator salaries; and
- Hourly pay for both certificated and classified personnel to work in intervention, tutoring, staff collaboration and curriculum/professional development.

At the middle school level, BSEP site funds supported:

- Salaries for Vice Principals, Counselors, classroom teachers in Music and Academic Support classes, and classroom and intervention math teachers; and
- Hourly work in intervention, enrichment, noon supervision, and curriculum/professional development.

At Berkeley High the majority of site funds were allocated toward staff, whether paid directly through FTE or on an hourly basis. These staff provided:

- Direct instruction and support in the classroom,
- Coordination of student services,
- Student advising,
- Staffing for family outreach and support positions for English learner families,
- Volunteer coordination, and
- Welfare and attendance oversight.

At Berkeley Technology Academy (BTA), site funds contributed support of 0.47 FTE for the full-time Student Welfare and Attendance Specialist. In the Independent Study Program (BIS), site funds provided hourly tutoring and mentoring, gardening program support, and certificated hourly pay for instruction and curriculum development.

The next largest area of expenditure, at 7.61% of the total budget, was for contracted services. Many sites contracted for behavioral/mental health services, PE instruction, and Assemblies, as well as mentoring, coaching and tutoring services. BHS contracted for music coaching and the R.I.S.E. Scholar program, while BIS funded a contract for Occupational Therapy Training. These funds also covered travel and conference expenses and field trip admissions and transportation at several sites.

BSEP site funds continue to be an important resource for instructional materials, constituting 6.21% of the total expenditures to pay for books, materials, supplies and equipment. These expenditures totaled \$163,317.

While site plans vary from site to site, and vary considerably between primary and secondary sites, activities supported by BSEP discretionary funds all served to further the District goals of improving academic achievement and promoting student success.

## **FUND BALANCES**

### **Measure E1, Resource 0752**

*Beginning: \$0*                      *Ending: \$557,321*                      *Increase: \$557, 321*

### **Measure A, Resource 0852**

*Beginning: \$676,497*                      *Ending: \$507,935*                      *Decrease: \$168,562*

## **2017-18 SITE PLAN ADDENDA SUMMARY:**

Over the course of a school year, SSCs may choose to re-allocate site funds as needs arise or available programs or staff change. These changes are recorded in Site Plan Addenda, and some of the major changes to BSEP site budgets this year were:

- Three sites increased Materials and Supplies budgets out of their unallocated carryover, for a total of \$17,110.
- Two sites increased budgets to pay for teacher hourly work using unallocated carryover, for a total of \$9,311.
- One site moved \$3,000 from their Materials and Supplies budget to be used instead to fund Professional Development.
- Due to a contracting agency being unable to provide the necessary staff members, one site moved \$9,100 from that contract into an agreement with a different provider to continue to provide similar services.

## **Update FY 2018-19:**

The BSEP Budget Analyst and Program Specialist continue to work with principals to prioritize spending Measure A carryover funds whenever possible. In most cases carryover monies cannot be used toward certificated salaries, but many sites are using those funds to provide for hourly work, contracts, and materials and supplies. So far, Site Plan Addenda have been submitted by SSCs for the following purposes in 2018-19:

- Willard allocated \$5,500 of carryover funds for a mentoring contract.
- Malcolm X allocated \$12,500 of carryover funds for LLI materials.
- Rosa Parks moved \$1,000 out of their contract budget, and further allocated \$9,000 of carryover funds, to increase their Materials and Supplies budget by \$10,000 total.
- John Muir allocated \$5,500 of carryover funds to purchase chromebooks.

- Washington allocated \$19,720 of carryover funds for a one-time increase of Interventionist FTE by .2, and to provide for professional development.
- Sylvia Mendez increased the teacher hourly budget by \$1,000, using funds that became available after the LCAP mental health allocation was increased by that same amount.
- Emerson allocated \$2,000 from carryover to provide tutoring for Kindergarten students.
- The TK program allocated \$300 from carryover to pay for child care during parent meetings, moved \$495 from the substitute pay budget into their classroom materials budget, moved unused transportation funds into a budget to contract for performances and presentations at assemblies, and allocated both carryover and unused PE contract funds to instead pay to develop the outdoor play area and purchase more outside games.