

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

December 18, 2018

BUSD Offices –Technology Room 126

2020 Bonar Street, Berkeley, CA 94702

P&O Committee Members Present

Liz Fox, *Cragmont*

Jonathan Weissglass, *Emerson*

Orville Jackson, *Jefferson*

Kate Jordan, *Sylvia Mendez*

Jane Tunks Demel, *Malcolm X*

Tiara Maldonado, *Oxford*

Jill Blue Lin, *Oxford*

Laura Babitt, *Rosa Parks (Alt)*

Weldon Bradstreet, *Rosa Parks*

Stephanie Upp, *Washington*

Terry Pastika, *King*

Rita Gaber, *Willard*

Aaron Glimme, *Berkeley High*

Josh Irwin, *Berkeley High*

Shauna Rabinowitz, *Berkeley High*

Bruce Simon, *Berkeley High*

Felicia Bellows, *Independent Study*

P&O Committee Members Absent*

Nicole Chabot, *Arts Magnet*

**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:

Pete Gidlund, *VAPA Supervisor*

Becca Todd, *Library Coordinator*

Jay Nitschke, *Director of Technology*

Jessica Lee, *Library Program Teacher on Special Assignment*

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 Bradstreet called the meeting to order with introductions and site reports from around the table. He began by sharing that he used the P&O orientation slideshow from the October meeting to give a BSEP overview to the Rosa Parks SSC at their last meeting. Rep Jackson reported that Jefferson held its first SSC meeting of the year earlier in the month, in which they reviewed student data but were challenged by the inability to consider data from subgroups with too small a sample size. Rep. Glimme explained to the group that BHS has both an SSC and BSEP committee, the BSEP committee receives proposals for and allocates site funds while the SSC reviews the WASC plan and SPSA. Rep Lin shared that Oxford's SSC discussed community and student surveys, and ways to increase response rate from minority populations, as well as maintaining consistency in the questions from year to year to improve their ability to compare responses over time. Rep Maldonado added that Oxford's SSC also discussed establishing expectations of families, staff and students through a home-school compact to improve family engagement and representation. Rep Babitt encouraged everyone to attend BHS's play "The Colored Museum" which ties in with the 50th anniversary of the African American Studies Department. Rep Fox shared that Cragmont's SSC reviewed the budget data from all the elementary sites to compare how site funds are spent and whether Cragmont's spending is in line with district trends. The group also discussed surveys: the difficulties with the district-wide survey, weighed conducting a site survey, and ultimately decided to focus on using 5th grade student wellness survey as a vehicle for some additional information-gathering in the future. Rep Pastika shared that the King SSC reviewed student data and discussed how to think outside the box to expand the purposes of their Site Plan document.

2. Establish the Quorum & Approve Agenda

The quorum was established with 15 committee members present.

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

3. Chairperson's Comments

Terry Pastika and Weldon Bradstreet, co-Chairs Planning and Oversight Committee

Chair Pastika began by asking P&O members to refer to the Conflict of Interest portion of the P&O and SSC Bylaws, highlighting that any member who stands to personally or through immediate familial relation benefit from a decision of the body, has a conflict of interest and cannot continue to serve on the committee. This applies to specific funding of individual positions, but not to programs that involve many staff members, such as the Class Size Reduction budget or tutoring hours made available to all staff at a site equally.

4. BSEP Director's Comments

Natasha Beery, Director BSEP & Community Relations

Director Beery began with presenting former Chairperson Bruce Simon with a certificate of recognition for his years of leadership as Chair of the P&O committee. She also noted that Dr. Evans could not attend the meeting due to illness. Director Beery noted there were changes in the planned content of upcoming P&O meetings to continue to align with SBAC processes. The most updated version of the calendar is always available online at the BSEP website.

5. Superintendent's Comments

Dr. Donald Evans, Superintendent of Schools

Dr. Evans was not present.

6. Approval of Minutes

Minutes from the November 27, 2018 meeting were presented to the group. Chair Bradstreet asked members to review them and note any corrections. Director Beery noted that currently the BSEP office does not have a dedicated minute-taker, the Program Specialist is filling in the role but it would be best to find an hourly employee to assist with this task as the number of meetings increases through the next several months.

Rep Upp moved to approve the 11/27/18 minutes draft, Rep Jackson seconded; the minutes were approved unanimously.

7. Public Comment

Rep Babitt commented that she is highly concerned with news she received from the PTA Council about the proposed district budget cuts, to the Office of Family Engagement and Equity and the McKinney-Vento program, will affect the least-served populations in BUSD. She expressed hope that the P&O members present will be advocates for Berkeley to continue to support the underserved.

8. Presentation: 2017-18 BSEP Annual Reports and 2018-19 Plan Updates

Pete Gidlund, Music/VAPA Supervisor

Becca Todd, Library Coordinator

Jay Nitschke, Director of Technology

Natasha Beery, Director of BSEP and Community Relations

Mr. Gidlund distributed the following documents:

- 2017-18 VAPA Annual Report

This summary doesn't completely describe all VAPA activities, but is an overview. The committee will notice the roughly \$300,000 fund balance at the end of the first year of

the Measure. Some of this fund balance is due to positions that did not get filled. The budgeting model that was used counted more teachers than necessary; in the present 18-19 year that was corrected. To start the first year of the measure with a surplus is not inherently bad, as VAPA will need that funding in coming years as teacher salaries increase with experience and due to labor negotiations, and against the possibility that revenues may flatten out in later years of the Measure.

Some programs that were started a couple of years ago are in full bloom now, such as Choir at all 3 middle schools and expanded classes in most 4-5 programs such as Ukulele offerings. The focus on equity means that the hiring process yields a more diverse staff that has been more recently trained in culturally-responsive teaching strategies. The SMART Goals listed were created in '16-17, implemented in '17-18, and are now being reported on in '18-19. The technology use goal is now closer to daily usage, exceeding the once-a-week goal set in the plan. The method books now in use have digital components that teachers use on the provided iPads, and they are also used to video students for self-evaluation. Goal 3, of a zero period dance program, was not a reasonable goal in hindsight. It had been planned to have zero period dance program to rival music offering at each Middle School, but ultimately there was no applicant pool of qualified instructors in '17-18. So in '18-19 that money was given directly to Principals to use toward arts classes that didn't already exist or that were in danger of being eliminated. King put that toward a new ceramics class, Willard saved its Drama offering, and Longfellow is working on launching a Spoken Word, African-American history and advocacy offering, as well as a digital design class. The program reached its district-wide PD goal in 17-18, well in advance of the 2021 goal.

The '18-19 plan proposed to draw on Measure A fund balance for deferred instrument maintenance and bolstering stocks of instruments. Updates were provided about the uses of the funds so far, to show that on-the-spot purchases that were necessary just to keep all students in needed instruments have already used almost half of proposed \$100,000 budget out of carryover funds. As a result, the planned larger expenditures will not happen in total, so expect another proposal to further draw on Measure A fund balance to continue to try to implement total desired deferred maintenance. Also, the VAPA department is going to have a new home in the former "Men's Gym" at West Campus, currently under renovation.

Rep Fox asked how many of the schools have art teachers and if there are any plans to expand the visual arts offerings. Mr. Gidlund estimated about 5 out of 11 elementary sites currently have art teachers (certificated staff or contractors). He further explained that schools have autonomy to create dance, drama and/or art at site level with site funds, but VAPA provides "Arts Integration Anchor" funds of about \$8,000 per site to help support teaching visual arts. Rep Rabinowitz clarified that the "Arts Anchor" is usually not to pay for staffing directly, but for a contractor or professional development to instruct teachers

in integrating arts into the classroom. Rep Tunks Demel shared that at MX the choice was made to provide art classes as a part of the release time FTE that district provides, which other sites have used for different classes, such as science, depending on site needs and preferences.

Ms. Todd distributed the following documents:

- 2017-18 Libraries Annual Report

Ms. Todd reported that in '17-18 the BSEP funds were spent as was planned. As with most budgets, the majority of expenditures provide for staffing. The only shift in the number of teacher librarians was the reduction of BTA's staff to a .2 FTE due to continued low enrollment at that site. Overall, some budget estimates were slightly over while others were under, ultimately ending balanced. As with the VAPA budget, the Library program also has a fund balance after this first year of Measure E1, which is important as it is usually needed to draw upon in later years of the Measure. BSEP funds are the only district-provided support for Libraries. This budget provides for the Teacher Librarians and half of the Digital Technology TSA. SMART Goals for '17-18 were met.

Note that library staffing sees less turnover than classroom teachers, but there is a commitment that any new library staff participate in cultural competency training within the first two years of employment at a school site. Every library participates in at least one program targeting reading for the joy of reading. Librarians participate in family literacy events. For Measure A carryover monies, the '17-18 plan proposed to install short-throw projectors in all the libraries; in this year the Technology department began working with a new vendor, and after testing their offerings and finding them a good fit the plan is that starting in January that project will be rolled out. Libraries are most common meeting spaces at any given school site, so having "plug and project" capability is highly desired.

Ms. Todd is further proposing that an additional \$10,000 of Measure A be allotted to bring presentations by local award-winning non-fiction authors to school sites from February to June of 2019. The available Measure A fund balance is \$169,000. Rep Babitt acknowledged the push for phonemic awareness, and asked if there are ways that literacy programs can support phonemic awareness and building those skills. Director Todd responded that the District Literacy Coach is rolling out Phonemic Awareness as a part of classroom instruction, but that is not so much connected to library programs (though the library programs may playfully refer to and/or incorporate some of the ideas from those lessons when possible). Rep Irwin asked to clarify what funding makes up the balance of FTE for the elementary sites. Ms. Todd explained that FTE varies from .8 to 1.0 depending on the size and need of each site, and that all are fully funded by BSEP and not by PTA or other site funds.

Chair Pastika asked what feedback has been from the implementation of SMART Goal #3 (Librarian collaboration with Literacy Coaches). Ms. Todd responded that on a certain level there is a natural collaboration, that most library staff attended Literacy Nights and those who couldn't be worked with Lit Coaches to provide materials, resources, etc. and that she has only heard positive feedback. Literacy Nights have a longstanding tradition but the new push was to directly involve librarians. At middle schools the push was to incorporate Librarians' work into conferences and open house events. Rep Babitt shared gratitude for constant expansion of library offerings, and also that she would love to see more opportunities for students to interact and "intern" in more formal and robust ways. Ms. Todd recognized that library staff at each school make decisions about how much and in what ways to incorporate student volunteers, but she will pass on to her staff that request to offer more of those kinds of opportunities.

Director Nitschke distributed the following documents:

- 2017-18 Technology Annual Report

Director Nitschke opened by saying that Library services has more teachers doing technology integration than Technology has teachers doing the same, and is grateful for the partnership between the departments.

The Technology budget supports the human beings supporting technology in the schools. It funds 2 Techs at BHS/BIS, while each elementary school gets 1 day per week of support and each middle school gets 2-plus days a week. DigiTech works closely with the Tech Teacher Leaders at each school (which were established in 2014, with 1 from each elementary and middle schools and 3 from the high schools), meeting monthly to share strategy. The District Technology TSA Mia Gittlin is half funded out of Technology budget and half out of the Professional Development budget. The intent is to grow the talents of TTLs to support other teachers at the sites. There is a small amount of money for materials in the budget, they work with DigiTech and Ed Services to create the 1:1 chromebook cart program at elementary sites (1:1 in grades 4-5, 2:1 grades 1-3). Moved to 6th grade last year and to 7th grade this year as well. Upper grades are eagerly awaiting the program's expansion, but the Chromebook carts were paid for by one-time money. The last batch of Common Core money expires this year, and consequently a few positions will run out of funding this year. The challenge moving forward is that there is an increasing desire to use one-time funds for things aside from chromebooks, but they are looking for ways to continue the program. When teachers and principals were surveyed, they found that chromebooks in classroom increase teaching and learning and engagement.

Some of the costs are lower than projected because there were funds in Measure A that could be used for those purposes. Further, Measure A had a different funding structure in

which Technology was sharing 9% of revenues with Professional Development and Assessment. Director Nitschke has talked to Associate Superintendent Scuderi about using carryover Measure A funds to provide one-time funding to expand and/or replace Chromebooks, and he will come back with a formal proposal to do so at an upcoming P&O meeting. Will be around \$150,000. Rep Rabinowitz asked if there was a Technology subcommittee. Director Nitschke stated that he would be happy, if there was enough interest, to reinstate that group. Director Beery noted that Library and Music have independent groups that meet and discuss topics that are not always BSEP-concerned. The BSEP Office will survey P&O members for interest in other budgets that might warrant a subcommittee.

Director Beery distributed the following documents:

- 2017-18 Public Information Annual Report

Comparing Community Engagement with Libraries and Technology, it is similar in that most of this budget is paying for staff, in this case 85%. The first half of this budget's responsibility is supporting BSEP, SSC, and the P&O; the other half is communications, community relations, and translation. The PIO and Translator positions were half funded by BSEP in '17-18, though in this current year the percentage paid by BSEP was changed slightly according to how much of the work is general District work versus directly BSEP-related work. Some expenses for small contracts, printing and mailing. Measure E1 doesn't have significant fund balance, though Measure A does. Page 2 of the document shows the status report of the BSEP Office and its regular work, while the other portion covers the more varied tasks of Community Relations. For Community Relations part of the work is by plan such as bylaw revision, school renaming process, rolling out texting notifications, immigrant student Board Policy, etc. The other part is reacting and responding to situations as they arise, such as public records act requests, political demonstrations and walk-outs, protections for undocumented students and immigrant families, and wildfire response.

Public Information Officer position responds to requests by media and Public Records requests, as well as pushing out stories from the district both in the weekly Staff Bulletin and in the A+ News for the broader community. Translation is in constant use, the full-time Spanish translator works on many different in-person and print translations; other languages are provided over-the-phone through the contract with Language Line, which may soon be piloted as a video translation option via digital devices, though that extra cost would need to be supported by BSEP Office budget.

SMART Goal projects in this budget include the BUSD website redesign and expanding communication methods to include text messaging through a pilot project at one elementary site as well as the high school. The Office also implemented Best Practices meetings around social media both within BUSD and with parent groups such as PTAs. In the process of professional development for Charles Burress when he began working

as the district PIO, they created the East Bay Schools Public Information Network, which has since been taken over by the County and is wonderful for resource sharing and support during issues/crises. Due to the staffing transition in the Program Specialist position, the plan to visit each SSC was slowed in '17-18, but will be fully implemented in '18-19.

With Measure A carryover funds, we can update BUSD's interpretation kits, which are cases full of the audio equipment used for simultaneous group interpretation during events. The hope is to get smaller, more portable and rechargeable units to replace current old models.

9. Presentation: Superintendent's Budget Advisory Committee Updates

Natasha Beery, Director of BSEP and Community Relations

Director Beery distributed the following documents:

- First Interim Summaries for Measures A and E1
- Staff Recommendations to SBAC

Director Beery summarized that the School Board has requested that the Superintendent come up with \$2 million dollars in possible cuts to spending from the General Fund. Once suggestions are compiled from staff, they are presented to to the SBAC. In the documents being reviewed, proposed cuts are organized by type and not by priority.

The first section, including Dean of Attendance and moving TK classes, are suggestions that were discussed last year but not adopted at that time. Rep Simon clarified that "LCAP" indicates LCAP Supplemental funds, which must serve targeted low-income, English learner, and foster youth students. The next group of proposed cuts are reductions or changes that affect the central office. The following section has to do with school sites, and these items could impact BSEP budgets. The BHS counselor positions could be paid out of Measure A in a one-time capacity, giving a year to decide what to happen with these positions in the long-term. After that, the proposal to assign 3 more FTE for the U9 program at BHS would be an ongoing cost of \$300,000 annually from the Class Size Reduction resource. Currently 2 of the U9 positions are paid for with BSEP funds, this would bring the total up to 5. An effort was made to build a strong CSR fund balance at the start of E1, to hopefully avoid running out money before the end of the measure term. We need to be mindful to still maintain a buffer against costs eventually outpacing revenues, but the current balance of \$3 million is over the estimated \$2 million that was expected.

Rep Simon added that there are more long-term plans for some of the items that only show a 1-year timespan in the current proposals. Specifically the academic counselors at BHS might be continued by using LCAP funds, which would require those counselors

exclusively serve targeted students. Similarly the \$9,500 CTE contract out of Measure A has an identified funding source that the district is hoping to tap after the '19-20 school year. In both cases the proposal gives the district a year to solidify other funding sources, which if they fail to materialize could mean the elimination of the positions or programs.

Director Beery shared that the Communications contract item that is proposed to move exclusively into the BSEP budget would be a departure from the current setup in which half that expense is being paid out of the Superintendent's budget. This increase would be to a BSEP budget that doesn't have a large fund balance, so there is a bit of concern around that proposal. She also explained that the calculation of BSEP's contribution toward Direct Costs was done 12 years ago, and that an updated calculation looking at custodial and utilities expenses could result in an increase of \$190-\$200k annually to the General Fund. This would come from the High Quality Instruction resource of Measure E1, which has the most robust fund balance. She will evaluate a multi-year analysis to further understand how feasible this is in an ongoing manner.

It is also being proposed that non-BUSD programs that have busing services to or from school sites begin paying a fee for the service. Rep Tunks Demel pointed out that when a site's after-school programs are full and parents have to find transportation to other locations, this cost will be passed on to parents in the form of fee increases, which should be considered. Rep Glimme asked which programs pay for transportation and which don't, and how that is determined. Director Beery did not have that information, but Rep Simon shared that the SBAC has been responsive to questions, and that he and reps Chabot and Upp are happy to relay inquiries from the P&O to the SBAC group and bring responses back.

The Office of Family Engagement and Equity is currently funded almost 50/50 from BSEP and LCAP. At first the pilot project was at just a few sites and was totally BSEP-funded. With the infusion of LCAP funds the model was expanded to all elementary sites, though LCAP monies were not sufficient to push it into the middle schools. It has been known and shared with P&O for the past several years that the BSEP portion of the OFEE budget is drawing on fund balances, and will not be sustainable to support the program as it currently exists. The Effective Student Support budget, which supports Counseling, OFEE and Student Achievement Strategies, used the same percentages as were allocated in Measure A to begin Measure E1. However, the distribution of funds between those three purposes is not stipulated in the measure language, so if funds are withdrawn from OFEE that money will be available for use toward any of the other approved purposes. The ultimate proposal on how any restructuring of the OFEE office will take shape will be presented to the P&O, though as the P&O is an advisory committee, which is listened to at the Board level, it is the Board that will make the ultimate decision about cuts. It is not clear what the \$200,000 reduction in the BSEP contribution to OFEE would result in regarding a net increase to

the GF budget. Rep Babitt asked if the U9 cost increase could fall into that same Effective Student Support “bucket” and offset the savings from reducing OFEE. Rep Glimme added that paying for U9 teachers could fall into High Quality Instruction bucket as well, because it’s giving teachers release time to work with students. Further, generally speaking if the district is asking for BSEP to kick in \$300-\$500k it will very quickly exhaust the fund balance if not offset in some other way.

Rep Rabinowitz moved to extend meeting by 10 minutes, Irwin seconded, approved with 2 abstentions.

Rep Tunks Demel asked what the budget prognosis for coming year might be. Director Beery answered that we will see Gov. Newsom’s proposed budget mid-January, which will illuminate the future of education funding, and asked members to keep in mind that with BSEP the district is trying to alleviate at the local level a state- and federal-level insufficiency in funding. Rep Simon shared that the hope is that new Governor will be less prone to giving out money in one-time chunks, which are not useful to solve personnel problems. Rep Glimme also added that in the longer term there is a ballot measure qualified for 2020 to address Prop 13 reform. Rep Simon connected that idea to the ongoing challenge of the “silent recession” driven by increasing retirement and SpEd costs, which are far outpacing the funding provided to districts by the state. Director Beery also highlighted the needed increase in salaries to maintain staff in this area, which has such a high cost of living, which is also pushing the need for the district to reduce expenditures elsewhere.

Rep Simon reminded the committee that everything on the proposed cuts list came from district staff, and that SBAC committee members have until Jan 15 to provide input as well. That group meets every non-P&O Tuesday and those meetings are open to the public. The next meeting will see ideas for possible cuts, as well as a prioritization proposal. Rep Weissglass stated that the committee needs to know what the effect on OFEE will be exactly with these proposed cuts. Director Beery acknowledged that need and the Supervisor of OFEE will be bringing that information to the committee along with the new plan. Rep Babitt asked if the BSEP measure renewal surveys conducted several years ago got responses about voter opinion on the value of the services being proposed to cut. Director Beery recalled that from responses, the largest support was for support for struggling students and class size reduction. Rep Babitt asked if the district was planning to have any general town-hall meetings around the proposed cuts. Rep Simon indicated that no community meetings were planned as such but that with the SBAC process as a whole BUSD is undertaking a much more public process than other districts do in similar situations. Rep Pastika asked if the P&O will have a discussion and voting meeting for all these proposed cuts and additions. Director Beery responded that it may not be possible for the P&O to review each before the Board has their final vote. However, the P&O process will continue as normal, and we can take under advisement

recommendations from budget managers and the Board and still have our discussions and review and make recommendations that will go back to the Board at the end of the year for next year's plans. Rep Glimme reminded the group that this is not the district's first time through this process and generally cuts aren't made without all due consideration with a focus on how to support students, particularly struggling students. Rep Rabinowitz pointed out that the P&O hasn't made any statements to the Board yet this year, and is wondering if it's time for the group to take that step. Rep Simon agreed, saying that it is not too late as the Board won't make final decisions for months. Rep Babitt added that there will also be advocacy letters forthcoming from community groups about the proposed cuts, which she will share with the committee for consideration.

10. For the Good of the Order

There were no items.

11. Adjournment

The meeting was adjourned at 9:43 pm.