

BERKELEY UNIFIED SCHOOL DISTRICT

TO: BSEP Planning and Oversight Committee
FROM: Natasha Beery, Director of BSEP and Community Relations
DATE: May 7, 2019
SUBJECT: Preliminary Recommendation for BSEP Funds in FY 2019-20
Communication, Translation and Community Engagement

BACKGROUND INFORMATION

In keeping with BSEP Measure E1 of 2016, two percent (2%) of revenues are dedicated to “support of the Planning and Oversight Committee and School Site Councils, and community engagement, communications and public information services.” (*Section 9A*)

Program Summary

BSEP Planning and Oversight (P&O) Support: The BSEP office ensures that the P&O Committee has the necessary information to carry out their oversight role by providing program and budget plans, revenue projections, reports and analysis for each of the distinct purposes of the Measures. The Director consults with all BSEP-funded program Directors, Coordinators and Supervisors, and works with the Superintendent, Associate Superintendent for Educational Services, and Assistant Superintendent for Business Services to ensure that District and BSEP plans are aligned. A Senior Budget Analyst works with the Director and each Budget Manager to ensure that plans and reports are provided in accordance with the Measure and with auditing and budgeting best practices, and ensures proper documentation of expenditures of BSEP funds, including Site funds. The BSEP Program Specialist (and hourly support as needed) provides the communications, record-keeping and meeting support for P&O committee.

Site Council Support: The BSEP office provides training and support to the School Site Councils and the Berkeley High School (BHS) BSEP Site Committee, working with principals, teachers, support staff, students and parent/guardians to develop each school’s annual *Single Plan for Student Achievement*, including the development and monitoring of the annual plan for expenditure of BSEP School Site Discretionary Funds and the BHS BSEP Annual Site Plan. Site Council training workshops include sessions on school survey design, BSEP-funded program information, and best practices for school leaders. The BSEP Director and Program Specialist provide materials, advice and support for school principals in conducting elections of site council representatives in order to ensure broad and diverse participation in elections and governance, and provides support throughout the year to ensure that each Principal and site committee has the information and support they need to deliberate and document their decisions.

Communications and Community Engagement: Multiple communication channels are needed to reach diverse audiences, including parent/guardians, students, employees, and community stakeholders, each with distinct interests and concerns. The major channels currently include the BUSD website, the bi-weekly A+ News, a weekly email Bulletin to all staff, an annual Community Report, flyers, brochures, press releases, school e-trees and newsletters, school messenger emails and phone blasts, as well as some forays into social media. Additional channels of communication employed as needed include public presentations, forums, and special events.

The Communications Team meets weekly, chaired by the Director of BSEP and Community Relations. The Team, which includes the Superintendent, the Public Information Officer (PIO), Director of Technology, and supports district initiatives, addresses goals set out in the Communications Plan, and advises and consults with the Superintendent on a wide range of strategies to meet the communications needs of the District. When special situations arise that require community engagement on a district or even site-specific level, the Communications Team and/or the Director provide support through developing situation specific communications and processes. In the past year, the Director and team have been called upon to draft responses for a wide range of media inquiries and public record requests about student and district activities, has developed protocols for the use of social media, law enforcement/immigration enforcement, supported schools with student advocacy and engagement, provided assistance for area-wide air quality disaster communications and decisions, partnered with facilities staff to manage communications around water quality testing at schools, coordinated a review process for school-public art projects, and supported a complex and time-consuming community engagement process for a school name change.

Translation/Interpretation: A Specialist Translator/Interpreter provides Spanish translation for key District materials and in-person interpretation for workshops, IEPs and other special meetings. In addition, a contract with a multilingual Language Line telephone service provides all school personnel with an important communication tool that improves communication with families by offering instant access to simultaneous interpretation, such as for parent/guardian conferences. Language Line use in the past year has included interpretation in Spanish, Arabic, Urdu, Pashto, Nepali, Mandarin, Cantonese, Laotian, Cambodian and Vietnamese. We have also been able to provide an in-person Arabic-speaking interpreter for some parent conferences. *Beginning in FY 19-20, we will conduct a pilot of video interpretation using Language Line apps with tablets available for parent conferences and other needs.*

BUDGET RECOMMENDATIONS FOR 2019-20

Staff

\$505,322

- Director of BSEP and Community Relations 1.0 FTE
- BSEP Program Specialist 1.0 FTE
- Public Information Officer .85 FTE
- Specialist Translator/Interpreter .67 FTE

Director of BSEP and Community Relations

1.0 FTE

This position is responsible for the management and fiscal oversight of BSEP, including planning and reporting to the P&O Committee and Board, and advises District Staff, Site Councils, and the School Board on the parameters of the BSEP Measure. The Director acts as the Superintendent's designee, as assigned, to represent, coordinate, facilitate and/or support the functions of the Superintendent's Office, including the district's public planning processes, Communications Team, and relevant district or city-wide committees. As a member of the Superintendent's Cabinet, the Director participates in developing the District's vision, strategic planning, goals and programs.

BSEP Program Specialist

1.0 FTE

The position supports School Principals and Site Councils in developing their processes and plans for site-based decision-making, with a focus on the Site Discretionary Funds of the BSEP Measure. The Program Specialist provides administrative support to the Director, communication with the Planning and Oversight Committee and Chairs, as well as training and support to Site Councils, including SSC recruitment, elections, meeting processes, records and reporting. The Program Specialist also attends Site Council meetings to advise and share effective practices with Principals, chairs and members.

Public Information Officer (PIO)

.85 FTE

A core member of the Communications Team, the District PIO interacts with news organizations, government agencies, community organizations, local businesses, District staff and other school districts to coordinate public information and media relations. The PIO responds to requests for information and also produces news releases on the BUSD website, a Weekly Bulletin for all BUSD employees, and press releases sent directly to the news media. The PIO works closely with District staff to support communications needs, and assists in representing the District at School Board and community meetings. The PIO also may respond on behalf of the District to requests filed under the California Public Records Act, and coordinates the School accountability Report Cards. This full-time position is co-funded with .15 FTE from the General Fund.

Specialist Translator/Interpreter

.67 FTE

This position is responsible to translate into Spanish the key district print, web, and email communications and documents. In consultation with the Director of BSEP and Community Relations, this position prioritizes requests

for translation/interpretation, and assesses the need for and the oversight of hourly translators. The Specialist also advises district staff and collaborates with the Office of Family Engagement and Equity in improving parent outreach to Spanish speaking families. (The full-time position is funded at 0.67 FTE from this BSEP fund and 0.33 FTE from the General Fund.)

Hourly Staff **\$10,000**

Support on an as-needed basis is provided in the following areas:

- P&O and Public Meeting Support (set-up, minute-taking, childcare);
- Translators and interpreters to supplement the District Specialist Translator/Interpreter; these needs have increased significantly in the past year, particularly for Spanish and Arabic;
- Hourly staff to support document and website archiving.

Contracted Services **\$60,000**

District families and the general public have expectations for responsive and comprehensive communications, with a need for up-to-date information by emails, instant messaging, blogs, and online access in addition to traditional print media. Project-based contracts with service providers provide the flexibility to assist the Superintendent, Board and other district staff with projects and publications such as the *A+ e-News*, press releases, the BUSD website, the annual *BUSD Community Report*, programmatic brochures, and a variety of other district documents and public information materials. The contracted services for 2018-19 include:

- Project-based writing, editing and graphic design contracts;
- A email newsletter service;
- Website design and maintenance support;
- Simultaneous interpretation phone services and video interpretation services for multiple languages;
- Spanish language interpretation/translation for overflow needs when staff are not available to support events or major projects

Printing & Mailing **\$18,000**

The primary expense in this category comes from a mailing of the annual *BUSD Community Report*. Printing and citywide mailing costs for each issue are approximately \$15,000. Other print documents include Site Council training materials, the BSEP Annual Plan, district-wide mailings to families from the Superintendent, information posters for schools, and printing related to BSEP Measure Awareness or specific BSEP-funded programs.

Equipment and Supplies **\$12,000**

This budget provides office equipment for BSEP staff, as well as supplies for the BSEP P&O Committee, annual site council training, town halls and other public events.

Travel, Conferences and Memberships, Cell Phone **\$8,000**

This budget provides cell phone service for the PIO and Director, as well as membership fees and annual professional development for the specialist interpreter-translator, the Public Information Officer, and the BSEP Director.

RESOURCE SUMMARY

The core program purposes are currently in alignment with the yearly revenue allocation, although without much leeway for special project expenditures, which must rely upon the balance from Measure A.

In summary, the recommendation for the expenditure of the BSEP Community Engagement funds in FY 2019-20 is:

BSEP Revenue Allocation for FY 2019-20	<u>\$632,400</u>
Expenses	
Staffing	505,300
Classified Hourly	10,000
Contracted Services	60,000
Equipment and Supplies	12,000
Printing and Mailing	18,000
Travel, Conferences, Memberships	6,000
Cell Phone	2,000
Reserve for Personnel Variance	15,000
Total Expenses	<u>628,300</u>
Net Change to Fund Balance	\$4,100
Fund Balance	
Beginning Fund Balance (Measure E1)	44,700
Net Increase	4,100
Ending Fund Balance	<u>\$48,800</u>

SPECIAL PROJECTS

The fund balance from Measure A is the legacy of a period of understaffing in the BSEP Office, and is planned for use to address deferred needs that have not been within the capacity of the Communications Team and/or BSEP office to achieve without supplemental assistance. It is anticipated that during a time of transition in the Communications Team staffing during 2019, it may be necessary to make use of additional contract and/or hourly staffing to meet deadlines for back to school messaging, A+ news production, and timely projects such as the Annual Report.

Fund Balance

Beginning Fund Balance (Measure A)	<u>\$186,000</u>
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Expenses	
Classified Hourly	5,000
Contracted Services	20,000
Equipment and Supplies	5,000
Total Expenses	<u>30,000</u>
Net Change to Fund Balance	30,000
Fund Balance	
Beginning Fund Balance (Measure A)	186,000
Net Increase	30,000
Ending Fund Balance	<u>\$156,800</u>