

SCHOOL SITE PROGRAMS

BSEP Measure E1, Resource 0752

BSEP Measure A, Resource 0852

ANNUAL REPORT: FY 2018-19

UPDATE: FY 2019-20

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.¹

**Budget Manager: Natasha Beery, Director of BSEP and Community Relations, with
Danielle Perez, BSEP Program Specialist**

The budgeted revenue allocated to the BSEP Site Program funds in FY 2018-19 was \$3,044,126. This allowed for allocations to the sites of \$260 per pupil.² The expenditure budget for FY 2018-19 was based on this revenue allocation to each site, plus the carryover generated by unspent balances for each site.³

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 2018-19. 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 2018-19, the BSEP Site Program allocation of \$260 per-pupil was an increase of just over 1% from the previous year, after a large 8.5% jump between 2016-17 and 2017-18. Berkeley Technology Academy (BTA) continued to receive its allocation based on an assumption of 150 students, despite its average attendance being much lower. The allocation for Berkeley Independent Study (BIS) was also based on an average of 150 students. The ECE (Preschool) allocation assumed 300 students, a calculation based on the number of full and partial day students across three sites. The Stand-Alone TK program at King CDC received an allocation based on an estimated 53 students.

¹ BSEP Measure E1 Section 3.B.iii

² Revenue is allocated to each school site based on prior-year enrollment. For Independent Study, Berkeley Technology Academy, and Early Childhood Education, the allocation is based on an agreed-upon average.

³ 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 2018-19, unspent balances from the prior year (from Measures A and E1) of \$693,863 were posted as carryover, along with the associated Indirect Cost, once the books were closed in September.

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

1. Staffing (78.62% of total actual expenditures)

<i>Budget:</i>	\$2,376,304	<i>Actual:</i>	\$2,143,876	<i>Variance:</i>	(\$232,429)
● Certificated Salaries			\$ 1,233,970		
● Classified Salaries			\$ 328,406		
● Employee Benefits			\$ 466,739		
● Certificated Hourly			\$ 25,027		
● Classified Hourly			\$ 77,814		
● Substitutes			\$ 2,920		
● Stipends			\$ 9,000		

2. Contracted Services (8.89% of total actual expenditures)

<i>Budget:</i>	\$309,337	<i>Actual:</i>	\$242,545	<i>Variance:</i>	(\$66,792)
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3. Books, Supplies and Equipment (6.89% of total actual expenditures)

<i>Budget:</i>	\$353,753	<i>Actual:</i>	\$187,774	<i>Variance:</i>	(\$165,979)
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4. Indirect Costs (5.60% of total expenditures)

<i>Budget:</i>	\$201,199	<i>Actual:</i>	\$152,650	<i>Variance:</i>	(\$48,549)
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At the end of FY 2018-19, all sites had unexpended funds in their BSEP Site Program budgets, though that amount varied widely.

- Overall in 2018-19, sites expended 75.87% of available funds (including carryover).
- On average, the 11 elementary sites expended 82.38% of their overall budgets, ranging from a low of 62.67% to a high of 94.55%.
- The three middle schools expended an average of 65.08% of their total budgets. King expended 78.36%, Longfellow expended 70.93%, and Willard expended 43.10%⁴.
- Berkeley High expended 77.82% of its available budget.
- BIS expended 93.45% of its budget, while BTA expended 84.27%.
- ECE expended 38.88%⁵ of its budget while TK expended 60.70%.

Additionally, note that all elementary sites received an extra \$1,000 for mental health services from LCAP funding at the start of 2018-19, which reduced BSEP site fund contributions for that purpose at six of the 11 schools. This is an example of how sites prioritize using one-time funds, which can increase BSEP site fund carryover for the following year.

⁴ Willard began 2018-19 with over \$75,000 in carryover, and one-time increases from LCAP and Title 1 resources in 2018-19 further reduced expense to BSEP site funds. See FY 2019-20 Update below for details on spending plans for this carryover moving forward.

⁵ See FY 2019-20 Update below for more details and spending plans moving forward.

BSEP Office staff helped principals to prioritize spending Measure A carryover funds wherever possible. At the end of the year, expenses were moved from Measure E1 to Measure A at each site to fully utilize Measure A balances. This had the effect of eliminating Measure A budgets from all sites but BHS, reducing the number of budget codes that principals had to be aware of and monitor moving into 2019-20.

All unspent BSEP Measure E1 Site Program dollars from 2018-19 were carried over to 2019-20 budgets. 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 is true for most BSEP budgets, the majority of these Site Program funds (78.62% 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 .25 FTE of a Literacy Coach, with 9 of 11 schools spending at least some BSEP site funds for this purpose, while two schools used only Title I funds for this. Other funded positions included:

- Salaries for Teachers on Special Assignment (TSAs) for RtI, ELD, Math and Reading Intervention; Counselors; and teachers in Dance, PE, and Art.
- Salaries for classified PE, Dance, and Drama Instruction; Instructional Assistants (IAs); and a School Service Assistant.
- 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, and classroom teachers in Music, Creative Writing, Math, Art and Academic Support classes.
- Hourly work in Intervention, Noon Supervision, and Curriculum/Professional development.

At Berkeley High, site funds provided staff pay for the following work:

- Direct instruction and support in the classroom;
- Coordination of student services;
- Student advising;
- Hourly tutoring;
- 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 an instructional specialist in gardening and paid for hourly tutoring in ELA and Math.

The next largest area of expenditure, at 8.89% 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 providing Occupational Therapy. BTA contracted with Village Connect using BSEP, Title 1, and grant funding. Contract budgets also covered field trip admissions and non-BUSD transportation services.

BSEP site funds continue to be an important resource for instructional **materials**, constituting 6.89% of the total expenditures to pay for books, materials, supplies and equipment.

While priorities vary from site to site, and vary considerably between primary and secondary schools, activities supported by BSEP site program funds all served to further the District's goals of improving academic achievement and promoting student success.

FUND BALANCES

Measure E1, Resource 0752

Beginning: \$557,321

Ending: \$1,253,941

Increase: \$696,620

Measure A, Resource 0852

Beginning: \$507,935

Ending: \$196,148

Decrease: \$311,787

2018-19 SITE PLAN ADDENDA SUMMARY:

Over the course of a school year, principals and SSCs may choose to re-allocate site funds as needs arise or as available programs or staff change. These changes are recorded in Site Plan Addenda, and in 2018-19 SSCs made the following changes to their Plans and budgets:

- Emerson allocated \$2,000 from unallocated carryover to provide kindergarten tutoring in phonemic awareness and letter sound and number recognition, as well as reallocating \$500 of carryover money from materials and supplies to pay SpEd IAs to attend hourly professional development staff meetings.
- Sylvia Mendez re-allocated money saved from Behavioral Health Counselor salary (due to the increase in behavioral health allocations from LCAP) to provide an additional \$1,000 in teacher hourly pay for professional development work.
- Oxford used \$5,000 of unallocated carryover funds to pay for hourly classified tutors;
- Thousand Oaks allocated \$4,691 for teacher hourly pay and \$1,300 for materials and supplies to provide after-school academic intervention and STEM classes.
- Washington allocated \$18,300 to increase Literacy Coach/Interventionist positions from unallocated carryover.
- Rosa Parks allocated \$9,000 from carryover for materials and supplies.

- Malcolm X allocated \$12,500 from carryover for materials and supplies.
- John Muir allocated \$5,500 from carryover for a K-2 Chromebook cart.
- TK allocated \$300 from carryover to provide child care at parent meetings, reallocated \$495 from substitute pay to increase the classroom materials budget, reallocated \$480 from transportation costs to pay for assembly presenters, moved \$3,737 from carryover and unused contract/PD budgets to purchase outdoor games and play equipment, and shifted \$78 from unused supplies money to pay custodial overtime to support a school-wide assembly.
- Willard allocated \$5,500 from unused current-year funds to increase a mentoring intervention contract.
- BTA allocated \$4,591 of carryover to contribute to the Village Connect contract.
- BHS allocated \$1,500 from carryover to pay for hourly work to support SSC meetings (minutes-taking), and another \$10,000 from carryover to fund a contract with the R.I.S.E. tutoring program.

Update FY 2019-20:

Site fund allocations increased from \$260 per pupil in 2018-19 to \$285 per pupil in 2019-20, thanks to increased BSEP revenues. Sites with larger carryover balances coming in to 2019-20 have made plans for spending down those resources. Brief summaries of some of the larger planned carryover expenditures are below:

- Berkeley High's plan for 2019-20 includes spending \$185,000 of carryover site funds, providing for one-time programs and investments including \$50,000 in technology cohort devices, \$25,530 for a contract to provide a program coordinator for the Biotech Partners program, and temporary increases in FTE for three TSAs, the College and Career Administrative Assistant, and the Instructional Media Tech.
- Willard's 2019-20 plan has allocated \$30,000 to contract with Mills Teacher Scholars for a year of inquiry-based professional development, funded \$26,000 for an additional part-time staff member to support the Growing Leaders program, and provided \$13,000 to re-implement a contract with Writer Coach. Additionally, the plan has allocated investments in materials and supplies up to \$30,000 for STEM and \$5,000 for Art.
- The 2019-20 Thousand Oaks plan shifted the IA position from bilingual (which went two years unfilled) to monolingual, which will result in the permanent hiring of a staff person to fully realize the projected position costs. The school has also committed \$20,000 to support literacy through FTE for two retired teachers (which can be paid out of carryover), as well as increasing other BSEP site-funded certificated FTE from .47 to .77.
- The Preschool (ECE) program's 2019-20 plan includes funding .53 FTE for the bookbag IA. In '18-19 the Library program funded the Bookbag IA as an hourly position, though in prior years the work had been co-funded with Site funds. Additionally, the .6 FTE RTI position that was unfilled for half of the previous year has been filled, and so should expend the full planned cost this year.