

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

October 29, 2019

BUSD Offices –Technology Room 126
2020 Bonar Street, Berkeley, CA 94702

P&O Committee Members Present

Tamara Perkins, *Early Childhood Education*
Collin Eyre, *Berkeley Arts Magnet*
Jonathan Weissglass, *Emerson*
Pamela Hyde, *Emerson (Alt)*
Chris Wallace, *Jefferson*
Vanessa Garza, *John Muir*
Carla Bryant, *Oxford*
Stephan Cohen, *Oxford (Alt)*

Weldon Bradstreet, *Rosa Parks*
Laura Babitt, *Rosa Parks (Alt)*
Kate Jordan, *Sylvia Mendez*
Heather Flett, *Washington*
Jose Rodriguez, *Longfellow Middle School*
Terry Pastika, *King Middle School*
Josh Irwin, *Berkeley High*
Felicia Bellows, *Independent Study*

P&O Committee Members Absent*:

Alisha Graves, *Cragmont*
Jenny Morgan, *Willard Middle School*
Rita Gaber, *Willard Middle School*

Evon Williams, *Berkeley Technology Academy*
Aaron Glimme, *Berkeley High*
Shauna Rabinowitz, *Berkeley High*

**Alternates and co-reps are not marked absent if another rep is present. Currently there is no representation from Thousand Oaks elementary, and only one representative from King Middle School.*

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

Judy Appel, *School Board Member*

BUSD Staff:

Dr. Brent Stephens, *Superintendent of Schools*
Natasha Beery, *Director of BSEP and Community Relations*
Danielle Perez, *BSEP Program Specialist*

1. Call to Order and Introductions

At 7:15 p.m. Chairperson Pastika called the meeting to order. The meeting began with introductions around the table.

2. Establish the Quorum/Approve the Agenda

The quorum was established with 13 voting members present. Chair Pastika asked for a motion to approve the agenda, Rep. Jordan moved to approve the agenda, Rep. Wallace seconded the motion; the agenda was approved unanimously.

3. Chairperson's Comments

Chair Bradstreet reminded members and guests that the snacks provided are not paid for using public funds, but their purchase relies on the generous donations from members at each meeting.

4. BSEP Director's Comments

Natasha Beery, Director BSEP & Community Relations

Director Beery shared that the BSEP Office is searching for a notetaker to work hourly to produce the minutes from our P&O meetings, and asked members to spread the word about that role and recommend any interested candidates to her. She also reminded members that in bringing electronic devices to these meetings we can get closer to going paper free, which would be an improvement over printing so many physical copies of the documents that are shared via email in advance of the meetings. The BSEP staff can also bring chromebooks for members to use during meetings, if that is requested in advance. Lastly, she noted that the Superintendent is not yet present but asked the Chair's indulgence to postpone agenda item #5 until his arrival.

6. Approval of Minutes

Meeting Minutes drafts from October 29, 2019

Chair Pastika reminded the group that they need not have been present at the previous meeting to vote to approve the minutes, but are still eligible to vote to enter them into the public record. She then asked members to review the minutes and submit any clarifications or corrections.

Rep. Wallace motioned to approve the 10.29.19 meeting minutes, Rep. Bellows seconded; the minutes were approved unanimously.

7. Public Comment

Rep. Babitt shared a fellow Longfellow parent's blog post about Longfellow academic performance compared to that of Willard and King. Longfellow's standardized testing results are dropping to well below grade level standard while the other two schools' results are rising steadily between the 2015-16 and the 2018-19 academic years. She wanted the educational partners and leaders present at this meeting to be aware of and keep this situation in mind as new initiatives and priorities are established with local resources and by our new district leadership. She noted that this problem was recognized in 2017-18 and the Longfellow community advocated for more support from district leaders to address the problematic trend. She added that the picture gets worse when broken down by demographic groups, and asked committee members to take copies of this data, which she distributed, back to all BUSD school sites to raise awareness and support of the work needing to be done to support Longfellow students.

Board Member Judy Appel asked Rep. Babitt to please send her the information being shared, and noted that every Board member is connected to Longfellow and has either attended the school themselves or sent their children there. She asked Rep. Babitt to please talk to the Board and bring ideas, they are very open to solving this problem.

8. Presentation: P&O Calendar Update: The Year Ahead

Natasha Beery, Director of BSEP of BSEP and Community Relations

Director Beery distributed the following documents:

- P&O Committee Meeting Calendar
- Text of BERRA (Berkeley Educators Recruitment and Retention Act)

Director Beery explained that the calendar is a living Google doc that is updated as needed and posted online and linked from BSEP emails and webpages. As members ask themselves when opportunities will be presented to address issues such as addressing performance at Longfellow, referring to this document will help establish how that conversation can fit into the overall plan of the Committee's work over the year. She also reminded everyone, and new members particularly, to ask questions as they arise because there is so much information given at these meetings and we want it to make sense to all members. She explained that the group will review last year's expenditures and programs via the Annual Reports, and then in January the Teacher Template will be established for 2020-21, and once the class size goals are reached the remaining funds in that resource can be put to other uses. This is where the most flex and leverage exists in BSEP resources. The group will help evaluate the proposed plans for the use of BSEP funds, and will discuss where flexibility may exist to address various needs. Further, additional funds may be brought to bear; the upcoming facilities bond, maintenance tax, and the new BERRA measure to support staff salaries will all be decided by voters in March.

The text of this BERRA tax will be discussed by this group later in the year. These measures will go to voters on March 3rd, and it is required for the BERRA to have an oversight committee. The BERRA measure language is written such that this BSEP P&O body may become that oversight mechanism, a possibility which will be discussed at a later P&O meeting. There will be time for feedback via comments at the next two committee meetings in January, and we can even move the discussion item from the 28th agenda to that of the 14th if members would prefer.

Board Liaison Appel asked, if any of the members present were interested in helping to bring the point about this need for increased state funding to Sacramento, that they please reach out to her. Director Beery noted that because the district doesn't know whether this measure will pass, and that an oversight body can't be established until that outcome is known, there will be a short window in which plans for the expenditure of any new funds may be reviewed and approved for use in the 2020-21 school year. Most of the potential new funds are spoken for in salaries, with 5% of the revenue earmarked for strategies to recruit and retain staff in particularly in hard-to-fill positions, and 1% for oversight expenses. It does seem like reviewing those other purposes might be a good fit with other existing BSEP purposes like Professional Development, rather than creating a new oversight body. It is built into the current P&O calendar that, if the measure passes and the P&O takes on this role, there would be time in March for this work. By April most of the BSEP plans for 2020-21 will be completed and reviewed, with only the Site Plan summary remaining to be presented once those are completed by the SSCs, before we turn our attention to how we can improve the P&O process for the coming year and then the group will wrap up meetings until after the summer break.

Dr. Stephens arrived and Chair Pastika invited him to give any comments postponed from earlier in the meeting.

5. Superintendent's Comments

Brent Stephens, Superintendent of Schools

Dr. Stephens apologized for being late, sharing that he was coming from a community celebration at Longfellow Middle School. He updated the group with a synopsis of the

presentation from the previous week's board meeting on preliminary thinking about the General Fund (GF) budget. This GF resource pays the bulk of salaries in the district, and beyond that expenditure it includes unrestricted dollars to spend on other purposes. Currently the district has estimates of revenue increases in the form of a modest projected Cost of Living Adjustment (COLA) of about 3% in the coming year. The exact COLA amount will be made known through the Governor's preliminary budget in January and the "May Revise." In this Fall semester, the District committed to an investment for increased salaries for teachers and all labor partners - a 2.5% increase this year and an additional 2.5% increase next year. Contingent on the passage of the new measure, an additional 7% increase would be put into effect for 20-21 and following years. After accounting for those cost increases, the best guess right now is that we can get to the 2020-21 school year without budget cuts. He anticipates that the SBAC will be used to share information but won't have the task of generating recommendations for budget reductions. He will keep the Board up to speed through the year. Looking at the out years, using projections and estimates for 2 and 3 years from now, it does seem likely that a cut of about \$1 million will be necessary in the 2022-23 school year, though it's hard to predict. Based on current thinking, the district can meet its financial obligations without cutting this year, but the most concerning assumption is accepting a lower end-of-year fund balance, about \$1 million lower than previous years but still well above the state minimum 3% reserve required. Dr. Stephens feels that it's worth that reduction to preserve programs, particularly because talk around the state is that revenue should increase.

Another point shared with the Board is that we don't have additional revenue to spend but there are additional opportunities to sharpen the equity focus, particularly keeping in mind community feedback that three student groups not currently well served by the district: African American, Special Education, and English Learner students. He will be thinking about ways to organize the central office to support these students. We will have much more dialogue in committees and with the Board around this focus, then we head into LCAP season with its annual budgeting and creating the next 3-year Plan.

Rep. Babitt asked if not cutting in the budget means that currently unfilled positions will remain vacant. Dr. Stephens answered that the district will not be closing unfilled positions to save money, currently funded positions will continue to exist even if they aren't filled this year for some reason. He noted that all districts have unfilled positions each year, it is common.

9. Presentation: 2018-19 Annual Reports: VAPA, Libraries, Technology, and Public Information

Natasha Beery, Director of BSEP and Community Relations; Pete Gidlund, Visual and Performing Arts Supervisor; Jessica Lee, Library Services Coordinator; Jay Nitschke, Technology Director.

Director Beery Distributed:

- 2018-19 VAPA Annual Report
- 2018-19 Libraries Annual Report
- 2018-19 Technology Annual Report
- 2018-19 Public Information Annual Report

Public Information and BSPE Oversight: Director Beery began by presenting the Public Information Annual Report. These reports are reporting on year that has already closed. The P&O Committee's due diligence is in ensuring that the funds were used according to the measure, but this review also gives a grounding in the use of these funds going into the work of planning for expenditures in the 2020-21 school year. This budget funds BSEP Oversight, Communication, and Community Relations and Information. As with most budgets district-wide, primarily the money goes to pay for staffing.

Looking at all Annual Reports, we look for any variance: i.e. a difference between what was planned-for and what was actually expended. The first portion of the reports is the text summary, the second portion will be a number summary. The goal of the report text is to explain any large variances. In this budget the variance was in contract costs, only using about half of what was planned. Last year there was a large amount of money given via a Chancellor's Grant to help support ongoing events in the Superintendent's Speaker Series, which took some pressure off BSEP funds for contracts in community events. There are Measure A funds for public information from the previous version of BSEP measure, and those funds must be spent in accordance with the original measure language, which are pretty much the same from last measure to this current measure. In the Measure A plans for this budget, two public information projects to be funded to support the Office of Family Engagement and Equity (OFEE)'s work did not come to pass (community workshops and a family guide), but otherwise the funds were spent as planned. The unspent funds will remain to be used for similar purposes according to measure language until they are spent.

Director Beery summarized the status and activities paid by this budget last year, as outlined in the report. Overall BSEP funds contribute to the district-wide mandated 3% reserve, though we aim to keep a reserve equal to what each program and fund may need. This depends greatly on the staffing supported by each budget. Generally right now we're still early in the measure and we don't want to run out in the final years of the measure as we have in previous measures, so for this budget we're trying to keep around 10% in reserve. Rep Imani asked if we factor in safety and crisis communications in district communications work. Director Beery responded that yes, in fact earlier that day she was talking with the Public Information Officer about attending a crisis communication workshop. We are also moving more in the direction of video communication, with a new contractor who has skills in this area, which may be used for both crisis education/communication and to share good news from around the district.

Music/VAPA: Supervisor Pete Gidlund began by sharing that the VAPA staff just moved into a new building space next to the West Campus Pool, the construction of which was funded by bond revenues. He extended an invitation to P&O and other community members to visit the space for a brief tour, which is a good way for community members to get to know about the program. Touring the space helps illustrate how the program runs, for example the space in which music teachers have monthly PD meetings, the space for instrument storage and repair, etc. for Professional Development (PD), instrument storage. The VAPA money we are talking about in these meetings flows right through this new space. Mr. Gidlund summarized the contents of the report, noting the fund balance, which is less than in previous year though it still looks sizeable. This balance exists because of projections for salaries and costs that were on the conservative side, and those expenses were less than expected. When we started Measure E1, the long-term

projection was that the VAPA budget would be getting close to the red or into it by the end of the 8 years. This budget will pay for the 2.5% staff salary increase this year with another 2.5% increase next year for all staff, so we know those costs will be increasing compared to the costs shown on the 2018-19 Report. Also, the VAPA Tech position increased from 60% time to full-time this year, so that cost will increase as of 2019-20 as well. Something to keep in mind when looking at fund balances is that this committee advises budget administrators on how to spend this money. A couple of years ago this group proposed uses for Measure A carryover; helping to shape the plan to spend these funds on large instruments and deferred maintenance. This was specifically for things that are hard to recoup in a regular spending year like double basses, pianos, big brass etc. so that we can sustain offering them through the end of the measure. The same expense is approved again for this current year.

In his time in the VAPA Supervisor position, we have been hearing about disparate arts and non-music offerings at the schools. Be aware that schools in BUSD have autonomy about what non-music offerings to have - it's up to the Principal, PTA, and SSC to direct site funds for those purposes. But this committee asked VAPA to address that as well, so starting last year Arts Anchor program funding was extended to all middle schools in the form of .2 FTE to support non-music offerings that weren't currently offered, or that were in danger of being cut. All 3 middle schools participated with that. They also offered 8 slots for an elementary after-school Arts Anchor programs, but only 3 schools took up the offer. When this was discussed at the P&O meeting at the end of last year, P&O members took questions back to their school sites about why their school didn't participate. The result was a big increase in interest from schools, such that this year there were more schools applying for this resource than there are available slots.

In the past five years, a focus on disparities in the music program have placed resources toward PD and hiring practices. Last year VAPA also took on a new partnership with a parent and staff equity group specifically looking out for K-12 music, which has already taken many actionable steps offering support and access for families of color within the music department; this has been a big deal and improvement. Rep. Babitt asked, looking forward to next year, how we could provide digital arts such as creating beats to bring in hip-hop culture to VAPA programs. At Longfellow, community leadership has been asking how can we provide kids with something they're interested in, she would like to see steps toward getting that type of curriculum implemented. She encouraged thinking about how the district can offer more to those students and keep them engaged. Mr. Gidlund responded that Longfellow has hosted programs of that nature before, but he hasn't heard from Longfellow programmatically that they would like to re-introduce it. He can look at the feasibility of adding a program perhaps as a zero period. Digital programs like that do need infrastructure, and VAPA has been looking at this at BHS, where they are building a lab for digital music in the new A building. So the program is making strides but starting at the high school, and it is on his mind. Rep. Perkins added that the District can think about community partnerships, as there are similar programs in Oakland, and suggested filmmaking for example as a non-music artistic field that can also be a pathway to careers for students. She noted that community partnerships with other established programs might remove some of the pressure to create new studio or lab space within BUSD. Mr. Gidlund agreed and noted that afterschool programs have been working with visual arts programs like this, and VAPA can continue to look at ways to expand that.

Rep. Irwin stated that comparing the beginning fund balance to the ending fund balance shows an increase of \$271,000. Are there additional variances that add up to this amount? Need to double check the math, keeping Measure A and E1 separate. Do all the variances add up to the increase in fund balances? It seems like there were other savings? [Credit to Rep. Bellows, who rightly recognized that the unallocated reserve was a contributor to this difference!] Rep. Rodriguez added that given the size of the overall budget, even taking into account increased demands for staffing funding, there still seems to be an opportunity to expend more of the available fund balance. Director Beery acknowledged that even while planning for the fact that the VAPA staff trends younger and will see steady and planned pay increases, there could be a fund balance, and we don't want to leave funds unused. It should be possible to free up more funds as planning for next year's budget begins. Also, part of this budget is paying contributions toward release time staffing, which needs evaluating as well. Chair Pastika asked that when Liz Karam comes to a meeting to do a budget overview, that she also address the questions around the budget numbers presented. Mr. Gidlund will also investigate and come back to report to the committee as well.

Library: Coordinator Jessica Lee presented the library annual report, explaining that as she is new to this role this year, she is reporting her predecessor Becca Todd's budget from the previous year. The vast amount of expenditures in this budget, as for all budgets are for salaries, split almost equally between certificated and classified staff supporting the program. She noted that we are an extremely fortunate district to have this funding - in California due to state funding levels we generally don't get libraries at public schools like this. In BUSD the libraries are open every day to every student; this is one of the few programs that serves every student at every grade every day. The other most important part of the expense is materials, i.e. books. The library program has enough money to purchase new books every year for the libraries across the district. Regarding variances, we see the benefits calculation was more than was used. The fund balance is quite high intentionally, because through the life of a tax measure costs invariably increase. We are setting aside money now knowing that salaries will go up over time. Rep. Rodriguez asked if the measure funding is static. Director Beery answered that the COLA is built into the measure, in this iteration of BSEP it's based on the Bay Area Consumer Price Index, in large part because the timing of its release allows the district to project budgets in January for the coming year. This is only the third year of measure E1: in the first year it was planned that no COLA would be applied, then the second year saw a steep 4.5% increase, and we will find out in January what next year's will be (it's trending towards 3%). The Board approves the increase, it can choose not to apply it though that has only happened once. In past years we've seen COLAs below 1% and as low as 0%; we never know when that will happen again, but we are in a period of increase now while attempting to look into a crystal ball about how things will change in the future.

Rep. Rodriguez noted that for all budgets being examined, it looks as though even the original planned budget is less than revenue, with a reserve besides, and then they seem to be consistently under-expended. Director Beery noted that we can't use carryover money for staffing in an ongoing way because limited funding can't promise an ongoing job, so those resources must then go toward contracts and materials. Ms. Appel added that we are careful with our dollars, but we can figure out how to balance that care with intentional use. Rep. Imani asked what timeframe is being considered in this long-term budget planning. Director Beery explained that the current measure, E1 is an 8 year measure which expires in 2024. The previous BSEP measure was 10 years, and it looked great until year 6 and then in the end everything had run low to out.

Ms. Lee noted that some of the Library program's Measure A carryover was intended to be spent on technology improvements in libraries in 2018-19; it didn't happen last year but is still planned to be implemented this year.

2018-19 saw BUSD act as the pilot users for the Sora app that allowed all students to digitally access the resources of the public library system through their district accounts, which resulted in BUSD being the third highest user of the program, behind the New York Public Library and the LA Public Library systems. The district Library program is pushing to bring more authors into the schools, with the goal of an author a year per school, and the "Services and Other Operating Expenses" section of the Report include costs to fund those visits.

Rep. Babitt asked, now that BSEP is picking up the bulk of Literacy Coach salary costs at the elementary schools, how Lit Coaches might work and collaborate with district Librarians. Ms. Lee responded that we do have the Mock Newbery Book Club at all elementary schools, run as a collaboration between the Lit Coaches and Librarians. Other structured collaboration varies by site. Rep. Babitt asked if a lot of libraries are closing to students so that staff can use them as meeting spaces. Ms. Lee answered that she hasn't heard of that, mostly because staff generally meet after school when school is out and the libraries are already closed to students. The bigger issue we've seen is that libraries are leveraged for space for standardized testing, and that schedule pushes the regular usage of libraries in May, which is a concern that we still haven't been able to address. Though the libraries of course ultimately need to support overall school needs. Rep. Babitt shared that in her opinion Wednesdays would specifically be a good time for us to look at students being able to use libraries during after school hours. Ms. Lee noted that Wednesdays are when teaching staff have their regular meetings. Another issue is also that after-school, if students are on campus they must be in after-school programs, at K-8 sites. Only the high school campus is open to students after school.

Other highlights of the Library program in 2018-19 were the additional funds given to schools housing the bilingual programs to purchase more books in Spanish, and the grant received to support bringing the Great Stories Club to Longfellow, where students and staff of color could engage around deep social issues through literature and discussion.

Rep. Garza asked if it is up to after-school programs to request access to libraries, and what schools and grades had access to the Great Stories program. Ms. Lee answered that after-school programs do need to request library access, and that the Great Stories book club was only at Longfellow.

Rep. Irwin asked how the Measure A income column is determined. Director Beery responded that she will take that question to Liz Karam but thought this was due to late collections. She will bring the answer back to the group. Rep. Imani suggested that differentiating between deferred expenses (such as the technology improvements in libraries which are still planned for execution in the coming year) and unrealized expenses would be helpful in reading the Reports and Budget Summaries.

Technology: Director Nitschke presented his report to the committee, explaining that the Technology department receives a GF contribution, and the BSEP contribution significantly

funds the Computer Tech positions in the schools. These Techs work at all schools K-12. The BSEP budget also funds a program for Tech Teacher Leaders, working with Jessica Lee and the DigiTech team, in which a teacher from each school attends once-a-month meetings for PD and collaboration, to pass along support for technology to their schools. In 2018-19 there was some money allocated to buy Chromebooks, the 1:1 computer to student program began several years ago in grades 4-5 and then it's been expanded each year to subsequently higher grade levels each year. This year they are supplying Chromebooks 1:1 to 8th grade. There were one-time State funds that paid for some of this, and then Measure A carryover was used to continue the purchases, which is why you see a big drop in that fund balance on this report. The Facilities Bond on the March ballot contains a small portion of funding to provide an ongoing source from which to purchase technology such as Chromebooks, that bond money funded on a 5-7 repayment plan, will take over funding this ongoing cost in the event that it passes. The bond requires 55% voter approval, and would relieve school sites of their worry around purchasing these computers with site funds.

Rep. Babitt asked if there was an overall theme in teacher needs, such as training in Google Classroom. Director Nitschke answered that when the Chromebook carts were rolled out to classrooms, we worked on three parts of program: the school had to commit to being certified as a Digital Citizenship school, and we worked with the Library department and Library TSAs to make that happen. The teachers receiving the carts had to become Google Certified Educators or use the BUSD-created curriculum to become a Berkeley Certified Educator. We are working to catch up all teachers and hope that by next August all will be certified. Participating teachers do get a \$400 stipend to complete the certification, and the response has been very strong.

Rep. Irwin asked what the situation is with the unaudited actuals, and why the unallocated reserve has dropped to zero. This question will be added to the list to be addressed with the budget analyst at our next meeting. Rep. Rodriguez shared that by his math the fund balances between all these budgets reviewed in this meeting add up to roughly \$1.1 million, and given a \$5.4 million revenue source this is a significant percentage, and then adding measure A resources it's closer to \$2 million. This feels like a pretty big number, and he asked if that is typical for this time of year, and if so what do we think about allocating this through this year. Is there guidance as to what the fund balance should be? Director Beery responded that it's more than we modeled; we tried to build something sustainable 8-year measure using the variables and estimates we had available at the time. Partly this is due to an increase in revenue due to higher than expected COLAs, and also due to an anticipated increase in enrollment that didn't materialize. Collectively it is a lot more than we ever expected. In previous measures, we had situations in which dwindling BSEP budgets couldn't match desired staff salary increases implemented by the GF; now that a potential revenue stream may come through via the new tax for this purpose, more pressure may be removed from BSEP budgets. Now we need new models with new variables to see what we think we can do with these resources, still being conservative enough to reach the end of the measure but spending where we can.

10. Presentation: 2019-20 Elections Report

Danielle Perez, BSEP Program Specialist

Ms. Perez began by commending all schools and their principals for completing the SSC election process, as the timing of elections at the start of the academic year is always challenging. A particular challenge currently is that one-third of all principals are in only their first or second year at their school, which makes recruitment of SSC candidates especially challenging while principals are getting to know a new site. Staff committee members continue to be the hardest to recruit in the required numbers; typically there are more willing parent/guardian participants and overall numbers of staff at any given site are proportionally much lower. It will be a goal in the coming year for BSEP staff to provide principals with as many resources and support around staff recruitment and elections as are currently provided for parent/guardian elections.

Note that the demographic data in Appendix B of the report is pulled from voluntary response and self-identification of committee members, and the response rate has been dwindling year after year as many members express that the census categories used don't fit their identities. The number of members who did not respond is listed in each category and are generally quite high. Another note is that more and more schools choose to invite all nominees to participate in the SSC process throughout the year even if they do not win formal voting seats.

Rep. Babitt asked what formal training principals receive around running their elections and SSCs. Ms. Perez answered that Director Beery makes sure that all principals coming in to the district have an orientation in BSEP and its relationship and importance to the successful running of the SSCs, which includes an evaluation of the school's site plan and budget and discussion of necessary steps to using them in the current year, amending them if necessary, and creating them for the coming year. Director Beery elaborated that this is then bolstered by ongoing support through her and Ms. Perez attending Principals' Meetings to remind principals of requirements, making them aware of deadlines and steps to be completed with their committees, and getting feedback about what information the principals need more of. Also, the SSC visits are opportunities for principals and staff to ask procedural questions of the BSEP Director and Program Specialist. Reminders are sent out weekly via emailed "Principals Notes," and meeting document templates for things like agendas, minutes, and meeting announcements are also shared. Ms. Perez asked members please contact the BSEP office if they are aware of issues with a site needing more support in implementing sound committee procedures, because she and Natasha can prioritize visiting that SSC and can reach out directly to that principal to check in and offer additional support and resources.

11. Action: P&O Committee Elections

Terry Pastika and Weldon

With only 5 minutes remaining in the meeting, Chair Pastika stated that the group would discuss whether elections could be fit in or if they might be postponed to the next meeting. Director Beery explained that the first of four planned SBAC meetings will be on the same day as our next P&O meeting on January 14, immediately preceding the P&O meeting that evening. This committee needs to elect two representatives to have voting positions on the SBAC, plus alternates. Reps. Josh Irwin, Carla Bryant, Esfandiar Imani, and Nicole Chabot (via email) expressed interest in serving as reps to the SBAC, and Rep. Vanessa Garza offered to serve as an alternate. As the SBAC was not planned to discuss budget reductions per Dr. Stephens comments earlier in the meeting, and given that the meeting is open to all interested public, it was proposed

that the P&O will encourage all nominees to attend the SBAC, and the next P&O meeting will see a vote for official representatives and alternates.

Irwin moved to send all nominees to the January 14 SBAC meeting, then elect the SBAC representatives, Steering Committee members, and Committee Chair positions at the next P&O meeting on January 14, it was seconded by Rep. Bradstreet, and was approved unanimously.

14. For the Good of the Order

Rep. Imani suggested, given the length and frequency of these meetings, that the group designate some basic emergency response plan and member roles.

Board Liaison Appel asked if the group would be interested in adding regular Board updates to future agendas, which received an enthusiastic response from committee members.

Director Beery reminded members to send questions needing further follow-up to bsep@berkeley.net so that she and Ms. Perez could gather the necessary information before the next meeting.

Rep. Bryant expressed a strong desire to calendar a budget discussion with an equity lens on the January 14 P&O meeting agenda. She appreciated hearing about Tier 1 programs, but feels the committee needs to discuss equity more. Though this group talks about budget numbers, she felt that the committee should also build into the P&O process discussions around what is actually happening with students and the expected and realized outcomes. She has seen parents comment on disproportionality but it still isn't connecting with the existing P&O process; she would like the group to hear how these funds will be developed at a Tier 2 level to stop the gaps that continue to exist. Rep. Bryant expressed that caring about closing this gap should be a concern of our entire community and that should be fostered through building these discussions and processes into our systems.

15. Adjournment

The meeting was adjourned by acclamation at 9:36 p.m.