

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES
May 11, 2021**

P&O Committee Members Present

Nicole Chabot, *Berkeley Arts Magnet*
Nimota Abina, *Cragmont (co-Rep)*
Jonathan Weissglass, *Emerson*
Heather Ball, *Malcolm X*
Carrie Rosenbaum, *Oxford*
Weldon Bradstreet, *Rosa Parks*

Justin Randall, *Sylvia Mendez*
Olivia Lim, *Longfellow Middle School*
Kate Jordan, *Willard Middle School*
Aaron Glimme, *Berkeley High*
Terry Pastika, *Berkeley High (Alt)*
Shauna Rabinowitz, *Berkeley High*

P&O Committee Members Absent*:

Jerry Liang, *Pre-K Program*
Vanessa Garza, *John Muir*
Nikhila Pai, *Ruth Acty (co-Rep)*
Heather Flett, *Washington*
Prashant Jawalikar, *King Middle School*

Chetan Kamdar, *King Middle School*
Josh Irwin, *Berkeley High*
Sarah Cline, *Berkeley High*
Martin de Mucha Flores, *Independent Study*

**Alternates and co-reps are not marked absent if another rep is present. Currently there is no representation from BTA or Thousand Oaks Elementary, and only one representative each from Longfellow and Willard Middle Schools.*

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

BUSD Staff:

Brent Stephens, *Superintendent of Schools*
Samantha Tobias-Espinosa, *Assistant Superintendent for Human Resources*
Natasha Beery, *Director of BSEP and Communications*
Danielle Perez, *BSEP Program Specialist*

1. Call to Order and Roll Call

The meeting was held online via Zoom. At 6:33 p.m. Chairperson Bradstreet called the meeting to order.

2. Establish the Quorum/Approve the Agenda

The quorum was established with 10 voting members present.

The agenda was approved by unanimous consent.

3. Chairperson's Comments

Weldon Bradstreet

The co-Chairs thanked all for attending and continuing work of the committee.

4. BSEP Director's Comments

Natasha Beery, Director of BSEP & Community Relations

Director Beery thanked everyone for attending.

5. Superintendent's Report

Dr. Brent Stephens, Superintendent of Schools

Dr. Stephens explained that the district is in the middle of planning and budgeting, gathering feedback and holding Board meetings to build both next year's budget and the 3-year Local Control Accountability Plan (LCAP). This process includes the interesting combination of existing structural deficits while also having one-time money, which presents some vexing but very interesting conversations.

6. Approval of Minutes

April 22, 2021 and April 27, 2021

The 4.22.21 Draft Steering Committee Minutes were approved by unanimous consent.

The 4.27.21 Draft Minutes were approved by unanimous consent.

7. Public Comment

There was no public comment.

8. SBAC Update

Reps. Chabot, Pastika, Irwin, and Imani

Rep. Chabot shared that the Superintendent's Budget Advisory Committee (SBAC) met on May 4th. One of the major factors in the projected district budget shortfall is the reduced enrollment, seen across all school districts. An update is that previously the assumption was that the district is facing a negative 7% enrollment rate, which has now been revised to negative 4.5%. District leaders had assembled a comprehensive list of needs and asks, and at the latest meeting the SBAC discussed many of them and ranked preferences. This was an early step to sift through the many competing needs, balancing new needs with the need to cut the budget. There will be many more meetings with the SBAC, School Board, Parent Advisory Committee (PAC), etc. to get into the nitty gritty aspects of constructing the budget.

9. Recommendation for BERRA Funds in 2021-22: Educator Recruitment, Retention, and Development

*Natasha Beery, Director of BSEP and Community Relations and
Samantha Tobias-Espinosa, Assistant Superintendent for Human Resources*

Director Beery presented the 2021-22 BERRA Educator Recruitment, Retention, and Development Annual Plan. This is the second reading of this plan, and there have been no changes from the first reading two weeks prior. She explained that the BERRA tax measure was passed in March of 2020 with the goal of increasing educator compensation and ensuring strong staff recruitment, retention, and development programs. 95% of available revenues are used to increase staff compensation. This document is the plan for the remaining 5% portion of revenues. Assistant Superintendent Tobias-Espinosa explained that she is still working on the request for data from the previous P&O meeting, and that she will share that as soon as it's available to provide baselines moving forward.

Rep. Chabot stated she looks forward to seeing the data on Special Ed positions when it's complete.

Rep. Pastika asked for an estimate of when that information will be available. Assistant Superintendent Tobias-Espinosa answered that she is working with the BREA department (research and evaluation), and because the data is coming from multiple sources, it is not easy to pull. The inquiries she is investigating are: SpEd staff retention data, retention levels at Longfellow compared to other school sites, the total cost spent on Professional Development (PD) compared to other comparable school districts. Meanwhile, BERRA staff are working with RT Fisher and the Teachers of Color group on diversity and equity plans. Ms. Tobias-Espinosa explained that it will probably take a couple more weeks to pull these all together. Rep. Pastika asked how the data would be distributed to the P&O if it's not ready by our final meeting on 5/25. Director Beery answered that they can distribute information to the committee outside of meetings. Assistant Superintendent Tobias-Espinosa can come to the first meeting of next school year to present it, as well. Director Beery added that later in this meeting she will discuss a plan to have a launch of the year meeting with the current committee members around late August.

Rep. Lim asked about the hypothetical possibility and process of adding stipends at one school (Longfellow) if the data shows that retention at that site is an issue. Assistant Superintendent Tobias-Espinosa answered that any stipends would need approval (potentially requiring negotiations) from the teacher's union in the form of a written agreement (MOU). If the MOU required BERRA funds, that would be brought back to the P&O. That MOU process could be relatively short, but at this point BUSD has already made job offers to the teachers being hired for next school year. The district is already in contract negotiations with the teacher's union, and an addition would have to be a side conversation in that process. This would require supporting data and a big discussion; it would also be very unusual to have stipends for only one school site.

Rep. Lim asked when the first distribution of the 95% of BERRA funds to increase staff salaries was. Director Beery answered that July of 2020, the start of this fiscal year, was when staff saw the BERRA 7% raise for the first time. Rep. Lim asked if the basis of the raise, an even 7% to all staff was mandated by the measure language, and if there is any way to revise how those funds are distributed. She felt it would be more equitable to distribute equal lump sums rather than percentages to all staff, and asked if that change was possible. Rep. Glimme shared that he has participated in the union negotiations in the past (as a teacher), and that this is a complicated issue within the union itself, and that changes would have to be negotiated between all unions and the district. Director Beery shared the BERRA measure language, and explained that this implementation is not directed from that text. However, the district and all four unions (both certificated and classified) already have agreements about how the BERRA funds will be distributed to all staff.

Rep. Lim advocated for taking into account those who aren't speaking up for what might be equitable, expressing that there is a responsibility on the part of anyone in charge and able to be proactive to consider those perspectives and to champion those needs. Rep. Glimme noted that this is a very complicated situation, and wanted to push back just a little bit to also recall that one of the big issues with BUSD staff retention is how our pay compares to that in surrounding districts. Districts around us go higher than we do at the top end, making BUSD pay worse for

more experienced educators and more likely that they will get pulled away to other districts. This was part of what was discussed at union meetings as the BERRA implementation was planned.

Rep. Pastika asked if this is a multi-year labor contract with the teacher's union. Rep. Glimme answered that the current contract expires shortly, and the district and teacher's union are negotiating a new contract right now. Director Beery added that it is not just the teacher's union, but four total labor unions with which the district is in an ongoing cascade of negotiations.

Rep. Chabot moved to approve the 2021-22 BERRA Educator Recruitment, Retention, and Development Annual Plan, Rep. Glimme seconded; the Plan was approved with 9 yes votes and 2 abstentions.

10. Recommendation for BSEP and BERRA Funds in 2021-22: Communication, Translation, Community Engagement, and Measure Oversight

Natasha Beery, Director of BSEP & Community Relations; Samantha Tobias-Espinosa, Assistant Superintendent for Human Resources

Director Beery presented the 2021-22 BSEP and BERRA Communication, Translation, Community Engagement, and Measure Oversight Annual Plan. She explained that this is 1% of BERRA and 2% of BSEP revenues (both calculated before all other allocations are made) for the purposes of providing oversight. She noted the small change from the previous draft, which increases allocations for contracted services including software, graphics support, mailing, and production (both editing and composition) of the BUSD Annual Report. Even with this increase, the BSEP portion is staying somewhat below its annual revenues, continuing to increase the fund balance to make sure there is enough to bring this budget through the next three years. There are also BSEP Measure A carryover funds to draw upon. BERRA is a smaller budget and we are drawing on most of it, though that budget is also still in the positive range. She also noted that the Equity and Quality measures have been filled into the Plan since its last presentation to the committee.

She added that in the upcoming planning for the 2024 BSEP measure, (the district should begin that work next year and ramp up the following year) we should think about increasing how much the BSEP funds support community engagement and communications purposes. She directed the committee to see the carryover section of the budget to see what's being funded there for special projects, noting that particularly for those around community engagement, the district will need to find sustainable funding to continue them once the BSEP carryover is fully expended.

As was mentioned earlier in the meeting, there is a plan to hold an August 2021 P&O meeting, which is unusual, to review the data requests already discussed and also to consider best practices in SSC and P&O committee meetings moving into next school year, in light of how we've developed in virtual meeting practices over the past year. She encouraged members to think about how we can sustain this more robust inclusion of voices that we've seen with virtual committee meetings during the pandemic.

Rep Chabot appreciated the additions and recommendations in this plan, feeling that these are concrete things that we can envision, not being too complicated, which can be implemented with immediate value.

Rep. Jordan moved to approve the 2021-22 BSEP and BERRA Communication, Translation, Community Engagement, and Measure Oversight Annual Plan, Rep. Chabot seconded; the Plan was approved unanimously.

11. Recommendation for BSEP Funds in FY 2021-22: Measure A Carryover: Family Engagement and Equity, and Libraries

Natasha Beery, Director of BSEP & Community Relations

Director Beery presented the BSEP Measure A Carryover Annual Plan for Family Engagement and Equity in 2021-22, and the BSEP Measure A Carryover Annual Plan for Libraries in 2021-22. The Plans have no changes from the first reading.

Rep. Rabinowitz moved to approve the BSEP Measure A Carryover Annual Plans for Family Engagement and Equity, and for Libraries, in 2021-22, Rep. Abina seconded; the Plans were approved unanimously.

12. Updates to the 2021-22 Approved Plans

Natasha Beery, Director of BSEP & Community Relations

Director Beery explained that this agenda item had been included as a placeholder, because the district is in the complex budgeting process which may have produced changes to previously approved plans. This time last year there was significant shuffling, and anticipating budget reductions the Board had paused some portions of P&O-approved plans, then later reinstated them. At this point, that hasn't happened with any of the '21-22 Plans approved by this committee, though we may have updates of this nature at the end of May or even through June as the Board finalizes its budget approvals for the district overall. She did not anticipate any major changes, but between those pending final decisions and the usual tidying up of budgets through the summer, if there are any updates they will be brought to the committee either through a Steering Committee meeting or in the next full meeting in 2021-22. She explained that the way that the committee bylaws are written, we have a certain amount of leeway to implement non-substantial changes, provided they don't drastically affect the fund balance or make major changes to the intended use or outcome of the funding. If those criteria were met, then district staff would call a special meeting of the P&O to present the major changes. Otherwise, the committee would get an update of any minor corrections made over the summer, at the first meeting of 2021-22.

13. Site Plans and SSC Processes

Danielle Perez, BSEP Program Specialist, Natasha Beery

Ms. Perez acknowledged how unusual the year has been for SSCs, and that it has been just as unusual for district staff, which is why she and Director Beery haven't been able to visit schools' SSC meetings this year as planned, and which we will resume in the coming year.

She shared the following takeaways on SSC processes in 2020-21:

- Increased meeting attendance with the online format, per many Principals and as we see in the P&O meetings, where attendance is at record highs.

- Digital record-keeping is much improved, with only 2 sites needing reminders to upload their documents to our shared folders--down from 8 this time last year.
- A slow start to SSC business this year, though once the reopening became more of a reality many SSCs kicked into gear, implementing Site Plan Addenda to shift their site monies to newly-identified needs such as hourly work for planning and intervention, supplies, classroom library books, and stocking up for the coming year.

Regarding Site Plans, also known as School Plans for Student Achievement (SPSAs):

- There have been internal challenges with the online service that houses our SPSA templates, but Principals all came to their Budget Development meetings with clear plans for site funding in 2021-22.
- Fewer than expected sites reported the need to reduce positions due to PTA shortfalls, with many Principals reporting that their PTAs were still fundraising at least enough for immediate needs.
- The “grants” of one-time COVID funding to sites have also been a logistical challenge; Principals are juggling completing these applications with the regular SPSA work, on slightly different schedules, which impacts SSCs as well.
- We should keep in mind that these one-time monies will run out, and have caution with using these funds to pay for FTE that we may find it hard to cut in a year’s time.
- We will likely see more site plan addenda next year if one-time funds are able to provide for purposes sites would usually use BSEP or Title I funds for, like supplies purchases or hourly pay for intervention.

Ms. Perez asked if any committee members had observations on their site’s committee processes this year to share. Chair Bradstreet commented that his site, Rosa Parks, ended up with more carryover than anticipated from the school closure, which eased the pressure of next year.

Rep. Jordan shared that she has noticed more consistent participation at both Willard and Sylvia Mendez SSC meetings, and a more diverse crowd than they would usually have. For her, keeping on task and concentrated in virtual meetings has been more difficult and she much prefers in-person meetings, but it is easier for folks to attend when meetings are online.

Rep. Pastika, speaking from her car, appreciated the flexibility that virtual meetings offer. If it is possible to figure out a way to have some virtual and some in-person meetings, she felt that would be a worthy discussion to have. She also asked, if one-time COVID funds result in savings to other site funds next year, whether those site funds would carry over to the following year, or if schools would spend them on other purposes that same year. Ms. Perez answered that it depends on which funds are being saved; Title I funds would revert to a district-wide resource to be reallocated through the entire district if they aren’t spent by a site in the current year. BSEP site funds would stay with a site from year to year as carryover. It also depends on whether the school identifies other needs that aren’t funded next year, for which they could then shift funds to support. Additionally, the intention is that the COVID grants will be supplementary for the most part, rather than simply replacing other site funds for existing purposes.

Director Beery advised, as this group begins to think about the 2024 BSEP measure renewal, consideration about whether BSEP site funds should continue to stay with each site indefinitely, or whether they might be swept back into a district-wide resource if they pass a threshold. The

district can also consider if there are perhaps other ways to allocate site funds, rather than the set per-pupil allocation method, to address ongoing differences between sites in outside fundraising.

14. For the Good of the Order

Rep. Pastika, for the coming School Board meeting, provided a brief overview of the summary she would present to the Board of the P&O's items of discussion. The summary overview was approved by unanimous consent.

Director Beery asked Chair Bradstreet to define the term "ministerial" for the group, as he had used it in reference to how the committee takes action for certain business. Chair Bradstreet explained that for matters of the P&O Committee's own internal housekeeping, such as approving minutes, agendas, and board statements, the procedure is considered "ministerial." This is not as rigorous a process as it is for formal codified oversight practices and functions, such as Annual Plan and Report approvals, for which we call for a formal motion, second, and vote. This saves time in-meeting, and helps to avoid some of the technological hang-ups that can occur when members are accessing the meeting from different types of devices and different locations. Ms. Perez asked if Chair Bradstreet would be willing to record a short training video on this topic for SSC members to refer to, which could make online meetings a little easier and more friendly for sites. Chair Bradstreet would be happy to, and they will collaborate on that project before the next SSC training.

13. Adjournment

The meeting was adjourned by acclamation at 7:55 p.m.