

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES
November 9, 2021**

P&O Committee Members Present

Brit Toven-Lindsey, *Arts Magnet*
Nimota Abina, *Cragmont*
Jonathan Weissglass, *Emerson*
Heather Ball, *Malcolm X*
Elisa Frozena, *Ruth Acty*
Shirley Huang, *Oxford*
Heather Flett, *Washington*

Weldon Bradstreet, *King Middle School*
Nicole Chabot, *King Middle School*
Ron Chung, *King Middle School (Alt)*
Olivia Lim, *Longfellow Middle School*
Kate Jordan, *Willard Middle School*
Shauna Rabinowitz, *Berkeley High*
Terry Pastika, *Berkeley High (Alt)*

P&O Committee Members Absent*:

Sophina Jones, *Sylvia Mendez*
Heather Bradley Ball, *Malcolm X*
Erin Holland, *Longfellow Middle School*

Aaron Glimme, *Berkeley High*
Josh Irwin, *Berkeley High*

**Alternates and co-reps are not marked absent if another rep is present. Currently there is no representation from BTA, BIS, ECE, John Muir Elementary, Rosa Parks Elementary, or Thousand Oaks Elementary, and only one representative from Willard Middle School.*

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

BUSD Staff:

Ruben Aurelio, *Associate Superintendent for Ed Services*
Natasha Beery, *Director of BSEP and Communications*
Kathy Fleming, *Director of Local Resources*
Pete Gidlund, *VAPA Supervisor*
Francisco Martinez, *Admissions Manager*
Danielle Perez, *BSEP Program Specialist*

1. Call to Order and Roll Call

The meeting was held online via Zoom. At 6:32 p.m. Chairperson Bradstreet called the meeting to order.

2. Establish the Quorum/Approve the Agenda

The quorum was not immediately established with 10 voting members present, but attendance later increased to 12 members. Director Fleming noted that the agenda included a typo in which the numbering was incorrect. The agenda was approved by unanimous consent.

3. Chairperson's Comments

Nicole Chabot and Weldon Bradstreet

Co-Chairs Bradstreet and Chabot presented outgoing BSEP Director Natasha Beery with a certificate and song of appreciation on behalf of the P&O Committee.

4. BSEP Director's Comments

Kathy Fleming, Director of Local Resources

Director Fleming also appreciated Director Beery, and welcomed new members to the committee for the 2021-22 school year. She would give a more detailed introduction during agenda item #8.

5. Approval of Minutes

September 14, 2021

Chair Bradstreet asked if there were any corrections to the minutes, there were none offered. The [9.14.21 Draft P&O Meeting Minutes](#) were approved by unanimous consent.

6. Public Comment

There was no public comment.

7. Associate Superintendent's Report

Ruben Aurelio, Associate Superintendent for Educational Services

Superintendent Brent Stephens took a moment to greet and thank the committee before Associate Superintendent Aurelio's presentation. Associate Superintendent Aurelio presented [his report](#) on the current district budget and enrollment situation. The report describes how enrollment changes impact district budgeting, the overall accelerated budgeting process coming in this year, and impacts on BSEP and BERRA resources. See slides for details.

Rep. Flett asked what might happen if enrollment ends up being higher than projected. Associate Superintendent Aurelio answered that BUSD will not staff so tightly that there isn't a cushion, but if there is a dramatic increase, that would be another story. The district will be monitoring attendance in January and February for increases that may come as result of vaccination availability for 5-11 year olds. Dr. Stephens elaborated that the district will be completing the first interim budget in December, with the second interim to follow, and will be tracking enrollment through both iterations and the final budget approved in June. Any indications that enrollment may change through the coming months will be factored in to what is finally approved.

Chair Chabot asked about labor agreements in flux, and what the timeline is for those to be resolved versus the budget steps the district is going to go through. She also asked if there will be a way to notify the P&O of any updates that impact the BSEP or BERRA budgets sooner than at the next committee meeting, given that the budget reduction plan is due on 12/15 but the next P&O meeting isn't until 12/14. Dr. Stephens responded that it's very unusual for the district to be asked to submit this budget plan midyear; the county is adopting a smart but conservative approach, and BUSD will comply and submit a list of viable reduction categories. However, this list won't have details at the level that the P&O committee will want to know. Those details will come later, and at that same time we'll be sitting down with all four bargaining units with whom we have open labor agreements. March 15 is the date by which all employees must be noticed that there might be reductions in workforce. The P&O Committee will not be involved in that

window before 12/15, but if the district does have to proceed with any large reductions impacting BSEP or BERRA, that process will take place after December, and it would involve the P&O.

Rep. Pastika asked if there is any formal acknowledgement that the 12/15 proposal is a draft, or if there is a mechanism to make it clear that it's a working, not finalized, budget. Dr. Stephens responded that the Alameda County Office of Education (ACOE) is explicit that this December document will be a preliminary list, and does not constitute a final budget. BUSD will still have until June of 2022 to submit the final district budget for 2022-23. This step in December assures the ACOE that we're engaged in serious discussions as a community, and allows us time to submit a full budget with that consideration.

8. P&O Calendar and Preview of 2021-22

Kathy Fleming, Director of Local Resources

Director Fleming presented [Planning and Oversight Committee Orientation](#) slides. See slides for details. She emphasized that this presentation is not meant to be comprehensive, but rather is a broad overview of key components and ideas that will be elaborated upon throughout the committee's work this year.

9. Class Size Report

Francisco Martinez, Admissions Manager

Mr. Martinez presented the 2021-22 [Class Size Report](#) and [Class Size Reduction Presentation](#). See document and slides for details.

Mr. Martinez explained that BSEP Measure E1 started with the goal of balancing class sizes at the elementary level at a ration of 23 students to 1 teacher, or 23:1. This was planned as a gradual implementation, and currently we are in the 5th of 8 years. Under the previous BSEP Measure A, the district measured class size averages district-wide by grade. With E1, class size is evaluated based on school-wide average with a goal of 23:1 for grades K-4, which are the cohorts that have started at kindergarten under Measure E1. 2021-22 is the last year where the 5th grade class sizes will be at the 26:1 district-wide average, as this cohort began attending our schools in the last year of BSEP measure A.

He also noted that some classes are still larger than the 23:1 goal. At schools with higher averages, we try not to assign any more students to these. But, for example at Thousand Oaks Elementary, they have extra FTE (teacher time) to support the Two-Way Immersion (TWI) program that is still being phased out there, and so for parts of their day those students have much smaller groups thanks to that extra teacher time.

Another note is that middle school averages are measured by academic subject rather than grade level, because some 7th and 8th graders mix in certain classes, and so it doesn't work to do averages by grade at this level. The middle school class size average goal is 28:1. Mr. Martinez also pointed out that at the middle school level, where students were eligible for the COVID vaccine, the district hit its enrollment projections. It was specifically at the lower grades where we see the under-enrollment, which may be tied to the vaccine not being approved for younger students at the start of this school year.

At the high school level, the data is organized by small learning community. The goal is 28:1 and at BHS we came out slightly higher than that. BHS averages always exclude PE classes, which is per both the BSEP measure language and the BFT (Teachers Union) contract. At the start of this year, the district funded extra FTE at BHS to bring class sizes down as much as possible. However, it was difficult to hire teachers to teach only a handful of sections; you can't hire a single teacher to fill openings across many different subjects, and finding a new hire who will only teach a section or two is very difficult. Berkeley Technology Academy (BTA) has always had smaller class sizes, and Independent Study students are not included in these averages.

Rep. Pastika asked if the numbers being used to determine the Teacher Template and averages by school are the same that the district uses to establish the funding from the state based on enrollment. Mr. Martinez answered that those numbers are a little different; in the Teacher Template the district has to budget both for teachers and also their release time, and that is calculated on most recent enrollment information from when the Teacher Template was produced. However, the district is not funded based on total enrollment, but on ADA (average daily attendance). Being an average, if only 95% of enrolled students are showing up on average at any given time, the district is only funded at 95% of total enrollment.

10. BSEP and BERRA Program Evaluation/Equity Measures

Kathy Fleming, Director of Local Resources

Director Fleming presented slides on [BSEP and BERRA Program Evaluation and Equity Measures](#). She explained that this is a continuation of work begun last year, and this presentation is meant to kick off that continued conversation, to get feedback and guidance from committee members around evaluation of programs and collection of data. See slides for details.

Rep. Pastika thanked Director Fleming for the work and resulting presentation. She asked what manner in which members could provide feedback and along what timeline, given that the group is seeing this for the first time and the contents are dense. Director Fleming recognized that it's a huge amount of information to deliver in one night, and suggested that she could schedule an agenda item for the next P&O meeting, to provide feedback after members have time to digest the slides. Regarding timeline, this will not all be done right away, there isn't yet a target date on landing on a broader approach and plan. She imagined that at the least the committee will provide feedback about how data was collected last year and track that moving forward, but she would like to do more than that and hopes to know more after the next meeting. she will keep working internally in the intervening time as well. She would like to see broad feedback and general ideas and thoughts. For returning members, she would like to know what the thinking around evaluation was in the past and how it may have changed or evolved up to this point.

Rep. Toven-Lindsey appreciated the Logic Model approach, and the thoughtful look at short and long term outcomes. She looked forward to spending more time going through the presentation and the ensuing conversation. She also felt that having opportunities for qualitative data and narratives of experiences would also be important for the public to receive as well, to get a taste of what these funds are doing.

Chair Chabot added that it is a testament to Director Fleming that she is diving into this process and not being afraid to think about new ways to do this. She is looking forward to working together as a group, and thanked Director Fleming for all of her work to begin this process.

11. BSEP and BERRA Budget Updates

Kathy Fleming, Director of Local Resources

Director Fleming presented an [Update to the '21-22 Instructional Technology Plan](#) and an [Update to the '21-22 Communications and Oversight Plan](#). Generally speaking, changes of 10% or more to the overall budget, or 15% to the fund balance, or a significant change in the purpose of a plan would each trigger bringing an update to the P&O committee.

For the Technology document, this is to correct the original plan in which there was a discrepancy between the textual narrative and the budget summary. There is also a proposal to increase the per-pupil allocation of Tech funds to sites, as sites expressed need for more resources to replace technology this year. See the document for the impact on fund balance of both of these changes.

Chair Chabot asked why there was a difference in the fund balance projections. Director Fleming answered that we'll see this in most programs, there were savings through distance learning and we'll see those updated actual amounts in the annual reports to be presented over the next few months. She added that it is also common to have savings due to staffing vacancies. Chair Chabot responded that these updated amounts and contributing factors will be helpful to know, and will tell us if the savings are fixed or variable as we plan out budget trends.

Regarding the Oversight and Communications budget, Director Fleming explained that at the time of this plan's approval, it was already anticipated that we'd need to have time with the outgoing BSEP Director and incoming new Director of Local Resources, to be funded from BSEP Measure A carryover. However, in the fall of 2021, it became apparent that we had needs in Ed Services, the Superintendent's Office, and Communications that were greater than were expected. Additionally, the new .60 FTE Communications Specialist position is still unfilled. We are working to fill that job, but the Communications Office has needed an extra layer of support in the meantime. The Washington Elementary School renaming project has also required more time than expected of the outgoing Director. So, the proposal is to continue to have the outgoing BSEP Director on staff through the end of the calendar year. The plan is to use savings from the unfilled Communications Specialist role in combination with the fund balance, which also came in higher than expected. See the projected fund balance from the spring compared to the unaudited actuals. As mentioned earlier in the meeting, the final figures will change in the actuals, as staffing costs almost always vary at least a little bit through the year from projections.

Rep. Pastika asked if the Washington renaming project not using a consultant may have contributed to the increase in the fund balance. Director Fleming could not answer that without the actuals and full budgets available.

Rep. Chung asked if the outgoing Director's additional responsibilities that are in effect extending her work time and required extra funds from October through December, as opposed to

the original plan which proposed her continuing only through September. Director Fleming answered that this was a roughly correct summarization.

Rep. Rabinowitz asked where the unfilled Communications Specialist position is in the hiring process. Director Fleming answered that it is in process, and that, from her understanding, interviews are about to take place.

12. 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.

13. Adjournment

The meeting was adjourned by acclamation at 8:21 p.m.