

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES  
May 10, 2022**

**P&O Committee Members Present**

Nimota Abina, *Cragmont*  
Jonathan Weissglass, *Emerson*  
Shirley Huang, *Oxford*  
Weldon Bradstreet, *King Middle School*  
Nicole Chabot, *King Middle School*  
Ron Chung, *King Middle School (Alt.)*

Kate Jordan, *Willard Middle School*  
Aaron Glimme, *Berkeley High*  
Esfandiar Imani, *Berkeley High*  
Terry Pastika, *Berkeley High*  
Shauna Rabinowitz, *Berkeley High*

**P&O Committee Members Absent\*:**

Brit Toven-Lindsey, *Berkeley Arts Magnet*  
Jerry Liang, *Malcolm X*  
Elisa Frozena, *Ruth Acty*  
Sophina Jones, *Sylvia Mendez*

Chris Rauen, *Washington*  
Olivia Lim, *Longfellow Middle School*  
Erin Holland, *Longfellow Middle School*

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

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

**BUSD Staff:**

Brent Stephens, *Superintendent of Schools*  
Samantha Tobias-Espinosa, *Assistant Superintendent of HR*  
Kathy Fleming, *Director of Local Resources and Partnerships*  
Trish McDermott, *Senior Communications Officer*  
Danielle Perez, *BSEP Program Specialist*

**1. Call to Order**

The meeting was held online via Zoom. At 6:37 p.m. Chairperson Bradstreet called the meeting to order.

**2. Establish the Quorum/Approve the Agenda**

The quorum was not initially established with 8 voting members present, later increased to 10 at 6:43 pm.

The agenda was approved by unanimous consent.

**3. Chairperson's Comments**

*Nicole Chabot and Weldon Bradstreet*

The Co-Chairs thanked all for attending.

#### **4. Public Comment**

There was no public comment.

#### **5. Superintendent's Update**

*Dr. Brent Stephens, Superintendent of Schools*

Dr. Stephens shared important key dates upcoming over the next 6 weeks. The district is in the concluding steps of its 2022-23 budgeting process. Next week's Board meeting will see budget recommendations for reductions and a select set of increases, as well as a set of priorities using mostly new categorical grant money from the state. The May 18 Board discussion will be a preface to the June 1 Board decision on all three sets of recommendations. The public hearing of the planned budget will be at the June 15 Board meeting, with the final approval vote at the June 29 Board meeting.

Other upcoming dates include the May 25 Town Hall around the middle school student assignment policy, and the Board hopes to vote on a final or finalist model then. Look for a community survey and opportunity to attend that meeting. Rep. Chung asked if the proposed district budget increases might come to the P&O in the future, if that extra funding may be later pushed into BSEP or BERRA. Dr. Stephens answered that there are a number of potential expenses coming up, the most significant of which is still unknown costs associated with bargaining outcomes with labor partners, and those increases will impact BSEP and BERRA. However, BUSD will also have a brand new set of grants from the state, roughly \$4 million in ongoing funding to carry on programs started with COVID money or to start new programs. Leaders don't expect those additions to result in increased costs to BSEP or BERRA. The Cost of Living Adjustment (COLA) was recently announced to be up to 6.5%, to be confirmed in the Governor's May Budget Revision to be released in the next week.

#### **6. Board Update**

*Ana Vasudeo, School Board Director*

Director Vasudeo was not present.

#### **7. Director's Comments**

*Kathy Fleming, Director of Local Resources*

Director Fleming thanked the Steering Committee for preparing, and Rep. Pastika for presenting the P&O's statement to the Board on 5/2, appreciating the dedication and partnership in that presentation.

#### **8. Approval of Minutes**

*April 26, 2022; May 2, 2022*

Co-Chair Bradstreet asked if there were any corrections to the [Draft April 26, 2022 Meeting Minutes](#), there were none offered. The 4.26.22 P&O Meeting Minutes were approved by unanimous consent.

Co-Chair Bradstreet asked if there were any corrections to the [Draft May 2, 2022 P&O Steering Committee Meeting Minutes](#), there were none offered. The 5.2.22 P&O Steering Committee Meeting Minutes were approved by unanimous consent.

### **9. Superintendent's Budget Advisory Committee (SBAC) Update**

*Brent Stephens; P&O SBAC Reps Nicole Chabot, Shauna Rabinowitz, and Terry Pastika*

Rep. Pastika will share a copy of the SBAC proposal summary handout from that evening's meeting, to be sent to the P&O members via email the following day. She and the other P&O reps to the SBAC would appreciate hearing the different viewpoints from the P&O members. The initial takeaway is that BSEP and BERRA are not impacted a whole lot by the cuts being proposed. In a more macro sense, as we get more information that the state budget looks more healthy, she does ask why some of the general fund (GF) money isn't coming back to balance out the change to the Teacher Template calculations made two years ago, knowing the status of BSEP deficit spending. Further, looking at the new expenditures, she is concerned about adding anything new in this transition period without a district-wide strategic plan. She sees a lot of funding in different areas but not how those areas will work together toward a single or unified goals. She also expressed concerns with one-time funds, as often the district won't want to suspend the programs when the one-time money is no longer available, and that spending then becomes a de facto addition to the overall budget without dialogue.

Co-Chair Chabot agreed with Rep. Pastika's comments and concerns. She understood funding the things that are required to keep the district moving forward, but questioned putting in place a structure that seems likely to result in other budgets inheriting expenses for programs being newly added. She felt this is not the time to be doing that. She also wanted to make sure that the P&O's representatives to the SBAC take into account the overall district budget. While they theoretically specifically represent BSEP and BERRA tax measures, they are also a voice at table for a group of parents, teachers, and staff and have an opportunity to play an advisory role on the larger budget. Thus they need to provide P&O enough information so that P&O members can share their questions and points of view before the May 24 final SBAC vote date.

### **10. Recommendation for BERRA Funds in 2022-23: Educator Recruitment, Retention, and Development**

*Samantha Tobias-Espinosa*

Assistant Superintendent Tobias-Espinosa presented the [Recommendation for BERRA Funds in 2022-23 for Educator Recruitment, Retention, and Development](#). There has only been one change from the first draft reviewed at the last P&O meeting, in which language was added around the investment in the Leaders of Color Network. The cost was already in the budget summary but the narrative now describes it as well. Rep. Chung asked how the district is doing on general educator recruitment for the coming year. Assistant Superintendent Tobias-Espinosa answered that the district does have vacancies in physics and foreign languages at the high school level, though it was expected that the physics positions would be a challenge and so the district moved early to post for those and currently has 3 candidates being onboarded to fill the three vacancies. The area where the district hasn't had a lot of new hiring yet is at the elementary level, as current teachers shift around positions due to the reductions in overall enrollment. Current staff are moved as necessary first, and then hiring from the outside begins.

Rep. Huang moved to approve the Recommendation for BERRA Funds in 2022-23 for Educator Recruitment, Retention, and Development, Rep. Chung seconded; the plan was approved unanimously.

**11. Recommendation for BSEP and BERRA Funds in 2022-23: Communication, Translation, and Measure Oversight**

*Kathy Fleming, Trish McDermott*

Director Fleming presented the [Recommendation for BSEP and BERRA Funds in 2022-23 for Communication, Translation, and Measure Oversight](#). There have been no changes since the first draft was presented to the P&O. Rep. Pastika asked if Public Records Act requests are still vetted through the Communications positions. Ms. McDermott answered that Communications staff work in conjunction with Mary Keating; generally public records requests are received by Communications staff and then Mary does quite a bit of work to fill them.

Rep. Pastika moved to approve the Recommendation for BSEP and BERRA Funds in 2022-23 for Communication, Translation, and Measure Oversight, Rep. Huang seconded; the plan was approved unanimously.

**12. Recommendation for BSEP Measure A Carryover Funds in 2022-23**

*Kathy Fleming*

Director Fleming presented the [Recommendation for BSEP Measure A Carryover Funds in 2022-23](#). There have been no changes since the first draft was presented to the P&O. Rep. Chung asked how much of the Measure A funds would be spent specifically on Professional Development. Director Fleming answered that the plan is to transfer expenditures from this year from measure E1 budgets over into Measure A budgets to bring the Measure A fund balance to \$0. This will increase the fund balance of E1 in 2022-23, and she will report to the P&O exactly what was transferred to show compliance with both measures. Co-Chair Chabot asked what current Measure E1 spending the Measure A Parent Outreach funds can be applied to. Director Fleming answered that there are expenditures from OFEE that align with Measure A purposes, as well as some expenditures currently in Counseling and Student Achievement Strategies which fund outreach and related projects like the PUENTE contract and others supporting the African American Success Framework. That will also be reported out in specifics next year. Rep. Pastika asked if the Measure A balances for Site Funds will be prorated out for each school. Director Fleming answered that she is still looking into that. She knows that the Measure A transfer will free up \$187,000-plus in E1 funding for Site Programs. This could be enough to increase next year's per-pupil allocation, and she will work with the BSEP Budget Analyst to figure out the exact details that evenly apply the Measure E1 savings to all sites.

Co-Chair Chabot moved to approve the Recommendation for BSEP Measure A Carryover Funds in 2022-23, Rep. Abina seconded; the plan was approved unanimously.

**13. Site Plans and SSC Processes**

*Danielle Perez*

Ms. Perez explained that the P&O approval process for BSEP and BERRA 2022-23 budgets has concluded with the plans approved earlier this meeting. However, the final portion of BSEP funds to be allocated is the 10.25% for Site Program Funds. These are allocated to each school/program and the decisions about their use are made by the School Site Councils (SSCs) as led by the site Principals. The budgeting process takes place concurrently with the annual updating of the School Plans for Student Achievement (SPSAs), a state-mandated document outlining educational goals and plans for each school, which include site spending and which the SSCs also review and approve at the same time as the site budgets.

Ms. Perez provided updates on the 2022-23 SPSA development process currently underway. She shared that it has been immensely helpful to have Director Estupin of Categorical and Special Projects with BUSD this year, who has brought a wealth of knowledge around compliance and established relationships with the California Department of Education. The following are steps handled by the Program Specialist in support of the site planning and budgeting process:

- Organized and facilitated site budget development meetings with Principals of all 18 schools and programs, and some sites had several meetings. The budget meetings began the week after spring break and concluded just this past week. The meetings included 3 budget analysts, 2 HR staff, Position Control staff, the Program Specialist, Principal, and Directors Estupin and Fleming when they could join.
- Assisted in completing internal staffing paperwork for positions impacted by site funding, currently nearing 50 separate forms submitted to HR to implement changes to positions that touch BSEP, Title I, LCAP, or PTA funding, which removes this work from Principals' plates.
- SPSA updating has been assisted by Director Estupin, reviewing all sections of large 40-plus page documents for state and federal compliance.
- Ms. Perez checks all SPSAs to ensure that spending of site funds is clearly described and in agreement with one-page summaries we prepare in budget meetings.

Leading up to Site Plan development, Directors Fleming and Estupin, with Ms. Perez, met regularly to check in on needed Principal support. With school back in-person, but committee meetings remaining virtual, and with new staff in both Director positions, emphasis was on direct support to Principals. This included:

- Updated templates for SSC documents.
- A new SPSA evaluation template, to formally record the SSC's review of the previous year's school plan. Most SSCs were already doing verbally at the start of each school year.
- New SSC meeting tracker document, for Principals to enter their meeting dates rather than needing to be asked individually.
- Budget Development multi-month calendar for Principals.
- At Principals' request, google calendar event invites for major deadlines and milestone reminders from January through June.
- Attendance at K-8 Principals' Meetings, to share these resources, provide updates about deadlines, and field questions around BSEP, state, or federal resources that Principals and SSCs would need to be aware of.

- Created folder with all site allocation documentation (BSEP, GF, Title I, LCAP, Title IV, etc.) in one location for all Principals and budgeting support staff to reference.
- Ongoing one-on-one support to Principals as needed. Director Estupin held office hours around the new SPSA evaluation document, and Ms. Perez was on call via phone, email, zoom, and chat for all Principals through SSC meetings throughout the year. She noticed a marked increase this year in direct asks for clarification and direction to resources, info, and documents, as well as general troubleshooting of SSC questions.

With Director Estupin bringing expertise around state and federal compliance, Ms. Perez and Director Fleming will continue to collaborate and plan to provide BSEP-specific support to Principals and SSCs that complements the supports being built by Categorical and Special Projects. They hope to check in with Principals again at their staff meetings about what support around SSC activities they feel would be most helpful moving into the next school year.

Currently, all 18 sites have draft budgets completed, and most have been at least reviewed by their respective SSC, with many already having voted to approve them. The final deadline for Principals to have the fully approved, signed SPSAs and budgets back to District Office is May 17. Ms. Perez will have the week of May 17 to format all the site plans with budget summaries, and to get them all signed by Director Fleming and Associate Superintendent Aurelio. She will compile all BSEP fund use data for '22-23 into documents to be presented to the P&O on 5/24, then the full plans with a cover memo and summary documents will be sent to the Board on 5/27 for the June 1 Board meeting. The Board will then approve all plans and spending for sites in '22-23.

Ms. Perez asked if P&O members had any particular feedback about SSC function and site budgeting/planning processes from this year. Rep. Huang commented that the Oxford SSC wasn't aware of what the P&O committee does and why she is reporting back to them, or how the P&O business impacts their work. She felt it would be great next year to have more clarity on how the SSC functions versus how the P&O functions and for the groups to come together. Also the PTA is a different component in that same bigger picture, it would be helpful for the groups to know what each other is working on and what they're looking at.

Rep. Pastika thanked Ms. Perez for her work, and stated that at the next meeting it would be helpful to hear about general changes in how sites are using their money over time. In a long-term perspective, has spending changed over time and in what ways. This would be directly relevant to thinking about the new measure, and as the district also hopefully engages in strategic planning and thinking about what resources pay for what services, and if there are ways to streamline funding.

Ms. Perez appreciated both comments, and will bring detailed information and spreadsheets tracking site funding that will help the committee to look for long-term trends in site spending. She is also looking ahead to planning for the district-wide committee training in October. This is always an opportunity to help members of different committees recognize the work that others are doing, and this comment is a timely reminder to continue to try to bring in members of all district committees to this event, including P&O, SSCs, PAC, DELAC/ELAC, and PTAs.

**14. May 4, 2022 and May 18, 2022 P&O Statements to the Board of Education**

*Nicole Chabot, Terry Pastika*

Rep. Pastika noted that the Steering Committee process used to develop the last Board comment worked pretty well, and if there is interest to repeat that it's certainly an option. Co-Chair Chabot agreed, the Steering Committee generated good feedback and the resulting P&O statement dovetailed well with Director Fleming's presentation to the Board that same evening. Rep. Chung asked how the committee can be sure that these statements are saved and communicated to new Board members as some current Board members are transitioning out of their roles. Rep. Pastika answered that the Board meetings are recorded and posted on the BUSD YouTube channel, and a strategy can be to send a message to the new Board members directing them to these P&O comments. Co-Chair Chabot added that the P&O comment period can contain anything the group wishes to convey to the Board, and there were points that the Steering Committee considered including in this past statement but then decided to hold them until next year when new board is seated, to talk specifically on recurring themes from this committee. That is a good strategy to keep in mind in the cadence of these statements, between current issues and longer-term issues. Rep. Weissglass suggested that as a practical matter it would be good to send written copies of past statements to the new Board members. He also agreed that the drafting process works well, but wasn't sure that there's anything additional to say at this point. Co-Chair Chabot agreed.

Co-Chair Chabot mentioned that Director Fleming will be presenting at the next Board meeting as well. Director Fleming explained that she will present each '22-23 annual plan approved by the P&O tonight, but doesn't plan to broach anything around BSEP reauthorization at this time. Rep. Chung expressed worry about how much the new district spending from one-time funds could come back to BSEP or BERRA, worrying that once it's in the GF it will end up directly or indirectly folding over to the P&O. It would be great to state that we don't want that, and he asked if additions to BSEP or BERRA could be decided after the last P&O meeting of this year and before the first P&O meeting of next year. Director Fleming shared that right now there is no plan of anything new in BSEP. Recalling the process in previous years, Rep. Weissglass noted that there may have been a minor shift or two which were always reported back to the committee, and that he didn't remember anything major being added in that time. Co-Chair Bradstreet concurred, stating that any changes fell within the established 10% window that didn't require new P&O approval. Rep. Weissglass added that it had been agreed that the Steering Committee would be convened if anything major was proposed to change or be added. Rep. Pastika stated that if the committee doesn't have a strong opinion for a new comment, the group could bypass drafting a statement this week knowing that the P&O will meet again before the June 1 Board meeting. Co-Chair Chabot agreed that might be a better cadence, and suggested that the next P&O meeting add time for a longer SBAC discussion. May 24 is the final SBAC meeting in which that group will be asked to vote on the overall district budget proposals, and she asked P&O members to send questions to herself and Reps. Pastika and Rabinowitz before then.

**15. For the Good of the Order**

No items were offered for the good of the order.

**16. Adjournment**

The meeting was adjourned by acclamation at 7:44 p.m.