

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES
September 13, 2022**

P&O Committee Members Present

Nimota Abina, *Cragmont*
Jonathan Weissglass, *Emerson*
Chris Rauen, *Washington*
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*
Terry Pastika, *Berkeley High*
Shauna Rabinowitz, *Berkeley High*

P&O Committee Members Absent*:

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

Shirley Huang, *Oxford*
Olivia Lim, *Longfellow Middle School*
Erin Holland, *Longfellow Middle School*
Esfandiar Imani, *Berkeley High*

**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:

Jill Hoogendyk, *Associate Superintendent of Educational Services*
Samantha Tobias-Espinosa, *Assistant Superintendent of Human Resources*
Kathy Fleming, *Director of Local Partnerships*
Ruth Steele-Brown, *Director of Research, Evaluation and Assessment*
Mathew Espinosa, *Director of Equity, Achievement and Belonging*
Danielle Perez, *BSEP Program Specialist*

1. Call to Order

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 9 voting members present at 6:39 pm.

The agenda was approved by unanimous consent.

3. Chairperson's Comments

Nicole Chabot and Weldon Bradstreet

Co-Chair Chabot thanked members for the work in the previous year and for returning for this final meeting of the '21-22 members. As noted in the past, most P&O members have served multiple years, and that historical knowledge is so important, especially in this next year with the new administration. She encouraged any member who had the ability to consider serving on the

committee again in 2022-23. The upcoming BSEP renewal would also benefit from experienced committee member participation. Co-Chair Bradstreet concurred and offered his encouragement for members to continue to serve as well.

4. Public Comment

There was no public comment.

5. Board Update

Ana Vasudeo, School Board Director

Director Vasudeo was not present.

6. Superintendent's Comments

Jill Hoogendyk, Associate Superintendent of Educational Services

The Superintendent had a prior commitment. Associate Superintendent Hoogendyk provided comments. Associate Superintendent Hoogendyk shared that she is happy to be a part of the Berkeley team, and appreciated the work of the P&O group as these local funding sources are so important. She met with the Co-Chairs the week prior to better understand the contribution and impact this work has on our schools, and she is happy to be a part of this effort. She invited everyone to participate in the Superintendent's Listening Sessions to be conducted in late September and early October. RSVP is available through BUSD web page under "latest district news."

7. Director's Comments

Kathy Fleming, Director of Local Resources and Partnerships

Director Fleming welcomed back all members, and shared that she was looking forward to this year and welcoming new members in November. She noted that the District-Wide Committee Orientation event is scheduled for October 20, and she encouraged all members to attend it.

8. Approval of Minutes

May 24, 2022

Co-Chair Bradstreet asked if there were any corrections to the [Draft May 24, 2022 Meeting Minutes](#), there were none offered. The 5.24.22 P&O Meeting Minutes were approved by unanimous consent.

9. Formation of P&O Working Group

Co-Chairs Nicole Chabot and Weldon Bradstreet

Co-Chair Bradstreet explained that a potential working group is being explored, to allow interested members do a deep dive into the finances of BSEP and possibly BERRA, examining the major reports presented to the committee. He asked that on Nov. 8, at the first P&O meeting with the '22-23 members, members still serving consider nominating themselves for this group if interested. Director Fleming elaborated that the intent of the working group would be to review financial information like fund balances, the sustainability of funds, Cost of Living Adjustments

(COLAs), and revenue estimates. The group would then come back to full committee with summaries and suggestions. In regular meetings, there isn't always time to study the financial materials in-depth.

Rep. Chung asked why there is such a large gap between this meeting and the first meeting with the '22-23 committee members. Co-Chair Bradstreet explained that it's due to logistics, as the first step each school year is to get the SSCs elected at each site at the end of September, then in mid-October we have the district-wide training, and at that first meeting for SSCs each site committee votes to appoint the P&O representatives. As a result we usually have a starting P&O committee roster around the end of October, and P&O meetings begin with the new group in early November. Director Fleming added that aside from the elections timing, there also aren't items going from the P&O to the Board in the Fall, and we're not actively reviewing items until the Winter.

Rep. Pastika asked if the items being reviewed by the working group would dovetail with BSEP renewal measure planning, and if so, when that process would start. Director Fleming answered that yes, there will be some overlap and that this working group could morph into studying financial and programmatic aspects of the new measure, toward the Spring time. General information will come in the next agenda item around measure renewal. Co-Chair Chabot noted that it takes time dig into the math and to examine topics like the sustainability of funds over the life of the measure, which makes it difficult to cover in regular P&O meetings. This was one reason the working group was conceived, to take on that work and then come back to explain findings to the larger committee. There will be no limit to the number of participants, and a lot of the output of that analysis would inform recommendations around the development of the new measure. Rep. Pastika asked if there would be administrative staff present when the working group is digging into financial documents, to field questions. Director Fleming responded that one aspect that we can expect to see is staff to help the group analyze documents.

10. BSEP Reauthorization Update

Kathy Fleming, Director of Local Resources and Partnerships

Director Fleming presented [BSEP Measure Development Timeline slides](#) with a preliminary outline of the reauthorization timeline. She asked members to please think about the last time the group went through a measure renewal, and what would have been helpful in that process as well as any other insights. She also asked members to think about the P&O's role and how it can help increase engagement and participation in the renewal process. Note that the chart on slide 2 represents the district's role in developing the measure, but that once the final resolution is approved by the Board, the district no longer plays a role as the work shifts to a campaign committee.

Rep. Chung asked if the Berkeley Public Schools Fund (BPSF) is ever involved in this planning. Director Fleming answered that BPSF is a separate organization outside of the district, and is not directly connected to BSEP. She imagines that BPSF would play some kind of a role in the community engagement strand of the renewal work.

Rep. Rauen asked if the district is looking for the P&O Committee to make recommendations to changes to percentages and programs to be funded, or if the general plan is to keep the renewal as

close to current programming as possible. Director Fleming answered, yes to both. The P&O will look at the current framework and percentages, and leaders are also looking for feedback from the broader community including P&O around what's working, what's not working, what would you change, etc., and then will look at the financial models. Co-Chair Chabot noted that there was a pretty significant change from Measures A to E1; the funding "buckets" changed and the methodology changed, so she would imagine it's all up for discussion. Rep. Glimme shared that he has gone through this renewal process numerous times, and that categories change sometimes, but not all of them, that the funding amounts change sometimes, but again not all of them. There have been a lot of changes over the last 25-30 years to what BSEP can and will do, change is the only constant. Co-Chair Bradstreet noted that if members intend to continue with P&O, they should think about what parts of the measure seem to work, and which may not be working well, and the group may want to ask budget managers the same questions.

11. P&O Guidelines for Budget Revision

Kathy Fleming, Director of Local Resources and Partnerships

Director Fleming presented [P&O Guidelines for Budget Revision](#) document, and explained that three separate budget changes/updates would be reviewed in the next agenda items. This was to refresh everyone's understanding of the framework for the committee around budget changes. These guidelines were developed to keep the P&O aware of any changes to budgets after Board approval.

12. BSEP Measure A Parent Engagement 2022-23 Plan Update

Mathew Espinosa, Director of Equity, Achievement and Belonging

Director Fleming presented the [Update to the 2022-23 Measure A Closeout Plan for Parent Engagement](#). The original Closeout Plan approved by the P&O and Board was to transfer commensurate expenditures in line with the Measure A, before the close of the 2021-22 fiscal year. However, funding of roughly \$69,000 is needed to facilitate the transition from the previous Office of Family Engagement and Equity (OFEE) to the newly created Department of Equity, Achievement, and Belonging (EAB). EAB Director Mathew Espinosa presented the new plan details, explaining that the changes will help fund the establishment of the EAB department, unifying OFEE alongside targeted equity programs like PUENTE, the Board Latinx resolution, Ethnic Studies, and the African American Success Framework, bringing together staff working to close the achievement gaps and support achievement in our schools. EAB will be supporting equity at school sites and across the district. He explained that in particular the goal is to leverage these funds to support a lot of family engagement efforts. A previous vacancy in OFEE leadership led to underspending in that budget, and some items in this plan are costs incurred last year in that absence that we need to resolve. Further, new staff means new needs for supplies and equipment, and he is also working on expanding investment in conference attendance as a team to develop a clear district-wide model of what family engagement looks like and means, with community to benefit the district at large. These funds will also be supporting a wide range of events, including supplies, time, and printing and mailing costs. He also plans to address needs and internal capacity for language support in Spanish and occasionally other languages as well.

Rep. Rauen observed that those uses for the funding sound really excellent, and that he was excited about the new department. He also asked if transferring the funds to be used this year

would keep them open for auditing at additional expense for another year. Director Fleming answered that the goal is to utilize the funding and to not carry balances in to next year.

13. BSEP Program Evaluation 2022-23 Plan Update

Ruth Steele-Brown, Director of Research, Evaluation and Assessment

Director Steele-Brown presented an [Update to the BSEP Program Evaluation Plan for 2022-23](#). propose one-time expenditure \$158,406 for student assessment data systems. District leaders are in a process to identify a sustainable funding source moving forward for these; it was originally intended to be funded with part of the \$13 million block grant we thought we'd receive in the Spring, but the state took that back and sent 2 smaller and more restricted grants instead. So, the proposal is for the BSEP budget to take on this cost one-time.

Director Steele-Brown explained that these are critical assessment and data tools, noting that the Program Evaluation budget already covers most of the Illuminate costs. The Illuminate service bundles data from many different systems, and allows for the pulling of reports in a variety of ways. It also holds the dashboard feature that schools can use to pull data in real time, which is new this year. Illuminate also contains a lot of assessment-building tools that are starting to be used in middle schools and at the high school in particular. She explained that DIBELS and STAR are assessment tools; DIBELS for kinder through 2nd and 3rd grade for literacy development, and STAR for grades 3-8 for math and English language. STAR also has an accelerated reader program at the middle school level, and for high schoolers provides standardized assessment in literacy as required by certain programs. Rep. Glimme pointed out that Infinite Campus recently replaced Illuminate as the parent portal to student information, but that Illuminate was originally a data analysis tool, not just for the district but for teachers to use. It is a fantastic tool to write custom reports and to use to track student data, helping to improve student learning.

Rep. Rauen asked if the BSEP High Quality Instruction budget is being considered as an option for the ongoing funding for these costs moving forward. Director Fleming answered that this is only one-time, and that the district is looking for a more sustainable resource outside of BSEP moving forward. Associate Superintendent Hoogendyk added that these types of platforms bolster our ability to assess students in a uniform manner across schools, to help teachers inform instruction. And, relative to BSEP, they can be a part of understanding how funds are making impact on outcomes for students. It is important to have formative measures over the course of the year, the district can't wait for state testing at the end of the year. Then teachers get that information about scaffolds and supports students need at many points, and we can understand if there are trends across schools to better determine professional development and other supports throughout the year. Rep. Chung asked why BSEP funds are paying for this if the services are something that the district would always need, part of infrastructure support, noting that it is a district function to provide assessment. Rep. Glimme responded that the state does not fund schools enough to even cover the basics. In Berkeley, citizens have decided to band together to fund education, but it's not just for the extra stuff, it funds core needs because the state just doesn't do it, in his view as a 27-year veteran teacher. The BSEP measure is written with that idea in mind, it's not "extra," we want to deliver high quality instruction, and these are high quality materials to achieve that end.

Rep. Pastika made a request that at the first meeting of the new year, the P&O be presented with a summary of changes between the expected budgets and funding sources and how those have been implemented. The P&O's SBAC representatives reviewed one-time funding issues last year but we see that changes occur such as the change in state grants, and the changes tend to happen when the P&O is not actively meeting. Knowing these changes would help to put BSEP updates into more context. Co-Chair Chabot asked if the additions to the Evaluation budget represent new expenses, or if the services existed before and are incrementally coming into BSEP. She asked that we note the incremental increases in asks when new budgets are presented to the P&O for approval. Director Steele-Brown responded that the DIBELS contract covers the next 3 years, so that amount won't be needed for next year. Illuminate and STAR are not increases in services, and the hope is to find permanent funding for both after this '22-23 fiscal year.

14. BERRA Recruitment, Retention and Development 2022-23 Plan Update

Samantha Tobias-Espinosa, Assistant Superintendent of Human Resources

Assistant Superintendent Tobias-Espinosa presented the Update to the BERRA Recruitment, Retention, and Development Plan for 2022-23. When the original plan was drafted, the district wasn't sure how many BPAR teachers would be had for '22-23; at the start of this year staff noticed based on the number of Berkeley Peer Assistance and Review (BPAR) participants that we need to increase the FTE of the BPAR support position. This is an increase of .10 FTE to an existing position, at a cost of about \$12,000 to support that program. Additionally, were unable to secure three resident teachers from the residency programs through ACOE, so that budget line is reduced and we recommend the unused funds go back into the BERRA budget, covering the increase in the BPAR support position and also increasing the fund balance. Rep. Rauen asked if we expect increased participation in the residency program next year. Assistant Superintendent Tobias-Espinosa answered yes, and now that we know all the steps involved the hope to at least recruit three, and also to look at expanding on that if possible. Rep. Pastika noted that she would appreciate if at some point a discussion on BERRA by the P&O can include what the plan is as the district responds to decreased enrollment. If changes have to happen with staffing, how do the district rules on seniority and its focus is on filling hard-to-staff positions and increasing diversity interact. Director Fleming will invite Assistant Superintendent Tobias-Espinosa for the November 8th recruitment/retention agenda item. Assistant Superintendent Tobias-Espinosa responded that this is a hard question and a major issue, but not insurmountable. Rep. Rabinowitz asked if the enrollment numbers are established. Assistant Superintendent Tobias-Espinosa responded that the district has had reductions in enrollment the last 3 years, but that next year's numbers are not known yet. The district hasn't had to conduct any layoffs, but has been able to remain balanced in staffing through standard annual attrition. She noted that the Board created 5 new teaching jobs in beginning of June because of class sizes at the elementary level, but that multiple subject positions are the only area in which the district is not desperate for teachers; that helped us to not have issues bringing back any staff. The other piece that will impact the teacher staffing levels is universal transitional kindergarten (TK), the district is looking at projections of how many classes we have to have next year. The state is moving eligibility for TK by 2 months every year, and so we will have more students enrolling each year for the next several years, and will continue to open classes in that grade as necessary.

15. For the Good of the Order

Rep. Pastika asked if Director Fleming was aware of any response to the last [P&O statement to the Board](#) made at the end of the prior school year. If there was not a response, at the next meeting she would be interested in a report-out from the Board as to why. Also she asked if there was interest from the group in going to follow up on the requests. Director Fleming thanked Rep. Pastika for raising the issue, and answered that no, the Board was not in a position at that point in the year to make the requested changes being at the end of the budget process. She added that establishing the working group will allow the P&O to dig into the sustainability of BSEP and BERRA funds, including the fund balances. Timely analysis will guide future P&O recommendations to leadership, and that these are activities that the district will be engaged in as an early start to budget development. She recalled attention to the previous Spring, when it was noted that it will most likely be necessary to cut program costs in BSEP HQI in order for expenses to come in under revenue. There is also the issue of COLA and enrollment decline.

Rep. Pastika appreciated the response and the convening of the working group. She expressed frustration from the desire to have more engagement by the Board around topics that the committee has continually brought up; but appreciated Director Fleming's work. Her concern was more about the engagement process and responsiveness from the Board and creating a dialogue. Rep. Weissglass commented he wasn't sure if this group reached agreement regarding the request last year for the GF to "pay back" BSEP for expenditures that had been taken on over the last few years. He is skeptical if that is the right thing to ask. He is all for accountability from the board, not sure there is a consensus from this group that this is the way to go substantively. Conceptually if there is a major surplus, does it make sense to ask the BSEP be paid back if all funds go toward the schools, the kids and paying teachers, if one year BSEP took more because the general fund is hit not sure the response if it need be or paid pack, bears further discussion. Rep. Pastika responded her comments were based on the understanding of significant surplus coming from the state which has changed, the recommendations that were made at the end of last year and now we are in a different place. The point was about whether or not there was an engagement process and was there responsiveness or dialogue or feedback in any way. 13 million dollars changes. Rep. Chung added that he thought some of the challenges have been around the Board making decisions that the P&O doesn't have control over, but which end up impacting BSEP budgets. Rep. Glimme responded that this has been a long-time discussion at P&O, what is and is not the right balance to strike between GF and BSEP funds. He tends to be more of a mind that all are providing services for kids, as long as the spending fits in the legal definitions in the measure. We are here to provide advice and oversight in accordance with laws approved by Berkeley citizens, we don't decide how the money is spent. It is important to make sure that we keep the Board aware that we as citizen oversight have concerns about the sustainability of the measure, to be sure that the district's obligations to the voters are met. If it fits within the measure, that is ok, that is our oversight job. In the past, the board has been responsive to concerns around funding decisions. Co-Chair Chabot commented that one of the key concerns especially in the June P&O statement was around the timing of state budget finalization and funds coming in don't correspond to the P&O or other district budgeting process timelines. There are often changes in June swinging up and down when the majority of people are disengaged with the budgeting process. The year prior there were more funds that came in from the state in June '21, and things were passed quickly at the last board meeting that hadn't been reviewed by SBAC or any other oversight groups. This did not feel right to her personally, she felt those decisions should have been made in the Fall. Rep. Rauen agreed with the committee pointing out the need/desire to be conservative, particularly with the outcome of labor negotiations yet to be

seen, as so much expenditure is linked to underlying labor costs. He would like the Board to be sure that there are reserves in BSEP and BERRA. The P&O needs to know labor negotiation outcomes before it can make a further statement or position to the Board. Pastika concurs.

16. Adjournment

The meeting was adjourned by unanimous consent at 8:02 p.m.