



Parent Advisory Committee Meeting
2022-2023 School Year

Meeting Minutes

Thursday, May 11, 2023

Purpose of Meeting: Meeting to discuss an LCAP update from Asso. Superintendent Jill Hoogendyk, discuss additional PAC comments against the draft LCAP, and discuss the PAC Bylaws.

Time	Topic	Minutes
6:35pm	Welcome and Introductions <ol style="list-style-type: none"> 1. Your name 2. Site you Represent 	<ul style="list-style-type: none"> ● Facilitator introduction. ● Introduction of 22-23 PAC representatives. ● Stated meeting objective and agenda for the night. Staff Members in attendance: <ul style="list-style-type: none"> ● Liza Estupin - Director, Categorical & Special Projects, BUSD ● Jill Hoogendyk - Asso. Superintendent, Educational Services, BUSD Committee members in attendance: <ul style="list-style-type: none"> ● Andres B. - Emerson Rep. ● Mahogany G. - BHS Rep. ● Monica J. - Malcolm X Rep. ● Reichi L. - Rosa Parks Rep. ● Taliva M. - Thousand Oaks, PAC Co-Chair ● Lindsay N. - Cragmont, PAC Co-Chair ● Humberto R. - Longfellow Rep. ● Natasha S. - Washington Rep. ● Nadiyah T. - Rosa Parks Rep.
6:39pm	Modification to Agenda	<i>Vote for the agenda and minutes were moved as quorum had not been met. Presentation from Jill Hoogendyk started, with minutes and agenda to be approved later.</i>

6:40pm	Draft Comments, PAC Draft Recommendations, LCAP Process	<ul style="list-style-type: none"> ● Mission: Enable and Inspire our diverse student body to achieve academic excellence and make positive contributions to our world. ● Trying to internalize the 4E's: <ul style="list-style-type: none"> ○ Excellence ○ Equity ○ Engagement ○ Enrichment ● 2023 LCAP process: <ul style="list-style-type: none"> ○ Prepare the budget, LCAP activities in the spring planning process ○ We want to ensure that actions on the LCAP receive parent committee comments. ○ We want to acknowledge PAC's contributions to our identified student groups. ● From ACOE: PAC meets the compliance for the LCAP process, and allows us to serve our BUSD committee. ● From the draft PAC comments: <ul style="list-style-type: none"> ○ Consistent themes to the PAC feedback over the last couple of years, sense of frustration over ability to obtain data to make informed decisions. ○ BUSD is hopeful, and the tide is starting to turn with real-time data, we want to ensure a regular cadence with data requests. ● In other districts, we review the LCAP, we share the feedback, and then create a district response. In other districts, PAC would usually create a feedback presentation in response to SBAC. <ul style="list-style-type: none"> ○ We have shared some of PAC's ideas with the Superintendent, there are a lot of synergies. ● Organizational clarity, listening and learning: There is a need for these groups to ensure the context of who is doing what. <ul style="list-style-type: none"> ○ We want to all ensure that we are united in responding to our district initiatives. ○ We've been doing work to refine the focus.
6:49pm	PAC Meetings, Structure, Norms, Rules	<p>BUSD PAC Website</p> <p>Went over the agenda for this meeting. Agenda was approved 6:48pm.</p> <p>Went over the minutes from the 4/27/23 meeting. Minutes were approved at 6:50pm</p>

6:51pm	Draft Comments, PAC Draft Recommendations, LCAP Process	<ul style="list-style-type: none"> ● Identity: Understand the district and mission, in order to guide our goals and initiatives. ● Infrastructure: We want to ensure we have a good organizational structure to ensure we are using time efficiently and improve organizational efficiency. ● Identified Focal Populations: We are aware that there are a number of groups and are aware that groups like PAC are interested in how to serve these groups. <ul style="list-style-type: none"> ○ We have items like the Black Lives Matter Resolution, Latinx Resolution, Multilingual Master Plan to help guide us on our goals. ● Implementation: Plans are fine, but we need to plan, shift and adjust in the future. We're taking the time to establish these infrastructures. <ul style="list-style-type: none"> ○ There are a lot of items that need professional development, but plans have been established. ● Funding Foci: <ul style="list-style-type: none"> ○ We want to ensure that within organizational clarity, we are identifying the groups that the LCAP items are supporting. ○ Infrastructure has a large goal in regards to data collecting, reporting and instructional alignment. ○ Professional Development is a key item, looking at budget in that context. ● We wanted to pull some draft PAC recommendations, make some responses to them.
6:55pm	Response, PAC Comments, Goals 1, 2 and 3.	<ul style="list-style-type: none"> ● Goal 1, Action 1.1: <ul style="list-style-type: none"> ○ We want to establish a set of actions and we're measuring the impact. There's some BOE presentations surrounding the data summaries against ethnicity and monetarily. ○ We want to ensure we're collecting the data, sharing it in uniform ways to the population to understand the impact on our identified student groups. ● Goal 1, Action 1.3: <ul style="list-style-type: none"> ○ We also want to have some alignment along plans. There's a lot of focal groups, but there are a number of goals, particularly within CCEIS. ● Goal 1, Action 1.4: <ul style="list-style-type: none"> ○ We are trying to allocate funds for a Director of Curriculum.

- We want to create a strategy for ongoing instructional inventory and evolution on curriculum. Plan to follow a board policy and audit our curriculum every 7 years.
- We need to be more efficient with the SBAC process, we are requesting some positions to support the work.
- Goal 1, Action 1.5:
 - We want to ensure that there is a difference between 1.5 and 1.8. School sites report equity teacher leaders and standardized workshops, but there is no visibility.
 - We want to establish monthly meetings to establish program goals.
 - There may be some gap within the communication in regards to these plans currently. We want to know how current work is being applied.
- Goal 1, Action 1.6:
 - We want to implement the Multilingual Master Plan (MLMP) with fidelity. We need to build our capacity to lead ELD Professional Development.
 - We will be launching additional PD over the summer.
- Goal 2, Action 2.3:
 - There is a consistent message to prioritize mental health service support.
 - Cost of contracts have increased exponentially, the district used learning recovery funds to support between the Learning Recovery Grant, City of Berkeley Grant and MHSSA Grant to ensure services can continue.
 - We would be able to support a 1.0 FTE for elementary, plus additional support at secondary schools.
 - There is currently a needs assessment. We only get a portion of the MHSSA grant to use for contract work.
- Goal 2, Action 2.4:
 - MTSS: Work to build a MTSS framework is underway. We have engaged a section of staff to engage within this work, more work to come within the coming year.
- Goal 3, Action 3.1 & 3.2:
 - We want to recognize the OFEE team is the work of staff, we wanted to expand that work and hold it for future years.
 - OFEE Team will be completing some professional development trainings in May and over the summer. Summer. OFEE has not had professional development for a few years, we want to support the new Family Engagement Model.

		<ul style="list-style-type: none"> ● Timing and Next Steps: We want to continue to review and respond to the draft LCAP recommendations, we will be submitting them formally with the LCAP when it is submitted to the board. ● We are meeting with ACOE after the PAC meeting on 5/25. We want to ensure we're hitting all the required LCAP components before it goes to the board.
7:08pm	Questions, Public Comment	<ul style="list-style-type: none"> ● Representative: I was interested in numbers. It's nice to discuss the goals, but could we see data? <ul style="list-style-type: none"> ○ Asso. Super. Hoogendyk: Numbers outside of what [PAC] has already seen, or in context of the draft PAC recommendations? ○ Representative: [Per LCAP goals,] can we see dollar amounts, the number and population being served, the numbers of positions supporting each goal, how [each goal is] funded, and was it newly funded? ○ Asso. Super. Hoogendyk: We understand this is an existing ask. ○ Asso. Super. Hoogendyk: Our system is not really set up to have a standardized measurement, so when we are reviewing the programs, there's no current method to see their efficacy, or a way to show data. ○ Asso. Super. Hoogendyk We also have some more asks to continue or increase funding for these programs, so we are trying to prioritize. ● Representative: For affinity programs that we leverage in the LCAP, we have a lot of questions where decisions are made without seeing the data. We still don't understand if the programs are working or not before they decide to be reduced. <ul style="list-style-type: none"> ○ Representative: We have conversations in our meetings about continuing BSEP and other [one-time] funding programs, but we don't see the funding being used effectively. ○ Representative: My primary concerns are about AVID, OFEE and mental health contracts. There's no measurements or visibility and it seems like there's no way to be effective as current. ○ Asso. Super. Hoogendyk: There's a lot of work that we need to do in regards to vertical alignment - it means we have to establish infrastructure and we want to address that. Asso. Super. Hoogendyk: Since mental health costs have increased exponentially, BUSD agreed last year to have sites held harmless against their mental health services because it's a service we thought was an essential need. ○ Asso. Super. Hoogendyk: Because of this, some sites are supplementing aspects of their mental health services with one-time funds.

		<ul style="list-style-type: none"> ● PAC Co-Chair Taliva: I wanted to congratulate the organizational clarity section. SPSA's being aligned with the LCAP has made the school sites aware where the progress is. ● PAC Co-Chair Taliva: With the LCAP cycles: there's a lot of good motion in additions, but no great way to reduce [services]. <ul style="list-style-type: none"> ○ PAC Co-Chair Taliva: We're aware that there's money that needs to be spent, but it's often confusing where we have no strategy or metrics. It's difficult to prove if these actions are effective. ○ Asso. Super. Hoogendyk: Short answer, yes, we've thought about it. Our question to ourselves: How do we take a look into these things that may mean subtracting? ○ Asso. Super. Hoogendyk: Some actions are associated with beloved people or established programs. We've had a lot of commitments and there's a lot of actions using one-time dollars without a clear beginning, middle and end. ○ Asso. Super. Hoogendyk: There are things that we want to do, but we have not made clear implementation measures. ● Representative: Need to increase communications, especially in regards to regards to mental health. BUSD is no longer contracting for their mental health services and will bring it in-house. ● Representative: Last month was the African American initiative. Not what I expected. We addressed some of the affinity groups. It seemed poorly planned. Turnout was low. ● Representative: We now have the support of Councilwoman Kate Harrison, who helped establish the \$300,000 mental health support grant. I wanted to establish a subcommittee for mental health, but there's a lot of bureaucracy on the city side. ● PAC Co-Chair Lindsay: Can you share your slide deck? Our next steps are to take these slides, as well as the OFEE slide deck, to establish our PAC comments. <ul style="list-style-type: none"> ○ PAC Co-Chair Lindsay: It sounds like we may want to add more to the mental health supports as of this meeting. ○ Asso. Super. Hoogendyk: I think it's good to leave all comments in. It helps with our internal discussions.
7:34pm	Draft LCAP, Questions and Public Comment	<ul style="list-style-type: none"> ● PAC Co-Chair Lindsay: Can you quickly have some time to go over the LCAP and go over the changes? ● Dir. Estupin: The LCAP draft document is shared as a link, it will be available as a link later. Please review when you can.

- Dir. Estupin: We want to address the parts that have been updated.
- Dir. Estupin: The general information (metrics) against each goal have been updated. However, when you go to the actions within the goals, the budget has not been loaded.
- Dir. Estupin: As you recall, for most LCAP actions, we're not recommending adjusting or amending them. The LCAP is correlated with your actions and recommendations.
- Dir. Estupin: If you look at various actions, descriptions of the change, or a different budget allocation will be updated. Examples of items with significant changes:
 - ELD Teachers at each site: This will be updated with a 0.2 FTE increase.
 - OFEE: One large change There are a few changes and shifts to support the shift in goals OFEE.
- Dir. Estupin: One more item: New action: In accordance with SELPA, requirement of BUSD that adding an action that supports the implementation of a Special Day Class within the district.
 - Representative: Does this mean that Special Day Class will be included at Berkeley Unified School District?
 - Dir. Estupin: Yes.
 - Asso. Super. Hoogendyk: Our special education director has been in contact to establish a class higher needs, we will be piloting this at Malcolm X next year.
 - Asso. Super. Hoogendyk: This would be to ensure that our students are having a least restrictive environment instead of sending kids outside of campus. It means that our students are able to engage with students outside of their class.
 - Asso. Super. Hoogendyk: We have a small cohort of students for next year.
 - Representative: Are you saying that you're taking students out of classrooms?
 - Asso. Super. Hoogendyk: To be clear: We want to open a special day class on the Malcolm X campus. It would be for students who would be sent out to a non-public school to bring them back onto Berkeley Unified campuses.
 - Representative: There are some districts that are taking some students out of their classrooms, I don't support that.

		<ul style="list-style-type: none"> ○ Representative: Special Day got my student caught up with her classes. Some parents have taken their students out of BUSD due to lack of resources. Special Day means [our students] can get that 1:1 support. It helps students get caught up. ○ Representative: I don't support pulling students out of class. I support keeping them in their classrooms. ○ Dir. Estupin: I think this is something that would be better explained by Shawn Mansager [Director of Special Education]. I can see if we can have him at a future meeting for clarification. ○ Representative: I really want to hear more information. ● Representative: We just need to be consistent with our programming, especially vertical consistency between middle and high school. ● Dir. Estupin: A google form will be provided to capture additional comments.
7:53pm	Motion to Extend Meeting	<i>Motion to extend the meeting by 15 minutes.</i>
7:54pm	PAC Bylaws	<ul style="list-style-type: none"> ● PAC Co-Chair Lindsay: We reviewed this document beforehand. We wanted to go through the changes. <ul style="list-style-type: none"> ○ PAC Co-Chair Lindsay: We wanted to maintain the duty of providing increased services to unduplicated students, but we're unlinking it to the MPP, due to a difficulty of calculating it. ○ PAC Co-Chair Lindsay: We're adding a student representative. ○ PAC Co-Chair Lindsay: We're asking the principals to elect a PAC alternate. ○ PAC Co-Chair Lindsay: We're increasing the term to 3 years. ○ PAC Co-Chair Lindsay: We're removing the requirements to quorum to remove the requirements for PAC to verify income level, and amended it to 50% plus 1. ○ PAC Co-Chair Lindsay: We've revised to be under the Greene act instead of the Brown Act. ● Representative: What do you mean by a student representative?

		<ul style="list-style-type: none"> ○ Dir. Estupin: This is a Board of Education requirement. We haven't received much guidance on how to source the student, but I believe it is a student between 6-12 grade. I will confirm this. ● Representative: I agree with the removal of the requirements of quorum, but I wanted to ensure that the mixture of participants is still mentioned. <ul style="list-style-type: none"> ○ PAC Co-Chair Lindsay: It's there, but the quorum metric of the PAC chairs to verify income levels and English Language Learner status has been removed. ○ Representative: So the requirement for representation is gone? ○ PAC Co-Chair Lindsay: It is mentioned, we are eliminating the section that states it's the co-chairs job to validate. We just don't want to be invasive of your privacy when checking quorum. ○ Dir. Estupin: 50% + 1 is CDE guidance. ● Representative: Does someone else have to approve the bylaws? <ul style="list-style-type: none"> ○ PAC Co-Chair Lindsay: We are just gathering information and comments to revise the bylaws further. ● Dir. Estupin: I'll give copies, with and without redlined text, for the next meeting.
8:05pm	Closing, Additional Comments	<ul style="list-style-type: none"> ● Next meeting is our last meeting. We're going to have a short meeting to approve items, but may hear from additional presenters. ● We will update the LCAP draft feedback with additional comments. We'll provide a formal deadline for feedback later. ● Representative: We should have an official [PAC] notetaker, who takes notes in real time. <ul style="list-style-type: none"> ○ PAC Co-Chair Lindsay: We do capture it in our feedback document, if the recommendations are not accurate to your thoughts, we should know. ○ Representative: Our questions, and responses, should be recorded. ○ PAC Co-Chair Taliva: Do you mean real-time or in the minutes? ○ Representative: We should see the screen, what is being typed in real time. We would put the name, who would be responding to the question. We should save the responses. ○ Representative: There is a closed captioning function for Zoom?

		<ul style="list-style-type: none"> ○ PAC Co-Chair Lindsay: I primarily want your comments attributed to the comments provided to the superintendent and cabinet. We need it formalized and edited for clarity in feedback. We want to ensure the wording is correct. ○ PAC Co-Chair Taliva: [The PAC Co-Chairs] provide additional clarity when comments are shared directly to the PAC Co-Chairs. ○ Representative: What would be helpful, when comments and questions are brought up, we can see them and obtain clarity and clarification. ○ Dir. Estupin: Real-time note taking doesn't typically happen. It's a large ask. ○ Representative: I just want a couple of items that we want to ensure are captured. ○ Representative: I use the transcript function on Zoom. It's hard to type quickly. It doesn't coherently flow, but it does allow for time to clean it up after the meeting. ○ Representative: It's not just on [the parents], there's supposed to be an LCAP coordinator helping us facilitate the meeting. It shouldn't be a responsibility to collect so much information.
8:12pm	Closing	<ul style="list-style-type: none"> ● Please add comments to the LCAP feedback document. ● We're also looking into reviewing PAC bylaws and looking for a new PAC co-chair. <p>Next Meeting: 5/27/23, 6:30pm</p> <p>8:17pm, meeting adjourned.</p>