

# BERKELEY UNIFIED SCHOOL DISTRICT

**TO:** Board of Education  
**FROM:** Kathy Fleming, Director of Local Resources and Community Partnerships  
Danielle Perez, BSEP Program Specialist  
**DATE:** January 24, 2024  
**SUBJECT:** Election, Diversity and Activity Report for School Site Councils for the 2023-24 School Year

## **BACKGROUND INFORMATION:**

Each year the Board receives a report on the elections and membership of the School Site Councils (SSCs) for all BUSD schools, including the Pre-K Program, the TK-8 schools, Berkeley Technology Academy (BTA), the Independent Study (BIS) Program, and Berkeley High School. This report was also presented to the BSEP Planning and Oversight Committee on January 9, 2024.

School principals were surveyed to obtain a picture of the conduct of elections for each site, including candidate outreach, nominations, and election mechanisms, and School Site Council members were surveyed online to obtain feedback on what training materials they had accessed and to optionally provide racial/ethnic demographic information.

Candidate outreach and recruitment: Schools solicited parent candidates using digital and paper resources, including:

- Distributed digital and paper flyers with site and district committee information in both Spanish and English;
- Messages encouraging participation, with online nomination forms, via email, e-tree, and other educational communications apps;
- Direct individual recruitment and outreach by principals, current, and/or former committee members, and Family Engagement Specialists.

Teacher and staff candidates were solicited by principals using the following methods:

- Providing a description of the committee and requests for nominations at staff meetings;
- Sending requests for nominations through email messages to staff lists; and
- Through one-on-one conversations with potential candidates.

In an effort to give principals useful tools in recruitment and election processes, the Offices of Local Resources and Categorical and Special Projects provided standardized materials in 2023-24, including:

- Presented a Committee Recruitment, Nomination, and Election Workshop for principals in late August;
- Distributed English/Spanish recruitment flyers describing the SSC and other common BUSD committees to principals;
- Templates for digital nomination and voting forms in English and Spanish for parent, certificated, and classified staff SSC positions; and
- Template vote tally and results record documents.

*School Site Council Elections Report 2023-24*

Sites continue to utilize various committee and election structures to encourage increased participation in their committees, including slate voting and staggered 2-year membership terms. Also, several committees plan to make decisions by consensus in 2023-24, which allows all members, regardless of voting or alternate status, to participate in committee discussions until consensus is reached.

Parent/Guardian Voting: Most parent/guardian elections were held using digital ballots, which were distributed via direct email messages, as links from e-tree communications, and through notifications using educational apps like Remind. Paper ballots were also offered at some sites, in addition to the electronic ballots. The BSEP Program Specialist was available to assist with counting and recording ballots for sites that requested extra help. Most sites managed all aspects of vote counting independently and reported results back to district leadership via 2023-24 SSC roster documents.

Student representatives are elected to the Berkeley High SSC, in addition to parent/guardian and staff members. At BHS, student members were elected by the entire student body during the regular Associated Student Body elections in the Spring of 2023.

Staff Voting: Selection of staff SSC members was mainly conducted via voting during staff meetings and via online voting. The majority of principals engaged in one-on-one recruitment, and many solicited nominations during staff meetings in combination with reminders in staff newsletters.

District SSC Roster: Attached as Appendix A is a roster of the parents/guardians, students, teachers, principals, and other staff members who have made the commitment to serve on their school's SSC in 2023-24.

SSC Member Diversity: Appendix B contains charts showing the available ethnic/racial composition of SSC members. Committee member data was obtained through self-report, and the ethnic/racial categories offered to respondents match the federal and state categories which are used for the student CALPADS data. The results are summarized by grade levels: PreK-5, middle school, and high school (including BTA and BIS). This year, 96 SSC members responded to the committee member survey, and their information was combined with any available data offered in previous years by continuing SSC members. In total, there are 195 SSC members across the district, of which information for 122 (~63%) is included.

Principals face an ongoing challenge in recruiting diverse SSC members, because they also must recruit parents for other vital committees that require specific representation. Principals are responsible for recruiting parents of unduplicated students to represent their schools on the LCAP Parent Advisory Committee, while also recruiting parents of English learners for their site English Learner Advisory Committees as well as representatives to the District English Learner Advisory Committee. This makes SSC coordination with the PAC, ELAC, and DELAC essential in ensuring that diverse perspectives in the site decision-making process are included.

Committee Member Education: The district's annual Committee Orientation event was held online via Zoom on October 19, 2023, with an attendance of 133 individuals. The Orientation was simultaneously interpreted into Spanish on a dedicated

Spanish-language channel within the Zoom meeting. Pre-recorded committee training videos are posted on BUSD's [committee training page](#), where committee members and the general public can also access a recording of the online Orientation event and the slides presented therein. Further, the training page features links to specific information for each school and program, including complete 2023-24 School Plans and Budget Summaries, a multi-year funding summary for each site containing student enrollment data and site budgets from the past eight years, and exercises to help committee members practice analyzing site historical data and evaluating site-funded budget items.

The training page also features the [2023-24 Committee Handbook](#), which includes:

- Best Practices, updated suggested annual calendars, meeting documentation examples, and an updated dictionary of key BUSD acronyms and terms;
- K-8 and BHS SSC bylaws;
- Guides summarizing school committees and the various funds they oversee, including descriptions of BSEP, LCAP, and Title I resources;
- Guidelines and examples of the SPSA Evaluation form for SSCs;
- In response to requests from SSC members, guidance about decision-making and deadlines related to site funding of staff salaries; and
- Examples from within BUSD of methods for sharing committee, school plan, and budget information with the broader school community.

In the committee member survey, 75% of respondents indicated that they had completed or started to review the district's committee training materials, and 86% indicated that they had attended the Orientation event.

SSCs were asked to hold their October meeting in conjunction with the Orientation event. Each principal hosted their own Zoom SSC meeting immediately following the district-wide presentation. Principals were asked in advance whether they would like brief visits from District Office staff during these meetings, to offer support and answer questions. The Director of Local Resources, Director of Categorical and Special Projects, and BSEP Program Specialist visited seven separate SSC meetings that evening, introducing themselves and providing input when requested.

**POLICY/CODE:**

California Education Code 65000-65001; BUSD School Site Council Bylaws, adopted by the Berkeley Board of Education September 12, 2018; BUSD Berkeley High School Site Council Bylaws, adopted by the Berkeley Board of Education February 19, 2020.

**FISCAL IMPACT:**

None.

**STAFF RECOMMENDATION:**

Receive this School Site Council Election, Diversity and Activity Report for 2023-24.