



Parent Advisory Committee Meeting  
2023-2024 School Year

**Meeting Minutes**

**Thursday, January 18, 2024**

Purpose of Meeting: Meeting to digest budget information from first Districtwide Committee Meeting, provide an update with staff feedback to PAC, and provide PAC a discussion space for LCAP action items.

Time	Topic	Minutes
7:01pm	Welcome	<p>Staff Members in attendance:</p> <ul style="list-style-type: none"><li>● Liza Estupin - Director, Categorical &amp; Special Projects, BUSD</li></ul> <p>Committee members in attendance:</p> <ul style="list-style-type: none"><li>● Andres B., Emerson Rep.</li><li>● Lee B., Ruth Acty Rep.</li><li>● Erin E., Sylvia Mendez Rep.</li><li>● Mahogany G., BHS Rep.</li><li>● Monica J., Malcolm X Rep.</li><li>● Candice L., John Muir Rep.</li><li>● Jessica L., BAM Rep.</li><li>● Lindsay N., Cragmont Rep., PAC Co-Chair</li><li>● Eliza N., Longfellow Rep.</li><li>● Kathryn R., Thousand Oaks Rep.</li></ul> <p>Guests in attendance:</p> <ul style="list-style-type: none"><li>● Laura Babbitt, Berkeley School Board</li></ul>
7:03pm	Icebreaker	What budget questions do you have?

		<ul style="list-style-type: none"> <li>• Representative: I had a budget question about BSEP. We didn't get a presentation about BSEP.</li> <li>• Representative: Where can I find some nice clear visual representations of the overall BUSD budget? Funding sources and how we spend it.</li> </ul>
7:10pm	PAC Meetings, Structure, Norms, Rules	<p><a href="#">BUSD PAC Website</a></p> <p>Went over the agenda for this meeting. Agenda was approved at 7:10pm.</p> <p>Went over the minutes from the 12/14/23 meeting. Minutes were approved at 7:12pm.</p>
7:13pm	Icebreaker (cont.)	<ul style="list-style-type: none"> <li>• Representative: I feel like I can never quite grasp the big picture. I like pie charts and graphs. <ul style="list-style-type: none"> <li>○ Dir. Estupin: The budget is here: <a href="https://www.berkeleyschools.net/departments/business-services-division/berkeley-unified-budget/">https://www.berkeleyschools.net/departments/business-services-division/berkeley-unified-budget/</a></li> </ul> </li> <li>• Representative: For Afterschool: I don't understand why we have to understand two separate programs. There's some controversy over the demographics of these specific programs. <ul style="list-style-type: none"> <li>○ Representative: I fully believe there is only one Afterschool program, variable by site.</li> <li>○ Representative: I feel like these programs should be integrated and combined.</li> <li>○ Community Member: There's a subcommittee on this. We tried to combine them and replicate what they're doing at BAM. They are separate funding sources and have different requirements.</li> </ul> </li> </ul>
7:17pm	PAC Feedback Presentation	<ul style="list-style-type: none"> <li>• Co-Chair Nofelt: PAC makes recommendations each year and staff provides a response based upon that feedback. The district proposes next steps. We need to make recommendations based upon the staff update, this will hopefully help us understand our impact.</li> <li>• Dir. Estupin: The words can be pretty small due to the fact there is a lot of information. <ul style="list-style-type: none"> <li>○ Dir. Estupin: The doc shows PAC recommendations on any line that has a "P", we consolidated all of our recommendations with DELAC.</li> <li>○ Dir. Estupin: The doc shows first recommendations from PAC.</li> <li>○ Co-Chair Nofelt: Our update is within column I on this spreadsheet.</li> </ul> </li> </ul>

- Representative: Why are there only 3 goals here?
  - Co-Chair Nofelt: We only addressed three goals within our feedback. Goal 5 didn't exist when we were creating our feedback and Goal 4 is about BREa. BREa is interwoven within our comments.
  - Dir. Estupin: Can someone give an overview on why you decided to only focus on three?
    - Representative: We created breakout groups and wanted to focus on Goals 1-3. In previous years we decided that these needed more clarification and attention. We went to our sites to collect feedback.
    - Representative: A lot of the information was about how we take the data coming from BREa and use the data more meaningfully to allocate dollars.
    - Representative: One of the things we kept saying, [PAC] keeps making recommendations and we want to be heard and see how recommendations and actions are being taken.
- Dir. Estupin: This was submitted to the board and to the district leadership. Legally, we have to formally respond to the recommendations of the Parent Advisory Committee.
  - Dir. Estupin: These are actions that PAC decided to form recommendations on last year.
  - Dir. Estupin: If you would like, you can always reference our LCAP on our website.
- 1.1: Identify what information BUSD is collecting and how it specifically relates to measuring the impact of each action/program.
  - Dir. Estupin: 2.5 years ago, we did not have a central place where data was consolidated. This response is directly from the department responsible with this action.
  - Dir. Estupin: In January 2023, we launched Educlimber. It has been helpful for us to gather data and carry it and analyze various programs. There are a multitude of ways to use Educlimber to obtain and parse data.
  - Dir. Estupin: One thing to note: The next step is to develop qualitative data systems. This is not currently included within the Educlimber system.
  - Dir. Estupin: There are data newsletters available on our website.
  - Representative: On the spreadsheet, it says that interventions are within Educlimber. Is that correct?
    - Dir. Estupin: Yes. These are tagged within Educlimber to know that students are

		<ul style="list-style-type: none"> <li>○ Representative: Is there a way to create a shortcut to this on our own Drive? <ul style="list-style-type: none"> <li>■ Dir. Estupin: You can download it.</li> </ul> </li> <li>● 1.2: Clarify what strategies BUSD will use in response to the possible outcomes of data analysis <ul style="list-style-type: none"> <li>○ Dir. Estupin: There are two types of data being utilized: screening data and summative data. (Examples: DIBELS, STAR, ELPAC, etc.)</li> <li>○ Dir. Estupin: What is missing is formative assessments. Data for actions within the classroom, we are working on that now. It's useful when teachers are able to share. <ul style="list-style-type: none"> <li>■ Dir. Estupin: There is a weekly principals meeting where principals share data, each principal should be aware about accessing data.</li> </ul> </li> <li>○ Representative: It's important that we understand the data and decisions for the next year. We also need to understand the ownership.</li> </ul> </li> <li>● 1.3: BUSD should have sufficient allocation of expert staff to execute on data-informed strategies. <ul style="list-style-type: none"> <li>○ Dir. Estupin: The LCAP is very specific about the resources. The actions within the LCAP support all of our students, and this is a comment about the strategic plan - to align our initiatives.</li> <li>○ Dir. Estupin: After we analyze our data, we will make recommendations for the LCAP revision. Hopefully we will have an approved 3 year LCAP that follows our strategic plan.</li> </ul> </li> <li>● P1.4: BUSD should hire an expert Director of Curriculum <ul style="list-style-type: none"> <li>○ Dir. Estupin: At one of the last board meetings of 2022-2024, the board approved a new position. We hired a new Director of Curriculum and Instruction: Chris Albeck started in the summer of 2023.</li> <li>○ Dir. Estupin: The department is a large team, who is very busy. The department is responsible for textbooks, curriculum, etc.</li> </ul> </li> </ul>
7:42pm	Breakout Rooms	<ul style="list-style-type: none"> <li>● Co-Chair Nofelt: Do we want to go into breakout rooms or continue in a presentation? <ul style="list-style-type: none"> <li>○ Dir. Estupin: We can always answer questions in an email.</li> <li>○ Board Mem. Babbitt: We can continue the presentation in one breakout room.</li> </ul> </li> <li>● Guest: For the presentation, these are previous PAC recommendations, updates to our goals, and this is how we are progressing?</li> </ul>

		<ul style="list-style-type: none"> <li>○ Dir. Estupin: These are recommendations from the 22-23 PAC. This is our January update. We have to reflect and revise our actions based upon the feedback from last years' PAC.</li> <li>○ Guest: Will there will be new recommendations at the end of the year?</li> <li>○ Dir. Estupin: Yes.</li> </ul> <p>Breakout rooms started, 7:45pm, ended 8:02pm.</p>
8:02pm	Final Comments	<ul style="list-style-type: none"> <li>● Co-Chair Nofelt: Survey for PAC, this will indicate what data we want to obtain from BREA. <ul style="list-style-type: none"> <li>○ Survey Link: <a href="https://forms.gle/BdK5bUt9uc2pjvfr5">https://forms.gle/BdK5bUt9uc2pjvfr5</a></li> </ul> </li> <li>● Co-Chair Nofelt: Acronyms will always be present in our PAC [Slide] Deck. <ul style="list-style-type: none"> <li>○ Link to PAC Slide Deck: <a href="https://docs.google.com/presentation/d/1G5rtBMJMjk-vB2eeX1WfoXrWfnnGS2YI1D8ZwLNxXis/edit">https://docs.google.com/presentation/d/1G5rtBMJMjk-vB2eeX1WfoXrWfnnGS2YI1D8ZwLNxXis/edit</a></li> </ul> </li> <li>● Co-Chair Nofelt: Next Steps: We have a plan to provide you with a form to your SSC to integrate site feedback into PAC recommendations. We want to make sure that if something is working, the goal is highlighted that it makes an impact at your site. The plan is to have it at the next PAC meeting.</li> <li>● Co-Chair Nofelt: Please come to the final LCAP Strategic Plan meeting. <ul style="list-style-type: none"> <li>○ Berkeley Adult School, Multipurpose 1/23/24 6:00 - 8:00 pm</li> </ul> </li> <li>● Community Member: Are there Zoom recordings of PAC meetings? <ul style="list-style-type: none"> <li>○ Co-Chair: We don't post them, we just take minutes.</li> </ul> </li> </ul>
8:10pm	Closing	<p>Next Meeting: , 6:00pm</p> <p>8:10pm, meeting adjourned.</p>