



Parent Advisory Committee Meeting
2023-2024 School Year

Meeting Minutes

Thursday, February 8, 2024

Purpose of Meeting: Meeting to provide additional budget updates from the LCAP, showcase a committee survey, and provide PAC a discussion space for LCAP action items.

Time	Topic	Minutes
6:05pm	Welcome	Staff Members in attendance: <ul style="list-style-type: none">Liza Estupin, Director, Categorical & Special Projects, BUSD Committee members in attendance: <ul style="list-style-type: none">Andres B., Emerson Rep.Erin E., Sylvia Mendez Rep.Elizabeth F., BHS Rep.Mahogany G., BHS Rep.Monica J., Malcolm X Rep.Candice L., John Muir Rep.Jessica L., BAM Rep.Lindsay N., Cragmont Rep., PAC Co-ChairKathryn R., Thousand Oaks Rep.Natasha S., Willard Rep., PAC Co-Chair
6:06pm	Icebreaker	Share a bright spot from your site. <ul style="list-style-type: none">Representative: Good PTA parent involvement/community during community events and our School Site Council meetings.Representative: Math/Reading collaboration is going well at our site.PAC Co-Chair Natasha: Our new principal search is going well.

		<ul style="list-style-type: none"> ● Representative: Our [Site] Teachers are dedicated to educating everyone. ● Representative: Teachers are taking more deliberate time in staff meetings to review math ELA/Math data. ● Representative: Our 3rd Grade Team is making improvements. We can see it within the DIBELS/STAR data.
6:09pm	PAC Meetings, Structure, Norms, Rules	<p>BUSD PAC Website</p> <p><i>Quorum not met, approval of agenda and minutes to come later.</i></p> <p><i>Amended agenda: Swapping agenda items. Going over PAC Committee Survey first, until quorum is met.</i></p>
6:14pm	PAC Committee Survey	<ul style="list-style-type: none"> ● PAC Co-Chair Nofelt: We are continuing the discussion about PAC's LCAP thoughts on each goal. ● PAC Co-Chair Nofelt: We are looking into each site, look into the principal and the SSC chair <ul style="list-style-type: none"> ○ PAC Co-Chair Nofelt: If you want action within each goal, we need to see what actions are working for kids. ● Dir. Estupin: This survey has been asked to be shared, already shown to your site principals and SSC's. Principals are already familiar with the form. <ul style="list-style-type: none"> ○ PAC Co-Chair Nofelt: We can do anything, but not everything. ○ PAC Co-Chair Nofelt: It's a little overwhelming because our LCAP is overwhelming. ● SSC Survey for PAC <ul style="list-style-type: none"> ○ Dir. Estupin: This is what's being shared with SSC's. ○ Dir. Estupin: We wanted to make it easy to access information. ○ Dir. Estupin: We wanted to survey which three actions in goals 1-3. <ul style="list-style-type: none"> ■ PAC Co-Chair Nofelt: Goals 4 and 5 are district actions, not a lot happening at each site. ■ PAC Co-Chair Nofelt: BREA controls most of Goal 4, Goal 5 is serving unhoused students, but it is primarily served under a McKinney-Vento counselor.

6:22pm	PAC Meetings, Structure, Norms, Rules	<p>BUSD PAC Website</p> <p>Went over the agenda for this meeting. Agenda was approved at 6:22pm, with the modification that items 4 and 5 were swapped.</p> <p>Went over the minutes from the 1/18/24 meeting. Minutes were approved at 6:23pm.</p>
6:24pm	LCAP Budget Information Presentation	<ul style="list-style-type: none"> ● Introduction <ul style="list-style-type: none"> ○ PAC Co-Chair Nofelt: We're trying to get presentations out to you, we need to have a lot of time in presentation for questions and to address the full slide. ○ Dir. Estupin: This is the same budget presentation from 12/14 meeting, with small edits. These are the budget updates that we have from the 12/14 meeting. <ul style="list-style-type: none"> ■ Dir. Estupin: We're adding some additional budget information not shared at the 12/14/23 PAC meeting. A full LCAP budget informational item will be available at the February 28th PAC Meeting. ■ Dir. Estupin: A reminder, this is just an overview of an in-depth view of actions that PAC has highlighted in years prior. ○ Dir. Estupin: Our Strategic Planning Survey went out to parents last week, and students and staff this week. We are asking for input until March 1. ○ Dir. Estupin: There are some questions like "Is this goal still relevant". ○ Dir. Estupin: This presentation shows where our current spending is, and where we will be expected to be in June 2024. ● Goal 1: Provide High Quality Classroom Instruction and Curriculum ● Action 1.1, AVID <ul style="list-style-type: none"> ○ Dir. Estupin: as of January 31 is \$82,130, expected 6/2024: \$160,480. <ul style="list-style-type: none"> ■ Dir. Estupin: The shortage is explained: Tutoring costs less because of College Corps, which provides no cost support. ○ Representative: I remember last year, we were talking about cutting AVID. What's the update? <ul style="list-style-type: none"> ■ Dir. Estupin: We do support AVID. We've been in communication with the high school to get AVID back into the [course] catalog, additional allocation to support more cohorts. We're trying to expand it. ○ Co-Chair Nofelt: What's enrollment like [for AVID]? <ul style="list-style-type: none"> ■ Dir. Estupin: We're trying to outreach with enrollment recruitment, support at 9th grade for enrollment in 10th grade. High school course selection starts at spring break.

- Co-Chair Nofelt: So it's not that they are under-enrolled, but it's because enrollment occurs during spring break?
- Liza: Yes. We're looking into providing outreach at U9 for a 10th grade cohort. There's a lot of competing electives.
- Lindsay: The worry was about it being cut due to low enrollment. Is this going to remain a program?
- Dir. Estupin: Yes, we can add a 10th grade cohort. The 9th grade has a fairly filled schedule, so we're recruiting for 10th grade class.
- Representative: What would we offer?
 - Dir. Estupin: The guidance from the high school is already offered in 11-12th grade. The high school can't offer FTE in 10th grade unless interest is clear.
- Representative: What is the environment like? What is it? What kind of classroom? What are we offering?
 - Dir. Estupin: It provides students with academic support and support for going to college. AVID provides note taking, college preparatory support. It's another level of support that we want to provide our students.
- Representative: I'm not sure of the current support for the 9th grade, but I know there's not enough. Guidance counselors aren't enough. There's little homework. I know there are social-emotional challenges, so I'm confused why we would have a gap in 9th grade.
 - Dir. Estupin: RISE is a possibility. There's a lot of competing programming for the 7th period.
- Representative: Do students get A-G credit for AVID? Does AVID's work overlap with these other college preparatory programs? Is there enough demand, or is there not enough/too much comprehensive programming?
 - Dir. Estupin: I'll check.
- Representative: I'm confused what it would offer to families. What demographic is it most serving in RISE vs. AVID? Would kids of color feel comfortable in those environments?
 - Dir. Estupin: The core demographic for AVID are prioritized students (Students Experiencing Homelessness, English Learners, Free and Reduced Meals)
 - Representative: Is RISE more of an afterschool program?

		<ul style="list-style-type: none">● Dir. Estupin: I'm not as familiar with RISE. I'll get additional information.● Representative: I'm concerned that we're offering a lot of additional programming but not the classes that students are used to. I feel like replacing [AVID] with RISE for one year is a bit of a mis-step.■ Representative: I'm sending a lot of emails regarding my students IEPs. I'm wondering how this helps prioritized groups because many of these programs are stressful for students. What is this going to look like? What colleges/curriculum? What are they expected to learn?<ul style="list-style-type: none">● Representative: Kids don't want to stay in an academic environment if they aren't sure what the purpose is.■ Representative: This is primarily towards the first generation to attend college. They do college visits and college prep.<ul style="list-style-type: none">● Representative: However, not all students want to go to college. I'm not sure why we don't fund a trade program or a personal finance program. Why are we not helping students who don't want to go to college? Can we put this funding to academic programs that need to be improved?● Action 1.2, BRIDGE<ul style="list-style-type: none">○ Dir. Estupin: BRIDGE has a cohort at all grade levels, we are on track for approximate spending.○ Dir. Estupin: We have a cohort at each grade level, two at 11th grade. There's college, career and counseling support. We have a main counselor overseeing the program.○ Representative: Can you explain in simple language what BRIDGE is?<ul style="list-style-type: none">■ Dir. Estupin: It's a college preparatory course, offered at all grade levels at the high school. They help with counseling, college applications, and provide college visits.■ Representative: Where is BRIDGE located?■ Dir. Estupin: Not sure, specifically.■ Co-Chair Nofelt: Is [BRIDGE] invite only or parent recommended?■ Dir. Estupin: I don't think so.■ Representative: I volunteered at BRIDGE. It is run by teachers and former students help out. It's college preparatory, homework help, writing help. It's an afterschool program at Berkeley High School.
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- Representative: What's a cohort?
 - Dir. Estupin: An informal group of students at the same academic level.
- Representative: How many students? How many employees? How many staff support? What are their classifications? Can they itemize their services? Are parents aware of the service?
 - Dir. Estupin: There's a survey. 142 students served for BRIDGE currently. Other information I will locate and provide.
- Representative: Does BRIDGE count as a credit on the transcript? Does RISE count as a credit?
 - Dir. Estupin: I'll find out.
- Action 1.10, ELD Support, TK-12
 - Dir. Estupin: The PAC ask was to provide additional support to our multilingual language learners. Each site received a minimum of 0.2 FTE to our multilingual language learners. We found that the request was for additional support due to need. This allocation is all FTE.
 - Co-Chair Nofelt: Before we discuss, PAC recommended that we let other committees have more input/say on actions that more affect their committees. This is an action we stated DELAC has more input.
 - Dir. Estupin: The financial discrepancy is that FTE came in a little bit lower.
 - Co-Chair Nofelt: It's hard to tell how much of our supplemental funds are serving these focal populations. It's hard to see how much of these supplemental funds are contributing.
 - Dir. Estupin: I agree. I can add that detail.
 - Co-Chair Nofelt: It's not just that. We need to know how much % (or how much in \$) is supplemental funding.
 - Representative: The second line is how much we've spent so far.
 - Dir. Estupin: The large number is the approved, the small number is what we've spent so far, and the last number is how much we expect to spend by June 2024.
- Action 1.4, Literacy Improvement Plan
 - Dir. Estupin: We've allocated \$410K for the contracts we are fulfilling with the Literacy Action Plan and the supporting time.
 - Representative: This funding is 100% for the consultant and the training to implement the Literacy Action Plan? Is there anything for literacy coaches?
 - Dir. Estupin: It's everything, including professional development.
 - Representative: Is there an itemized list of everything where we've spent? Can we see how it was spent, where it was spent.

- Dir. Estupin: In our LCAP, it's specified if it's FTE, contracts. If it's not in the body of the LCAP.
 - Representative: Can we see where, when and how it was spent, itemized?
 - Dir. Estupin: If something is not in the body of the LCAP, we're unable to spend it on anything else.
 - Co-Chair Nofelt: A lot of it is monthly salary. I understand we're asking for something like a monthly tracker on the budget spreadsheet.
 - Representative: I'm seeing a lot of numbers, but I want to know if this is going to teachers, etc. This is interesting to know and what is being paid as an investment in BUSD. It would be wise and would help inform decisions to see how much we spend within a program.
- Goal 2: Provide Necessary and Timely Academic Interventions
- Action 2.1, TK-8 literacy Coaches
 - Dir. Estupin: 1.3 M budgeted, \$1M spent, we are expected to be over.
 - Dir. Estupin: There are benefits, a pay raise. That's why these are higher.
 - Representative: I feel really rushed. There's not a lot of information [in this presentation]. [The data] needs to be more clear, more detailed.
 - Co-Chair Nofelt: We went over a lot of this information at our last meeting.
 - Representative: I was at the last meeting. I'm sharing that there isn't enough data here.
- Action 2.2, R2I
 - Dir. Estupin: \$1.2M, all FTE allocations. We will be spending appx. \$1.1M by June 2024.
 - Co-Chair Nofelt: Do we know if this is Literacy or Math focused services?
 - Dir. Estupin: I will find out.
- 2.12: PreK Literacy Support
 - Dir. Estupin: Funds to support preschool literacy. Curriculum and pay for staff to review and purchase curriculum.
 - Co-Chair Nofelt: What's the community feedback process? Is this FTE and curriculum?
 - Dir. Estupin: This is a small amount of it, this is supplemental. TK, Pre-K, this is a small amount to support. The current curriculum we have at Pre-K sites isn't consistent.
 - Representative: Given we have a huge literacy plan, I wonder if it's wise to be purchasing curriculum now.
 - Co-Chair Nofelt: Is there community feedback on the curriculum?

- Co-Chair Sandeford: I understand these points about detail in data. If this is not presented in a good way, it won't be easy for parents to understand. We need to improve the amount and quality of data so we can inform decisions.
- Representative: What is RtI2?
 - Representative: Response to Intervention and Instruction. It's all the actions we do outside of the core curriculum to support students who need extra help.
- Representative: These can be overwhelming when you don't have a background to get an overview of things. Can we try to break it down in wording or provide an easier format?
 - Co-Chair Nofelt: This is too much to do in the time that we have, we have a PAC slidedeck and PAC overview to work on this with our time.
 - Co-Chair Nofelt: We understand regular attendance and attendance is hard, I don't expect anyone to come to all meetings or understand everything. We have to understand how special funding is used in order to have our voice heard.
 - Co-Chair Nofelt: I appreciate everyone's attention and feedback. We also try to collect anonymous feedback to help improve our meetings.
 - Representative: I feel dismissed and unwelcome sometimes. I don't have time to review additional documents. I don't think we're set up for that.
 - Representative: I just want to ensure that we give people time to process. There's a lot of time that's needed just in listening. I think we should hold time to hear questions.
 - Comm. Member: I would encourage PAC to use the P&O format. Use a template. I think there's a lack of detail in the information provided. We need people who manage the funds to send PAC representatives with information.
 - Representative: Keep asking questions, keep asking comments. I feel like the management of the meeting is OK, but I save questions for how things are going until after.
 - Representative: What you're doing here helps parents down the line.
 - Representative: I've been here for 3 years, and I can't understand some of the LCAP items. I hope the district communicates more with parents, with school sites specifically. It might even be that a PAC committee training that's needed.

7:32pm	Breakout Rooms	<ul style="list-style-type: none"> ● Co-Chair Nofelt: We extended our meetings by 30 minutes to build in the time from focus groups for last year. How do we want to continue with our agenda? Do we want to continue with breakout rooms, do we want to continue with the presentations, or do we want to discuss PAC meeting? <p><i>Agenda modified with approval, Meeting to be continued with the presentation until 7:50pm.</i></p>
7:36pm	LCAP Budget Information Presentation, cont.	<ul style="list-style-type: none"> ● Action 2.14: EL Summer Support <ul style="list-style-type: none"> ○ Dir. Estupin: \$50,000 each year, slated to be spent for summer school ○ Dir. Estupin: We have not expensed anything because summer school hasn't started yet. We provide this support for middle school and elementary school. ● Goal 3: Ensure all School Sites have Safe, Welcoming, and Inclusive Climates ● Action 3.3: Family Engagement (OFEE) <ul style="list-style-type: none"> ○ Dir. Estupin: \$815K, funding for staffing, \$833K expected. ○ Dir. Estupin: In addition to the director, this is all FTE for the OFEE department. ○ Representative: How many people at the district level support OFEE? <ul style="list-style-type: none"> ■ Dir. Estupin: I don't know who is specifically served by Goal 3.3. ○ Representative: Is this all supplemental? <ul style="list-style-type: none"> ■ Dir. Estupin: I'm not sure how much is supplemental. I think there's also some funding in Goal 4. ○ Representative: I think we need more response and more detail on this item. ○ Representative: Why is the expected higher? <ul style="list-style-type: none"> ■ Dir. Estupin: Benefits and salaries pushed this over. ■ Representative: Will this be covered? ■ Dir. Estupin: Yes. Some actions come in lower, it affects the carryover that will go into next year. ○ Representative: I'm a little confused on how this works with other funding sources. <ul style="list-style-type: none"> ■ Dir. Estupin: I'll locate that. ○ Representative: Can PAC make commentary about this funding? <ul style="list-style-type: none"> ■ Co-Chair Nofelt: In the past when the district recommended cuts, PAC has weighed in based upon site impact and site experiences. We need to ascertain feedback. The district does not need to agree.

- Representative: Does each site have a dedicated OFEE Representative?
 - Dir. Estupin: Some sites share a Family Engagement Specialist. Most sites do not have a full-time position.
 - Representative: What if they don't have [a specialist]? Are their needs being met?
 - Dir. Estupin: I believe [OFEE Specialists] substitute for vacant roles and employees who are sick.
 - Comm. Member: Are the district liaisons in the school community as a contributing member in the school community? Is it an investment opportunity in the achievement gap?
- Representative: What are [Family Engagement Specialists] doing at sites? I don't see their impact or their dynamic.
 - Dir. Estupin: The Family Engagement Specialists are the bridge between school and home, transferring information, assisting with site help.
 - Co-Chair Nofelt: OFEE is scheduled for our next meeting.
- Representative: I would suggest that our conversations, since they are planning for next year. We need to review for the future years.
 - Co-Chair Nofelt: We have to look at spending now to advise on amounts for the next year's plan.
 - Representative: This was a discussion item last year. We need to come into these discussions prepared.
- 3.6, UMOJA Program
 - Dir. Estupin: \$178K, expected \$205K.
 - Dir. Estupin: At one school site, pays for a manager position. June Benefits came out higher.
- 3.10, Recruitment and Retention, Teachers of Color
- Dir. Estupin: This is primarily additional time for staff, overseen by HR. The plan is to spend all money allocated to the action.
- Co-Chair Nofelt: PAC recommendation was that last year, this amount was inadequate. We need more.
 - Representative: Is it written in the LCAP what is done to this point?
 - Dir. Estupin: The one that's coming up in the budget update.
 - Representative: Is this retention or support?
 - Co-Chair Nofelt: Last year, it was found that it's a \$750 stipend in this program. The number of hours doesn't equal the investment in the program.
 - Representative: How many Teachers of color are available?
 - Dir. Estupin: I'll find out.

7:55pm	Final Questions, Comments	<ul style="list-style-type: none"> ● Co-Chair Nofelt: Not enough time to address Goals 4 and 5 in this PAC meeting. ● Co-Chair Nofelt: Future meetings occur every 2 weeks. Please fill out the forms. We want to ensure that there's a chance that our feedback is placed into our 3 year plan. ● Co-Chair Nofelt: Please put your questions in for OFEE in the field if you have them. ● Co-Chair Nofelt: Please try to get feedback from your SSC filled out in the form. ● Co-Chair Nofelt: We didn't finish last month's agenda item. Use the google form from the spreadsheet from last month. If you want to ask more questions, use the form to close the feedback loop. ● Dir. Estupin: PAC has a difficult job, this is not the first time this year. It's a lot of information in a short amount of time - our task is to give you as much information in as little time. We want to make it a safe space.
8:01pm	Closing	<p>Next Meeting: 2/22/24, 6:00pm</p> <p>8:01pm, meeting adjourned.</p>