







The committee as a whole edited and reworded the draft statement. Simon read the final statement as written below. **It was decided that Paxson and Hamill would read the statement to the Board at their meeting of May 6, 2015.**

**MOTION CARRIED (Glimme/Fleig):** To approve the P&O Statement to the Board regarding the Class Size Reduction budget. **The motion was approved with a showing of 12 hands, no objections and 2 abstentions.**

**Statement Wording:**

Hello Board Members,

I am addressing you tonight on behalf of the BSEP Planning and Oversight Committee to express the committee's general approval of the plan for the Class Size Reduction budget. As we approach the end of this 10-year measure, we are pleased to have been able to meet the class size

## **BSEP P&O Committee Minutes**

- x *Memo to Donald Evans, Superintendent, From Charity DaMarto, Supervisor, Family Equity and Engagement and Patricia Saddler, Director of Special Programs and Projects, dated May 5, 2015 for Recommendation for Expenditures in 2015-16 of Funds Allocated to Parent Outreach from the Berkeley Public Schools Educational Excellence Act of 2006 (BSEP Resource 0857)*

DaMarto introduced two of her staff: Ann Marie Callegari, *OFEE Site Coordinator, Emerson/BAM* and Laura Rivas, *OFEE Site Coordinator, LeConte/Thousand Oaks*. DaMarto stated that the department had many accomplishments this year that were included on page 2 of her handout, which included collaborative efforts that have led to a bigger impact than case management. DaMarto presented the portion of the OPEE budget funded by BSEP.

Questions/Responses:

- x Family Event Support is not provided at every site for every event. That item is for OFEE events that her staff coordinates.
- x Lazio stated that the BHS BSEP Committee funds the balance of the Parent Liaison position at BHS, and that the person has to go through an annual process of evaluation and faces uncertainty as to whether the position will be funded by the school site or not. She wondered if the position should be included in the OFEE budget. DaMarto stated that they were not supposed to add any more BHS funds into the OFEE until the third year of LCAP, but currently they pay the one full time and part of another.
- x Simon asked DaMarto to share where the site coordinators will be with LCAP funding. DaMarto responded that they are still looking at this, but that there had been a plan to provide one Site Coordinator for all middle schools, although this is still undetermined. Beery added that BSEP, which is a yearly plan, had to fit into the LCAP plan, which is a 3-year plan/trajectory. In modeling, one of the things looked at was what the BSEP revenue might be over a 3-year period and holding it relatively steady and providing increased funding from LCAP if that should materialize.
- x Hamill asked what kind of metrics were being used to determine if OFEE was effective, and DaMarto responded that it was difficult to say what to use. They are using SGC surveys and their own detailed logs. She noted that they projected a 5% increase in use, but it actually doubled. They are focusing on attendance. DaMarto added that the parents that they do outreach to are not families that fill out the surveys, or are on committees etc. She noted that they may have to add something like focus groups for data.
- x Howell stated that there were some measures that could be quantified and wants more from tracking families that OFEE works with over time, tracking achievement, chronic absenteeism, goals and objectives, outcomes. DaMarto stated that they do track data. She noted that some of the families they spend the most time with are transitional; they may spend a lot of time with them but then they are gone. Rivas noted that she also wondered how she would show how what they were doing was making a difference, that a database that allows them to enter the date and the reason for contact

have attendance, behavior and academic reasons that often overlap. Aside from the Illuminate logs, she and her colleagues use Google docs on which she shares some of the information with her principals. A lot of the work involves follow-ups, like SST/Student Study Team meetings that they attend with the family. Sometimes the follow-ups get lost between the teacher, the principal and other support staff. She often brings everyone into a communications via email, 2/3/4 way. Rivas stated that she felt they needed a better system. Howell stated that she knew that First Five had a database for tracking. DaMarto said that they were researching better ways to talk to Evaluation about what is on the surveys, etc. Hamill noted that through the surveys, school climate would be addressed and the district would track data in terms of effectiveness and achievement. He added that if we provide assistance to those who need it the most, that is where we would see the most movement. He noted that over time they would be able to tell if this was effective.

- x Evans stated that moving forward, academics would be critical, such how the Lit Coaches impact student achievement. DaMarto stated that some of the families in the district do not have housing or places for the kids to do homework, and many are going to food banks every week. She felt the need to be careful how we evaluate something that is so important but

been more of a focus on being an internal resource for communications. The various departments are connecting to the various aspects, strategies and channels of communications. They are also helping people to understand and use things like Google docs. Beery noted that when she began as director, translation services were requested through the mail, and now they have moved to using a Google form which can be documented and tracked. She added that she proposed to increase the budget for the use of the Language Line for interpretation. The hourly staff budget was increased to allow for meeting support and translation and interpretation. Beery noted that the BSEP Program Specialist, Tay, would be focusing more on support for the principals and the SGCs. The budget for BSEP staff was remaining the same. Contracted Services will be decreasing because graphic design needs are not anticipated to be as great as prior year.

Lazio appreciated the work of this department and the *A+ News*. She wondered if helping the principals with budgets would also help committee members as well. Lazio also noted that it was helpful to have histories of previous years funding. It helps