

**BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES**

## 2. Establish the Quorum/Approve Agenda

The quorum was approved with 12 voting members present. 10 voting members were required for a quorum.

**MOTION CARRIED (Glimme/Bradstreet):** To approve the agenda of the January 10, 2017 P&O Committee Meeting. **The motion was approved unanimously.**

## 3. Chairperson's Comments

*Co-Chair Danielle Perez*

Chairperson had no comments. There was a reminder to contribute to the snack fund.

## 4. BSEP Directors Comments

*Natasha Beery, Director BSEP & Community Relations*

Beery provided the following handout:

• *Superintendent's Update and Workshops: Building the Future of our Schools Together, Agenda*

Beery noted opportunities to attend more meetings this week: School Board Meeting on 1-11-17, Superintendent's Update and Workshops 1-12-17. Beery outlined the events for the Superintendent's Update and Workshops. Callegari added that she would be talking about running inclusive SGC and parent meetings with an equity rubric. Beery and Callegari both noted that the workshops were a jumping-off point for more work.

Beery added that there would be a Berkeley Research, Evaluation and Assessment/BREA Symposium on 1-21-17 entitled "Equity in the Bay, Making Our Schools Work for All Students". Callegari stated that the Parent Champion Workshop would be facilitated by the OFEE on the same date 1-21-17, a second in a series for parents on how to advocate for their child. RSVP for the Parent Champion Workshops to [ofee@berkeley.net](mailto:ofee@berkeley.net).

## 5. Approval of Minutes November 1, 2016 and December 13, 2016

Beery stated that members could vote on the minutes even if they did not attend the meeting. Their vote indicates that they approve the minutes to be included in the BSEP history. There was a brief review allowed for the November 1, 2016 and December 13, 2016 P&O Committee Meeting minutes.

**MOTION CARRIED (Irwin/Glimme):** To approve the meeting minutes of the November 1, 2016 P&O Committee Meeting as written. **The motion was approved unanimously.**

On the December 13, 2016 minutes, Leyva-Cutler noted that her name was spelled incorrectly under the Attendance: Beatrice should be changed to Beatriz.

**MOTION CARRIED (de Mucha Flores/Irwin):** To approve the meeting minutes of the December 13, 2016 P&O Committee Meeting with the above mentioned correction. **The motion was approved unanimously.**

## 6. (Co-) Chair and Superintendent's Budget Advisory Committee/SBAC Representative Elections

Perez noted that Bruce Simon was unable to attend the meeting and stated that he was willing to continue as Co-Chair. Perez and Simon volunteered to continue as Co-Chairs.

She opened the floor to any member that wanted to volunteer for the Co-Chair position.

**MOTION CARRIED (Glimme/Pakter):** To approve the nomination of Danielle Perez and Bruce Simon as Co-Chairs for the BSEP P&O Committee. **The motion was approved unanimously.**

Martin De Mucha Flores volunteered to represent the committee at the Superintendent's Budget Advisory Committee (SBAC) meetings. Beery described the SBAC as an important committee with a variety of representatives from all areas of the District (bargaining units, students and others). It meets on the second Tuesday of the month from 5:30-7:00 pm at 1720 Oregon Street, looks at the District budget and makes recommendations to the Superintendent. Perez stated that there could be a co-representative to the SBAC as well.

**MOTION CARRIED (Bradstreet/Irwin):** To approve the nomination of Martin de Mucha Flores as the P&O Committee Representative to the SBAC. **The motion was approved unanimously.**

#### **7. Public Comment**

Beery noted that the Superintendent's Comments were not listed on the agenda for the meeting and that Superintendent Evans would make his comments later, when he arrives to the meeting. No other public comment was made.

#### **8. BSEP Annual Report for 2015-16, Part Two**

*Natasha Beery, Director BSEP & Community Relations*

Reports for BSEP resources were presented in a different order from the agenda listing in order to accommodate presenter schedules.

#### **Parent Outreach**

*Ann Marie Callegari, Supervisor of Family Engagement and Equity (OFEE) and attending OFEE staff: Lily Howell (Emerson & Jefferson), Jocelyn Foreman (John Muir and Malcolm X), Karime Blanco (Cragmont), Carol Finis-Perez (Washington and Oxford)*

Callegari provided the following handouts (stapled together):

- *Parent Outreach Services (BSEP Measure A, Resource 0875) Overview: FY 2015-16 (Narrative)*
- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP), Parent Outreach (Measure A, Resource 0875), Revenue and Expenditures, Comparison Report FY 1015-16*

Beginning with the Overview, Callegari outlined 2015-16 OFEE events as well as services they were providing for the current year (p. 3). She noted that OFEE was funded by LCAP and BSEP, with the BSEP funding unchanged. Callegari stated there was a \$12K variance due to staffing changes. She felt it was correct to restrain spending and expend as she becomes more knowledgeable about the needs of the OFEE.

OFEE staff assists schools in supporting families through outreach and individualized meetings. Overall their mission is to meet and support parents "where they are" and work to insure all students get an equitable access to education.

She noted the concern about sustainable funding and the negative fund balance. They

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Measure allows as much as 10% could be moved from Essentials for Excellence to Effective Student Support.

- Glimme stated the BHS site funds budget is very tight and wondered how the reclassification could affect them. He stated they would like to have a cushion for their budget.
- Huchting added that having Family Engagement at all the middle schools would be a worthy investment. She thought there was a direct correlation between how well students could do with that support. Beery said that it began as a pilot program at a few elementary schools that expanded to all elementary schools when they received LCFF/LCAP funds. The hope had been to expand to the middle schools but that hasn't yet happened because LCAP has multiple priorities. It did not mean that funds couldn't come from BSEP, but then considerations would need to be made about what to take away.
- D'Angelo added that OFEE helps with the yearly survey.

**Item 7. Public Comment:** Out of agenda order

Superintendent Evans arrived to share with the Committee an update on what will be presented to the School Board the next evening:

- There will be an update on the developer fees to be charged for new development in Berkeley. The Board is scheduled to take action in February.
- School Board member Leyva-Cutler will present a resolution for the safety and protection of undocumented students, and the implementation of this policy would also be discussed.
- There will also be a review of the reallocation of Measure I, looking at the leftover funds of that measure to build some larger classes.

**Professional Development**

Michelle Sinclair, *Coordinator Professional Development (Student Services)*

Sinclair provided the following handouts (stapled together):

- *Professional Development (BSEP Measure A, Resource 0855) Annual Report Overview: FY 2015-16 (Narrative)*
- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP) Professional Development, Revenue and Expenditures (Measure A, Resource 0855), Comparison Report FY 2015/16*

Sinclair went over the narrative and noted that the Professional Development Department spent their BSEP funds in accordance with their budget plan last year. Most of the funds were spent on staffing, and there was a variance because of a vacant position and position gaps. Many of the positions are multi-funded, and the superscript 2 highlights full-time positions that are funded in other ways. Much of the funding also went to Professional Learning Communities/PLC where outside trainers work with teachers to examine student work and identify where the need is. Teacher Initiated Professional Development/TIP refers to funds given to each school for site-specific teacher training or collaboration.

Sinclair noted that there was a budget fund balance. Beery added that since professional development is multi-funded and able to draw year-to-year from various funding streams. It is not a set program with set staff so the budget worries are not structural but more about how to do everything we want to do. TIP is a challenging component of the fund, Scuderi noted, with respect to the allocation, guidelines, and

tracking. He mentioned that a lot of the BSEP funds go to personnel costs while Common Core/Mandated Cost Reimbursement Block Grants fund PD and instructional materials related to new curriculum. He stated that teachers were being offered more PD in the last two years because the Common Core budget could be spent on teachers and teacher learning.

Questions and responses:

- Scuderi confirmed that each K-5 elementary site has a 1.0 FTE Literacy Coach that was multi-funded by BSEP PD and Class Size Reduction “Page 2” budgets. There is also an agreement with sites to provide .2 FTE funding from site funds. The 2.75 FTE shown in the budget is the BSEP contribution toward the aggregate.
- The question was asked as to what kind of feedback or surveys are done with teachers in learning to find out what is the most effective PD program? Sinclair stated that they base everything they do on this kind of information. The on-site Lit Coaches get feedback directly from teachers. After every professional development session, they conduct a survey.
- Scuderi noted that they could give a two to three year framework to the committee so that they could see how the PD, Common Core and NGSS budgets work in tandem with materials, teacher support and personnel. The Common Core budget was not shown but was part of the Mandated Cost Reimbursement/MCR from the State. They anticipate one more year, 2017-18, for the MCR Block Grants and will do a 5-year plan to take to the School Board budgor(e)]TJ 0 Tc Tw a0(e)ommf62 r

- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP), Program Evaluation (Measure A, Resource 0856) Revenue and Expenditures Comparison Report FY 2015/16*

D'Angelo introduced herself and her colleague, Teacher on Special Assignment (TSA) Sean Poremba. She stated that last year, he was funded by BSEP and Common Core and this year, he was fully funded by Common Core/NGSS. She noted that most of their funds come from BSEP but they were multi-funded and all the mandated work of testing in the BREA office goes under a separate budget.

She stated that BREA provides two pieces of professional development, that for the BREA staff so they can support the sites as well as PD for the District staff to understand program evaluation and the Illuminate data and evaluation system for student performance (BSEP funded). The largest portion of the budget goes for staffing. There was an increase in salary based on two classified staffing adjustments. There were carryover funds to provide PD for staff this year. New last year was the Professional Learning Communities/PLC and provisions as detailed in the narrative.

A process was developed by BREA to assess requests and then build the reports/programs so that it can be used throughout the year by many different people. Last year they built a Response to Instruction and Intervention/RTI<sup>2</sup> protocol and over the summer developed a counselor log for Restorative Justice. They have a Professional Learning Community (PLC) that meets every Friday to discuss what is happening and how to support staff as well as communicate with the Board and all the different groups.

Questions and responses:

- Any BREA report that was presented to the Board can be found on the School Board tab/Presentations to the Board. Reports can also be found under the BUSD website BREA tab (<http://www.berkeleyschools.net/schoolboard/reports-to-the-board/>). After working with a BREA staff member, each principal decides how to present site level data to their sites. Individualized student data, under 10 students, cannot be shared due to student privacy rights.
- Huchting noted they were looking at Willard data and asked about an ongoing dialogue between the principal and BREA and how they would come to some kind of conclusion about what goals and strategies can be developed based on the data. D'Angelo stated that there was an ongoing process which includes ongoing dialogue and support for her staff, continuous staff support to the schools, and discussions at the Principals Meetings. D'Angelo extended an invitation to the Committee members to attend the next Illuminator PD.
- de Mucha Flores said that one of the questions that he got after a BREA presentation was how do we find out about other schools in the District where the gap has been closed, what their strategies are and how they connect back to what they may be funding so we can learn from that? D'Angelo responded that it was part of the administrator's role to make the decisions about what is presented. BREA works with administrator but does not present on other schools. Part of the principals' meetings is to discuss those strategies and data with each other, and then that information can be brought back to the site.
- de Mucha Flores said when they looked at the spending charts, it was hard to get a sense of what kind of value they got from different expenditures, where the

take his comments back to Ed Services meetings and work with the principals on getting this kind of information.



- *Public Information, (BSEP Measure A, Resource 0854) Annual Report Overview: FY 2015-16 (Narrative)*
- *Berkeley Unified School District, Berkeley Schools Excellence Program (BSEP), Public Information, Translation, P&O Committee Support (Measure A, Resource 0854), Revenue and Expenditures Comparison Report FY 2015/16*

Beery stated that the Public Information budget was provided for a little differently than the others. Before the revenues are distributed to the other resources, 2% is taken from the initial revenues, after costs, for this budget. The budget provides for the public face of the District by providing Translation/Interpretation services, the BSEP Office staff Beery and Valerie Tay, additional BSEP and P&O hourly support, and the Public Information Officer/PIO Charles Burress.

Beery described chairing a District Communications Team consisting of Beery, Superintendent Evans, Burress, Nitschke and a communications consultant that meets every week. There is an expanded communications team that also includes the District ~~arib rib rn0rit -26.1TJ~~  
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Beery stated that over the last two meetings,