

MEETING NOTICE

COMMITTEE: BSEP Planning & Oversight Committee

DATE: Tuesday, May 15, 2012

LOCATION: Malcolm X School Library

1731 Prince St.

TIME: 7:00

Gavel down: 7:15

CHAIRPERSON: Chris Martin

AGENDA

- | | | | |
|----------------|------|----|---|
| | 7:15 | 1. | Call to Order & Site Reports |
| | | 2. | Establish the Quorum/ Approve Agenda |
| | | 3. | Chairs' Comments (Chris Martin & Elisabeth Hensley) |
| | | 4. | BSEP Manager's Comments (Monica Thyberg) |
| | | 5. | Public Comment |
| [Presentation] | 7:30 | 6. | |
| [Presentation] | 8:00 | 7. | BUSD Communications: Presentation and Feedback
Mark Coplan, Public Information Officer |
| [Discussion] | 8:20 | 8. | P&O Committee Involvement in Restructuring the BSEP Office
Group |

Action Items

- | | | | |
|----------|------|-----|---|
| [Action] | 8:50 | 9. | Recommendation for the expenditure of the BSEP Fund for
Music and Visual & Performing Arts (VAPA) in 2012-13
Monica Thyberg |
| [Action] | 9:00 | 10. | |
| [Action] | 9:10 | 11. | Recommendation for the expenditure of the BSEP Fund for
Technology in 2012-13 |
| [Action] | 9:20 | 12. | Recommendation for the expenditure of the BSEP Fund for |
| | 9:30 | 13. | |

Upcoming P&O Meetings: May 29th; June 5th (if needed)





BERKELEY UNIFIED SCHOOL DISTRICT

TO: BSEP Planning & Oversight Committee
FROM: Debbi D'Angelo, Director, Berkeley Evaluation and Assessment
DATE: May 15, 2012
SUBJECT: Recommendation for Expenditures in 2012-13 from the Program Evaluation portion of BSEP of 2006

BACKGROUND INFORMATION:

Effective professional development programs—teachers learning successful educational strategies—have been determined by research to be essential to improving overall student outcomes. Critical to this process is the providing teachers and administrators with the tools to make effective instructional decisions based on student achievement and program evaluation data. Having program evaluation, student achievement and other necessary data available to allow those efforts to be focused on immediate needs within the district is essential, and technology serves as the tool by which teachers and administrators have immediate access to information that guides the teaching and learning process.

With that in mind, BSEP of 2006 specifies funds for these purposes:
Nine percent (9%) of the Available Revenues of this Measure shall be dedicated to:

- x providing professional development for the District's teachers and staff,
- x 
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- x providing and maintaining computers and technology in schools.

3. Improve the ability of the School Board, staff and the public to make informed decisions about the effectiveness of instructional programs in order to maximize the use of scarce resources.
4. Administer and oversee State mandated and District-wide assessments.
5. Develop and maintain a central data-warehouse to provide real-time web-based student information to staff-members with access to district indicator drillable to the site, classroom and student level.

Program Evaluation is funded through a variety of sources including General Funds, grant funding (for the completion of required evaluations), Categorical Funds as well as BSEP. However, all proposed staff positions focused on evaluation and assessment are at least partially funded from BSEP.

With the identification of district indicators and the selection of a new data-warehouse / assessment system, Illuminate , BEA has developed a systematic professional development plan for sites that builds upon and supports the work of the BSEP funded professional development (PD) staff. BEA will use Collaborative Inquiry as the model for professional development to build the capacity of principals, teachers, and other staff as well as School Governance Council members to use data to inform teaching and learning with the district's priorities as a road-map. BEA will team with the PD staff to support the development of data systems that include: ULSS/RTI², Positive Behavior and Intervention Systems, Family Engagement and Cultural Competency, 2020 Vision Indicators, English Learner Master Plan targets and WASC goals.



2012-2013 will have a systematic assessment / evaluation focus, beginning with lead teachers, BEA and PD staff training over the summer. The main objectives for staff (teachers, principals, inquiry teams) will be to:

- x access Illuminate and understand their classroom and student profiles and how to navigate the system.
- x create and analyze formative and summative assessments
- x use the inquiry process to evaluate student learning through the rigorous use of data

BEA staff members will partner with the inquiry team leaders. These "Inquiry" Teams become vital centers of collaboration, meeting regularly to engage in data-driven dialogue, using multiple data sources, including common and formative assessments, to make critical, research-based instructional improvements and to monitor their impact. These improvements and ongoing monitoring of student learning are necessary steps to improve results for students.

Professional Development for teachers will include (but is not limited to):

- x Train the Trainers – Illuminate and Inquiry
- x Management Retreat – Data Dashboards
- x Staff Retreat / Mtg. - System Introduction
- x Collaboration Day(s) -Class, Student Profile
- x Using Illuminate to inform: Student Needs, RTI2, PBS, Program
- x Staff Development Day – Informed by Assessment
- x Creating Targeted Formative Assessments aligned to Core Common Standards

Elementary Team -

- x Aligning the Math Pacing Guide, Assessments and Report Card: Creation and Use of Assessments.

Secondary Team -

- x Creation and Use of Common Assessments for ELA, Math, (Other Subjects TBD)

The Principal Professional Learning Community will include:

- x Fall Data Review
- x Using Illuminate as a Program Evaluation Tool
- x Single School Plan / Indicators
- x Planning for the “New” Assessment, Aligning the Core Common Standards to District Benchmarks, Assessment and the New Smarter Balanced Assessment

Stakeholder Professional Development will include:

- x SGC, Board, P&O and 2020 Design Team
 - o Using Data to Inform Program Effectiveness at the Site and District Level(s)
 - o What the Data Tells Us about BUSD
- x Research Symposium
- x PTA / ELAC / 2020 Work-Groups
 - o How to most effectively inform families on student achievement and other district indicators
 - o Engaging parents in understanding the Response to Intervention Data Conference

All Focal Groups:

- x “Drop-In” Sessions / Help Desk
- x Target School Support – 1-2 Schools Per TSA / Director
 - o Target Schools selected based on Program Improvement, Academic Need or Focal Area Need

The staffing model proposed to be funded by BSEP Program Evaluation funds in 2012-2013 is similar as that in the prior two years but evolving with the introduction of a new assessment system.

Budget for Program Evaluation

- x Director - 1.0 FTE, Certificated
- x Teacher on Special Assignment – .8 FTE (out of 1.0 FTE)
- x Teacher on Special Assignment – .7 FTE* (out of 1.0 FTE)
- x Teacher on Special Assignment – .4 FTE (.6 FTE in classroom)
- x Teacher on Special Assignment – .2 FTE (.8 FTE in classroom)
- x Data Technician - 1.0 FTE
- x Clerical Staff - .50 FTE (out of 1.0 FTE)

*Transferred from BSEP Professional Development Budget.

Director of Evaluation and Assessment (1.0 FTE)

The Director of Evaluation and Assessment designs, implements, and oversees all aspects of the evaluation and assessment activities related to student achievement and program effectiveness, including research/evaluation methodologies, instruments, data collection, data-warehouse / assessment system / dashboard design and implementation, data-integrity processes, and statistical analysis and interpretation. The Director works with principals, teachers, School Governance Councils, District Office staff, the School Board and the 2020 Vision Design Team to interpret student data and improve student learning. The Director serves as a liaison between the Technology Department and Educational Services to interpret the needs of Curriculum and Instruction into the programming and system software data-integrity, development and accessibility for teachers.

Teachers on Special Assignment (TSA) (2.1 FTE)

These positions provide staff development and technical support to teachers, principals, and School Governance Council (SGC) members in how to use data and in determining appropriate actions based on these data. Staff development is provided primarily to certificated staff at the site and district level and consists of both group training sessions as well as individualized support. See the description above for more details.

With the introduction of a new data-warehouse / assessment system, the focus of the TSAs will be to provide structured technical assistance in the implementation of Illuminate , a software system for assessment data management, analysis, assessment creation and scan-based scoring. The TSAs will also support teachers in understanding the use of PowerSchool, the Student Information System.

As described above, the support for sites will be structured and focused not only how to use the system technically but how to interpret the data to further inform instruction in the classroom, students' academic and social intervention

needs and the effectiveness of programs. Along with district-wide projects such as District Assessments, TSAs will serve as the link between the site-based Inquiry leader and the district. TSAs will provide facilitation / support at the school sites both through bi-monthly Inquiry sessions as well as bi-weekly technical support sessions.

- x **9** will build upon each other as sites look at their achievement gaps and use the most current data to reflect upon teaching and learning. The sessions will focus the staff as a Professional Learning Community to ask these questions:

- o

In addition, the Data Technician serves as the manager of the data warehouse and supports staff by providing data requested for program evaluation. (The other .50 FTE of the Clerical Support position is funded by the General Fund to manage state-mandated testing.)

Intel-Assess, SPSS, Survey Monkey

The Evaluation and Assessment Office maintains the central repository for all student assessment information in the district. Currently, this data is stored on servers running DataWise software, and accessed through a web interface by instructional staff. DataWise has been the vehicle for creating and scanning answer sheets for district assessments as well as analyzing both state and district assessment data. Recent teacher surveys and the Berkeley High School WASC report have indicated that teachers find the DataWise software cumbersome and hard to manage. The survey indicated that less than 20% of teachers have logged into DataWise in the past six months and that greater than 40% do not remember their passwords.

As a result, the BEA office conducted research to identify an assessment system that has the same data-warehousing capabilities while providing ready-to-use student and classroom scorecards that teachers can access at the click of a button. BEA developed a list of three vendors, including DataWise, and invited a cross-section of teachers, administrators, union representatives and staff from the BEA, Technology and Professional Development offices to interview and review the three systems. The team unanimously decided upon Illuminate , a web-based data and assessment system. We will begin the transition from DataWise to Illuminate this Spring.

Intel-Assess provides test items that are specifically developed to measure student mastery of California standards. As a formative assessment, the questions are intended to help educators improve instruction. The incorrect responses of every multiple choice item are designed to reveal common student misconceptions. Every assessment includes a Teacher Rationale document that explains student errors. BUSD has been using Intel-Assess as the Item Bank for the creation of the Common District Assessments in Math K-12. Intel-Assess has also successfully been used for the Secondary School English Language Arts Assessments. Intel-Assess is a partner with Illuminate and will serve to enhance the Item Bank particularly because it is aligned to the new Core Common State Standards. In addition, both the World Language and Science departments at BHS are looking forward to developing a greater number of common assessments using Intel-Assess.

SPSS is an industry-standard statistical package that BEA is increasingly using for data analysis. The costs include software licenses and training.

Finally, the BEA department purchases and manages the District’s subscription to Survey Monkey, an online survey tool used by School Governance Councils and other District offices to collect survey data. Survey Monkey will also serve as the District “WE CARE” survey tool for analysis of District Family Engagement and Parent Involvement.

Budget for Program Evaluation

BSEP Program Evaluation Allocation for FY 2013	\$588,900
Projected FY 12 Carryover	58,000
TOTAL AVAILABLE REVENUE	\$646,900
EXPENDITURES	
Program Evaluation Staff (4.6 FTE)	465,800
Hourly extra duty	15,000
Summer Lead Teacher Training	10,000
Supplies and equipment	10,000
Contracted Services (Illuminate , Intel Assess, SPSS, Survey Monkey)	80,000

DISTRICT GOAL
I-D-Evaluation and Assessment –

FISCAL IMPACT

STAFF RECOMMENDATION

