

BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES

March 26, 2013

BUSD Offices –Technology Room 126

2020 BonarStreet, Berkeley

P&O Committee Members Present:

Amelia Archer, Berkeley High  
Lea Baechle Brabo, Oxford (Alt)  
Larry Gordon, Berkeley High (Alt)  
Patrick Hamill, Thousand Oaks  
Elisabeth Hensley, King  
Catherine Huchting, Malcolm X  
John Lavine, Berkeley High (Alt)

Catherine Lazio, Berkeley High  
Chris Martin, LeConte (co-Chair)  
Brittni Milam, Washington (Co-Rep)  
Dawn Paxson, Willard  
Danielle Perez, Park (co-Rep)

Shauna Rabinowitz, Jefferson  
Margot Reed, Longfellow  
Bruce Simon, King  
Greg Wiberg, Oxford

P&O Committee Members Absent:

Keira Armstrong, Washington (Co-Rep)  
Juliet Bashore, Rosa Parks (Rep)  
Lee Bernstein, Arts Magnet  
Jennifer Braun, Ind. Study (Alt)  
Moshe Cohen, Park (co-Rep)  
Shannon Cunningham, Tech  
Ila Deiss, LeConte (Alt)  
Maria Einaudi, Ind. Study

Aaron Glimme, Berkeley High  
Rhonda Jefferson, Berkeley High  
Melissa Kaprelian, Thous. Oaks (Alt)  
Leslie Lippard, Cragmont  
Emily Newman, Emerson (Alt)  
Representative, Willard

1. Call to Order, Introductions & Site Reports

At 7:18 p.m. Cochair Chris Martin called the meeting to order by welcoming attendees and by asking P&O members to introduce themselves and to report on School Governance Council activity at their sites.

Dawn Paxton remarked that Willard Middle School was recognized with the TASH Association for Persons with Severe Handicaps Downey Breakthroughs in Inclusive Education Award for 2012.

Neil Smith, CoSuperintendent mentioned that the Performing Arts Showcase was held the previous weekend. The new middle school chorus of 100 students and the elementary, middle school and high school orchestras and bands all performed during the Showcase. BUSD has also received National Association of Music Merchants (NAMM) Foundation recognition as one of the "2013 Best Communities for Music Education," among 307 districts in the country and one of just 10 in California. Smith credited BSEP for supporting the district music programs.

2. Establish the Quorum

The quorum was approved with 12 voting members present.

3. Chairs' Comments

Chris Martin

The School Site Funds subcommittee did not meet this week. They are still trying to gather information about how monies are being used and spent at the school sites. Students of UC Berkeley's Haas School of Business have offered to assist with the analysis of the data.

4. BSEP Director's Comments

Natasha Beery, BSEP Director gave her comments later in the meeting. See item 10.

5. Public Comment

No comments

6. Update: Class Size Reduction Calculations

Neil Smith, Interim CoSuperintendent (NS)

Smith provided the following handout

- BUSD Class Size Reduction FTE Planning Document FY-2013 Proposal v 2013-03-26,
- Draft Memo dated 3-26-13 from the P&O Committee to The Board of Education: Recommendation for Allocation of BSEP Class Size Reduction Funds 2013-14 (highlighted for changes)
- Memo dated 3-26-13 to the P&O Committee from NS Supplement to Recommendation for Allocation of BSEP Class Size Reduction Funds 2013-14,

In addition, concurrent enrollment of independent study and middle school students not previously included in the BHS staffing calculations which requires an increase of \$42,000 to BSEP.

The staffing adjustments for this resource for Kindergarten and the High School will require a total of 0.54 FTE charged to BSEP.

The additional expense of the teacher transfer to BSEP for FY 2013 is estimated at \$48,912. Indirect costs will go up slightly from \$1,005,372 to \$1,008,664, for an increase of \$3,292.

The net effect is an increase of \$52,204, or 0.033%, in the total expenditure budget from \$15,944,032 to \$15,996,235. This would reduce the projected ending fund balance for CSR in FY 2014 from \$603,945 to \$551,742. These calculations are based on a draft teacher template and will be confirmed by Director of Fiscal Services, Pauline Follansbee.

Smith emphasized the relationship of the District Office with the P&O committee as one of trust, understanding, and transparency. He wanted to make sure the committee was aware

7. Focus On: Professional Development

Veronica Valerio – BUSD Professional Development Coordinator, Catherine Bartz – Behavioral RTI & Positive Behavior Intervention Supports, Dana Blanchard – TSA<sup>2</sup> – RTI Program, Alison Lucas – TSA –<sup>12</sup> Math, Lori MacDonald – TSA –<sup>5</sup> Math, Nabila Massoumi – TSA – K-5 English Language Development, Heather Tugwell – TSA –<sup>12</sup> English Language Development, Veronica Valerio – Professional Development Coordinator, Julie Venuto – TSA – RTI Program Note TSA: Teacher On Special Assignment.

Valerio provided the following handout:

- BUSD Professional Development Office

In the past two years the Professional Development Office (PDO) has focused on two main initiatives: Response to Instruction and Intervention (R<sup>2</sup>I) in delivering instruction and behavioral and emotional supports to Pre-K to 12, and the state standards Common Core based on K12 national standards college and career readiness. The PDO has been training all the Pre-K through 12<sup>th</sup> grade on R<sup>2</sup>I, and Pre-K up to high school, Special Ed and afterschool teachers on Common Core. PDO provides push assistance to classrooms, lesson plan development in all areas on the academic or behavior side as well as plan modes, supports, and implements the initiatives. PDOs and facilitates the districtwide staff development days and trains teachers in particular content areas Pre-8<sup>th</sup> grade.

Lucas and Tugwell described their work in supporting the instructional programs for English learners in collaboration with teachers, site administrators and leadership teams

the data by ethnicity, looking at it more closely, and helping sites to adjust to meet the needs of the students.

Venuto serves students with disabilities as well as those without identified disabilities who need support. She explains curriculum and instruction to site Social Ed staff at monthly meetings. She coaches all teachers and administrators about differentiated instruction. Venuto also works with Special Ed transitions for students with disabilities and IEPs (Individual Education Plans) from PreK to elementary School and elementary to middle school with Special Ed supervisors. This builds capacity with certificated and classified staff. Venuto helps parents, teachers, students understand what it means to have access to the curriculum and have their abilities highlighted in a positive way.

Juliana Sikes was unavailable for this meeting. Valerio explained that Sikes works with beginning teacher support and assessment. She provides credential supports for beginning teachers at sites with training, seminars, and progress with credentialing and professional development.

Valerio referred the committee to page 3 of the handout for numbers of 2012-2013 beginning teachers certification and teacher leaders the PDO trains in professional development. On page 4 of the handout "Professional Development Proposals for 2013-2014" Valerio explained that in order to support professional development of teachers the PDO hopes to add staff to conduct trainings to meet the demands of the Common Core. The PDO would like to add 1.0 FTE TSA for each of these three PDO areas: Middle School Literacy, Common Core K-12, and Culturally and Responsive Systems. Valerio clarified that this would mean "expanding" the TSA FTE from .4 to 1.0 in order to build the systems and make sure equity systems are up at each site.

There was a discussion about the Common Core including clarifying the programs possible impacts on site expenditures (as for extra tutoring), how to close the achievement gap, and the positive behavioral supports.

#### 8. Focus On: Parent Outreach

Charity DeMarto, Supervisor – Family Engagement & Equity

DeMarto provided a the following handout:

- Office of Family Engagement and Equity 2012-13 (OFEE): District Three Year Goals 2012-2013, BUSD Theory of Action for Closing the Achievement Gap While Improving Academic Performance for All Students

The OFEE is now fully staffed for the pilot program at six sites. The department has been working with Jefferson, Washington, and Oxford to support them in parent engagement when they don't have a PE site coordinator. DeMarto is working with Oxford School mainly in case management with certain families and with Washington SAC to support parents.

DeMarto has been making connections with local and Bay Area groups as West Ed the Family Advisory Council, and the Bay Area Collaborative to discuss and network around family engagement. Healthcare, homelessness, behavior an



The P&O Committee would like to prepare a statement about BSEP before the Board meeting starts