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BSEP PLANNING & OVERSIGHT COMMITTEE MINUTES 1

January 28, 2014

BUSD Offices 4 Technology Room 1261

2020 Bonar Street, Berkeley, CA 947021

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P&O Committee Members Present:

Mike Wetzel,

2. Establish the Quorum

The quorum was approved with 16 voting members initially present. 13 voting members are required for a quorum.

3. Chairperson's Comments

Chris Martin and Elisabeth Hensley

No comments were given at this meeting.

4. BSEP Director's Comments

Natasha Beery, BSEP Director

Beery provided the following handout: *BSEP Measure Planning Draft Timeline, Updated 1.21.14, Donald Evans, Natasha Beery, Josh Daniels, Julie Sinai*

Beery stated that the Board pulled the BSEP Annual Report for 2012-13 and First Interim for 2013-14 for discussion from the January 15, 2014 Board meeting and rescheduled it for discussion on February 12, 2013. Beery believes that there were some concerns, especially for the sustainability of the VAPA budget, which the P&O Committee has discussed. The Music/VAPA Director, Suzanne McCulloch will be away the week of February 12, but the Board will be hearing a presentation focused on VAPA funding for March 26. Beery noted that pulling the Report for discussion is a good thing; it means the Board is interested in discussing the trajectory of the BSEP funds.

Beery shared with the committee that she and Charity DaMarto, Director OFEE, attended an event called *Budget Games: Innovations for Civic Engagement*, hosted at Adobe in San Jose, January 17, 2013. While she did not feel the online format would work for district use, there were some aspects of the event she thought would be useful: getting people to see things from the perspective of different stakeholders, and weighing the trade-offs between budget priorities. Beery discussed with Neil Smith, Superintendent for Educational Services, the possibility of using the technique for the first meeting of the Parent Advisory Council on LCAP.

Beery has been working with Debbie D'Angelo, Director of Evaluation and Assessment, to create a district-wide survey that sites can use or customize. According to Beery, gathering information to feed into site plans will be challenging given the uncertainties around budgeting due to the LCAP this year. Beery and D'Angelo will attend the Principal's meeting 1-29-14 and share with them a core survey that contains seven questions that the Board directed sites to ask in order to assess school climate and student and parent engagement district-wide. These questions will be used to assess the Parent Outreach/Liaison pilot. The assessment will compare before and after information between sites, some of which have parent engagement/liaison programs and some that do not. Last year, the questions were included in the SGC surveys but were adapted, moved and in some cases, duplicated.

This year, some of the schools would like to provide alternatives to surveys, such as community forums and focus groups. A basic survey will be offered to sites that want to use it, or they can carefully incorporate the core questions into their own survey. There needs to be a balance between getting district-wide information while providing autonomy to the sites, gathering data that is useful while not overwhelming parents with something that is too long to complete. Next year the plan is to have an SGC training workshop on surveys - creating a good survey and how to look at data. Schools have used their surveys to ask specific questions about programs they are contemplating funding through discretionary funds, PTA funds or BSEP funds, and it's important to have well-constructed questions.

Beery noted that we will probably not know soon enough what the district will fund or what BSEP will fund in order to tailor surveys in that direction. Beery stated that this will be an evolving process and a complex year as the district interprets the new state funding regulations, looks at the district-wide budget, and works with the sites and all of the committees that are a part of the LCAP process, so that sites can finally make their decisions. All of those decisions will be made over the next few months.

Beery presented the *BSEP Measure Planning Draft Timeline, Updated 1.21.14*. The Superintendent called a preliminary planning meeting with Beery, Josh Daniels, Julie Sinai, and they made a few changes to the calendar. P&O Co-chairs Chris Martin and Elisabeth Hensley will be included in a follow-up meeting in February to begin putting together a P&O subcommittee or a steering group that will help shepherd this process forward. Sooner or later, there will be discussions as to whether and when to engage a consultant and survey community and stakeholders. In the past, there was a city-wide survey done before the measure launched, and there is some interest in doing an internal district-wide survey as an earlier step.

Beery thanked Follansbee and Cleveland for coming to the P&O Meeting. Pauline Follansbee, Director of Fiscal Services, has come in past years to present the “Teacher Template” in relation to the planning the budget. In conjunction with Director Follansbee’s presentation, Deputy Superintendent Javetta Cleveland was attending to provide a brief overview of Class Size Reduction in conjunction with LCAP. On February 11, 2014, Cleveland will return to do a more complete overview of all of the elements of LCAP. The point of tonight’s presentations is to provide the P&O Committee with an understanding of the CSR budget, which is 2/3 of the BSEP monies, from the perspectives of the “Teacher Template” for planning and what that represents in the context of BSEP and LCAP.

Co-chair Martin requeste

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play. So for the Grade 1 FTE, the General Fund picks up 21.47 FTE, and Measure A picks up 15.03 FTE. For the Release Time FTE for Grade 1, the General Fund picks up 0.86 FTE and Measure A picks up 0.60 FTE. In addition, there is an adjustment for Grades 1-3 for Necessary FTE of 2.60. For the K-5 Totals, the General Fund picks up 132.86 FTE and Measure A picks up a total of 77.92 FTE (74.17 + 3.75 Necessary FTE). This exercise is continued for the Special Day Class as well. Their ratios are different but tied to the original ratio.

Middle school FTE numbers start at the bottom of the first page and continues on to the second page. For Grades 6-8, the General Fund picks up 62.47 FTE in the first column and Measure A picks up the next two columns for a total of 18.35 FTE.

The total for Grades 9-12 are shown as well. District-wide, based on projected enrollment of 9,070 for 2013-14, the General Fund Picks up 296.50 FTE and Measure A picks up a total of 131.53 FTE. These numbers do not include Pre-school. The FTE does include Transitional Kindergarten. Independent Study is included as part of the High School numbers.

Follansbee presented the third and last page of this section, "BSEP/Measure A Projected Expense for CSR." For the FTE Average Compensation, the FTE from the previous page is multiplied by the average compensation. BSEP also contributes to some of the Average Substitute Costs and Direct Support. The total BSEP transfer is \$11,925,900. **The summary is shown below with the total FTE of 131.53 and 2012-14 Budget of \$11,925,900.**

Follansbee presented "Part 2 Discretionary Staffing" for 2013-14. Discretionary Staffing includes staffing for Expanded Course Offerings at BHS and the Middle Schools, Middle School Counseling Services and Program Support (shown on the first and second pages). **The Total Discretionary staffing is 34.3 FTE and a total cost of \$3,063,560. The total projected BSEP/Measure A expense for 2013-14 for 165.83 FTE is \$14,989,460.** Because calculations of FTE are made for the following year, these estimates are revised at First Interim when there are actuals.

In response to a question about the General Fund picking up a portion of the ULSS/RtI², Follansbee stated that will be an ongoing discussion every year. Beery reminded the committee that the Measure says that the funds go to Class Size Reduction first; after that, the funds will go to Expanded Course Offerings, Middle School Counselors and Program Support. These additional expenses are not done by a formula in the same way as CSR FTE. Last year, retroactively, the General Fund picked up a portion of the RtI². It is not anticipated that the General Fund will pick that up this year. Cleveland clarified that last year, when the books were closed, the district had to meet a Maintenance of Effort (MOE) requirement for Special Education to show that the same amount was expended in the current year as in the previous year. The district made the decision to move some costs that would qualify as Special Education costs back into the budget as a one-time transfer. Cleveland is not sure there would be the same level of savings this year, depending on a number of factors. Baechler-Brabo added that the 5.5 FTE for both the K-5 and 6-8 was added during budgetary crunch times and at that time, there was some discussion as to whether it was one-time or ongoing aid. Cleveland recalled that it was also a programmatic issue around BSEP providing more support for students of need. Martin asked for a further explanation of the funding. Cleveland stated that at one time, RTI² was not a part of BSEP, so it was not an issue. Cleveland said that when she arrived in the district, Special Ed costs were going up \$800,000/year. The district brought in someone who was very instrumental in balancing the budget. Last year was the first year that the Special Ed budget came in under budget. Many factors are involved in the costs for Special Education.

When asked, Cleveland confirmed that B-Tech funds are calculated separately in the teacher transfer and that B-Tech does receive its share of Class Size monies. Follansbee confirmed that the General Fund pays for teachers under “Page 1” and then BSEP transfers monies into the GF and “Page 2” is paid directly from BSEP. Beery confirmed that BSEP also allows for B-Tech and Independent Study to receive allocations for 150 students even though they may not have that number of students, based on the understanding they have different needs. Glimme stated that while the high school receives funding for 28:1, B-Tech receives funding for 18:1 staffing ratio. Follansbee and Cleveland added that Special Ed at B-Tech is staffed through Special Ed as needed, and staffed at a higher level than enrollment. Cleveland stated that if there were no State CSR funding or BSEP support, the class size ratio would be 50:1 with the current level of district funding. Beery said that BSEP funding has qualified BUSD for state CSR funding that the district may not receive at previous levels because of the LCFE changes which will now reward 24:1 rather than 20:1 for K-3. Paxson asked if TWI funding follows the kids, but Martin clarified that the other schools might need the support for more years, at least 3-5 years. Nitschke mentioned that the state budget rolls class size reduction into the base grant. Beery brought up that the calculation of release time for K-6 is in the teacher contract and that may be discussed as the VAPA issues move forward. Beery also clarified that each of the BSEP budgets includes indirect costs (overhead costs) that gets paid directly to the district.

6. BSEP and State Funds Class Sized Reduction Issues Presentation

Javetta Cleveland, Deputy Superintendent

Cleveland provided the following handouts:

BSEP P&O Committee Minutes 1-28-14

BSEP P&O Committee Minutes 1-28-14
Official but not Adopted

The template for how to use the funds focuses more on student outcomes. Sites often dedicate site funds to targeted students, but funds also come from PTA. Lamar stated that the parents and students at B-Tech want to know how the district determine the allocation of LCFF funds and how m-001the pa7.7(illch w)7.7 st?s. 6(that)TJlllocLCAP is noJ-17.5 -8.22D TD.0005 Tc1.00

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Beery asked for feedback from the P&O Committee regarding Public Information and Parent Outreach. Paxson empathized with parents who need translation for things like IEPs and especially for parent teacher meetings. Beery confirmed that her office was receiving calls for this type of support to parents and school sites. Two of the languages often asked for are Spanish and Arabic.

Bashore wondered if the *A+ News* could be a place for public comment. There was a brief discussion about internet forums for public comment. Hensley agreed that the conversation should not be one way and there should be an effort around 2-way communication with the public, but that it should be moderated. Huchting mentioned that it could be monthly or weekly meetings in the schools (like the mayoral primary) and that the public could talk for 3-5 minutes. It would be good to record or keep a record of it so that we could track the bulk of the responses on various subjects within BSEP. She felt it's important to hear from the public on a regular basis. Beery stated that a community forum was used in December to launch the LCAP process, and it was very well-attended with over 60 people in attendance. The community was asked to submit their thoughts and ideas about the eight State Priorities to help students. The information was gathered and posted on the website. Beery tries to keep BSEP and the next measure in mind as the conversation around LCAP continues.

In response to a question from Wetzel regarding parent liaisons, Beery stated that the BSEP subcommittees are intended to inform the development of the BSEP annual plan and at the same time, the BSEP planning process takes place in a conversation with the staff and the Board about what might be possible. The piece about the parent liaisons budget doesn't go to the board until May (along with all of the rest of the budgets). Meanwhile, the site plans are being developed, and there needs to be a very close dialogue between the principals, district, Board, P&O, and SGCs, so that while intersecting decisions are being made, such as the parent liaison decision, the information gets to the sites in a timely way. The best guess she has is that the SGCs will have to come up with a priority list for their discretionary funding decisions. Martin stated that he felt that it would be a multi-year process to get the process to the right place and feel comfortable with it.

Beery outlined the interlocking decisions about budgets and LCAP:

- March—the CSR will have to be discussed to determine teacher numbers for HR
- April—Library, Music/VAPA will require lengthy discussions at the same time the LCAP draft is due
- May—development and revisions to other budgets, LCAP draft
- June—all the BSEP budgets and LCAP goes to the Board, public forum.

Lamar noted that “PCAD support at every site” was listed in Parent Outreach. Beery confirmed that was something that Charity DaMarto was planning as well as providing ELAC support at every site. Beery will put Lamar in touch with DaMarto so that he can send suggestions.

10. Adjournment

The meeting was adjourned by acclamation at 9:20 p.m.