



September 15, 2020

3:30 p.m. – 4:30 p.m.

<https://maderausd.zoom.us/j/87167695796>

## Parkwood Elementary School Site Council

### **Mission Statement:**

**Parkwood Elementary will be exemplified for having a positive culture. Students, staff, and community will work together to achieve high performance in assessment, discipline, and attendance. As a result, students will be well rounded and prepared to succeed in a global society.**

**Facilitator:** D. Munoz, Principal

**Attendees:** Denise Munoz (Principal), Francisca Chavez (teacher), Erin Stroh (teacher), Guadalupe Martinez (teacher), Cynthia Moreno (Classified), John Jasper (Parent), Mindy Gutierrez (Parent), Monica Lopez (Parent), Vacant Position (Parent), Vacant Position (Parent)

All parents and community members are encouraged to participate in our School Site Council. The School Site Council helps monitor the implementation of our Single Plan for Student Achievement (SPSA), helps evaluate the effectiveness of the allocation of resources, and provides additional input in the modification of the SPSA.

### **AGENDA ITEMS**

#### **1. Welcome and Introductions - Establish A Quorum**

Ms. Munoz welcomed everyone and said the agenda was shared with members. Asked members to sign in in the chat box with name and roll for the district and also thanked members for joining.

#### **2. Call to Order**

She called the meeting to order at 3:35pm.

#### **3. Adoption of the Agenda: Add or Deletion of the Agenda (motion needed)**

Ms. Munoz asked Cynthia to adopt the agenda. Cynthia motioned to approve the agenda. Ms. Munoz explained that a quorum needed to be established, and then she asked for a second on the agenda. Mrs. Martinez motioned to 2nd the agenda, all in favor were 6 "I's".

#### **4. Public Input**

Public Input is for visitors who wish to speak on a subject not on the board agenda.

Ten minutes of this portion of the meeting are reserved for members of the public to address the School Site Council on items not listed on the agenda and within the jurisdiction of the School Site Council.

Speakers are limited to two (2) minutes. The School Site Council is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the School Council does not respond to public comment at this time. If you wish to address the Board, please state your name and address.

Ms. Munoz explained how Public Input works. She read out the rules above and then said that the Board would listen to Public Input, but not try to solve it at that moment. She then asked members if they had anything to add to Public Input at this time. No one had a comment.

#### **5. Approval of Previous Minutes – May 20, 2020 (motion needed)**

Only Cynthia was present at the last meeting in May when minutes were drawn up. The rest of the members were shown the minutes and given time to read them. Mrs. Martinez motioned to approve the minutes of May 20, 2020. Mrs. Lopez seconded the motion and 6 "I's" approved.

#### **6. New Business**

##### **School Site Council Training - Roles & Responsibilities, Robert's Rules of Order**

Ms. Munoz showed slides sharing information and training about the School Site Council. She explained the role of each member's job and said we would elect roles at this meeting today. Roles:

Chairperson - Sets up meetings, leads and presents Council. Usually Principal. Vice-Chair- Serves in absence of Chairperson and reads agenda topics. Secretary - take minutes of meetings.

All members have a role. Typically members include the Chair, Vice-Chair, Secretary, and Teachers and up to 5 Parents. All members are expected to join the meeting, participate, ask questions and share ideas. Members will be respectful in the process. 4 to 5 meetings a year. The Council is for the members and their peers and therefore, represent them. Be committed.

Responsibilities of members: Assessing the needs of the students, using data to set goals, gather information from ELAC and other committees on campus, revise SPSA (School Plan for Student Achievement...helping make decisions on how money is allocated, evaluating the effectiveness of the the SPSA and revisiting goals looking for progress, revising the home/school compact, review, and revising school safety plan, revising School Site Council Bylaws annually.

ELAC - English Language Advisory Council. They are able to give School Site Council advice on how to improve EL students academic progress. The Council decides on the feedback given. SSC (School Site Council) is the only committee able to approve the SPSA, plan for student achievement, and the budget. Typically done at the end of the year. Ms. Munoz works on them and brings to Council for votes. The Board of Education has the final vote on any plan approved.

The purpose of School Site Council is to coordinate all educational groups for the improvement of education for all students, and provide intervention for students who are not meeting academic standards. So, each year we develop and approve the plan that will address how our funds will be used to improve academic performance.

Accountability measures. Questions used by the Council to ensure accountability.

1. What data does the council have to make it a priority to fund a measure?
2. Is the activity allowable?
3. Does the school have enough funds to approve?
4. Does the activity meet the needs of the students?
5. Is this activity targeting the students that are having difficulty in school?

What is the School Site Council NOT!

1. Not a management committee.
2. Don't make Policies.
3. Not a political organization
4. Not a personnel committee
5. Not a grievance committee
6. No fundraising
7. Not a social group

Signing in is a requirement for SSC. Via Zoom we will sign-in in the chat box with name and role. Agendas are provided 72 hours prior to meeting giving members time to read. Using Robert's Rule of Order and sticking to the agenda. Providing opportunities to discuss items on the agenda. At the conclusion of the meeting have and maintain minutes recorded. All motions and approvals or denials are recorded along with the time meetings ended. Finally, have these records available in case we get audited. Minutes are public record and available on the school website.

As a council, using effective communication, respect and each and every member will have the opportunity to speak and share. Don't let personality conflicts or prior policy disagreements spill over into meetings or public comments. Each and every member of the council has a duty to act in the best interest of students. If there are any disagreements or conflicts with the issues presented by the committee, they are to be brought up prior to when the issue was adopted.

How can we make sure we are working together and increasing effectiveness? The Council should take responsibility for their performance. If a member votes in favor of an action and it passes, basically you are saying you consent to that action. Thus, you are expected to support it. If you vote against an action and it still passes, you are expected to support the action and not sabotage it. The Council runs on a consensus vote. Even if you are not in the room when a vote and consensus was made, you are to support the action taken. Questions or comments window opened by Ms. Munoz:

One question asked by member: Mrs. Lopez ; “How many votes does it take to pass an action?”  
Ms. Munoz replied that it takes 51% of members to pass.

**Roberts' Rule of Order was explained.** A person that organized a democratic method to conduct meetings. Quick summary of the rules are as follows.

1. Set rules of conduct on how to run a meeting avoiding confusion of decision making..
2. Gives the committee greater control and allows to make better decisions in a meeting
3. A Quorum should be set - that is the number of members that are present in order for decisions to be made. Why is it needed?
4. A Quorum is necessary so that a majority of members make a decision based on the needs of the students. We don't want small groups to make decisions that represent the greater population. The Council makes decisions that affect our school. Therefore, a Quorum with the appropriate number of representatives is necessary to make decisions.
5. What is Robert's Rule of Order: That's when we make motions to introduce items to the membership, or when we make a motion to act upon something.
6. When we follow this action we take one business item at a time. For motion to proceed it must be directly related to the issue being considered. If you make a motion to approve something you have the right to speak about that item. When you move to approve something statements such as “I move to or motion to approve” is said before action is stated. Then the motion needs to be second. Then a vote is opened up to the entire committee with “I’s” or “Nay’s” of the motion. Language used when following this rule. Vote in person, no ballot. Majority vote rules with I or Nay.

Opened to Questions: None asked

**b. Election of Officers – Chairperson (Principal or designee), Vice Chairperson, Secretary (motion needed)** Explained roles:

Chairperson - Sets up meetings, leads and presents Council. Usually Principal. Vice-Chair- Serves in absence of Chairperson and reads agenda topics. Secretary - take minutes of meetings.

Ms. Munoz asked to open for election of members. She proceeded to volunteer for Chairperson, but opened it to others if wanted. Mrs. Martinez motioned to nominate Denise Munoz as Chairperson and then she accepted. Followed by no other motion to nominate another person, then proceeded to approve by 4 “I’s” from members of the committee. No aposses.

Vice-Chair- Mrs. Martinez motioned to elect Ms. Fransisca Chaves as Vice-Chair, she accepted nomination. There were 4 “I’s” in favor. No aposses.

Question asked by Mrs. Martinez if the Secretary takes notes. Ms. Munoz said yes and the recording of meetings are available to use for transcribing notes. Mrs. Martinez proceeded to say she did not mind doing it. Motion was made by voting 4 “I’s” in favor. No aposses.

**c. School Site Council Bylaws – distribute for review, revision, and approval at the next meeting**

Ms. Munoz displayed Bylaws in presentation and shared via email to all members. Bylaws the rules that the committee will abide by as a council. Talks about the purpose, the membership and the officers, the duties of officers, the quorum, amendments. As a SSC we have to review Bylaws every year and if any changes need

to be made, it has to be discussed by the Council and then vote on changes. Ms. Munoz wants to save votes on any changes to next meetings, providing members an opportunity to view Bylaws sent to them. Feedback will be given later. Documents emailed to every member by Ms. Munoz.

**d. Title I Parent Annual Meeting**

Will be conducted September 23, 2020. Title I is funding that we receive from the Federal government for the District, in turn each District allocates money to each school site. Every year she is required to have a Title I meeting for parents to inform them what Title I is, and with money there are requirements on how to spend money. She gives a short presentation on what money will be spent on, such as supplies, resources, and technology. Usually Title I meetings are included with the first Site Council meeting but, Ms. Munoz thought it would be best to do separately because of time. With the tentative schedule for 9/23/20, everyone is invited to attend. Announcements will be made on Parent Square inviting parents to meetings along with Zoom links for meetings.

**e. Parent Involvement Policy/Parent-School Compact - distribute for review, revision, and approval at the next meeting**

This policy was emailed to all members for review. This Policy is in conjunction with Title I Policy. Ms. Munoz shared this information to inform us of the parent rights to be involved in the Title

I

program. It is also our single plan for student achievement. The policy consists of different sections. School Parent Compact. Teachers are familiar because they go over it with parents at teacher parent conferences. The information covers the parents responsibility, how we build capacity for involvement, what are some ways we make it possible for parents to get involved at school and how do we make everything accessible to our students and EL students, students with disabilities, parents of migrant students. Ms. Munoz asked committee members to review and come to the next meeting to discuss policy for any changes.

**f. Review Uniform Complaint Procedures (UCP)**

The UCP presented in a flow chart. If there are any kind of complaints this is the model to follow. As a parent or teacher, if there are any complaints and concerns that need to be expressed, the right hand column is what you follow. First, the complaint is addressed at the site first, so that would entail the complainant to set up a meeting via phone or email or in person to express concern. Then if not resolved it goes to Chief Academic Officer, then to Associate Superintendent, the Superintendent and lastly the Board of Education. Hopefully it gets resolved at site.

Uniform Complaint Procedure - Left hand column. Different from general complaints. This is when there is a legal concern, a harassment concern. You would file a complaint with the Chief Academic Officer, the complaint will be forwarded to the compliance officer, there would be an informal remediation within three days. and if no resolution then an investigation would be made within 5 days, and then once investigation is complete there would be a written report issued to the complainant within 30 days of filing. If there needs to be an appeal, the complainant is still dissatisfied, they can appeal within 5 days then the Board of Education needs to respond. If that doesn't work then you have 15 days to appeal to the California Department of Education. There is a form on the MUSD website for Uniform Complaint. Any questions. Non asked.

**7. Old Business**

**a. Approval and adoption of the 2020-21 Single Plan for Student Achievement (SPSA)**

One of the responsibilities of the committee is to approve SPSA. 92 pages. Different components. A lot of data about school, district, demographics. Main part is 4 goals. Within the 4 goals there are different needs. What are we going to be doing at Parkwood to support those goals? Within the SPSA money is allocated to meet the goals. Example:

- i. Equitable access to rigorous high level programs. What are some of the things we will be doing to have students access high level programs. So some of the things we will be doing is using our time for our teacher to be planning lessons, teachers looking at data, making instructional adjustments, looking at student work, identifying students that need further support.

1. How do we make that happen? Giving time for teachers to collaborate. Sometimes they need more time than their duty day, and there is more money to pay them if they use that time to plan.

Examples were given in the document on how money is allocated by SSC to achieve goals and what funds allocated from last year.

- ii. Goal number 2 is Safe and Healthy Environment for Learning and Work, PBIS support system.
- iii. Parent Involvement Programs - Math Night
- iv. Increase and Improve Technology

This is what SSC approved and the funds over \$139,000 received to spend on these 4 goals. Upcoming meetings will discuss how money is spent. There are restrictions with how money is used and at the next meeting those will be covered. SPSA was approved for this year. We will look at data. Any questions? None asked.

## **8. Reports**

### **State Testing (SBAC and ELPAC) Results 2019-20**

Usually we go over the SBAC and ELPAC results, but our school closed in March and testing was suspended. As of now, SBAC will continue in Spring this year. ELPAC we were in the middle of assessment but did not finish. It was null and void. From her understanding there will be an ELPAC assessment this new year, however it may not be until students are physically present on campus.

Looking how it can be administered remotely. As more is discovered it will be shared with committee.

## **9. Announcements**

No announcements. Only that progress reports will go out next Friday and mailed home once have confirmation. Parents have access to Aries, quarter report cards will also be mailed and no information on Parent Teacher Conference.

## **10. Next Meetings (Tentative Dates & Times)**

- **November 18, 2020 at 3:30**
- **February 17, 2021 at 3:30**
- **April 14, 2021 at 3:30**
- **May 19, 2021 at 3:30**

Meet to 4 - 5 times a year. Just picked tentative dates. She asked the committee if these were okay.

Everyone said they were fine. Calendar invites will be sent.

## **11. Adjournment (motion needed)**

Mrs. Lopez motioned to adjourn the meeting, Ms. Chavez seconded and everyone was in favor 6 'I' motion carried. Meeting ended at 4:38pm

