



September 29, 2023
3:00 - 4:00 pm

James Monroe Elementary School Site Council

Mission Statement:

Our mission is to teach students and make sure they are learning so that they can achieve grade level proficiency or above. We want to offer each child an equal chance to gain a quality education and provide them the basic foundation to achieve academically and become lifelong learners and productive citizens in their community. We, along with the school board, believe that the futures of children are driven by their aspirations.

Facilitator: Mr. L. Perez, Principal

Attendees: Leonard Perez (Principal), Esmeralda Casillas (Vice-Principal), Tamie Magee (teacher), Gregory Taylor (teacher), Chanelle Ralston (teacher), Mr. Magill (Teacher), Ms. Carillo (Student Advocate), Mayra Moreno (parent), Jessica Melgoza (parent), Naira Alejandra Carrillo (Parent), Virginia Moreno (parent), Joshua Sierra (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**
2. **Call to Order 3:04pm by Mr. Perez**
Introductions
3. **Adoption of the Agenda: Add or Deletion of the Agenda (motion needed) 1st: Jessica Melgoza
2nd: Mayra Moreno**
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.

Jessica Melgoza discussed the addition of a fence in front of school as helping student safety. Jessica Melgoza brought up the traffic issue of lights for the crosswalk, safety issue. Mr. Perez mentioned that it is a city issue. Mr. Perez also mentioned that Councilwoman Evans can help with crosswalk lights and safety.

5. **Approval of Previous Minutes – May 25, 2023 (motion needed) 1st: Cecilia Moreno
2nd: Ms. Magee**
6. **New Business**
 - a. **School Site Council Training**
 - [Roles and Responsibilities](#)
 - Make decisions regarding the schools.**
 - 5 staff 5 parent/community member**
 - assessing the needs of students and using data to set goals**
 - revising ssc bylaws**

- Look at ELAC as advisory role
- SSC is the only site council the can approve the spsa
- Quick review of title 1 funds (anything that affects student learning)
- Effective Communication
- Increasing Effectiveness by sticking together
 - committee operates by consensus

-Mr. Perez asked for questions or comments. (None at this time)

- Robert's Rules of Order

- Mr. Perez asked the group to review Robert's Rules
- Mr. Perez asked for questions (none at this time)

- b. Election of Officers - Chairperson (Principal or designee), Vice Chairperson, & Secretary (motion needed) 1st Ms. Casillas
2nd Ms. Magee

Nominees

Chairperson: Mr. Perez
Vice Chairperson: Ms. Casillas
Secretary: Ms Ralston

- c. School Site Council By-Laws - distribute for review, revision, and **approval at the next meeting**

- d. Review Uniform Complaint Procedures (UCP)

Mr. Perez gave examples of general complaints. We do ask that it be brought up to the school site (Teacher-----Ms. Casillas: Vice Principal-----Mr. Perez: Principal-----Carry Gassett, Area Assistant Superintendent-----Assistant Superintendent: Oracio Rodriguez-----Todd Lyle: Superintendent-----MUSD Board)

Asked for questions (none at this time)

- e. Review of the 2023-24 Monroe Safety Plan (need approval signature)
(Approved by Mayra Moreno, Parent)

- Ms. Casillas leads the safety committee who sets up the plan.
- School Safety Walk is done with custodian and Ms. Casillas (how well is the school maintained)
- Ms. Magee brought up the awning in the preschool area seems like it is flimsy. Mr. Perez mentioned maintenance said it is old but stable.
- Bike racks secure
- Lock blocks in all classrooms
- More stop signs added
- Plan in place if emergency occurs
- Lockdown procedures/levels reviewed
 - Perimeter L/D: Gates locked, learning continues
 - Interior L/D: Gates locked, learning continues, no movement, escorting of students ok
 - Lockdown: No movement, lights off, doors locked
- Parents/staff will be notified ahead of time prior to drills
- Evacuation Plan discussed- Site to Matilda Torres
- Fire Drills scheduled
- Lockdown Drills scheduled
- Earthquake Drills scheduled
- Bomb Threat Protocol

- f. Review Title 1 Funds \$155,737 allocated
Mr Perez Review Title 1 Funds

Mr. Perez asked for questions (none at this time)

- [Allocation for 2023/24](#) [LINK](#)
- [SPSA Summary and Review of Goals for Student Achievement \(4\)](#)

7. Reports Mr Perez Reviewed Reports

- Data Quality Index Report: Aug. - C, Sept. - A**
- Parent Square Participation - James Monroe is at 100% - Need approximately 0 family records to reach 100%**
- Madera Learning System Update (link to CAASPP Results) Monroe received these awards for Spring quarter 2023: Academics (Bronze) , Engagement (Bronze), Management (Gold)**
- State Testing**
 - [CAASPP Results](#) **31 % are meeting/or exceeded the standard in the District (ELA)**
40 % are meeting/exceeded the standard at Monroe (ELA)
17 % are meeting/or exceeded the standard in the District (Math)
33 % are meeting/exceeded the standard at Monroe (Math)

ELPAC Results

23/24 ----61 students reclassified students

8. Announcements - [PICTURES](#) Mr Perez Reviewed Announcements

- Monroe is continuing to pass out PAWS tickets to students who are caught following our school-wide PAWS expectations. Every teacher/class collects the tickets all week, and every Friday, there are drawings for prizes in the classrooms. Then, the teachers turn in the tickets to the cafeteria, where the administrators have a second drawing, so that more students have an opportunity to win!**
- The PBIS team has begun planning to establish a “Monroe Student Store” where students who earn a PAWS ticket and Bear Buck at the same time! They will be cut in half and we will continue to use the PAWS ticket for item a and the Bear Buck to purchase items at the student store.**
- Monroe is continuing teaching and encouraging the Character Traits of the Month. At the end of the month, each teacher and elective teacher chooses one student who exhibited that particular character trait. The incentive is that the students receive a certificate, names are announced over the loudspeaker, they have lunch with the school counselor, and they are provided a donut to go along with their lunch!**
- During the weeks of September 15 - October 15, James Monroe is recognizing and celebrating [Hispanic Heritage Month](#). There are fun, engaging, and educational activities planned for the students. In addition, there is a school-wide drawing/coloring contest where the students will create a poster/drawing of something that represents Hispanic Heritage Month.**
- The Mighty Monroe Parent Club hosted pastries with Parents on September 20th for Preschool - TK. They sold tickets for a donut and hot chocolate. It was a wonderful opportunity for parents and students to be together enjoying one another’s company during the school day out by the Monroe Museum. They will continue to host this for the other grade levels:**
 - **1st & 4th: October 25th**
 - **2nd & 5th: November 15th**
 - **3rd & 6th: December 20**
- On October 12th & 13th, from 12:30 - 2:00, Kinder and First Grades will be traveling to Madera South High School to partake in their pumpkin patch. The students were able to see and pet animals, learn some cool information, and partake in various activities.**
- On October 27th, the Mighty Monroe Parent Club, along with the Mighty Monroe Staff will host the 1st Annual “BOO-FEST” from 5:00 - 7:00 pm at the Monroe Playground. The community can look forward to food being sold, games for students, movie playing and an area for a dance party and much more. Tickets will be sold as this is a fundraiser for the Parent Club and teachers.**

- h. Beginning Monday, October 23 - Monday, October 30th is Red Ribbon Week. There will be dress up days for all six days (students can dress in their costume on Tuesday, October 31st. Throughout the entire week, there will be fun activities, prizes, raffles, and rallies to help support RRW and its message of “Staying Drug Free.”
- i. Good News Club is on the Monroe campus every Tuesday @ 2:45 to support students with positive messages through songs, stories, and games.
- j. District Sponsored Field Trips:
- TK: Storyland - 4/3/24
 - Kinder: Zoo Trip 3/1/24
 - Grade 1: Discovery Center (on site) - 3/4/23
 - Grade 2: Fossil Discovery Center - 10/5/23
 - Grade 3: Discovery Center (Fresno) - 10/10/23; Madera Historical Museum - 3/7/24
 - Grade 4: Gold Gulch (on site) - 11/8/23
 - Grade 5: Gold Gulch (on site) - 11/3/23
 - Grade 6:
 - 6th grade camp is happening again this year, and Monroe has already booked the days. It is similar to last year, where this year’s dates are: 3/8/23 - 3/10/23. It will be at the same location, The Sierra Outdoor School in Sonora, CA.

9. Next Meetings

- Friday, Dec. 15, 2023 at 3:00 pm
- Friday, Feb. 23, 2024 at 3:00pm
- Thursday, Apr. 26, 2024 at 3:00 pm
- Thursday, May 31, 2024 at 3:00 pm

10. Adjournment (**motion needed**)

4:50 pm

1st:

2nd: