

# College Park School Site Council

## Meeting Minutes: September 25, 2019

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### Attendance:

Joe Alvarez, Principal  
Cheri Cheng, Office Manager  
Dylan Bland, Teacher  
Chris Ellenwood, Teacher  
Suzanne Hatch, Teacher  
Jorge Jimenez, Teacher

Denise Schichnes, Parent  
Paul Turner, Parent  
Lynn Valdez, Parent  
Ryan Kilcoin, Student  
Andrew Moorehead, Student  
Craig Valdez, Student

### Meeting Called to Order by Lynn Valdez at 3:00pm

### Public Comment

There was no public comment.

### New Business

#### 1. Review May 22, 2019 and September 11, 2019 minutes:

**Motion** : Denise Schichnes makes motion to approve minutes from May 22 and September 11, 2019

**Second**: Jorge Jimenez seconds

**Vote**: yea's: unanimous, no's: 0, abstentions: 0

#### 2. Election of officers:

**Motion** : Paul Turner makes motion to approve Lynn Valdez as president

**Second**: Chris Ellenwood seconds

**Vote**: yea's: unanimous, no's: 0, abstentions: 0

**Motion** : Denise Schichnes makes motion to approve Paul Turner as secretary

**Second**: Suzanne Hatch seconds

**Vote**: yea's: unanimous, no's: 0, abstentions: 0

#### 3. Update on staffing and master schedule from Mr. Alvarez:

- a. **College counselor**: David Walters will start on October 1 as college counselor. We have had some Mt. Diablo resources who are helping fill in and there is a transition plan in place. Kristen, Brian, Janine are all available now to log into Naviance and help to get college application materials (e.g. counselor letters) submitted. Question was asked on SAT and special accommodations. Parents have to start that process through the College Board website and then work with counselors to get the appropriate resources in place for the student. David has not been a college counselor previously, and will be attending conferences to learn the trade. He has background in career guidance but will need to learn the college advising side. PSAT is being led by Ms. Prosis and Mr. Alvarez will make sure David is aware of that and that PSAT materials are included on College Park website and in the Falcon Flyer.
- b. **Master Schedule**: Discussion around how Mt Diablo master scheduling works. Before school, we received an additional 1.8 FTE. Ms. Haider is using 1.0 of that to teach 5 classes.

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- The 0.8 was aligned to Photography, Earth Science, Sports Med, and Ms. Connaughton and SST for SH/LH IEP coordination. We wanted to articulate Sports Med with DVC but they were unable to fund. Ms. Connaughton leads Special Ed department, and she oversees all of the student SST meetings, oversees HERO program, works with Ms. Better and Mr. Kelly on compliance for new teachers. Once school year started, we received 0.6 for overages. We have 0.2 for Chemistry, English 1, and Piano 1 based on contractual overages. About 200 students were impacted by the 0.6 and had to have schedule changed (also includes classes with overages to get students into other classes), and the number was likely higher for impacted students from walk-through. Question about process for moving students. We only try to change schedule one time. We try to maintain consistency in teachers. We then use class section (senior, junior, sophomore, freshmen). Ms. Zachariah is teaching 5 classes with support of Mr. Bland, and will complete the remainder of the school year. She has necessary background for the class this year. She is teaching Biology in an emergency substitute situation. Update on Mr. Bodrog and his classes while on leave. Ms. Young will teach first period and is AP certified. Ms. Barrios will teach periods 2 and 3, Mr. Francis for period 4, and Mr. Bland for period 5. Question about resolution of incomplete grades in Mr. Bodrog's class from 2019. Mr. Alvarez advised any students impacted by incomplete grades should see Mr. Alvarez or their vice principal. We are at maximum levels and have teachers for all classes.
- c. **Student enrollment:** Our maximum is 2100 students and we are at or near 2000, which includes less than 100 home and hospital students.
  - d. Question about whether AP classes can be better scheduled to avoid conflicts. Master schedule is articulated to put AP and ELD on the schedule first. When we have contractual issues, we have to come up with flexible solutions like online classes. As we see reductions, we run into conflicts and we have to make decisions. Question on whether the online platform could be expanded for more students to take AP classes online. Board policy says that if a student has opportunity to take a class but there is a contractual overage, we will offer an alternative. Teachers provided names in this instance. Is there a process in place to elevate those opportunities? There is a MDUSD Board policy about taking classes at the school if it is offered. Enrollment numbers are different by department for offering a class.
4. **Review and discuss SPSA:** Mr. Alvarez met with Dawn Edwards from MDUSD and we are waiting for student data that we need to complete SPSA. He discussed items that have been brought to his attention.
- a. Mr. Alvarez has heard from Science, Math, and World Languages. World Language would like \$4600 for bus and transportation to professional development event. Science would like \$4000 for NGSS for consumables. Math has requested \$1700 for pre-algebra software and licensing.
  - b. Ms. Cheng has a list of items from last year that need to be included in this year's SPSA.
  - c. Question was asked about adding list from May meeting into the SPSA for 2019-2020. Mr. Alvarez is working on getting the items added into the SPSA for our review. Mr. Alvarez is

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- responsible for soliciting inputs and providing a draft for review at the first meeting in October. A final draft would be reviewed for approval in the second meeting of October. He will provide a document that contains known action items and budgeted amounts but it may be missing data from the MDUSD team.
- d. Ms. Valdez requested that document go out on the Friday before the October 9 meeting and Mr. Alvarez confirmed that it would be available to all members for review.
  - e. We are in WASC mid-cycle review. Chair will come in for two days with additional council members to hear from a limited number of students, teachers, and parents. Mr. Alvarez and Ms. Haider are writing a report that they will review. This meeting is to check in and see how we are doing.

### **5. Meeting Adjournment at 3:50pm by Ms. Valdez**

Next Meeting Date: October 9, 2019 at 3:00 pm in Room S-5

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