

# College Park School Site Council

## Meeting Minutes: April 29, 2020

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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 Morehead, Student  
Craig Valdez, Student

**Meeting Called to Order by Lynn Valdez at 3:01 pm via Zoom call. Meeting held online due to COVID-19 social distancing requirements within State of California.**

### Public Comment

No public comment

### Review April 2, 2020 minutes:

**Motion:** Mr. Morehead made motion to approve minutes from April 2, 2020

**Second:** Mr. Bland seconded the motion

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

### Update on 2019-2020 School Closure and District Actions

Mr. Alvarez provided an update on the status of school year. He commended teaching staff and administrators for preparing and executing against distance learning requirements. School will have locker clean out and process for returning text books in the coming weeks. School has to submit plans for that process to MDUSD for approval and it will require a lot of coordination on campus. Currently targeting third week of May and will use social distancing guidelines. Grouping students by hallway is easiest way to space out and we will balance through individual times for the course of the day.

Mr. Ellenwood asked about lockers within classrooms where students have projects, books, etc. Students will clean out these lockers as well as PE lockers at the same visit, so we will also need to coordinate with teachers who might have students' materials in a classroom and not in lockers. Students will need to bring face masks and wear them throughout the day, and there will be no exceptions to that policy for the health and safety of everyone. Ms. Schichnes asked about AP exams during third week of May and Mr. Alvarez said there will be secondary times for those impacted students who cannot attend at the primary assigned times.

Ms. Mahmood and Ms. Wilson are delivering graduation signs and Mr. Alvarez is delivering as well. The administration is still working on senior awards and digital senior signing day for athletes. Mr. Alvarez is working with Jostens on caps and gowns and replicating what Monte Vista and Benicia high schools have done with regard to pick-up. It will be drive through over the course of several days in the parking lot. Mr. Alvarez is seeing if teachers could be involved to say hello to students. School is currently targeting end of week of May 4. Target rate would 100 cars per hour and school is working with Pleasant Hill Police Department to control traffic in and around the school during this time. Yearbook will not be received until end of May earliest or more likely until early June. School tried to coordinate delivery with caps and gowns, but were not able to do that. Last day of school is June 3 and once school has verified all graduation requirements, diplomas can be distributed starting the week of June 8.

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Ms. Hatch is working with parents to get pictures of all the seniors with caps and gowns. That slideshow will be tentatively posted on May 29 in conjunction with previously scheduled graduation date.

Ms. Hatch and Mr. Jensen have a Google Classroom for seniors to get information to them. There is a Google Form to do senior shout-outs and working with LifeTouch to create a senior portrait where they can talk about others and shout outs. Site Council student representatives have logged in and found the contents useful and like having a direct line of communication to the administration.

Ms. Valdez asked about transcript requests from colleges. Ms. Diggs is working with Mr. Walker to begin processing requests for transcripts.

Ms. Valdez asked about student expectations for this school year. Mr. Alvarez said all assigned work should be completed by students. District is instituting a “no harm” policy. Mr. Alvarez meets with department chairs and teachers to talk about any “No Credit” decisions. Mr. Alvarez has to review all No Credit decisions with the teachers. If a student received a C or higher at the end of third quarter, it is impossible to fail.

Ms. Valdez has asked about connecting with all students. Teachers have let Mr. Alvarez know about students who have not logged in. School has about 95% of students engaging with either Zoom or Google Classroom. School has between 10-15% of students who do not have access to either hardware or hi-speed internet.

There is no clear understanding of how the school year is going to begin and what the fall might look like. Social distance will likely be needed in the classrooms, so the school is exploring many options including office hours for students to visit with teachers. All fall plans revolve around Governor Newsom and state/local guidance.

2019-2020 budget: Mr. Alvarez said all site principals meet with the District budget officer each week. There are no expenditures being done at this time. The district does not know how things will be swept for this academic year. Mr. Bland asked about timeline for budgets. Next principal’s call is on Thursday, April 30 so that principals can share a timeline for departments to build plans for the 2020-2021 school year.

### *Old Business*

Water Dispensers: There was no update from the April 2 presentation.

Course Catalogue revisions: Ms. Valdez asked about assignments for next year and update of course catalogue. Ms. Wilson and two of the counselors are looking at revisions for the course catalog and that work is almost completed. Mr. Alvarez expects completion for week of May 4. Ms. Valdez reminded the group that it is very important to have a cover page about what courses are being offered at the school so that university admissions personnel can review which courses were actually offered in 2019-2020 and for 2020-2021. Mr. Alvarez will have a master schedule for both 2019-2020 and 2020-2021 in digital form. Work for this project will be completed by end of school year.

### *2020-2021 School Year*

Mr. Alvarez said 75-80% of incoming freshman data is into the administration. School had about 150 course cards that were not in by deadline and we have contacted those students to get those submitted.

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School had about 60 freshman where we did not have a course card. Mr. Alvarez expects to have 530-540 freshmen coming in September.

Ms. Valdez asked how that forecast impacts our 1977 full-time student projection from the District. Mr. Alvarez anticipates we will need to ask for additional FTEs. We are currently going over contractual maximums and cannot get people into classrooms. Mr. Jimenez said Ms. Wilson has shared a number of potentially 568 freshman.

District still depends on body counts made in September and October. Mr. Morehead asked about getting additional FTE counts now. Mr. Alvarez said we have more special education students than the District is saying based on our pre-enrollment numbers so we cannot create a balanced master schedule. Mr. Bland noted that this process has not changed during his tenure. Mr. Jimenez echoed that the process continues to play out the same way each year. Ms. Valdez said that teachers and parents need to continue to be vocal because it calls out the inefficiency to the District.

Mr. Jimenez noted that bringing up the historical enrollment data needs to be brought up to demonstrate the consistent nature of our enrollment. Mr. Alvarez has shared our enrollment data with the Chief Budget Officer. Mr. Alvarez said he has cut all 1.2 FTE teachers back to 1.0 and pushed some math classes up to 37 from a much lower student number. Staff will have some retirees where school will not be able to offer those electives and will not be able to backfill in those areas. School is trying not to impact areas where students have signed up for classes. Trying to cut back in classes with low enrollment. Some teachers with dual credentials will be teaching in new departments in 2020-2021.

Mr. Alvarez discussed HERO program. Looking to have credit for unused spring semester. They are open to that and looking to readjust contracts. Ms. Valdez asked about 0930 funding for HERO. Mr. Alvarez said he is looking at additional funding avenues to explore. He wants to define the amount needed for SSC. Ms. Valdez said we should have a credit with HERO as well because we did not have as many students as we paid licenses for. Ms. Valdez said that if HERO should be funded out of SSC funds, it should be presented to SSC before invoices are paid. Mr. Alvarez said he would bring any funding ask for HERO program to May meeting.

Discussion of RTI TOSA and Next Generation Science Standards (NGSS) TOSA: They have cut majority of TOSA positions and Mr. Alvarez wants to use a TOSA for next generation science standards. Mr. Bland explained what science TOSA position would do. TOSA at site would allow school to roll out new Physics curriculum and would work with other science classes to introduce new labs.

**Motion:** Ms. Schichnes made motion to approve Site Council funding for NGSS TOSA during 2020-2021 school year.

**Second:** Mr. Ellenwood seconded the motion

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

RTI TOSA: Ms. Valdez asked about survey feedback on RTI. Mr. Alvarez said school was due for a bell schedule vote this year. Parents felt RTI added value to the campus. Mr. Morehead was positive about RTI as a student, using it to do a number of activities outside of studying (tutoring, music, meetings) that would be hard to attend without RTI. Mr. Jimenez noted this enrichment was important for all students.

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**Motion:** Mr. Valdez made motion to approve Site Council funding for RTI TOSA during 2020-2021 school year.

**Second:** Mr. Jimenez seconded the motion

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

LINK Crew: Mr. Alvarez has been talking with Ms. Hatch and Mr. Alschultz about LINK Crew but have to see what the fall opening actually looks like. Ms. Hatch said they are doing Zoom interviews with incoming students for leadership. Incoming students have proposed buddy system as a potential option, with juniors and seniors as buddies to freshmen. Mr. Bland said he does not want to remove LINK crew because it is very welcoming for freshman and helps kids who were away from campus in the spring and we want to welcome them with open arms.

SSC elections: Mr. Alvarez would like to hold elections in the fall. Usually do a form for nominations in the summer. Ms. Schichnes and all student positions will need to be replaced. Teacher positions are being determined. Ms. Valdez and Mr. Turner will return for 2020-2021.

### **Meeting Adjournment at 3:59 pm by Ms. Valdez**

Next Meeting Date: May 27, 2020 at 3:00 pm via Zoom

Future Meeting Dates:

None currently scheduled

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