

Total members present: 10
Quorum (50% + 1): yes

El Puente School Site Council Minutes

Thursday, August 19, 2021 (Virtual - Google Meet) 2:15 p.m.

1.0 Call to Order

The virtual meeting was called to order by William Wagener at 2:21 PM.

2.0 Roll Call

The following people were present: William Wagener, Chair; Jonathan Green, Principal; Paul Cooper, Vice-Chair; Tammie Wood, Secretary & Parent; David Gross, Teacher; Rodney Atchley, Teacher; Cheryl Darlington, Principal's Secretary; Richard Haro, Parent; Megan Malik, Student; Alma Pio-Garcia, Guest (Director of Special Projects).

3.0 Changes to Agenda

None

4.0 Reading and Approval of Last Meeting Minutes

5/13/2021 Minutes: Paul Cooper made a motion to approve the May 13, 2021 meeting minutes as originally written in May. David Gross seconded. The motion passed with 3 abstentions from members that were not present at the May 13, 2021 meeting.

5.0 Informational Item

None

6.0 New Business

6.1 Election of Officers and Results

Mr. Wagener mentioned this will be his last year at El Puente and as Chair. He stressed how important our role is as School Site Council Members. Mr. Cooper offered to step down as Vice-Chair in order to allow somebody else to step into that position if they would like; however, he is willing to continue to serve this school year. There was some discussion as to what the length of officer terms is as well as any possible term limits. Mr. Green looked up our by-laws. Each officer is elected for a one-year term and can be re-elected during subsequent years.

Paul Cooper made a motion to elect William Wagener as Chair, Paul Cooper as Vice-Chair, and Tammie Wood as Secretary for the 2021-2022 School Year. Richard Haro seconded. The motion passed unanimously.

6.2 School Site Council Training (Alma Pio-Garcia)

Alma Pio-Garcia was a guest at today's meeting in order to provide School Site Council training. Ms. Pio-Garcia is the Director of Special Projects. Ms. Pio-Garcia began her presentation by going over important acronyms with the group. They are as follows: 1) SSC - School Site Council; 2) SPSA - School Plan for Student Achievement; 3) LCFF - Local Control Funding Formula (Supplemental Concentration); 4) CSI - Comprehensive Support and Improvement; 5) ELL - English Language Learner; 6) YIT - Youth in Transition (homeless); 7) FY - Foster Youth; and 8) SWD - Student with Disabilities.

School Site Council (SSC) is a group of parents, teachers, students, and staff. Members are to be elected by their peers and are to collaborate with the Principal. They are to develop, review, and evaluate the School Plan for Student Achievement (SPSA). The plan is developed and adopted in the Spring for the following school year and is to be re-evaluated throughout the year. An SSC is required when a school is receiving categorical funds. Schools must also write an SPSA. Stakeholders must provide input, monitor, and make decisions on how funds are allocated and spent.

Categorical funds are as follows:

- ❖ Title I - Allocation based on socio-economic disadvantage student population.
 - Funds must be used to serve core courses (math, reading, science, and social science). This is the 2nd most restrictive category.
- ❖ Title III - Allocation based on EL enrollment.
 - Funds must support EL development. This is the most restrictive category.
- ❖ Title III Immigrant - Allocation based on new students to US Schools, 3 years or less.
- ❖ CSI-ESSA - Identification based on the California School Dashboard.
 - These funds come from a grant and when spending you must use the rationale that the funds used will increase the graduation rate.
- ❖ LCFF - Supplemental Concentration (base \$120 per student)
 - Additional funds: \$100 per SED, \$100 per ELL, \$120 per SWD, \$120 per FY, \$120 per YIT
 - This category is the least restrictive.

2021-2022 Preliminary Site Allocations:

- ❖ Title I - \$25,287
- ❖ Title I PD (Professional Development) - \$2,815
- ❖ Title I Parent - \$988
- ❖ Title I SES - \$3,294
- ❖ LCFF - \$20,070
- ❖ Title III - \$9,645
- ❖ Title III Immigrant - n/a
- ❖ CSI-ESSA - \$296,473
- ❖ ASES - n/a
 - ASES is only for Middle School. Cheryl questioned why we do not have funds in this category since we have Middle School. These funds require you to apply for

the grant. Currently there are only three sites in our district that participate in this program. The grant requires you to provide a minimum of a 3-hour after school program.

85-100% of all monies must be spent within that school year. You may carry over 15% total as a district. Due to COVID there have been some exceptions to carrying over ESSA funds.

Title I PD, Title I Parent, and Title I SES funds are in addition to the overall Title I funds; however, the funds in each sub-category MUST be used for their intended use (e.g. Title I PD funds must be used specifically for professional development).

The SSC consists of a minimum of 12 members (50% Staff - Principal, 4 Teachers, 1 Other Staff and 50% Students & Parent/Community Member - 3 parents/community members & 3 students). You should always elect alternate members from each stakeholder group so that you have alternates that can attend meetings in somebody's absence.

The intent of the SPSA is to create a cycle of continuous improvement of student performance and to ensure that all students succeed in reaching state academic standards. The SSC should always be analyzing the effectiveness of current strategies and recommend new ones if necessary.

The SSC responsibilities are as follows: 1) address how school funds are used to meet the academic needs of students; 2) monitor the effectiveness of the SPSA and provide input; 3) address the needs of specific student groups (ELLs, FY, YIT, SWD); and 4) provide decisions and recommendations based on data. Annual responsibilities include: 1) reviewing meeting operating procedures; 2) reviewing and updating bylaws; 3) developing an annual meeting calendar; and 4) approving the school's safety plan. Ongoing responsibilities include: 1) being knowledgeable of state and district curriculum, data, and instruction; 2) communicate regularly with stakeholders; and 3) appoint committees to perform specific tasks (e.g. Safety Committee). SSC member expectations are as follows: 1) attend all meetings; 2) participate, ask questions, share ideas; 3) be committed to the process and respectful of other members; 4) represent your stakeholder peers; and 5) elect officers.

The SSC officers that are elected are the Chairperson, Vice-Chairperson, and Secretary. Each officer has specific roles they are to be prepared to fulfill. The SSC must also post meeting agenda's 72 hours in advance of the meetings and there must be a sign-in sheet at meetings. Meetings must be available for the public to attend. Upon request, translated materials are to be made available in any language requested. The SSC is required to follow parliamentary procedures. All actions are required to be documented in the meeting minutes. We are to solicit agenda items. All documentation is to be provided to the SPO (Special Project Office).

The SPO website contains a variety of helpful tools that are available to SSC. Tools include SPSA resources as well as the SSC handbook, forms and FAQ's. Ms. Pio-Garcia will provide hard copies of the handbook if requested.

Questions regarding any of the information learned today may be directed to Alma Pio-Garcia at alma.piogarcia@salinasuhd.org or x2353.

6.3 Budget Review and Request for Funding

Principal Green reviewed budget modification requests with the group. There is also approximately \$129,000 that needs to be spent by the end of September or we run the risk of losing those funds. After surveying the teachers, some of the areas of need that were identified are as follows: 1) creating a space for students that are on campus but not enrolled in class so that they can continue to learn and be productive (learning lab); 2) better camera technology for distance learning; and, 3) better technology such as new monitors, etc.

Principal Green presented the following modifications to the SPSA budget for approval (**post-meeting note: more specifics were added and can be discussed in next month's meeting**):

Planned Expenditures (\$123,800):

<u>Item</u>	<u>Cost</u>	<u>Object Code</u>	<u>Source</u>	<u>Goal</u>
School Intervention Tracking Software	\$15,000	5850	ESSA CSI	1.2
School-Parent Interaction Software	\$9,500	5850	ESSA CSI	1.7
Hybrid/Distance Learning Camera Technology	\$77,000	4400	ESSA CSI	1.7
Classroom Instructional Technology Improvements	\$5,000	4300	ESSA CSI	1.7
Intervention Curriculum Software	\$2,500	5850	ESSA CSI	1.7
PBIS Incentives	\$5,000	4300	ESSA CSI	3.1
School Communication Services	\$5,000	5800	ESSA CSI	3.3
School Communication Software	\$2,800	5850	ESSA CSI	3.3
School Social Media Outreach to Parents	\$2,000	5850	ESSA CSI	3.3

Money Allocation

<u>Old Goal</u>	<u>Old Code</u>	<u>Amount Moved</u>	<u>New Code</u>	<u>New Goal</u>
1.2	4200	\$7,000.00	5850	1.2
1.2	4300	\$6,000.00	5850	1.2
1.3	4200	\$2,000.00	5850	1.2
1.3	4200	\$5,000.00	5800	3.3
1.3	4200	\$1,000.00	5850	3.3
1.4	4300	\$3,800.00	5850	3.3
1.7	5800	\$5,000.00	4400	3.1
1.7	5800	\$14,000.00	4400	1.7
1.7	5600	\$21,000.00	4400	1.7
1.7	4200	\$37,000.00	4400	1.7

There was some discussion as to needing specific information in the meeting minutes regarding the precise movement of money between object codes. We cannot just have summarized totals documented. It was agreed that we would motion the approval of Principal Green's budget allocation as presented, but will discuss more specific details documented in next month's meeting and minutes.

Tammie Wood made a motion to approve the funding requests as presented in our meeting today by Principal Jonathan Green. Exact object codes and dollar amounts will be provided and discussed in next month's meeting and meeting minutes. Richard Haro seconded. Motion passed unanimously.

6.4 Modification of SPSA Budget Allocations - DUPLICATE AGENDA ITEM

7.0 Reports

7.1 Parent Report

None; however, Tammie Wood did question how to get community service hours and work permits approved. Principal Green asked her to contact Reyna Vargas. Ms. Vargas just started at El Puente this week, but is a shared district resource.

7.2 Student Report

None

7.3 Staff Report

Mr. Atchley stated it has been a smooth 2 ½ weeks of school. He has had 100% attendance thus far. Mr. Wagener announced that Principal Green has started a website for the school at EPS.IS. There is a lot of useful information and more continues to be added.

7.4 Administration Report

Principal Green is our new principal and this is his 3rd week at El Puente. Enrollment is much higher this year than in previous years. Current enrollment is at 317 students. 176 are in-person with 57 of them being in HiSET. 141 students are participating in distance learning. They continue to add more students to the distance learning program. There are a total of 52 distance learning Middle School students. The Middle School program is currently being taught by 3 teachers with a 2-class model. They are at capacity; however, they have opened up two teaching requisitions for a Social Studies Teacher and an ELL Teacher. There is currently a wait list of approximately 70 students combined for all grades.

8.0 Announcements

We discussed continuing with meetings occurring on the 3rd Thursday of each month with exceptions in September and November. For now, we booked the following three meetings; with no meeting in December:

- Thursday, September 9, 2021 @ 2:15-3:15 PM
- Thursday, October 21, 2021 @ 2:15-3:15 PM

- Tuesday, November 16, 2021 @ 2:15-3:15 PM

9.0 Adjournment

Rodney Atchley made a motion to adjourn the meeting. Richard Haro seconded. The motion passed unanimously. The meeting was adjourned by William Wagener at 3:52 PM.