

EL CAPITAN MIDDLE SCHOOL SITE ADVISORY COMMITTEE (SSC) MINUTES
9/21/23

1. Call the Meeting to Order:

- The meeting was called to order at 3 pm by Mrs. McCurley. Everyone was welcomed. Members and guests introduced themselves. Present were:

	Parent/Guardian/Student		Present		Staff		Present
1	Jessica Prado	Parent	x	1	Temma Block	Teacher	x
2		Parent		2	Greg Sullivan	Teacher	x
3		Parent		3	Andrew Jelsma	Teacher	x
4	Eknor Atwal	Student	x	4		Teacher	x
5	Josie Ledesma	Student	x	5	Belinda Hulseay	Other	x
6	Vivian Baer	Student	x	6	Patricia McCurley	Principal	x

	Guest		Non member staff	Position
1		1	Maribel Resendiz	ASP Lead
2		2	Richard Solis	Board Member
3		3	Liz Gamez	Teacher
4		4		

2. Roll Call:

- Signed in thru QR Code.
- The Chairperson announced.
- 6 members are needed to establish a quorum.
 - 9 members are present, 2 members are absent.
 - A quorum has been established.

3. Changes/Additions to the Meeting Agenda:

- No changes or additions were made to the agenda.

4. Secretary's Report:

- N/A

5. Committee Reports:

- N/A

6. Public Comment:

- Eknor stated next week is Homecoming. We have dress-up days, we also have a homecoming carnival mid-week. Friday we have a homecoming rally, and the VP will start the rally for the year. The theme is pink vs. white.

7. Unfinished Business:

- N/A

8. New Business

- Review the purpose & duties of the SSC:
 - One of the committees of the year is to meet with students/staff in order to better understand what the needs are from different perspectives. Students vs. community vs. teacher etc. allows us to gain information, and see what the needs are. For example, for EL last week we gained information on what they were specifically looking for. Taking the info from these meetings, implementing it on campus, and returning to recap what can be addressed. SSC meetings will be that platform for feedback.
 - The school plan outlines the goals and what we need to do to meet them and what funds need to be allocated for those goals.

- Discussed and reviewed the Nominations to elect SSC officers:
 - Chairperson- runs the meetings, a member of the committee- not the Principal.
 - Vice-chairperson- sub for Chairperson.
 - Secretary- takes meetings and prepares reports, also for any special meetings needed, kept for records.
 - PAC representatives.
 - PAC alternate.
 - Nominated for Chairperson by Mrs. Block for Eknoor, Jelsma 2nd that motion; motion carries.
 - Nominated for Vice-chairperson by Mrs. Block for Mrs. Block, Jelsma 2nd that motion; motion carries.
 - Secretary nominations for Belinda by Mrs. Block; everyone 2nd that motion, motion carries.
 - Pac rep nominated Mrs. Prado; she accepted.

- By-laws reviewed:
 - Discussed updates to school plan verbiage.
 - Pg. 3 would add in community and community members for section #3- additions. Strikethroughs will replace that verbiage.
 - Gamez brought up that we should add SSC to parent engagement policy to make it known to parents, for ex. bring it up during orientation for committees or during back to school. Just ways to get the info out to parents, possibly setting up a booth. Even pushing the info out over summer before school starts. Thoughts on sending out ballots for nomination forms; hard copies will be needed. During Open house, we can submit nominations for next year. This will all help with spreading awareness.

- Receive information on academic progress:
 - The data is being used with the site learning team now. SLT is reviewing and making decisions on how we can change how we are doing in the classrooms that can benefit the students. The one thing that stands out is our students are not able to read informational text, across Science, HomeEc, Woodshop etc. - the process would be our core text and use it in every core class in their line of study. Liz stated for example, the ELA teacher can take Sullivans text and merge it into her class and review it in her class; it will be related to both core instructions.
 - During COVID students lost a lot of skills and some are 2-3 years behind on grade level and playing major catch up. The point is to not teach in isolation. It's a whole school concern when reviewing data. Working with Solution Tree is helping work towards this goal and bridging these large gaps.
 - The Math team is on board with working new and different ways to help with students, starting in November to implement the transitions between classes. Everyone needs to be on board to get to the next level.
 - Mrs. Prado stated students are behind on technology - it seems to be advancing on without them. The material has remained the same and McCurley stated we are playing catch up.
 - The A-G requirements start in middle school and it helps to understand why the Math class you're in today matters 6 years down the road.
 - Mrs. Block mentioned that she has known the struggle to catch them up from a 5th grade level to 8th grade.

- Mr. Solis asked about the strategy to meet these goals, McCurley stated SLT meetings are making big changes in classes from text to content and how they can all bring it together as one and provide the PD so they are all on the same page.
 - Gamez and the literacy team are helping with strategies for core teachers to incorporate in classes for training and support.
 - Mr. Solis asked how it is all being funded, McCurley stated Solution Tree is being partially funded through the site and DO. Sessions are planned in Oct. to move forward, reflected in the ELPAC. Gamez said working with the students is needed to see where they are struggling and what they need to do more of to support them.
 - Mrs. Prado asked about summer school, McCurley stated yes, the literacy camp was offered 6th going into 7th and 7th going into 8th for summer school.
- Parent engagement, plan for professional learning, English Learners: this committee does a good job letting us know what the needs are. Parents asked what certain drugs looked like ex. vape pens when going through their students' backpacks. Wanting the SRO on site more for extra support. Families have come to El Capitan requesting her time and she is being split with Rio at this time. The S2H is pending approval from the DO when to pick up. Tutoring questions have been answered and shown how to sign up for the ASP. ASP is currently at 25 and is working on getting a 2nd assistant to help add more students from the waitlist.
 - Back to SRO- Sullivan would like 1 SRO on site at all times. Asked if we had funding from the District, they are on a 1 year contract, fixed and split hours here and Rio. The FPD has to wait til cadets in training are ready to go to be established at a school site.
 - Review SPSA, modify or eliminate ineffective activities, identify barriers, examine budgets-introduce:
 - Has data from last year, where students left off. Expected outcomes for this year.
 - Reviewed strategies and goals for allocations of funds. Ex. for tutoring is taken out of certain budgets allocated for that activity. Special funds are needed for various activities.
 - SLIP adds books to the library, supplies to support instruction where needed.
 - 4k for EL for specific tutoring services to help them understand the ELPAC test and prepare for it.
 - Analysis of last year's expenditures and how they went. Goals will focus on attendance rates and raising since previous years reflecting the support of our intervention specialists.
 - Mr. Solis asked about the network between ASP and teachers- more specifically how many days it takes for the student to get help academically. The students leave ASP and can get tutoring done, and then return to her. She keeps the lines of communication open and assists as needed daily and will check in with parents as well. Maribel is here at 10 am and gets that all going during the day to prepare for the afternoon and goals when her staff get in by 145 pm they also have weekly meetings with her staff to keep them up to date.
 - Sully stated it's up to the student who wants to get the help they need - they have to want to be helped, the teachers and ASP can push, but they both need to be on board to make it happen. Also, the parents need to care enough to keep them on track and see that they hold their students accountable to get the tutoring that is available to them. He gave the ex. of a parent to who has to drop kids to highschool and then gets her kid to El Capitan late, his tardiness affects his grade; everyone needs to be on board, the parent, student, and teachers and any other who are willing to help. You can't put a number of days on when the help will be given.
 - Mrs. Prado chimed in and said it's not the teachers ultimate responsibility to be on their kid, it's the parent who needs to be on top of it, the teachers assistance is a help to her.
 - ASP does support when needed- bottom line.
 - Title I- Intervention specialist is dually funded by the DO and by the site.
 - As well as radios for the staff to use daily.
 - Goal 3 focuses on parents' engagement, snacks during meetings, and translation services for translation and interpretation.
 - Lorena, the new Family Outreach Liaison, has been a huge help for parents.
 - Signage and window wraps add black and yellow to the campus and we will continue on that path sprucing up the campus.
 - Added a goal for students last year with disabilities to offer support or services and allocated 1k towards that. The SPED teachers have needed supplies.

- Back to Intervention specialist from Gamez- those services from that salary were looked at in April and where the supports are being held. Every other Thursday they meet at BAAIT and review the caseloads. Whether or not the student is making progress and next steps for them, if they need to be monitored or not. The #1 thing they work on right now is attendance and behavior, these meetings include all outside specialists, intervention counselor, academic counselor, intervention specialists and psychologist.
 - PBIS coordinator will have to pull the data and present it at BAAIT meetings- it has been vacant the last 2 years.
 - Sullivan found the CICO folder effective, stating the students who currently have D and F should be on it; progress reports will be out soon.
 - Gamez chimed in: A student who is receiving resources across the board, the data is when it will come into play to see how it's all connected and how best to support that individual moving forward.
 - McCurley would like to pull that data and bring it to the next SSC meeting.
- LCAP review and discuss: they are all in alignment district wide.
 - UCP review: regarding williams compliant, a wide range of resources under categories to review.
 - Review the School Safety Plan, updated, purpose, and discussion about CatapultEMS
 - Motion for approval by Sully, 2nd motion by Prado, motion approved
 - Discuss & begin to analyze schools academic instructional program: PLC and inclusive classrooms in regards to students not being just a number on the data sheet but on everyone's radar to help support and assist- on campus and off. We need to stay in line with District goals for student success.
 - Gamez chimed in- ELAC parents have been vocal about what needs to be put in place in regards to safety, classrooms and support areas. She is proud of that community. When Ketti was here she had conversations with students about what makes them successful.
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 - Discuss future meeting dates, training, and agenda items:
 - Solution Tree- that PD is just as important as the school carnival on site; they both serve important purposes.
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 - List of handouts: By-laws, SPSA goals, current home school compact.

9. Evaluation & Adjournment:

- Participants used the QR code to complete the meeting evaluation form or offered oral comments.
- The El Capitan MS SSC meeting was adjourned by McCurley at 4:30 pm

Respectfully submitted,

Belinda Hulse
Belinda Hulse
SSC Secretary
9/21/23