

El Camino Site Council Meeting Minutes

South San Francisco Unified School District  
El Camino High School

Meeting Summary Sheet

Meeting: Site Council

Date of Meeting: 3/23/22

Chairperson: Daniel Lunt

Minutes By: Tez Petaia

Time/Location: 3:35 p.m. Zoom

Note: These meeting notes are intended to reflect the discussion and activity of the committee. The final decision on issues that impact schools/staff/district sites must come from the Board.

Item	D I A	Note: Outcome/Follow-up	Primary Responsibility for Follow-Up
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<p><b>Site Council Roster</b></p>	<p>I</p>	<p><b>Members Present:</b>  <i>Principal:</i></p> <ul style="list-style-type: none"> <li>● Daniel Lunt Present</li> </ul> <p><i>Certificated:</i></p> <ul style="list-style-type: none"> <li>● Michael Gassaway Present</li> <li>● Rachel McDonald Present</li> <li>● Gena Sands Absent</li> </ul> <p><i>Classified:</i></p> <ul style="list-style-type: none"> <li>● Tez Petaia Present</li> </ul> <p><i>Students</i></p> <ul style="list-style-type: none"> <li>● Stephanie Wong Absent</li> <li>● Angelika Arica-Villar Absent</li> </ul> <p><i>Parents:</i></p> <ul style="list-style-type: none"> <li>● Arian Guzman Present</li> <li>● Michael Yoshida Present</li> </ul> <p><i>Guests</i></p> <ul style="list-style-type: none"> <li>● Khin Thandarsoe Absent</li> </ul>	
<p><b>Call to order</b></p>	<p>A</p>	<p>Meeting called to order by Ms. McDonald at 3:35 pm</p>	

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<b>Principal Report</b>	A	Motion to adopt agenda by Rachel McDonald, Seconded by Arian Guzman
	A	Motion to approve 1/26/22 Meeting Minutes by Michael Yoshida, Seconded by Arian Guzman
	I	<p>Principal’s Report:</p> <ul style="list-style-type: none"> <li>● Thanked everyone for their efforts with the WASC visit</li> <li>● Spring Break March 28-April 1</li> <li>● COVID testing kits were provided and distributed to students during AM flex on March 23<sup>rd</sup>, to be used on April 3<sup>rd</sup> prior to returning April 4<sup>th</sup>, staff members were also able to pick up a test kit</li> <li>● Masking policy – it’s strongly recommended for students to wear masks outside, but not required</li> <li>● Will be looking at the numbers after returning back from break and possibly by April 18<sup>th</sup> based on the trends, they may go from continuing to requiring mask to strongly recommend</li> <li>● They may go from “continuing to requiring masks” to “strongly recommend”. Certain phases to go thru – we are one of the only districts in the area that are enforcing masks</li> <li>● State testing - a message reminder was sent regarding state testing for 11<sup>th</sup> and 12<sup>th</sup> grades - April 19<sup>th</sup> thru the end of the month, AP testing will start in May.</li> <li>● Last year, several students opted out of testing, and we had a low participating rate. Testing is important and always good for data, especially if students are looking at Seal of Biliteracy, can be used for College</li> <li>● AP testing starts in May. Last year, several students opted out of testing, we had a low participating rate last year. Trying to encourage testing for several reasons, such as Seal of Biliteracy, test results can also be helpful to be used for college readiness factors, can waive the need to take certain placement exams or not have to take introductory courses. This data is important to see how our students are doing and will be encouraging students to take the state tests. 11<sup>th</sup> graders will take the English and Math, 12<sup>th</sup> graders will take the science test.</li> <li>● We will get an official report from WASC visiting committee by the end of April             <ul style="list-style-type: none"> <li>- They make a recommendation to the review board of WASC, and then provide a letter around the end of May that we’re accredited</li> <li>- Determination then becomes during the 6 year cycle, whether it will be a mid cycle visit or an early visit if they wanted to follow up on something</li> </ul> </li> </ul>
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	D	<ul style="list-style-type: none"> <li>- Part of the recommendation includes if they want us to change our current action plan to include some items that they feel that something is missing</li> <li>● Reviewed schoolwide strengths and critical areas for focus as outlined by WASC visiting team</li> <li>● Student/parent survey results – will go over at the next meeting. Per Mr. Lunt, the survey window will stay open thru spring break and will send a remind out to complete the surveys</li> <li>● Ms. McDonald asked if, at the next meeting, we plan on reviewing the strategies to make sure they’re in alignment with the recommendations from the WASC committee. Per Mr. Lunt, this is part of our annual review as we look at our goals – do we have enough information? Do we want to continue? Add something to it?,</li> </ul> <p>End of Report</p> <p>Ms. McDonald asked about recruiting new students, especially underclassmen stepping up into leadership roles – what initiative</p> <td data-bbox="1795 165 2026 1485"></td>	
	D	<ul style="list-style-type: none"> <li>● Recruiting new students – what initiative can we do for them to be on Site Council? <ul style="list-style-type: none"> <li>- Mr. Lunt advised 2 students applied to be on the Student Handbook committee, both in student leadership, would be helpful if they participate on SSC.</li> </ul> </li> </ul>	
	D	<p>ESSER Funds</p> <ul style="list-style-type: none"> <li>● Reviewed Allowable Uses items</li> <li>● Ms. McDonald asked if in order to meet the guidelines listed in the proposal form, they would still need to match up with our goals? As an example, Link Crew which is an after school program meant to increase student engagement, not just at incoming freshmen level, but also meant to increase our upper classmen engagement with the underclassmen and function as mentors on campus . Example: If Link Crew put in a proposal to increasing student engagement and creating high quality programs, looking under Esser Funds items 9 &amp; 10 - would these be falling under the umbrella if Link Crew came with a proposal to increase engagement during flex time or during orientation, etc.</li> <li>- Mr. Lunt stated that as a Site Council we have other funds if it doesn’t fit with using ESSER funds.</li> </ul> <ul style="list-style-type: none"> <li>● Ms. McDonald asked about using flex time for tutorials/schoolwide strategies – would we be able to use</li> </ul>	

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	D	<p>these funds in terms of trainings in how to do tutorials</p> <ul style="list-style-type: none"> <li>- Mr. Lunt advised if we use flex time for training/tutorials, you lose other flexibility for other opportunities, you have intervention that you want to provide for students there're students who don't need intervention at the time and can benefit from workshops or having enrichment activities or additional rehearsal time for different programs; we have to define what flex time is and how we want to mete it out, so if that's something we want to go after as a group, then we can certainly propose it to get the one time training or materials and we take it from there would be something acceptable to look at. Might be a bigger stretch in terms of language when looking at ESSER, but can justify some of it. With ESSER, a lot of tangible, one time purchase items from technology to accessibility. With interventions, it might more taken out of the -180 fund.</li> </ul>	
	D	<ul style="list-style-type: none"> <li>• Mr. Yoshida asked what would be covered by district vs school?             <ul style="list-style-type: none"> <li>- District expenditures would be HVAC, engineering, facilities</li> <li>- School expenditures would be like furniture items, computers, seating</li> <li>- UV Robots district provided – this is a district wide practice expected of all custodians to use, so it is a district expenditure</li> </ul> </li> <li>• Ms. McDonald asked about how to get funding for the AVIANCE program– which helps track where graduates end up and the college and career pathways they end up on.             <ul style="list-style-type: none"> <li>- Speaking with Ed Services, they do have plans for an AVIANCE like program that they would like both high schools to have to implement. Right now they would not authorize us to go after an AVIANCE nor would it be effective if we switch over to another system.</li> <li>- Mr. Lunt gave an example of a flex period – we were this year hoping to implement a way students could sign up using IC to say where wanted to go, teachers could also self select individuals to come and you'd have attendance creasted to keep track of students. During the meetings conducted with Infinite Campus, Ed Services and Mr. Lunt, IC advised they couldn't do it and don't have the capability of doing that. They think it's more middle school minded. We want to look at what program to purchase that can work with our attendance system. One of the expenditures would be to purchase the hardware for certain scanning devices – students can scan in with their ID. On a normal year we probably couldn't afford this, but if it's something beneficial, we can propose something through ESSER funds to put some of the scanning devices throughout the campus. The problem would be if we do it, they will question if both schools would be doing this. With flex, we want to look at what do we want, what type of flex activities do we want to provide, and then what systems do we want in place and most likely be a district expenditure.</li> </ul> </li> </ul>	
	D	<ul style="list-style-type: none"> <li>• Ms. McDonald advised that WASC advised that should consider an AVIANCE. In terms of adopting it,</li> </ul>	

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<p><b>Student Report</b></p> <p><b>Next Meeting</b></p> <p><b>Meeting Adjourned</b></p>	<p>D</p> <p>I</p> <p>A</p>	<p>how do we go about securing funding for the program?</p> <ul style="list-style-type: none"> <li>- Per Mr. Lunt, Ed Services has plans for a AVIANCE like program</li> </ul> <p>Any Agenda items for the next meeting?</p> <ul style="list-style-type: none"> <li>• Ms McDonald has sent out two emails to the entire staff looking for school Site Council proposals. Ms. Guzman suggested during WASC focus group A meeting, to share an executive summary of what's been discussed during the SSC with the staff during next staff meeting. Would like to explain to everyone what SSC proposals should look like and how they can go about it. Hopefully, at the next SSC meeting April 27<sup>th</sup>, we will have something to look at that is an idea coming from the staff.</li> <li>- Mr. Lunt suggested making this a regular communication item.during facult meetings, make it a regular announcement piece, where a regular SSC member can give a quick update.. Another area is maybe a school site council rep can help to boost attendance at PTSA and give a school site council update to the Board.</li> <li>- Mr. Yoshida added if we're doing presentation at PTSA meeting, it might help recruitment as well as recruitment for next year.</li> <li>- Ms. McDonald asked – with incoming freshman class and their parents – if there was any way to reach out to the PTSA at the middle schools to see if any parents would be interested in supporting PTSA and SSC here.</li> <li>- Mr. Yoshida said if incoming freshman have older siblings, parents might be more in tune to join</li> <li>- Ms. Guzman thanked everyone for their hard work</li> </ul> <p>None</p> <p>Wednesday, April 27<sup>th</sup>.</p> <p>Meeting adjourned at 4:41 pm</p>	
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**D:** Discussion

**I:** Information

**A:** Action