Madison Heights Site Based Management Team

Date: Monday, December 8, 2025
Time: Start - 3:00 p.m. - End - 3:50 p.m.
Location: Madison Heights Office
Madison Heights Site Based Management Team Members:

Principal (Chairperson): Steve Lee (Present) (Alternate: Victoria Coughlin (absent))-

Certified Staff Members (3): Ms. Cervantes (Present) , Ms. Teran (absent) , Ms. Martinez (present)

Parent Members (3): , Sheno Fuzita(Present) , Breanne Bushu(Present)

Classified Member: Nancy Moore(Present)

Community Members: Linda Alexander(Present)

Training
Bylaws

Agenda Item	Minutes
SIAP Goals Math Update	Information • SIAP focus is math: backwards planning with learning intentions and success criteria to drive conceptual understanding and procedural fluency. • Implementation levels: Q1 PD and monitoring; engagement via exit tickets/surveys; Q2–Q3 authentic tasks in classrooms; Q4 student outcomes. • PD delivered on learning intentions/success criteria; resource overviews; manipulatives PD in November; grade 3–4 district PD on fractions. • PLCs building a K–4 procedural fluency articulation; math fluency games book purchased; aim to reduce remedial fluency work in upper grades. • Assessments: MCPA given 5x/year; mid-year testing underway this week; make-ups next week; data to families with report cards after winter break. • Math taught in English; limited Spanish (e.g., counting routines) • Discussion • Variability in teacher newsletters about math updates; conferences shared specific student data

	and information sent in report cards
Safety Update	- Summary of Safety initiatives sent out in previous Heights Happenings - Specific incident discussed in general (limited due to federal privacy) – Incident: student brought a BB gun; peers reported immediately; situation controlled before the Pledge ended; no harm; investigation found no threat or intent. - Response process: preset incident chat includes Mrs. Coughlin, student services, supervisor, and Superintendent;; site visit by SEL coordinator; stepwise checks along the way (safety, investigation process, student response, and communication). - Communication: same-day ParentSquare message at ~1:00 PM to the impacted class only; school-wide note included in Friday newsletter; several parent emails questioned school-wide comms; - Prevention: PBIS and RULER; lockdown drills kept light for students with parent-shared scripts; MTSS work; social worker and counselor monitored lunch/recess for concerns; chose not to hold a class discussion since students weren't talking about it. - After-action debrief conducted with the incident team to refine future communications. - Discussion - Weighing privacy vs. community reassurance; questions from committee about cultural/generational differences in parental perceptions of BB guns (listed as prohibited item in handbook); importance of proactive, periodic safety updates to build trust. - Questions from committee about security features–: no metal detection/security screening at Madison Heights - focus on prevention, raptor system, security cameras. - Feedback to outline safeguards and processes in periodic communications; consider event timing (e.g., large parent gatherings) when planning messaging.
Traffic / Dismissal Update	Several meetings have been held about traffic

	concerns, parking, blocking driveways, trash/ recycling ● Most recent meeting was held with Scott Thompson, Assistant Superintendent of Business Services ● Need additional FTE for bus driver, all other routes need to be filled before adding additional route for possible shuttle ● Flyer created to give to community members to hand out if someone is blocking or parked in no parking area - a way to inform without confronting
Teacher Led club update	● Information ● Spanish crafts club launching second week after winter break. ● Co-led by Rivas-Aguilar and Cervantes; combined to double capacity to ~25 students; two openings remain; two requests received. ● K–4 class; supplies covered by budget; two more club budget spots remain. ● Sign-up approach: return to waiting list with pre-notified sign-up time during business hours; Nancy will close the form at capacity to avoid over-enrollment. ● Discussion ● Prior methods (waiting list vs. random) had issues; pre-notification plus controlled closure seen as fairer. ● Agreement that pre-notified sign-up time is a good idea. ● Use waiting list with pre-announced sign-up time; cap at ~25 and close form when full; start clubs the second week post-break.