

**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
CCSPP Implementation Grant Cohort 3**

**Artifact IV-B for NMUSD LEA Elementary Schools  
Pomona, Everett A. Rea, Whittier, and Wilson  
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**1a. Pomona Roster: Parent Input from Community Schools Application Meeting**



## Pomona Elementary

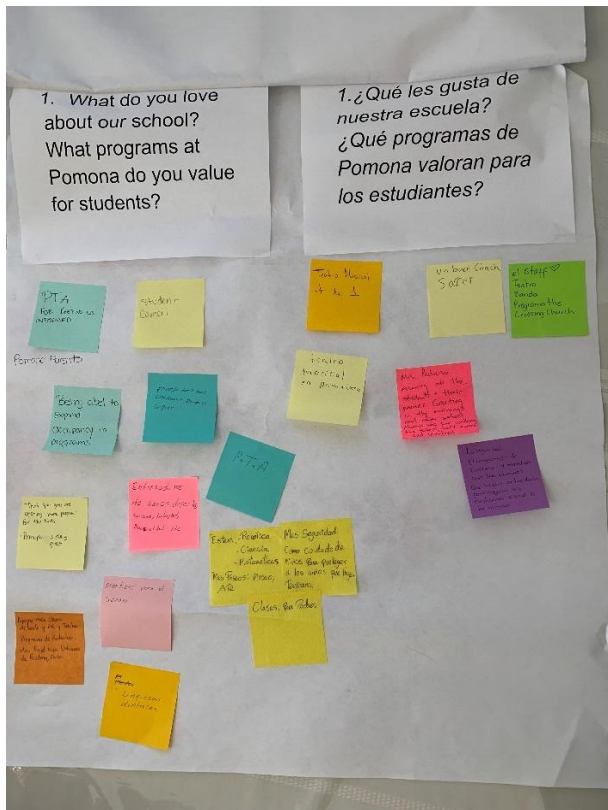
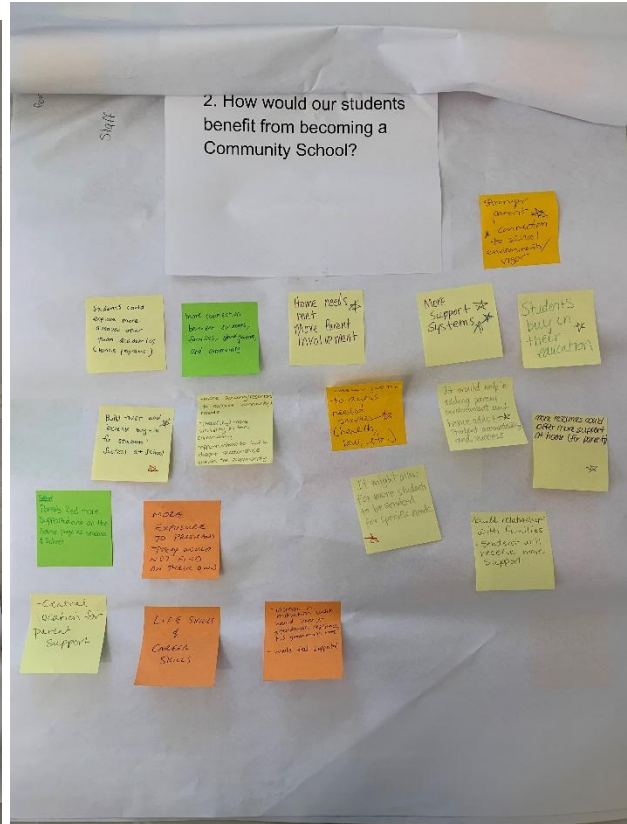
PTA General Meeting      Date **12.08.23**

# Community Input

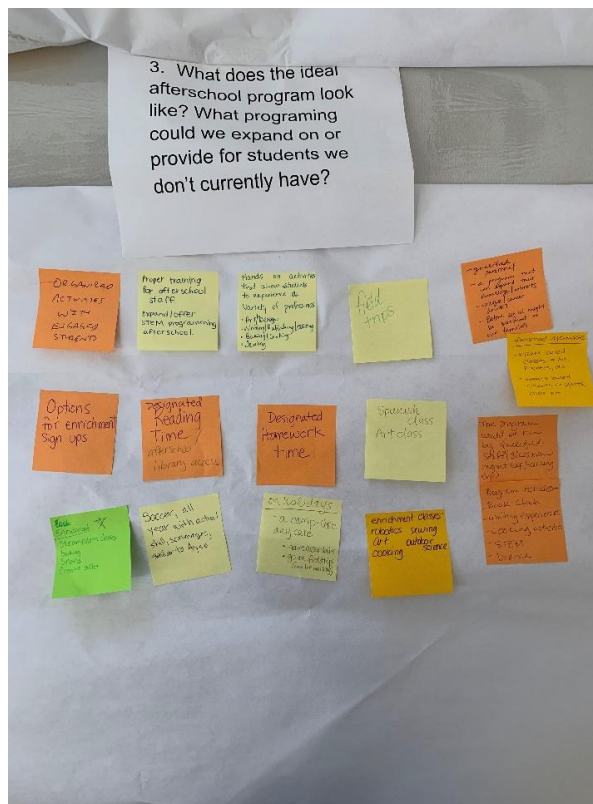
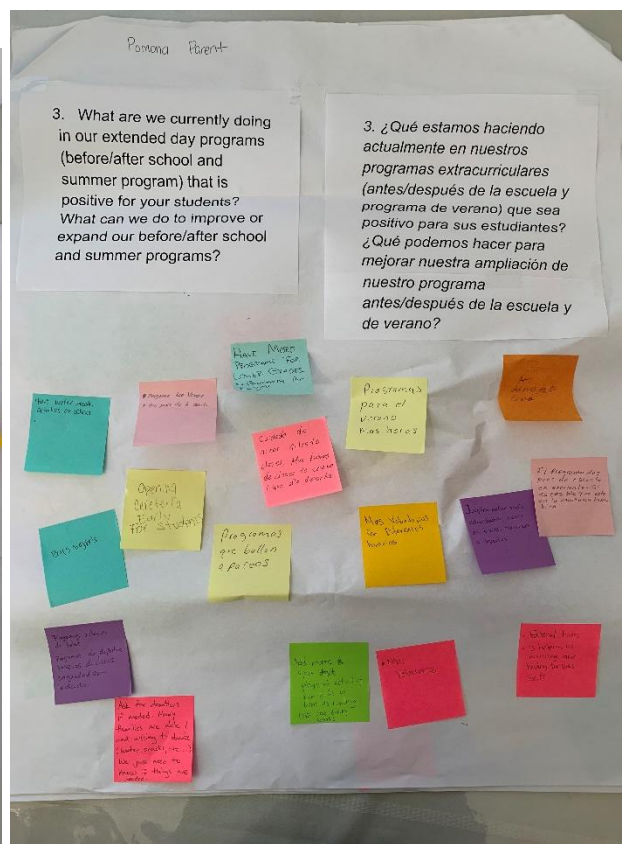
| Name:<br><small>Nombre</small> | Phone N<br><small>No. Telefono</small> | Student Name:<br><small>Nombre del estudiante</small> |
|--------------------------------|----------------------------------------|-------------------------------------------------------|
| Sadie Calderon                 | 714) 631-5464                          | staff                                                 |
| Emily Gonzalez                 | (949) -528-7852                        | Staff                                                 |
| Maria Plata                    | 614) 650-2193                          | Gary Inman                                            |
| Missiam Melendez               | 949 418 2544                           | Beiana, Brandon, Botoka Melendez                      |
| Erandi de los Angeles          | 949) 981-2062                          | Valeria Lopez                                         |
| Patricia Martinez              | 949 836-7964                           | Ximena Morales Htz.                                   |
| Iuz Mantel                     | (949) 375-4317                         | Arizma                                                |
| Angelica Reyes                 | 949 689 9780                           | Christopher Reyes                                     |
| Astid yoc                      | 628-724-1105                           | Mia G. yoc.                                           |
| Evelin Juarez                  | 714) 624-6629                          | Nathan Sanchez                                        |
| Viridiana Vazquez              | 949-205-6412                           | Nathan/Dianna Vazquez                                 |
| Adelaida Vazquez               | 949-214-5421                           | William Vazquez                                       |
| Adriana Frutis                 | 949-929-8036                           | Aranza/Xochitl Mandragon                              |
| Bertha Duarte                  | 949-836-6679                           | Maria De La Torre                                     |
| Janet Gutierrez                | 949 307 4615                           | Jonathan Ayel y Emmanuel                              |
| Extaccihuatl                   | (949) 903-5798                         | Nathan Agema Ramirez                                  |
| Ysel Mendez                    | 949-434-4462                           | Jimena Zamora                                         |
| Maria Hernandez                | 949 478 9709                           | Alexander-Katherine Cardenas                          |
| Rocio Alegria                  | 949 909-1028                           | LILIA MACHUCA                                         |
| Alexander Machuca              | 949 600-0648                           | Lilia Machuca                                         |
| Norma Martinez                 | 505) 577-4908                          | Tina & Marcos J. Martinez                             |
| Lisa Boler                     | 949-874-9425                           |                                                       |

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Newport-Mesa Unified School District – School Code 30 66597 0000000  
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**1b. Pomona Meeting Minutes #1: Parent Input from Community Schools  
Application Meeting**



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Newport-Mesa Unified School District – School Code 30 66597 0000000  
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**1c. Pomona Artifact IV-B, Meeting Minutes #2 CCSPP NMUSD LEA Leadership  
Team Meeting January 9, 2024**

**Discussion Topic: Community Schools Site Coordinator Position**

**Site Coordinator Resource Folder**

**Attendees:**

- Christy Flores - Director of Engagement, Partnership, and Expanded Learning
- Kathleen Leary - Director of Early Learning
- Vanessa Galey - Director of Special Projects
- Lorie Hoggard - Principal, Rea Elementary School
- Jose Montana - Principal, Whittier Elementary School
- Lorena Rubio - Principal, Wilson Elementary School

**Questions to consider:**

1. What do you feel is the Site Administrator's role in supporting a Community School?
  - Involved by supporting the CCSPP coordinator
  - Co-leader of the cause with a strong voice
  - Making sure that the work is matching the vision and goals
  - Protect instructional minutes
  - Meet with the CCSPP coordinator weekly (2x a week in the beginning)
2. What is the skill set of the person that needs to be in place?
  - 12 month position or flexible school year
  - Leadership skills
    - Communication
    - Able to find community resources
  - Organizational skills
    - Streamline resources
  - Collaborative
  - Bilingual
  - Flexible as something builds
  - People skills
    - Honor the work of what already has been done
    - Building teams

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- Case Management
  - Project Management
  - Creative problem solving
  - Outreach to community organizations
  - Understanding of MTSS and PBIS
  - Counseling background
  - Articulate
  - Relationship building
3. What assistance would be ideal to successfully implement and support the ongoing efforts of a Community School?
4. How does this person fit in/add to our existing team? Adding and supporting, not replacing
- To create a team through team meetings (School level teams)
  - Work as a district level team with Christy.
  - Liaison between team members: counselor, SCF, AP/admin intern,
5. What would get in the way of us doing the work?
- The grant is 3 years-what happens after the 3 years to the coordinator and their work.
  - Job description creation timelines, posting and hiring challenges
    - Can we post this early but indicate that the position is contingent on funding?
  - Misconceptions about their role-would require communication and trainings
  - Staff attitudes towards the position and finding value
  - Multiple district initiatives that pull us in many directions
6. What would it realistically take?
- Important: Define roles and responsibilities of each team member. Where do the responsibilities overlap?
    - Finding resources (CCSPP Coordinator) vs communicating about resources to families (SCF)
  - Finding the right people
7. Responsibilities:
- Sitting in Tier II and Tier III Meetings (as it relates to attendance, removing barriers for students; etc.)
  - Act as a liaison between principal, key educational partners, staff, students, and community

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8. Difference from an AP:
  - Coordinator does not do discipline.
  - They do not evaluate staff.
  - They do not sit on an IEP but may participate.
  - They do not do playground supervision.
9. Difference from a TOSA:
  - Co
  - They do not do playground supervision.
10. Possible Titles
  - Community Schools Admin Inter
  - Community Schools Program Specialist
  - Community Schools

**Business items:**

1. Artifacts
  - a. Meeting sign-in sheets
  - b. Notes
2. Asset Mapping/Needs Assessments (Whole Child Family Inventory)  
Office Hours
  - Wednesday, January 10 from 10:00 to 11:00 a.m.
  - Thursday, January 11 from 11:00 to 12:00 p.m.
3. Other

The Community School Coordinator: There are many models for staffing community schools for success. All these models include a coordinator who is responsible for the overall implementation of community school processes, programs, partnerships, and strategies at the school site. While districts and schools will approach budgeting and staffing differently, the essential practice is that a discreet position is a threshold for community school success.

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**2a. Everett A. Rea Artifact IV-B, Bilingual Roster for Parent & Guardian  
Community Schools Grant Application Input Meeting, December 8, 2023 (1 of 3)**



**SIGN IN SHEET  
HOJA DE REGISTRO**

Event / Evento Community Schools Grant Application Input

Date / Fecha 12/8/23

| PARENT NAME<br>NOMBRE DEL PADRE | STUDENT NAME(S)<br>NOMBRE(S) DEL ESTUDIANTE |
|---------------------------------|---------------------------------------------|
| Maria Leon Ayala                | Brayden Garcia Ayala                        |
| Edith Pineda                    | Isabella Pineda                             |
| Edith Pineda                    | Isabella Pineda                             |
| Jennifer Ramirez                | Isabella Guadalupe Oregel Ramirez           |
| Sylvia Osejo                    | Valencia-Yasira Gonzalez                    |
| Mark Hardt                      | Lincoln Hardt                               |
| Patricia Belandier              | Frankie & Damien Belandier                  |
| Alma Ortiz                      | Isabella Schramm<br>Natalia Schramm         |
| Liliana Lopez-Lopez             | Liliana Lopez                               |
| Lillian Medina                  | Lilah & David Rosales                       |
| Silvia Torres-Duarte            | Daniel + Daniela Penabaz                    |
|                                 |                                             |
|                                 |                                             |
|                                 |                                             |
|                                 |                                             |
|                                 |                                             |

Nadia #  
Miguel  
Alejandro  
Torres

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**2a. Everett A. Rea Artifact IV-B, Bilingual Roster for Parent & Guardian  
Community Schools Grant Application Input Meeting, December 8, 2023 (2 of 3)**



**SIGN IN SHEET  
HOJA DE REGISTRO**

Event / Evento Community Schools Grant Application Input

Date / Fecha 12/8/23

| PARENT NAME<br>NOMBRE DEL PADRE | STUDENT NAME(S)<br>NOMBRE(S) DEL ESTUDIANTE |
|---------------------------------|---------------------------------------------|
| Silvia Torres-Duarte            | Nadia & Miguel Alejandro Torres             |
| Brenda Penaloza                 | Daniel Penaloza, Davian Penaloza            |
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**2a. Everett A. Rea Artifact IV-B, Bilingual Roster for Parent & Guardian  
Community Schools Grant Application Input Meeting, December 8, 2023 (3 of 3)**



**SIGN IN SHEET  
HOJA DE REGISTRO**

Event / Evento Community Schools Grant Application Input

Date / Fecha 12/8/23

| PARENT NAME<br>NOMBRE DEL PADRE | STUDENT NAME(S)<br>NOMBRE(S) DEL ESTUDIANTE |
|---------------------------------|---------------------------------------------|
| <i>Karla de la Torre</i>        | <i>Kymara de la Torre</i>                   |
|                                 |                                             |
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**2b. Everett A. Rea Meeting Minutes #1: Parent Input from Community Schools  
Application Meeting**



**Rea School AVID Leadership Team Meeting December 12, 2023 7:45am**

Attended: Nicole Bussell, Kristi Cortegana, Jennifer Ure, Stephanie Fox, Emily Hyams, Marc Africano, Aaron Harmon, Dawn Turner, Krista Hoppe, Lorie Hoggard

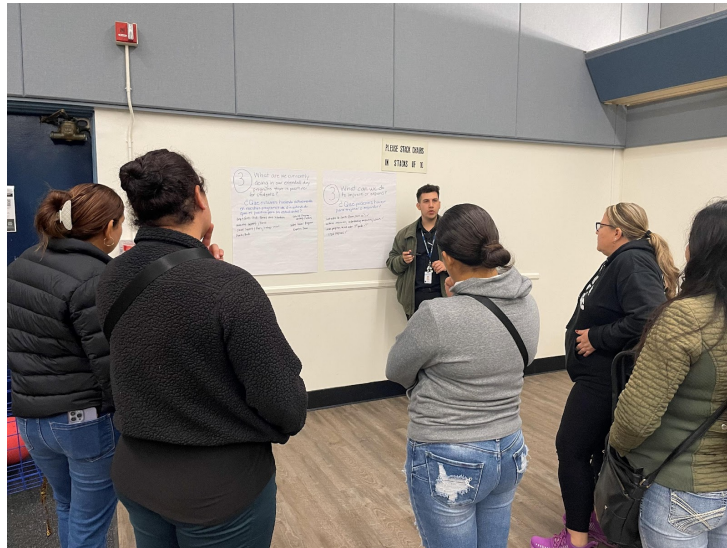
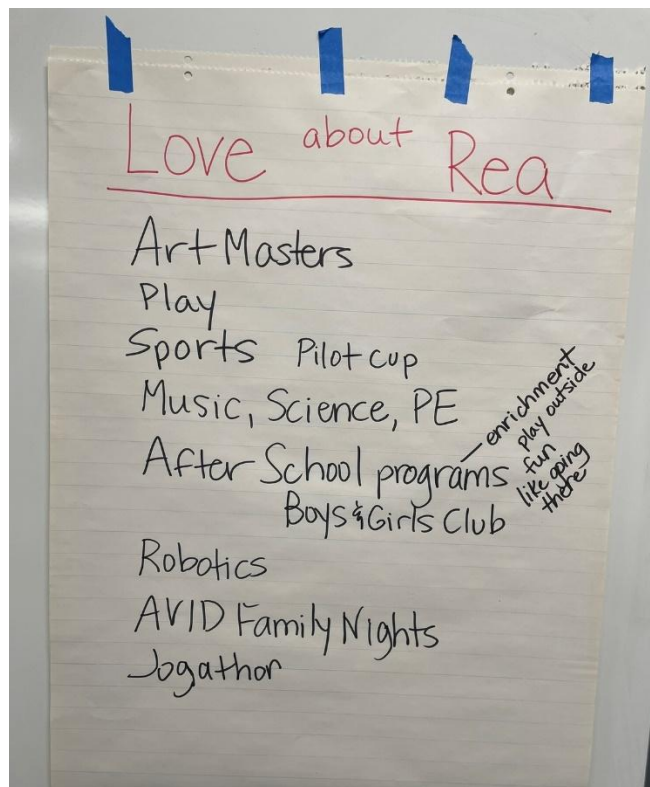
| Agenda Topic                                                                                                                                                                          | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AVID CCI<br>7:45-8:10am                                                                                                                                                               | We finished the CCI sections for Schoolwide Leadership and Schoolwide Culture.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Community Schools Input on integrated supports for students, expanded learning/enrichment, family and community engagement, and collaborative leadership and practices<br>8:10-8:25am | <p>Our school has been identified to apply for a Community Schools grant. Parent, student, and staff input will be acquired before applying. Grant due in February. District is writing it and we will be providing input.</p> <p>Lorie shared the student and parent input from recent meetings. There is a full staff survey (certificated and classified) that has been sent out to collect input.</p> <p>Leadership Team input:</p> <ol style="list-style-type: none"> <li>1. What do you love about our school? What programs at Rea do you value for students?<br/>Reading team doing a brilliant job....direct impact to classroom success for students<br/>Newcomer ELD groups (could also be expanded)<br/>AVID/quality instruction<br/>VAPA<br/>Enrichment</li> <li>2. What programs or agencies in the community provide valuable resources to our students and families?<br/>Need counseling resources accessible to families<br/>Hoag is a great resource<br/>Free glasses VSP vouchers (but need more help for families to navigate getting glasses and for care &amp; replacement<br/>SOY<br/>Boys and Girls Club<br/>SOS and Assistance League</li> </ol> |

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|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                | <p>Shoes that Fit<br/>Rotary<br/>Care Solace<br/>Chronic health issues - families need assistance navigating health issues that are preventing regular school attendance<br/>Need home visits for attendance<br/>Need to refine system for attendance support</p> <p>3. What are we currently doing in extended day programs that is positive for students? What can we do to improve/expand?<br/>Positive overall - lots of great enrichment activities<br/>Need more consistent staff<br/>Need Behavior Management - school rules<br/>Improve Transitions<br/>Update the Boys and Girls Club building to use for extended day<br/>Add tutoring<br/>More staff for before school (more engaging for students...we are open for students 1 hour and 5 minutes before instruction begins)<br/>Need more after school sports<br/>Need more soccer goals and ones that work</p> <p>4. What type of parent engagement activities at Rea are positive for families? What additional things can we do to make families feel comfortable and get involved in their child's education?<br/>AVID Family Nights<br/>Goal setting conferences</p> |
| AVID College Night January 24th<br>8:25-8:30am | Leads for College Night: Kristi Cortegana and Emily Hyams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Additional Topics                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

Next Meeting - Tuesday, January 9th at 7:45am in the Resource Room

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Community organizations

- Chuck E. Cheese
- Assistance League
- PTA,
- Yearbook
- Hoag Family Center
- Girls Inc.
- SOY
- SQS Share ourselves

Parents

| <u>+now</u>              | <u>more</u>                 |
|--------------------------|-----------------------------|
| conferences              | more academics for the kids |
| parents - lunch & recess | volunteers for science camp |
| AND Nights               |                             |
| PTA                      |                             |
| STEM Night               |                             |
| Flag Deck                |                             |

Extended Day/Year

| <u>+now</u>          | <u>more</u>                   |
|----------------------|-------------------------------|
| Play                 | more science camp (more days) |
| Pilot Cup            | soccer trainers               |
| Heritage language    | scrimmages                    |
| Summer School        | art - more                    |
| different activities | more time outside             |
| sports, play, dance  | pottery                       |
| Band                 | more events                   |
|                      | Christmas events              |
|                      | robotics events               |
|                      | soccer                        |
|                      | singing classes               |
|                      | gymnastics                    |

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**2C. Everett A. Rea Artifact IV-B, Meeting Minutes #2 CCSPP NMUSD LEA  
Leadership Team Meeting  
January 9, 2024**

**Discussion Topic: Community Schools Site Coordinator Position**

**Site Coordinator Resource Folder**

**Attendees:**

- Christy Flores
- Kathleen Leary
- Vanessa Galey
- Lorie Hoggard
- Jose Montana
- Lorena Rubio

**Questions to consider:**

1. What do you feel is the Site Administrator's role in supporting a Community School?
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    - Able to find community resources
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    - Streamline resources
  - Collaborative
  - Bilingual
  - Flexible as something builds

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- People skills
    - Honor the work of what already has been done
    - Building teams
  - Case Management
  - Project Management
  - Creative problem solving
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  - Multiple district initiatives that pull us in many directions
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- Important: Define roles and responsibilities of each team member. Where do the responsibilities overlap?
    - Finding resources (CCSPP Coordinator) vs communicating about resources to families (SCF)
  - Finding the right people
7. Responsibilities:

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- Sitting in Tier II and Tier III Meetings (as it relates to attendance, removing barriers for students; etc.)
  - Act as a liaison between principal, key educational partners, staff, students, and community
8. Difference from an AP:
- Coordinator does not do discipline.
  - They do not evaluate staff.
  - They do not sit on an IEP but may participate.
  - They do not do playground supervision.
9. Difference from a TOSA:
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  - They do not do playground supervision.
10. Possible Titles
- Community Schools Admin Inter
  - Community Schools Program Specialist
  - Community Schools

**Business items:**

1. Artifacts
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that a discreet position is a threshold for community school success.

**3a. Whittier Roster-Parent Input from Community Schools Application Meeting**



Whittier Elementary School  
Sign In Sheet:  
Coffee with the Principal/ Community Input

Date: 12/15/23

| Name / Nombre         | Student Name / ESTUDIANTE  | Phone #        |
|-----------------------|----------------------------|----------------|
| ADALBERTO RIVAS       | SASMINE RIVAS              | 949 287 1090 - |
| Rosa Pineda           | Anthony Pineda             | 714-605-2310   |
| Lrika Sanchez         | VENEMIAH Hernandez         | 949 501 5985   |
| Gabriela Ramos        | Randall Veralonzo          | 714-924-0574   |
| Alondra Cruz          | Josabeth Alyssa Gmecho     | 949 5664033    |
| Rosalba Chavez        | Amie Guido                 | 91 2059833     |
| Claudia Hernandez     | Jessison Hernandez         | (949) 531 9233 |
| Delia Carasza         | Dylan Martinez             | 949 413 8934   |
| Josefina Martinez     | Valentino Muñoz            | 818 582 1252   |
| SARAH HARRIS - GARCIA | MARLENE HARRIS - GARCIA    | 714 293-0241   |
| Kayle Holke           | Eliana + Emily Holke       | 949-293-2603   |
| Rosa Quiroz           | Alexa Cornu / Ariel Quiroz | 949) 891-3717  |

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Whittier Elementary School  
Sign In Sheet:  
Coffee with the Principal/ Community Input

Date:12/15/23

| Name/ Nombre        | Student Name /<br>ESTUDIANTE | Phone #         |
|---------------------|------------------------------|-----------------|
| Namel Hernandez     | Mateo Flores                 | 949-433-2367    |
| Janette Botello     | Nicolas Botello              | 714) 234-9075   |
| Raquel Bucio        | Alexander Mamon              | (661) 375-8431  |
| Uhoanna Ramos       | Jose Joya Ramos              | 714 492 3686    |
| Mana Cristina Javar | Luis Esteban Zarate          | (949) 202 88 43 |
| Maribel Nava        | Zoe Victoria Munillo         | (714) 955-9044  |
| Mana Cenarrat       | Nelly Merced                 | 949 630 6075    |
| Sindia Alilano      | Marco y Andrea Chavez        | 916 36-93 33    |
| Marco A. Chavez     | Marco y Andrea Chavez        | " "             |
| Francisca Lopez     | Marco y Andrea Chavez        | " "             |
| Lucia Monroygo H    | Jessica Monroy               | 949 891 5502    |
| Jeff Given          | Easten Given                 | 805 455-0179    |



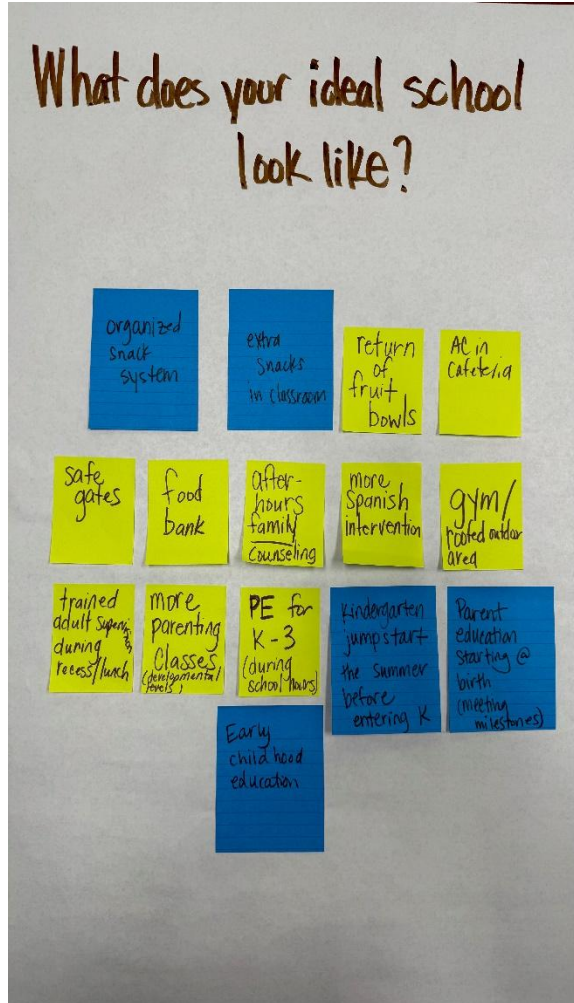
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Sign In Sheet:  
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Date:12/15/23

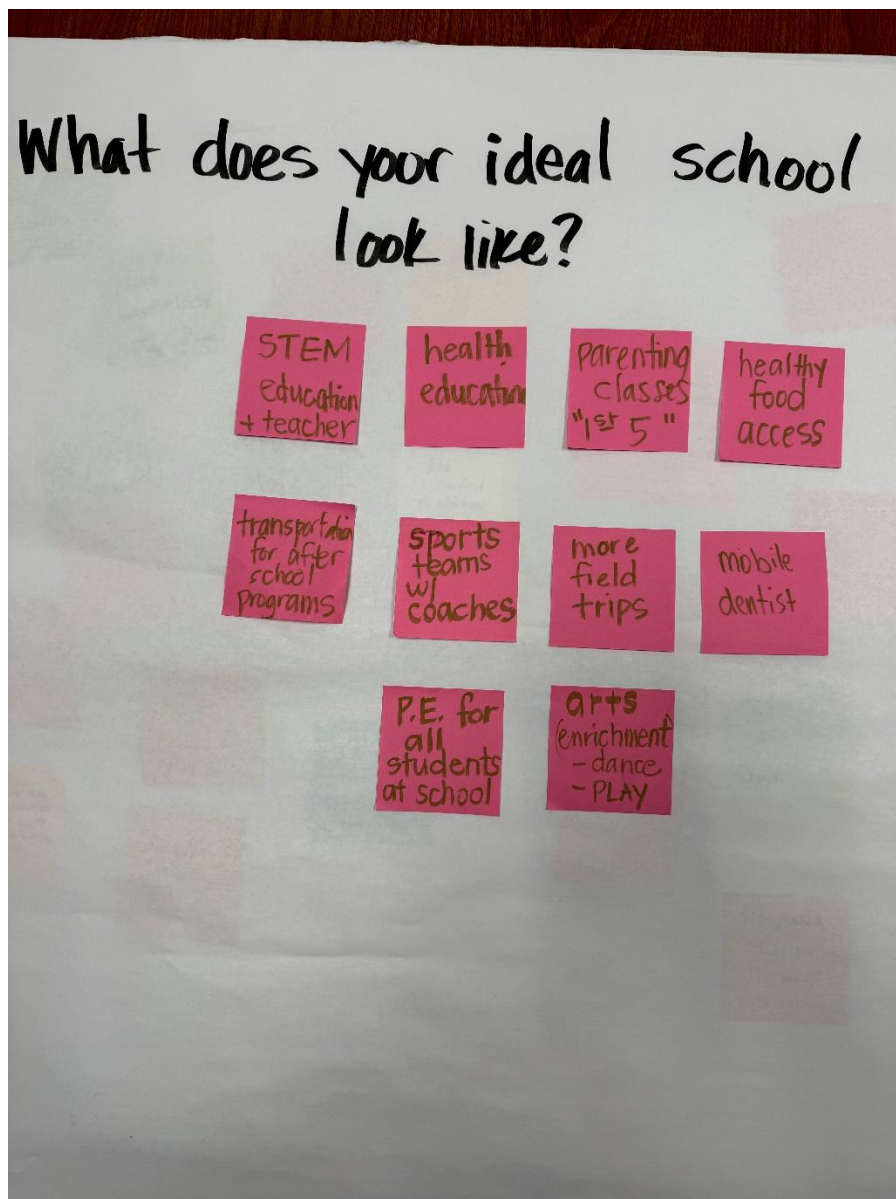
| Name/ Nombre    | Student Name /<br>ESTUDIANTE | Phone #        |
|-----------------|------------------------------|----------------|
| Jannett Escobar | Emanuel Jose Cortes E        | 949 432 8732   |
| Antonico Garza  | Melissa Tsar                 | (949) 903-4415 |
| Ana Vazquez     | Isai, Aylan                  | (949) 545-1184 |
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Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
CCSPP Implementation Grant Cohort 3

3b. Whittier Meeting Minutes #1: Parent Input from Community Schools  
Application Meeting



Artifact IV-B, CCSPP Shared Decision-Making Council  
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**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
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**3c. Whittier Artifact IV-B, Meeting Minutes #2 CCSPP NMUSD LEA Leadership  
Team Meeting  
January 9, 2024**

**Discussion Topic: Community Schools Site Coordinator Position**

**Site Coordinator Resource Folder**

**Attendees:**

- Christy Flores
- Kathleen Leary
- Vanessa Galey
- Lorie Hoggard
- Jose Montana
- Lorena Rubio

**Questions to consider:**

11. What do you feel is the Site Administrator's role in supporting a Community School?
  - Involved by supporting the CCSPP coordinator
  - Co-leader of the cause with a strong voice
  - Making sure that the work is matching the vision and goals
  - Protect instructional minutes
  - Meet with the CCSPP coordinator weekly (2x a week in the beginning)
12. What is the skill set of the person that needs to be in place?
  - 12 month position or flexible school year
  - Leadership skills
    - Communication
    - Able to find community resources
  - Organizational skills
    - Streamline resources
  - Collaborative
  - Bilingual
  - Flexible as something builds
  - People skills
    - Honor the work of what already has been done
    - Building teams

**Artifact IV-B, CCSPP Shared Decision-Making Council**  
**Newport-Mesa Unified School District – School Code 30 66597 0000000**  
**CCSPP Implementation Grant Cohort 3**

- Case Management
  - Project Management
  - Creative problem solving
  - Outreach to community organizations
  - Understanding of MTSS and PBIS
  - Counseling background
  - Articulate
  - Relationship building
13. What assistance would be ideal to successfully implement and support the ongoing efforts of a Community School?
14. How does this person fit in/add to our existing team? Adding and supporting, not replacing
- To create a team through team meetings (School level teams)
  - Work as a district level team with Christy.
  - Liaison between team members: counselor, SCF, AP/admin intern,
15. What would get in the way of us doing the work?
- The grant is 3 years-what happens after the 3 years to the coordinator and their work.
  - Job description creation timelines, posting and hiring challenges
    - Can we post this early but indicate that the position is contingent on funding?
  - Misconceptions about their role-would require communication and trainings
  - Staff attitudes towards the position and finding value
  - Multiple district initiatives that pull us in many directions
16. What would it realistically take?
- Important: Define roles and responsibilities of each team member. Where do the responsibilities overlap?
    - Finding resources (CCSPP Coordinator) vs communicating about resources to families (SCF)
  - Finding the right people
17. Responsibilities:
- Sitting in Tier II and Tier III Meetings (as it relates to attendance, removing barriers for students; etc.)
  - Act as a liaison between principal, key educational partners, staff, students, and community

**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
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18. Difference from an AP:

- Coordinator does not do discipline.
- They do not evaluate staff.
- They do not sit on an IEP but may participate.
- They do not do playground supervision.

19. Difference from a TOSA:

- Co
- They do not do playground supervision.

20. Possible Titles

- Community Schools Admin Inter
- Community Schools Program Specialist
- Community Schools

**Business items:**

4. Artifacts

- a. Meeting sign-in sheets
- b. Notes

5. Asset Mapping/Needs Assessments (Whole Child Family Inventory)  
Office Hours

- Wednesday, January 10 from 10:00 to 11:00 a.m.
- Thursday, January 11 from 11:00 to 12:00 p.m.

6. Other

The Community School Coordinator: There are many models for staffing community schools for success. All these models include a coordinator who is responsible for the overall implementation of community school processes, programs, partnerships, and strategies at the school site. While districts and schools will approach budgeting and staffing differently, the essential practice is that a discreet position is a threshold for community school success.

**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
CCSPP Implementation Grant Cohort 3**

**4a. Wilson Artifact IV-B, Roster for Parent & Guardian Community Schools Grant  
Application Input Meeting, November 17, 2023 (1 of 2)**

**CAFECITO WITH THE PRINCIPAL  
11-17-23  
SIGN IN SHEET**

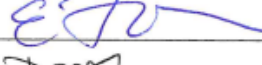
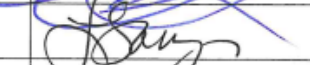
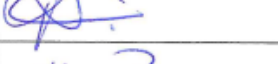
| YOUR NAME (SU NOMBRE) | SIGNATURE                                                                             |
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| Martha Ramirez        |                                                                                       |
| Jose Luis Leon        |                                                                                       |
| Angela Grigalva       |                                                                                       |
| Ruth Hernandez        |                                                                                       |
| Paulina Castañeda     |                                                                                       |
| Adriana Calderon      | Adriana Calderon                                                                      |
| Yazmin Mondragon      |                                                                                       |
| Gabrida Sanchez       |                                                                                       |
| Adriana Mendez        |                                                                                       |
| Beatriz Perdomo       | Beatriz Perdomo                                                                       |
| Lorena Salinas        |  |
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**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
CCSPP Implementation Grant Cohort 3**

**4a. Wilson Artifact IV-B, Roster for Staff Community Schools Grant Application  
Input Meeting, November 15, 2023 (2 of 2)**

**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
CCSPP Implementation Grant Cohort 3**

**STAFF MEETING  
11-15-23  
SIGN IN SHEET**

|                     | SIGNATURE                                                                            |
|---------------------|--------------------------------------------------------------------------------------|
| Nicole Fusaro       |    |
| Cathy Mueller       |    |
| Rebecca Simonin     |    |
| Emily Foster        |    |
| Dawn Marie Stuenkel |    |
| Sarah Aguayo        |    |
| Bertha Lopez-Brito  |    |
| Carolina Escobar    |    |
| Diana Mendez        |   |
| Kyle Martin         |  |
| Samantha Lake       |  |
| Tracy Fleck         |  |
| Janet Pignuolo      |  |
| Lauren Kesic        |  |
| Mary Schiesser      |  |
| Heidi Graden        |  |
| Lorena Sanchez      |  |
| Teri Call           |  |
| Karen Winter        |  |
| Melanie Rossett     |  |
| Ruth Gutherlance    |  |

**4b. Wilson Meeting Minutes #1: Parent Input from Community Schools  
Application Meeting**

**Artifact IV-B, CCSPP Shared Decision-Making Council**  
**Newport-Mesa Unified School District – School Code 30 66597 0000000**  
**CCSPP Implementation Grant Cohort 3**

| Question #1                                                                                          | Community Input                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What do you love about Wilson?</p> <p>What programs at Wilson do you value for your children?</p> | <ul style="list-style-type: none"> <li>- Encourage and challenge our kids academically and to be kind to others.</li> <li>- After school programs/activities (science, art, dance)</li> <li>- Dedicated staff and committed to students</li> <li>- Supporting parents on how to help students as well as opportunities to help out at school</li> <li>- The school makes holidays fun</li> <li>- Communication and encouragement from the school to participate in sports activities</li> <li>- Love the staff</li> <li>- Love the attention and care staff give to students</li> <li>- Wildcat Rallies create school pride in students</li> <li>- Value the counseling offered at the school</li> <li>- Holiday programs &amp; activities (Trunk-or-Treat, PTA Christmas event)</li> <li>- Mentoring of younger students by older students (eg. upper grade classes visiting kindergarten classes)</li> <li>- Reading support small groups (eg. pull-out groups)</li> <li>- Really like "spirit weeks" (eg. crazy hair day, spirit wear day, holiday festive wear)</li> <li>- Principal led focus on the character value of respect.</li> <li>- The principal is very approachable to students and parents</li> <li>- Weekly communication from the principal</li> <li>- We like that there are more bilingual staff at the school</li> <li>- yearly soccer tournament</li> <li>- Music classes</li> <li>- Staff are kind and helpful towards parents</li> </ul> |

| Question #2                                                              | Community Input                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What programs or agencies in the community do you value the most?</p> | <ul style="list-style-type: none"> <li>- English classes</li> <li>- WIC</li> <li>- City clinics/Melinda Hoag Smith Center for Healthy Living (sports, exercise, recreation, nutrition)</li> <li>- dentist</li> <li>- Parenting classes (eg. Grupo Creer, Wilson Learning Center)</li> <li>- Medical/SOS</li> <li>- Parks and Recreation (trails)</li> <li>- Public library</li> <li>- Food/restaurant gift card give aways</li> <li>- School lunch program</li> <li>- After school programs</li> <li>- tutoring</li> <li>- Special Education services and guidance for parents</li> <li>- Social services support</li> <li>- Early childhood learning and services</li> </ul> |

**Artifact IV-B, CCSPP Shared Decision-Making Council**  
**Newport-Mesa Unified School District – School Code 30 66597 0000000**  
**CCSPP Implementation Grant Cohort 3**

| Question #3                                                                                                                                | Community Input                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What are we currently doing in our extended day programs that is positive for students?</p> <p>What can we do to improve or expand?</p> | <ul style="list-style-type: none"> <li>- dance (more days)</li> <li>- sports</li> <li>- Arts and crafts (possibly selling their artwork)</li> <li>- STEM classes</li> <li>- Community garden</li> <li>- Spanish instruction; dual-immersion class</li> <li>- Pretzels and cheese snacks in after school program</li> <li>- Better snacks, healthy snacks</li> <li>- More drills for students</li> <li>- More computer skills</li> <li>- Have someone in the front office always</li> <li>- Health class</li> <li>- Physical well being</li> <li>- drug use prevention</li> <li>- Anti-bullying classes</li> <li>- More lighting</li> </ul> |

| Question #4                                                                                                                                                                                                          | Community Input                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>What type of parent engagement activities at Wilson are positive for you?</p> <p>What additional things can we do to make families feel comfortable at school and/or get involved in their child's education?</p> | <ul style="list-style-type: none"> <li>- Walk to School Day</li> <li>- Holiday parties (Halloween, Christmas)</li> <li>- Movie day/night</li> <li>- "Cafecito" with the principal</li> <li>- Parent/parenting classes</li> <li>- Think together</li> <li>- Art, STEM</li> <li>- Jogathon</li> <li>- Parent and child lunch day</li> <li>- Dance/Dance Night</li> <li>- Positive that people (staff) speak Spanish</li> <li>- Reading together day</li> <li>- Exercise</li> <li>- Safety (What can parents do?)</li> </ul> |

**4c. Wilson Artifact IV-B, Meeting Minutes #2 CCSPP Leadership Team Meeting**  
**January 9, 2024**

**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
CCSPP Implementation Grant Cohort 3**

**Discussion Topic: Community Schools Site Coordinator Position**

**Site Coordinator Resource Folder**

**Attendees:**

- Christy Flores
- Kathleen Leary
- Vanessa Galey
- Lorie Hoggard
- Jose Montana
- Lorena Rubio

**Questions to consider:**

21. What do you feel is the Site Administrator's role in supporting a Community School?
  - Involved by supporting the CCSPP coordinator
  - Co-leader of the cause with a strong voice
  - Making sure that the work is matching the vision and goals
  - Protect instructional minutes
  - Meet with the CCSPP coordinator weekly (2x a week in the beginning)
22. What is the skill set of the person that needs to be in place?
  - 12 month position or flexible school year
  - Leadership skills
    - Communication
    - Able to find community resources
  - Organizational skills
    - Streamline resources
  - Collaborative
  - Bilingual
  - Flexible as something builds
  - People skills
    - Honor the work of what already has been done
    - Building teams
  - Case Management
  - Project Management
  - Creative problem solving
  - Outreach to community organizations

**Artifact IV-B, CCSPP Shared Decision-Making Council**  
**Newport-Mesa Unified School District – School Code 30 66597 0000000**  
**CCSPP Implementation Grant Cohort 3**

- Understanding of MTSS and PBIS
  - Counseling background
  - Articulate
  - Relationship building
23. What assistance would be ideal to successfully implement and support the ongoing efforts of a Community School?
24. How does this person fit in/add to our existing team? Adding and supporting, not replacing
- To create a team through team meetings (School level teams)
  - Work as a district level team with Christy.
  - Liaison between team members: counselor, SCF, AP/admin intern,
25. What would get in the way of us doing the work?
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  - Job description creation timelines, posting and hiring challenges
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  - Staff attitudes towards the position and finding value
  - Multiple district initiatives that pull us in many directions
26. What would it realistically take?
- Important: Define roles and responsibilities of each team member. Where do the responsibilities overlap?
    - Finding resources (CCSPP Coordinator) vs communicating about resources to families (SCF)
  - Finding the right people
27. Responsibilities:
- Sitting in Tier II and Tier III Meetings (as it relates to attendance, removing barriers for students; etc.)
  - Act as a liaison between principal, key educational partners, staff, students, and community
28. Difference from an AP:
- Coordinator does not do discipline.
  - They do not evaluate staff.
  - They do not sit on an IEP but may participate.

**Artifact IV-B, CCSPP Shared Decision-Making Council  
Newport-Mesa Unified School District – School Code 30 66597 0000000  
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- They do not do playground supervision.
29. Difference from a TOSA:
- Co
  - They do not do playground supervision.
30. Possible Titles
- Community Schools Admin Inter
  - Community Schools Program Specialist
  - Community Schools

**Business items:**

- 7. Artifacts
  - a. Meeting sign-in sheets
  - b. Notes
- 8. Asset Mapping/Needs Assessments (Whole Child Family Inventory)  
Office Hours
  - Wednesday, January 10 from 10:00 to 11:00 a.m.
  - Thursday, January 11 from 11:00 to 12:00 p.m.
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