

Lawndale High School

MINUTES of SSC ELAC

Meeting Date: 10.19.16

MEMBERS PRESENT: (list members and their position; check off for attendance)

| Member | Role (include position: President, etc.) | Present? |
|-----------------------|---|----------|
| Mrs. Yaqueline Amador | President/Parent representative | Y |
| Ms. Wendy Noah | Vice-President/Parent representative | Y |
| Dr. Paula Rodas | Principal | Y |
| Ms. Leticia Rojas | Secretary/Teacher | Y |
| Mr. Fred Sanders | Teacher | Y |
| Mr. Elissa Finch | Teacher | Y |
| Ms. Dawn Ketchens | Teacher | Y |
| Ms. Affiong Bassey | Student representative | N |
| Mr. Demetri Hicks | Student representative | Y |
| Ms. Cynthia Lopez | Student representative | N |
| | Parent representative | Y |
| | Other Staff | |
| | | |
| Non-Member | Role (include who representing: ELAC, etc.) | Present? |
| Mr. Miguel Taylor | Associate Principal | Y |
| Mr. Munoz | ELD Coordinator | N |
| Ms. Gudino | Community Liaison | Y |

liance (Items

covered at this meeting and reflected in minutes.)

| SSC Responsibilities | | |
|----------------------|----|--|
| | 1A | School Plan Development – Data Analysis & Needs Assessment |
| | 1B | School Plan Development – School Goals & Improvement Activities |
| X | 1C | School Plan – Evaluation |
| | 1D | School Plan Budget |
| | 1E | School Plan Approval |
| | 2. | Training – Legal Responsibilities |

| ELAC Responsibilities | | |
|-----------------------|----|--|
| | 1. | EL Program |
| | 2. | EL Needs Assessment |
| | 3. | R30 Language Census |
| | 4. | School Attendance |
| | 5. | Training – Legal Advisory Responsibilities |
| | 6. | Election of DELAC member(s) |

| SPAC Responsibilities | | |
|-----------------------|----|--|
| | 1. | Title I Requirements |
| | 2. | Parent Involvement Policy – Development & Distribution |
| | 3. | School-Parent Compact – Development & Distribution |
| | 4. | Title I Programs |
| | 5. | School & Parent Programs |
| | 6. | Academic Standards & Assessments |
| | 7. | Training – Helping children improve achievement |
| | 8. | Election of DAC member(s) |

| | | | | | | | |
|-------------------------------|--|----|------------------------------------|--|--|----|-------------|
| JOINT Responsibilities | | 1. | Uniform Complaint Procedures (UCP) | | | 2. | Safety Plan |
|-------------------------------|--|----|------------------------------------|--|--|----|-------------|

I. Welcome & Introductions

Ms. Noah, SSC Vice Chair, called the meeting to order at 3:34 pm and welcomed everyone in attendance. Ms. Amador, president, was not in attendance at beginning of meeting.

II. Approval of Minutes

On the motion of _____, seconded by _____, members voted to approve the _____, 2015 meeting minutes. Motion Carried.

As this was the first SSC meeting of the school year, no minutes were approved.

III. Old Business

The following is a summary of discussion/action(s) taken on items previously "tabled" for future discussion: NONE

Parent Input/Advice/Comments:

IV. New Business

The following is a summary of discussion/action(s) taken on the above-checked items:

1) Review Parent Compact -

Dr. Rodas posted the parent-school compact. Members read the compact. Dr. Rodas stated that SSC needs to assign due dates for the process and drafting of the parent involvement plan. By the November meeting, the final draft should be complete. Ms. Noah asked where she can access the document and Dr. Rodas informed her that she can access it online.

Dr. Rodas reviewed some of the parent involvement activities posted in the compact such as BTSN. Ms. Gudino, reviewed a PTO parent meeting in which they are going to be deciding roles and bylaws within the organization. Dr. Rodas stated that there is a plan to have more PTO meetings and Academy parent meetings per semester.

Dr. Rodas reviewed other parent commitment plans such as the membership drive for the PTO, volunteer surveys at registration and orientation. Ms. Gudino stated that she has 150 parents interested in volunteering and she has reached out personally to ask for time preference.

Dr. Rodas also reviewed the documents that the school must keep track of such as BTSN, Open House, compact, parent sign in sheets to meetings, report cards, chaperone field trip lists. The required reporting dates were discussed for BTSN, Open House, Parent Workshops, ELAC workshops, and Title One meetings. Dr. Rodas discussed some of the big meetings that are occurring at school, such as a senior college fair with speakers, PSAT, and Earthquake shakeout. Accessibility requirements were reviewed for translation, transportation, and home language survey. Title 1 Student Parent Compact was also reviewed so that the final draft could be approved by the Board. School responsibilities include creating classroom syllabus, learning targets, ongoing parent-teacher conferences, and progress reports. Parent responsibilities include getting students to school on time, monitoring tv and cell phone usage, making sure homework is completed, be mindful of scholastic responsibilities, reading school notices and responding as appropriate, and volunteering at the school. Student responsibilities include taking classes that fulfill A-G, complete all homework and classwork on time, exhibit ROCKS, maintain focus on graduation requirements, uphold mission and vision of the school. Ms. Finch asked if the parent compact form can be a part of the registration form, or if it can be handed out in English. Ms. Finch also mentioned that phone calls can be made to notify parents of the forms given to students.

Members needed more time to review Compact prior to voting and decided to table vote until the November SSC meeting.

2) Discuss Progress Monitoring plan

Dr. Rodas reviewed the SPSA Annual Expectation form ensuring that the committee understands their responsibility for monitoring the SPSA.

Dr. Rodas then introduced goal one and how SSC would accomplish by sending teachers to be trained in AVID strategies. Dr. Rodas also mentioned that school goals are aligned with LCAP goals, and that school goals sometimes have subgoals within. Dr. Rodas mentioned that this year, Protalk is being implemented to improve academic achievement. Ms. Finch discussed the process for Protalk and how effective it is in the classroom in having students use academic language. Goal 1.6 states that a goal is to support students in the completion of A-G standards. Goal 1.8 states that students need to receive specific

feedback about their performance. Dr. Rodas said that she would like to send some teachers to a grading conference so that the school can become more cohesive in assessment. Ms. Amador, stated that grading is inconsistent and that homework is additional time that students spend on school work. Ms. Finch mentioned that the rewards students receive from homework is more natural instead of points because they perform better on the assessments.

Goal 2 is to build a school culture. The school is working towards this by informing students of college opportunities, college fair, increase frequency and variety of types of communication to parents, and building supports for students who are not a part of the academies, SPED, or AVID. Dr. Rodas also mentioned that posters will be posted throughout the school that are inspirational. Ms. Amador mentioned that parents would like to have coffee with the counselors in addition to the principal. Dr. Rodas mentioned that there is a plan to replicate the community building day that occurred during the first day of school.

Goal 3 states to increase student engagement and support. To accomplish this goal the school is working on increasing teacher participation in PLC, and providing industry-relevant college and career.

Dr. Rodas asked if anyone would like to add some business to the next meeting and no member had anything to add.

SSC will meet again on November 16, 2016.

Parent Input/Advice/Comments: See narrative above.

V. Other

Parent Input/Advice/Comments:
NONE

Advisory Committee Input (for SSC Meetings):
ELAC Input: NONE

VI. Adjournment:

The meeting was adjourned at 5:00 pm.

Respectfully submitted,

Leticia Rojas
Acting Secretary, SSC