



# Steering Committee Meeting Minutes

September 5, 2017

## Call to order- 6:05 PM

A meeting of [NJB Steering Committee] was held at [NJB] on [09/5/2017].

## Attendees

Attendees included [ Christie Wells-Artman, Dr. Mah, Art Aleman, Cassandra Boltz, Shannon Zavala-shared position, Gricelda Jaime, Teri Ha, Elizabeth Moreno]

## Members not in Attendance

Members not in attendance included [ Michael Madden, Amelia Villanueva-shared position, Cassandra Boltz, Michael DiSantis-shared position, Lisa Romero, Toni Banuelos].

## Approval of Agenda

9. Discussion Action Items: b) Steering Committee New Members and Alternative- Change 105 minutes to 10 minutes.

## Public Comment

None

## Approval of Minutes from Prior Steering Committee Meeting August 15, 2017

Minutes to be approved at next meeting.

## Suggestion Box

Mrs. Artman suggested 1 ½ hour for budget, and 1 ½ hour for education. Discuss at next meeting.

## Standing Committee Reports

PTA-Mrs. Zavala reported that NJB had our first movie night. Our next movie of the month will be the last Friday of this month, and next PTA meeting will be held the same day @ 4:00 p.m.

**Social Committee-**Mrs. Ha reported that they are collecting funds for Sunshine Committee. Mrs. Artman mentioned that our big event is Christmas.

**Farm Committee-**Nothing yet. Mr. Aleman mentioned that we had mentioned the dimensions for the farm. We wanted to extent the farm.

## **Approval of Minutes from Prior Steering Committee Meeting August 15, 2017**

Minutes to be approved at next meeting.

### **Standing Informational/Discussion Item:**

Dr. Mah discussed there is a process. It is important to follow the rules. Everyone should know when and where. Mr. Aleman asked if there is a hard copy of the charter. Parent said she has a hard copy and there is also a digital copy.

Mrs. Artman presented the NJCC Charter Renewal Committee and the NJB Charter Scope and Sequence. First meeting will be on September 19, 2017. We would meet an hour before. This information is also shared in the LCAP. We need to have a core group of members. We will take each chunk of the charter. This is a pacing guide, and is also used with the staff. Charter Overview Discussion Questions was also presented to staff. Mr. Aleman asked if Charter Committee should come out of the Steering Committee. Mrs. Artman replied that yes, the Steering Committee should be a part of the Charter Committee, and should also be open to parents and other community members. It's a people's charter. Mrs. Ha mentioned we aren't going to revamp a whole charter. Parent said we can look at what needs to be changed, maybe a different color. Mrs. Artman said that will be in the draft. Dr. Mah looked at Math and ELA Summary of Baseline Data ELA and Math Foundational Skills and asked how come it is so low.

### **New Business**

### **Discussion/Action Items:**

**Steering Committee Membership Term-** Mrs. Artman included NJBCC Amendments to the Bylaws of the Steering Committee Membership Term and Officer Elections.

**Steering Committee New Members and Alternates-** Shannon Zavala and Amelia Villanueva are sharing membership roles

**Attendance of Steering Committee Members-** Mrs. Artman said in Bylaws of Steering Committee she included this also. Attendance is very crucial. Parent has been removed in the past for absences.

Member can be removed if they miss more than 3 consecutive meetings in 12 months.

## Standing Business

### Facilities: Informational Item:

None

### Informational-Scholar Outcomes:

Mrs. Artman presented NJB: Learning Goals and Targets ELA 2017-18 and also Learning Goals and Targets Math 2017-18. Literacy Targets Met, Scholar Centered Learning, Curriculum Tasks and Assessments, and Culture of Collaboration. Mrs. Artman also presented Summary of Baseline Data ELA and Math Foundational Skills Grades 3-6. Mrs. Artman and Mrs. Boltz gave 6<sup>th</sup> graders different math assessments and most scholars had a hard time. How are we going to build this to change this data. Mrs. Artman has BPST data for 3<sup>rd</sup> through 6<sup>th</sup> grade, and she is working on BPST data for K through 2<sup>nd</sup>. Mrs. Zavala said she sent a report for her parents so they already know their scores for her students. Mrs. Artman mentioned that iReady has some fluency practice. Designing our centers around our data will support. Mr. Aleman asked if the students in blue have been with us since the beginning. Mrs. Artman said that not all students have been with us since the beginning. Mr. Aleman asked if students are going to other classes for reading buddies. Members replied yes, students have reading buddies. Staff is meeting for Academic Conferences tomorrow and Thursday. SST are on some Fridays. Mrs. Ha asked what is the process since she hasn't been in an SST in a while. Mrs. Artman said there is a template that is required. There is a sub coverage which Ms. Jaime will cover, or provide translation. The teacher is present, a counselor may be present. What is the teacher doing to support. We list all the supports. What goals are being met. Mr. Aleman asked what can we do that is different. Mrs. Artman said we can do Response to Intervention.

Mrs. Zavala referred to Smart Goals, and wondered if we could make changes.

### Informational-Other Educational Updates

LCAP-None

Mrs. Artman presented the NJB Resource Teacher Schedule. There is going to be a 4H program for the Kinder. Kindergarten teachers Mr. Campos and Mrs. Tipon will support after school extended day Kindergarten.

Preschool started today.

## Other Discussion Items:

**Interview panels-** We are looking to hire a new clerk. We have our new 5<sup>th</sup> grade teacher Mrs. Barrish who will be doing her Back to School Night tomorrow. Mr. Aleman asked if our new custodian is permanent. Mrs. Artman said our new custodian is probationary, but on probationary status as is every position.

**Parent reimbursement-** Mrs. Artman said there are 2 money orders, and we can't find who they belong to. She checked with 2 families and it wasn't theirs.

**Curriculum Ad Hoc and Other Committees-** Ad Hoc Committee meeting coming up. Mrs. Artman said some ILT members are on it and we wanted to open it up to others. We have lunch on the Lawn on the Lawn. Ms. Jaime asked what is lunch on the lawn. Mrs. Artman said kids can have lunch on the lawn and it gives parents an opportunity to have lunch with them.

## Announcements-SC Members:

Mrs. Zavala said that forms that go out in the first day of schools are just sitting in binders, and they are not really being used.

Mrs. Jaime said that she started seeing her groups today for resource.

Parent said she is not getting some of the information. Mrs. Artman said this year was different because we didn't have an Office Manager. Mrs. Zavala said she was surprised most of her scholars had not yet turned in their forms. She thought that they had already turned them in to the office. Mrs. Artman said she opened to parent volunteers to help with forms.

Mrs. Artman said that today we need to discuss what it means to be a Safe Haven. There is not a lot of real information. Mr. Aleman said we spent too much money for resource room to be closed. Maybe we can have a parent volunteer. Mrs. Artman said we do have it open. We did have a parent in today, and as we can see there is a computer open.

Mr. Aleman said that there is a list for members to contribute to SC food budget.

**Next meeting scheduled for Tuesday, September 19, 2017.**

**Meeting adjourned at 7:50 pm.**