



# NJB Steering Committee Meeting Minutes

December 5, 2017

## Call to order- 6:04 PM

A meeting of [NJB Steering Committee] was held at [NJB] on [12/5/2017].

## Attendees

Attendees included [ Principal Christie Wells-Artman, Art Aleman, Gricelda Jaime, Cassandra Boltz, Amelia Villanueva-shared position, Shannon Zavala-shared position, Lisa Romero, Elizabeth Moreno, Stephanie Flores, Rose Ramos via phone, Alexis Baez, guest, Jim Montgomery, guest Ken Goforth, guest ] We need to make sure we follow Brown Act to for via phone; for post by proxy.

## Members not in Attendance

Members not in attendance included [Dr. Mah, Teri Ha-shared position, Mike DiSantis-shared position, Toni Banuelos, Victor Garcia].

## Approval of Agenda

Member had a question about the New Business Discussion/Action Items: Meeting Times. We had already voted and discussed about the meeting times. Member said we will meet 1<sup>st</sup> Tuesday of the month for Student Data. It would be 2<sup>nd</sup> Step, not 1<sup>st</sup> Step. Ms. Boltz made a motion to approve the agenda for December 5, 2017. Mrs. Flores seconded the motion to approve the agenda. The agenda was approved by members unanimously.

## Public Comment

Jim Montgomery and Ken Goforth guests with Horace Mann, presented. Guest said Horace Mann is an insurance affordable for educators. They can help post through Donors Choose. Another is student loan debt. They can take care of federal programs for free of charge. No one should be charged. Loans can be forgiven, or refinanced. There is volunteering in classrooms. There is “Who’s Got Hootie”, recognition for teacher of the month. All agree that they fight against attendance because it affects funding. The school doesn’t have to do the same program.

## Suggestion Box

Why can't funds be used to get basketball hoop nets?

Why can't back gate opened? Gate is hard to open. There is a work order to fix gate. Member stated they can fix the gate themselves.

## Standing Committee Reports

PTA-Member said there is an executive meeting this Friday. There is going to be the Winter Program on Wednesday. The next event won't be till the movie night on the last Friday in January.

Social Committee-Member said this Friday is the holiday dinner at La Terraza. You can be get anything from the menu, but it has to be prepaid.

Farm Committee-Member said there was a group from Guevaro Farm who came to look at our farm. There are some good ideas they are going to share out. A farm permit was submitted. They are going to help us with renewable sources.

## Approval of Minutes from Prior Steering Committee Meetings, October 17 & November 7, 2017

Principal Artman made a motion to approve the minutes from October 17, 2017 and November 7, 2017. Mrs. Moreno seconded the motion to approve the minutes. The minutes were approved by members unanimously.

## Standing Informational/Discussion Item: SC Training: SC Training: Charter Renewal

None

## New Business

### Discussion/Action Items:

Steering Committee Meeting Times-Clarify Modifying Meetings (Start & End Dates) to Accommodate Charter Renewal Discussion 1<sup>st</sup> Step of Two Step Process-The 1<sup>st</sup> Steering 3 hours, an hour and a half for educational and an hour and a half for budget. Member said the 3<sup>rd</sup> Tuesday would be for Charter renewal, from 6-8 p.m. This will begin January

2018. We will continue until September 2018, or December 2018, whichever comes first for the completion of the charter renewal. Once the charter renewal is completed, we will go back to the regular SC meetings to the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of the month. Mrs. Boltz motioned to approve 1<sup>st</sup> Tuesday of the month for Steering Committee meeting for 3 hours from 6:00 p.m. to 9:00 p.m. and the 3<sup>rd</sup> Tuesday to meet for the charter renewal from 6:00 p.m. to 8:00 p.m. Ms. Villanueva seconded the motion to approve the meetings. The meetings were approved by members unanimously.

Suggestion Box-Relocate, and/or Add-Member said the Suggestion Box will be in the cafeteria.

## **Standing Business**

### **Budget: Informational/Item: Budget & Enrollment Updates:**

Budget Update-Principal and Dr. Mah will have a meeting. Members believe the budget is in the \$200,000. There will be a follow up report.

Enrollment- Member said there were a few scholars who moved away. There are some scholars are on the waiting list. We have 17 in each Kindergarten class. Principal met with Preschool director and our enrollment is good for next year. There is a waiting list. We can't go over 24 for primary grade.

Staffing- Member said we are posting for Plant Manager and Clerk.

List of Purchase Orders and Requisitions- Member said we had a fire inspection and we passed.

Teacher updates- Member asked when teacher will come back. One teacher on leave to fulfill credential requirements. CTC would allow a temporary waiver but there is a wait. We are hoping to have teacher return by January. Member will meet with Human Resources. This is in the hands of CTC. There is also a long term sub for another teacher while on maternity leave. Member asked if there is a plan B if teacher isn't back. Member replied that there is a plan B, but cannot discuss more as it is a personal matter.

### **Facilities: Informational Item: Operational Update:**

Repairs Update-

List of Work Orders-Member said Mrs. Zavala's classroom has a missing part to smoke detector. The school marquee was cut from budget. Member said we could also add to the list nets for basketball hoops and repair or replace balls.

## Informational-Scholar Outcomes to date when compared to the Smart Goals at each grade level

Member said we have been using SIPPS, Open Court. Wave 1 for tutoring was just completed. Wave 2 will include our English Language Learners. Parents suggested to have a tutor for their child.

Principal presented scholar data in language arts and math for all grades, including I-Ready data for language arts and math. Teacher members shared how they focused on foundational skills and did a lot of works with scholars. They shared their examples.

Math- Number Recognition Kinder A and B. Member said for Common Core, our goal is 50-100 for Kinder. We want to encourage different opportunities for learning and problem solving. We want to tie it to agricultural units of study. Member asked about reversals. Reversals with numbers are common. Look at #4. (Kinder A who is struggling with learning) What might be some conversations we might ask? Is there a home visit? Is there tutoring being done? Is the teacher working one on one? Member said we can't just look at tests. We have to look at whole child. We need to look at multiple types of data. What are the support systems in place for our scholars.

English language arts- Recognition Kinder A and Kinder B. Member said the highest ones attended our preschool.

BPST Grade 2 A and 2 B. Member said that there are 2 green lines for Grade 2 B because the class has two grades, 2<sup>nd</sup> and 3<sup>rd</sup>. Teachers looped with scholars. They started with 1<sup>st</sup> grade and then 2<sup>nd</sup> grade. We see progress in both classes. Questions were asked about the benefits of "looping."

Sight Words 2<sup>nd</sup> Member asked what are the 5 elements of reading? Phonemic Awareness, Phonics, Fluency, Comprehension and Vocabulary. Member said it is important to look at data in real time and ask probing questions to make sound decisions around data and not fall into "solutionitis."

Reading Comprehension 2<sup>nd</sup> Grade A and B. Member said comprehension is goal for 2<sup>nd</sup> grade. Member said we will table rest of data for January. Member asked for members to bring back data to discuss at next meeting.

English language development for English learners- Items tabled for next meeting and will share ELAC updates.

Ag Focus per NJBCC Charter- Items tabled for next meeting and will share units of study plans.

Tutoring Program- Items tabled for next meeting

### Informational-Other Educational Updates

LCAP-Member said our next meeting for Town Hall will be on Monday. Member asked why is the parent newsletter in blue? Blue is color coded for parent newsletters. We will use specific colored paper for specific parent notices. Parent newsletter was sent home to inform of school to home communication.

Two events coming up next week: Winter Celebration of Learning 12/13, Jingle Jangle Reading to run Literacy Event, 12/15.

Motion to extend meeting 10 minutes. Mrs. Boltz made a motion to extend the meeting. Mrs. Moreno seconded the motion. Members approved the motion to extend the meeting unanimously.

Update on Enrichment Kindergarten Program-None.

Update on Upcoming Events-None.

Update on Professional Translation Services for Spanish Speaking Parents-None.

Information on adding grades 7<sup>th</sup> & 8<sup>th</sup>- None.

### Other Discussion Items:

Interview Panels-Documented Process & Recent Hires- Position for plant manager will be posted in the coming week.

President Future Agenda Items-

Meaning of the Steering Committee. Member said the main government board of the school, not an advisory committee. According to the charter, it is also the main decision making body and nothing should be carried out that hasn't gone before SC. Member said they are not seeing that happen. Did not provide example. Implementation of LCAP and oversees student achievement. Certificated staff members are expected to serve on the committee. Member said not all staff are on committees. Principal and members said some teachers are on BTSA and serve on various committees and signed up during the beginning of the year. Member said the hires should reflect the population of the students. Member said study shows that scholars feel more comfortable with and scholars can identify with the staff who are the same ethnicity. Member shared hiring panels for NJB have "Anglos" then they're going to hire other "Anglos". Another

member expressed concern and tried to ask for clarification in this regard and said that hiring based on race or ethnicity can be considered discrimination and that we should hire based on qualifications for teaching not how people look. Member went back to previous comments and also added that NJB hires people who look like our scholars only in “low class/pay” positions, i.e. janitorial and cafeteria and that we need to hire teachers that “look like our students”. Member said they are not seeing that at NJB. Another member shared they disagree with the statement and have data to show of hires and hiring panel is diverse. Member said that some SC members don’t feel included. Another Member said all staff is included and we are all a team and could they clarify a specific example. Another member said for the president and principal to meet at a separate meeting to discuss.

Curriculum Ad Hoc & Other Committees-None.

### **Announcements-SC Members:**

Member said we have 3 more scholars for tested for CELDT retake for possible Reclassification.

Member said possibly getting music taught at school.

Member said if students who have tutoring can have their homework reduced.

Member said advertisement for Horace Mann can maybe be done during staff meetings.

Member said they do a lot of good work through Donor’s Choose.

Member said that she put members with representation.

**Next meeting scheduled Tuesday, January 9, 2017.**

**Meeting adjourned @ 8:17 p.m.**