



NJB Steering Committee Meeting Minutes

February 6, 2018

Call to order- 6:04 PM

A meeting of [NJB Steering Committee] was held at [NJB] on [2/6/2018].

Attendees

Attendees included [Principal Christie Wells-Artman, Dr. Dennis Mah, Art Aleman, Lisa Romero, Cassandra Boltz, Amelia Villanueva-shared position, Shannon Zavala, Gricelda Jaime, Stephanie Flores, Elizabeth Moreno, Victor Garcia, Tim Haas, Club Z Director]

Members not in Attendance

Members not in attendance included [Rose Ramos, Teri Ha-shared position, Mike DiSantis-shared position, Toni Banuelos].

Approval of Agenda

Principal asked to move Club Z tutoring presentation with Mr. Tim Haas under Standing Business Informational-Scholar Outcomes to date when compared to the Smart Goals at each grade level from 12 e) to 12 a). Mr. Art Aleman made a motion to approve the agenda for February 6, 2018. Ms. Amelia Villanueva seconded the motion to approve the agenda. The agenda was approved by members unanimously.

Public Comment

None.

Suggestion Box

Standing Committee Reports

PTA-Member reported that we have our Valentines' Dinner this Thursday February 8, 2018. We started selling the valentine grams. Member said Literacy games will be set up during Valentine's Dinner in Rm. 26. Member said there will be games and scholars will

each receive a book.

Social Committee-Member said we will have staff luncheon on February 14 during lunch time.

Farm Committee-Principal Artman presented flyer School Beautification on February 24, 2018. There is also the farm permit.

Approval of Minutes from Prior Steering Committee Meeting December 5, 2017

Mrs. Cassandra Boltz made a motion to approve the minutes from December 5, 2017. Mrs. Shannon Zavala seconded the motion to approve the minutes. The minutes were approved by members unanimously.

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

Dr. Mah presented about Charter Renewal. Member said it must be mission driven, student driven, and data driven. Member said members must understand the charter. Members must know what the mission is. Member said we share the knowledge.

New Business

Discussion/Action Items:

Review of Charter Renewal Progress-Principal Artman presented documents from Charter Renewal. Mrs. Artman presented the Charter Renewal Committee which includes a welcome letter, SCUSD Charter Review Team which includes the Charter School Petition Timeline 2017-2018 Renewal: Bowling Green and Capitol Heights Academy, NJBCC Charter Renewal Petition Guide, Steering Committee and Charter Renewal Meeting Calendar and Focus, and the Charter Renewal Scope and Sequence. Member said we had Jack Kramer by proxy to explain timeline and process and who oversees the Charter Renewal. Timeline, Scope and Sequence and 4 Elements. We talked about the Mission and Vision. Member asked if the Charter Renewal is gone over at staff meetings. Member said yes, Charter Renewal is gone over at staff meetings. On February 20, 2018 we are going to meet on Charter Renewal. We submit the first draft to district. Member asked if there is going to be a change in Element A. Member said this year staff are attending GLAD training, which supports English Learners, and that is in Element A. Member wants to be educated and understand on what she is going to vote on. Member

said we meetings and talk about Charter and take surveys and feedback.

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

Parent Academy-Member said parents want parent meetings. Mr. Aleman, Principal Artman and Dr. Mah met about this. Member would like feedback. Member said we are going to have leadership trainings for parents on how to advise and get more people involved. There are Charter conferences. Member explains to parents what area scholars need help with. Member said maybe someone from the Mexican Consulate can come over. Member said maybe we can send out survey.

Leader in Me/Life Skills/7 Habits \$60,000 Grant-Principal Artman presented Leader in Me document. Member said they have a leadership program. There is a book "Leader in Me" and also "7 Habits" that the leadership program uses to train staff. There will be trainings, one on Friday February 23, and the other on Saturday February 24. More trainings will follow. Principal Artman went over 7 Habits. Member said there are racial tensions. Scholars will have portfolios. We will have \$60,00 grant for 3 years. Member said we need the school involved, not just the original teachers. Member said each scholar will receive a portfolio, and there will be classroom visits. We are lucky because they don't usually go to a school with a population of 311 or less. Classified will be included differently. Member asked if it was one time. Member said it was one time be we can continue.

Standing Business

Budget: Informational/Item: Budget & Enrollment Updates:

Budget Update-Dr. Mah presented NJB Revenue/Expenses Summary document. Member asked members to write down questions about budget. Total Projected Revenue is \$2,990,914.01. Dr. Mah and Principal Artman went over to district to show where it was incorrect. So we have enough to fund Leader in Me. Page 2 shows the classes. Everyone is low in the primary. Kindergarten is way low. We have persistently low enrollment. Page 3 shows how money is spent. 1000 Certificated Salaries. Total 1000 Series. For maternity leave, we pay for their salaries plus the substitute. Member asked if that includes the raise. Anything outside contracted time has to be paid to staff. Member asked if temporary employees have sick leave. Member said no, temporary employees don't have sick leave. Member asked what is child care. Member said that it is childcare that is provided during meetings like today. Member referred to 3000 Benefits. PERS will increase 10%. There is no control there. Member said we need more than I-Ready which

is \$8,500.00. Member said it helps scholars with computers. I-Ready isn't just computers. There are also consumable books. Member said we are on the budget. Member said to write any questions. Page 7. District charges for services listed above, apart from utilities.

Dr. Mah presented 4 Year Summary of Revenue and Expenses 2017-2018 to 2020-2021. Member said to look on line 28, Working Balance: Surplus or (Deficit). Page 2 Line 13 Prior year carryover all sources. We have to be very careful the next few years and save money. Member feels we should spend more on equipment for scholars. He asked if we can transfer budget. Member said is the school penalized because they are absent, what are we doing to welcome them back? Member said we have attendance awards for scholars.

Motion to contingently approve funds for Leader in Me until committee receives parent feedback given by February 13. Mrs. Boltz made a motion to approve. Mrs. Moreno seconded the motion.

Enrollment-None.

Staffing-None.

List of Purchase Orders and Requisitions-None.

Facilities: Informational Item: Operational Update:

Repairs Update-

List of Work Orders- Principal Artman presented NJB Work Orders. Member said we passed fire inspection. Mr. Mack got the zip ties for basket ball nets. Mr. Mack got five balls off the roof. Member said that he waits for his son across the street, and he sees that drivers go down the street at 40 mph.

Member said that scholars shared they come here to play over the weekend.

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

Math-Table for next meeting.

English language arts-Table for next meeting.

English language development for English learners-Table for next meeting.

Ag Focus per NJBCC Charter-Member said teacher teams met, and they submitted agricultural focus. 5th grade is doing herbs.

Principal Artman presented 2016-2017 School Accountability Report Card. It breaks it down by ethnicity and by teachers with credentials. CAASP Results By Groups for Science for 2016-2017, is broken down by student demographics. Member said there were 5.5 suspensions for 2016-2017.

Tutoring Program-Mr. Tim Haas, director from Club Z presented document about Club Z tutoring. He said we focus on skills teachers observe in the classroom that scholars needs. Groups are 4 or 5 students. Teachers select activities. We have students on campus. Page 4 General results. Orange bar are number of scholars, and gray bar is number of scholars who met objective. Page 5 Attendance. Mr. Haas spoke with After School Director and he said there have not been any interruptions because of tutoring. Member asked if they tutor math and fluency. Member said it is a specific skill a scholar needs. Member asked if it is an 8 day session? Mr. Haas said it is 2 sessions for 8 days each. Then we will access data. Member asked if it will be helpful to have individual goals. Mr. Haas said yes, it will be helpful. Member wanted to thank Club Z for tutoring. Member suggested we should start tutoring in September. Mr. Haas would also like to start tutoring sooner.

Principal Artman introduced Mrs. Olga Simms, Area Superintendent.

Principal Artman presented I-Ready Diagnostic Report Trimester 1 Benchmark. Member said we look at this for SSTs. We also look at other tests. This is what I-Ready looks like at the Beginning of the Year. This is the same test. What do you notice for the End of the Year. Member asked if she could define intervention. Member said intervention is groups which is differentiated with different centers. One group might be using computers. Another group might be doing writing where they are using sentence strips. Are we helping parents understand and how they can help. Are we looking at students in red? Data is critical with what we do as a Steering Committee.

Informational-Other Educational Updates

LCAP-None.

Update on Enrichment Kindergarten Program-None.

Update on Upcoming Events-Already discussed.

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

Information on adding grades 7th and 8th-None.

Other Discussion Items:

Interview Panels-Documented Process & Recent Hires-Principal said we have 2 positions open. We have Mrs. Dorothy Smith subbing for Gretchen Serrano who is on maternity leave. We have Mrs. Bonnie who is subbing for Mrs. Van Nest. Her previous sub Mrs.

Hattie had to leave for health reasons. For Spanish, we have yard duty and Gricelda, Bilingual Resource Teacher.

Curriculum Ad Hoc & Other Committees-None.

Announcements-SC Members:

Mrs. Simms is happy to be here and looks forward to the next Steering Committee Meeting. She is happy we are looking at data and asking questions. This way we know what is working and what is not working.

Member is thankful to the team how we handled the situation earlier today.

Member said she brought up bathroom issue. The issue is not the time and day it is open.

Member apologized for his absence. This is a great level of engagement.

Member said they are starting ELPAC testing in 2 weeks on February 26. SBAC Testing will also be starting when we come back from Spring Break.

Member said her scholars are studying irrigation and what we can do as problem solvers.

Member said it would be nice if it was enforced if they went into the library. Member said there is no check out system and there has to be some kind of accountability for students to know they have to bring the book back.

Member is excited for the agriculture, for the principal's leadership. She is also likes "The Leader in Me." She is back in college. She has been at Sutter and noticed it is a great program.

Member wanted to remind members that the Valentine's Dinner is coming up on Thursday, February 8, 2018.

Member said he doesn't have too much time since he is working, but he would like to volunteer at least 2 hours per week.

Next meeting scheduled Tuesday, March 6, 2018.

Meeting adjourned @ 8:54 p.m.