*Lee Middle School***School Site Council (SSC) Agenda/Minutes Template**

Meeting Date: 10/24/19	Meeting Location: LMS Room 2
Starting Time: 4:00pm	Ending Time: 5:00pm

Participants: Elected SSC Council Members. All staff, parents and members of the public invited.

Item/Time Limit	Actions Requested	Person Responsible	Comments/Parent Advice
1. Call to Order (1 minute)	None	Chair	called start to meeting at 4:03 pm
2. Roll Call (1 minute)	None	Secretary	Present: Casey Raubach Jade Boots Jacqueline Stewart Tiffany Radcliff Shelley Friery Absent: Robert Hurt Daniel Naranjo Jocelynn Hernandez Alex Shadinger Claudia Ballesteros
3. Additions/Changes to Agenda (1 min.)		Chair	Jade Boots will be sergeant of arms. Amended Casey and Daniel's last names
4. Reading and Approval of Minutes (2 min.)		Secretary	Casey moves Jade seconds unanimous
5. Reports of Officers/Committees (5 min.) <ul style="list-style-type: none"> ● ELAC Update ● Safety Committee 		Chair Principal Vice Principal	<ul style="list-style-type: none"> ● ELAC: first meeting in Sept and second meeting in October ● At the October meeting, a Communicare Rep came in to speak about mental health and social emotional learning. Also spoke about the importance of regular

			<p>attendance and the reclassification process.</p> <ul style="list-style-type: none"> • Comments from parents about Fall Run regarding concerns that will be addressed for next year with solutions. <p>27 parents attended the ELAC October meeting.</p> <ul style="list-style-type: none"> • 10/17 Earthquake and Evacuation Drill went well. Will we be doing more with the ALICE program- teaching students how to act in an active shooter situation. • When are our lockout, lockdown drills? • Do we have a safety committee?
6. Public Comment (1 min.)	*Not Applicable	Chair	No public comment

***Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

<p>7. Unfinished Business (10 min.)</p> <ul style="list-style-type: none"> • Review of prior year's actions 		Principal	<ul style="list-style-type: none"> • Science and History have attended professional development. Math is working on aligning Big Ideas. English was building units and is now piloting curriculum. • We will review the previous plans, look at what we can carry forward that is effective and consider what to stop doing. Review for next meeting and bring ideas.
<p>8. New Business (30-40 min.)</p> <ul style="list-style-type: none"> • Parent Survey • Selection of LCAP Representative • SSC Bylaws 	approve bylaws	Chair/Principal	<p>4:19 pm- Parent Survey</p> <p>Danielle Sharp sent a survey to gather information on parent involvement.</p> <ul style="list-style-type: none"> • What barriers exist for parents to get involved? <ol style="list-style-type: none"> 1. time 2. language

<ul style="list-style-type: none"> ● Feedback on tardy action plan ● Review of Current plan specific actions 			<ol style="list-style-type: none"> 3. communication from school 4. childcare 5. kids are only here for two years 6. lack of interest- what is the point of back-to-school night when parents will be here in a few weeks for student-led conferences 7. conflicting activities <ul style="list-style-type: none"> ● What type of training would benefit parents to assist with their education? <ol style="list-style-type: none"> 1. Aeries 2. Curriculum Training - how do they access it? how do they know what to do and how to support it? 3. Google Classroom training 4. How to Support with Interventions ● What support can the district provide to build effective communication between them and parents? <ol style="list-style-type: none"> 1. translation support 2. mass email system working through AERIES 3. weekly teacher email? 4. REMIND system 5. having assignments posted as they are assigned instead of as they are graded. 6. planner as the one place for a solid communication tool. 7. Should we continue with the planner? 8. It is easier for parents to see stuff online v. in planner. <p>4:35 LCAP Liaison Selection All meetings 6-7:30</p>
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			<p>Next Meeting October 28- review Townhall update 6-7:30 (Tiffany or Shelley will go) December 9th meeting- updates on the metrics to begin to develop priorities (Casey Raubach will go) Jan 27th March 23rd April 20th May 12th Tiffany Radcliff, Shelley Friery, Casey Raubach and Jacqueline Stewart will share the responsibility.</p> <p>Bylaws: Jacqueline made a motion to approve. Casey seconded no opposition, approved</p> <p>Tardy Plan: data driven, PBIS focus. Our school does not have a tardy policy. 8th graders, boys are highest offenders. (2x as much) 1st, 4th and 6th are worst periods tardies are increasing 29 students account for 1/3 of all tardies. We will look at 1st period tardies with attendance team- Tardy Committee will look at this differently.</p> <p>Goal: Reduce total number of tardies by 50% by the end of semester. Prevention:</p> <ol style="list-style-type: none">1. teachers encourage and be out, welcoming students2. Admin will be out during those passing period3. Random tardy sweeps4. can we get a warning bell- a 1 min warning bell?5. rotating supervision to high concentration areas6. reminder posters for hallways
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			<ol style="list-style-type: none">7. talking with teachers - not holding them after the bell.8. All Call to parents9. discussing bathroom policies and not letting kids out in the first and last 10 min of class.10. Ask our teachers to go over the new tardy policy Wednesday. Reteaching tardy expectations, coming up with a menu of options.11. The first 4 tardies would be teacher managed. The 5th tardy would be office managed. Teachers should call when a pattern of tardies has occurred.12. develop a tardy reflection form.13. students will get a detention (sit in a room, campus beautification choice?). We can ask for parent approval to do this- during 5th or after school.14. we will recognize students with WCW tickets, no tardy parties, reward for improval for repeat offenders, lowest tardies in class competition and grade level competition.15. positive phone calls home16. give a student survey to ask students what would motivate them (swag, collectibles)17. teachers need to accurately mark tardies and start class on time18. make sure students are not outside too long, clearing locker rooms, sweep bathrooms <p>Consequences- developing a school wide policy. Agree on a few rewards</p>
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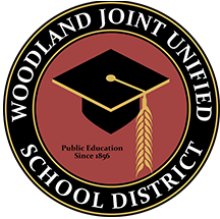
			<p>Review of Current Plan- Specific Action We can dig into this and look at it to find places where we can add information and specificity. Our job is to develop, monitor and adjust the plan. We will have a discussion during the next meeting and look where we need to make adjustments.</p> <p>Unfinished Business: Review Site Plan, Follow up on Safety Committee, ELAC. revisit LCAP meeting dates</p> <p>Add PBIS, Leadership, AVID update, EAOP</p>
<p>9. Adjournment (1 min.)</p>		<p>Chair</p>	<p>meeting adjourned at 5:10pm</p>

Prepared By: Shelley Eriery & Robert Hurt _____
 (type name) (signature)

Date: 10/21/19

Attach sign-in sheet

Send completed Agenda/Minutes and sign-in sheet to



Lee Middle School Site Council (SSC)

Legal Mandates and Recommendations

Date Accomplished:

	Election of SSC Council- Mandate
	Professional Development and Training for SSC-Roles and Responsibilities- Mandate
	Development of Bylaws- Recommended
	Develop Meeting Calendar for 2019-2020- Mandate
	Review Student Achievement Data- Mandate
	Monitor the Implementation of the School Plan for Student Achievement- Mandate
	Coordinate with the Safety Committee to approve the <i>School Safety Plan</i> - Mandate
	Complete a Comprehensive Needs Assessment, with identification of key areas for improvement- Mandate
	Evaluate the effectiveness of the School Plan for Student Achievement- Mandate
	Coordinate with ELAC to review programs for English learners- Mandate
	For newly identified CSI schools only: Revision of the School Plan for Student Achievement/ improvement plan- Mandate

	Obtain Recommendations from other school site advisory, standing and special committees regarding the focus of the School Plan for Student Achievement-Mandate
	Develop and approve School Plan for Student Achievement, in coordination with ELAC, approval of ELAC- Mandate