

Monterey Highlands School
School Site Council
MHS Staff Lounge
Meeting Minutes - November 6, 2014

Meeting was called to order by Kelly Tong at 6:05 p.m. without an established quorum.
Members in attendance: Kelly Tong, Ellen Tou, Eileen Whang. Non Members in attendance:
Linda Nakagawa
Members absent: George Shafer, Joyce Chau

I. English Learner Advisory Committee - No report

II. District Advisory Committee - No report

III. GATE Advisory Committee Report - written report was provided by Kristin Hirata-Wong,
Monterey Highlands GATE representative

Highlights of the 9/29/2014 GATE Advisory Committee included (1) discussion of the Accelerated Path for Mathematics for AUSD high schools. Two math pathways are available: integrated math and accelerated math. GATE students are encouraged to enroll in the accelerated math pathway, but classes are based on availability and there is no preferential enrollment for GATE students. (2) California State Testing in 2015 will be a mix of online and paper-pencil assessments (3) Advanced Placement District results were discussed (4) Additional resources were provided on Common Core and SBAC.

IV. Assessment/Curriculum/Program Effectiveness:

Linda Nakagawa provided a copy of the "Analysis of Instructional Program Survey K-8."
Teachers will be working in grade levels to fill out the survey to identify the implementation status of each key component.

Linda gave an overview of the Tier II services currently provided. Approximately 80% of students are in Tier 1, 15% in Tier II, and 5% in Tier III. The focus of the program is on Reading/Language Arts. For Tier 1, leveling occurs in ST classes. Tier II, for grades 2-8, is a pull out program where students are provided additional support to focus on reading, fluency, and comprehension. "Read Naturally" is used for fluency, "Phonics for Reading" is for phonics, and "Making Connections" is used for comprehension. We are currently short one staff.

Eileen asked if there was any writing instruction, Linda response that the program is solely on Reading.

Quorum was established at 6:20p.m. with the addition of Stacy Yoshida, Dr. Kotani, and Janice Phan.

V. Minutes from September 25, 2014

The following corrections were made: 1) instead of "Highlands will have a Shakedown Disaster Drill", text was replaced with "Highlands will participate in the Great California Shake Out"
2) under Composition of the SSC, a spelling correction was made to "communityt" to state "community"

Stacy moved to approve the Minutes of September 25, 2014 as corrected, second by Ellen. Motion carried.

VI. Principal's Report

Dr. Kotani reported that Mrs. Wong, our AP, was reassigned to Baldwin School. Robin Perez is the new AP and available on Wednesday, Thursday, and Friday.

Linda stated that online testing was completed as part of the interim assessment for grades 3-8. Students took part 1 of ELA and Math. Next week students will take part 2 of Math with paper/pencil and part 2 of ELA online. Grades K-2 assessments were done on paper/pencil.

VII. Health Schools Report

Dr. Kotani reported that tomorrow is the 2014-2015 Food and Wellness Fair at Highlands. Vendors will provide sample foods for all visiting schools to provide feedback to the Food and Nutrition Department to decide the upcoming cafeteria menus.

VIII. Uniform Complaint Procedures

Linda provided a handout for the "Williams Uniform Complaint Procedures" which is posted around the school. The handout described complaint procedures if there are insufficient textbooks, if school facilities are not in good repair, or if there are teacher vacancies.

IX. Title I Parent Policy

Members reviewed the Monterey Highlands School Title I Parental Involvement Policy. Several changes were made to remove reference to the "School Advisory Committee" since this body no longer exists.

Kelly requested clarification on the distribution of the Policy. Linda suggested that the policy can be posted on the school website instead of widely distributed to parents. She will get further clarification if that can be incorporated into the document.

Under "Involvement of Parents in the Title I Program", "no later than the end of December" replaced "October." "Vietnamese" was removed.

Kelly suggested that Linda review and make necessary adjustments to the document regarding the SAC and present a revised version at the next SSC meeting. Dr. Kotani requested that the draft version of the Policy be reviewed at the Title I meeting on November 21 since this would be prior to the next SSC meeting. SSC members agreed.

X. School Plan for Student Achievement (SPSA)

Linda reported that the District is still working on the format of the SPSA and will provide this information as soon as is available. Teachers will be doing walk throughs to identify best practices that meet the school wide goals of partner talk, meetings to go over data and collaborate. Categorical funds are currently being used for professional development, teacher stipends and classroom supplies. The District is only paying for 3 cadre members, so funds are being used to pay for subs and \$1000 stipend for the 2 additional cadre members at our school. Cadre members will help carry out common core training. The 3 administrators will be attending a conference by Kate Kinsella to focus on partner talk and then provide professional development to share their knowledge to staff. Cadre members will also be invited to attend. Professional development is planned for Friday and in January.

XI. Local Control and Accountability Plan (LCAP)

Dr. Kotani urged SSC members to review the LCAP which is available online at the AUSD website. The school and District will be held accountable for its components. There are 3 subgroups identified in the LCAP: Socioeconomically Disadvantaged (SED); English Learners (EL), and Foster Youth. Parent engagement is a big component of LCAP. She is trying to encourage more parent participation by inviting parents with multiple language documents, incentives, and target unduplicated subgroups.

XII. Roundtable/Public Comment

Kelly recommend the website ed100.org. It is a PTA initiated website, with the tag line "California's Education System 100% Demystified" providing information on English and Spanish.

The next meeting is Thursday, December 4, 2014 (moved from November 20) and an additional meeting was added on January 8, 2015. The reason for the change is that SPSA and assessment data will not be available by November 20.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,
Kelly Tong
Acting Secretary/ SSC Chairperson