

Craig ES
School Organizational Team Minutes
January 20, 2017
7:00 a.m.

The Craig ES School Organizational Team meeting was called to order at 7:03 a.m. on January 20, 2017. The meeting was held in the Library.

Members present:

Nicholas Goodsell, Member
Morgan Broadway, Member
Estifania Esparza, Member
Shiobhan Henderson, Member
Frances Lucero, Member
Randy Cheung, Principal
Tamara Martin, **Assistant Principal**

Members absent:

The minutes from the meeting dated [no prior minutes since it was our first meeting] were presented.

Agenda Items

- 2.0 Agenda was motioned by Henderson to approve and motion second by Lucero. Motion carried.
- 2.1 FUNCTION OF THE SCHOOL ORGANIZATIONAL TEAM. Discussion by principal about Teams function to advise and assist the principal on Plan of Action and other Team related possible actions.
- 2.2 & 2.3 SELECTION OF CHAIR and Vice Chair. Lucero volunteered to be the Chair and Goodsell volunteered to be the Vice Chair. Henderson motioned to approve both nominations and Esparza second. Motion carried.
- 2.4 COMMUNITY MEMBERS. Discussion was held and Team informed that community member position is to be vacant at this point.
- 2.5 MINUTES. Broadway volunteered to take minutes. Henderson motioned to approve, Esparza second and motion carried.
- 2.6 AGENDAS. Cheung volunteered it best for him to create agendas for each meeting with Team input.
- 2.7 MEETING ANNOUNCEMENTS. Discussion that Martin will post agenda on School website upon Team approval and time for each meeting with agenda will be posted at least three days prior to each meeting.

New Agenda Items

- Since this was our first meeting, all agenda items were new so no new items.

General Discussion

- 3.1 TEAM NORMS. School norms for our PLC were presented to Team and approved as our Norms for conducting all meetings. Lucero motioned for approval, Goodsell second and motion carried.
- 3.2 MEETING PROCEDURES. Discussion was that meeting procedures will follow Team Norms.
- 3.3 GENDA PLANNING: Items for Future Agendas. Goodsell expressed that he would initiate contact with ASD and report findings, next meeting would be training on Using Data to Inform School Planning.
- 3.4 FUTURE MEETINGS. The Team agreed to have our monthly meetings on the last Tuesday of said month with stipulation that we would meet as needed when necessary with the Team's approval. Henderson motioned to approve with Goodsell who second and the motion carried.

Information

- **Next Meeting**
Next meeting will be Tuesday, January 24, 7:00 a.m.
 - All members were trained on the AB-394 trainings at their leisure without the Team meeting formally.

Public Comment Period

- **No public comments.**

The meeting was adjourned at **7:40 a.m.**

**Craig ES
School Organizational Team Minutes
January 24, 2017
7:00 a.m.**

The Craig ES School Organizational Team meeting was called to order at 7:03 a.m. on January 24, 2017. The meeting was held in the Library.

Members present:

Nicholas Goodsell, Member
Morgan Broadaway, Member
Estifania Esparza, Member
Shiobhan Henderson, Member
Frances Lucero, Member
Randy Cheung, Principal
Tamara Martin, **Assistant Principal**

Members absent:

The minutes from the meeting dated January 20, 2017 have not been reviewed for formal approval.

Agenda Items - Ms. Henderson motioned to approve agenda and Ms. Esparza seconded the motion.

- 2.1 ASD reporting by Nicholas Goodsell – He attempted to contact charter company Destination 5-Stars via email with no response to date.

New Agenda Items

- 2.1 Using Data to Inform School Planning and Multiple Measures of Data video – Principal Cheung broke down demographics of data and there was conversation about how to use this data as a matter of student improvement. We then reviewed the video to its conclusion.
- 2.2 ASD discussion may be moot based on charter annulment. However, we may discuss turn around status?

Future Agenda Items

- All members to review school wide budget for appraisal and on-going allocations (Principal Cheung emphasizes school wide academic goals when addressing and formalizing budget).

General Discussion

- Agenda Planning: Items for Future Agendas
- We need to approve minutes for previous meeting, January 20, 2017 of SOT.

Information

- Next Meeting is noted to meet via email on February 14, 2017.
- Team decision to keep SOT meeting on February 28, 2017.

Public Comment Period

- No public comments to report.

Meeting was adjourned at 7:40 a.m.

Craig ES
School Organizational Team Minutes
February 14, 2017
7:00 a.m.

The Craig ES School Organizational Team meeting was called to order at 7:00 a.m. on February 14, 2017. The meeting was held in the Library.

Members present:

Nicholas Goodsell, Member
Morgan Broadway, Member
Estifania Esparza, Member
Shiobhan Henderson, Member
Frances Lucero, Member
Randy Cheung, Principal
Tamara Martin, Assistant Principal

Members absent:

All members were present and accounted for on specified date and time.

Agenda

2.0 Old Items

- **2.1** motion to accept Jan 20 and 24 minutes by Frances Lucero and Shiobhan Henderson 2nd motion.

3.0 New Items

- **3.1 Strategic Budget.** Principal Cheung responds with staffing concerns with regard to 2nd, 4th, and 5th grade teaching staff to maintain class size reduction. He also walks the team through the Budget Narrative Summary with explanation and elaboration. Principal Martin explains that the set aside fund must be dedicated to parental involvement as well.
- 3.1 Group motions to approve Title 1 budget with possible adjustments to AR/Star licenses and software.
- **3.2 School Performance Plan.** There were three goals highlighted as a matter performance. **One**, P.D., P.L.C's, and R.T.I. are conducted with an emphasis on the appropriate use of student data by teachers to better direct instruction and thereby improve overall achievement. **Two**, reduce subgroup gaps. The Lois Craig gap reduction plan follows the CCSD action plan. **Three**, is to increase the numbers of staff trained in the real matters of cultural competencies with an open and inclusive perspective. Nicholas Goodsell motions for unanimous agreement.

4.0 General Discussion

- 4.1 Nicholas Goodsell initiates an open conversation about improving parental involvement at Lois Craig.
- 4.2 Discussion and request for future meeting.

5.0 Information

- 5.1 Next Meeting is noted to meet 28 March 2017 at 7:00 a.m. stipulated if additional meeting is necessary contact via email.

6.0 Public Comment Period

- 6.1 Frances Lucero motions for adjournment.

Craig ES
School Organizational Team Minutes
March 28, 2017
7:00 a.m.

The Craig ES School Organizational Team meeting was called to order at 7:00 a.m. on March 28, 2017. The meeting was held in the conference room.

Members present:

Nicholas Goodsell, Member
Morgan Broadaway, Member
Estifania Esparza, Member
Shiobhan Henderson, Member
Frances Lucero, Member
Randy Cheung, Principal
Tamara Martin, Assistant Principal

Members absent:

All members were present and accounted for on specified date and time.

Agenda

2.0 Old Items

- **2.1** - Principal Cheung reports on the ASD student performance contract/compact. He explained that the school board unanimously will reject any compact or agreement with the ASD.

3.0 New Items

- **3.1 2017-18 Title 1 Budget** – Principal Cheung presented the approved and final budget.
- **3.2 i-Ready Data** – Principal Cheung presented i-Ready data in math and reading.
- **3.3 2017-18 staffing** – It was reported that staffing is strong for Lois Craig in the coming year. In that regard many teachers are choosing to remain at Lois Craig Elementary school and the surrounding community in which it serves.

4.0 General Discussion

- **4.1** - Nicholas Goodsell expresses concerns over wasted food during breakfast and lunch. There was some elaboration over the issue. Shiobhan Henderson reviewed 3 square policies and procedures. The members concluded there was not a formable long term solution at this time.
- **4.2** – Nicholas Goodsell inquired about parental involvement at Lois Craig and subsequent numbers. Principal Martin reported that Snack Time with Books has enjoyed a significant increase in attendance as well as Zoom Night. Principal Cheung expanded the conversation by offering the many strategies the staff employ to encourage parental involvement.

5.0 Information

- **5.1** Next Meeting is noted to meet 25 April 2017 at 7:00 a.m. stipulated if additional meeting is necessary contact via email.

6.0 Public Comment Period

- **6.1** Frances Lucero motions for adjournment and Nicholas Goodsell seconds the motion.

Craig ES
School Organizational Team Minutes
April 25, 2017
7:30 a.m.

The Craig ES School Organizational Team meeting was called to order at 7:30 a.m. on April 25, 2017. The meeting was held in the Library.

Members present:

Nicholas Goodsell, Member
Morgan Broadaway, Member
Estifania Esparza, Member
Shiobhan Henderson, Member
Frances Lucero, Member
Randy Cheung, Principal
Tamara Martin, Assistant Principal

Agenda

1.0 Welcome and Roll Call

All members were present and accounted for on specified date and time.

- **1.1** Minutes were reviewed by members and approved pending correction of typos.

2.0 Old Items

- **2.1** Principal Cheung reports on the ASD. As of March, 2017, the State Department proposed a bill to repeal ASD. The proposed bill failed. ASD will continue to be a possibility for the upcoming 2017-18 school year.

3.0 New Items

- **3.1** 2017-18 Staffing - To date, there are only two positions to be filled at Lois Craig. Positions include Music and Primary Foundational Life skills.
- **3.2** End of Year Planning - Continued mapping of Math and ELA goals. Grade level planning for all lessons for the 2017-18 school year. Detailed scheduling for all Special Education students to ensure students are receiving services. However, not at the expense of Tier I instruction. Specialists are collectively scheduling ensuring the schedule benefits Lois Craig as a whole. In preparation for the following school year, pink/blue slips are being routed full-circle ensuring ideal classroom assignment for all students.
- **3.3** Principal Cheung and Assistant Principal Martin presented information regarding student learning goals.

Principal Cheung briefly reminds team that student scores will have a continued influence on teacher evaluations

Reading Fluency Goal: All or nearly all of currently enrolled students will meet ambitious goal.

Two grade levels at Lois Craig met the ambitious goal:

Kindergarten - 76%
Fourth - 70%

The other grade levels are as follows:

First - 52%
Second - 65%
Third - 50%
Fifth - 62%

4.0 General Discussion

- **4.1** The final meeting for the 2016-17 school year will be held in May, 2017. The team will discuss updates and new information affecting the 2017-18 school year.
- **4.2** Proposed team meeting for Wednesday, May 31, 2017.
- **4.3** Principal Cheung is pleased to report that Curriculum Night was held with over 100 Lois Craig families in attendance making the event a school success.

5.0 General Discussion

- Final team meeting set for May 31, 2017. The team will meet in the Library at 7:30 a.m.

6.0 Public Comment Period

- **6.1** There were no community members in attendance for the comment period of the meeting.

Meeting adjourns at 8:05 a.m.

Lois Craig Elementary School
School Organizational Team Minutes
May 31, 2017
7:30 am

The Lois Craig School Organization Team was called to order at 7:29 am on May 31, 2017. The meeting was held at Lois Craig ES in the library.

Members Present:

- Morgan Broadaway
- Estifania Esparza
- Shiobhan Henderson
- Randy Cheung, Principal
- Tamara Martin, Assistant Principal

Members Absent:

- Frances Lucero
- Nicholas Goodsell

Agenda Items:

1. Members reviewed the previous month's minutes and they were approved by all.
2. SB430 was discussed. There was a meeting on 5/20/17. Due to agenda item movement, no new information was available. It is a new bill to include A+ schools as well as Rising Star Schools.
3. 2017-2018 Staffing was discussed. Positions open are two third grades, Music, FLS/P, and Resource. End of year celebrations were discussed. There will be two 5th grade promotions as well as a few pre-k promotions. Awards ceremonies will be on Monday and Tuesday for grades 1-4. Mr. Cheung shared the new start and end dates for the new addition. Ground breaking will be on or around 9/11/17 and completion in May 2018. The building is to be ready for the 2018-2019 school year. We will now have 18 classrooms instead of 14. The team was given time to complete the SOT survey.
4. SB430 will get an update at the next meeting.
5. The next meeting will be held on June 20, 2017 at 7:30 am in the Lois Craig ES Library.
6. There was no public comment

The meeting adjourned at 8:01 am.

Lois Craig Elementary School
School Organizational Team Minutes
June 20, 2017
7:30 am

The Lois Craig School Organization Team was called to order at 7:31 am on June 20, 2017. The meeting was held at Lois Craig ES in the library.

Members Present:

- Frances Lucero
- Nicholas Goodsell
- Morgan Broadaway
- Estifania Esparza
- Shiobhan Henderson
- Randy Cheung, Principal
- Tamara Martin, Assistant Principal

Members Absent:

Agenda Items:

7. Members reviewed the previous month's minutes and they were approved by all.
8. NA
9. 2017-2018 Staffing was discussed. Positions open are Kinder, Music, FLS/P, and Resource.
Mr. Cheung shared that SB430 failed.
Mr. Cheung shared information regarding Zoon Summer Academy and attendance. Attendance is poor. The curriculum has been awesome. As a school, we are asking for an additional 30 minutes per day instead of the summer days so that all students receive their time during the year.
The FOCUS grant was not approved. Title III will fund the data strategist position. We will reapply in September, after the ratings come out. We must find funding for AIMS.
10. Mr. Goodsell shared that the CSN Education chair is new. We would like to build a relationship with the leadership there to support the education students and our students.
11. The next meeting will be held on August 29, 2017 at 7:30 am in the Lois Craig ES Library.
12. There was no public comment

The meeting adjourned at 7:59 am.