

School Coordinating Council
August 29, 2016

New Members

Welcome to the School Coordinating Council (SCC)!

The SCC plays an important role in decision-making at our school. Those who are involved with students on a day-to-day basis — teachers, parents, and other school employees — are best qualified to make decisions that will positively impact our school and our community.

The SCC is a group of teachers (at least one from each department), parents, classified employees, and students that works with the principal to develop, review and evaluate school improvement programs. The SCC is also responsible for making decisions about parent engagement, safety, and discipline. SCC members don't just represent their own interests. They solicit ideas and opinions from their colleagues and have an obligation to make decisions that will best serve the whole school community.

Over the course of a year, our SCC will discuss Neuwirth's short- and long-term goals, then work with the principal to evaluate the school's progress toward those goals. We will consider student achievement, teacher effectiveness, attendance and discipline records, parent surveys, input from students, and ideas from colleagues to improve our operations and our instruction.

Welcome to the 2016-2017 School Coordinating Council!

School Coordinating Council

August 29, 2016

Agenda

Welcome New Members!

Operations

- Earthquake preparedness & School Safety Plan- Mr Benson -
 - Great Shakeout Oct 20. Kavita- PowerPoint for advisory classes
 - Ms Newmar suggested students gather with their advisory classes if an emergency occurs during transitions/nutrition/lunch
 - Still working out the details of splitting the students between church and staff parking lot
 - Discussed putting together a sign-in/out sheet for teachers that leave campus during the day so we will have an accurate count of the staff on campus
- Cell phone policy- successes and challenges- many successes! Still need to remind teachers to be strict with school policies. but overall, a success
- STLs, technology, and ipad protocol- for next time
- Ambassador program- for next time

Instruction:

- AVID- Ms. Lopez and Mr. Frayre- time was short. Mr Frayre and Ms Lopez gave a brief introduction to the program. They will both follow up with their contacts and we will speak to Mr Gamboa
- Back to School Night- for next time
- Advisory curriculum- for next time
- Mr. Gott proposed an amended schedule to make room for an extended lunch on SCC days. Will present this to Mr Gamboa before the next meeting

Agenda

Operations:

- Copier protocol:
 - Pass for sending Ss to the copy room
 - Ss making copies for classwork- Ss should be encouraged to go to the counseling center after school to print materials for classwork, homework, etc. Some student tech prints to the color copier. Jill will send an email request to Julio to correct this.
- Ambassador program / FEL- tabled until next month
- Field Trip to USC- Romeo & Juliet/Pop Fest/Soccer/College Tour/Museum- It was determined that students should be fed dinner on campus and leave for USC around 5:15, putting them on campus around 5:45. Show starts at 7:00. Ss will be discouraged from bringing snacks. Ms. Newman will contact USC to purchase tickets and gather information about the performance, drop-off and pick-up and possibly future campus tours.

Instruction:

- Tutoring Days- Leads will discuss tutoring day assignments for each content and best practices around office hours during Monday's meeting. Counselors will circulate and encourage students to go to office hours, write down information in agendas. Grade levels can also discuss highest leverage practices.
- Summative/Formative/work & life skills grades- tabled until next month
- Back to School Night vs Meet the Parents Night- tabled until next month
- Advisory curriculum -discussed importance of order and quiet during 2nd advisory. Advisory panel will create a document outlining a brainstorming session with advisory students to incorporate student voice in the understanding of WHY 2nd advisory must be quiet and orderly. Montes, DAndrea, and Newman will pilot the student-run announcements protocol. Announcements are put on google doc or google form printed out and distributed to each advisory class before the end of the day, students in the advisory class take turns reading the announcements after all classes Go Green and are in the clear for dismissal.
- After school homework/technology lab- tabled until next month

School Coordinating Council
October 28, 2016

Agenda

Operations:

- Ambassador program / FEL

Student leaders - Ss who would be "in charge" during drills (grabbing backpacks, leading line) but not talking to guests coming into the rooms like previously - we need to create google doc - 2 Ss per class and ideally the Ss are not an ambassador in more than one class

FEL - possibly a day or two w/o instruction to model the behavior after a break (Thanksgiving? Winter?) - a lot of the aspects of FEL are used/accomplished during Advisory at this point as well -

- Emergency Drill Feedback/questions from students

Benson has questions so we need to get them from him

Let's make red backpack visible in every classroom so that everyone knows where they are (let's buy the hooks this weekend to get that done!)

Need arrow signs put up (above door?) to show direction of where to exit and where to evacuate to (staff lot vs church lot)

- Student-facilitated announcements- google

Tabled for moving on to most vulnerable students (see below)

- Most Vulnerable Students

Will be getting a folder with dividers/tabs that list the students that will be a part of these groups

Homeless/Foster Youth

EL

African American Male

RSP

Bottom Quartile Lexile

Bottom Quartile CAASSP

Get these students involved in the Academic Mentoring process specifically - discuss within grade levels about how to tackle this - it is likely that a large majority of these students are already accounted for within the lists that have been written last week at PD

Instruction

- Neighborhood clean up

- Academic Mentoring
- Summative/Formative/work & life skills grades-
- ALLI process feedback
- After school homework/technology lab-

FOR NEXT MONTH:

Sexual education? Consent on and off the school site

Possibly removing Jill from the group not sure how necessary she actually is Ha ha ha, very funny Mr Gott)

Agenda

Operations

- Ambassador program / FEL- Ss should be trained until further discussion. This program is valuable, but needs to be re-worked
- Emergency Drill Feedback/questions from students- discuss feedback with students, possibly have a survey. Maybe have one teacher take the lead and create a Power Point to show in advisory classes
- Student-facilitated announcements- google- Tabled
- Most Vulnerable Students update- discuss data with whole-staff and come up with best practices to ensure we are targeting our most vulnerable students. Teachers should be able to identify and differentiate these students. Professional development opportunities? In house or Alliance? outside? Academic mentoring even for Ss who are academically high- they can be peer mentors

Instruction

- Neighborhood clean up- 2 days, each class will take a block, circulate and pick up trash. Need gloves, buckets (have some from summer bridge) Giselle will take the lead again and provide maps, tally cards, instructions, and guidelines to teachers and students.
- Academic Mentoring and tardy detention protocols- lunch detention to keep Ss who are tardy. Office staff will provide a list to all teachers divided by P3/P4 so all teachers know who from their class needs to be escorted to room 115
- Sex education Ms Newman is in charge, will contact providers and find out about training for teachers

School Coordinating Council
January 20, 2017

Agenda

Operations:

- Ambassador program / FEL tabled until further notice. Teachers should still train students on what to do in an emergency and as
- College Trip- Counselors will discuss with staff and get feedback from the plan

Instruction:

- Academic Mentoring and tardy detention protocols
- Sex education- Ms. Newman- 9th or 10th or both grade levels? Should all Ss get this? some teachers might not be comfortable teaching. Advisory class? Or during electives like Spanish or STEM? SCC members will discuss with their people
- Winter Enrichment Assignments- what worked, what needs to be changed for Spring Break- better than expected completion in most classes/subjects. Definitely need to provide Ss with something for all breaks. Teachers in each grade level must meet beforehand to discuss equity of workload

School Coordinating Council
February 24, 2017

Agenda

Possible change to meeting times/dates. Tuesday after school was suggested by Mr Gott Ms. DAndrea will look into whether or not this is appropriate for after school hours

Also discussed possibility of filming SCC meetings or having a live town hall-style SCC meeting in front of the whole school SCC members will think about this and continue the conversation next month.

Operations.

- Tardy detention protocols- are they working? Will ask Steve for data Teachers must forge relationships with students and hold them accountable
- Giselle suggested a fundraiser for 10th graders, will draft a graphic organizer for students to be held accountable for their academic progress in order to participate in the fundraiser. She will lead the promotion of the event and the process of getting teacher signatures for participation

Instruction

- Academic Mentoring Update-
 - 1&3 Monday Spanish/Art
 - 1&3 Tuesday: Math
 - 2&4 Tuesday English
 - 1&3 Thursday Science
 - 2&4 Thursday. History
 - Should we use every Monday for academic mentoring?
 - Schedule was created with equity, but this leaves some after school time open.
 - Teachers would feel obligated to stay more than one day a week
 - Leave the schedule the way it is
- Sex education- Ms. Newman
 - According to the previous survey, 1st and 2nd choice programs were not feasible 3rd choice program seems to be a better fit Ms. Newman will send out the link and a survey to all teachers to see who would be comfortable piloting this before next year.
- Spring Break Enrichment assignments- tabled until next month
- Silent 2nd Advisory- All students should have a book
 - Library donations- Ms. Lopez received 2 boxes of books from the library and more are on the way!
 - The Book Truck- Ms. Lopez will contact the organization one more time to see if they can visit with books during the Art and Poetry event on March 21st.
 - Donors choose should also be contacted to see if we can raise money so all Neuwirth students can have their own hard copy books. Neuwirth will maintain a library of silent reading books for all students to share
 - Giselle suggested a book drive for younger children- older students and families can bring in their used children's books and donate them to other Neuwirth families with younger children
 - Aggressive monitoring by advisory teachers- grade levels should come up with a protocol for this Ms Newman will send out an email to DL-Neuwirth to let all advisory teachers know that if they need support in revamping their advisory classes, they should ask Ms Ami because she's awesome

School Coordinating Council

March 23, 2017

Agenda

Operations:

- Scheduling updates- Ms. Gutierrez
- Signing Day ideas and suggestions- hoodie, schedule problems may 1st, maybe push it back to include hoodies etc, school tradition. Friday before memorial day weekend? Lexile? Hour long advisory at the end of the day- June 1st- at the gym #4- put it on the agenda for next time, look it up on youtube- Gamboa ask advisory S representatives
- 10th grade fundraiser update- Giselle- need to approve a date first, make a list of people who might not be eligible. G- all grade levels as an incentive. Giselle- look into Mulligans- close the park?
- The Book Truck/Donors Choose updates- Teachers bring in books and fill a shelf in their rooms- Gott will put an email together for Patti Neuwirth
- Book drive for younger children- Back to school BBQ and town Hall in one - do the book drive then. July 29th mandatory, show up with your little brother sister and you get a book. Club rush during this event. 9th graders (all grades?) must be a part of at least one club
- Grade levels put together a general supply list for Back to school BBQ
- One day field trip for summer bridge
- More overnight trips for all grade levels

Instruction.

- Sex education update- Ms. Newman- survey results pilot teachers teach one advisory per month. Identify a core team to deliver the message- unity. Take the time to find the right curriculum. Before school/First week of school, the team practices- role playing and real time feedback with staff and students. Build in a system of practicing in front of peers/PD before each monthly lesson is implemented. Look up the permission slips- July 29th have all Ss sign
- Spring Break Enrichment assignments- all teachers should give assignments- department time next week to flush it out and calibrate. Counselors calibrate with English over college prompts

Misc:

- Permanently change meeting time
- Sweater drive- for next year, make it easy for Ss to get if they need. Uniforms for next year- one color per grade level
- ICE information in advisories- Ami can give her PP to advisory classes- Ami send to DI Neuwirth

School Coordinating Council

May 1st, 2017

Agenda

Operations:

- LCAP LCAP - 1) increased parent involvement, 2) college and career readiness 3) student achievement in english 4) student achievement in math, 5) support services 6) safe environment
Re: #1 (Email idea: HW assignment in advisory - parent sends email to advisory teacher)
Another email idea: Welcome Back BBQ 07/29 - creating emails for parents?
Re: ALL - Will put up on Wednesday for all-staff to see break-down and to have discussion
- Scheduling updates- Ms. Gutierrez
- Signing Day ideas and suggestions- Gym? **Commitment Event** - MS Gym. 06/01 9 30-11:30am - Need ideas ASAP (Fill in below in red)
- 10th grade fundraiser update- Giselle
- The Book Truck/Donors Choose updates
- Book drive for younger children
- Grade levels put together a general supply list for Back to school BBQ
- One day field trip for summer bridge More overnight trips for all grade levels
- **Uniforms (Gott runs point):**ALL one color to be instituted next year
Color can be chosen by the end of the year - walk around and show samples to each advisory
Survey immediately after
4 choices (Gray, Black, Navy, Gray/Blue)

Instruction:

- Sex education update- Ms. Newman Peer Health Exchange - Ms. Newman meeting with Mr. Lim tomorrow 05/02 to have a sit-down info meeting, final decision on WHEN will happen tomorrow at the latest (re. advisory vs STEM and the teachers involved)
- Class set of ipads vs personal ipads for next year

Misc:

- Permanently change meeting time Before school for next year
- Sweater drive- for next year, make it easy for Ss to get if they need Uniforms for next year- one color per grade level