

Arcadia High School
School Site Leadership Team Minutes
Wednesday, November 13, 2013
Conference Room A-1
APPROVED by consent 11/22/13

Attendance: Vicky Stiles, Kathy Yamane, Brent Forsee, Catherine Merel, Melissa Hatheway, Patty Soldo, Christa Heinrich-Josties, Vania Fong, Francisca Kasama, Katrina Villacisneros, Angie Dillman, Jennifer Oku, Terri Darr, Oliver Beckwith, Joan Petersilge, Mauricio Eguez

Meeting called to Order: 3:04pm

- Welcome and Self-Introduction by Joan Petersilge, President

- History and Purpose of SSLT reviewed from Bylaws (adopted 2-28-07), page 1 & 2 in your SSLT notebooks handed out at previous meeting.

- Announcements by Ken Johnson (via e-mail): I just wanted to get into the official record that we acknowledge the great work done by Mr. Oliver Beckwith. Oliver has been SSLT Chairperson for three years and has also served four years on SSC. Two of those SSC years were as president. I'd like to extend our gratitude to Oliver for his many years of dedicated service to AHS. Thank you Oliver.

This sentiment has been echoed by many!

Announcement by Angie Dillman will be sent to members via email.

- Discussion followed: Some members did not get prior meeting's minutes. Oliver Beckwith noted that last year's minutes were posted on website by last years' ASB member representative on SSLT.

- WASC: Search for a chairperson will be started this year. There will be an all call email asking staff for volunteers to formulate a team "WASC leadership" This is now T- about 3 years prior to when WASC will be visiting, so we are starting the process so that it will be a living plan. The Chairperson may get one period off the year before WASC inspections. The leadership may meet quarterly in order to gather and document evidence. We are looking for early training and be prepared prior to the 2016 visit.

- Process of Approving Minutes: Last month, Secretary Leslie Klipstein sent out draft minutes but both she and Joan were concerned because there was difficulty obtaining approval from a clear majority. Generally if there is no email response, it is conceded that the member approves the minutes. It was decided that Leslie will send out a delineated list of steps to approving the minutes and everyone shall follow these steps. Everyone shall respond to Leslie directly (and not to the general list) with approval and corrections. Vicky Stiles suggested that SSLT should have

the ability to comment but not to edit on Google Docs, so that the rest of the committee can add their comments also.

- New Business: Melissa H. expressed J-Building faculty's distress over parking situation where the foot travel is difficult and long when they are carrying items from faculty parking lot. They would like to park in the Stadium parking lot. Situation may be reconsidered when new parking is constructed after the District Office is demolished, but at this time, unless the staff would like to park with the students, we cannot reallocate parking. Students have paid for a parking spot. Melissa will relay this information back to J-Building faculty and will bring this up again if there is more need for discussion.
- Graduation will be placed on next month's agenda as an item for discussion.
- Next Meeting: December 11, 2013

Meeting adjourned at 4:07p.m.
Respectfully,
Kathy Yamane, acting secretary

Addendum from Leslie Klipstein:

- 1) Thank you, Kathy, for taking such thorough minutes in my absence!
- 2) I propose that we try the following procedures for approving minutes:
 - a) I will send Google Doc minutes to all members via e-mail within 1 week of the meeting. If you do not receive the minutes (and wish to), you must email me at klipstein@ausd.net. I have no way of knowing if you do NOT receive the minutes, so it is incumbent upon you to look for these within the week following a meeting and to let me know if you are not receiving them.
 - b) You have 1 week after that to send me comments, corrections, and suggestions or to actively withhold your approval (a direct vote to NOT accept the minutes as corrected). While this goes against Robert's Rules of Order and makes me a bit uncomfortable, it seems the most efficient way to approve minutes for timely distribution to AHS staff. As long as everyone agrees to this procedure, we will adopt it as ours for this 2013-2014 school year. If you have any objections or suggestions, speak now. Once the week for comments is over, I will e-mail the final draft (that includes your changes) to all SSLT members and all AHS staff, and whoever is in charge of publication can then post them on whatever website is appropriate. Any minutes with the word DRAFT in the heading shall not be published or forwarded; any minutes with the words APPROVED BY CONSENT in the heading may be published and distributed at your discretion.