

LOS CERRITOS MIDDLE SCHOOL
SCHOOL SITE COUNCIL MINUTES
OCTOBER 7, 2020

IN ATTENDANCE:

Present at the meeting were: Jason Klinger, Kim Michaud, Gina Sillers, Brandy Pacheco, Kim Budy, Gweneth S., Rocio Perez-Turijan, Austin M., Andrea M., Jamie Bryant, Andrew Lorenzo, Karen McCarthy, Morgan H., Julia Blietz, Candi Garrett, Diane McBride, Cindy Mayling, Ashley B., Elissa Francis, Sydney K., Adrian S., Alison Roelke, Nicole Campos, Seyda Cumhur, Melissa Callaway

Call to Order:

Meeting was called to order at 7:34 am.

Approval of Minutes

Minutes were approved as written.

Student's Report

6th Grade Rep – Adrian Soldevila:

- Canvas is always a bit laggy for us, but we are getting used to it.
- Break-Out rooms I like as well so we can ask the teachers questions.

6th Grade Rep – Sydney Katz:

- No Report

7th Grade Rep – Ashley Bryant:

- Online school is going okay.
- Some teachers definitely give more classwork and homework than others.
- I've seen that some of my teachers like to give a lot of tests, and others don't.
- In Math, my teacher said she is changing all the Canvas zoom links. Two of my other teachers say they will be changing their zoom links too because of Zoom bombing.
- They are going to be harder on us in the second trimester.

7th Grade Rep – Morgan Humphrey:

- Teachers are making the work really clear and easy to understand, they can also share their screen to show exactly what we are doing.
- Sometimes hard with different classes with different due dates. Only one of my teachers use Google Classroom and not Canvas which is hard to back and forth between the two.
- Awkward at Break Out rooms. Mrs. Landseadel – gives a topic we like to talk about so it gets everyone to talk about it like we are in school.
- Going pretty well, trying to make it work.

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8th Grade Rep – Gweneth Snowden:

- Teachers are doing great, staff is great, helpful.
- In some classes, teachers put their work in separate folders which is why I think kids miss their assignments. Some make announcements that tell you what work we have to do and some put their work all in one document so when we finish that document, we are done with our homework.
- I think some teachers use break-out rooms a little too much. Group work is important but I prefer to work alone on some things, so I would teachers would give you an option to work alone or in group.

8th Grade Rep – Austin Maziasz:

- Thank you teachers for doing a great job.
- Two concerns –
 - Classes are really long, 75 minutes is a long time to stay focused in class. If we shorten classes by 15-20 mins and add another class it would be better.
 - Due dates for all my teachers are all different. Different times and very confusing depending on teacher.

Counselor's Report – Karen McCarthy:

- We are very very busy. Been challenging.
- On canvas home page, there are links to technology, counseling, tutoring and tech support. Kids see buttons so they can choose locations.
- We sent out hand-written notes postcards to students. Received happiness from that.
- Now providing DIS counseling for SPED kids. Getting acclimated to that. I personally have a small group and some individual kids.
- Figuring out how to connect with students when they don't check email. Phone numbers don't go directly to kids.
 - Had a discussion on how students receive their email but don't check Google Acct and best way to get students to check their Gmail acct.
- Keeping office hours and are setting up meetings through Zoom.
- 504 review meetings almost every day.
- Wellness Counselor (MFT Intern) – identifying kids who will work with her.
- Setting up SSTs – third tier intervention. Check on kid's progress then possibly refer them to a special ed assessment. Issue – our psychologist has been split up between schools and only here 3 days a week. Completely backlogged from last year.
- Presented at ELAC with website and resources.
- Andrea – positive feedback in our family – Communication between counselor and student has been amazing. Students should be trained to read their learn acct email.

DAC Report – Cindy Mayling:

- DAC met on Sept. 8th. Largely procedural on how DAC will continue this year. The meetings are big and trying to collect the information and discussion. On Zoom it's too hard.
- Decision was made – starting with Oct meeting to move to 5pm start. Exec DAC board will meet the following day at noon.
- Instead of verbal reports – more will be submitted in paper form. DAC has their own website on the district's website. You can see agendas and meeting notes and presentations there.
- Presentation showing where we are with the learning continuity and attendance plan. Talking about LCAP and how it related to opening. Trying to get kids on campus.

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- Going forward, I would like to submit my report in writing before meeting so people can see details. Will do highlights verbally from the meeting.

SEDAC Report – Andrea Mettel:

- Meeting was on September 15th.
- Conejo Recreation & Park District Therapeutic Center – Ms. Devon Herbert gave a brief programs for teens and adults with disabilities. Visit website <https://www.crpdp.org/programs-sports/therapeutic-recreation> for more information.
- Community report –
 - Independent Living Resource Center – Ms. Alexa Martin introduced Jaydon Gaines, Community Living Advocate. Discussed the ILRC resources for people with disabilities which provide them with the tools to make their own decisions and be as independent as possible. For more information, visit their website at <https://ilrc-trico.org>.
- T.O. Library –
 - Library now has curbside pickup service.
 - September was National Library Card Sign-up month.
 - Virtual homework center – accessed through TO library website <https://www.tolibrary.org>.
- SELPA – Ms. Holland provided information about SELPA. See website for program information, <https://www.vcselpa.org/For-Families/Community-Advisory-Committee>. On website, you'll find info on fall parent trainings and transition fair and imagining inclusion event.
- CAC (Community Advisory Committee) – reported.
- Public comments –
 - Conejo Council PTA spoke - provided overview of PTA services; fundraising, 100% funds to classrooms to benefit students. Reflections Art Program being offered again.
- THRIVE – inclusivity group =- accessed online. They hosted a successful candidate's forum through Board of Education. See site for recordings.
- SEDAC Chair – new person – going smoothly. Communicating with administrators, teachers and parents to ensure that school opens well. Creating meetings with DAC chairs and PTA leaders – create collaborative solutions that benefit everyone.
- Comments from all members (school site reps):
 - Several schools requested that updates get included in school newsletters. Currently, send Mr. Klinger minutes to send out to parents. Thinking about putting it on our website or a link to the school website to link to district website on SEDAC if possible.
 - Numerous comments were made that teachers doing an amazing job with distance learning.
 - Need more support after zoom class ends during enforcements times.
 - Due Dates requested on assignments be more organized, since all the assignments are neither archived or the dates are not noted, can be the same among teachers and very confusing.
 - Sites requesting additional learning materials and enough handouts be sent home to assist students with learning.
 - New virtual career exploration program for post-secondary students – opportunity to meet and learn about local businesses.
- Special Ed Director Erica Johnson –
 - Highlight the Twilight Intervention for students with IEPs – being offered at three of the high schools. –
 - Testing centers that counselors spoke about for live in person testing for IEP assessments, psychological testing. District is putting out information about the sites offering that.
- SEDAC setting up smaller committees: Communication Committee, SEDAC Member and Information Committee, and Curriculum Committee.
- Reviewed – in addition to IEP – now there is IDLP – individualized distance learning plan – now counselors have to take IEP and convert to an IDLP.

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- Dr. Miller – discussed small cohorts and targeted vulnerable groups going back to school.
- Tiers are moving and three targeted groups that will return to campus: Homeless population, English Learner populations, and SPED students in a specialized special day class.

GATE Report – Julia Blietz:

- Had two meetings since last meeting (Sept. & Oct.).
- Sept meeting on Sept 4th – first meeting of year. Info for new members, members introduced.
- GATE organization – who represents GATE community – reps, facilitators, and administrative team
- Discussed distance learning experience and how it's working for various sites, people and members.
- Shauna Ashmore – works with Dr. Lisa Miller – reported we have 1,714 gate-identified students in the district; 250 at elementary, 477 at middle and 987 in high schools. That team works with other students (SPED, etc).
- Stephanie Caswell – TOSA (Teacher on Assignment) specifically for GATE. Position created a couple years ago.
- Discussed coordinating the GATE parent meeting. Needs to happen soon. Will coordinate with Ms. Bartlett and Mrs. Michaud. Need to figure out how to communicate with other GATE parents - need to get an “opt-in” from them in order to receive information (newsletters, counseling notes, information on what’s discussed at meetings, etc.).

ELAC/DELAC Report – Rocio Perez-Turijan:

- DELAC meeting it was Sept. 29th.
- Dr. Miller talked about all sanitation measures as soon as the students take classes in their schools. There are 2 possibilities to bring some students on campus:
 - Small groups and cohorts
 - Waiver for TK- 6th grade
- Dr. Martinez talked about ELPAC.
- Alma Molina talked about the practical resources for parents.
- Next meeting will be on Oct. 27th.
- ELAC meeting it was Sept. 30th.
- Mrs. Pacheco talk about the resources that school provides for the students. Q parent connection is a tool to know the degrees of the students. There is the possibility of having classes at the campus but it's not yet approved.
- Counseling talked about the website LCMS, the resources that we find it. Thousand Oaks Library and Teen Center can help the student too.
- Next meeting will be on Oct. 21st.

PSTA Report – Mellissa Callaway:

- Asked to help with campus enhancements in front courtyard area. Susan got supplies donated and PTSA volunteers will be planting them. Looking forward to it. Will happen this weekend or next weekend.
- Many fundraiser efforts and ideas in works right now. Getting creative.
 - First fundraiser was at Barns and Nobel at beginning of the year. Successful but not as much as previous years.
 - First successful restaurant night was at Jinkys on Oct. 1st.
 - Doing a virtual 5K walk during week of Nov. 20 – 29th during Thanksgiving break. Opportunity for families and friends to do a virtual 5K at their own pace and at your convenience – just complete during that week. \$20 registration fee with option of a t-shirt for additional fee. Need help promoting event.

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- School Cents Program at Oaks Mall. Earn points for our school for every purchase made from participating store or restaurant at Oaks Mall. Download receipts and earn points for school. Program started in Sept and runs thru April.
- E-waste recycling event – was a drop off in September and another e-waste drop off will be at end of October. See LCMS PTSA website for more info.
- Still accepting box tops – download app and scan receipt when buy box top item and earn points that way.
- Reflections – Megan Turner – deadline is this Friday for submissions. Need at least 15-20 submissions.
- Julia – coming up with ways to do fundraising. If parents would like to know how the money is being spent, PTSA board members are available to contact regarding questions.

Boys & Girls Club Report – Andrew Lorenzo:

- All members are learning schedules better. When members are not on Zoom, staff helps them with homework, classwork and enforcements.
- If students need a separate room, we have rooms here available.
- Can't thank enough for teachers support with certain members.
- B&G clubs running smoothly. If we come back to on-campus, we are ready to switch over. If you have questions, please email me. Our club is maxed out. We have some drop out so reach out

Principal's Report – Jason Klinger:

- We are working with teachers on due dates and times. Teachers can only choose one due date for both cohorts. Still working on that.
- Thanks to Gweneth, Austin and Jake for participating in student DAC yesterday to give their insight. Student DAC rep was appreciative of the input.
- We are bringing in small cohorts of Special Education (ED program) students to work on campus. Starting Oct. 19th 3 days a week in PM cohort. Additional support for them, academic and emotional.
- Bringing back ELD students – starts on Oct. 19th. Also inviting seven newcomers, who are new to country and language as well as our at-risk kids. They will be able to come during their off cohort time for additional support.
- Trimester grades coming out – lots of challenges. Some teachers are posting on Q and some posting on Canvas. Still trying to get Canvas to sync with Q. Goal is that once grades are in Canvas teacher will sync it and see in Q.
- We received parent survey results. If we come back under a waiver, come back to campus or stay/go to remote?
 - Most wanted to go remote and not come on campus. LC was only middle school where more students wanted to come back on campus.

Old Business

- Dress Code Presentation - Last year we had a dress code presentation – student wants to revisit this subject. Getting a subcommittee together in mid-October – reach out to Jamie or Mr. Klinger if want to participate. Will send out an email inviting to join.

New Business

2020-2021 Safety Plan Discussion and Approval –

- Kim Michaud – presented the Safety Plan and went over key points.
- Done every year. Uploaded .pdf version to parents to review.

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- Most everything is the same. Some things not applicable because we are not on campus. Have not practiced emergency evacuation procedures but once we are back on campus, we will do that.
- Talked about the flow procedures, lockdown procedures, and contact phone numbers.
- When back on campus we will need to plan drills during AM and PM and try not to keep kids out of class for too long.
- Klinger suggested doing something for the Great American Shakeout.
- Went over highlighted revisions that will need to be done.
- Staff Buddy List – listed only people on campus. Not remote learning teachers.
- Checklist for custodians.
- Volunteer Log – used to screen volunteers, now they are entered into Raptor.
- Evacuation route is the same, only half the students on campus. If real emergency, kids will wear masks and head outside spaced appropriately.
- Individual Emergencies – what personnel is in charge of what and what they'll do. Same as last year.
- Student release and reunion team, Search and Rescue Team.
- List of emergency equipment and how to shut off.
- Teachers go through CHAMPS as they are teaching them how to evacuate.
- Attendance form for teachers to turn in so we know who is there and who is missing.
- Lockdown procedures with TO Police Dept.
- Going through all the emergencies that we could have:
 - Shelter in Place - continue to stay in classrooms, just lock doors.
 - Fires - how to turn off alarm.
 - Earthquakes – what to do if you are inside vs outside.
- Staff Release Form – staff is required to stay on campus in case of emergency, priority list for release is made for staff based on personal situations.
- Talked about doing practice drills with individual classes to teach kids the evacuation route without disrupting classes all at once.
- Motion to approve the 2020-2021 Safety Plan as presented and written. Motion approved.

Single School Plan Process and Information -

- Need to discuss the re-entry school plan.
- Presentation shown – goals are to review the Reopening and Mitigation Plan for our school and the process for the single school plan for achievement.
- Our BOE has approved that we will do active screening. Campus Supervisors will be doing temperature checks and asking a series of questions. Parents are encourage to screen kids at home.
- Jason will send out the presentation with the district plan and our LC school plan.
- District reopening video: the Leopard did a video to show students and families all the arrows in hallways for directions, keeping distance.
- LC Re-Entry Plan:
 - Normally school gates open at 7:30am. Cohort A – gates will open at 8:30am. Will have a 30 minute period to screen students. There will be two entry points for screening (by tennis courts by Erbes Rd and by the gym). If student has temperature or symptoms – students will move to health observation room for further analysis.
 - There will be series of visual check points all around campus. Will have arrows everywhere.
 - Students and staff will be wearing face masks.
- All staff will be screened and evaluated every morning.
- Student dismissal – students will exit through various locations based on last class location.
- Lunch will be provided for both Cohort A and Cohort B every day. Will be grab and go. Students can eat in quad, socially distanced if they want to eat on campus.

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- Between the two periods, there will be a 20 minute passing period. Students will depart classroom and come to lunch area. The class periods will only be 65 minutes when we return.
- Indoor hallway travel, outdoor hallway travel, and stairwells will be designated up or down only.
- District is providing 5 portable hand-washing stations that will be placed around campus. Restrooms will be open to wash hands as well.
- Just received 4 portable hand-sanitizer stations - one in each classroom and throughout the school.
- Restrooms – we will specify which restrooms students will go to.
- Health Evaluation Room – Outer office will be used for initial assessment, inner office will be for students that present symptoms and waiting for parents to pick them up. Staff will wear PPE, the room will have dividers, will provide air purifier.
- Concerns about our building that doesn't have outside doors or windows. Consider moving teachers to classrooms that have doors to the outside. New HVAC system to help as well.
- Between Cohort A and B, custodians will spray down each classroom – spray down desks, tables, doors and everything. Done in 5 minutes.
- Not be using lockers, students will bring their supplies in their backpacks, also their cell phones. PE locker rooms also closed. Students will already come dressed for PE. Waiting to find out about using gym equipment.
- Waiting to hear direction about Choir and Band – currently we cannot sing or play instrument on campus.
- Jason discussed how the process works with SPSA.
 - Has made a number of adjustments over the years. We want to make the entire process inclusive. All of stake holders have opportunities to review and analyze the data and decide the best course for our school for that year.
 - We used to create the single school plan and once signed it goes on the shelf. Now it's a strategic document, more complex. More collaborative.
 - Continuous cycle, once we development and approve it, then monitoring the implementation. If we need to make changes, we can.
 - Need to present our Single School Plan to the Board of Education at the end of December, normally in November.
 - We don't have limited data this year. When we look at data, pause test scores and focus on data we do have to measure our success.
 - The Single School Plan used to just focus on goals and how money is spent on what. Now, our Single School Plan have all the goals listed and all the actions to make that goal possible whether they cost money or not.
 - Will present a link to last years' plan to see how data was laid out.
 - Jason will send out the plan to all SSC member to review. Then we need to set up a subcommittee to look at data and make plans for this year.
 - Jamie asked if kids are blended when they come back, the class time will be shortened, will that be reflected in Remote schedule? Both Remote and Blended schedules will reflect the shorter class time.
 - Hoping to switch at Trimester to bring kids back. Trimester ends Nov. 15th. Large degree of classes that are not at 15 students. Working hard on coordinating the schedules.
 - Andrea asked will the actual teaching be similar to now, like keep everything on computer still? Tech will be used and try and go back to normal, but can't touch paper. Have to get creative how we collaborate.

Public Concerns

No public concerns to report.

Adjournment

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Meeting was adjourned at 9:11am.

Respectfully submitted,
Gina Sillers, SSC Clerk