

**Steering Committee Meeting**

**February 6, 2024**

3:30 PM to 5:30 PM

New Joseph Bonnheim Community Charter School

7300 Marin Avenue Sacramento, CA 95820

**A G E N D A – Operational & Educational Focus**

1. President call to order and roll call (Check box of those members present) (1 minute)

**Steering Committee Members:**

| **Name:**  | **Role:**  | **Present:** | **Not Present:** |
| --- | --- | --- | --- |
| Dianne Wiley | Member--- NJBCC School Principal | X |  |
| Marcela Cardenas | Member--- Facilitator/Parent/Community | X |  |
| Ian Johnson  | Member--- Note Taker/Primary Teacher | X  |  |
| Mike Disantis | Member--- Timekeeper/Primary Teacher - Resigned | X |  |
| Amelia Villanueva  | Member--- ELD Teacher | X |  |
| **Open** | Member--- Intermediate Teacher |  |  |
| Lavida Edmondson | Member--- Intermediate Teacher | X |  |
| **Open** | Member--- Classified Staff |  |  |
| Diana Martinez | Member--- Classified Staff | X |  |
| Heather O’Brien | Member--- Parent/Community | X |  |
| Elizabeth Moreno | Member--- Parent/Community |  | X |
| Arthur Aleman | Member--- Community | X |  |
| Rose Ramos | Member— Community | X |  |
|  |  |  |  |

**Full Quorum: Yes**

1. Approval of Agenda (1 minutes)

| Begin: 3:35 PM * Mr. Disantis announced his resignation from the Steering Committee, effective immediately. Thank you for your service, Mr. D! You rock!
* Update to transfer 11 minutes from item 14 to item 7.
* 9 Ayes, 0 abstentions, 0 nays, 2 absent.
* Typo fix for the date, added DELAC to ELAC section.

End: 3:40 PM |
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**Motioned: Heather O-Brien Seconded: Art Aleman Approved: X Not Approved:**

1. Pledge of Allegiance (1 minute)

| Begin: 3:40 PMEnd: 3:41 PM |
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1. Standing Committee Reports and Suggestion Box (PTA, Social Committee, Farm Committee, ELAC/SSC) See Handout - 8 minutes

| Begin: 3:41 PM* **Suggestion Box:** Suggestions are about individual teachers and are HR sensitive. Moved questions to an SC-only document.
* **PTA:** Valentine Grams being Sold, and Valentine Dinner coming up on the 15th!
* **Social Committee:** Nothing at this time.
* **Farm Committee:** Row for Lavida and Mrs. V planted.
* **ELAC/SSC:** Presentation about the ELPAC offered to all schools, specifically discussing how important the ELPAC is, having the same value as the CAASPP. There was a lot of great resources offered, including future trainings and presentations.
	+ ELAC is tomorrow, and Mexican Consulate is attending! It is not easy to schedule them, so we hope many parents will attend.

**Time extended twice. 9 Ayes, 0 abstentions, 0 nays, 2 absent.**End: 3:57 PM |
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**Motioned: Art Aleman Seconded: DIana Martinez Approved: X Not Approved:**

**Motioned: Dianne Wiley Seconded: Rose Ramos Approved: X Not Approved:**

1. Constituent Feedback on Steering Committee Items (20 minutes total - 2 minutes each)

| Begin: 3:57 PM* Mrs. Wiley: Question about not volunteering in the office, and high schoolers not being allowed to volunteer.
	+ Parents absolutely can volunteer, but can’t be at our desks or hear sensitive conversations. Special locations can be set up for volunteers. High Schoolers can absolutely volunteer, but there is a process for safety and accountability.
* Rose: Please find a way to let the Steering Committee know about upcoming events! (Website updated by Diana).
* Amelia: We discussed having a binder with questions from constituent feedback and the suggestion box, it would be nice to have questions and concerns acknowledged.
* Lavida: Awesome constituent feedback about Mrs. Wiley!
* Art: Discussion about suggestion box items. To be determined later.

End: 4:10 PM |
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1. Approval of Minutes from Prior Regular Steering Committee Meeting, January 9, 2024 (1 minutes)

| Begin: 4:10 PM* 9 Ayes, 0 abstentions, 0 nays, 2 absent.

End: 4:13 PM |
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**Motioned: Rose Ramos Seconded: Dianne Wiley Approved: X Not Approved:**

**Total Allotted Minutes: 33**

**NEW BUSINESS:**

1. Discussion/Action Items related to SC operation - Mrs. Dianne Wiley, 31 minutes total: 21 minutes presentation and 10 minutes discussion.
	1. Discussion of Rules and Responsibilities

| Begin: 4:13 PM * Compliance for EL, Speech, and RSP scholars is lacking. How are we going to address needs?
* Progress on the Farm side of things.
* We have 13 classroom teachers
* 1 Counselor: Grant position, will not be a budgeted position.
* 1 ELD resource teacher
* 1 Prep teacher will be reduced to .60 FTE
* 1 Office Manager & Office Tech increasing to .80 FTE
* 2 Yard Duties: Adding another 3 hour position.
* 2 IA: Use of aides is not based on equality but equity.
* RSP - District will fund a full 1.0 FTE in 2024-2025 despite only 13 IEPs.
* Plant Manager - Unfulfilled.
* Cafeteria Manager - Unfulfilled

Next Year:Goal: 2 Kindergarten ClassesWhy? Two classes @ 22 per grade = 300 students.Remember - on average 15 students pay for a teacher. Our Challenge is to increase enrollment in Kinder and 1st.Unless enrollment increases, teachers will be moved to accommodate more scholars in Grades 2nd-5th.Mrs. Wiley’s focus is on Adaptive Leadership - we adapt in our decision making because change is an opportunity for growth.End: 4:24 PM |
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* 1. LCAP Mid-Year Review Update

| Begin: 4:24 PM * The LCAP is not complete, and is not a collaborative process. Currently, it is difficult to determine where money was spent.
* NJB was performing far below the state in ELA, Math, and Chronic Absenteeism.
* The charter renewal requires growth. The LCAP will be needed to target what students need to grow.
* Data will provide us insight into student needs which will fulfill the mission.
* Compared to the state of California, we rate worse than most other schools in California in academic areas.
* Mr. Johnson’s presentation about Data:

<https://docs.google.com/presentation/d/1BpuNIyKCi2j76lYV3tAU2Tg0JHvrEgoaQIP8zzAoUk8/edit?usp=sharing>End: 4:37 PM |
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* 1. Cal-OSHA Update

| Begin: 4:37 PM * District is not going to reimburse NJB for the $17,000.
* District gave NJB all the supplies, training, etc., but those tools were not implemented correctly.

**Time extended twice - 9 Ayes, 0 abstentions, 0 nays, 2 absent.**End: 4:52 PM |
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**Motioned: Art Aleman Seconded: Heather O’Brien Approved: X Not Approved:**

**Motioned: Art Aleman Seconded: Heather O’Brien Approved: X Not Approved:**

1. Discussion/Action Items: Mrs. Wiley, 8 minutes total: 5 minutes presentation and 3 minutes discussion.
	1. Library

| Begin: 4:52 PM * $12,000 spent to buy books and set up the library.
* Part of the increase to Alicia’s FTE will be allotted for Library time.

End: 4:53 PM |
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* 1. Parents on Campus/First Friday of Every Month

| Begin: 4:54 PM * Parents will be invited especially during Friday Morning Movement.

End: 4:55 PM |
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* 1. Attendance

| Begin: 4:55 PM * Attendance challenges have been successful! Jamba Juices, announcements, etc. have helped increase attendance school-wide.

End: 5:00 PM |
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**Total Allotted Minutes: 28**

**STANDING BUSINESS**

1. Informational - Mrs. Wiley (8 minutes total: 4 minutes presentation and 4 minutes discussion).
	1. RSP/ELD

| Begin: 5:00 PM * We do not have an RSP teacher, so we have been out of compliance.
* Working with Ms. Villanueva to push-in and offer that focused EL time.

End: 5:06 PM |
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* 1. CAASPP

| Begin: 5:06 PM * Celebrations to follow after CAASPP! Work on building a culture where we don’t fear the test, but celebrate doing our best and showing growth.

**Time extended Twice - 9 Ayes, 0 abstentions, 0 nays, 2 absent.**End: 5:14 PM |
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**Motioned: Heather O’Brien Seconded: Dianne Wiley Approved: X Not Approved:**

**Motioned: Heather O’Brien Seconded: Lavida Edmondson Approved: X Not Approved:**

1. Budget and Facilities: Informational Item: Mrs. Wiley and Mrs. Cardenas (10 minutes total: 6 minute presentation and 4 minutes discussion).
	1. Budget Updates (4 minutes)

| Begin: 5:14 PM * We do need to be careful to make sure money goes through properly.
* We have to put our requisitions in place.
* Open position for RSP, and others

End: 5:16 PM |
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* 1. List of Work Orders - Mrs. Martinez has requested the following work orders for NJB (Mrs. Cardenas, 2 minutes)
		1. Asphalt has a big pothole in the entrance of the main parking lot

| Begin: 5:16 PM * Work order in, no progress yet.

End: 5:16 PM |
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* + 1. Front Counter in the office needs to be painted

| Begin: 5:16 PM * Work order in, no progress yet.

End: 5:16 PM |
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* + 1. Roofer needs to replace ceiling tiles in room 9

| Begin: 5:16 PM * Work order in, no progress yet.
* In addition, lock to be replaced in bathrooms for ADA & Disability functions, and increase gate keys.
* Debris from trees to be cleaned up as well.

End: 5:18 PM |
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1. Informational - Other Educational Updates: Mrs. Wiley (2 minutes total)
	1. Open Position for RSP

| Begin: 5:18 PM * Interviewed for the position, but the candidate was not a good fit.

End: 5:19 PM |
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* 1. Open Position for Cafeteria Manager

| Begin: 5:19 PM * Interviewed for the position, but the candidate was not a good fit.

End: 5:19 PM |
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* 1. Open Position for Plant Manager

| Begin: 5:19 PM * Interviewed for the position, but the candidate was not a good fit.

End: 5:19 PM |
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* 1. Hiring of a yard duty

| Begin: 5:20 PM * 3 hour yard duty to be hired.

End: 5:20 PM |
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1. Future Agenda Items: (6 minutes total) Please feel free to let us know if you would like an item to be put on our next agenda
	1. Special Meeting to clarify bylaws and approve bylaws with amendments.

| Begin: 5:20 PM * Allow for more time spent for budget and data analysis.
* Focus on the Facility Master Plan and how dollars will be spent on NJB facilities.
* Update to Amelia’s section: Please allow time for ELAC and DELAC
* Special Meeting to clarify bylaws, because many of us have questions about it.

End: 5:25 PM |
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1. Public Comment (5 minutes)

| Begin: 5:25 PM* Mr. O’Brien:
	+ For the library, there is an app called Blibby that is a free digital download. It allows free access to a wide number of digital books.
	+ For attendance, what if there was a monthly event that provides free [hot dogs, wellness appropriate food, etc.] for parents. Incentivize attendance, even for parents!
	+ LCAP subcommittees. This could be an excellent 2 hour meeting, where the LCAP subcommittee could present to the SC.
	+ Make sure information is correct before it is disseminated.
	+ As a parent, I don’t want to see a teacher posted against negatively in a public manner. I am a better fan of corrective action to help correct behaviors.
	+ Thank you for helping parents feel welcome!

End: 5:31 PM |
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1. SC Members Announcements (11 minutes total: 1 minutes per member)

| Begin: 5:31 PM* Dianne Wiley: Fully within the principal’s policy to address concerns, but gossip that leaks out is unprofessional and can lead to a toxic environment.
* Art Aleman: Greenhouses - There are pretty reasonable prices available for the farm. They run between $400-600 dollars.
* Rose Ramos: Let’s avoid gossip, and receive a refresher on what our roles and responsibilities are, and then let’s not overstep our boundaries.
* Amelia Villanueva: ELPAC assessments started yesterday! I got information about dual-identified scholars (RSP & EL) and how to help them receive services to help them pass the ELPAC.
* Diana Martinez: Dianne is killing it! Thank you for teaching us procedures and protocols that we never had in place before!
* Heather O’Brien: It’s amazing to see Mrs. Wiley’s office door open so much! It is also amazing to see the objective data and where it is going!
* Lavida Edmondson: Dianne Wiley has come in, and is going to hold us accountable, and I NEED that, I welcome that! I also went to Sly Park for a week, and we made it through the week. Scholars experienced weather, including real falling snow.
* Marcela Cardenas: This was the most productive and collaborative meeting ever! That makes me feel so good, because we are headed in the right direction.

End: 5:48 PM |
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1. Next meeting date and time: Tuesday, March 5, 2024 from 3:30 PM to 5:30 PM (1 Minute).
2. Adjournment (1 minute)

**Total Allotted Minutes: 55**

**Grand Total: 116**

**Steering Committee Members**

| **Name** | **Role** |
| --- | --- |
| Dianne Wiley | Member--- NJBCC School Principal |
| Marcela Cardenas | Member--- Facilitator/Parent/Community |
| Amelia Villanueva | Member--- Time Keeper/ELD Resource Teacher |
| Ian Johnson | Member--- Note Taker/Primary Teacher |
| Open | Member--- Primary Teacher |
| Open | Member--- Intermediate Teacher  |
| Lavida Edmondson | Member--- Intermediate Teacher  |
| Diana Martinez | Member--- Classified Staff |
| Open | Member--- Classified Staff |
| Heather O’Brien | Member--- Parent/Community |
| Elizabeth Moreno | Member--- Parent/Community |
| Arthur Aleman | Member--- Community |
| Rose Ramos | Member--- Community |

If you have any questions, concerns, or suggestions we encourage you to contact the Principal, the President and or any member of the Steering Committee. We look forward to hearing from you.

**Upcoming Steering Committee and Charter Renewal Dates for School Year 2023-24:**

1st Tuesday of each month 3:30 PM – 5:30 PM – Regular Steering Committee Meetings

August 8, 2023

September 5, 2023

October 3, 2023

November 7, 2023

December 5, 2023

January 9, 2024

February 6, 2024

March 5, 2024

April 9, 2024

May 7, 2024

June 4, 2024