

Meeting Dates	Tags
June 26, 2017 July 10, 2017 July 17, 2017 July 27, 2017 August 29, 2017 September 5, 2017 October 23, 2017	#communication #project management #asana #focus #creditcard #purchasing #IEP #SPED #PUC #counseling #norms #data #SBAC #website #summer bridge #engineering night #academic data #wellness policy #positive culture

Do you know the languages your team members speak? How can you show them that you know and appreciate those languages?

You won't necessarily be given an invitation to "know" someone? How can you take initiative to know and be known?

Where are the exclusion zones on your campus, places that feel like only certain people are accepted or feel accepted, only certain languages spoken? How can you influence those to become more widely accepting?

Who are the people that team members that feel unknown? ("I don't come to work to make friends...." bull)

Are you in a zone of exclusion? How do you change that?

Are you eating together regularly?

If we are talking TO each other about strategies and solutions, we are moving forward. If we are talking ABOUT each other as the problem, we are stuck.

Leadership Meeting Agenda

Date: October 23, 2017

Attendees: Kevin Myers (EA), Jose Castillo (DSCC), Freddy Zepeda (COI), Ned Martinez-Zavala (CSC), Mildred Martin (PC/OM), Gabbie Aquino (MSW), Ainye Long (Lead Teacher), Paul Duran (SFA Facilitator)

Tags: #SMART Goals, #wellness policy, #positive culture, #student of the month

Task	Purpose	Timeframe	Notes/Outcome
<p>Check In: Review action steps from last meeting (not applicable today)</p>	<p>Review action steps from last meeting.</p>	5 min	Reviewed action steps.
<p>Discussion: Wellness Policy</p>	<p>Discuss Wellness Policy</p>	10 min	<p>Policy was submitted 10/20.</p> <p>Mr. Myers shared the google document to team. Mr. Myers followed up today for feedback. This was presented at student advisory meeting - community members reported to include mental health and mindfulness in policy.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • How do we communicate out to stakeholders? • What elements can we move forward with now?

			<p>Next steps:</p> <ul style="list-style-type: none"> • Board needs to approve it. • Ms. Jimenez will present it to parents and ask for feedback from them.
<p>Collaborative: Student of the Month Teacher of the Month</p>	<p>Discuss monthly celebrations and criteria for each.</p>	<p>10 min</p>	<p><u>Criteria for students of the month:</u></p> <ul style="list-style-type: none"> • Teachers decide by cohort (total 4 students) and then grade level teams nominate one per grade. • Out of all who were nominated, they will be placed in the student of the year. • Example • Example 2 • Categories: <ul style="list-style-type: none"> ○ Academic (Work Habits, not just grades) ○ Citizenship (Includes behavioral expectations) ○ Character (Social emotional skills, Personal Development)
<p>Collaborative: Review progress towards our SMART Goals</p>	<p>Each member will review their SMART goal and will share their progress towards these goals.</p> <p>Possibly rewrite goals for October (?)</p>	<p>10 minutes</p>	<p>SMART goals</p>

<p>Collaborative: Communication about students who are not going to be in class.</p>	<p>What is the best way and the best time to communicate about students who will be in J100 or in C202?</p>	<p>10 min</p>	<p>Only 4 students are being pulled out during Periods 2 & 4 for tutoring.</p> <p>New procedure:</p> <ul style="list-style-type: none"> • Students will check into main office first before going to C202. <p>Challenge:</p> <ul style="list-style-type: none"> • Investigation takes time. • If an emergency occurs, how will we locate students? • This is a safety issue. <p>Things to consider:</p> <ul style="list-style-type: none"> • Can we slack teachers to communicate if students are in investigation? • How does the new procedure impact OPS team? <ul style="list-style-type: none"> ○ Maybe have a separate log for these students ○ Students who should be going to C202 is incident report or investigation. • How do we communicate out about ISS/OSS? • What can we do to implement the BETM better? Training? • Communication is very important. How do we find a balance in communication? How can we communicate in a succinct manner where we do not include feelings/opinions about students?
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<p>Collaborative: Building our positive school culture</p>	<p>Discuss incentive trips we can put in place- criteria, where to go, etc.</p>	<p>15 min</p>	<ul style="list-style-type: none"> ● NEXT STEPS: <ul style="list-style-type: none"> ○ Academic trip - Mr. Zepeda will bring it back to Academic committee and tie it this funding. ○ Culture trip - Mr. Castillo will bring it back to SCC committee and see if beach trip will be possible.
<p>Informative: Department Updates</p>	<p>Quick updates from each member</p>	<p>15 min (2 min each)</p>	<p>Aquino:</p> <ul style="list-style-type: none"> ● Working on presentations with 8th grade leaders on mental health, bullying, gossip, etc. ● Rearranging space downstairs in the ripple effects room. ● In communication with Amanecer about counseling referrals for our students. <p>Jimenez:</p> <ul style="list-style-type: none"> ● Working with Ms. Ned to calendar programming the rest of the school year (parent events with a focus on series on bullying and cyberbullying presentations). ● HS Choice Night: November 7. <ul style="list-style-type: none"> ○ New village girls academy ○ Miguel



			<p style="text-align: right;">Contreras</p> <ul style="list-style-type: none">● LCAP meeting this Thursday (10/25)● Food sales will occur on 10/25 with Math and Engineering night● Collaborate with clubs to see how they want to fundraise● Popalooza - school wide fundraiser - students get to sell popcorn <p>Martin:</p> <ul style="list-style-type: none">● Folders for Popalooze will be placed in staff boxes today - video shown tomorrow● Meeting this Friday after lunch on October 27 for an OPS meeting (D. Gamez mentioned for coverage for office) <p>Long:</p> <ul style="list-style-type: none">● Teachers working on STEAM night - PLEASE ADVERTISE!!! We have 41 slots left.<ul style="list-style-type: none">○ Rommel will be there for photography.○ Need help with registration, logistics, outreach. <p>Zepeda:</p> <ul style="list-style-type: none">● STEAM Night with teachers this Thursday. <p>Duran:</p> <ul style="list-style-type: none">● Updating SFA placement roster. He is up to date with enrollments. We
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			<p>aren't doing whole class swaps yet.</p> <ul style="list-style-type: none">• Waiting for MAPS data to make determinations on which level students are best suited for. <p>Castillo:</p> <ul style="list-style-type: none">• SLC update: kids are putting together spooky maze and dance. November 3rd is the potential date.• RJ training for teachers & mindfulness training for teachers.• Screening for tier 2 students for upcoming CICO system. Will be passed to MTSS team to see if it is equitable.• Day 1 tier 3 training this Saturday at MORCS. <p>Ms. Ned:</p> <ul style="list-style-type: none">• STEAM night this Thursday! Robotics workshop.• Scholastic book fair week!• DTLA Mini maker faire (Dec. 2, 2017): we got accepted! We need 5 students to build and create a project that will be showcased in the maker faire. What is a maker faire (click here)? <p>Mr. Myers:</p> <ul style="list-style-type: none">• Focus on supporting with culture and discipline.• Meeting with all
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			<p>teachers within the next 2 weeks - focus on classroom management.</p> <p>*GREAT SHAKE OFF: Thursday (10/25/17) at 11:00am</p>
Collaborative: Objectives review	Reflection of meeting success: did we meet our objectives?	2 min	

Action Steps (Oct 23)

Action Step	Assigned To...	Due Date	Notes/Outcome
Follow up with wellness policy with YPICS Executive Team	Mr. Myers	10/30/2017	
Discuss student of the month criteria and bring back to leadership team	Mr. Myers and Mr. Castillo	10/25/2017 (discussion) 10/30/2017 (leadership team)	
Popsicles for 6th graders (100% parent conference attendance)	Mr. Myers and Ms. Gamez	ASAP	-
Discuss OPs procedures for receiving students who are on the way to C202	Ms. Martin and OPS Team	ASAP	



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REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Check In: Review action steps from last meeting (not applicable today)	Done	
Discussion: Wellness Policy	Done	
Collaborative: Student of the Month Teacher of the Month	No	Proposal will be written by Myers and Castillo and brought back next week.
Collaborative: Review progress towards our SMART Goals	Done	
Collaborative: Communication about students who are not going to be in class.	No	No decisions made
Collaborative: Building our positive school culture	No	We have to follow up with committees about trips.
Informative: Department Updates	Done	



**MONSEÑOR
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CHARTER SCHOOL

Leadership Meeting Agenda

Date: October 9, 2017

Attendees: Kevin Myers (EA), Jose Castillo (DSCC), Karina Gamez (COO), Freddy Zepeda (COI), Ned Martinez-Zavala (CSC), Mildred Martin (PC/OM), Gabbie Aquino (MSW), Ainye Long (Lead Teacher), Chord Hicks (PE Teacher)

Tags: #project management, #asana, #focus, #SMART Goals, #wellness policy, #positive culture

Task	Purpose	Timeframe	Notes/Outcome
<p>Check In: Review action steps from last meeting (not applicable today)</p>	<p>Review action steps from last meeting.</p>	5 min	<p>No meeting last week</p> <p>Soccer tournament will start on 10/24</p>
<p>Discussion: Wellness Policy</p>	<p>Brainstorm ideas for a wellness policy for MORCS.</p>	15 min	<p>Policy is due 10/20.</p> <p><u>MORCS Wellness Policy ideas:</u></p> <ul style="list-style-type: none"> - Making healthy snack and drink choices - Skipping meals issue - Education on the effects of making healthy choices and consequences of not making healthy choices - Promote 60 minutes of exercise daily - Create opportunities to promote active lifestyle - Find resources to help promote active

			lifestyle
Informative: School Advisory Council	Update on requests for action for SAC.	5 minutes	<p>Loading Zone</p> <ul style="list-style-type: none"> Officer East will present idea with Berendo admin and coordinate a meeting between both schools <p>CASA (Sanctuary Schools)</p> <ul style="list-style-type: none"> Mr. Myers will meet with CASA to learn about next steps. We will present it to YPICS board to ensure our YPICS schools are all sanctuary schools. <p>First SAC meeting on 9/20 - good turnout with 2 parents, 2 parents, Mr. Perez, and 2 community members.</p>
Collaborative: Review progress towards our SMART Goals	<p>Each member will review their SMART goal and will share their progress towards these goals.</p> <p>Possibly rewrite goals for October (?)</p>	10 minutes	<u>SMART goals</u>

<p>Collaborative: Building our positive school culture</p>	<p>Discuss incentive trips we can put in place- criteria, where to go, etc.</p>	<p>15 min</p>	<ul style="list-style-type: none"> ● Must be outside of school hours (after school or weekends) ● Incentive trips for ALEKS and Achieve 3k to help meet our goals ● Service trips - community service? Clean beach? ● City of LA trip to clean the city? ● Criteria: <ul style="list-style-type: none"> ○ Students must be enrolled in ASP ● NEXT STEPS: <ul style="list-style-type: none"> ○ Academic trip - Mr. Zepeda will bring it back to Academic committee and tie it this funding. ○ Culture trip - Mr. Castillo will bring it back to SCC committee and see if beach trip will be possible.
<p>Informative: Department Updates</p>	<p>Quick updates from each member</p>	<p>15 min (2 min each)</p>	<p>Mr. Zepeda (Academics):</p> <ul style="list-style-type: none"> - Grades due Fri. the 13th! - Engineering night - send a letter by the end of this week <p>Ms. Long (Staff Advocate):</p> <ul style="list-style-type: none"> - First teacher meeting last Thursday during lunch. - Staff needs to review expectations for supervision if they are helping out



			<ul style="list-style-type: none">- Need guidelines on how staff can contribute for supervision- Follow up with students' work completion for J100 <p>Ms. Gamez (Operations):</p> <ul style="list-style-type: none">- Parent conferences are booked 100%- Office sent a reminder last Friday for their appointment time for PC- Food orders: will be shared with teachers at OPS meeting at 7:40am on 10/10/17- OPS meeting change time?<ul style="list-style-type: none">- OPS meeting at 7:40am on Tuesdays- OPS meeting from 4:10pm-4:30 pm on Tuesdays- Audit will be on the week of 1/29. <p>Mr. Castillo (SCC):</p> <ul style="list-style-type: none">- Bullying prevention month is this month! - Student Leadership Council will create videos and send it out to staff.- Lunch time activities to promote bullying awareness- Random metal detector searches will start this week (Ms. Gamez, Ms. Jimenez, Mr. Castillo, Mr. Zepeda, and Mr. Myers) - District Mandate- New facility update: drywall is up for the
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			<p>admin bldg</p> <ul style="list-style-type: none">- Intensifying tier 1 - going to create student of the month and teachers of the month criteria <p>Ms. Jimenez:</p> <ul style="list-style-type: none">- Check parent calendar- CCSA discussion with parents this Thursday at 3pm to prepare parents to rally in downtown <p>Ms. Aquino:</p> <ul style="list-style-type: none">- Bullying awareness and self-care tips are being discussed and distributed by 8th grade leadership. <p>Ms. Martin:</p> <ul style="list-style-type: none">- Parent conferences 100% logged- Picture day on 10/11:<ul style="list-style-type: none">- Students will not be changing during PE. <p>Mr. Duran:</p> <ul style="list-style-type: none">- Kelly's visit went well. Everybody was teaching SFA woohoo!- Kelly gave Mr. Duran a plan on the greater coaching model with teachers. Ms. Catarino will be first teacher he will implement coaching model with.- Trying to support Mr. Gallego because he has 9 students that need extra support. Reached out to Mr. Ballard to co-teach with Mr. Gallego. <p>Ms. Ned:</p> <ul style="list-style-type: none">- Presentation with Ms. Jimenez.
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			<ul style="list-style-type: none"> - Trying to be more involved with SCC. - Soccer tournament - Reach out to resource fair for what community needs
Collaborative: Objectives review	Reflection of meeting success: did we meet our objectives?	2 min	

Action Steps (Oct 9)

Action Step	Assigned To...	Due Date	Notes/Outcome
Send reminder of goals to leadership team.	Myers	10/16/2017	
Ask academic committee which competition will be first for the field trip. Ask SCC committee ideas for field trip. Beach trip?	Mr. Zepeda & Mr. Castillo	Next committee meeting? 10/23/2017?	No progress on communicating out to committees for ideas. REPEAT FOR NEXT WEEK 10/30/17
Add student of the month and teacher of the month criteria to next leadership meeting	Mr. Castillo	10/16/2017	Ideas: <ul style="list-style-type: none"> - Free breakfast for students and parents for awardees Done!
Reserve auditorium for picture day 10/11/17	Mr. Myers	ASAP	Done!



REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Check In: Review action steps from last meeting (not applicable today)	Done	
Discussion: Wellness Policy	Done	
Informative: School Advisory Council	Done	
Collaborative: Review progress towards our SMART Goals	Done	
Collaborative: Building our positive school culture	Done	
Informative: Department Updates	Done	
Collaborative: Objectives review	Done	

Leadership Meeting Agenda

Date: September 11, 2017

Objectives:

- Review action steps from 9/5
- Discuss next steps for academic data
- Discuss plan for SPED support
- Check in on school advisory council
- Get updates on our goals and from each department

Attendees: Kevin Myers (EA), Jose Castillo (DSCC), Karina Gamez (COO), Freddy Zepeda (COI), Mildred Martin (PC/OM), Gabbie Aquino (MSW), Ainye Long (Lead Teacher)

Tags: #project management, #asana, #focus, #academic data, #engineering night, #SMART Goals

Task	Purpose	Timeframe	Notes/Outcome
<p>Check In: Review action steps from last meeting (not applicable today)</p>	<p>Review action steps from last week.</p>	5 min	
<p>Discussion: Data- what are our next goals and how will we push for growth for all?</p>	<p>Make sure our school and our leadership team is data-driven, particularly in our academic data.</p>	10 min	<p>BO MAP Results</p> <p>Data Goals</p> <p>GROWTH Analysis (by teacher)</p> <p>Data helps Tutors have a perspective when walking into classroom to better assist students.</p> <p>Data is not where we want it to be, but it is a good place to start. Not pretty but realistic.</p>

			<p>What tools do we have to help our students meet their goals?</p> <p>Teachers should have discussions with students about their data. Myers is having meetings with teachers to help them with those discussions.</p> <p>Having data visible for all students and visitors to see. -Whiteboard -Banner</p>
<p>Action Item: SPED Support Plan</p>	<p>Discuss how we will provide support and fill Jaime's space</p>	<p>15 minutes</p>	<p>Request from Ballard: move Jalen to SPED</p> <p>Jaime will be creating a spreadsheet for resource Team.</p> <p>Mr. Ballard is asking if we can request a long term sub or Mr. S to be moved to the Resource Team.</p> <p>Compromise with Mr. S schedule to float Or Having Mr. S support Resource students in the classroom. Asking Mr. S if he is interested in taking on a new role.</p> <p>Ballard will be Lead Teacher</p>
<p>Action Item: School Advisory Council</p>	<p>Our school needs to initiate a school site advisory council.</p>	<p>5 minutes</p>	<p>2 community members, 2 parents, 2 students, two teachers.</p> <p>First meeting must happen before our 9/25 board meeting.</p> <p>ELAC, LCAP, Title I, General School Info; will follow up with MDC meeting</p> <p>Yvette will provide an</p>

			agenda.
<p>Collaborative: Review progress towards our SMART Goals (set last week)</p>	<p>Each member will review their SMART goal and will share their progress towards these goals.</p>	<p>10 minutes</p>	<p>SMART goals</p>
<p>Informative: Department Updates</p>	<p>Quick updates from each member</p>	<p>15 min (2 min each)</p>	<p>Zepeda: - New Tutor Mr. castaneda -Has experience working with ELs -Grades will lock tomorrow.</p> <p>Castillo: -Student LEadership COuncil- 23 students, first event Dance, date TBD. -Couple MTGS this week, T and TH -MORE Store this friday!(scholar Dollars only) -Facility Update-Admin bldg getting built.</p> <p>Aquino: -Working with two students who will be making a presentation for their sex ed class, anticipate presentation for friday. -Lots of mtgs this week. -Goal to make it to the last two 6th grade classes.</p> <p>Gamez: -Challenging when people are out -Made phone calls to parents -translating club letters. -Meeting with Ms. Castellon regarding Meal Audit. -Martin and I will be visiting classrooms during breakfast time -no date yet for the Audit or what school they will visit. -Requesting Subs</p>



			<p>Long: -Grades are in! -Working with Ms. Rodman to help her assess students.</p> <p>Jimenez: -I was out a few days -Working with LACC with an online application for classes. -helping parents create emails - supporting office staff and Ms Gamez with translations. -Sex Ed.org -workshop for parents. (hopefully by the end of this month in spanish) -Bullying workshop for parents, hopefully by the end of the semester.</p> <p>Martin: -Enrolled new 6th grader -waiting on Matveeva and Urbina Sibling - Starting PTC apps. -two Mail Outs this friday -Shadowing Ms. Gamez tomorrow OPS Mtg</p> <p>Myers: -Training for after school tutors on classroom management -email Myers if you think of anything he should cover.</p>
Collaborative: Objectives review	Reflection of meeting success: did we meet our objectives?	2 min	

Action Steps (Sept 11)

Action Step	Assigned To...	Due Date	Notes/Outcome
Create a soccer tournament in Oct	Aquino and Castillo	9/18/17	In Progress
Send permission slip to 6th grade team for field trip	Castillo	9/6/17	Done
Continue discussion of data and goal setting as a school (add to next week's agenda).	Myers	9/18/17	

REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Check In: Review action steps from last meeting (not applicable today)	Done	
Discussion: Data- what are our next goals and how will we push for growth for all?	Done	
Action Item: SPED Support Plan	Done	
Action Item:	no	Will be done in admin meeting



School Advisory Council		
Collaborative: Review progress towards our SMART Goals (set last week)	Done	
Informative: Department Updates	Done	
Collaborative: Objectives review	Done	

Leadership Meeting Agenda

Date: September 5, 2017

Objectives:

- Follow up on previous action items
- Share Central Team Update
- Discuss school advisory council
- Collaborate and reflect on our areas of focus
- Share department updates

Attendees: Kevin Myers (EA), Jose Castillo (DSCC), Karina Gamez (COO), Freddy Zepeda (COI), Mildred Martin (PC/OM), Gabbie Aquino (MSW)

Tags: #communication, #project management, #asana, #focus

Task	Purpose	Timeframe	Notes/Outcome
Check In:	Review action steps	5 min	NWEA Map parent

<p>Review action steps from last meeting (not applicable today)</p>	<p>from last week.</p>		<p>letters in the works</p> <p>Laptops for 8th grade not an issue</p>
<p>Informative: Update from Central</p>	<p>Keep leadership team up to date with information from our central staff.</p>	<p>10 min</p>	<p>School Advisory Council</p> <p>BPP and Mandated Reporter- need to hold this week if not completed.</p> <p>Roll Over Sick Days Policy and Next Steps</p> <p>Website and Twitter (pending 9/25 Board Mtg)</p> <p>Executive Admin meet was about microcredentials; met today with Academic Team</p>
<p>Action Item: School Advisory Council</p>	<p>Our school needs to initiate a school site advisory council.</p>	<p>5 minutes</p>	<p>2 community members, 2 parents, 2 students, two teachers.</p> <p>First meeting must happen before our 9/25 board meeting.</p> <p>ELAC, LCAP, Title I, General School Info; will follow up with MDC meeting</p> <p>Yvette will provide an</p>

			agenda.
<p>Collaborative: Review progress towards our SMART Goals (set last week)</p>	<p>Each member will review their SMART goal and will share their progress towards these goals.</p>	<p>10 minutes</p>	<p><u>SMART goals</u></p>
<p>Informative: Department Updates</p>	<p>Quick updates from each member</p>	<p>15 min (2 min each)</p>	<p><u>Ops</u> Subs for Harry and Archer. Working with case manager with student attendance. Working with SPED with S.C. 6th grade Flyer for Drama Club went out. Working on NWEA Parent Ltr.</p> <p><u>Academics</u> Working w new EL students (count 8). EL Team meeting tomorrow CASA Conference Thurs & Fri - will be out. Shoutout to McKinzie and Smith for supporting EL students</p> <p><u>Office</u> 2 new students in 7th grade Meal Program meet tomorrow Attendance period due today Meal eligibility letters need to be sent out to parents Scheduling for parent conferences</p> <p><u>SCC</u> SW: Shoutout to Rosenberg; working with teacher during class councils DACA letter feedback Met w students re cyberbullying and working with empowering students.</p> <p><u>DSCC:</u> Working on club proposal form and parent communication</p>

			<p>form. Rosenberg is working on this documentation for his drama club. Info will be posted on the portal. 6th Grade Field Trip: 9/20 Working on reserving buses and creating trip slips Duran will reach out to the fair to see if they can bring their lunches. Football tickets on the 30th (I'm going to college) Leadership applications went out today- due on Friday Arreola will be partnering Suspensions report went out on Friday.</p>
Discussion: Uniform Surveys	Review 123 responses : - 78% Yes	5 min	We will add survey to parent survey for parent conferences in October.
Discussion: Soccer Tournament	Is it feasible to have a soccer tournament in October?	5 min	8 team bracket; cohorts; not more than 2 8th graders. Run through Student Leadership Council as a lunchtime activities
Collaborative: Movie night/day	What is the process for teachers to request a movie night or any other event?	5 min	Need to talk with teachers about sharing information with students before they actually have approval.
Collaborative: Objectives review	Reflection of meeting success: did we meet our objectives?	2 min	

////////Action Steps (Sept 5)

Action Step	Assigned To...	Due Date	Notes/Outcome
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Schedule admin meets on PD MORCS calendar	Leadership Team	Throughout the year	Done -December
Email Rommel uniform survey	Aquino	9/7/17	Done Rommel will add the uniform survey to the parent survey for parent conferences.
Create a soccer tournament in Oct	Aquino and Castillo	9/18/17	In Progress
Send permission slip to 6th grade team for field trip	Castillo	9/6/17	
Add event request forms to admin meeting agenda	Myers	9/6/17	

REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Check In: Review action steps from last meeting (not applicable today)	Done	
Informative: Update from Central	Done	
Action Item: School Advisory Council	Done	
Collaborative:	Done	

Review progress towards our SMART Goals (set last week)		
Informative: Department Updates	Done	
Discussion: Uniform Surveys	Done	
Discussion: Soccer Tournament	Done	
Collaborative: Objectives review	Done	

Leadership Meeting Agenda

Date: August 29, 2017

Objectives:

- Review communication norms
- Gather feedback on weekly leadership meeting structure
- Share department updates
- Create SMART Goals and next steps for areas of focus
- Plan for upcoming projects

Attendees: Kevin Myers (EA), Jose Castillo (DSCC), Karina Gamez (COO), Freddy Zepeda (COI), Cynthia Jimenez (PC), Mildred Martin (PC/OM), Gabbie Aquino (MSW)

Tags: #communication, #project management, #asana, #focus, #engineering night

Task	Purpose	Timeframe	Notes/Outcome
<p>Check In: Review action steps from last meeting (not applicable today)</p>	<p>Ensure all action steps from previous meeting(s) have been taken.</p>	<p>0 min</p>	<p>Not applicable today</p>
<p>Collaborative: Review Communication Expectations and Norms</p>	<p>How are we doing?</p>	<p>5 min</p>	<p><u>MORCS Communication Norms</u></p> <p>Areas of growth:</p> <ol style="list-style-type: none"> 1. Check on Asana 2. Email subject lines
<p>Gathering Feedback: Weekly leadership meeting structure</p>	<p>Discuss ideas/timeframe for leadership meeting</p>	<p>10 min</p>	<p>Day:</p> <ul style="list-style-type: none"> - Keep on Tuesdays - Concerned with Tuesdays for sports - You miss Mondays for holidays + board meetings on Mondays <p>Time:</p> <ul style="list-style-type: none"> - Shift to 4:15pm (for supervision and transition) <p>Attendees: (current attendees, lead teacher/s, committee chairs, SFA facilitator, advisory coordinator, SPED lead, leadership teacher, ASP Coordinator- it's a lot of people).</p> <ul style="list-style-type: none"> - We want to have

			<p>all grades represented.</p> <ul style="list-style-type: none"> - Things to think about: - Function of team? - Purpose of team?
<p>Informative: Department Updates</p>	<p>Quick updates from each member</p>	<p>15 min (2 min each)</p>	<ol style="list-style-type: none"> 1. Zepeda: had teams identify 5 hot list students based on data and create strategies to support students. Plan in SFA for students who are EL 1 - Rodman will do modified SFA. 2. Castillo: Castorena+Garcia created digital version of ODR. Fun Fridays. Amanecer - community MH agency. 3. Gamez: will be extending offer for office asst. Continue to make positive phone calls with Mr. Rosenberg and Ms. Archer. Positive ops meetings. 4. Martin: finalize emergency cards into Illuminate (done by tomorrow). Start using one call - new system. Enrolling new students (8th grade: 121 students). Parent conferences postcards will be ready by 9/1/17. 5. Myers: Social media policy discussion in central. Board has to approve social media

			<p>policy on 9/25/17. We need to ensure all parents are notified and they have media release form for all students. Micro Credentials discussion to set the path for teachers.</p> <p>6. Aquino: logistics for fun Friday; teachers have done a great job working with students. We are receiving less ODRs than last year; 7th grade fun Friday is this week on Thursday- only 3 are ineligible. Working on peer mediation</p>
<p>Collaborative: Continued Discussion of Goals/Areas of Focus (site data review)</p>	<p>We will go back to our meeting notes from our discussion about areas of focus for next year; we work on creating an action plan for the selection items.</p>	<p>20 minutes</p>	<p><u>June 20 Meeting Notes</u></p> <p>Areas of focus: Feedback and Support School Culture</p> <p>Next steps: Create <u>SMART goals</u> Create action steps and assignments</p>
<p>Collaborative: Upcoming projects and assignments</p>	<p>Discuss upcoming projects and how we will work together to be successful.</p>	<p>20 min</p>	<p>Report cards (9/8)</p> <ul style="list-style-type: none"> - It will go out by the 15th the latest. Waiting on Zepeda for the greenlight. <p>Parent Engineering Night (9/26)</p> <p>- PROPOSED DATE: WEDNESDAY, OCTOBER 25</p>

			<ul style="list-style-type: none"> - Teachers will have time to plan and test experiments with students. - NGSS (next generation science standards) - Wanted to have experiments parents can do with their students during this night. - Concerns: Do we have enough time to buy supplies and have a plan B experiment? <p>Parent Conferences (to be discussed at a later meeting)</p> <ul style="list-style-type: none"> - Week of Oct. 16 - Have breaks in between for teachers? - Ms. Gamez has to meet with Mr. Myers to hash out logistics.
<p>Collaborative: Objectives review</p>	<p>Reflection of meeting success: did we meet our objectives?</p>	<p>2 min</p>	

Action Steps (Aug 29)

Action Step	Assigned To...	Due Date	Notes/Outcome
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Finish MAPs letter	Myers		
Talk to Ochoa about laptops for 8th grade	Myers		
Send out report cards	Office Staff and Zepeda	September 15	

REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Check In: Review action steps from last meeting (not applicable today)		
Collaborative: Review Communication Expectations and Norms	DONE	
Gathering Feedback: Weekly leadership meeting structure	DONE	
Informative: Department Updates	DONE	
Collaborative: Continued Discussion of Goals/Areas of Focus (site data review)	DONE	



<p>Collaborative: Upcoming projects and assignments</p>	<p>DONE</p>	
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Parking Lot Items

Should we transition into paying for Slack?

- Questions about slack:
 1. Do we pin files?
 2. Do we continue responses on threads?

Micro Credentials opportunities for staff: Excel Whiz?!

Leadership Meeting Agenda

Date: July 27, 2017

Objectives:

- Check in on previous action steps
- Review our implementation of communication norms
- Establish Meeting Norms
- Summer Project Check-In and Calibration
- Review school website for content and ensure accuracy in communication
- Review school SBAC data and discuss similar/local schools comparison.
- Review “Welcome Back” letter and approve for mail out
- Review Uniform Survey Results

Attendees: Kevin Myers (EA), Karina Gamez (COO), Freddy Zepeda (COI), Cynthia Jimenez (PC), Mildred Martin (PC/OM), Gabbie Aquino (MSW)

Tags: #communication, #project management, #asana, #norms, #website, #summer bridge

Task	Purpose	Timeframe	Notes/Outcome
Collaborative: July 17th action step check	Check in to ensure action steps from the previous meeting were met or completed.	5 min	All action items were met/completed. We have to follow up again with Mr. Duenas. See action items below.
Informational/Review: Communication Expectations and Norms	Review communication norms and check in on how we are doing	10 minutes	MORCS Communication Norms
Collaborative: Establish Meeting Norms	We will discuss norms for leadership meetings during the 17-18 school year.	15 minutes	Castillos: Meeting Norms Castillo: Being Mindful of our Air Space, Certain people that dominate the conversations. Martin: Step Back, Step

			<p>Forward rule, allowing other to step forward and being mindful when you are speaking too much</p> <p>Aquino: Having our norms being outlined in the same template that Rommel used during the YPICS Summer Leadership Mtg.</p>
<p>Collaborative: Summer Project Check-In and Calibration</p>	<p>Using Asana, we will check in to ensure that we are on track to being ready for the school year.</p>	<p>20 minutes</p>	<p>Gamez: Purchasing of Supplies, Teacher Care boxes , Uniform Sales and ASP/MO outreach numbers. Phone banking for ASP applications. Creating PO for Uniforms. Contacting Bus Company.</p> <p>(Myers: Please share all PO with Mr. Myers)</p> <p>Zepeda: Testing, Almost done with cohorts for 6th grade(should be done by tonight), All 6th graders to their Advisory classes. Preparing PD books has been completed, Travel Cards will be generated by Illuminate once they have all been scheduled into their classrooms. Needs support from Ms. Martin to move a new student from their old cohort to new cohort group.</p> <p>Jimenez: Supporting</p>



			<p>Office staff with All Documents (EC, MR, Policies etc.) Surprised our uniform sales have been slow, possible having make-up uniform sales next week, Been working on updating Parent Curriculum . Still needs Support from everyone with pictures and responsibilities/duties. Needs a purchase order/Cash Advance for Coffee and supplies for the whole semester. Ready for Next Week! Town hall Meeting Next week with GPS representative, needs to meet with Admin about the plans and getting 2 parents to give their testimony during the meeting. (2 from MORCS and 2 from Berendo) Need help from Berendo for Child Care and Lunch area for food. They are providing everything we just need space (janitorial Logistics) Need to meet with Ms. gamez regarding Transportation for school year and identifying Jimenez role.</p>
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			<p>Myers: HR for all schools. Talking to Rommel about Website. Budgeting things and curriculum pieces for Camacho (admin/leadership decision) Paycom</p> <p>Castillo: Had a good PD with new teachers. Working on hiring for our new School culture and climate position, looking at the school suspension program.</p> <p>Aquino: 80% finished with advisory curriculum, but would like more to choose from. PD went well and nice to build relationships with new Teachers. Target Identified finished, thanks to everyone that helped. Need to contact MORCS Community Mental Health Resources in community as a backup for PUC. Please use the document from last yea. Champs for change will be coming by next week for a tour, need assistance from Myers.</p> <p>Martin: Meal</p>
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			<p>applications and receiving eligibility for that. ACT: reach out to Ms. Suzie for access on mealtime. Finish data on Illuminate for new and returning students. ACT: coordinate with Admin for roles and responsibilities for Ms. Jimenez's documents. Suzie and Diana are finalizing it and will send it over.</p>
<p>Collaborative: Review website for accuracy of content.</p>	<p>Review writing needs for school website; set due date.</p>	<p>10 minutes</p>	<p><u>Writing Assignments</u> Once Rommel get all data, it takes about a week to update the website.</p> <p>Feel free to use Myers Blurb as a guide.</p> <p>To be written in third person.</p> <p>Due date next Friday. August 4th, 2017</p>
<p>Informative/Discussion: Review of uniform survey data</p>	<p>Discuss data from parent/student survey about adding a new uniform color.</p>	<p>5 minutes</p>	<p><u>Uniform Survey Results</u></p> <p>We will continue to collect data</p> <p>We will look at data next mtg.</p>
<p>Informative: Summer Bridge Plans</p>	<p>Sharing expectations for the team for Summer Bridge</p>	<p>5 minutes</p>	<p><u>Summer Bridge Schedule and Expectations</u></p> <p>Summer Bridge and PD Plan</p> <p>Still negotiating prices for</p>



			<p>Achieve 3000 Ms. Vela (regional Supervisor for YPI) will be reaching out to us.</p> <p>Ms. A Lopez resigned, still haven't been able to reach Ms. Rodriguez.</p>
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Summer Bridge Planning: ALL HANDS ON DECK!

Classes	Instructor	Rooms				
Academic Programs	Rodman	J104				
School Culture & Climate	Aquino/Castillo/ R. Lopez	J103				
Teambuilding	After School	J102				
Surviving MS	L Garcia	J101				

New Student Summer Bridge (6-8) ♦ Monday - Friday ♦ Aug 1-5, 2016

		Rodriguez (J104)	Rodman (J103)	Berrios/Camacho (J102)	Garcia (J101)
Session	Time	Programs	SCC	Teambuilding	Surviving MS
1	9:00a - 9:43a	6A	6B	6C	6D
2	9:45a - 10:28a	6D	6A	6B	6C
Snack/Recess	10:28a - 10:58a	Snack/Recess			
3	11:00a - 11:43a	6C	6D	6A	6B
4	11:45a - 12:30p	6B	6C	6D	6A
Dismissal					

Day 1: Schedule and Expectations

Session	Time	Expectation/Role for Staff
Set-up and Arrival	8:00-8:45am	<p>Martin/Garcia: Registration</p> <p>Jimenez: Welcoming Parents in Parent Center</p> <p>All Others: Present and Available; supervision and direction</p>
Session 1	9:00-9:43	<p>Garcia/Martin: Stationed at Office and at Registration for Latecomers</p> <p>All: Help get all students to the correct class</p> <p>All: Help direct students into lines and to enter class in an</p>



		<p>orderly way.</p> <ul style="list-style-type: none"> ● Myers: 6A ● Castillo: 6B ● Zepeda: 6C ● Gamez: 6D
Transition	9:43-9:45	Admin: outside to help with transition, line up
Session 2	9:45-10:28	<p>Admin: walk classes, uniform check</p> <p>Office: Set up for Breakfast</p>
Snack/Recess	10:28-10:58	<p>Admin: outside to help with transition, line up</p> <p>Teach expectations for lining up for lunch and cleaning up</p>
Session 3	11:00-11:43	Admin: walk classes, uniform check
Transition	11:43-11:45	Admin: outside to help with transition, line up
Session 4	11:45-12:30	Admin: walk classes, uniform check
Dismissal	12:30	All hands on deck

Summer Bridge and PD Plan (Admin Placement)

	Monday	Tuesday	Wednesday	Thursday	Friday
PD	N/A	Zepeda Myers Gamez Garcia	Zepeda Myers	Zepeda Gamez Castillo	All
Summer Bridge	All	Jimenez/Martin	Gamez/Castillo	Myers/Jimenez	All



		/Aquino/Bernardino	Jimenez/Martin/Garcia	/Aquino/Martin/Garcia	
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https://docs.google.com/spreadsheets/d/1_F1hlvHVmuSwngOOPdXqyYrUmwwS1hV1kg6JVIWUXCw/edit#gid=903022911

Action Steps (July 17):

Action Step	Assigned To...	Due Date	Notes/Outcome

REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Collaborative: July 10th action step check	Yes	
Informational/Review: Communication Expectations and Norms	Yes	
Collaborative: Establish Meeting Norms	Yes	
Collaborative:	Yes	



Summer Project Check-In and Calibration		
Collaborative: Website content discussion	Yes	
Informative/Discussion: Review of uniform survey data	Yes	
Informative: Summer Bridge / PD Plans	Yes	

Parking Lot Items	

Leadership Meeting Agenda

Date: July 17, 2017

Objectives:

- Check in on previous action steps
- Establish Meeting Norms
- Summer Project Check-In and Calibration
- Review school website for content and ensure accuracy in communication
- Review school SBAC data and discuss similar/local schools comparison.
- Review “Welcome Back” letter and approve for mail out

Attendees: Kevin Myers (EA), Karina Gamez (COO), Freddy Zepeda (COI), Cynthia Jimenez (PC), Mildred Martin (PC/OM), Gabbie Aquino (MSW)

Tags: #communication, #project management, #asana, #focus, #norms, #data, #SBAC

Task	Purpose	Timeframe	Notes/Outcome
Collaborative: July 10th action step check	Check in to ensure action steps from the previous meeting were met or completed.	5 min	All action items were met/completed. We have to follow up again with Mr. Duenas. See action items below.
Informational/Collaborative: Establish Communication Expectations and Norms	Create and discuss meeting norms for our leadership meetings and summer project check ins. Discuss email subject line protocols.	10 minutes	MORCS Communication Norms Meeting norms will be tabled to the next meeting so everybody is present.
Collaborative: Summer Project Check-In and Calibration	Using Asana, we will check in to ensure that we are on track to being ready for the school year.	20 minutes	Mr. Zepeda: <ol style="list-style-type: none"> 1. Uploaded scores/results on Illuminate. 2. Testing this Wed.-Fri. <ol style="list-style-type: none"> a. Thursday support: Plan



			<p>A: Myers, Plan B: Jimenez, Plan C: Martin</p> <p>b. Details: Select Rodman as teacher account.</p> <p>3. Set up Achieve 3000 account.</p> <p>Mr. Myers:</p> <p>1. Spent a lot of time with teachers with Advisory Curriculum.</p> <p>2. Meeting with Exec Team</p> <p>a. present morethansexed curriculum</p> <p>b. Camacho will teach in 8th grade elective (10 weeks)</p> <p>Ms. Gamez:</p> <p>1. Finalized parent calendar for the year. (Just need a few more from community reps).</p> <p>2. Transportation:</p> <p>a. Decrease 1 bus and eliminate 5 stops. We now only have 4 stops. We only have 1 bus now.</p> <p>3. Task: Finish Meal Exam</p> <p>4. Uniform sales are next week. Set up this Friday. Sales start on Monday, July 24th. Make up day will be on July 31st.</p> <p>a. Uniform surveys will be conducted at the registration desk.</p>
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			<p>Ms. Jimenez:</p> <ol style="list-style-type: none">1. Finalized town hall meeting on August 19. Task is to have a planning meeting to prepare for it.2. Task: High school choice night - Oct.3. Finished August calendar and menu. It will be sent out tomorrow.4. Need support: How can we condense all 3 binders for sign in for our parent volunteers? (AM sign in, PM sign in, Donations)<ol style="list-style-type: none">a. Option 1: Fill out google form with 3 options. We have 60 ipads that aren't being used.5. Transition to middle school curriculum. <p>Ms. Aquino:</p> <ol style="list-style-type: none">1. Was able to connect counselor with a family for services for the summer.2. Attended YPI Conference last week- very inspiring.<ol style="list-style-type: none">a. Now planning how she can integrate her learning from the conferences with the tasks at MORCS.3. Finalizing advisory curriculum with McKinzie4. Meeting with Archer about peer mediation
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			<p>club.</p> <p>Ms. Martin:</p> <ol style="list-style-type: none"> 1. Input registration data into Illuminate. <ol style="list-style-type: none"> a. Includes IEP, MH svcs, etc. 2. Recreate binders. 3. Prepare for uniform extravaganza.
<p>Collaborative: Review website for accuracy of content.</p>	<p>As a team, we will discuss the content on our website and plans for the upcoming year.</p>	<p>15 minutes</p>	<p>Please let Mr. Myers or Rommel know if you have any other feedback.</p> <p>Mr. Myers documented our comments for the website.</p> <p>Needs our support to help create descriptions for website.</p>
<p>Collaborative: Review “Welcome Back” Letter</p>	<p>Review “Welcome Back” Letter, discuss and approve for mail out.</p>	<p>5 minutes</p>	<p>Myers will type it up, please add feedback.</p>
<p>Informational: SBAC Data Review</p>	<p>Look at similar schools comparison for SBAC data.</p>	<p>5 minutes</p>	<p>SBAC Similar Schools Comparison (5x5)</p>

Action Steps (July 17):

Action Step	Assigned To...	Due Date	Notes/Outcome
<p>Follow up with Duenas re: cash advance and/or credit card for supplies</p>	<p>Kevin</p>	<p>July 24th</p>	<p>Done</p>



Create copies of the Email Subject Line Protocols and distribute to leadership team	Kevin	July 24th	Done
Share job descriptions with Ms. Jimenez	Kevin	July 24th	Done
Identify students for Target shopping spree.	Aquino	July 18th	Done
Write a blurb (paragraph) about yourself for the website.	Leadership Team	TBD	

REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Collaborative: July 10th action step check	Yes	
Informational/Collaborative: Establish Communication Expectations and Norms	Yes	Need to speak about meeting norms
Collaborative: Summer Project Check-In and Calibration	Yes	



Collaborative: Review website for accuracy of content.	Yes	
Collaborative: Review "Welcome Back" Letter		Mr. Myers will type it up and will review feedback tomorrow.
Informational: SBAC Data Review	Yes	

Parking Lot Items

Schedule meeting for finalization of bus schedule and stops

Will we continue with these meetings during the school year?

How will communication norms continue in the school year?

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Leadership Meeting Agenda

Date: July 10, 2017

Objectives:

- Check in on previous action steps
- Establish Communication Expectations and **Norms**
- Summer Project Check-In and Calibration
- Continued Discussion of Goals/Areas of Focus (site data review)
- Recommendation for IEP Scheduling
- Discuss PUC counseling recommendations

Attendees: Kevin Myers (EA), Jose Castillo (DSCC), Freddy Zepeda (COI), Cynthia Jimenez (PC), Mildred Martin (PC/OM), Gabbie Aquino (MSW)

Tags: #communication, #project management, #asana, #focus, #IEP, #SPED, #PUC, #counseling

Task	Purpose	Timeframe	Notes/Outcome
Collaborative: June 26 action step check	Check in to ensure action steps from the previous meeting were met or completed.	5 min	
Informational/Collaborative: Establish Communication Expectations and Norms	Clarify everyone's understanding and expectations for communications amongst our team for the summer and for the 17-18 school year. Check in on Slack usage	15 minutes	<ul style="list-style-type: none"> ● Use of Slack <ul style="list-style-type: none"> ○ Use as main source of communication (in place of text messages) ○ Make sure to be signed in to all teams on all devices.



			<ul style="list-style-type: none">○ Include links to important documents as reminders. Continue to use google docs to share documents.● Regarding assigned tasks<ul style="list-style-type: none">○ Send requests for tasks through slack. Respond with “copy” or other response.○ Email will be sent and will be followed up by a reminder via-slack.● Timeliness<ul style="list-style-type: none">○ Slack/text - before you leave campus.○ Email - 48 hours
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			<p>(will reflect in near future)</p> <ul style="list-style-type: none">○ If response is necessary, call person to receive immediate response (or auto-text response).● Agendas<ul style="list-style-type: none">○ Send agendas at least 24 hours before meeting.● Email subject line protocol?<ul style="list-style-type: none">○ See action steps
Collaborative: Summer Project Check-In and Calibration	Using Asana, we will check in to ensure that we are on track to being ready for the school year.	20 minutes	<p>Ms. Martin - inserting data into illuminate (ex. Emergency card info). Need to store binders from 15-16, 16-17, that need to be stored. Prepping for uniform sales.</p> <p>Ms. Jimenez - phone banking for Ms.</p>



			<p>McKinzie's class. Working on bus transportation daily tracker from 16-17. Programing alert solutions announcement.</p> <p>Mr. Zepeda - upload incoming students to NWEA system for testing. Testing will take place next week from weds-fri. Create new email accounts and start setting up academic programs.</p> <p>Mr. Castillo - working on classroom observation tool. Look into ripple effects lesson plans. Would like to look at cohort placements to provide recommendations.</p> <p>Ms. Aquino - received school climate transformation grant details. Will share w/ Mr. Castillo to coordinate possible PD's. Heard back from Latino Equality Alliance - they offer services that might be beneficial to our families. Preparing to discharge last 2 clients of the</p>
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			<p>school year (July 31st).</p> <p>Mr. Myers - working on transitional items w/ Mr. Dueñas. Starting to finalize new teacher orientation and new teacher training. Purchasing new curriculum -- new history text (TCI), Science curriculum is set for new year. Teachers will be here tomorrow morning to work on Advisory curriculum. Goal is to finish advisory curriculum by Friday. Goal is to have 3 years of curriculum (to be completed by next summer).</p>
<p>Collaborative: Continued Discussion of Goals/Areas of Focus (site data review)</p>	<p>We will go back to our meeting notes from our discussion about areas of focus for next year; we work on creating an action plan for the selected items.</p>	<p>20 minutes</p>	<p>June 20 Meeting Notes</p> <p>Areas of focus: Feedback and Support School Culture</p> <p>Next steps: Create goals (see document above)</p>
<p>Collaborative: Scheduling of Admin Meetings</p>	<p>Make a decision about how we would like to schedule IEP meetings</p>	<p>5 min</p>	<p>Will follow up with resource team</p>
<p>Collaborative:</p>	<p>Discussion of recommendations for PUC Counseling</p>	<p>10 min</p>	<p>Will follow up with recommended families and will keep Mr.</p>

Recommendations for PUC Counseling (Aquino)			Castillo in the loop.
Discussion: Other Requested Topics	Uniforms	10 min	Survey parents, students, and staff re: uniform bottoms.

Action Steps (July 10):

Action Step	Assigned To...	Due Date	Notes/Outcome
Need to research e-mail subject lines	Kevin	July 17th	Done (7/14/17)
Take boxes with binders from 15-17 to storage bin	Leadership	July 17th after meeting	
Follow up with Zubia re: cash advance and/or credit card for supplies	Kevin	July 11th	Done (7/13/17)
Schedule meeting for next thursday at 1pm to discuss goals/areas of focus	Kevin	July 10	Done (7/10/17)
Follow up with Nutt RE: Scheduling of IEPs	Kevin	July 10	Done (7/12/17)
Create google survey for uniform pants	Aquino	July 17	<u>Done</u> (7/17/17)



REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Collaborative: June 26 action step check	Yes	
Informational/Collaborative: Establish Communication Expectations and Norms	Partially	Need to discuss meeting norms.
Collaborative: Summer Project Check-In and Calibration	Yes	
Collaborative: Continued Discussion of Goals/Areas of Focus (site data review)	No - will continue on July 20th	
Collaborative: Scheduling of IEP Meetings	Yes - must follow up with resource team	
Collaborative: Recommendations for PUC Counseling (Aquino)	Yes	

Parking Lot Items

Schedule meeting for finalization of bus schedule and stops

Will we continue with these meetings during the school year?

How will communication norms continue in the school year?



**MONSEÑOR
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ROMERO**
CHARTER SCHOOL

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Leadership Meeting Agenda

Date: June 26, 2017

Objectives:

- Establish Communication Expectations and Norms
- Summer Project Check-In and Calibration
- Continued Discussion of Goals/Areas of Focus (site data review)
- Credit Card and Purchasing Update for 17-18

Attendees: Kevin Myers (EA), Jose Castillo (DSCC), Karina Gamez (COO), Freddy Zepeda (COI), Cynthia Jimenez (PC), Mildred Martin (PC/OM), Gabbie Aquino (MSW)

Tags: #communication, #project management, #asana, #focus, #creditcard, #purchasing

Task	Purpose	Timeframe	Notes/Outcome
Informational/Collaborative: Establish Communication Expectations and Norms	Clarify everyone's understanding and expectations for communications amongst our team for the summer and for the 17-18 school year. Set up Slack	15 minutes	Leadership team agreed to try Slack for the summer. They will use the #leadership channel.
Collaborative: Summer Project Check-In and Calibration	Using Asana, we will check in to ensure that we are on track to being ready for the school year.	15 minutes	Mr. Zepeda - Task: Rosters for 7th & 8th grade students. <ol style="list-style-type: none"> 1. Needs support for new 7th & 8th grade students 2. Needs support for live updates on receiving new students Task: Send letter to 6th graders for summer testing. Wants to test on July 19, 20, and 21. <ol style="list-style-type: none"> 1. Needs support for mailing out letters.

			<p>Ms. Martin will help him.</p> <p>Task: Set up new staff and member center.</p> <p>Task: Upload SBAC scores on Illuminate.</p> <ol style="list-style-type: none"> Needs a template to upload SBAC 16-17 scores. It would not let him upload it. ACTION: check in with Mr. Harvey or call Illuminate. <p><u>Ms. Martin -</u></p> <p>Task: Inventory for office supplies and uniforms. Binder switches.</p> <p>Task: Send out summer bridge notification (July 31 - August 4).</p> <ol style="list-style-type: none"> Awaiting approval from flyer from Ms. Gamez. <p>Task: Compliance projects</p> <ol style="list-style-type: none"> Needs support from Ms. Garcia and Compliance Coordinator. <p><u>Ms. Gamez -</u></p> <p>Task: Requested for cash advance to purchase items for upcoming school year.</p> <ol style="list-style-type: none"> Needs support from Ms. Zubia <p>Task: Close out meal binders.</p> <p>Task: Transportation surveys with Ms. Jimenez.</p> <p>Task: Attend meal certification training with Ms. Martin.</p> <p><u>Ms. Jimenez -</u></p> <p>Task: Gather data on bus services to learn stops for each family.</p> <ol style="list-style-type: none"> Needs to coordinate with Ms. Gamez on bus stops <p>Task: Create schedule for parent center events.</p> <ol style="list-style-type: none"> Needs to coordinate with Ms. Gamez to
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			<p>schedule events. Task: Update curriculum for middle school transition</p> <ol style="list-style-type: none"> Needs support from leadership team <p>Task: Coordinate bus services for summer bridge program</p> <ol style="list-style-type: none"> Ms. Gamez needs to contact bus company ASAP. <p><u>Ms. Aquino:</u></p> <ol style="list-style-type: none"> Connections with PUC counselors- will continue working on building this partnership; counselors will be available this summer. Counseling services are available for families (in English) Finalizing and sharing TFI data. <p><u>Mr. Castillo:</u></p> <ol style="list-style-type: none"> Calendaring events for this upcoming school year. Create a supervision plan for this upcoming school year. Update safety binder. <p><u>Mr. Myers:</u></p> <ol style="list-style-type: none"> Hiring Ordering new materials
<p>Collaborative: Continued Discussion of Goals/Areas of Focus (site data review)</p>	<p>We will go back to our meeting notes from our discussion about areas of focus for next year; we work on creating an action plan for the selection items.</p>	<p>20 minutes</p>	<p><u>June 20 Meeting Notes</u></p> <p>Areas of focus: Feedback and Support School Culture</p> <p>Next steps: Create goals (see document above)</p> <p>Meetings will be on</p>

			Mondays at 2pm, starting on July 10.
Informative: Credit Card and Purchasing Update for 17-18	Define and clarify the process for purchasing for the 17-18 school year.	5 minutes	Each school EA will have \$5,000. Each school site will have \$1,000 budget. Ms. Gamez will have the CC for this. Mr. Myers will approve/process purchases. SLACK him if you want to discuss purchases.

Action Steps (June 26)

Action Step	Assigned To...	Due Date	Notes/Outcome
Coordinate a meeting regarding bus schedule.	Ms. Jimenez	June 30, 2017	
Follow up for family recommendation for PUC counseling.	Ms. Aquino	July 10, 2017	
Add Ms. Jimenez to MORCS Summer Tasks.	Mr. Myers	June 26, 2017	Done! I had typed her email incorrectly, so she will have to migrate all tasks into the MORCS workspace.
Schedule Leadership Meetings on Mondays at 2pm at C202 on google calendar.	Mr. Myers	July 10, 2017	Done.



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REFLECTION:

Agenda Item	Was the Goal Met?	If not, why not?
Establish Communication Expectations and Norms	7 half thumbs!	We need to review norms and communication norms.
Summer Project Check-In and Calibration	7 up thumbs!	
Continued Discussion of Goals/Areas of Focus (site data review)	7 up thumbs! We identified two areas of focus.	
Credit Card and Purchasing Update for 17-18	7 up thumbs!	



Parking Lot Items
Schedule meeting for finalization of bus schedule and stops