

AGENDA



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Meetings

<u>11-2-17</u>	<u>11-16-17</u>	<u>11-30-17</u>	<u>12-14-17</u>	<u>1-11-18</u>			

November 2nd, 2017

School Culture and Climate Committee Meeting Agenda:

Date: 11-2-17

Time: 3:45

Location: BCCS Room 15

Meeting Attendance:

- | | | |
|---------------------|-------------------|--------------------|
| ✓ Joseph Arreola | ✓ Anahi Heredia | ✓ Kirk Takeyama |
| ✓ Rachell Campbell | ✓ Valinda Meneses | ✓ Rahab Trejo |
| ✓ Daniel Centofanti | ✓ Allison Murphy | ✓ Josue Villanueva |
| ✓ Vanessa Davila | ✓ Hector Rosas | |

Roles:

- Facilitator:.....Daniel Centofanti
- Data Analyst:.....Rahab Trejo
- Meeting Admin:.....Kirk Takeyama
- Timekeeper:.....Hector Rosas *(Times in Green)*
- Minute Taker:.....Rachell Campbell
- Norms Officer:.....Allison Murphy
- Communication Coordinator:.....Joseph Arreola (student)
Anahi Heredia (parent)
- SW-PBIS Coach:.....Valinda Meneses
- Understudy:.....Kirk Takeyama
- Critical Analysis:.....Vanessa Davila
Josue Villanueva

Agenda:

- ◇ [Norms review](#) by norms officer - (1min)
- ◇ Brief overview of day's agenda - (1min)
 - △ Are there any items that need changed?
- ◇ Review tasks from previous meeting: (2 mins)

Previous Task Items

Data	Task item: Who? What? When? Where?	Implementation steps Who? What? When? Where?	Current Status	Next Steps? (Is there anything else that we need to complete task?)
	Administering a survey to all staff during operations meeting. Tuesday 10-31-17.	1. Action plan needed finished. <ul style="list-style-type: none"> ● Tier 1 committee input on items for survey with Action plan in mind. ● All staff took survey 	Status: Completed Notes:	Interpret data

- ◇ New Task Items: 3 items to act on (30mins total)

New Task Items

Data	Task Plan Decision who? what? when? where? goal?	Anticipated Roadblocks / Solutions
BCCS Tier 1 Action Plan	1. Review data with committee to select 3 priority areas in action plan . (12mins)	May be competing priorities when reviewing data when no specific outliers are identified. May be crossover between survey items.
	2. Make timeline for priority areas. (expectation of what the need is. Be realistic) (12mins)	Unclear definitions of what our expectations are. Unclear of how to measure effectiveness. Working on cycle of effectiveness tool for committee to analyse effectiveness of actions.
	3. Additional questions (3mins)	Lengthy discussion amongst teams if agenda was unclear.
	??4. School wide challenges brought up by staff, apply data to challenge. Discuss specific data sources. (3mins.) ??	Unsure of what data sources are available to us.

- ◇ Additional questions: (3mins)
- ◇ Next Meeting Schedule: (1mins)

Concluding survey of meeting effectiveness. (3mins)

- I. Was today's meeting a good use of our time? Yes
If not then why?
- II. In general, did we do a good job of tracking whether we're completing the tasks we agreed on at previous meetings? Yes
If not then why?
- III. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings? Yes
If not then why?
- IV. In general, are the completed tasks having the desired effects on student behavior? Not applicable
If not then why?

Facilitator Notes:

Voted on 4 task items with the idea that one will be handed to parent committee in some aspects.

The other being that the top two task items were similar.

Incorporate grade level leads to focus on effectiveness.

Survey should have been over all people. Missed afterschool (may not have access to computers on campus. Too short of a timeline.)

Can break up "Schoolwide expectations for all BCCS staff on expectations for correcting misbehavior" into chunks to address.

Who is actually doing 4:1 positive comments.

Observations

Filming

- Highlight key areas to focus on in recording

(Important to make clear this is not punitive, this is for data collection and how to improve our school and ultimately "Schoolwide expectations for all BCCS staff on expectations for correcting misbehavior.")

Self reflexive filming.

Next meeting plan filmed observations

Practicing ourselves

Set up reminder for informal observations through Slack!

iPads to record - know media release!!! (office will know)

Filming should be less than once a week. (1st year teachers, could be burden)

ODR data and are we filling out ODR. Repeated behavior, data to show.

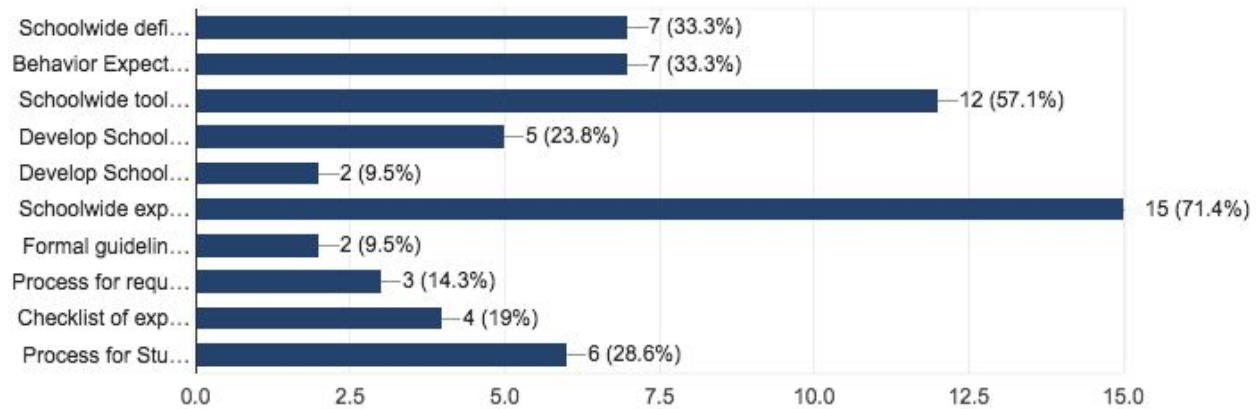
Data

- ◇ Disciplinary Code
- ◇ Disciplinary Policy

◇ Tier 1 Action Plan Survey Data 10-31-17

Please select 3 of the following tools/supports that would be most helpful to you and/or your students:

21 responses



- ◇ Student Motivation Tracker
- ◇ Behavioral Expectations Teaching Matrix (BETM)

Template: **(DO NOT EDIT)**

School Culture & Climate Tier 1 Committee Meeting Agenda:

Date:

Time:

Location:

Meeting Attendance:

- | | | |
|---------------------|-------------------|--------------------|
| ✓ Joseph Arreola | ✓ Anahi Heredia | ✓ Kirk Takeyama |
| ✓ Rachell Campbell | ✓ Valinda Meneses | ✓ Rehab Trejo |
| ✓ Daniel Centofanti | ✓ Allison Murphy | ✓ Josue Villanueva |
| ✓ Vanessa Davila | ✓ Hector Rosas | |

Roles:

Facilitator:.....Daniel Centofanti
 Data Analyst:.....Rehab Trejo
 Meeting Admin:.....Kirk Takeyama
 Timekeeper:.....Hector Rosas *(Times in Green)*
 Minute Taker:.....Rachell Campbell

- ◇ Additional questions: (3mins)
- ◇ Next Meeting Schedule: (1mins)

Concluding survey on meeting effectiveness. (3mins)

- III. Was today's meeting a good use of our time?

- IV. In general, did we do a good job of tracking whether we're completing the tasks we agreed on at previous meetings?

- III. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?

- IV. In general, are the completed tasks having the desired effects on student behavior?

Facilitator Notes:

Action Plan Archive

Archive

School Culture and Climate Committee Meeting Agenda:

Date: 10-26-17

Time: 3:45

Location: Room 15

Meeting Attendance:

Facilitator: Arreola

Meeting Admin: Takeyama

Timekeeper:

Note Taker:

Norms Officer:

Member:

Member:

Member:

- ◇ Resolution topics from previous meeting:

△

- ◇ Discussion Point:

△ Possible resolution date:

△ Members involved in resolution

△ Additional questions:

- ◇ Topics brought forth by Admin/Valinda:

△

◇

Template:

School Culture and Climate Committee Meeting Agenda:

Date: 10/5/17

Time: 3:50

Location: Room 15 BCCS

Meeting Attendance:

Facilitator: Centofanti

Data Analyst: Trejo - Absent

Meeting Admin: Takeyama

Timekeeper: Rosas - Absent

Minute Taker: Rachell Campbell

Norms Officer: Allison Murphy
Communication Coordinator - Arreola(student) and Heredia(parent)
SW-PBIS Coach- Valinda
Understudy: Takeyama (alt. Vanessa Davila & Mr. V.)

- ◇ Resolution topics from previous meeting:
 - △ Discussing the positions, reestablishing who had want and assigning any unassigned roles.
- ◇ Discussion Point:
 - △ TFI Scoring Discussed
 - TFI Scoring Process
 - Previous Scores
 - Scoring Protocol
 - Scored TFI
- ◇ Topics brought forth by Admin/Valinda:
 - △ AT our next PD we will be continuing our conversation about the climate of the school. Come up with action plan as teams during PD. How are we going to move the culture to a positive realm and make personal commitments to promoting the positive climate.

School Culture and Climate Committee Meeting Agenda

Date: 9/29/16

Time: 3:45

Location: Room 2

Meeting called by Z. Young

Attendees: Young, Rubin, Espinoza, Centofanti, Rosas, Arreola, Takeyama (People had to come late because of Campus Closure - meeting time was cut short)

Please bring: Your computer and something on which you can take notes, data you have collected that pertains to your committee's focus areas, and information about any students on your committee caseload.

- I. Apples - SCC committee is to be the school leaders in encouraging using apples for teachers**
- II. MTSS Forms - explained difference between these and ODRs/Incident Reports**

- III. Protocol for dealing with sensitive information - if referrals come from other committees, NOTHING is to be shared, if we have a personal issue from a student, we may talk to a colleague for assistance**
- IV. Thursday 10/6 we will do TFI form as a committee**
- V. Committee agrees to do once or twice a month observations during prep of other teachers - two stars and one wish.**

