

School Based Management Meeting

Thursday, May 24, 2007

3:15 PM

Principal's Conference Room

Agenda

- Welcome/Overview
- Introductions
- Old Business/New Business
 - Discipline Review Committee Findings
 - Evaluation Form
 - Concerns Regarding Duplo Machines
 - Budgets
 - Other
- Questions/Concerns
- Closing
- Agenda Bin:

Attendance

Ms. E. Wesley, Principal
Ms. A. Landers, Teacher
Mr. J. Buenabad, Teacher

Mr. H. Mendez, UTLA Chapter Chair
Ms. L. Bounds, AP ELA
Mr. L. Choi, Teacher

Ms. Ellis, UTLA Co-Chapter Chair
Ms. L. Wooten, Teacher
Mr. Rosen, Teacher (Guest)

Minutes

Wesley: Last minutes will be delivered into mailboxes. Review any agenda bin items and revisit Discipline Review Committee. Check to see how the Carver Discipline Policy aligns with LAUSD's Discipline Policy. Reopening of the Duplo Machines and hear questions, concerns, issues that relate to the machines (1133).

Bounds: Placed Discipline Policy packets into Discipline Review Committee member's boxes.

- Discipline Foundation Policy: School-Wide Positive Behavior Support – BUL-3638.0
- Attachment C – Gives school and overview that aligns with District Policy. Placed District and Carver's Policies. Fourteen items show comparison between Carver and District.

The District Discipline Policy must focus on positive behavior and rewards. Carver Middle School Policy does align and reflect the District's Policy. We fall short on the data collection. There is data software available and ISIS is to provide that but will. Discipline Review Committee will be meeting next week and open to all stake holders and we need to reach out to non-Certificated staff. Clerical and other staff has been trained and are aware of the three Carver rules (Be Safe, Be Responsible, Be Respectful). Incentives are clear (Cougar bucks, etc...). Review the LAUSD Discipline Policy/Carver Middle School Discipline Policy Comparison Chart. In the packet there is the School Resource Survey. It was not included in the packet because it is a form that is currently being updated and will be brought up in the Discipline Review Committee.

Mendez: Isn't there a way to track the students? How far are we along with that? Students who are being sent down to the Dean's Office. In-Take/Out-Take forms.

Bounds: In the District Policy, we must keep track of the students being sent to the Dean's Office, fighting, etc...

Wooten: Are you talking about the program in ISIS? Who will be responsible for running and updating the students?

Mendez: Just for clarification, it is a requirement for the District. Something that must happen.

Bounds: This is an expectation we should be working toward.

Wesley: The District is not asking us to do the entire District's Policy but to closely align it to our school's need. Ms. Bounds, make a bigger sheet so every personnel that come will know clearly our Carver Discipline Policy.

SBM: Praise for Ms. Bounds' work and developing the B.E.S.T. Program.

Buenabad: On student ID cards, there is a bar code that can be scanned inputted in the ISIS system.

Wesley: How the SST will assist with behavioral students to receive appropriate services. This is the ultimate goal.

Bounds: Reference to Attachment I lays out the consequences.

Ellis: Is someone in particular in charge of finding a Program?

Wesley: Students should carry their student IDs. We have bought a program for Tardy Lock-Out. This Program currently works with SIS and not ISIS. We will agenda bin the item for next meeting. Is there any other findings? Now that this has been created, we need to in-service the staff and keep reinforcing and refer to the Plan. Focus on the positive and not the negative. We need to pull together and make sure everyone is on-board and there is consistency.

Mendez: Is the school going to get a Discipline Resource Manual?

Bounds: It should arrive around June.

Wooten/Wesley: UTLA is providing a LAUSD's Discipline Policy Workshop on June 7th and we should have a representative to share that Carver is a step ahead.

Bounds: Bulletin 3638.0 has great resources for students, parents, educators and others...

Wesley: We need to have everyone trained and bought in.

Mendez: Local District training for the Dean's will be provided (Bounds/Wesley: June 6 and on-going). Mr. Aguilar should know and attend.

Buenabad: One minor suggestion, if we could have the Dean's examined the plan and articulates the Plan so their roles are clear.

Wesley: Mr. Mendez and I will be drafting an Evaluation Form for the staff. Concerns regarding the Duplo Machines, I'm going to put it out, we have the machines on campus and we are using a lot of ink and paper and constantly ordering. How are we using the copies and using them for our children? Some copies are made for 3rd/4th grade level for 7th/8th grade students. There is a problem when there are 500 copies for students. What I do want is an accountable system for those copies. There are plenty of consumable workbooks, etc... Accountability measures in place.

Mendez: The District is moving to CD-ROMs and will ask us to print and make copies. We are a majority English Learners and will require supplemental materials that require copies being made.

Wesley: I'm not against copying but what is being copied.

Buenabad: Is there a way of monitoring what is being copied?

Wesley: Each department is distributed ink and when that runs out, teachers approach other departments. Let us place that item in the Agenda Bin for next meeting.

Ellis: Could you also include printer ink issue. We print IEPs.

Wesley: Mr. Choi gets with Ms. Hong and found out how much is being spent on Duplo and printer ink.

Buenabad: Instead of buying more ink and printers we should focus on buying more LCD Projectors. Also purchasing electronic pencil sharpener.

Ellis: Another item, can we discuss adding a third Dean? Would we discuss that in SBM or School Site Council?

Wesley: That is another committee, a budget committee and budgets will be finalized in the new school year and the future of the referral room.

Wooten: What is the date of our next meeting?

Wesley: Our next meeting will take place on June 7th and 21st. Mr. Mendez was given the budget (1135). 1135 Budget is improving and sustaining an API. It is about resources that will help the API. The other categorical budget will be presented to staff.

Meeting adjourned at 4:32 PM.