

**Bell High School
School Based Management Council
November 25, 2008
Principal's Conference Room**

Dr. di Stefano opened the meeting at 11:50 a.m.

Those present: Kevin Kilpatrick, Susan Vargas, Leo Casañas, Francisco Mercado, Jose Robles, Howard Hernandez, Karen Tarrant, Yadira Vera, Tom Campbell, Mike Berger, Onofre di Stefano, Brian Defer, Mario Mijango, and Andrew Ruiz. It was noted that we need to update the member list: Ralph Oronoz and Brian Defer are no longer members.

There were no minutes from the last meeting. This is the first SBM meeting this school year.

Subcommittee Reports

Discipline: Leo Casañas.

- We now **scan students into the tardy room**. This is an automatic input that helps the school preserve ADA and assign detention. This morning, we started the policy of sending students back to class after being registered in Tardy Room. This is a process we will continue to follow daily.
- **Student uniform policy**. Leo is looking to see where Maywood Academy has arranged for polo shirts; we would like to establish a uniform shirt. If we start with a uniform shirt, perhaps we can later move towards uniformity in pants. Maywood Academy is not the only HS doing this; Susan Vargas says that Jordan HS has a similar policy. Leo says that the first batch of clothes at Maywood was donated by city money. We will push this for next year.
- **Surveillance cameras**: we need more in more locations and of higher quality. We should have increased leverage for this based on the recent murder after hours on campus.
- **Too many students in the halls during class time**. Administrative team needs to take more action in enforcing policy that teachers not release individual students or groups of students during class time.

Technology/Equipment: Tom Campbell.

- Tom reports that the Equipment Subcommittee wishes SBM approval to **modify the equipment checkout procedure** by lengthening the term from 3 months to 6 months. This will primarily affect teachers with laptops; they will only need to bring their laptops into the Digital High School office twice a year for inventory and renewal. This policy is in alignment with district requirements. The SBM Council unanimously approved the change.
- **Air-conditioning for room 128**. Brian Defer reports that the recent SLC remodel of room 128 has increased the need for urgent action in providing sufficient cooling for the school's main distribution frame (MDF) equipment. Very expensive networking equipment is presently running overheated for much of the day. Providing A/C for this space has been an action item for several months with little to show for it. Dr. di Stefano says the best solution is to install a window-mounted A/C unit. He will refer this matter to Rolf Janssen, Assistant Principal in charge of facilities.
- **Teacher Assistants in support of laptop carts**. Howard Hernandez asks about the feasibility of assigning a TA the permanent job of assisting teachers whenever a cart is deployed in a classroom. Brian points out that we now have about 20 carts; we would probably need more than 1 TA.

- Howard also asks about **installing ceiling-mounted projectors** in each classroom. Dr. di Stefano reports that our goal is to have one in every classroom. This is an on-going project, being worked on by Sam Choi and Cesar Lopez.

Budget: Tom Campbell

- **Budget Freeze.** Tom reports that the freeze affects all expenditures not previously encumbered and that it is meant to be temporary while the district's fiscal experts get a "snapshot" of the current situation. The district will cut central and local district offices before touching schools. However, each school will be "taxed" or cut a certain percentage based on its individual needs and availability of supplemental funds. The QEIA grant will remain untouched. The freeze is projected to be lifted by the first week in December. Bell is in reasonably good shape as long as the QEIA grant lasts.

Professional Development: Mike Berger.

- Mike is revising the site memo governing applying for **staff conference attendance**. The new procedures will allow more lead time so that conference arrangements can be made more economically and efficiently. They will also be more closely aligned with the benchmarks of the school's action plan.
- **Professional Learning Communities.** Mike reports that Bell's PLCs have been recognized by the local district as having made excellent progress. Let's keep up the good work. We need to continue and increase training on classroom practice based on the periodic assessments. Should this training occur after school, on Saturdays, or during release time during the school day? Additional training opportunities should be offered to PLC facilitators and SLC leads

Open Forum

Howard Hernandez requests that the Special Education department have equal access to QEIA resources. Tom Campbell indicates that the QEIA action plan targets students with disabilities in the five core curricular areas.

Dr. di Stefano presents the Lakeside HS bell schedule model to indicate a starting point for discussing how the Bell daily schedule might be modified to allow for more intervention time during the school day. However, the period ended before a discussion could begin.

The next SBM meeting will take place Thursday, Dec. 11, 2008, after school.

Respectfully submitted: Tom Campbell