

SGB Agenda and Minutes

May 16, 2024

- I. **Members in attendance:** Smith, Presley, Sotelo, Juhnke, Lara, Meraz, Fuentes, Blatter, Hassel, Sevier, Bissell, Boylan, Mizerak, Imam, Taylor, Cabrera, Foster
- II. **Members absent:** Reeves, Vallalar, Clothier
- III. **Norms :**
 - A. Engagement in the meeting:
 - 1. SGB Members vs. non-SGB members. If you are not an SGB member you will sit away from the round table.
 - 2. How to comment- SGB: I will give 1 minute to discuss with your peer and then we will have a whole group discussion (Raise hands, no side conversations).
 - 3. Public comment must be scheduled before the meeting. Use this [form](#).
 - 4. Voting- roll call ya, or nay
 - B. Minutes- Voted on at the END of the meeting
 - C. Agenda- Items are below
- IV. **Old Business**
 - A. [SEL revisions](#) (Trainer)
 - 1. 60 min vs 70 min SEL on Fridays
 - 2. Lunch transition times
 - B. Jim presented a solution to fix lunch overlap in SEL day schedule.
 - 1. Sevier motioned to vote on the fix, Presley seconded

Representative	Role	Vote
Cristina Bissell	Principal	yes
CJ Smith	Principal Designee	yes
Matt Taylor	Social Studies	yes
Caitlin Vallalar	HS Science	absent
Atzin Cabrera	HS Math	yes
Beth Juhnke	HS English	yes
Kristine Blatter	ELD	yes
Lori Presley	Electives	yes
Shazia Imam	Special Education Representative	yes
Estefany Fuentes	School Support Representative	yes
Tyreesa Reeves	Classified Employee Representative	absent
Tim Boylan	DCTA	yes
Kelly Mizerak	Intervention	yes

Emily Sevier	6th Grade (shared content)	yes
Kelty Clothier	7th Grade (shared content)	absent
Shanrya Foster	8th Grade (Shared content)	yes
Cassandra Sotelo	Student Representatives	yes
Cynthia Lara	Parent Representative	yes
Guadalupe Meraz	Community Representative	yes
Stephanie Hassel	Board Facilitator (nonvoting)	n/a

V. New Business

A. Field Trips 24-25 (Sevier)

1. Concern: Academic time is being lost due to number of field trips
2. Proposed Solution: Limit number of field trips, add stipulations to field trips (attendance, behavior, academics)
 - a) Limit amount per week
 - b) Students need to get a permission slip signed prior to going
 - (1) Base on academics and attendance
 - (2) Idea: Teachers need to sign off on permission slip, organizer verifies grades
3. Smith Motions to create a policy for handbook, Blatter seconds
 - a) Complete prior to school start as SGB

Representative	Role	Vote
Cristina Bissell	Principal	yes
CJ Smith	Principal Designee	yes
Matt Taylor	Social Studies	yes
Caitlin Vallalar	HS Science	absent
Atzin Cabrera	HS Math	yes
Beth Juhnke	HS English	yes
Kristine Blatter	ELD	yes
Lori Presley	Electives	yes
Shazia Imam	Special Education Representative	yes
Estefany Fuentes	School Support Representative	yes
Tyreesa Reeves	Classified Employee Representative	absent
Tim Boylan	DCTA	yes
Kelly Mizerak	Intervention	yes

Emily Sevier	6th Grade (shared content)	yes
Kelty Clothier	7th Grade (shared content)	absent
Shanrya Foster	8th Grade (Shared content)	partial
Cassandra Sotelo	Student Representatives	yes
Cynthia Lara	Parent Representative	yes
Guadalupe Meraz	Community Representative	yes
Stephanie Hassel	Board Facilitator (nonvoting)	n/a

B. Attendance (Presley)

1. Concern: Attendance interventions in the whole school are not effective. How will we address increasing tardies and ditching to end the year? What consequences are there?
2. Proposed Solution: Detentions assigned, followed up with parent meetings, attendance contracts, etc. What ways can teams of staff support this so it is not just falling on the deans? What are the next steps when parents are not responding?
 - a) Common policy for adults to follow in hallways
 - b) Hall sweeps
 - c) Smith will create end of year plan and share by 5/21
3. Sevier motions to create a policy, Boylan seconds

Representative	Role	Vote
Cristina Bissell	Principal	yes
CJ Smith	Principal Designee	yes
Matt Taylor	Social Studies	yes
Caitlin Vallalar	HS Science	absent
Atzin Cabrera	HS Math	yes
Beth Juhnke	HS English	yes
Kristine Blatter	ELD	yes
Lori Presley	Electives	yes
Shazia Imam	Special Education Representative	yes
Estefany Fuentes	School Support Representative	yes
Tyreesa Reeves	Classified Employee Representative	absent
Tim Boylan	DCTA	yes
Kelly Mizerak	Intervention	yes

Emily Sevier	6th Grade (shared content)	yes
Kelty Clothier	7th Grade (shared content)	absent
Shanrya Foster	8th Grade (Shared content)	yes
Cassandra Sotelo	Student Representatives	yes
Cynthia Lara	Parent Representative	yes
Guadalupe Meraz	Community Representative	yes
Stephanie Hassel	Board Facilitator (nonvoting)	n/a

C. Student Snacks

1. Concern: Students are going to buy snacks during class time
2. Proposed Solution: Not allowing snacks anymore
 - a) DPS rule to not sell during school hours (and lunch) to compete with cafe
 - (1) Can sell before and after school
 - b) Do not allow students to go during classes to get snacks
 - c) Mr. Smith sending out staff email 5/16

D. Next year's meeting times

1. What day do we want staff meetings?
 - a) Proposal to send staff vote out to choose before or after school, and day of week
 - b) Proposal: 7am-8am instead of 7:05-8:05 if remain in the morning
2. What day do we want collab (professional learning)?
3. What day do we want DDI meetings?
 - a) Beginning or end of week to effectively use data
4. DCTA: 80 minutes for meetings per week
 - a) Boylan will send Hassel info to include in survey

E. Review [By-Laws](#) and designate next year representatives (below)

1. Representatives for 24-25 SY
 - a) What other positions are open for next year? None outside of those listed below
 - b) Hassel will send out an interest form to staff with open positions on 5/16, gather nominees to send for staff vote by 5/24, then will send SGB vote of approval by 5/30.
 - (1) Include student nominations on form (ask staff to talk to students before nominating)
2. By-Laws
 - a) Review for any amendments:
 - (1) **AMENDMENTS:** Amendments to the by-laws may be recommended by staff, as long as it matches the Innovation Plan and reflects what is best for the school
 - (2) I community. Any suggested amendment will be placed on the agenda. Amendments will be voted-upon either in-person or virtually by the SGB. Amendments must pass by majority vote by staff. By-laws will be reviewed and confirmed by the SGB each year.
 - (3) [Innovation plan](#) (says "students", By-laws say 1 student)

Representative	Role	24-25
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Cristina Bissell	Principal	
CJ Smith	Principal Designee	Anthony Muniz
Matt Taylor	Social Studies	
Caitlin Vallalar	HS Science	Open
Atzin Cabrera	HS Math	
Beth Juhnke	HS English	
Kristine Blatter	ELD	
Lori Presley	Electives	
Shazia Imam	Special Education Representative	
Estefany Fuentes	School Support Representative	
Tyreesa Reeves	Classified Employee Representative	
Tim Boylan	DCTA	Open
Kelly Mizerak	Intervention	Open
Emily Sevier	6th Grade (shared content)	
Kelty Clothier	7th Grade (shared content)	
Shanrya Foster	8th Grade (Shared content)	
Cassandra Sotelo	Student Representatives	Open Russell Patton is interested Savannah Bland
Cynthia Lara	Parent Representative	
Guadalupe Meraz	Community Representative	
Stephanie Hassel	Board Facilitator (nonvoting)	Smith S1 Hassel S2

F. Create Policy around sports and eligibility

G. Create accountability structures

1. DCTA was invited to meeting with Bissell last week to discuss accountability
 - a) Next week there is a DCTA meeting, members are invited to attend to provide feedback
2. Next year, SGB will meet prior to school to discuss policies, handbook, etc

VIII. Announcements/Celebrations - All (minutes)

IX. Minutes Approval - Secretary (minutes)

*Minutes Approval Roles: Spell-checker/Grammar, Votes passed, accuracy of language (might, consider, will),
Dates checked

X. Adjournment

Next meeting date: TBD (September)

Times are a rough estimate.

*In the Spirit of Dr. Martin Luther King, Jr. our early college community offers rigorous and meaningful education
while empowering our students to become agents of change in our community and global society.*

Sign up for public comment! [HERE](#)