



Downtown School  
School Site Council Meeting Minutes  
Thursday, October 8, 2020  
2:15 PM / Via Zoom

AGENDA ITEMS

1.0 Opening/Roll Call:

1.1 The meeting was held over Zoom virtual meeting platform. Chairperson, Laura Avila, called meeting to order at 2:18 PM. Verbal roll and virtual roll call taken in the chat box.

Members/Officers present:

Noreen Barthelmes (Principal)  
Karen Nguyen (Teacher, Yr. 1)  
Cherie Payne (Teacher, Yr. 1)  
Beverly Langella (Staff, Yr. 1; second term)  
Laura Avila (Parent, Yr. 1; second term)  
Juan Avila (Parent, Yr. 2)  
Vanessa Barrientos (Parent, Yr. 1)  
Coby Vance (Parent, Yr. 1)

Members/Officers absent:

Ian Journey (Parent, Yr. 1)  
Heather Tablit (Teacher, Yr. 1)

Visitors:

Susan Klassen (FACE Liaison)  
Amanda Mestas (Specially Funded Clerk)  
Kara Rand (Academic Coach)

Quorum Established: Yes

2.0 Minutes: Review of minutes from 9/24/2020 Meeting. Mrs. Avila requested confirmation that everyone has read the minutes. Noreen Bathelmes moved to approve minutes; Karen Nguyen seconded motion. Vanessa Barrientos asked a question to clarify attendance for a visitor. Mrs. Barthelmes answered the question. The motion passed to approve the September minutes.

3.0 Open Forum: - (Items must pertain to the work of the School Site Council and be limited to a maximum of two minutes per speaker and abide by Bylaws Article V, Section F.)  
An anonymous parent appreciation letter was read by Mrs. Barthelmes. Paraphrased comment: The efforts and work of Downtown School staff and teachers are noticed and greatly appreciated, especially during this unprecedented time. Keep up the good work.

4.0 Site Report: None

5.0 Unfinished Business: None

6.0 New Business:

6.1 2020-2021 SPSA Development - Mrs. Barthelmes shared her screen of current in-progress SPSA Development for 20-21. It includes 6 goals that line up with the district LCAP plan and are adjusted for distance learning. The process will include stakeholders' input in the development of the 20-21 Virtual Learning Goals that will be reviewed. The staff, teachers, parent advisory groups, and previous SSC members'

input for an updated School Plan was sought beginning with last winter and continues during the fall. Mrs. Barthelmes reviewed all of the goals individually and sought council input in each area. Mrs. Barthelmes asked for suggestions or questions in the wording and/or current plan for Goals 1-6 as she reviewed each one. A brief explanation of the BCSD Return to School plans, beginning with students of the highest needs, was offered. Mrs. Avila asked if we would have to amend the entire School Plan if distance learning was switched back to in-person learning. Mrs. Barthelmes confirmed that, yes, the plan would need to be rewritten/revised to reflect in-person learning. Goal I, Distance Learning, was reviewed and included new items added to the plan, such as: Staff Roles on-site have changed, including CPALS and other essential workers on-site being used in a different capacity. The two staff (50% of the Academic Coach and 3 hour Specially Funded Clerk) paid out of LCFF funding was reviewed. Mrs. Nguyen asked a question about contingency funds. Mrs. Barthelmes confirmed that if contingency money was unused, it can be returned to the school budget and spent. Money to support distance learning must be clearly spelled out in the SPSA to purchase items, equipment, and supplies. Our school has approximately \$20,000 to spend to supplement the curriculum after salaries and benefits are accounted for. We also have Federal Cares Act funds to spend, approximately \$9000 for students (\$30 per) to support distance learning that must be used by mid December. Mrs. Payne commented on the difficulty getting items needed at the start of Covid. Mrs. Barrientos inquired if a different camera can be used by teachers to share the screen so that the curriculum can be shared in a larger, higher resolution. Mrs. Nguyen commented that some teachers are using a second monitor, not a whole separate computer, in order to share the screen and continue to observe the classroom as a teacher. Mrs. Barrientos suggested having a bigger monitor for the students so they can both see the teacher and still perform their schoolwork while looking at shared content. Mrs. Payne says teachers prefer students to use the chromebook because it makes monitoring a class easier with the Go Guardian program and helps keep students on track. Goal II, ELA, was reviewed and explained. Goal III, ELD was reviewed and explained. Mrs. Nguyen added to the discussion on English Learners' progress explaining that the scores for EL students' progress is based on academic language, not solely on the ability to communicate and interact and that the tests get increasingly more difficult. There are English Only students that would have a hard time passing the tests. Goal IV, Math, was reviewed and discussed. Mrs. Barrientos mentioned students are having trouble explaining in written form how they came to an answer. She wondered if there are supplies or items that can be given to students to help them learn how to explain their work. Mrs. Barthelmes stated that Downtown School has sent home manipulatives, paper, writing utensils, workbooks and white boards, and will continue to do so, to help students show their work. Goal V, social emotional learning, was reviewed and input from the council was sought. The plan is to send home a parent survey to assess how well the school is addressing the students wellbeing during the 20-21 school year. Goal VI, FACE, was reviewed. In response to a member request, and according to regular protocol, the draft School Plan will be sent out 3 days before the next meeting to be reviewed by members in anticipation of further discussion and vote to recommend the SPSA to the school board. Mrs. Langella motioned to table draft SPSA until the next meeting. Mr. Juan Avila seconded. The motion carried.

## 7.0 Reports

7.1 9/22/20- DAC Minutes and Synopsis. Susan Klassen briefly reviewed what was discussed at this meeting. All members had received the handouts via email.

7.2 10/6/20- DAC Meeting Overview - Susan Klassen reported on the members of Downtown DAC, which includes two parent members. Ian Journey is Downtown's representative and Chris Cruz-Boone is the alternate. Explained how the 9/22/20 DAC meeting was a preliminary explanation of the DAC. Juan Avila attended as a guest and reported that it was an overview of responsibilities and nominations for offices. He explained that planning for school reopenings is contingent on color charts and safety.

#### 8.0 Announcement -

- 8.1 Virtual Parent University 2020 - 2021 - BCSD classes for parents and family members. Registration form found in the FACE section of the BCSD website. Suggestion made for parents to join the Social and Emotional workshop for helping support their children, especially during Virtual Learning.
- 8.2 Yearbooks Available for Order - Check on ParentSquare for more information. Now is a good time to buy a yearbook as they get more expensive in time. Requested pics to be sent in for parents and kids to be added in Yearbook. Avila mentioned how no specific link or request was sent to parents to send pics in except for fitness activity on parent square.
- 8.3 10/6/20 - 10/27/20- Loving Solutions, 10 week course every Tuesday, with our FACE representative. Register via link. Cap limit 20; Attendees are parents from other schools. No parents from Downtown yet.
- 8.4 10/15/20- Parent Cafe, Coffee with Susie provides a Virtual way to connect as all "normal" family activities, such as paint night, need to adjust to be done virtually. She discussed the fitness activity challenge for Parents and their Kids to keep our students active. There will be an opportunity, using a bingo card, to be given a gift card for their physical activity.
- 8.5 10/19/20- AAPAC Meeting
- 8.6 10/20/20- DAAPAC Meeting
- 8.7 10/21/20- Navigating Google Classroom with Susie. Will clarify how to get into students' classrooms and more.
- 8.8 Next SSC Meeting on Thursday, October 29, 2020 (2:15 - 3:15 PM) via Zoom

#### 9.0 Adjournment -

Mrs. Barthelmes motioned to adjourn the meeting. Mrs. Nguyen seconded the motion. Motion passed. Meeting adjourned at 3: 22 PM.

Respectfully submitted,

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SSC Secretary

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Principal