



**Lincoln Middle School
Minutes
September 27, 2023- 3:20pm**

1. **Member Elections** - Meeting called to order at 3:29pm.
 - Chair - Pat Leahy
 - Vice Chair - Ms. Mo.
 - Secretary - Annie Besser
2. **Minutes/Approval** - read and approved at meeting's end (see below).
3. **School Site Council Training**
 - Mandatory training today
 - Objectives:
 - Understanding role, responsibilities of members
 - Understanding compliance issues
 - Who is School Site Council? Representing parents, teachers, admin and staff to develop the SPSA (School Plan for Student Achievement).
 - Develops, annually reviews, updates the SPSA. Tells us where money is, needs assessment, where we need to spend our money.
 - Members must be trained in:
 - legal requirements, data analysis, developing goals, identifying strategies, monitoring the plan, evaluating the plan; Fiscal resources from the state and allowable uses; Program requirements, district policies and requirements.
 - A district LEA must ensure that the SPSA has been prepared in accordance with law (has already been done, Principal Cuevas reviewed the minutes to approve from last wk).
 - SSCs must develop/approve an SPSA for each school participated in programs funded through the Consolidate Application.
 - School plan is supposed to be reviewed annually with our feedback and the ELAC committee. We'll look at budget together and determine where money should go and making sure ELAC is in agreement.
 - Complaint may be filed through the Uniform Complaint Procedure (UCP) by any of us if a district has not complied with the requirements of SPSAs and for SSCs.
 - SPSA is reviewed and ultimately approved by us and Principal Cuevas brings it to teachers and parents, and together we decide where money goes.
 - 7 steps to the SPSA:
 - 1. Analyze student achievement data



- 2. Measure effectiveness of current strategies
- 3. Identify goals and key improvements
- 4. Define timelines, personnel and expenditures
- 5. Recommend plan to the local governing board of Ed.
- 6. Implement the SPSA
- 7. Monitor implementation of SPSA
- Questions to think about if the SPSA did not achieve expected results
 - - Are school goals based on valid student assessment data and facial assessment of practices at the school?
 - - Were the planned activities based on research and an educationally sound (realistic) means of reaching goals?
- Was plan implemented in a timely manner?
- Half members are the principal, teachers, and other school personnel. Teachers make up a majority of this group. Half members are parents or other community members and students. (10 members minimum)

This year our district is requiring us to approve our School Safety plan - normally done in Jan., but this year a state requirement is making us doing it earlier.

4. **School Safety Plan Review** - Vy Andrew presenting.

- Vy: we will be doing it early in the school year like this moving forward.
- Senate Bill 187: Comprehensive School Safety Plan Purpose. Outlines requirements of K and 1-12 grade schools to write and develop a school safety plan relevant to that particular school.
- Lincoln campus open 8:15am - 3:15, 10 mins early for am classes.
- Daytime custodian arrives 6am.
- 3 security officers, staggered schedule during school hours.
- Only 1 student/staff (north and south ends) entrances before/after school.
- All gates locked at start of school day. Single entrance at main gate staffed by security/admin thru the day, screened through Raptor system. All visitors monitored, should have an appt., given a name tag.
- Visitors on campus restricted; limited lunch/item dropoffs.
- PTSA Parent Eyes volunteers assist with lunchtime supervision.
- Main gate locked at 3:15pm after dismissal. Library open (supervised) until 4:30pm Mon-Thurs. We're trying to know exactly where kids are if they're here after school.
- Exterior cameras have been installed on campus.
- Social/emotional piece:
- Asst Principal and grade level counselors loop with students. Counselors/admin follow students as they progress through grades.



- Transition activities (5th grade tour, Camp Lincoln for 6th graders, New to LMS lunch for 5th graders, SAMO advisers and PPBL reps visit 8th grade, lunch for new transfers from outside district).
- 6th grade mindfulness training (used to be in homebase, more in PE now) for coping strategies
- Student interest clubs, Out for SAFE Schools, staff training on LGBT+ awareness. If you are interested in hosting a club and can find a staff member to sponsor, you can start a club. Debate, anime, board game club, music production club, etc. all coming out of student interests.
- A lot of outside agencies providing counseling support. This year opening a wellness lounge staffed by counseling interns, district funds to provide furniture - new offering
- NAMI (Natl Alliance on Mental Illness) 8th Grade Healthy Relationships workshop. Met w/ them recently and are going to pitch them some ideas from the PTSA.
- District SEL coordinator, planning a lot of social-emotional supports classroom lessons.
- After-hours support info on website - hotline numbers on ID cards.
- Promote inclusivity with "Lunch Bunch" and "Peer Connections" for neurodivergent students to help with friendships.
- Behavior and Discipline:
- Building consistency, including progressive discipline and restorative practices, hopefully doesn't feel so punitive but everyone is consistent in establishing safety norms - limit what happens and address what does happen.
- Rules Assembly 2x/year; slides posted online.
- Gender neutral attire guidelines, we continue to tweak those - ongoing concern with students. Current dress code comes from student voice.
- Character counts/Pillars of character embedded in what we do; also Lincoln Lottery Tickets with weekly drawings, monthly prizes.
- Student conflicts: student mediations, community and restorative circles.
- PTA sponsors a motivational assembly each year, topic changes - this year is Dare to Move (Camfel Productions/PTSA). Around topics like how to treat others, etc.
- Alternatives to school detention - working on those
- Continue the Olweus Bullying Prevention program (OBPP) that is started in elementary. We don't do the Olweus meetings, but are working on the Olweus restorative practices. District-wide push to get all our teachers trained in those practices. Principal Cuevas noted an email went out to parents about restorative justice training for parents too.
- Emergency Procedures/Protocols
- Regular drills practiced schoolwide: 2 fire per semester, 1 earthquake, 11 active shooter/lockdown per sem. Reviewed w/ students during homebase.
- Threat, Risk Assessment protocols in place
- Wall pockets in each classroom near door w/ emergency binders - maps, procedures, attendance forms, buddy lists, rosters



- Evac routes posted in each classroom/office
- Magnetic doorstops, lockdown door window covers in every classroom; doors in locked position. Magnet can be removed if we need to go into lockdown. Also have dark shades on windows in classroom doors, easy velcro to release and cover if necessary.
- Working on getting more visibility vests for staff members.
- Evac teams set up: command center w/ admin, office staff
- First Aid team, Mental Health support Team
- 4 Sweep Teams of 3 staff members each
- Request Gate w/ 3 tables and locator books by grade level (at 16th and California pkg lot); Reunion Gate (at 15th and Washington Gate) where parents would meet up with kids.
- Evac location maps shared before start of year including alternate evacuation locations; Buddy Teachers established; missing/injured reporting forms include adult staff.
- All staff members know and have practiced emergency roles during Great Shakeout
- Looking into refresher triage/emergency trainings for search and rescue teams
- Principal Cuevas mentioned an active shooter training for management they attended at Roosevelt. They requested to have this active shooter training at other school sites, felt it would be helpful for other staff to experience.
- Vy showed an example of a Field Evacuation Map.
- Next steps/goals for this year:
- Keep working on the Drop and Go system for student dropoffs in am
- Complete Wellness Lounge
- Keep incorporating more SEL work w/ students, staff
- Continue staff PD in Restorative practices
- Continue DEI staff PD and practices
- Post new Reunion Gate and Request Gate Signage (district-wide)
- Meaningful
- Teacher member ____: in past we have had several break ins at Lincoln, particularly in science area. Expressed concern at how easy it is to access a locked classroom (smashing door window). Concerned that it wouldn't be hard for anyone to smash window and enter. Vy says she can add to the written plan - have the District folks walk the campus to see if there are areas needing extra safety TLC. Principal Cuevas says the training indicated that it's rare for that window to be used, but every teacher has a fire extinguisher they can use as a weapon. Agrees that we could take a look at other safety measures to see how hard it is to get in. Leslie notes that rooms in 500 block are easier to access. Some rooms have access to a back area where you can escape through windows, but some don't. Students didn't have any safety concerns to add.
- Needs to be approved today



- Mr. Leahy called for a vote at 4:06pm - moved to approve the plan. Leslie seconded. All approved. Vy notes the proposed plans are submitted to the Board for approval in October. Once approved, it's posted at the District office and website, and in our main office and Lincoln website.

5. Closing Comments

- Principal Cuevas's last item: for us to review the minutes from the last Site Council meeting.
- Mr. Leahy moved to approve the minutes as written. Seconded and passed.
- Student member had a question: is the north gate open in the morning. Vy Andrew said it is not.
- Ms Mo asked who funds the Disneyland music trips. Student member ____ answered that parents who can pay do pay, and for students who cannot, other parents are asked to donate to help out and also fundraisers are held. A form is sent to parents and asked what they can pay - partial, full, or none, and additional donation.
- Movie nights: this week 6th, next week 7th, following is 8th. We had our first DEIA meeting on 9/20, next one will be on October 20th. Meeting was a Wednesday, we're going to try Friday in future to see if it works better. Principal Cuevas adds: Athletics started on Friday. Great community participation and excitement. School leadership team came up w/ School Implementation Plan and proposed to teachers - this year proposal is to address students of color and learning inequities that have come to light. Going to address those needs w/ some differentiation strategies.
- ELAC meeting tomorrow (Thursday) at 3:20pm.
- Principal Cuevas working on a Fall Festival at the end of October, tbd. Getting PTSA and ASB feedback to see how to move forward.

6. Adjournment- Time: 4:17pm.

Minutes prepared by parent member Annie Besser.