



Marguerita Elementary School Community Schools Site Collaborative 2024-2025 Rolling Agenda Room D15



LINKS

[Link to 2023-2024 Agenda](#)
[Community Agreements](#)
[Consensus Modeling Fist to Five](#)
[Budget Proposal](#)

[By-Laws](#)
[2023-2024 APR](#)
[Implementation Plan](#)
[Action Plan](#)

Time	5/21/25 Meeting Agenda and Minutes
1:25 pm Quorum: 2/3 of the members present (6 members); 1 member from each group	Call to Order In Attendance ☒ Cathleen Wu - CS Lead/Facilitator ☐ Thomas Kohout - Principal ☒ Kimberly Feidler - Teacher ☒ Danell Boyle-Teacher ☒ John Chae - Counselor (Notetaker) ☐ Rosemary Marin - Home School Coordinator (Google Meets) ☐ Open (certificated or classified) ☒ Margarita Lechuga Nuno - Parent ☒ Alejandra Berrio - Parent ☒ Yeira Rodriguez - Parent ☒ Kayden Berrio - Student ☒ Jesse Chang - Community Member (Catalyst) ☐ -Student Alternate ☐ Athena MacFarland - Parent Alternate ☐ Staff Alternate Non-voting participants Staff members Community members Alternates
1:27pm	Welcome Review and approval of minutes • 4/16/25 Minutes Minutes: • Motion to approve minutes by Danell Boyle • Second by Alejandra Berrio
1:28pm	Elections discussion: • Bylaws: Section 2: Term of Members

All members of the collaborative shall serve for a term of **two** years, following the traditional school year calendar. At the end of each representative member's term, membership terminates. In order to continue to serve as a collaborative member, the member must be re-elected by the appropriate representative group. **(alternating years for each stakeholder group)**

The initial collaborative member term will be 2023-2024 and 2024-2025, regardless of when during the 2023-2024 school year the collaborative member joined. **Terms for the initial collaborative members will end when the 2024-2025 school year concludes.**

Since members have only been here for one year the initial collab members will stay for one more year and additional members can be added for 25-26. 25-26 can serve as a transition year from initial members to new members.

Simply add two more staff members next year, since we have 5 members of the community already.

Section 3: Election of Members

Each member of the Marguerita Community School Collaborative shall be elected by a majority vote through official ballots from the appropriate group (parents from parent group, students from student group, **teachers from teacher group, classified staff from classified staff group**).

The election shall be held within the month of March or April of each school year to fill any upcoming vacancy. **All returned ballots shall be counted in the presence of the Marguerita Community School Site Lead and at least 1 voting member of the collaborative.**

All returned ballots (digital or paper) shall be counted in the presence of the Marguerita Community School Site Lead and at least 1 voting member of the collaborative. Ensure that there is a way to track which people have voted.

Staff Election Results:

- Rosemary Marin (26)
- John Chae (22)
- Emma Dudziak (21)
- Claudia Ralston (17)
- Kym Feidler (15)
- Danell Boyle
- Alt: Becky Duarte & Jeff DeSalvo

Maker Space:

- Difficult to find date and time for all/majority given the time of year
- Cathleen will go and take photos and videos to share with the group
- Schedule visit in August?
- Members can go on their own too, and take pictures as well
- Ms. Wu will send out information and specifics.

Budget:

	• Link to current • Proposed for next year Minutes:
1:45pm	2025 APR & Implementation Plan • Link to 23-24 Implementation Plan (for 24-25) • Link to 23-24 APR • Link to 24-25 Implementation Plan (for 25-26) • Link to 24-25 APR • Link to Sustainability Plan Minutes: • Goals - Are we already beginning to see change? ○ Math goals based on SBAC scores ○ So needs to revisit based on data ○ Attendance, Mental health, SEL, CHKS, Absenteeism
2:23pm	Minutes: • Meeting adjourned at 2:24pm Next Meeting: • October 23, 2024 (canceled) • November 13, 2024 (#2) • February 12, 2025 (#3) • March 12, 2025 (canceled) • April 16, 2025 (#4) • May 21, 2025 (#5) work on Apr/implementation • Site Mapping : in progress

Time	4/16/25 Meeting Agenda and Minutes
1:30pm Quorum: $\frac{2}{3}$ of the members present (6 members); 1 member from each group	Call to Order In Attendance ☒ Cathleen Wu - CS Lead/Facilitator ☒ Thomas Kohout - Principal ☒ Kimberly Feidler - Teacher ☐ Danell Boyle-Teacher ☒ John Chae - Counselor (Notetaker) ☒ Rosemary Marin - Home School Coordinator (Google Meets) ☐ Open (certificated or classified) ☐ Margarita Lechuga Nuno - Parent ☒ Alejandra Berrio - Parent (Google Meets) ☒ Yeira Rodriguez - Parent - Google Meets) ☒ -Calton Yang Student ☒ Jesse Chang - Community Member (Catalyst) ☐ -Student Alternate ☐ Athena MacFarland - Parent Alternate ☐ Staff Alternate Non-voting participants Staff members Community members

	Alternates
1:29	Welcome Review and approval of minutes • 2/12/25 Minutes Minutes: • Motion to approve minutes by John Chae • Second by Kym Feidler @1:29pm
1:30	Updates on student wishes: ☐ 2 days in March: Art Day for Woodin and Boyle's class and Middle School • Although there were many students who signed up, only a handful remembered to come but they all rated 4-5 stars • Middle school students liked that they got to pick between painting or origami and that they got to socialize while painting ◦ Next time have announcements so students can remember to come for the activities ☐ February 20: Eng and Feidler's class went to CA Science Center (paid for bus) (2nd-3rd) ◦ Lab was very nice ☐ March 7: 5th grade field trip to Griffith Observatory (paid for bus) ◦ Students enjoyed weighing themselves on different planets ◦ Bus was paid for by a grant ☐ April 16-17: Therapicasso will make comfort capsule with all classes ☐ April 24: 8th grade field trip to AHS for musical (paid for bus) ☐ April 25: K-5th Earth Day Assembly Updates on family wishes: ☐ Afterschool intervention for math (3rd-5th) started last month (2 groups of up to 12 students for 1 hour on Monday and Tuesday) ☐ Friday Focus with Ramona Convent tutoring has been well received ◦ TK-K get 1:1 attention and reads with tutors ◦ 1st-3rd has either 1:2 tutor to student ratio-many enjoy playing math games with tutors ◦ 4th-5th enjoys reading with the tutors and playing math/reading games ◦ 6-8th have the lowest attendance and prefer not to work with tutors when they come ◦ Friday Focus in May might be canceled since the tutors have many events and activities that month ☐ Talent Show canceled- not enough interest from students; will try again next year ☐ Financial Literacy Workshops (2/19, 3/12 and 3/19): about 3-5 families attended each session; not much feedback from families that attended ◦ College & Career planning for students - for messaging/marketing ☐ March 15: UCLA Men's Volleyball game ◦ 8 families attended the game and enjoyed the opportunity ☐ March 18: Ms. Luong provided workshop on iReady and Powerschool ◦ about 10 parents participated either in person or on zoom ☐ May 9: Family Art Night and Spring Concert Updates on staff wishes: ☐ Math intervention aide support and math intervention afterschool Minutes: • Middle school students feeling safer about talent show and other activities; kids get

- made fun of for coming with parents to activities
- How can we make students feel safer about coming to activities? Need to address this with PLUS group as well
- How to create positive culture for middle school?

1:50

New Business

- Alhambra City Chamber or Commerce clean up day (Jesse Chang)



Please note that any participants under the age of 18 must have a signed waiver on file to take part in the activities.

To register, visit bit.ly/adosapr25

Sponsored by: SoCal exp Presented by: Alhambra City Chamber of Commerce City of Alhambra

- Flyer
 - City-wide cleanup with the city. Marguerita will be working on garden spaces front and back.
 - 4/26 - 8am - 12pm
- CSULA Maker Space tour: what are good dates and times for all? Also opportunity to visit one in Arcadia)
 - Cathleen Wu will send out dates when people can attend CSULA
- Annual Progress Report input (table til May since site is not open yet)
- [Link to 23-24 APR](#)
- Elections discussion:
 - anyone who does not want to continue their position next year?
 - which group should be first to hold election?
 - Need 6 staff members and 6 parent/student/community member
- Bylaws:

Section 2: Term of Members

All members of the collaborative shall serve for a term of **two** years, following the traditional school year calendar. At the end of each representative member's term, membership terminates. In order to continue to serve as a collaborative member, the member must be re-elected by the appropriate representative group. **(alternating years for each stakeholder group)**

The initial collaborative member term will be 2023-2024 and 2024-2025, regardless of when during the 2023-2024 school year the collaborative member

	joined. Terms for the initial collaborative members will end when the 2024-2025 school year concludes. Section 3: Election of Members Each member of the Marguerita Community School Collaborative shall be elected by a majority vote through official ballots from the appropriate group (parents from parent group, students from student group, teachers from teacher group, classified staff from classified staff group). The election shall be held within the month of March or April of each school year to fill any upcoming vacancy. All returned ballots shall be counted in the presence of the Marguerita Community School Site Lead and at least 1 voting member of the collaborative. Section 4: Voting Rights Each member of the collaborative shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the collaborative. Should a voting member be absent during the time of the vote, an alternate member from the same subgroup may cast a vote in the absence of the selected member. Absentee ballots shall not be permitted. The Principal and Community School Site Lead will not vote. If a majority vote is not reached, the collaborative will use Fist to Five or similar decision making system to determine final vote. Minutes: • Reach out to CSULA engineering department to help create the space at school • Perhaps do a field trip once it's established (CSULA) • Election for teachers position on Community Schools collaborative at next Staff meeting in May • What time works better for parent focus groups, meetings, etc.? ◦ 8am from Rosemary's perspective
	Minutes: • Meeting adjourned at 2:06pm Next Meeting: • October 23, 2024 (canceled) • November 13, 2024 (#2) • February 12, 2025 (#3) • March 12, 2025 (canceled) • April 16, 2025 (#4) • May 21, 2025 (#5) work on Apr/implementation • Site Mapping : in progress

Time	2/12/25 Meeting Agenda and Minutes
1:19 Quorum: ⅔ of the members present; 1 member from each group	Call to Order In Attendance ☑ Cathleen Wu - CS Lead/Facilitator ☑ Thomas Kohout - Principal ☑ Kimberly Feidler - Teacher ☑ Danell Boyle-Teacher ☑ John Chae - Counselor (Notetaker)

	☒ Rosemary Marin - Home School Coordinator (zoom) ☐ Open (certificated or classified) ☒ Margarita Lechuga Nuno - Parent ☒ Alejandra Berrio - Parent (zoom) ☐ Yeira Rodriguez - Parent ☒ Rafe Soto ☒ Eli Ramirez ☒ Kyler Berrio ☒ Jesse Chang - Community Member (Catalyst) ☐ -Student Alternate ☐ Athena MacFarland - Parent Alternate (zoom) ☐ Staff Alternate Non-voting participants Staff members Community members Alternates
1:19	Welcome Review and approval of minutes • 11/13/24 Minutes Minutes: • Motion to approve minutes by Thomas Kohout • Second by Kym Feidler • Unanimously approved as is
1:30	Presenters: 1. Therapicasso Gabby and Joshua (1:30-2 in person) ○ Help students voice their concerns through art ○ Workshop Catalogue ○ Can support Wellness Center ○ Ideally at Marguerita - working inside the Library or Wellness Center ○ Usually 4 students from MKHS and we can use student volunteers on our end (ASB, Stage Crew, PLUS, etc.) ○ Funding - Can come from either Therapicasso or from Marguerita. ○ Next year - this is also part of a recruiting pitch, and have students join and become ambassadors to join the chapter at their local AUSD high school ○ Most would like to do something with this group ○ Teach our parents how to be engaged. ■ Have these kids with their parents at the table so that they can replicate this at home. ■ Hosting for middle school only. (Based on grade levels) 2. Simple Solutions: Dr. Lupien (2-2:30 zoom) ○ Afterschool programs ○ Assemblies ○ Parent programs ○ Outreach - Cooking classes, cutting hair, life skills, vocational skills ○ Video - community event (free for the community) ○ Focus on something more proactive ○ Workshops that might benefit the youth at the school ○ K-8 - Bullying awareness at Ramona Elementary ■ Cohesiveness activity ○ Costs - We can find out through the CEO ○ Everything tailored towards a conversation around mental health.

	Minutes: • Collaborative would like to work with Therapicasso to engage parents with their students and to build leadership (students) • Involve students and parents in school wide activities outside of academics • Collaborative agrees to use funds for working with Therapicasso this year and next • Also plan for Art Night and preview at Coffee Chat • Look into Cal Hope and Bright Futures
2:30	Updates on student wishes: • Lunchtime Activities & Clubs Survey results: 3rd-5th (Legos, Arts & Crafts); 6-8th (Sports & Cooking) • 3rd-5th Legos day scheduled for 11/18-11/22; average 10-11 students a day; most gave 5 stars (Link) • 6-8th dodgeball: 2 days, about 20 students participated; they want to have dodgeball more often (Link sign up) ☐ Do something else other than dodgeball. Think about next activities. • Arts & Crafts input from classes gathered and classroom reps will sort and prioritize • Arts & Crafts activities will start in February/March Updates on family wishes: ☐ Afterschool intervention starting this month (3-5th math only) ☐ Tutoring with high school students from Ramona Convent starting in March on Fridays ☐ Talent Show May 1, 2025; informational meeting on 2/4/25 ☐ Financial Literacy Workshops (2/19, 3/12 and 3/19): Budgeting, College Planning and Debt Management. 4th session on investing if there's an interest - Isaac Garcia ☐ Family Survey Workshop Interests: volunteering (50); iReady (48); Parent Portal (40); Google Classroom (37)- planning a workshop for March/April Updates on staff wishes: ☐ Math intervention aide started 11/4/24 (under Title 1 funding) ☐ Second intervention aide started February 5th (under Community Schools funding) Minutes:
2:05	New Business • Engagement tracker ◦ Track if the activity was fun, engaging, worth the cost, etc. ◦ Sign-up sheet and follow up survey for every activity • Plans for the year ◦ Map out activities ◦ Maker space + Robotics room ◦ Parent Resource Room • Implementation Plan • Annual review • Elections Minutes:
2:39	Minutes: • Meeting adjourned at Next Meeting: • October 23, 2024 (canceled) • November 13, 2024 (#2) • February 12, 2025

- March 12, 2025
- April 16, 2025 (Kana Lee)
- May 21, 2025
- [Site Mapping](#) : in progress

Time	11/13/24 Meeting Agenda and Minutes
1:32 Quorum: 2/3 of the members present; 1 member from each group	Call to Order In Attendance ☒ Cathleen Wu - CS Lead/Facilitator ☐ Thomas Kohout - Principal ☐ Kimberly Feidler - Teacher ☒ Danell Boyle-Teacher ☒ John Chae - Counselor (Notetaker) ☒ Rosemary Marin - Home School Coordinator (zoom) ☐ Open (certificated or classified) ☐ Margarita Lechuga Nuno - Parent ☒ Alejandra Berrio - Parent (zoom) ☐ Yeira Rodriguez - Parent ☒ Calton Yang-Student ☒ Jesse Chang - Community Member (Catalyst) ☒ Eli Ramrez-Student Alternate ☒ Athena MacFarland - Parent Alternate (zoom) ☐ Staff Alternate Non-voting participants Staff members Community members Alternates
1:15	Welcome Review and approval of minutes • 9/25/24 Minutes Minutes: • Danell Boyle motioned to approve minutes • Second by Rosemary Marin • Minutes were approved
1:35	Updates on student wishes: • Quach & Woodin's classes attended Industry Hills Charity Pro Rodeo Community Kids Day (10/11/24) ☐ Ended earlier than expected • Classroom representative selected (Eng, Feidler, Quach by list; Woodin-8th by Form) • Meetings Schedule • Lunchtime Activities & Clubs Survey results: 3rd-5th (Legos, Arts & Crafts); 6-8th (Sports & Cooking) • 3rd-5th Legos day scheduled for 11/18-11/22; Arts & Crafts input from classes gathered and classroom reps will sort and prioritize • 6th-8th Classroom reps & Ambassadors will decide on one sport to play and pick 2 days to do so in December; leaders will agree upon rules and specifics and facilitate the activity; also decide on one cooking activity for December ☐ Cooking in microwave or water kettle

- Arts & Crafts activities will start in January
 - ☐ Finger knitting/crocheting
- Wellness Center opened with rotating days for each grade level (3-8th utilizing most)
- Community Day: December 14, 2024 (tree planting, seed sowing, maintaining garden & Ms. Woodin's class will be presenting on littering)
 - ☐ Materials needed
- After school wishes: continuing to work on finding providers and options

Updates on family wishes:

- ☐ Will be sending home "[Family Interest and Talents Survey](#)" before Thanksgiving break (gathered 50 at carnival)
- ☐ Will use the data to form groups, build capacity and create family engagement/involvement opportunities with input/support from collaborative
- ☐ Possibility of tutoring after school starting in January/February
- ☐ Continuing to look for partnerships for enrichment & extracurricular activities
- ☐ Traffic safety: will be meeting with district to start morning valet (classroom reps are excited about the opportunity to help in the morning); will be using Family Interest and Talent survey to find adult support
- ☐ Farmers Market opportunity: discussion of details
 - Supermarket close by - Rotates out produce and can give us fresh produce to the school; need to schedule timeframe/date and specifics

Updates on staff wishes:

- ☐ Math intervention aide started 11/4/24 (under Title 1 funding); a second position is flown and interview process will begin soon (pending HR scheduling)

Minutes:

1. Should Quach and Woodin's students be surveyed on the Rodeo field trip? What questions should be asked?
 - What is one new thing you learned about rodeos or ranch life from this trip?
 - Did you learn any new vocabulary or terms related to rodeos? If yes, list one or two words.
 - How would you rate this field trip?
 - A) Excellent 5-stars
 - B) Very Good 4-stars
 - C) Good 3-stars
 - D) Okay 2-stars
 - E) Poor 1-star
 - What was the most surprising thing you saw or learned during the trip?
 - Would you recommend this field trip to next year's 4th-grade class? Why or why not?
 - [Link to feedback](#)
2. Will need a motion for money to purchase items for lunchtime activities not to exceed \$1500
 - Mr. Chang motions to approve purchase of lunchtime activity items not to exceed \$1500; Second by Mrs. Boyle; motion carried-unanimously approved
3. Will need a motion for money to purchase items for Wellness Center not to exceed \$500
 - [Wobble Seats](#) - \$43.99
 - [Brown Kinetic Sand](#) - \$14.30
 - [Blue Kinetic Sand](#) - \$14.99
 - [Tray with Lid for Sand](#) - \$25.99 x 2
 - [Beanbag Chair](#) - \$41.99 x 4
 - [Weighted Monkey](#) - \$21.56
 - [Weighted Vest](#) - \$64.99

	○ Total approximately \$400 ○ Mrs. Boyle motions to approve purchase items for the Wellness Center not to exceed \$500; Second by Ms. Rosemary; motion carried-unanimously approved
2:05	New Business ● Inviting presenters to collaborative? ○ Thera Picasso (2 high school students started a non-profit organization that fuses art with mental health) ■ Invite for more information to our collaborative meeting ○ Dance therapy ■ Figure out district protocol to invite onto campus to teach ○ Topics to potentially explore: ■ Drama ● Ms. Rosemary suggested an agency/company that puts on a production but it's not free ● SGV Performing arts and how we can tap into those resources ■ Share with Ms. Wu ● Engagement tracker ○ Track if the activity was fun, engaging, worth the cost, etc. ○ Sign-up sheet and follow up survey for every activity ● Plans for the year ○ Map out activities ○ Maker space + Robotics room ○ Parent Resource Room ● Comments: ○
2:18	Minutes: ● Meeting adjourned at 2:18pm Next Meeting: ● October 23, 2024 (canceled) ● November 13, 2024 (#2) ● February 12, 2025 ● March 12, 2025 ● April 16, 2025 ● May 21, 2025 ● Site Mapping : in progress

Time	9/25/24 Meeting Agenda and Minutes
1:28 Quorum: $\frac{2}{3}$ of the members present; 1 member from each group	Call to Order In Attendance ☒ Cathleen Wu - CS Lead/Facilitator ☒ Thomas Kohout - Principal ☒ Kimberly Feidler - Teacher ☒ Danell Boyle-Teacher ☒ John Chae - Counselor/Notetaker ☒ Rosemary Marin - Home School Coordinator ☐ Open (certificated or classified) ☐ Margarita Lechuga Nuno - Parent ☒ Alejandra Berrio - Parent ☒ Yeira Rodriguez - Parent ☒ Rafe Soto-Student ☒ Jesse Chang - Community Member (Catalyst)

	☐ Student Alternate ☐ Athena MacFarland - Parent Alternate ☐ Staff Alternate ☒ Harvey Chin (Guest) Non-voting participants Staff members Community members Alternates Guest
1:20	Welcome Review and approval of minutes • May 15, 2024 Minutes: • Mrs. Feidler motioned to approve minutes • Second by Mrs. Boyle • Minutes were approved as presented.
1:25	Old Business: • DRAFT:need approval (15 minutes to read and discuss) • Student Ambassador Logo & Tshirt Minutes: - Article 3 Section 2, Term of Office should be changed to Term of Members; no other changes suggested ○ Motion to approve Bylaws - Mrs. Boyle ○ Second by Mrs. Feidler ○ Unanimously approved
1:40	<u>Budget Proposal:</u> • 2024 Spring Needs Assessment Infographic • Student wishes: During school hours ○ Field Trips (85%)-trying to look for free/minimal cost ones for all grade levels ■ 10/11/24 Rodeo (Woodin & Quach) cost \$450 for 2 buses ■ 3/7 or 3/14 Griffith Observatory (5th graders only) cost \$230 for 1 bus ■ Look into Amigos de los Rios - go up to the SG Mountains (cost pending) ○ Clubs (48%) ■ Pending meeting with classroom reps starting in October ○ Arts & Crafts (47%) ■ Pending meeting with classroom reps ○ Assemblies (45%) ■ Farm to School Event (10/10/24)-free; TK-8 participating ■ Two different farming groups ■ Environmental Defenders - registered for April ○ Wellness Center ■ Kick off in October (notify students, review matrix) ■ Meet with classroom representatives to plan games/activities ■ Scheduled hours/times • Student wishes: After school hours ○ Clubs: pending meeting with classroom reps ○ Community Events: ■ Fall Carnival (Fall 10/25/24, Friday) ■ Family Art Night (AHS Folklorico dancers?) and concert (April) ■ Talent show in the spring (May) ○ Homework help

	■ Looking for partnership (possibly Ramona convent, CSULA, PCC, ELAC, Mathnasium, AYC, High school students) ● Family wishes ○ Enrichment classes & afterschool activities ■ Adult English class taught by ELAC (Mon & Wed) 3:30-5:30pm until December ● 27 adults and hoping to get 13 more. ■ Need to conduct listening sessions with focus group of parents ○ Before/afterschool opportunities ■ Need to conduct listening sessions with focus group of parents ■ Plan is to get homework help, clubs, etc. on board some time this year ● Staff wishes ○ Math intervention & supports ■ PTR for intervention aide (pending approval) ■ Cost \$34,866 for 5 hours, 5 days a week ● Add 5-10% to the salary (Not to exceed \$40,000) ○ Behavior specialist ■ Need to conduct listening session with teachers to get more info ○ Time for planning & learning ■ Need to conduct listening session with teachers to get more info ○ Communication about students with yard supervisors ■ Meeting with yard supervisors monthly ■ Need to conduct listening session with teachers to get more info ■ Matrix rotation with key players on different locations on campus ● Need to follow-up with teachers and classified staff and collect data ● Training for the yard supervisors Minutes: 1. Need motion to approve PTR for Rosemary not to exceed 20 hours (approximately \$800) 2. Need motion to approve budget of \$5,000 for field trips 3. Need motion to approve budget not to exceed \$40,000 to hire an intervention aide for math support ○ Moved by Mr. Chang to approve items #1-3 above. ○ Second by Mrs. Boyle ○ Unanimously approved
2:45	Minutes: ● Meeting adjourned at 2:10pm Next Meeting: ● October 23, 2024 ● November 13, 2024 ● February 12, 2025 ● March 12, 2025 ● April 16, 2025 ● May 21, 2025 ● Site Mapping : in progress