

_____ **SCHOOL**
California Community Schools Partnership Program
(CCSPP) Advisory Team Meeting

Date: _____
Time: _____
Location: _____

AGENDA

- 1. Welcome & Introduction**
- 2. CCSPP Plan Review**
 - **Collective Priorities**
 - **Goals and Action Steps**
 - **Budget**
- 3. Needs & Assets Assessment – Updates**
 - **Needs** (e.g., student outcome data, parent data)
 - **Assets** (e.g., staffing, partnership opportunities)
- 4. Implications/Revisions**
 - **Implications** of the Needs & Assets Assessment Updates
 - **Revisions/Adjustments** to Action Steps & Budget
- 5. 2024-25 Implementation Planning: Action Steps & Budget**
 - **Implementation Details** (What, Who, When & How)
- 6. Next Meeting**
 - **Date & Time**
 - **Agenda**
- 7. Adjournment**

Duff **SCHOOL**

California Community Schools Partnership Program (CCSPP) Advisory Team Meeting

Date: **April 28, 2025**

Time: **7:00pm**

Location: **Online (Zoom)**

AGENDA

- 1. Welcome & Introduction**
- 2. Needs & Assets Assessment – Updates**
 - **Needs** (e.g., student outcome data, parent data)
 - **Assets** (e.g., staffing, partnership opportunities)
- 3. Community Schools Activities & Expenditures**
 - **Progress Report**
 - **Reflections & Implications**
- 4. Next Steps**
 - **Upcoming Activities**
 -
- 5. Next Meeting**
 - **Date & Time**
 - **Agenda**
- 6. Adjournment**

Duff SCHOOL

**California Community Schools Partnership Program (CCSPP)
Advisory Team Meeting**

Meeting Date: April 28, 2025
 Time: 7:00 pm
 Location: Online (Zoom)

Members Present (☑):

☒	Names (Title)	☒	Names (Title)
☒	Valerie Sun (Principal)		Cindy Au-Yeung (Parent)
☒	Lynette Thomas (CS Specialist)	☒	Edie Ames (Parent)
☒	Yiu Chi Wallace Wong (SC Coordinator)		Phannie Wang (Parent)
☒	Wenyan Li (Teacher)	☒	Theodore Chou (Parent)
	Cherry Tao (Teacher)		Jessica Cabrera (Parent)

Others Present

Kenneth Lam (Parents)	Caden Su (Parents)
Wendy Yu (Parents)	Evan Yu (Parents)
Kristy Cheng (Parents)	Karen Yu (Parents)
Justin Liang (Parents)	Baomei Chen (Parents)
April Cang (Parents)	Liza De La Cruz (Parents)
GuangQun Tang (Parents)	Seamony Chea (Parents)
Zaki Chen (Parents)	Ying Xin Zhou Xie (Parents)
Carol De La Cruz (Parents)	Kien Li

1. Welcome & Introduction

Dr. Valerie Sun, Principal, called the meeting to order at 7:10 pm. She welcomed everyone present on the zoom, and introduced the members of the Advisory team members who were present.

2. Community Schools Activities & Expenditures

- Progress Report
- Reflections & Implications
- Budget

The following is a summary of discussion/agreed-upon action(s):

Dr. Sun reviewed the agenda and stated that there will be one more Advisory Team Meeting scheduled in June to introduce the new members of the Duff Community School Collaborative Team.

Dr. Sun provided everyone with an update of the Current Budget Items.

- The cost of ActiveSGV Bicycle safety and riding skills will cost \$5,327.00. The Advisory Team originally approved a cost of \$10,654.00. We are able to have more students participate; we were able to extend our time with ActiveSGV at no extra cost. The 5th and 6th grade families that have students participating will receive waiver forms & participation slips soon.
- Kid Fit 1K- 5K Run. Duff currently has 8 students and 4 adults signed up to participate in this Family Community event. Estimated cost is \$313.20. The event will take place on Saturday, May 17, 2025 at Legg Lake at Whittier Narrows.

Dr. Sun also provided an update on the completion of the APR (Annual Progress Report)

- After 3 meetings in April (4/16, 4/21, 4/23) with the Advisory Team, the Annual Progress Report is “Complete”. The document needs to have paragraph responses formed into formatted paragraphs.
- The team is now gathering documents to submit as artifacts. The documents should include data for the “special populations” (Hispanic group, English Learners, and Special Education groups).
- The goal is to finish the document in the middle weeks of May, before the final document is submitted to the District Office in June. We would also like to show the completed document to the new Duff Collaborative Team in the first meeting in June.

Dr. Sun discussed with the team the process of creating the Duff Community Schools Collaborative Team.

- The Duff student body will vote after those students who want to join the collaborative team present their speeches on April 30, 2025.
- Certificated and Classified staff have been voted in.
- Parent & Community Partners have been voted in as well.
- Collaborative Team members will be announced on Thursday, May 1, 2025 during Open House.

Dr. Sun presented Upcoming Community School Events.

- Saturday, Family Art Class with Nathalie Tierce, Saturday, May 10, 2025. Saturday Attendance Recovery Class will also be on school campus this day.
- Family KID FIT 1K 5K Run at Legg Lake, Whittier Narrows Saturday, May 17, 2025
- ActiveSGV Bike Safety and Bike lesson for select 5/6th grade students. May 19-20, 2025

2. Needs & Assets Assessment – Updates

- **Needs** (e.g., student outcome data, parent data)
- **Assets** (e.g., staffing, partnership opportunities)

The following is a summary of discussion/agreed-upon action(s):

Dr. Sun presented some preliminary results from the Duff Community School survey for parents.

- Parents would like the following activities to continue for the 25-26 school year
 - Drone soccer with the addition of ESPORTS with the help of Woodcraft Rangers
 - Second fieldtrip opportunity for students
 - Full time school counselor on school campus
 - Saturday Family Art class with a possible change (1 day with different art activities)
- Most parents surveyed said the Curriculum and school activities are a good representation of the Duff school culture.
- Dr. Sun then asked everyone what activities they would be interested in having or participating in for the 25-26 school year. The participants stated the following:
 - Allow adults to learn at Duff School
 - Frequent book sharing activities with a possible Adult book club.
 - Art activities such as , drawing, painting, photography, traditional Chinese dance, or any American type dance, knitting, sewing, crochet class,
 - Origami class, Calligraphy
 - Student Tutoring classes with continuing with the SPIKE HS program

3. Implications/Revisions

- **Implications** of the Needs & Assets Assessment Updates
- **Revisions/Adjustments** to Action Steps & Budget

The following is a summary of discussion/agreed-upon action:

There were no Action items or discussions on this item.

4. 2024-25 Implementation Planning: Action Steps & Budget

- **Implementation Details** (What, Who, When & How)

The following is a summary of discussion/agreed-upon action:

Dr. Sun presented preparation for the New 2025-2026 school year:

- New Collaborative Team will have their first meeting June 4, 2025 at 1:45pm.

Parent Theodore asked if there were plans to say goodbye to the 6th grade students. Dr. Sun stated that 6th grade promotion ceremony will be on June 6, 2025. Kindergarten promotion will also take place on the same day.

Parent Kenneth Lam asked about Teacher Appreciation Week, and inquired if the school had anything planned to celebrate the teachers. Duff PTO will host a luncheon for the Staff and parents are welcome to participate in the week long activity to celebrate staff.

5. Next Meeting

- **Date & Time: June 4, 2025. 1:45pm**
- **Agenda: Introduction of the New Duff School Community Collaborative Team**

3. Adjournment

Dr. Sun, Principal, adjourned the meeting at 8:00pm.

Respectfully submitted,

Lynette Thomas

Community Schools Specialist

Dr. Valerie Sun

Principal

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**California Community Schools Partnership Program (CCSPP)
Advisory Team Meeting**

Meeting Date: _____
Time: _____
Location: _____

Members Present (☑):

☒	Names (Title)	☒	Names (Title)

Others Present

1. Welcome & Introduction

_____, (Name/Position) called the meeting to order at _____ (time).

2. Needs & Assets Assessment – Updates

- **Needs** (e.g., student outcome data, parent data)
- **Assets** (e.g., staffing, partnership opportunities)

The following is a summary of discussion/agreed-upon action(s):

3. Community Schools Activities & Expenditures

- **Progress Report**
- **Reflections & Implications**

The following is a summary of discussion/agreed-upon action(s):

4. Next Steps

- **Upcoming Activities**

The following is a summary of discussion/agreed-upon action(s):

5. Next Meeting

- **Date & Time:**
- **Agenda:**

6. Adjournment

The meeting was adjourned at _____.

Respectfully submitted,

Community Schools Specialist

Principal