

**West Contra Costa Unified School District  
Hercules High School  
1900 Refugio Valley Road, Hercules, CA 94547  
Phone (510) 231-1429 Fax (510) 231-1089**

<b>Bruce Harter Ph.D., Superintendent</b>	<b>Paul Mansingh, Principal</b>
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# **School Site Council Meeting**

## **September 16, 2014**

**Hercules High School**  
**1900 Refugio Valley Road, Hercules, CA 94547**  
**Phone (510) 231-1429 Fax (510) 231-1089**

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**School Site Council**  
**September 16, 2014**  
**4:00 pm to 5:30 pm**

**AGENDA**

<b>Board Members</b>			
1. <i>Paul Mansingh, Principal</i>	x	7. Lenson Wong, parent	x
2. Catherine Floresca, other	x	8. Jennifer Vance, parent	x
3. Linda Coleman, teacher	x	9. Madeline Yuen, parent	x
4. Maricris Cruzat, teacher	x	10. Kirsten Rose Kho, student	x
5. Baener Lucas, teacher	x	11. Marc Pugged, student	x
6. Joanne Whitlock, teacher	x		

**1. Call to order /Welcome**

**2. Roll call**

**3. Approval of Agenda**

**4. Review of last minutes**

**5. New business**

- a. Orientation to School Site Council
- b. Training and duties of SSC
- c. Review SSC Bylaws
- d. Review SPSA and goals of SSC
- e. Election of SSC officers
- f. Complete SSC Roster

**6. Reports**

- a. Principal's report
- b. Student's report

**7. Next agenda: discussion and action items for next meeting**

- a. Review SPSA
- b. WASC progress
- c. Approve Budget

**8. Adjournment**

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**SSC Meeting Minutes**  
**September 16, 2014**

Board Members			
1. Paul Mansingh, Principal	x	7. Lenson Wong, parent	X
2. Catherine Floresca, other	x	8. Jennifer Vance, parent	X
3. Linda Coleman, teacher	x	9. Madeline Yuen, parent	X
4. Maricris Cruzat, teacher	x	10. Kirsten Rose Kho, student	X
5. Baener Lucas, teacher	x	11. Marc Pugeda, student	X
6. Joanne Whitlock, teacher	x		

**1. Meeting was called to Order at 4:15 pm**

**2. Roll Call**

**3. Approval of Agenda**

**Changes: Add 6(a) Meeting Time and Dates**

**4. Review of Minutes** (Date): May 8, 2014 Approved \_\_\_\_\_ Amended \_\_\_\_\_

Council did not receive a copy of minutes for 5/8/14; cannot approve or amend at this time. Meeting of 6/12/14 was cancelled, pending final WASC report.

**5. Agenda Items (new business):**

- a) Orientation to School Site Council
- b) Training and duties of SSC
- c) Review SSC Bylaws
- d) Review SPSA and goals for the SSC

**Discussion:**

- a) Principal, Mr. Mansingh, reviewed the importance of the School Site Council, as well as the organization and composition of such a body for the primary purpose of developing a Single Plan for Student Achievement (SPSA), as required by the CA Dept. of Education.
- b) Mr. Mansingh reviewed the upcoming training schedule and required duties of the SSC to develop the school's SPSA.
- c) Review of bylaws for potential amendment to modify day of meetings.

d) In order for the SPSA to be effectively monitored, the drafting process must begin early. The SPSA is attached to LCFF funds this year. The SPSA should parallel section 3 of the WASC document pertaining to goals, objectives, and measures. It is important to identify the needs of students and understand the urgency to pass the students. There are differences between the CSTs and SBAC assessments. Teachers must know metrics.

Hand-outs:

- 1) *Single Plan for Student Achievement – Part 1: A Guide for Developing the SPSA, A Resource for the School Site Council (CDE, Feb. 2014)*
- 2) *Guide to the Single Plan for Student Achievement (CDE, Feb. 2013), Appendix E: Organizing the School Site Council*

**Public Comment:**

There was no public comment.

**Vote:**

**YES:**

**NO:**

**ABSTAINED:**

**N/A: X**

e) Election of SSC officers

f) Complete SSC roster

**Discussion:**

e) The selection process was reviewed, and the following members were nominated to serve as SSC officers:

Lenson Wong, Chair  
Madeline Yuen, Secretary/Recorder  
Kirsten Kho, Co-Parliamentarian  
Mark Pugged, Co-Parliamentarian

Nominees accepted election. Vice-Chair is currently vacant.

f) The SSC board was established with the following members:

Paul Mansingh, Principal  
Catherine Floresca, other  
Linda Coleman, teacher  
Maricris Cruzat, teacher  
Baener Lucas, teacher  
Joanne Whitlock, teacher  
Lenson Wong, parent  
Jennifer Vance, parent  
Madeline Yuen, parent  
Kirsten Rose Kho, student  
Marc Pugged, student

<b>Public Comment:</b> None.			
<b>Vote:</b> Motion to approve elected officers, carried and affirmed.			
<b>YES:</b>	<b>NO:</b>	<b>ABSTAINED:</b>	<b>N/A:</b>
11	0	0	

## 6. Agenda Item (new business)

### (a) Meeting Dates and Time

<b>Discussion:</b>  The meeting day and time for the SSC to convene will be on the third Tuesday of each month from 4:00-5:30, in the Library:  September 16 October 21 November 18 December 16 February 24 March 17 April 21 May 19			
<b>Public Comment:</b>  None.			
<b>Vote:</b>  Motion to approve SSC meeting day and time, carried and affirmed.			
<b>YES:</b>	<b>NO:</b>	<b>ABSTAINED:</b>	<b>N/A:</b>
11	0	0	

## 7. Reports

### (a) Principal's Report

Overall, the semester is off to a good start. The strong start of the school year was due to our staff's willingness to join together, collaboratively revise/refine our school's vision and mission statement. Hercules was awarded a probationary accreditation and is expected to prepare a progress report addressing the critical areas of need as identified in the 2011 self-study. The WASC re-visitation is scheduled for the Spring of 2015. The WASC Leadership Team met at the start of the summer and planned the initial WASC collaboration events. The WASC Leadership Team is the committee that makes all decisions pertaining to the WASC activities and oversees the development of the self-study. Our focus at the start of the year was to cultivate an academic environment. Our two and ½ days of professional development training prior to the school year allowed us to unify the process of opening school with a 100% focus on setting a safe and effective academic learning environment for all students. Since the start of the school, we are pleased to announce that our tardies are down by 35% from the previous school year, all students wear their ID's around their necks, and we have seen a decrease in the use of electronic devices on campus. The district has supported the school with funding the formation of Instructional Leadership Team (ILT's). The goal of the ILT is to lead the staff in professional development as we head into the implementation phase of common core standard instruction. Improving technology in the classroom will include the use of an on-line tool called *Illuminate!* More professional development in technology continue to be presented. The district has set out three surveys on technology to gather information that pertain to teachers, students and parents' current level of use.

### (b) Student's Report

None at this time.

## 8. Next Agenda (discussion and action items for next meeting)

- a) Review SPSA
- b) WASC progress
- c) Approve budget

## 9. Meeting adjourned @ 5:40 p.m.

10. Principal Signature \_\_\_\_\_

Date\_\_\_\_\_

[illegible]