San José Unified School District  
Voluntary Integration Plan/Standing Advisory Committee (VIP)  
September 11, 2017  
6:00 p.m.-8:00 p.m.

MINUTES

Members present:  
Parent members: Roxana Benitez, Elsa Carrasco, Julia Cipriano, Andrea Ricardez, Reyna Sepulveda, Rosaura Ucán, Concepción Galván, Yolanda López  
District members: Jeannette Harding, Carmen Loy, Shannon McGee, Lupe Mendoza-Ramírez  
District guests: Nancy Albarrán  
Members absent: Lorena Mejia, Lorena Núñez, Juan Martínez, Jodi Lax, Deepa Mukherjee

Public members:  

Quorum: Yes. The committee consists of 14 voting members. Eight (8) members constitute a quorum. There is quorum when 50% plus 1 members are present.

Interpretation services: Ms. Rosalba González and Ms. María De Melo  
Minute taker: Veronica C. Lara

I. Call to Order/Process for Interpretation
Ms. Shannon McGee called the meeting to order at 6:02 p.m. and welcomed everyone. All members participated in a connection activity and introduced themselves.

II. Public Comments: No public comments.

III. Review of Meeting Norms and Meeting Materials
Meeting materials were reviewed.

IV. Approval of Agenda
The agenda was reviewed. Ms. Carmen Loy made a motion to approve the agenda and Ms. Julia Cipriano seconded it. All were in favor and the agenda was approved as presented.

V. Approval of the Minutes
The minutes from May 1, 2017 were reviewed. Ms. Julia Cipriano made a motion to approve the minutes and Ms. Roxana Benitez seconded it. All were in favor and the minutes were approved as presented.

VI. Old Business
No old business to address.

VII. New Business
A. Components of the Voluntary Integration Plan (VIP)
Ms. Lupe Mendoza-Ramírez reviewed the purpose of the VIP. Ms. McGee reviewed the components of the VIP Plan and provided a packet outlining each component in detail. The components are: student assignment, Drop-Out Prevention, Special Education, primary language instruction, integration, student discipline, Parent Training and Involvement, student achievement, and cross-cultural goals for staff. She then provided examples of the opportunities and services being provided for students and families that are aligned to the VIP Plan. Members were given the opportunity to indicate which three components of the VIP they were interested in learning more about during the VIP meetings.

Ms. McGee explained that the committee usually covers two topics at each meeting. She asked that parents share the information they receive at the meeting with the families at their sites.
B. Family Engagement for 2017-2018 by Ms. Lupe Mendoza-Ramírez

Ms. Mendoza-Ramírez led a parent activity to reflect on their own understanding about family engagement at the different levels, school, home, and district. After the activity, a member from each table shared out. All need to work together at all levels and as a team in order to better support student learning.

Ms. Mendoza-Ramírez explained that family engagement is so important that the District has a strategic measure in this area. The goal is that at least 80% of the parents feel that they are involved in their children’s education.

She reviewed the services that the Family Engagement Office offers to support student learning. Some of these services include parent liaisons at the sites. These employees are very resourceful for parents. English and computer classes are also offered for parents and community members. In these classes, parents can learn about the parent portal where they can get information about homework and attendance, as well as parenting classes.

Parents had a conversation about decision-making and participated in an activity to learn about climate survey results related to parent participation in decisions that improve school achievement. The actual results shared are as follows: not applicable-6%, always-14%, most of the time-14%, sometimes-27%, rarely-23%, never-16%.

Ms. Mendoza-Ramírez indicated that her office has to work to involve more parents and help them feel comfortable about decision making. She said that it is also important that more parents complete the survey.

The Office of Family Engagement is providing the Family University, which will be focusing on leadership. This event will be on November 18, 2017 from 10:00 a.m. to 3:00 p.m. at Hoover Middle School. Her office is also offering something new this year. It is the K-5 College Aspirations, which focuses on the first steps parents have to take in order to prepare their children to attend college.

Ms. Mendoza-Ramírez announced there is a Town Hall meeting scheduled for September 25th from 6:00 p.m. to 8:00 p.m. at Willow Glen High School. Babysitting and transportation will be provided.

Ms. Mendoza-Ramírez reviewed data related to the different languages students speak in SJUSD. The data was from the 2016-17 school year. She indicated that the state requires schools and the District to provide translation and interpretation to parents, written and/or oral.

Finally, Ms. Mendoza-Ramírez publicly recognized and thanked the District Translators/Interpreters for translating 141 Individualized Educational Plans (IEP) this summer.

Ms. McGee highlighted two important aspects of the meeting:

1) It is important that parents complete the climate survey in order to get more parent feedback.
2) It is important that elementary parents attend the K-5 College Aspirations workshops being offered. The earlier parents learn this information the better they can support their children in the area of college awareness. Family University is offered for parents who have middle school age students.

Topic recommendations were collected from members.

The next meeting is scheduled for October 23, 2017.

VIII. Announcements
No announcements were made.

IX. Closure
Ms. Jeannette Harding made a motion to adjourn the meeting and Ms. Reyna Sepulveda seconded it. All were in favor and the meeting adjourned at 7:32 pm.

Minutes respectfully submitted by Verónica C. Lara.