San José Unified School District  
Voluntary Integration Plan/Standing Advisory Committee (VIP)  
October 23, 2017  
6:00 p.m.-8:00 p.m.

MINUTES

**Members present:**  
**Parent members:** Roxana Benitez, Lorena Mejia, Lorena Nuñez, Andrea Ricardez, Reyna Sepulveda, Rosaura Ucán, Concepción Galvan, Yolanda López  
**District members:** Carmen Loy, Shannon McGee, Lupe Mendoza-Ramírez, Deepa Mukherjee  
**District guests:** Nancy Albarrán, Teresa Castellanos, Stephen McMahon  
**Members absent:** Elsa Cararasco, Julia Cipriano, Juan Martínez, Jeannette Harding, Jodi Lax  

**Public members:** No public members were in attendance.

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

**Interpretation services:** Ms. María De Melo and Mr. William Lazo  
**Minute taker:** Veronica C. Lara

I. **Call to Order/Process for Interpretation**  
Ms. Shannon McGee called the meeting to order at 6:00 p.m. and welcomed everyone. All members participated in a connection activity.

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. Roxana Benitez made a motion to approve the agenda and Ms. Carmen Loy seconded it. All were in favor and the agenda was approved as presented.

V. **Approval of the Minutes**  
The minutes from September 11, 2017 were reviewed. Ms. Reyna Sepulveda made a motion to approve the minutes and Ms. Carmen Loy seconded it. All were in favor and the minutes were approved as presented.

VI. **Old Business**  
The feedback provided at the last meeting was reviewed. The following topics were the most common: discipline, dropout prevention, special education, and student achievement.

VII. **New Business**  
A. **Dropout Prevention and Discipline Presentation by Mr. Dane Caldwell-Holden**  
Mr. Caldwell-Holden provided a summary of the services the Student Services Department provides including the CWA counselors, interventions, disciplinary hearings, expulsions, among others. Student Support Counselors provide services to students. One of the programs offered is the Positive Behavior Intervention System (PBIS) in which 32 schools participate. It is a program for rewarding students for good behavior. Other programs include After School Education and Safety (ASES) and a crisis support team. His department also oversees the safety and security in collaboration with the San Jose Police Department (SJPD). All nurses and health clerks are also under this department and are in charge of the immunizations.
and services for homeless families, among other responsibilities. Finally, the Student Services Department work with school linked services and a 504 program coordinator.

Mr. Caldwell-Holden reviewed the services that the student support counselors provide to families.

A mother shared concerns about her daughter and her academic challenges and Mr. Caldwell-Holden indicated that he would follow up with her.

He explained the new discipline philosophy, which is about intervention over suspension. It is also about understanding the motivation behind the student behavior. Administrators are trained on this new philosophy. He reviewed the declining suspension rates from 2012-2017. There is a 37% decline in suspensions and a 77% decline in expulsions.

A parent asked what the main reason for suspension was. Fighting is the number one reason for suspension and the number one for expulsion is selling marijuana.

Ms. Teresa Castellanos asked if there was a difference in the racial make up between suspensions and expulsions. Hispanic students are overrepresented in the number of suspensions and expulsions.

Bullying and Hate Crime suspension rates for 2013-17 were presented. The rate of bullying at the sites is relatively low.

Mr. Caldwell-Holden and Ms. McGee explained what bullying looks like at the sites and encouraged parents to ask more questions about it. They need to understand the difference between bothering and bullying.

A member recommended training the principals about the differences between bothering and bullying at school. It was also recommended to track the incidents.

Mr. Caldwell-Holden reviewed the Zero Tolerance Policy and the changes that took place in 2012-13. He also reviewed the PBIS system and how it supports positive behavior at the sites.

Ms. McGee added that schools use the Schoolwide Intervention System (SWIS) to keep track of referrals at the sites.

The guidance benchmark data was presented, which indicated that the number of students who were referred and received services from Community Based Organizations (CBOs) on-site increased from 375 students during 2013-14 to 2,100 students in 2016-17.

A parent shared that she is concerned about the way her daughter is being picked on at school. Mr. Caldwell-Holden indicated that the student might benefit from counseling.

Ms. Castellanos asked if there is a way to keep track of who is using social media and how it is being used. Ms. Mukherjee explained how students are supported in this area through the services offered at the site. She indicated that cyberbullying is addressed, as well as learning how to use the internet safely.

B. Components of the Voluntary Integration Plan: Updating the Work Plan
The plan will be reviewed and presented to the VIP Committee in January. After that, it will be submitted to the Board of Education for approval. There is language and other items in the plan that no longer apply. The plan will be sent to members before the meeting for their review.

Members received three questions as homework:
1) Elementary and middle school- ask students what their school PBIS line is.
2) Have they ever received a ticket and what the ticket was for?
3) Who is the academic or student support counselor at their site?

Ms. McGee will be talking to Assistant Principals of Discipline (APDs) about bothering and bullying. She will report back in January.

Parents will take the climate survey in January. Only 17% of the parents completed it last year. We should be able to increase participation to 30% this year.

VIII. **Announcements**
No announcements were made.

IX. **Closure**
Ms. Yolanda López made a motion to adjourn the meeting and Ms. Lorena Nuñez seconded it. All were in favor and the meeting adjourned at 7:22 pm.

Minutes respectfully submitted by Verónica C. Lara.