



TORRANCE UNIFIED SCHOOL DISTRICT MAGRUDER MIDDLE SCHOOL

4100 West 185th • Torrance, California 90504 • (310) 533-4527
www.magruder.tusd.org

School Site Council

October 30, 2023
3:30 pm - [Virtual - Zoom](#)

Chairperson: Mrs. Blain
Secretary: Maria Cuadros Solis

School Site Council Members:

Keely Hardage/Sue Key, Principal/Interim
Maria Cuadros-Solis - Assistant Principal (*absent*)
Laura Fischer - Librarian
Carmen Fraga - ELD Coordinator
Jongwoo Roh - Science Teacher
Donna DaVanzo - Math Teacher

Carissa Baumhart - Parent
Yoko Mack - Parent
Tyra Sheed - Parent (*absent*)
Jace Blain - 6th Grade Student Rep.
Melissa Mack - 7th Grade Student Rep.
Muhammad Amjad - 8th grade Student Rep.

Agenda

The meeting was called to order at 3:36 p.m.

- Review and Approval of Minutes ([September 2023](#))
 - Ms. Blain motioned to approve the September 2023 meeting minutes, and Ms. Mack seconded the motion.

Old Business

- Update on TUSD Title 1 Letter, [Parent Involvement Policy](#), [School-Home Compact](#)
 - Dr. Key thanked SSC members for approving the school documents at the last meeting. Letters went out to families along with Dr. Stowe's letter notifying families that Magruder is a Title 1 School - where 40% of students qualify for free and reduced lunch and the school receives additional funding for programs and activities that benefit all students.

New Business:

1. Teacher Representative - Donna DaVanzo
 - Dr. Key informed SSC that Teacher Donna DaVanzo offered to return as a Committee member - teacher representative, serving as the third teacher—Ms. Fraga motioned to approve with a second from Mr. Roh.
2. School Site Council - Title 1 Parent Advisory Committee (Yoko Mack):
Scheduled twice a year, Wednesdays at 10:00 am via Zoom - Tue, 12/12 and Wed, 3/13.
Dr. Key informed SSC that Dr. Scott McDowell, TUSD Director of Title and Federal Projects, sent out an email notification with meeting dates and times. Ms. Mack confirmed receiving an email from Dr. Key, and agreed to attend the meetings. Dr. McDowell will contact committee members closer to the December meeting.
3. School Site Council - District Communication Committee Representative (Carissa Baumhart)
Scheduled on Wednesdays, four times a year at 10:00 am, via Zoom
 - 10/25, 12/13, 2/21, 4/24
 - Update for 10/25



California
Distinguished
School



2017 California
Gold Ribbon
Award



2022 CAPP
School
Awardee

- i. Ms. Baumhart attended the meeting via Zoom, but has nothing to report at this time. Her meeting connect was poor. Dr. Key will request meeting agenda and notes, which will be shared with SSC at the December meeting.
4. [SPSA Review](#) and [Budget Updates](#)
 - o **Review of ELD allocations** - ELD Program for supplemental books \$300-400 (\$5/book Amazon - 20-30 books plus any tax and shipping costs.
 - i. In the School Budget, there is an allocation of \$1,300 for ELD Guided Reading Books (Goal 2.3.9). Ms. Fraga provided clarification the allocation is a historically designed amount and she hopes this would be maintained each year to provide her students with grade-level appropriate text.
 - ii. Laura Fischer motioned approval for \$400 from the \$1,300 ELD Guided Reading Books (Goal 2.3.9.) allocation. Ms. DaVanzo seconded the approval. Ms. Fraga will share her Amazon book list/order with Principal's Staff Assistant Judi Opager for ordering.
5. Academic Updates & Feedback
 - o **AMP** - Dr. Key provided an update to SSC on the revised AMP schedule and getting students to go to intervention classes
 - i. Student Muhammad Amjad asked if 8th-grade students can assist with AMP tutoring - can service hours be fulfilled - for CJSF or other program?
 1. Dr. Key stated she will look into this and report back at the next SSC.
 - o **Before and After School program** updates - teacher hourly is funded by Title 1
 - i. Ms. Fraga asked- normally, if a student is not able to attend, a student or their parent notifies the teacher. If a student was asked to go, but decided not to go, can consequences be given for no-shows? Some students never come.
 - ii. Ms. Fischer shared that in the past, Principal's Staff Assistant, Judi Opager would send a email merge notification which would alert families about absence. Usually, parents would respond to the notices. Also, families would receive a written contract that the intervention is a 7th-period class. The notice would also stated that only up to two excused absences are allowed, before there would be a conference with parent. Another strategy included holding students at the end of their 6th-period and walking them over.
 1. Parent feedback - Ms. Blain - if a teacher wants a student to come most likely parents would follow the contract. Families would need a reminder if the after school class is every other week. Once a week, you may not need a reminder. A text message may help families.
 2. Student feedback - Melissa Mack - Some students just don't come. This is unfair to the teacher who is waiting for students to show up. Ms. Fraga expressed appreciate of Melissa's insight.
6. School Culture
 - o **7th-grade School Climate Survey** was completed by 143 students in Teachers Ms. Borowski and Ms. Peterson's Social Studies classes. The survey closes in December and the results will be shared at the next SSC meeting. Data has been initially examined
 - o **Monthly attendance reports and district-required attendance letters/notifications** - student absences and chronically absent students (students with 10% or more absences) are closely monitored by our Attendance clerk, Mrs. Denise Spelleman. District letters are sent to families and follow-up conversation are happening.
 - o **6th-grader behavioral expectations presentation** - Dr. Key and AP Cuadro-Solis visited all 6th-grade students during their Science class today. Topics included school safety and why rules are important, the dangers of social media and privacy concerns, creating and sustaining a positive image and reputation through middle school and high school by treating others with respect, and conversations also included the importance of respecting and protecting school as a family and a community.
 - o **Red Ribbon Week** - The Magruder PTSA hosted Red Ribbon Week, decorating school fences, including the fence alongside Prairie Ave. They also setting up a table at lunch with "Drug-Free" photo frames and student signature poster pledge to "Be Drug Free."
7. Open Forum

- Follow-up from September 2023 meeting - Ms. Baumhart requested information about students using rideshare. We have been supervising and being observant of students and who picks them up. It was noticed by Dr. Key and AP Cuadros-Solis that some parents are Lyft and Uber drivers. We will continue to monitor student after school pick-ups. It is quite possible that students are getting rides home using RideShare, as well.
- Ms. Blain requests that communication go out to families earlier and beyond Mustang Memo updates. Families are asking for earlier notifications.
 - i. Ms. Fischer shared that parents can add the Magruder Calendar to their Google Calendar. She can prepare and email with link with instructions (We will need to include translations).
 - ii. Ms. Blain shared that Spirit Week is an example of a missed opportunity that not all families were aware of. Even if they were shared by social media, this info comes out too late. Boo Grams and other Student Council events need to be promoted. Dr. Key stated she is working closely with the Magruder PTSA to get their events out sooner.
- Ms. Baumhart stated that in 7th-grade - there appears to be less feedback on tests by teachers, particularly Ds or Fs on projects. She expressed a need for more information. Dr. Key stated she will include this feedback in our weekly teacher/staff update and also our next after school meeting, which is scheduled for November 13.

Dr. Key thanked the committee for their time and called the meeting adjourned at 4:30 pm.

Upcoming Meetings:

- January 29th
- April 22nd
- June 3rd



California
Distinguished
School



2017 California
Gold Ribbon
Award



2022 CAPP
School
Awardee