

-Please Post-



Oakland Unified School District

Franklin Elementary School

Ingrid Seyer-Ochi, Principal

915 Foothill Blvd

Oakland, CA 94606

Phone: (510) 874-3354 - Fax: (510) 874-3358

www.ousd.org/franklin

December 15, 2015

Dear Parents, Teachers, Staff, and Community Members,

You are invited to attend the School Site Council (SSC) meeting in our library at 9:15 a.m., December 18, 2015. This council offers an excellent opportunity for parents, community members and site personnel to work together and plan for student achievement.

Ingrid Seyer-Ochi, Principal

Estimados Padres de Familia, Maestros, Personal y Miembros de la Comunidad,

Usted esta invitado a asistir al Concilio del Stitio de la Escuela (SSC), nos encontraremos en nuestra biblioteca a las 9:15 a.m., el 18/12/2015. Este concilio ofrece la oportunidad exelente a los padres, miembros de la comunidad y personal del sitio para trabajar juntos y planear el progreso de los estudiantes.

Ingrid Seyer-Ochi, Directora

Kính thưa Hội viên SSC, Phụ huynh và Giáo viên, Ban Giáo viên, và Thành Viên Cộng Đồng:

Xin mời quý vị đến hop Hội nghị SSC tại Thư viện trường Franklin vào lúc 9:30 sáng ngày 18/12/ 2015. Buổi họp này sẽ giới thiệu quý vị về ban giáo viên và nhân viên nhà trường để cộng tác với nhau để làm kế hoạch giảng dạy tốt cho học sinh.

Ingrid Seyer-Ochi ,Hiệu trưởng

親愛的家長，教師，職員，和社區成員：

你們好！我們邀請你們來參加2015年12月18日在學校圖書館舉辦的理事會會議。會議的時間是上午 9:30 點。會議的內容是研究有關如何能使學生在將來取得更好成績的計劃。這是一個讓學生家長，社區成員和學校交流的很好機會，希望你們來參加。

-Please Post-

Oakland Unified School District, School Site Council (SSC) Meeting: December 18, 2015 9:15 am Franklin Elementary School: Library 915 Foothill Blvd, Oakland, CA 94606, 510-874-3354	屋崙聯合學區 學校理事會會議 (SSC) 大會: 2015年12月18日 9:15 點 富蘭克林小學: 圖書館 915 Foothill Blvd, Oakland, CA 94606, 510-874-3354	Distrito Unificado de las Escuelas de Oakland, Concilio del Lugar de la Escuela (SSC) Reunion: 18 de Diciembre, 2015 9:15 am Escuela Elemental Franklin: Biblioteca 915 Foothill Blvd., Oakland, CA 94606, 510-874-3354	Khu Học Chánh Oakland Buổi Họp Hội Đồng Nhà Trường (SSC) Họp: Ngày 18/12/2015 9:30 sáng Trường Tiểu Học: Thư Viện 915 Foothill Blvd, Oakland, CA 94606 510-874-3354
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Agenda

Item	Description/Actions	Action Requested of SSC Members
1. Welcome/Call to Order/Roll Call	Ms. Llambelis	Informational
2. Approval of 11/20/2015 Minutes	Ms. Llambelis	Voting Item
3. Parent Involvement Policy	Ms. Seyer-Ochi	Voting Item
4. Title I Establishment: By-Laws	Ms. Seyer-Ochi	Voting Item
5. Home-School Compact	Ms. Seyer-Ochi	Voting Item
6. Principal's Report	Ms. Seyer-Ochi	Informational
7. Public Comment	Ms. Llambelis	Informational
8. Adjournment	Ms. Llambelis	Voting Item

Next SSC Meeting: January 15, 2016 at 9:00 a.m.

議程

項目	描述 / 行動	理事成員須要採取的行動
1. 歡迎/點名	Ms. Llambelis	投票項目
2. 討論審批會議紀要 20/11/2015	Ms. Llambelis	投票項目
3. 家長參與政策	Ms. Seyer-Ochi	投票項目
4. 標題我建立: 附則	Ms. Seyer-Ochi	投票項目
5. 家庭與學校緊湊型	Ms. Seyer-Ochi	投票項目
6. 校長的報告	Ms. Seyer-Ochi	信息
7. 公開徵求意見	Ms. Llambelis	信息
8. 會議結束	Ms. Llambelis	投票項目

下次會議: 15/01/2016 9:00 a.m.

Agenda

Item	Descripción/Acción	Acción Requerida Miembros SSC
1. Bienvenida/Se paso lista	Ms. Llambelis	Informativos
2. Aprobación de Minutos 20/11/2015	Ms. Llambelis	acto de votar
3. Política de Participación de los Padres	Ms. Seyer-Ochi	acto de votar
4. Título I Establecimiento: Por Estatutos	Ms. Seyer-Ochi	acto de votar
5. Hogar-Escuela Compacto	Ms. Seyer-Ochi	acto de votar
6. Informe del director	Ms. Seyer-Ochi	Informativos
7. Comentarios del Público	Ms. Llambelis	Informativos
8. Cierre levantar la reunion	Ms. Llambelis	acto de votar

Proxima Reunion del SSC: 15/01/2016 9:00 a.m.

Chương Trình Nghị Sự

Đề Mục	Mô Tả/Thi Hành	Thành Viên SSC Quyết Định Bằng Cách Bỏ Phiếu
1. Chào Mừng/Điểm Danh	Ms. Llambelis	Thông tin
2. Sự chấp nhận Biên bản 20/11/2015	Ms. Llambelis	Đề Mục Cần Biểu Quyết
3. Quy chế phụ huynh	Ms. Seyer-Ochi	Đề Mục Cần Biểu Quyết
4. Thành lập Tiêu đề I: Qui-Định Buổi Họp	Ms. Seyer-Ochi	Đề Mục Cần Biểu Quyết
5. Hội Đồng Trường-Nhà	Ms. Seyer-Ochi	Đề Mục Cần Biểu Quyết
6. Báo cáo của hiệu trưởng	Ms. Seyer-Ochi	Thông tin
7. Ý Kiến Cộng Đồng	Ms. Llambelis	Thông tin
8. Kết Thúc Buổi Họp	Ms. Llambelis	Đề Mục Cần Biểu Quyết

Buổi Họp SSC Kế Tiếp: 15/01/2016 9:00 a.m.

Franklin Elementary School
School Site Council (SSC) Meeting Sign-In Sheet
2015-2016
December 18, 2015

Name (Please Print Neatly)	Signature	Staff	Parent Community	Other
1. Yvonne Proppato	<i>[Signature]</i>	✓		
2. Willie Hester	<i>[Signature]</i>	✓		
3. Antwan...			✓	
4. Ingrid Seger	<i>[Signature]</i>	✓		
5. Onauda Lerma	Onauda Lerma	✓		
6. Tania Lambelis	Tania Lambelis	✓		
7. Tim Fong Kwong			✓	
8. Evelyn Vargas	<i>[Signature]</i>	✓		
9. Anna Nip	<i>[Signature]</i>		✓	
10. THANA HUE LY	<i>[Signature]</i>			
11. Carmen			✓	
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

School Site Council Meeting Minutes: December 18, 2015

1. Welcome Ms. Llambelis welcomed everyone to the SSC meeting. **Members present:** Tania Llambelis, Willis Hickox, Yvonne Prospato, Anna Ngo, Onaida Lerma, and Ingrid Seyer-Ochi. **Members Absent:** Carolyn Lane, Mimi Nguyen, and Andrew Snellings. SSC had a quorum.

2. Approval of 11/20/2015 Minutes: Ms. Llambelis read the minutes. A motion was made and seconded to approve the minutes.

3. Parent Involvement Policy: Ms. Seyer-Ochi explained the Parental Involvement Policy. She talked about the areas Franklin School agreed to implement such as SSC meetings and the Annual Title I Meeting. She also talked about the School-Parent Compact and building parent capacity for involvement. Parents have received a copy of the Title I School Parental Involvement Policy at this meeting. A motion was made and seconded to approve the Parent Involvement Policy.

4. Title I Establishment: By-Laws: Ms. Seyer-Ochi explained the By-Laws. The SSC is composed of 10 members: Five Parents and 5 Staff members. A quorum of 6 is needed to hold a SSC meeting. The SSC will meet on the third Friday of every month at 9:00 a.m. Copies of the By-Laws were given to the parents and staff. A motion was made and seconded to approve the By-Laws.

5. Home-School Compact: Ms. Seyer-Ochi shared with the parents the School-Family Compact. She explained the school responsibilities, the parent responsibilities, and the student responsibilities. Over a period of two months, the SSC members received input from teachers, staff and students regarding this compact. Their input was added to the impact. A copy of the compact was provided to the teachers, parents, and students. A motion was made and seconded to approve the Home-School Compact.

6. Principal's Report: Ms. Seyer-Ochi

a. On January 18, 2016, there will be 72 trees planted around Franklin School. Urban Releaf is funding this tree planting activity. There playground will also be improved with a grant to refurbish school playgrounds.

b. The library has been redesigned to accommodate more students. Bookshelves were moved and books were realigned to make finding books easier for students. The library will order \$11,000 worth of books in January, 2016.

7. Public Comment: Ms. Llambelis

a. Box Tops for Kids. The classrooms are having a box top competition. The class that submits the most number of box tops will win a party. January 15, 2016 is the deadline for the first half of the school year. Students are always encouraged to bring Box Tops to school.

b. STMath: Mr. Hickox explained that all students do STMath in the PC Lab and are able to access STMath from home. This program helps students improve their math skills.

8. Adjournment: Meeting was adjourned at 9:45 am. Next SSC Meeting: Friday, January 15, 2016 at 9:00 a.m. **Translators:** Ms. Amy Zhou: Chinese; Ms. Lerma: Spanish.

School Site Council Meeting Minutes: November 20, 2015

1. Welcome Ms. Llambelis welcomed everyone to the SSC meeting. **Members present:** Tania Llambelis, Willis Hickox, Yvonne Prospato, Anna Ngo, and Ingrid Seyer-Ochi. **Members Absent:** Onaida Lerma, Carolyn Lane, Mimi Nguyen, and Andrew Snellings. SSC did not have a quorum. Meeting was still held as an informational SSC meeting.

2. Approval of 10/23/2015 Minutes: Ms. Llambelis read the minutes.

3. Monitor implementation of 2015-2016 CSSSP: Ms. Seyer-Ochi explained that the plan covered programs at Franklin and that additional items would be added to the plan. She also mentioned that Franklin has the highest number of newcomers and that Franklin School will receive extra funding for support staff and translation

4. Approve By-Laws: Ms. Seyer-Ochi explained the By-Laws. The main item of concern about the By-Laws is when meetings are held. Ms. Seyer-Ochi would like to hold at least one meeting in the evening to see if more parents attend. After listening to many ideas from parents and SSC members, SSC will plan to hold the next SSC meeting on December 10 with the Title I meeting at 3:00 p.m. The January meeting would be held on Thursday, January 14, 2016 at 6 p.m. Then in February, the SSC will consider the results.

5. Review and approve Home-School Compact: Ms. Seyer-Ochi shared with the parents different types of School-Family Compacts. One parent thought that newcomers need more attention because they are not familiar their new setting. Compact additional suggestions: All teachers and all staff will welcome new students and make sure they feel safe. There needs to be more activities or programs for the advanced students. Compact additional suggestion: We will strive to meet the needs of all children so they can continue to advance to their full potential. This includes all students at all levels.

6. Principal's Report: Ms. Seyer-Ochi

a. Family Engagement Coordinator, Charity DaMarto, introduced herself to the parents and her position at Franklin. She talked about the Franklin Family Folder.

b. November 23-27, No School

c. December 7-11, 2015, 1) Family Engagement Week and Report Cards; 2) Monday, 12/7/2015 Grades TK, K, and 1; 3) Tuesday, 12/8/2015 Grades 2 and 3; 4) Wednesday 12/9/2015 Grades 4 and 5.

Information sessions each day, 8:00-8:30 and 2:30-3:00. **Report Card Pick Up:** Each morning and afternoon meetings with teachers by appointment, Wednesday, 1:30-3:30. **Family Workshops:** Family Engagement Coordinator, Charity Da Marto, Oakland Public Library, Refugee Transitions, EBAYC, PC Math Lab and Math Homework help workshop; Parent Volunteer Registration, Franklin Parent Group.

d. Title I/SSC Meeting: Thursday, December 10, 2015 from 3:00-4:00

7. Public Comment: Ms. Llambelis

a. Ball safety in the morning, possibly sectioning playground for different grades.

b. High school student possible work studies.

c. Homework help club in the library.

d. December 17: Winter celebration assemblies

8. Adjournment: Meeting was adjourned at 10:37 am. Next SSC Meeting: Friday, December 10, 2015 at 4:00 p.m. **Translators:** Mr. Tram Tran: Vietnamese; Mr. David Yuen: Chinese; Ms. Patricia Velazquez: Spanish.

Title I School Parental Involvement Policy 2015 - 2016

Parent Involvement in the Title I Program

Franklin Elementary agrees to implement the following statutory requirements:

- Will convene an annual Title I meeting to perform the following:
 1. Inform parents of their schools participation in the Title I Program.
 2. Explain the requirements of the Title 1 Program.
 3. Explain the parents' right to be involved in an organized, ongoing, and timely way, in the planning review, and improvement of its Title I Program.
 4. The parents' right to participate in the development of the District's Title 1 Plan.

Franklin School will host an annual Title I Meeting to discuss the school's Title I programs, disseminate information on budget allocations, and invite parents to participate in a number of ways, e.g. participate in School Site Council, and volunteer on school wide projects. Parents will also be given the Parents' Guide to Action explaining district policies and the procedures to follow should a complaint be necessary to file.

- SSC Meetings are held on the third Friday starting at 9:00 a.m. every month during the school year.

- Involve parents of Title I students in an organized, ongoing, and timely way in the planning, review, and improvement of its Title I programs and the Title I parent Involvement Policy.

Franklin School will host an annual Title I Meeting to discuss the school's Title I programs, disseminate information on budget allocations, and invite parents to participate in a number of ways, e.g. participate in School Site Council, and volunteer on school wide projects. Parents will also be given the Parents' Guide to Action explaining district policies and the procedures to follow should a complaint be necessary to file.

- Provides parents of Title I students with timely information about Title I programs

Franklin School will host an annual Title I Meeting to discuss the school's Title I programs, disseminate information on budget allocations, and invite parents to participate in a number of ways, e.g. participate in School Site Council, and volunteer on school wide projects. Parents will also be given the Parents' Guide to Action explaining district policies and the procedures to follow should a complaint be necessary to file.

- Provides parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.

Franklin School will host an annual Title I Meeting to discuss the school's Title I programs, disseminate information on budget allocations, and invite parents to participate in a number of ways, e.g. participate in School Site Council, and volunteer on school wide projects. Parents will also be given the Parents' Guide to Action explaining district policies and the procedures to follow should a complaint be necessary to file.

- Provides parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children

School will provide this information at the annual Title I Meeting. In addition, the school will provide this information through parent meetings such as: "Back to School Night" and Parent Teacher Conferences- (held in December). Teachers will also distribute information in monthly newsletters.

School-Parent Compact

Franklin Elementary has jointly developed with and distributed to parents of Title I students a School-Parent Compact that outlines how parents, the school staff, and students will share the responsibility for improved student academic achievement. It also describes how the school and parents will develop a partnership to help children reach proficiency on the California content standards.

Building Parent Capacity for Involvement

Franklin Elementary engages parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, and build capacity for parent involvement, it does the following:

- Assists Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.
 - 1) The State of California's academic content standards
 - 2) The State of California's student academic achievement standards
 - 3) The State of California's and Oakland Unified School District's academic assessments, including alternate assessments
 - 4) Academic proficiency levels students are expected to achieve
 - 5) How to monitor their child's progress

Parents are/will be informed through school newsletters, announcements made at SSC meetings, and through encouragement from teachers of parents to participate in school activities. School to Family communication encourages parent participation.

- Provides materials and training to help Title I Program Parents work with their children to improve their children's academic achievement.
- Educates staff, with the assistance of Title I parents, on the value of parent contributions and how to work with parents as equal partners.

Professional Development training sessions will highlight the value and importance of parent involvement and contributions.

- Coordinates and integrates the Title I Program Parental Involvement activities with other activities that encourage and support parents to more fully participate in the education of their children.

Principal, teachers, and parents will organize parental involvement activities that support the goals of the Title I Program.

- Distributes to Title I Program parents, in a timely way, program information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.

Communications to parents are provided by the school newsletters and a parent bulletin board. Teachers also encourage parents to participate in classroom activities and field trips. The school provides translations in Chinese, Spanish, and Vietnamese.

- Provides support, during regularly meetings, for parental activities requested by Title I Program parents.

Records for the Title I program are provided to parents upon request.

Accessibility


- Provide opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

School will provide translation of material for parents in Spanish, Chinese, and Vietnamese

Adoption

This School Parental Involvement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I.

This policy was adopted by the Franklin Elementary School Site Council on December 18, 2015, and will be in effect for the 2015-16 School Year. The school will distribute this policy to all parents of participating Title I, Part A, and children. It will be made available to the local community. The Franklin Elementary's notification to parents of this policy will be in an understandable uniform format and, to the extent practicable, provided in a language the parents can understand.


(Principal's Signature)

December 18, 2015



Oakland Unified School District

Franklin Elementary School

Ingrid Seyer-Ochi, Principal

915 Foothill Blvd, Oakland, CA 94606

Phone: (510) 874-3354 - Fax: (510) 874-3358

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SSC By-Laws 2015-2016

- 1) Numbers of council members: Ten (10)
- 2) Quorum: Six (6) members present
- 3) Term of office: Members: 1 Year Officers: 1 Year
- 4) Resignation: Any member may resign by filing a written letter of resignation with Council Chairperson.
- 5) Cause and Procedures for termination of membership:

Membership will be terminated if two consecutive absences occurred to a member without reason.

- 6) Vacancies shall be filled by:
 - a) an elected alternate member(s) of respective parity group and/or
 - b) election of replacement member(s) by peer group to complete the current term.
- 7) Regular meeting information:
Day – Every third Friday of every month
Time – 9:00 a.m.
Place: - Franklin's Library
- 8) Special meetings may be called by chairperson or a majority vote of members.
- 9) By-laws may be amended/changed by 2/3 vote of the elected members.
- 10) All meetings will:
 - a) be open to the public and
 - b) have a notice and agenda be posted at least 72 hours in advance of meeting.

The School Site Council reviewed and approved these bylaws on December 18, 2015.

Home – School Compact Agreement

Franklin School staff and parents of the students agree that this compact outlines how parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State of California's high academic standards.

This Home-School Compact is in effect during the 2015-16 school year.

School Responsibilities

1) Provide high-quality curriculum and instruction in a supportive and effective learning environment that enable the participating students to meet the State of California's student academic achievement standards as follows:

To enable students to meet the State's content standards by:

- *Providing California State content standards in each teacher's curriculum*
- *Providing intervention and ELD instruction as needed*
- *Providing a supportive and effective learning environment*
- *Following the district's pacing schedules for all curricular areas*
- *Administering District ELA and Math Benchmarks and core curriculum chapter tests*

2) Hold parent-teacher conferences in early October during which this compact will be discussed as it relates to the individual child's achievement.

Franklin School will hold parent conferences in October and will host a Back to School Night several weeks prior. Additional parent-teacher conferences will be held when needed, including during the week of the first Report Card Period in December.

3) Provide parents with frequent reports on their children's progress.

- *Parent Conferences in October*
- *Additional Parent Conferences as needed*
- *Monthly Benchmarks conferences as needed*
- *Intervention Parent Conferences as needed*

4) Provide parents reasonable access to staff.

- *Monthly School Site Council meetings*
- *School Study Team meetings as needed*
- *Parent Conferences as needed*
- *Student Assemblies*
- *Field Trips*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

- *Field Trips*
- *Classroom Assemblies*
- *School Carnivals and Special Event*
- *Multicultural Assemblies*
- *Classroom/Library Volunteers*

Parent Responsibilities

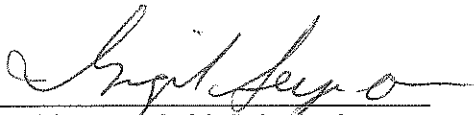
We, as parents, will support our children's learning in the following ways:

- *Monitor daily attendance*
- *Make sure daily homework is completed in a quiet environment*
- *Monitor amount of television viewing time*
- *Promote positive use of child's out of school time*
- *Assure that child is getting adequate sleep and eating a healthy diet*
- *Respond promptly to messages from school*
- *Attend Back to School Night, Parent-Teacher conferences, Open House and other school events*
- *Participate in school events*
- *Check in the school office when visiting the classroom/school*
- *Read to my child as least 20 minutes a day*

Student Responsibilities:

We, as students, will share the responsibility to improve our academic achievement and achieve the State of California's academic standards. We will:

- *Come to class on time every day.*
- *Come to school ready to learn.*
- *Follow school rules.*
- *Show respect and be responsible for my own behavior.*
- *Be a cooperative learner.*
- *Ask for help.*
- *Carry information between school and home.*
- *Return my completed homework on time.*
- *Read at home at least 20 minutes every day.*


Ingrid Seyer-Ochi, Principal

December 18, 2015