

University City High School  
6949 Genesee Avenue, San Diego CA 92122

**Site Governance Team (SGT) Meeting**  
September 30, 2019 - 2:30pm  
Principal's Conference Room

**Meeting Minutes**

**Members present:**

	UCHS Staff		Parent Reps		Student Reps
X	Jeff Olivero (Principal)	X	Mark McPherson	X	Connor Reisch
X	Kelsey Bradshaw (Certificated)	X	Ruth Bush	X	Carolyn Sutton
X	Elizabeth Frohoff (Certificated)	X	Tori Schoenknecht		
X	Jennifer Huszar (Certificated)				
X	Tracy Lynn (Certificated)				
X	Stephanie Conrad (Certificated)				
X	Marie Byrd (Classified)				
Other staff/guests present:					
Jo McGlin					

Quorum was met ( $\frac{2}{3}$  of members present):      X   YES           NO

1. Call to Order

Principal Olivero called the meeting to order at 2:32pm.

Public Comment

No public comment.

SGT Business / Approval of Minutes

This is the 1st SGT Meeting of the school year so no Minutes to review/approve.

Principal Olivero called the meeting to order and gave a brief overview of the history and purpose of SGT.

A chair person must be appointed to conduct the meetings. Responsibilities will be to collect Agenda items, prepare the Agenda, notify members about the monthly meetings, post the Agenda on the front door of the main office and on the school website at least 48 hours prior to each meeting, and run the meetings.

### **Appointment of SGT Chair:**

Stephanie Conrad volunteered to be the chairperson for the SGT Meetings. Kelsey Bradshaw motioned to appoint Conrad as Chair. Liz Frohoff seconded.

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### **3. School Climate/Policies/Procedures**

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UCHS Comprehensive School Safety Plan for the 2019-2020 school year was presented by VP Jo McGlin.

VP Jo McGlin provided the members with copies of the UCHS Comprehensive School Safety Plan for 2019-2020. McGlin explained the 11 criterion that guides UCHS to follow the SDUSD Comprehensive School Safety Plan.

#### **Comprehensive School Safety Plan**

**CRITERION 1:** Assessment of current status of school crime and site response to crime data.

Date range used: 8/30/19-9/27/19. Based on the crime data taken from [www.crimemapping.com](http://www.crimemapping.com), 9 crimes found within a .5 mile radius of UCHS from 8/30/19 to 9/27/20. This includes vehicle break-ins, DUI, theft, vandalism, larceny, fraud, drunk in public, and assault. The numbers appear to be related to the UTC shopping mall, located within .5 miles of the school.

**CRITERION 2:** Child abuse reporting procedures.

In August of each school year, all staff are in-serviced on mandated child abuse reporting. Walk-on coaches are also required to take a course on mandated child abuse reporting. Community College staff are in-serviced by the Counselor on child abuse and provided a copy of the reporting form.

**CRITERION 3:** Disaster procedures, routine, and emergency.

The school has a Site Emergency Response Plan that is reviewed annually with SDUSD Police Department. An Emergency Plan folder is given to each staff member. The Plan is reviewed with staff during a professional development training in August of the current school year. A fire drill and evacuation as well as instructions for a lockdown under the umbrella of Option Based Response training was conducted the first month of school. Evacuation maps and emergency bells directions are posted in all classrooms and offices. UCHS will participate in the Great Shake Out on 10/17 @ 10:17am. Every classroom has been provided an emergency bucket to be used in the event of a disaster.

**CRITERION 4:** Policies and acts related to suspension, expulsion, or mandatory expulsion.

The Handbook is revised during the summer and reviewed with staff during a Professional Development meeting prior to start of school. During the first week of school, teachers reviewed the Student/Parent Handbook with their classes. An online copy is posted on the school website. The handbook was also reviewed during school-wide grade level assemblies. The handbook outlines the

procedure when a student has committed or is suspected of committing a suspendable/expulsion offense.

**CRITERION 5: Notification to teachers of dangerous students.**

Teachers, counselors, and other administrators are informed by the Principal about students who are considered dangerous or disruptive students for the purposes of working with student in an appropriate fashion. The information is kept confidential for the purpose of rehabilitating the student as well as protecting students and staff.

**CRITERION 6: Discrimination, harassment, intimidation, sexual harassment, and hate violence policy.**

All students must feel safe while at school. The ASB runs programs and events during the year to promote a safe and healthy school climate. Teachers attend professional development training on discrimination, harassment, intimidation, sexual harassment, and hate violence. The counseling office has information about these types of harassment and how to report them. The bathroom in the school health office is available as a gender-neutral bathroom.

**CRITERION 7: The provisions of any school-wide dress code.**

A revised UCHS dress code policy was adopted last school year and is posted on the school website and in the student/parent handbook. The majority of the policy was influenced and emulates the 2016 Model School Dress Code created by Oregon NOW.

**CRITERION 8: Procedures to ensure the safety of students, staff, and parents/guardians while going to and from school.**

Students are informed on what to do in the event of a natural disaster. Students have general rules to follow while walking to school, driving, riding the bus, and bicycling. The school has a designated drop-off zone. Traffic studies are being conducted to improve the flow of traffic during drop-off and pick-up. There is an evacuation plan in the event of fire or other disasters. All Special Education Para-educators also have an evacuation plan for students with physical limitations. To improve safety in front of the school, signs have been installed along Genesee ("No Stopping"). There is a gated bicycle area. A new fire alarm system has been installed.

**CRITERION 9: Safe and orderly school environment.**

UCHS has a school-wide discipline policy, outlined in the student/parent handbook, and posted on the school website. The policies are reviewed with students at the beginning of the school year. Principal Olivero sends out a weekly school update to families via phone and email to keep everyone updated on what's happening at school. Students are under the direct supervision of a staff member while in school and during school-sponsored events. One full-time police officer and two campus security personnel supervise the campus during school hours. Administrators conduct regular campus walk-throughs to identify any safety hazards. ADA-approved bathroom stalls, ramps, and handrails have been installed throughout the campus. Additional security cameras have been installed throughout campus this year. The Fire Dept. conducts 2-3 visits per year to ensure the campus is safe.

**CRITERION 10: Assisted Rescue protocols.**

All Para-educators have received training for emergency situations, and given instructions on moving students to a safe location during an emergency or until a parent can pick them up. Two wheelchairs have been purchased for the Mod/Severe program to assist in moving students quickly in the event of an emergency.

**CRITERION 11: School Safety Committee formation.**

Notice of the SGT Meeting and presentation of the Comprehensive School Safety Plan was posted outside the Main Office and on the school website. VP Jo McGlin conducted the presentation during the Site Governance Team meeting on Monday, September 30, 2019. The school has a Site Emergency Response Plan binder, a public document, which will be available in the Main Office for anyone to review.

**Motion to approve the School Safety Plan:**

Liz Frohoff made a motion to recommend and approve the UCHS 2019-2020 Comprehensive School Safety Plan. Tracy Lynn seconded the motion. Motion approved by all members present.

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Instructional and Innovation

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Round Table

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What can be done about students placing sticks, rocks, etc. in the hallway doors leading out to the student parking lot. This is happening so that students can access the parking lot during school hours. Can we put security cameras in place? We have to determine where best to use the cameras on campus since we only have a limited number of them. We have Prop YY funds that are available and have the following items slated to purchase with the funds: 1) add 6 additional cameras that will stretch to the football fields and tennis courts to view more of the campus; 2) purchase 4 new golf carts; 3) purchase additional headsets for theater arts performances; 4) purchase new kiln for ceramics class 5) purchase new ice machine for the physical trainer's room.

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Adjournment

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Meeting adjourned at 3:42pm.  
Motion by Kelsey Bradshaw. Seconded by Ruth Bush

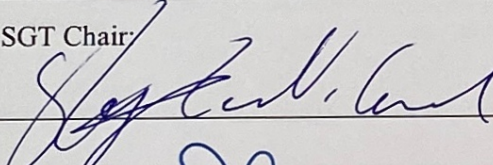
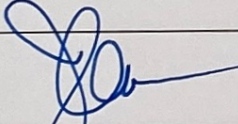
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Next Meeting Date

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October 28, 2019 at 2:30pm.

Signed by :

SGT Chair: 	Date : 10-28-19
Principal : 	Date : 10-28-2019