I. Attendance Role Call & Approval of Previous Minutes: ACTION ITEM approximate time 2:45 PM

II. Old Business:
(note – will consider if any ‘old business’ items can be deleted from the ongoing agenda as we proceed through agenda)

A. Laurel Ruff Site Council Membership & By-Laws
   1. Membership review - do we have the correct membership for 13/14?
      a. Chairperson / secretary
   2. By-law review (as needed)

B. Laurel Ruff Team & Committee Reports
   1. Safety Committee & Grounds / Safety Plan Review
      ♦ Safety Plan Review
      ♦ Site crime & safety report
      ♦ Facilities updates
         ➢ restroom re-mod
         ➢ Measure N – community forum in October
         ➢ Garfield Avenue - safety update
   2. Health & Attendance Updates

3. Assessment, Curriculum & Instruction
   ♦ Article 24 – school leadership team & ‘collaboration’ Thursdays update
   ♦ 2013/14 master scheduling and updates
      ➢ American River College – strategic utilization
      ➢ Schedule & Electives
   ♦ curriculum updates
   ♦ assessment updates – 2012/13 data summary report
   ♦ Staff development updates
   ♦ Project Search updates

4. Positive Behavior Support
   ♦ Bully Prevention Plan / leveling system
   ♦ Changes to state law (Hughes bill)

5. Community, Climate & Culture
   ♦ accomplishments
   ♦ parent support update
   ♦ Extracurricular events
      ➢ Mighty Milers updates
      ➢ Visual & performing arts updates
      ➢ VIP & Special Olympic sports updates
      ➢ other
   ♦ Laurel Ruff public relations

6. English Language Learner advisory committee (ELLAC)

C. Site Plan Revision & Approval
   1. 2013/14 Site Plan

D. district updates
   1. District changes / updates
   2. SJUSD Special Education Department updates

ACTION ITEM approximate time 3:30 PM

III. Budget Review & Actions

A. 2013/14 – site budget
B. EIA – LEP funding
C. Family donations
D. Budget actions as necessary

ACTION ITEM approximate time 3:50 PM

IV. Component Reports

A. Certificated
B. Classified
C. Parents
D. Community

V. New Business:

A. Open Forum for new items

VI. Correspondence and/or Public Comments

VII. New Agenda Items for Next Meeting

VIII. Next Meeting Date/Time

IX. Adjournment

ACTION ITEM approximate time 4:30 PM

At Laurel Ruff our mission is to educate students in the least restrictive environment as they attain their maximum potential.
Meeting Minutes for May 14, 2013

I. Attendance Role Call & Approval of Previous Minutes:
In Attendance: LeAnn Thiele, Debbie Wayne, Shari Studebaker, Michael Santillano, Marianne Perez, Julia Arreguin

♦ Motion to approve minutes by: Shari Studebaker
♦ Seconded by: Marianne Perez
Vote: unanimous

II. Old Business:
(note – will consider if any ‘old business’ items can be deleted from the ongoing agenda as we proceed through agenda)
A. Laurel Ruff Site Council Membership & By-Laws
1. Membership review Revisit in the fall
2. By-law review (as needed) No review needed
B. Laurel Ruff Team & Committee Reports
1. Safety Committee & Grounds / Safety Plan Review
   ♦ Safety Plan Review - We have submitted to the district
   ♦ Site crime & safety report – 3 Safe Schools Reports have been filed
   ♦ Facilities updates
     ➢ restroom re-mod – M & O toured because of Measure N. The main student bathrooms – we are thinking about adding a third stall. Adult toilets will be installed in the smaller restrooms between the classrooms.
     ➢ Portable replacement – information pending
2. Health & Attendance Updates - pending
3. Assessment, Curriculum & Instruction
   ♦ Article 24 – school leadership team & collaboration’ Thursdays update
   ♦ Master scheduling for 2013/14
     ➢ American River College – strategic utilization – looking to increase independent students – we will hopefully be offering an “ARC Prep” class.
     ➢ Schedule change – looking at having 10 minute social time in the morning – while they eat breakfast, then 1st period will start. We are looking to change first period to an elective and Life Management to the end of the day. 5th period will be the long period. WorkAbility is not planned to start until October.
     ➢ Electives – looking to make 1st period an elective.
     ➢ Student planner document – will go out to students next week
   ♦ curriculum updates – Life Management Skills curriculum
   ♦ assessment updates – to collect goal mastery and transition assessment and input it into Data Director
   ♦ Staff development updates – to be determined for 2013/14
4. Positive Behavior Support
   ♦ Bully Prevention Plan / leveling system – we need to revisit the plan we originally wrote – post uniform complaint plan in each classroom.
5. Community, Climate & Culture
   ♦ accomplishments – Gardens, green house was finished, VIP luncheon went well, the MIND Institute lecture went very well, we have several Project Search candidates from other districts, Hospitality Academy Internship Program – students will work at other school sites in their kitchens, several students have earned their Food Handlers certificate,
   ♦ parent support update – will need to recruit a new SPAC and CAC representative.
♦ Extracurricular events
   - Mighty Milers updates – 100 books were earned for the miles we walked
   - Choir updates - Willy Wonka play is this Friday.
   - VIP & Special Olympic sports updates – finished for the season. We are planning to continue on with Bowling and Basketball next school year.
   - other – First Evening Talent Show will be on May 24th. Daniel Thigpen will be attending this event. Graduation plans are still underway
   - Laurel Ruff public relations, graduation caps and gowns will be delivered the week before graduation, there will be a Senior table at the Senior Breakfast
6. English Language Learner advisory committee (ELLAC) – there is a new way to redesignate EL students.

C. Site Plan Revision & Approval
1. 2013/14 Site Plan – Mike Santillano motioned to carry over current three goals and supporting actions, Shari seconded it.

D. district updates
1. District changes / updates – Shelley Ellinghouse is the interim Special Ed Director, we will have a new Chief Academic Officer pending a new job position in another district
2. SJUSD Budget info - sequestration will affect budgeting for next year, there will be state and federal cuts as well
3. SJUSD Special Education Department updates – Shelley Ellinghouse is the interim Special Ed Director

III. Budget Review & Actions
A. 2012/13 – site budget – we will spend out the remainder of our budget to support our business/retail academy
B. EIA – LEP funding – no new information
C. Family donations - no new information
D. Budget actions as necessary – no new information

IV. Component Reports:
A. Certificated – no new information regarding furlough days for the 2013/14 school year.
B. Classified - All staff celebration on May 23rd
C. Parents - nothing new to report
D. Community - nothing new to report

V. New Business:
A. Open Forum for new items – There is an interest in the instructional assistant job duties. Student helpers could be a possible elective. Julia will be our ESY Principal. Tyler Pierce, Jeff Crist, Mark Woodward, Anna Miller, and Herman Jacobs will be the ESY teachers.
B. Project Search updates - interviews begin tomorrow – 15 candidates will be interviewed

VI. Correspondence and/or Public Comments – nothing new to report

VII. New Agenda Items for Next Meeting – nothing new to report

VIII. Next Meeting Date/Time – tentative meeting will be September 10th

IX. Adjournment
♦ Motion by: LeAnn Thiele
♦ Seconded by: Shari Studebaker
Vote: unanimous

Notes submitted by Debbie Wayne, 12/13 site council secretary
LAUREL RUFF DATA SNAPSHOTS – 2012/13 SITE ASSESSMENTS

1. Goal Mastery Data

SCHOOL WIDE GOAL MASTERY BY YEAR

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<td>0.0%</td>
<td>36.0%</td>
<td>54.0%</td>
<td>57.0%</td>
<td>59.0%</td>
<td>59.0%</td>
<td>62.0%</td>
<td>57.6%</td>
<td>62.5%</td>
<td>60.1%</td>
<td>54.2%</td>
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YEAR

2012-13 Goal Mastery

- **TOTAL ALL GOALS**: 59%
- **RECREATION LEISURE**: 60%
- **MOTOR / MOBILITY**: 55%
- **SOCIAL EMOTIONAL / BEHAVIOR**: 47%
- **VOCATIONAL**: 68%
- **ACADEMICS**: 92%
- **SELF-HELP**: 57%
- **COMMUNICATION**: 52%
2. Laurel Ruff Young Adult Transition Assessment – average %

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<tr>
<th></th>
<th>SELF-ADVOCACY &amp; LIFE MGMT</th>
<th>PERSONAL CARE &amp; ILS</th>
<th>COMMUNITY SKILLS</th>
<th>PRE-VOC EMPLOYMENT</th>
<th>INTERPERSONAL SOCIAL</th>
<th>RECREATION LEISURE</th>
<th>TOTAL</th>
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<tr>
<td></td>
<td>48.21</td>
<td>54.17</td>
<td>46.22</td>
<td>42.44</td>
<td>68.85</td>
<td>64.04</td>
<td>53.99</td>
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N= 52 surveys submitted
Planned Improvements in Student Performance

**Planned Improvements: Goal/Tactic #1**

The School Site Strategic Planning Team and Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet academic performance index (API) and adequate yearly progress growth (AYP) targets. As a result, it has adopted the following tactics, results statements, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

**Focus: POSITIVE SCHOOL CULTURE**

**District Strategy:**

- All Laurel Ruff students and staff, classified and certificated, will identify, model and exhibit positive character traits across all on-campus and off-campus settings.

**Tactic #1:**

Data Used to Form this Tactic:

- IEP goal mastery data in the Social Emotional and Behavior goal areas
- Staff, student and parent surveys
- Attendance records

Findings from the Analysis of this Data:

Related Objective and how it will be Measured:

- Anecdotal reports from staff and students
- Attendance records
- IEP goal mastery data
- Staff, student and parent surveys

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<thead>
<tr>
<th>Actions to be Taken to Reach This Tactic (Results Statement)</th>
<th>Timeline</th>
<th>Person(s) Responsible</th>
<th>Proposed Expenditure(s)</th>
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</thead>
<tbody>
<tr>
<td>By December 2012 Laurel Ruff will design and implement a systematic school wide behavior leveling system designed to increase positive behavior and decrease bullying and other anti-social behaviors.</td>
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<tr>
<td>Actions to be Taken to Reach This Tactic (Results Statement)</td>
<td>Timeline</td>
<td>Person(s) Responsible</td>
<td>Proposed Expenditure(s)</td>
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<tr>
<td>Laurel Ruff’s whole school monthly and annual attendance incentive program will be revised for the current student population and implemented.</td>
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<tr>
<td>Will review and revise the existing Laurel Ruff parent involvement policy to address the needs of the changing Laurel Ruff population. Will review and revise process for collecting site assessment annual data in the areas of socialemotional and behavior.</td>
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<tr>
<td>Will review and revise process for collecting site assessment annual data in the areas of socialemotional and behavior.</td>
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<tr>
<td>Site Council will design and implement positive behavior supports specifically addressing the needs of our English Language learning students.</td>
<td></td>
<td>None Specified</td>
<td>Economic Impact Aid/Limited English Proficient (EIA-LEP) 1,150.00</td>
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</table>
Planned Improvements in Student Performance

Planned Improvements: Goal/Tactic #2

The School Site Strategic Planning Team and Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet academic performance index (API) and adequate yearly progress growth (AYP) targets. As a result, it has adopted the following tactics, results statements, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

Focus: POST-SECONDARY TRANSITION - INDEPENDENT LIVING SKILLS

District Strategy:

Tactic #2:

Our goal is to maximize each student's acquisition of independent living skills, so students will achieve post-secondary goals in the independent living domain.

Data Used to Form this Tactic:

- CTP report card data
- IEP goal mastery in the area of independent living skills

Findings from the Analysis of this Data:

Related Objective and how it will be Measured:

- observational and anecdotal records
- parent and teacher surveys
- CTP report card data
- IEP goal mastery in the area of independent living skills

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<thead>
<tr>
<th>Actions to be Taken to Reach This Tactic (Results Statement)</th>
<th>Timeline</th>
<th>Person(s) Responsible</th>
<th>Proposed Expenditure(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will review and revise process for collecting site assessment annual data in the self-help / independent living domain.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Actions to be Taken to Reach This Tactic (Results Statement)</td>
<td>Timeline</td>
<td>Person(s) Responsible</td>
<td>Proposed Expenditure(s)</td>
</tr>
<tr>
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<tr>
<td>All Laurel Ruff transition students will maintain a personal portfolio that will provides evidence of their acquisition of independent living skills.</td>
<td>8/15/2012 - 6/5/2012</td>
<td>Laurel Ruff teachers / will collaborate to determine best practices for this course</td>
<td>None Specified</td>
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<tr>
<td>All transition aged students will take a self-advocacy course taught by their case managing teachers.</td>
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<td></td>
<td>Economic Impact Aid/Limited English Proficient (EIA-LEP) 4,500.00</td>
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<tr>
<td>Site Council will design and implement independent living instructional supports specifically addressing the needs of our English Language learning students.</td>
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<td></td>
<td>Economic Impact Aid/Limited English Proficient (EIA-LEP) 4,500.00</td>
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</table>
Planned Improvements in Student Performance

**Planned Improvements: Goal/Tactic #3**

The School Site Strategic Planning Team and Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet academic performance index (API) and adequate yearly progress growth (AYP) targets. As a result, it has adopted the following tactics, results statements, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

**Focus: POST-SECONDARY TRANSITION - EMPLOYMENT & VOCATIONAL TRAINING**

**District Strategy:**

**Tactic #3:**

Our goal is to maximize each student's pre-vocational and vocational skill-set, so they will achieve their post-secondary goals in the employment/vocational domain.

**Data Used to Form this Tactic:**

- CTP report card data
- IEP goal mastery in the vocational domain

**Findings from the Analysis of this Data:**

**Related Objective and how it will be Measured:**

- observational and anecdotal records
- parent and teacher surveys
- CTP report card data
- IEP goal mastery

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<tr>
<th>Actions to be Taken to Reach This Tactic (Results Statement)</th>
<th>Timeline</th>
<th>Person(s) Responsible</th>
<th>Proposed Expenditure(s)</th>
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<tbody>
<tr>
<td>Will review and revise process for collecting site assessment annual data in the vocational domain.</td>
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<td>Description</td>
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<tr>
<td>Actions to be Taken to Reach This Tactic (Results Statement)</td>
<td>Timeline</td>
<td>Person(s) Responsible</td>
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<tr>
<td>All Laurel Ruff transition students will maintain a personal portfolio that will provides evidence of their acquisition of vocational skills and related technical training.</td>
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<td>Laurel Ruff will reconfigure to offer at least 3 vocational training academies specifically targeting the post-secondary employment goals or our students.</td>
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<td>All transition aged students will participate in a self-advocacy course taught by their case managing teachers.</td>
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<tr>
<td>Site Council will design and implement vocational training supports specifically addressing the needs of our English Language learning students.</td>
<td></td>
<td>None Specified</td>
<td>Economic Impact Aid/Limited English Proficient (EIA-LEP) 4,500.00</td>
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YOU ARE CORDIALLY INVITED TO ATTEND...

LAUREL RUFF
2013-14 BACK TO SCHOOL NIGHT

WEDNESDAY September 18th
from 6:00 to 7:30PM

AGENDA:

- 6:00 - Dinner in the MP room – prepared by Laurel Ruff culinary students and served by Laurel Ruff hospitality students
  Menu - to be determined (dessert will be lemon cake)

- 6:30 – a brief program in the MP room
  o staff introductions
  o vocational block description/vision (teachers)
  o 2013/14 overview

- 6:45 to 7:30 – class / campus visits

Stay in the loop - sign up for Laurel Ruff’s e-newsletter at
www.sanjuan.edu/laurelruff
(The e-Newsletter sign up link is located on the left side of the web page at the bottom of the Quick Links menu)
Laurel Ruff 2013/14 Master Calendar of Upcoming Events

At Laurel Ruff our mission is to educate students in the least restrictive environment as they attain their maximum potential.

Updated 9/9/13 calendar items will be deleted as they expire.

The Laurel Ruff school office is currently open to the public 7:30 AM to 3:30 PM

~~~  Laurel Ruff School is now 50 years old!  ~~~
Stay tuned for special events as we celebrate our 50th birthday!!!

2013/14 MASTER CALENDAR OF EVENTS (see additional info about recurring events at the bottom of this page)

- September 10 - Laurel Ruff School Site Council meeting - after school 2:45 PM
- September 18 - Back to School Night 2013 - 6:00 to 7:30 PM - dinner will be served
- September 20 - Professional CBI Day
- September 26 - Walk for the Tigers - 8:50AM (2nd period) - annual fundraising walk - on the north field
- September 27 - Bowling at Mardi Gras Lanes
- October 1 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: Meet and Greet the Center Principals & Using Technology to Support Instruction
- October 4 - Bowling at Mardi Gras Lanes
- October 8 - tentative - Laurel Ruff School Site Council meeting - after school 2:45 PM
- October 11 - Bowling at Mardi Gras Lanes
- October 16 - Measure N Community Outreach Forum, 6:30-8:30 PM at New San Juan HS - this is our opportunity to identify needs for our school (please contact our office if you would like to be a member of this important team)
- October 18 - Bowling at Mardi Gras Lanes
- October 25 - Homeroom CBI day
- October 25 - Boo Bash 2013
- November 1 - Bowling at Mardi Gras Lanes
- November 5 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: Panel Discussion of Designated Instructional Services
- November 8 - Bowling at Mardi Gras Lanes
- November 9 - Special Olympics Bowling Tournament
- November 11 - NO SCHOOL - Veteran’s Day holiday
- November 12 - tentative - Laurel Ruff School Site Council meeting - after school 2:45 PM
- November 15 - Professional CBI Day
- November 22 - ‘Pie Day’ - Thanksgiving themed lunch event for students
- November 25, 26, 27, 28, 29 - NO SCHOOL - Thanksgiving Recess
- December 3 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: Executive Functioning and Transition
- December 10 - tentative - Laurel Ruff School Site Council meeting - after school 2:45 PM
- December 13 - Annual Holiday Appreciation Lunch in the Laurel Ruff Cafe - culinary & hospitality students will prepare and serve a festive holiday lunch to staff and honored guests
- December 20 - Homeroom CBI day
- December 23, 24, 25, 26, 27, 30, 31; January 1, 2, 3 - NO SCHOOL - Winter Recess - school resumes Tuesday January 7
- January 6 - NO SCHOOL - Teacher Work Day
- January 7 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: Current assessment Data and a Look at Assessments As We Move Forward with Common Core State Standards
- January 20 - NO SCHOOL - Martin Luther King Jr. Day holiday
- February 4 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: IEP-SEIS for Parents
- February 17, 18, 19, 20, 21 - NO SCHOOL - Presidents’ Days / February Recess
- March 4 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: Disproportionality Update & Behavior in the Home
- March 13 - You Light the Way Awards Ceremony - Citrus Heights Community Center
- March 13 - You Light the Way Awards Ceremony - Citrus Heights Community Center
- April 1 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: Strategic Plan Update and Relating it to Common Core State Standards, Summer Activities & CAC Board Nominations
- April 9 - minimum day 12:10 dismissal for Open House (6:00 to 7:30 PM)
- April 14, 15, 16, 17, 18 - NO SCHOOL - Spring Recess
- May 6 - SJUSD Community Advisory Committee meeting - 7 to 9 PM at the Special Education Field Office - 4825 Kenneth Avenue, Carmichael, CA 95608; Agenda: CAC Board Elections Annual Service/Budget Plan Vote, & District Guest Speaker
- May 23 - NO SCHOOL - staff furlough
- May 26 - NO SCHOOL - Memorial Day holiday
- June 3 - class of 2014 graduation (tentative / time TBD)
- June 4 - minimum day 12:10 dismissal / last day of school
- June 5 - NO SCHOOL - staff furlough

Stay tuned for updates.....