



## OFFICE OF THE ASSOCIATE SUPERINTENDENT

**Learning Support Unit – D**  
**Community, Health and Student Support Services (CHSSS)**  
**Student and Family Support Services**  
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**Philip Moore, Associate Superintendent**

January 16, 2009

Dear Parents and Families of the School of Engineering and Science:

Community meetings were held on November 17, and December 8, 2008, to discuss school related concerns and issues. The District values the input and support parents and the community provide to our schools. Our staff has reviewed the recommendations from these meetings. The following information is an update regarding the issues and concerns expressed by the school community:

### **ADMINISTRATIVE OPERATIONS**

Effective Tuesday, January 20, 2009, Mr. Ed Marquez, will be assigned as Supervising Principal and will be fully responsible for the daily operation of the school and all programs. Mr. Marquez comes to the School of Engineering and Science with talent and success as an educational leader with experience as a middle school and high school principal. Mr. Marquez also attended the Science and Engineering School community meetings last November and December. Mr. Marquez brings the following exemplary experience to his new role:

- Principal - 5 years, Sutter Middle School, SCUSD
- Principal - 11 years, Mira Loma High School, San Juan Unified School District
- Principal - 1 year, Mesa Verde High School, San Juan Unified School District
- Principal - 2 years, Capuchino High School, San Mateo Union High School District
- Principal - 2 years, Curriculum Professional Development Administrator, SCUSD

Mrs. Golobay will provide behind the scene support for a smooth transition to ensure we sustain our vital relationships with our business, public, and private sector partnerships. Additionally, during this transition, Mrs. Golobay will work collaboratively with Mr. Marquez in managing the policies, regulations and procedures to ensure that all students achieve high academic excellence and that all students are supervised in a safe, caring and nurturing learning environment. They will address the concerns mentioned for improving classroom instruction and classroom management. Mr. Marquez is keenly aware of the community's expectations for positive communications between school and home. He will assume responsibilities for scheduling, curriculum development, personnel and facilities management, emergency procedures, budget allocations, and establishing a safe learning environment with high expectations for student behavior.

### **BLOCK SCHEDULE/PROJECT BASED LEARNING**

The schedule was changed in November from the block schedule to a traditional six period day in order to align to the state mandated yearly minimum number of instructional minutes for the high school schedule. This goal has been accomplished; however, we realize the community and staff would prefer the block schedule. Therefore, an Advisory/Planning Committee will be established next week to discuss the feasibility in re-establishing the block schedule for this semester, as well as next year. Please inform Mr. Marquez of your interest in participating on the Block Schedule Advisory Committee.

### **COUNSELING SUPPORT**

Kim Schaffer, an experienced counselor has worked at both Hiram Johnson and John F. Kennedy High Schools. Ms. Schaffer began working at the School of Engineering and Science on January 13<sup>th</sup>. She is a half time counselor and will be on campus Tuesdays, Wednesdays and every other Thursday. The middle school counselor will continue her assignment at SES. There are three major areas of the *National Standards of School Counseling* that Mrs. Schaffer will provide to students:

- **Academic Guidance:** course sequencing, course type, academic GPA, college admissions, entrance exams to keep options open to four year college/university options, develop a four year plan of course selection and sequence along with periodic review and revision of the plan, monitor all students' academic progress toward high school graduation, develop an intervention plan and provide support for students at risk of failure to meet graduation requirements or pass the California High School Exit Exam (CAHSEE)
- **College and Career Guidance:** assist students and parents in forming educational and occupational goals beyond high school and provide information about plans available for financing these educational goals, provide letters of recommendation and other school information for college admissions, scholarships and vocational programs, and coordinate with colleges in providing information to students
- **Social/Emotional Guidance:** attend and participate in Student Study Teams and IEP meetings, provide intervention and services needed for those students with inconsistent school attendance, provide guidance that is needed at the site level for social/emotional needs and refer students and families to community resources to meet unusual or extreme needs that are beyond the scope of the school, and assist students in understanding and accepting their aptitudes, interests, attitudes, abilities and opportunities for self-fulfillment and success

Ms. Schaffer also possesses an administrative credential and will serve as "Administrator in Charge" when needed to perform duties in this role. We are very pleased to have Ms. Schaffer join the School of Science and Engineering team.

### WORLD LANGUAGE CLASS

To gain entrance to either the CSU/UC and other Universities, there is a World Language requirement of two or three consecutive years of successful course completion. In order to provide students with this world language requirement, I am pleased to inform you that beginning the second semester, Spanish I will be offered to 9<sup>th</sup> and 10<sup>th</sup> grade students. This is a recent development and the school will be working on plans to ensure that the current 10<sup>th</sup> grade class and subsequent classes will have access to the three years of World Language instruction. Specific scheduling information will be provided at the parent meeting as noted below.

### NEXT COMMUNITY MEETING

A school community meeting will be held on *January 22, 2009 at 6:00 p.m.*, to introduce our new staff and to provide an opportunity for additional community input. Mr. Marquez will be facilitating the meeting.

I would personally like to thank all parents and community members who attended the community meetings to provide input on issues that affect your children and the Science and Engineering school.

If you would like additional information or have further concerns, please contact Mr. Marquez via email: [Ed-Marquez@sac-city.k12.ca.us](mailto:Ed-Marquez@sac-city.k12.ca.us) or school office phone: (916) 433-5423. Also, please feel free to contact me via email: [Philip-moore@Sac-city.k12.ca.us](mailto:Philip-moore@Sac-city.k12.ca.us) or office phone: (916) 643-9086 if you have additional questions.

Sincerely,

Philip Moore

Associate Superintendent