# Quarterly CSC Meeting Minutes

Montbello Career and Technical High School
September 23, 2026 | First meeting of the 2026–2027 school year

The Collaborative School Committee reviewed its responsibilities, the fall budget adjustment, staffing, class sizes, and family engagement. MCT retained staff despite enrollment below projection. Recruitment of community members will continue before the December meeting.

### Attendance and opening

Present: Alejandra Flores Guevara, Arnetta Koger, Mitzi Brodnax, Curtis Whitman, Shaunte Tolson (listed as Shaunte Timmons in the transcript), and Shawn Wlodarchak.

Arnetta Koger welcomed members, shared the agenda, and confirmed that CSC meetings would continue quarterly. The agenda included committee responsibilities, budget and staffing, class sizes, Title I compliance, ELA and parent advisory committee information, and next steps.

### Committee roles and responsibilities

Koger reviewed the CSC membership and responsibilities document. Discussion emphasized student achievement, school climate, parent engagement, budget recommendations, and the Unified Improvement Plan (UIP). Meetings are open to the MCT community, with dates publicized on the school website.

- The reviewed guidance called for at least three parent or guardian members. Koger described district flexibility for pathway schools and ongoing efforts to recruit one or two parents, along with community representatives.
- Staff elections were held in May. Community representatives may be appointed by the CSC; vacancies are filled by majority vote. Members discussed using a committee vote for prospective community appointments.
- Koger emphasized collaborative decision-making and consensus, with leadership considering committee input when consensus cannot be reached. Future UIP planning will include CSC and staff input.

### Fall enrollment and budget adjustment

The fall adjustment count closed September 17 at 5:00 p.m. Eligible students needed verified status, an active class schedule, and at least one day of attendance recorded in Infinite Campus. MCT counted 110 students against a projection of 136, a shortfall of 26.

Koger reported that the district considered MCT’s June relocation, limited time to inform families, and budget carryover. District support, budget flexibility, and funds available after a staff resignation allowed MCT to avoid staff reductions.

In the fiscal year 2027 budget summary, supplies and materials decreased from $160,993 at budget development to $84,571 after the fall adjustment. Operational categories included substitute coverage, extra pay and overtime, professional contracts, purchased services, supplies, technology, and other nonsalary expenses. No questions or concerns were raised during the budget review.

## Staffing and class sizes

Koger reviewed the staffing allocation: administration increased from 2.33 to 3.33 full-time equivalents (FTE), while mental health changed from 3.0 to 2.0 FTE. Pro-tech and clerical allocations remained at 2.0 each, classroom core teachers at 5.4, and specials/electives at 2.5. Patterson's role combined 0.4 teaching and 0.6 senior team lead. Nurse/health technician costs are shared with Northeast Early College.

Following a resignation, the school arranged credit recovery support through Ms. Tolson during periods 2, 3, and 5 instead of hiring another credit recovery coordinator. New staff were acknowledged.

Koger presented class sizes by course and section, including GED and advisement classes. She stated the goal of no more than 30 students per class and noted that MCT generally falls below that level. The course, section, and student-count report will be published with the minutes. Members may provide recommendations by December; Koger will update the report for that meeting as enrollment and schedules change.

## Title I and parent advisory committee

Koger reported that she leads the work related to multilingual learner progress monitoring and the parent advisory committee (PAC). The school planned to present Title I information to families during parent–teacher conferences around October 12 and invite all families. Several parents had expressed interest in PAC participation, and Koger planned follow-up outreach.

Koger reviewed parent notification requirements for teachers teaching outside their licensed field and reported that MCT had no out-of-field teachers. Required compliance documentation and district notifications were also discussed.

## Community member recruitment and next steps

Koger proposed contacting Mr. Martinez of the Montbello Organizing Committee, who had expressed interest in joining CSC after speaking at graduation. Whitman identified a former student's grandmother as another prospective community member. Koger requested responses before Thanksgiving break and may arrange a brief Google Meet to consider appointments before December. No appointments or formal votes were recorded during this meeting.

| Follow up action | Responsible person | Timing |
|---|---|---|
| Contact Mr. Martinez and report his interest to CSC. | Arnetta Koger | Before Thanksgiving break |
| Contact the former student's grandmother about CSC membership. | Curtis Whitman | Before Thanksgiving break |
| Arrange a brief CSC meeting to consider appointments if needed. | Arnetta Koger | Before December 16 |
| Publish class-size information with the meeting minutes; update the report. | School leadership; Koger to update | Publication date not specified; update in December |
| Present Title I information and follow up with interested PAC parents. | Arnetta Koger | Around October 12; outreach ongoing |
| Share the meeting recording with Whitman through Google Drive. | Arnetta Koger | After the meeting |

## Next meeting and closing

The next quarterly CSC meeting is scheduled for December 16, 2026. Koger invited final questions and thanked members, the meeting was adjourned at 5:33 pm.