

Site Council Team Agenda/Minutes

Objectives:

Promote effective, representative decision-making related to school improvement
Increase communication between and among staff and parents/guardians
Increase student, staff, and parent involvement in school with a focus on learning

Date: Sept 20

Present: Lisa Kinser-Wehr, Chelsea Donohue, Tasha Katsuda, George Gillett, Diane Downey, John Lawless, Jesse Scott, Laura Queirolo, Margaret Albright

Time Fr-To	Agenda/Person/ (Dec-Disc-Info) <u>OR</u> Teaching/Learning	Follow Up Action/Result	Who is Responsible for Follow Up?	By When?
10 mins	Welcome and Introductions	Invite a student - representative of student council/AVID/develop protocol for selecting the student who has responsibilities to report back to student body, preferred an 8th grader.	Tasha/Margaret	Oct 18
10 mins	Purpose of Site Council (State Law and school Decision Making Grid)	See SBMS Guidelines doc--make final revisions Parent recruitment for 6th grade parents, specific invite to AVID parents (Laura to send invite through Synergy). Tasha and George to recruit 5th grade in Spring.	Laura, AVID Parents Tasha, 6th grade parent Website/Spartan Update/emailed letter	Oct 18
20 mins	Dividing up meeting roles and responsibilities	Site Council Chair-Tasha & George The Site Council Chair will develop the meeting agenda, email documents (including agenda) and resources needed for the meeting on the Friday prior to the Site Council meeting Convener-(rotation), Lisa /Chelsea(in Winter) The Convener will run the Site Council meeting. Recorder-Staff rotation	Done	DOne

		Certified staff members of the Site Council will serve as recorders on a rotating basis. The duties of the recorder will be to take notes and record minutes for distribution to members and others. The recorder will note all proposals and ideas to review at the end of each meeting for a decision or a decision to table to a future designated date.		
	Reviewing draft School Improvement Plans	Draft plan will be sent prior to and reviewed at Oct 18 meeting	TBD	TBD
	Goals of Site Council specific to SBMS–What would growth/meaningful accomplishment look like?	Moved to Oct 18 Process: 1) data review 2) needs assessment 3) verification of SIP		
	Agenda items for next meeting	1) Reviewing draft School Improvement Plans, 20 mins 2) Goals of Site Council specific to SBMS–What would growth/meaningful accomplishment look like?, 20 mins		
	Parent Report (standing item)	Report to and from PTO and parent community, 5 mins		
	Work Session Meeting Dates	(generally 3rd Tues), all 7:45-8:30am, Conf Rm Sept 20th-Kick Off Meeting Oct 18th Nov 15th Jan 17th Feb 21st March 21st April 18th May 16th June 6th-End of Year, includes Staff Council/Equity/AVID		