

SBMS AVID Site Team Agenda/Minutes

Date: Jan 17

Present: Lisa Kinser-Wehr, John Baumann, Gretchen Suchman, Diane Downey, Zionna Brown, Emma Nordahl, Emma, Margaret Albright, George Gillett, Tasha Katsuda, Laura Queirolo

Student Representatives: Zionna Brown (8th), Rylan Krienart (8th), Gio Nuno (7th), Emma Nordahl (6th), Alya Tenney (6th), August McClain (6th)

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*

Roles and Responsibilities

Chair: Tasha

Convener (Member Rotation): Oct-Diane, Nov-Gretchen, Dec-Laura, Jan-Chelsea, Feb-Lisa, March-Margaret, April-Diane, May-Gretchen, June-Laura

Recorder (Staff Rotation): Oct-Tasha, Nov-Diane, Jan-Laura, Feb-Margaret, March-George, April-Diane, May-Gretchen, June-Margaret

Timekeeper: George (timer may be needed)

Roles & Responsibilities:

Site Council Chair-The Site Council Chair will develop the meeting agenda, email documents (including agenda) and resources needed for the meeting by (at least) the Monday prior to the Site Council meeting.

Convener-(rotation)-The Convener will run the Site Council meeting.

Recorder-Staff rotation-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.

Timekeeper: Uses timer and reminds team when 1 min is left of an agenda item.

Staff Representatives: Tasha, George, Diane, Gretchen, Margaret, Jesse, Laura

Parent Representatives: Chelsea Donahue, Lisa Kinser-Wehr, John Baumann

Student Representatives: Zionna Brown (8th), Rylan Krienart (8th), Gio Nuno (7th), Emma Nordahl (6th), Alya Tenney (6th)

Time Fr-To	Agenda/Person/ (Dec-Disc-Info) <u>OR</u> Teaching/Learnin g	Follow Up Action/Result	Who is Responsible for Follow Up?	By When?
1 min	Welcome! Previous Meeting Debrief	Review and approve minutes from Nov. *Meeting opened with introductions/review of processes *Laura motioned to approve the minutes from the last meeting; Diane added a second	Tasha to post to school website	by end of week
10 mins	Data Informed SIP--Review draft Tasha Info-Discuss-Decide	<p>Report back from reps, re: stakeholder input on SIP, finalize SIP</p> <p>All reps were to check in with stakeholder groups about SIP goals between Nov and Jan's meeting:</p> <p>Notes for SIP (to be changed upon final feedback on data growth goals) Goal#1-Tiered systematic plan for attendance--revise action step 2 Goal#2-Goals achievable with caution for SpEd, implicit bias PD on point Goal #3-Adding CRP, common in house rubrics to measure instruction would be effective. Goal #4-in house assessments can remedy skew of opt out data</p> <p>If possible, cohort Growth should be added as part of the action plan to determine growth based on our instructional work.</p> <p>Science can work on a 3 year plan, starting with orientation to curriculum, moving to instructional practices.</p> <p>Clarification was given that the goals set in the SIP are targets/high standards set by SBMS and are intended for our use and measure.</p> <p>Regular check ins (via department) will be completed regarding progress toward SIP goals will be included throughout the year during previously set meeting times.</p>	Reps-check in with stakeholder groups for final feedback.	Jan 17

13 mins	Review of 2016_17 Parent Survey Results Info-Discuss-Recommend	<p>Document sent with agenda</p> <p>Discussion of feedback about parent survey results (given following SLC) took place. All survey results have been uploaded to the Site Council Google folder.</p> <p>Students reported that they enjoyed the SLC format, although they think some students may not always enjoy it as much. Zionna wondered if conversations may be slanted in a way that favors what students want their parents to hear since teachers are not always present during conversations. John (parent rep) finds value in both formats. Lisa (parent rep) would like to see feedback divided into grade levels and wonders if SLCs meet the needs to our newer (6th grade) parents.</p> <p>In discussing improvements, the following feedback was provided: *Students suggested trying to streamline teacher input by determining how to access teachers more during SLCs. They felt like parents should be required to attend and/or should be required to come for a conference at another time to meet with teachers to discuss their student's work. *Laura particularly liked the documents/work teachers provided for the binders to make the portfolios more informative/meaningful. *George would like to make sure every family has the opportunity to access teachers by checking in with each family at some point during their attendance to make sure their needs are being met/questions are being answered. *A follow up conversation will take place with the staff as well.</p>	<p>Tasha will disaggregate data by grade level for further review/discussion</p> <p>Staff will hold a follow up discussion.</p>	Feb Site Council Follow Up
10 mins	Review/Approve WTA Requests Info-Discuss-Decide	Site Council members -Please review document and email approval or questions about proposals. Once approved, Tasha will let teachers know that their requests were approved and funds available.	<p>Tasha will email this document to all members.</p> <p>Site council members will email back approval</p>	Jan 17
10 mins	Equity Audit Info-Discuss-Decide	Review the Cultural Competency Self Assessment tool and begin first part	Tasha will email this tool to Site Council members with the minutes of this meeting	Jan 17

1 min	Agenda items for next meeting	Equity Audit Student Council Report SIP Standing Item Tech Plan revision/approval TAG Plan		
	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		