

SBMS AVID Site Team Agenda/Minutes

Date: Nov 15

Present: John Lawless, Tasha Katsuda, Chelsea Donahue, Laura Queirola, Margaret Albright, Emma Nordahl, August McClain, Zionna Brown

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 & George

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

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

Time Fr-To	Agenda/Person/ (Dec-Disc-Info) OR Teaching/Learning	Follow Up Action/Result	Who is Responsible for Follow Up?	By When?
1min	Previous Meeting Debrief	Reviewed and approved minutes from Oct 18.	Tasha to post to school website	by end of week

10 mins	Data Informed SIP--Review draft Tasha (Discussion)	<p>Report back from reps, re: stakeholder input on</p> <p>All reps were to check in with stakeholder groups about SIP goals: Science has requested time to revamp the growth data and action steps. Math is still reviewing, ELA? Parents?</p> <p>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>Departments need time to review and provide input. Goal is to finalize this plan by next meeting. Cohort Growth should be added as part of the action plan to determine growth based on our instructional work.</p>	Tasha/Diane? to check in with ELA Reps-check in with stakeholder groups for final feedback.	Jan 17
10 mins	Parent Survey Results (so far)	<p>-Did not add attendance due to length and data needs. Thank you to Margaret for vetting the attendance survey questions to add.</p> <p><u>Other ways to promote it:</u> -Incentives for half sheet turn in -text message with link</p> <p>Next Steps:We will add them and then re-administer the survey at SLCs via computer and add to conference script.</p>	NA	NA
5 mins	WTA Fund Request Process Tasha Info/Discussion	<p>Proposals go through SC first, then will be approved by Site at our next meeting Can student clubs request funding from WTA? No history of this as it has been instructionally related and promoted as such upon fundraising. To consider in future fundraising efforts.</p>	NA	NA

5 mins	Title IIA Collaborative Practice Plan (tied to TLC) Info/Discussion	NA--Info presented about TLC plan with focus on students of color and SpEd. Share teachers Title IIA proposals (that support the TLC plan). Attached.	NA	NA
5 mins	Tech Plan (drafted in 15/16) Info/Discussion	All received copies of the 2016-17 SBMS Tech Plan. Each person is to read and critique plan--Areas addressed? Areas missing? What do staff need in support of instruction?	ALL: Read and annotate Tech Plan	By next SC Meeting, Jan 17
10 min	Agenda items for next meeting	<u>In Prioritized Order:</u> Finalize SIP Equity Audit WTA Fund Requests 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		