

# School Site Council

## Meeting Minutes

December 17, 2009

Present: Danielle Brewer (parent), Mary Miller (teacher), Kelley Chao (student), David Erwin (president), Annie Cahoon (teacher)

Note-taker: Annie Cahoon

1. Meeting called to order by Annie Cahoon at 3:42 PM.
2. Team reviewed the contents and organization of the School Safety Plan with 2009-2010 updates and its housing in the principal's office.  
  
Postponed voting to approve School Safety Plan until quorum is in attendance.
3. Principal's Report
  - a. Math Department: Met with Burlingame Intermediate School principal and assistant principal to discuss their math program. This school has a math class for each student, plus an additional math support class for students scoring at a level of basic or below basic in math. This intervention is online and takes the place of the elective for students not performing at a proficient level in math. Discussion of scheduling math and ELA interventions as required avenues to pursue if CSTs scores do not improve.
  - b. Outdoor Education: successful and enjoyed by all. Changes to Teacher Time created a positive and structured check-in time for all students and Taylor teachers.
  - c. Sojourn: discussed logistics, information, purpose, and contingencies of trip.
  - d. Curriculum Advisory Committee: Met 11/30/09, implementing Step Up to Writing and Technology Plan.
  - e. DAC/ELAC: 12/2/09 meetings attended.
4. Smart Board: piloting in several classrooms, impacting as many areas of campus, departments, and grade levels as possible. Parent and teacher support.
5. Single Plan for Student Achievement:
  - a. Distributed and requested feedback, adjustments, and additions to working document.
  - b. Principal accepting suggestions by sticky note and email to incorporate by January meeting date.
  - c. Completed document will be submitted to Director of Curriculum and Instruction and then presented to the board.
6. Character Education:
  - a. Kelley Chao and Mr. Erwin presented growing discussion of a potential new character development plan.
  - b. Ideas and concept of Respect Week needing to spread and be taught systematically throughout the year, in concert with beliefs of parents and community.
  - c. Curriculum Council to make a sub-committee to address Respect Week alone, then gather data about possibilities for launching character education (purchasing a program vs. developing curriculum within site staff, incorporation within core vs. separate period for character development).

- d. Goal or vision of shared language for promoting students' success in academic and life (e.g., resiliency, perseverance, and caring), creating shared terms and understandings and then weaving Respect Week as well as individual teachers' current practices and future ideas to promote character development into a unified whole.
- e. Small committee writing out a plan for character development.
- f. Voice of students from Associated Student Body representatives, possibility of reps soliciting information and gathering data from students in the classes they represent.

7. Title One Update:

- a. January meeting to be scheduled to review grade reports.
- b. Handout distributed from counselor, who meets with all seventh graders. AB1802 funding depends upon Ms. Caceres, the counselor, and her work with individuals considered "at-risk" to review CSTs, behavior, participation in mentoring program, etc. Idea of the assembly bill and Ms. Caceres's work is to catch seventh graders in their middle year, between youthful idealism of sixth grade and motivation to be promoted of eighth grade, and help them see the importance of academics now in order to get to college in the future, preventing grade slippage and promoting academic achievement and empowerment.

8. ELL Update:

- a. Review of CELDT scores in order to move students in different leveled EL classes and to mainstream classes.
- b. Scheduling meetings to inform parents of changes to scores and classes.
- c. Updates and meeting information are disseminated to parents in the family's home language, and then redesignation from EL (English learner) to RFEP (Redesignated) can occur.

9. Discussion of CSTs and school achievement.

- a. Discussion of subgroup achievement and potential avenues to increase it.
- b. Discussion of civil rights violations and self-esteem problems of tracking students into basic, strategic, and proficient classes.
- c. Shared comments from staff and parents that reaction of many districts to rearrange minutes of the day and purchase intervention programs is often not as effective as more holistic and integrated options may be, such as staff development to develop strong differentiation in the classroom and heterogeneous grouping and curriculum packages that allow choice and differentiation in reading and foundational concepts in mathematics.
- d. Discussion of fluid math scheduling and plans to improve scores for 2010-2011.

10. Approval of minutes from November 19<sup>th</sup>, 2009 meeting.

- a. Mr. Erwin made motion to approve minutes.
- b. Annie Cahoon seconded the motion.
- c. No discussion, motion passes unanimously.

11. Meeting adjourned at 4:55 PM.

- a. Annie Cahoon made motion to adjourn.
- b. Mr. Erwin seconded the motion.
- c. Motion passes unanimously.