

Foothill Elementary School Improvement Team (SIT)

Meeting Minutes

Date: September 29, 2009

Time: 6:00 PM

Location: Foothill Library

Attendees: Julene Thom (chair), Sarah Schulte (vice-chair), Kari Santos (DAC representative), Cathy Gould, Melisa Potes, John DeRose, Suzanne Whitman, Michele Moses, Shelley Giessing, Cara Mentzel

Absent: Carrie Cavanaugh, Kim Boyd, Lisa Kennedy, Brittany Rocheleau

Materials provided in advance to SIT members for meeting:

- Agenda
- Draft Minutes from September 8, 2009 meeting
- Draft 2009-2010 School Improvement Plan

Next Meeting: Tuesday, October 13, 6:00 PM, Foothill Library

Minutes

**Agenda Item: Welcome/Sign-in
sheet/Approve agenda**

Presenter: Julene Thom

Discussion: None

**Agenda Item: Draft Version of
Climate Goal and Action Plan
(2010)**

Presenter: Melisa Potes

Discussion: Team discussed how some of the climate issues in the school had changed since this goal was written in 2008 (e.g. percentage of children who feel safe at school and disparities between boys and girls in their experience of bullying). Some team members suggested either updating the information or clarifying that it was 2008 data.

In the area of the Climate SMART goal, one team member suggested that the climate goals be based on district averages, instead of setting specific number targets.

TIES team is continuing to update the Climate Action Plan.

Decision: Melisa and TIES team will consider this input for final plan.

**Agenda Item: Draft Version of
Equity Goal and Action Plan (2011)**

Presenter: Melisa Potes

Discussion: Team members asked questions about the Special Education and Response to Intervention programs, to better understand which students were targeted in this goal. Melisa explained that about 5-15% of students would receive tier 2 Response to Intervention services, in addition to Special Education students.

Melisa also explained that staff is working with the district math staff to determine how to measure these students' progress in math. (Reading and writing can be measured with the DRA-2 and CSAP.)

One team member suggested that the action plan section contain more explanation of how the action steps for the Equity goal are connected to the theory of action section.

Decision: Melisa and TIES team will consider this input for the final plan.

**Agenda Item: Draft Version of
Achievement Goal and Action Plan
(2012)**

Presenter: Melisa Potes

Discussion: Melisa reviewed the new draft achievement goal developed by staff. The goal targets Foothill's CSAP math growth model scores, which are lower than the District's, both overall and for certain groups of students. Staff has chosen improve math growth scores through the more consistent application of the Investigations curriculum, as well as consistent use of supplemental materials needed for remediation and advanced work.

One team member asked if this goal and high-leverage problem had been developed based on the data available to the school. Melisa said that time is limited for staff to review scores and develop the high-leverage problem, but that since this is a three-year goal, the staff, TIES team and SIT team will have a chance to continue to review data and outcomes.

One team member asked if more frequent assessment could be conducted to allow teachers to have more frequent feedback about how their students are doing. The group discussed the costs and benefits of assessments (e.g. time away from teaching versus more information about student progress). Teachers also discussed the number of assessments already conducted for each student (math screening, DRA-2, writing assessment, CSAPs) and how much time they take.

One team member suggested that the parent-oriented theory of action and action plan for this goal could be to have a Parent Math Night this fall. This would be given by the District's math director to explain Investigations. This would help increase parent understanding and support for Investigations.

Decision: Add Parent Math Night to theory of action and action plan for achievement goal. SIT members with other ideas about parent-related items for this section should send them to Melisa by October 5.

Decision: Melisa will send SIT members the final draft of the school improvement plan by Wednesday, October 7. Members should be prepared for a quick turnaround with any final comments, as the plan is due to the District on Friday, October 9.

Non-Agenda Item: Discussion of agenda and discussion

Presenter: SIT team

Discussion: One team member said that they were surprised that there had been so much discussion of the Climate and Equity sections of the school improvement plan, when those sections of the plan had been approved by the SIT team last year. In addition, discussion of these sections led to less discussion about the Achievement goal and plan, which was new and needed discussion by the team. Another team member said that the agenda appeared to invite comment and discussion on all three goals and action plans.

Decision: The team agreed to use some new strategies to ensure clear communication and use of team meeting time. First, items that are highest priority should be placed first on the agenda. Secondly, the agenda should communicate to members whether an item is an information item, a discussion item, or a decision item.

Agenda Item: What's on Parents' Minds

Presenter: Julene Thom

Discussion: Due to time constraints, parent SIT members did not have a chance to discuss issues with the team.

Agenda Item: DAC and DPC reports

Presenter: Kari Santos and Suzanne Whitman

Discussion: Due to time constraints, DAC and DPC reports were not given. (Interested SIT members and parents can check the DAC and DPC websites for summaries of their prior meetings. DPC: bvsd.districtparentcouncil.org and DAC: bvsd.org/DAC)
