

Foothill Elementary School Improvement Team (SIT)

Meeting Minutes

Date: September 8, 2009

Time: 6:00 PM

Location: Foothill Library

Attendees: Julene Thom (chair), Sarah Schulte (vice-chair), Kari Santos (DAC representative), Melisa Potes, John DeRose, Suzanne Whitman, Kim Boyd, Michele Moses, Brittany Rocheleau, Carrie Cavanaugh, Lisa Kennedy.

Absent: Cathy Gould, Cara Mentzel, Shelly Giessing

Public attendees: Amy Larson, Heidi Stebbings, Laura Munro, Tina Marquis

Materials provided in advance to SIT members for meeting:

- Agenda
- 2008-2009 End of year progress report
- 2008-2009 School Improvement Plan Results
- CSAP Measurement Explanation
- CSAP Growth Model FAQ
- 2008-2009 Foothill CSAP results
- 2008-2009 Foothill Parent Climate Survey Results
- 2008-2009 Foothill Staff Climate Survey Results
- 2008-2009 Foothill Student Climate Survey Results
- How Parents Can Participate in the Foothill School Improvement Process

Next Meeting: Tuesday, September 29, 6:00 PM, Foothill Library

Minutes

**Agenda Item: Welcome/sign-in
sheet/distribute notebooks**

Presenter: Julene Thom

Discussion: None

Agenda Item: Approve Agenda

Presenter: Julene Thom

Discussion: No changes were suggested for agenda.

Agenda Item: Process for approving and posting SIT minutes to school website

Presenter: Julene Thom

Discussion: Julene proposed the following process for approving minutes: Minutes will be sent to SIT members within 24 hours of the meeting by the Secretary, SIT members will have 48 hours to send corrections to the Secretary, minutes will be posted to SIT website within 48 hours after corrections are due.

Decision: Members agreed to this process.

Agenda Item: Process for distributing agenda prior to meeting

Presenter: Julene Thom

Discussion: Julene proposed the following process for approving minutes: Meeting agendas will be distribute in advance, usually by the Thursday prior to a SIT meeting.

Decision: Members agreed to this process.

Agenda Item: Posting contact information for parent SIT members on school website

Discussion: Julene reported that all parent SIT members had provided their email addresses and that these, along with parent names and grade representation, had been posted on the Foothill SIT website.

Agenda Item: SIT Roster

Presenter: Sarah Schulte

Discussion: Sarah asked that all SIT members, including teachers and principal, sign a roster sheet that includes telephone and email contact information, although no one has to provide a telephone contact if they would prefer not to. This roster will be provided to SIT members.

Decision: Members will type up the roster and distribute to SIT members with meeting minutes.

Deadline: Two days after meeting (September 10, 2009)

Agenda Item: Overview of School Improvement Team Process

Presenter: TIES team (Melisa, Carrie, Brittany, Lisa, Suzanne; Cara and Shelly were absent)

Discussion: TIES team reviewed the school improvement process for the 2009-2010 year at Foothill. They described the five steps that the TIES team goes through to create the school improvement plan that is presented to the SIT team for feedback and eventually submitted to the District. The steps include: Assess current reality, ask why we are getting these results, develop a theory of action to improve the results, set measurable goals and take action.

Agenda Item: Elect Secretary

Presenter: Julene Thom and Melisa Potes

Discussion: Julene and Melisa asked that one of the parent members of SIT agree to be Secretary for the year. Duties of the secretary include to record and distribute meeting minutes, and to keep the SIT bylaws.

Decision: Sarah volunteered to be Secretary for the year, in addition to her current office of Vice-Chair. Members agreed to have Sarah be Secretary for the year.

Agenda Item: Review 2008-2009 School Improvement Goals

Presenter: Suzanne Whitman

Discussion: Suzanne reviewed draft **Prior Year's Results** document to be included in this year's School Improvement Plan.

2008-2009 Equity goal: Data for this goal are not yet available. That 60% of students not reading at grade level will be at grade level or make more than a year's improvement by the spring as measured by the Developmental Reading Assessment (DRA-2). Although this goal will be measured every year, it is a 2011 goal. The data for how students not at grade level did last year at Foothill is not yet available but will be submitted with the final School Improvement Plan due to the District on October 9.

Discussion: John asked if Melisa had any idea what the result might be for last year. Melisa said that since Foothill has never calculated this measure before, she did not have an estimate.

2008-2009 Achievement goal: By Spring 2009, all students grades 3-5 at Foothill Elementary will increase their CSAP scores by at least 3 weighted index points from 104 to 107. Result: 103 (did not meet goal). The percentage of students in K-5 scoring proficient or advanced on the Foothill writing assessment will increase from our baseline of 58% to 68% as measured by the Fireside Rubric. Result: 54% (did not meet goal).

Discussion: Melisa said that despite the decreases in overall CSAP scores, the growth model and matched cohort CSAP data show the students improved in their writing last year. The Fireside Rubric may have some measurement issues that make it unreliable for last year.

2008-2009 Climate goal: We will develop a safe and positive learning environment and increase positive interactions between adults and students, adults and adults, and students and students as measured by questions 13, 17, 19, 35, and 37 on the spring 2010 Student Climate Survey. Result: Scores were lower on these three measures (did not meet goal).

Discussion: Melisa said that staff and teachers were surprised to see climate numbers decline last year, but that they spent all last year developing Positive Behavior Support (PBS) for implementation school-wide this year. Teachers and staff hope to see improvements in the student climate survey next year as a result of PBS. She also mentioned that the school is still working on making peer education work better and also tracking incidents as they happen so that they get immediate feedback on how the system is working.

Sarah suggested that climate measures be changed to reflect issues other than just bullying including #24 (I have not seen students of different countries or color made fun of), #17 (Adults help if they see someone being bullied), #23 (I have not had my feelings hurt by an adult at school), #6 (I feel safe on the playground, and #16 (I feel safe at school). Melisa said that the TIES team would consider these measures.

2008-2009 School Organization goal: No longer required for School Improvement Plan

**Agenda Item: Review 2008-2009
Final Progress Report**

Presenter: Melisa Potes

Discussion: Group did not review the **2008-2009 Final Progress Report**, due to time constraints.

**Agenda Item: Review 2008-2009
CSAP data**

Presenter: Melisa Potes

Discussion: Melisa reviewed **2008-2009 Foothill CSAP results**. Melisa pointed out areas of strength in last year's results, primarily writing, where Foothill's growth was higher than the District and State averages. Then she spent some time talking about math scores from last year. On the one hand, the overall CSAP scores in math are Foothill's highest scores, but the growth model scores show that children at Foothill are not growing in their math test results the way their counterparts across the state are, including Talented and Gifted children and Special Education children. TIES team is still working to discuss why we are getting these results and what to do about it. Both Melisa and Lisa discussed the possibility that the math curriculum, investigations, is not being used consistently by teachers across the school.

**Agenda Item: Review 2008-2009
climate survey data**

Presenter: Melisa Potes

Discussion: Due to time constraints, the **2008-2009 Parent, Student and Teacher Climate Surveys** were not reviewed. SIT members had received these in advance, and Melisa asked if any one had any comments on these documents. Sarah said that the response on the parent climate survey was low, 38%, and that she would like to see that number increased to more than 65% next year. Melisa said that the school has options for administering the survey in different ways that can be tried this spring.

Decision: In the spring, discuss methods for increasing parent survey participation.

**Agenda Item: Review progress on
2009-2010 school improvement
plan**

Presenter: Melisa Potes

Discussion: Due to time constraints, progress on the 2009-2010 school improvement plan was not discussed. Melisa said that the TIES team would provide drafts of completed sections in advance of the next SIT meeting.

Agenda Item: What's on Parents' Minds

Presenter: Julene Thom

Discussion: Amy Larson suggested that Foothill consider using an end-of-the-year teacher evaluation survey to be completed by parents and students. This would allow teachers to get feedback on their strengths and weaknesses. The survey could be developed by teachers and staff, would be anonymous, and teacher results could be seen only by the teacher. Her concern is that some teachers at Foothill have areas that they could improve on, but may not be aware of.

Decision: *What did we decide here? I am not sure . . .*

Agenda Item: DAC and DPC reports

Presenter: Kari Santos and
Suzanne Whitman

Discussion: Due to time constraints, Kari and Suzanne suggested that interested SIT members and parents check the DAC and DPC websites for summaries of their prior meetings. DPC: bvsd.districtparentcouncil.org and DAC: bvsd.org/DAC
