



Burcham Elementary School  
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## School Site Council Minutes

**Tuesday, November 14, 2023 at 2:30 pm**

I	<b>Call to Order</b>	<p style="text-align: center;"><b>Minutes</b></p> <p>The meeting was called to order at 2:31 PM</p>
II	<b>Roll Call/Quorum</b> <b>Number of members:</b> <b>Quorum met?</b>	<p><b>Members present:</b>          Eleni Makridis (Principal), Erin Starks (SEL Facilitator/Other Staff), Tatyana Bickford (Teacher), Vanessa Huerta (Parent), Beth Frasher (Parent), Thomas Irons (Parent), Nilda Langston (Parent), Gwendolyn Cagnolotti (RSP Teacher)</p> <p><b>Members Absent:</b>          Odochi Tyler (Parent), Holly Martinez (Teacher)</p> <p>Quorum accomplished to vote</p>
III	<b>Public Comments</b> (Limit of 3 min per speaker; 15 mins total) Per the Greene Act, SSC cannot consider items that are not on the agenda	<p>Committee Reports</p> <ul style="list-style-type: none"> <li>● <b>Leadership Committee:</b> <ul style="list-style-type: none"> <li>○ Internal Learning Walk:               <ul style="list-style-type: none"> <li>▪ Ms. Makridis reviewed the feedback that we received from our recent internal learning walk. An area of strength is the small group/foundational reading support in lower grades. An area of focus is small group math in the upper grades, to better support students with making growth and progress in math.</li> </ul> </li> </ul> </li> <li>● <b>Climate Culture Committee:</b> <ul style="list-style-type: none"> <li>○ Pulse Survey               <ul style="list-style-type: none"> <li>▪ Mrs. Starks and Ms. Makridis reviewed the Fall 2023 Pulse survey data. An area of focus that we identified based on data gathered from the survey was supporting students with establishing positive relationships with peers across campus. We conducted listening sessions in all 4th &amp; 5th-grade classes to gather student input and feedback about building positive peer relationships on campus and will use this feedback to develop action steps to address this area of need. Ideas that were shared include small group social skills or friendship groups, and purchasing games that students can play during recess, to increase opportunities for them to interact with new peers.</li> </ul> </li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>▪ Mr. Irons inquired about the amount of time that students spend in PE each week, to ensure that students receive adequate time to engage in physically active activities. Ms. Makridis clarified that all students are required to engage in 200 minutes of PE every 2 weeks, and teachers are required to sign off to indicate that their class completed the required minutes.</li> <li>▪ Mrs. Cagnolotti shared that she is pleased with some of the suggested action steps to support students in building relationships with peers, as this is an area of concern for some of her students who receive RSP services. Additionally, Ms. Langston shared that students may benefit from more support with how to initiate conversations with peers.</li> </ul> <ul style="list-style-type: none"> <li>○ Safety Plan (to be discussed in new items)</li> </ul>
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<b>IV</b>	<b>OLD BUSINESS</b>	
	A. Approval of minutes from <b>September 26, 2023</b>	<ul style="list-style-type: none"> <li>- Minutes from the 9/23/2023 School Site Council meeting were approved. Ms. Makridis made a motion to approve. Mrs. Cagnolotti seconded. The motion was approved 8-0</li> </ul>

<b>V</b>	<b>NEW BUSINESS ITEMS:</b>	
	A. SSC Training B. Review of SPSA (Spring Review) C. Safety Plan Overview D. Homework Policy E. Classroom visits	<ul style="list-style-type: none"> <li>- <b>SSC Training:</b> <ul style="list-style-type: none"> <li>- Ms. Makridis trained members about the roles and responsibilities of SSC, including composition, roles, duties, and expectations. Everyone was familiar with Robert’s Rules of Order.</li> <li>- The Home/School Compact &amp; SSC Bylaws were reviewed and approved at the previous SSC meeting (see approved SSC meeting minutes from 9/26/2023).</li> <li>- Parent Involvement Guidelines were reviewed and approved at the previous SSC meeting (see approved SSC meeting minutes from 9/26/2023).</li> </ul> </li> <li>- <b>SPSA:</b> <ul style="list-style-type: none"> <li>- Ms. Makridis reviewed the SPSA goals, progress, and modifications that will be made to have a more positive impact on the current year's goals.</li> <li>- To address areas of focus for Reading/ELA, we hired a retired literacy teacher to provide strategic, small-group support, 3 full days each week for students in grades 2nd-5th.</li> <li>- To continue supporting student growth in Math, we will continue after-school Math tutoring where students receive strategic support in small groups, to build their</li> </ul> </li> </ul>

conceptual understanding in math. Teachers will continue to support students through small group instruction in the classroom, using assessment data to guide their instructional focus.

- For ELD students, we will continue to track student data and provide small group instructional support in the classroom, at least 3 days per week, to address their English Language Development needs.
- Our new IIC will continue to track these students to ensure they are receiving small group instruction, after-school tutoring support, and weekly English Language Development (ELD).
- Resources have been shared with teachers for integrated/designated ELD instruction. We currently have one student out of 14 students to re-designate. Most of our ELL students this year are in the primary grades so it is not recommended to re-designate students below 2nd grade.
- In the area of Social-Emotional Learning, we will continue to focus on increasing our students' sense of Belonging/School Connectedness, based on data received from our Student Wellness Pulse Survey and School Culture and Climate Survey. We will continue to implement the Harmony Social Emotional Learning Curriculum, restorative practices, and conflict resolution, to better support the SEL needs of our students.
- Mr. Lyons inquired about teacher-led versus student-led small group instruction and how we can reflect that information in the SPSA. Ms. Makridis shared more information about teacher-led small group instruction and how teachers use assessment (formal and informal) to determine what areas to focus on during small groups.
- Mrs. Starks shared information about how teachers use the gradual release framework to support students in achieving independence in the classroom, and where small group instruction fits into that framework.
- Ms. Makridis shared some of the items that we will discuss more in-depth at our next meeting:
  - School Safety Plan
  - SPSA
  - Student Wellness Pulse Survey

**- Homework:**

- Ms. Makridis shared our districtwide homework policy and how to reach out to teachers to provide feedback or express concerns about homework.

		<ul style="list-style-type: none"> <li>- <b>Walkthrough:</b></li> <li>- Some SSC members expressed a desire to conduct informal classroom walkthroughs to get an overall view of what instruction looks like at Burcham at the previous SSC meeting. Ms. Makridis inquired about potential dates and times for the team to conduct the walkthroughs.</li> <li>- Ms. Huerta shared her concerns about conducting informal walkthroughs and its potential impact on teachers.</li> <li>- Mr. Lyons expressed his desire to see what instruction looks like across our campus since he is the parent of a student in TK.</li> <li>- Ms. Langston shared that she is also interested in learning more about what instruction looks like across our campus, and how she can share that information with other parents with students who receive Burcham.</li> <li>- With this feedback in mind, Ms. Makridis shared that she will reach out to teachers to offer this as a volunteer opportunity to have SSC members visit their classrooms.</li> </ul>
	<p>F. Adjournment</p> <p><b>G. Next meeting: November 28<sup>th</sup></b></p>	<p>The meeting adjourned at 3:44 PM</p>