



**School Advisory Council Agenda**  
**December 13, 2017 / Alumni Room / 3:30 p.m.**

Time	Agenda Item	Speaker	Objective/Purpose
3:30-3:32	Welcome	Zozos All	<ul style="list-style-type: none"> <li>Welcome and introductions</li> </ul>
Notes			
<ul style="list-style-type: none"> <li></li> </ul>			
3:32-3:35	SAC Business	Zozos	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Review and Approval of SAC minutes – November 2017</li> </ul>			
3:35–3:40	Public Forum	Open Forum	<ul style="list-style-type: none"> <li>Comments from the public and/or on non-agendized items</li> </ul>
<ul style="list-style-type: none"> <li></li> </ul>			
3:40-3:55	Monthly check-in reports	All	<ul style="list-style-type: none"> <li>Student, parent and staff report at the beginning of each meeting</li> </ul>
<ul style="list-style-type: none"> <li>Student</li> <li>Parent</li> <li>Staff</li> </ul>			
3:55-4:35	Schoolwide Learner Outcomes (SLOs)	Burke, Latham, Zozos	<ul style="list-style-type: none"> <li>Update and review of SLO work</li> </ul>
Notes			
<ul style="list-style-type: none"> <li></li> </ul>			
4:35-4:45	Future Agenda Items prioritization	All	<ul style="list-style-type: none"> <li>Planning for the Spring 2018 SAC agendas by prioritizing proposed future agenda items</li> </ul>
Notes			
<ul style="list-style-type: none"> <li>Previously proposed future agenda items: <ul style="list-style-type: none"> <li>Canvas: Learning Management System</li> <li>Student Achievement Data: CAASPP, EAP &amp; College Readiness, D/F Rates</li> <li>Superintendent and SMUHSD Goals</li> <li>SMUHSD Homework Committee</li> <li>BHS Parent Group Priorities</li> <li>Celebrating Non-Academic Successes at BHS</li> </ul> </li> </ul>			



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<ul style="list-style-type: none"> <li>• Academic Integrity</li> <li>• Gender Equality Implementation &amp; Class Balancing</li> <li>• Academic Rigor: GATE / AP / AS / CP</li> <li>• IEP / 504 Implementation (Training, Management, and Support)</li> <li>• Student Behavior Data: Detentions, Saturday School, Suspensions, Expulsions</li> <li>• Student Support: MTSS / Restorative Justice / RTI</li> <li>• Community Outreach and Inclusion</li> </ul>			
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4:45-4:50	Professional Development Requests	Lien	•
Notes			
•			
4:50-5:00	Announcements & Closing Business	All	•
Notes			
•			
	2017-18 meeting dates	3:30 – 5:00 PM, Alumni Room (or A206) 8/23, 9/13, 10/11, 11/8, 12/13, 1/17, 2/14 (or 2/21?), 3/14, 4/18, 5/9	



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**Burlingame High School**  
**School Advisory Council**  
*Meeting Norms*

**Let BHS site goals guide the committee's action.  
Be mission-driven: represent all BHS stakeholders.**



*Start on time and adhere to the agenda.*

*Come prepared and listen attentively.*

*Always assume positive intent in other committee members.*

*All viewpoints are valid and merit discussion - question respectfully.*

*Whenever possible, make decisions by consensus.*



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SAC Responsibilities:

To provide input, monitor and evaluate the Single Plan for Student Achievement (SPSA).  
Allocate professional development funds according to school goals.  
Provide input/feedback for fundraising priorities.

The California *Education Code* requires the school site councils to:

1. Measure effectiveness of improvement strategies at the school.
2. Seek input from school advisory committees.
3. Reaffirm or revise school goals.
4. Revise improvement strategies and expenditures.
5. Recommend the approved Single Plan for Student Achievement (SPSA) to the governing board.
6. Monitor implementation of the SPSA.

[Note: CDE Website](#)

SAC members should have knowledge of, review and monitor:

- Student achievement data including UC/CSU eligibility rates, CAASPP scores and results, CELDT scores, attendance and suspension rates, etc.
- Implementation of school improvement efforts
- District policies, State and federal requirements
- The core instructional program
- Discretionary and categorical funds

Officers:

In order to conduct school business effectively, the school site council needs officers with stated responsibilities and authority including:

- A chairperson to organize, convene, and lead meetings of the school site council. Sign all letters and reports of the school site council. Work with Principal to develop meeting agendas.
- A vice chairperson to serve in the absence of the chairperson
- A secretary to record actions taken at SAC meetings and keep council notes. Keep a register of names and email addresses of each member of the MPC
- A parliamentarian to resolve questions of procedure, often with the help of Robert's Rules of Order or similar guide
- Other officers as necessary to perform stated duties in support of the work of the school site council

Composition of a Secondary School Site Council

**At the secondary level**, the SSC shall be constituted to ensure parity between (a) the principal (1), classroom teachers (5), and other school personnel (1), and (b) equal numbers of parents or other community members (4) selected by parents, and students (3).