



**School Advisory Council Minutes
November 8, 2017 / Alumni Room / 3:30 p.m.**

SAC members in attendance: V Arbizu, J Joseph, J Dhyne, N Cohen, A Liberatore, C Kennedy, J Samsami, K Cahue-Lunaparra, J Burke, K Latham, M Zozos, T Lien, E Feder, N Bandrapalli, J Kaufman

SAC members absent: P Belzer

Members of the public present: C Lunaparra (student), J Michels (Wellness Coordinator), C Cabrera (Wellness Counselor)

Time	Agenda Item	Speaker	Objective/Purpose
3:30-3:32	Welcome	Zozos All	<ul style="list-style-type: none"> Welcome and introductions
Notes <ul style="list-style-type: none"> Call to order @ 3:30 PM by M Zozos 			
3:32-3:35	SAC Business	Zozos	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Review and Approval of SAC minutes – September 2017 and October 2017 meetings <ul style="list-style-type: none"> 4:12-4:15 September 2017 minutes correction – N Cohen was in attendance. Motion to accept September 2017 and October 2017 minutes, as corrected above: Bandrapalli. Second: Kaufman. Unanimous consent. 			
3:35–3:53	MTSS & Wellness staff	J. Michels, Wellness Coordinator	<ul style="list-style-type: none"> Overview of MTSS and roles that the Wellness Coordinator and Wellness Counselors play
<ul style="list-style-type: none"> (Presentation made 3:32-3:53) (presentation copy printed and included in SAC binder) Q&A/Open forum 3:53-4:12PM <ul style="list-style-type: none"> J Kaufman – timing of alcohol/etc awareness? Fall semester? J Burke – article in Education newspaper – enhanced yearlong Buddies-type program J Kaufman – anxiety and depression statistics – who is helping teacher become attuned (early alert system)? <ul style="list-style-type: none"> J Michels – staff training via Kognito this year. Peer (student) module exists, as well. Teachers did training on psychological distress 1 month ago. Coordination with school counselors. C Cabrera – Mental Health First Aid training last school year 			



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<ul style="list-style-type: none"> ▪ J Kaufman – parent education? <ul style="list-style-type: none"> • V Arbizu – working towards parent education. Teachers good with working with counselors. Student Review Team (SRT) meets weekly. <ul style="list-style-type: none"> ○ J Samsami – how did this get rolled out to staff? <ul style="list-style-type: none"> ▪ V Arbizu – (responded on history of various trainings that have led to present) <ul style="list-style-type: none"> • K Latham – protocols have been refined. <ul style="list-style-type: none"> ○ J Samsami – teachers have been picking up on stus’ signs way more this year. Bypassing counselor sometimes, sometimes emails parent directly. ○ J Burke – recent data analysis. Must continue to work on. <ul style="list-style-type: none"> ▪ J Kaufman – training of coaches? 			
3:53-4:33	Schoolwide Learner Outcomes (SLOs)	Burke, Belzer, Zozos	<ul style="list-style-type: none"> • Update and review of SLO work
<ul style="list-style-type: none"> • 4:15- • M Zozos provided overview and history of development of SLOs • J Burke provided context of SLO development <ul style="list-style-type: none"> ○ Memorable – head, hands, heart, health ○ Business movement towards making “promises” → “the Panther Promise” ○ Change “teachers and staff” to “Burlingame High School” to incorporate/include all students in this promise • 4:30-4:54 – return to previous meeting’s small groups to review proposed SLOs, ensuring that voice has been incorporated, revisions, etc. <ul style="list-style-type: none"> ○ Feedback left on notes. Notes collected by M Zozos for review by committee. 			
4:33-4:35	Public Forum	Open Forum	<ul style="list-style-type: none"> • Comments from the public and/or on non-agenda items
Notes <ul style="list-style-type: none"> • None 			
4:35-4:50	Monthly check-in reports	All	<ul style="list-style-type: none"> • Student, parent and staff report at the beginning of each meeting
Notes <ul style="list-style-type: none"> • Student <ul style="list-style-type: none"> • Finished homecoming and LBG – rally, game, sub adviser R Migdow, dance • KIK week and student council next week • Stress less week – week before finals 			



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	<ul style="list-style-type: none"> • Toy drive going on – SIA, new in box • Fire relief drive – went well 		
<ul style="list-style-type: none"> • Parent • Staff 	<ul style="list-style-type: none"> • None • Panther Preview Day - ~350 8th graders visited • 8th Grade Family Info night • LBG – we have the Paw • Fall musical – went well 		
4:50-4:55	Professional Development Requests	Lien	•
Notes <ul style="list-style-type: none"> • None presented 			
4:55-5:00	Announcements & Closing Business	All	•
Notes <ul style="list-style-type: none"> • None 			
	Future Agenda Items	All	•
Notes <ul style="list-style-type: none"> • MTSS protocols and supports – continued discussion • SLO – continued discussion • 4:57 – CHKS – BHS doubled the number at other schools for alcohol use. J Samsami willing to talk about. K Latham – survey gives students voice. Students will be taking CHKS starting Monday. <ul style="list-style-type: none"> • V Arbizu – schoolwide CHKS this year to get more district-wide data • K Latham – trying to get students’ perspectives in variety of ways, rather than focus on the one statistic. 			
	2017-18 meeting dates	3:30 – 5:00 PM, Alumni Room (or A206) 8/23, 9/13, 10/14, 11/8, 12/13, 1/17, 2/14 (or 2/21?), 3/14, 4/18, 5/9	
Notes <ul style="list-style-type: none"> • Meeting adjourned at 5:08PM by M Zozos 			



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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).