



School Advisory Council Minutes
October 11, 2017 / Alumni Room / 3:30 p.m.

Time	Agenda Item	Speaker	Objective/Purpose
3:30-3:32	Welcome	Zozos	<ul style="list-style-type: none"> • Welcome and introductions
3:32-3:35	Public Forum	Open Forum	<ul style="list-style-type: none"> • Comments from the public and/or on non-agendized items
Notes E. Feder: Concern over accommodations around Rosh Hashanah J. Burke: more awareness from teachers is needed around religious holidays J. Kaufman - 10 year calendar of Jewish holidays that matter to T. Lien			
	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 C. Kennedy: PSAT Day - less confusion from seniors (more awareness about expectations) J. Burke: is the 10th grade year the first time students take the PSAT? College Board is working on a PSAT for 8 th /9 th grade students P. Belzer: PSAT used to only be a Sat. exam - identified as an equity issue All sophomores in SMUHSD take the exam - good data and feedback Engages all Juniors in the college going process J. Burke: Discussion of Pre AP program on the horizon J. Kuafman: Discussed Atlantic article about the AP exams E. Feder: Better representation from 4th periods/better spirit at Student Council Leadership - identifying ideas about helping victims of fire relief J. Samsami: Crunch time for college apps – very stressful Leadership - Working hard on homecoming rally and spirit week Discussion of Coalition App (struggle/lack of awareness by many seniors) P. Belzer: Oct/March largest numbers of discipline <ul style="list-style-type: none"> • Parent N. Cohen: Relay for Life upcoming - very positive event for school/community J. Kaufman: BHS sports are going well - Water Polo and Volleyball are undefeated Discussion of strong relationship between Washington School and BHS Drama <ul style="list-style-type: none"> • Staff K. Latham: BHS is knee deep in the college application process Counselors are available during Office Hours for College App Q & A J. Kaufman: what percentage of seniors apply early? K. Latham: maybe a third? P. Belzer: Updated on Staff Professional Development Day (10/9/17)			



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Online training on mental health first aid
 Data review centered on obstacles in the student learning process
 Canvas (learning management system) faculty workshop

3:40-4:00	Data Review		<ul style="list-style-type: none"> Analysis of school achievement and demographics
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Notes

- Guiding Questions:
 - How are our students achieving?
 - Is the school doing everything possible to support high achievement for all its students?

P. Belzer: What trends are we seeing in student data at BHS?
 75-78% meeting A-G requirements

J. Kaufman: are there specific subjects where students struggle to meet A-G?
 what percent of 9/10/11/12 graders are meeting A-G?

K. Latham: That data must be collected by hand (for validation)

P. Belzer: Ideal protocol of a yearly review of student achievement data
 Disproportionality by parent ed level an issue we'd like to address
 White/Asian outperforming other subgroups in CAASSPP proficiency
 Health Kids Survey Data: Students reported...
 High levels of feelings of trusted adults in the community
 High levels of feelings around safety
 Low levels of feelings around school connectedness and participation
 High levels of student concern around stress/anxiety
 Increase in drugs and alcohol usage (as students increase in age)

4:00-4:50	Mission, Vision and Schoolwide Learner Outcomes	Latham/Burke	<ul style="list-style-type: none"> Conversation about school's Mission and Vision statements Begin Student Learning Outcomes discussion
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Notes

K. Latham: WASC overview – a need to gather data on Schoolwide Learner Outcomes
 Today, SAC will brainstorm current and future needs of our students
 [Handouts: Current BHS mission/vision statements, What are SLOs?, 4Hs]

J. Burke: WASC is an invaluable time to have the conversations
 Introduction of 4Hs - organizing principles / foundations for BHS
 4Hs encompass ideas shared at SAC/Staff Conversation – provide lens of analysis
 How do these apply to students as much as they apply to the faculty?



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Head - intellectual mission / mindset / grit / non-cognitive
 Heart - compassion / engagement / connections
 Hands - skill / learning how to do things / skills must be connected to meaning
 What are the skills that can be addressed?
 Health - emotional / mental / social health / self advocacy - know thyself

P. Belzer: Explanation of the metrics of analysis - Who is not maximizing Burlingame?
 J. Kaufman: What do we want to be known for?
 M. Zozos: Direction for SAC to break out into small groups for discussion of learner objectives to help inform the writing of SLOs and an updated BHS Mission Statement

4:50-4:55	Professional Development Requests	Lien	•
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 Special Education Dep't: national conference emphasis on co-teaching models and differentiation/assessment of student learning (Feb 7-10, 2018)
 P. Belzer motion to approve registration for \$395
 Second: N. Bandrapalli – Motion Passes: Unanimous

English Dep't: Conference on enhancing language acquisition (for 5 teachers)
 \$1,005 (will use "Department Head days" to cover subs)
 P. Belzer motion to approve full registration
 Second: N. Bandrapalli – Motion Passes: Unanimous

4:55-5:00	Announcements & Closing Business	All	•
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Notes
 P. Belzer: An open invitation to SAC members to participate in crafting and writing SLOs and updating the BHS Mission Statement.

	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
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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).