



**School Advisory Council Agenda**  
**August 23, 2017 / Alumni Room / 3:30 p.m.**

<b>Time</b>	<b>Agenda Item</b>	<b>Speaker</b>	<b>Objective/Purpose</b>
3:30-3:40	Welcome and Introductions	Mr. Zozos All	•
	Notes <ul style="list-style-type: none"> <li>• SAC members in attendance: K Cahue-Lunaparra, A Liberatore, N Cohen, J Joseph, C Kennedy, G Feder, J Samsami, P Belzer, K Latham, N Bandrapalli, J Kaufman, J Burke</li> <li>• SAC members present but left early: V Arbizu</li> <li>• SAC members absent: J Dhyne</li> <li>• Members of the public present: none present</li> <li>• Call to order 3:32PM by M Zozos</li> <li>•</li> </ul>		
3:40-	Public Forum	Open Forum	<ul style="list-style-type: none"> <li>• Public comment</li> <li>• Student, parent and staff report at the beginning of each meeting</li> </ul>
	Notes <ul style="list-style-type: none"> <li>• No members of the public present.</li> <li>• No public comments expressed.</li> </ul>		
	Monthly check-in reports		<ul style="list-style-type: none"> <li>• Student</li> <li>• Parent</li> <li>• Staff</li> </ul>
	Notes <ul style="list-style-type: none"> <li>• Student – starting of school and getting things ready, learning roles. Spirit Week coming. Buddies Day this Friday.</li> <li>• Parent – bylaws (Bandrapalli). Science staff did good job on Monday (Kaufman) – teachable moment.</li> <li>• Staff – parent potluck tonight at 6:30 (Zozos). Different energy with this year's 9<sup>th</sup> graders compared to previous years (Joseph). Smooth opening and considering requests (Latham).</li> </ul>		
3:45-4:00	Purpose and responsibilities of School Site Council	Mr. Lien	<ul style="list-style-type: none"> <li>• Overview of SAC, distribution of SAC bylaws</li> <li>• Elect/confirm Chair, Co-Chair (time-keeper), Secretary</li> <li>• Provide Site based input for school goals and District LCAP</li> </ul>



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			<ul style="list-style-type: none"> <li>● Approve and monitor Single Plan For Student Achievement</li> <li>● Allocate Resources according to school priorities</li> <li>● Provide council and feedback regarding school issues and practices</li> <li>● Approval of May 2017 minutes</li> </ul>
	<p>Notes –</p> <ul style="list-style-type: none"> <li>● Review of SAC responsibilities presentation/handout</li> </ul>		
4:00-4:15	Year in Preview	Mr. Belzer	<ul style="list-style-type: none"> <li>● SPSA</li> <li>● WASC</li> <li>● Superintendent's Goals</li> <li>● District Funds</li> </ul>
<p>Notes – 3:55-4:16</p> <ul style="list-style-type: none"> <li>● School Goals             <ol style="list-style-type: none"> <li>1. Prepare all students for college and career.</li> <li>2. Prepare all students to be self-directed and persistent learners.</li> <li>3. All students demonstrate civic and socially responsible behavior</li> <li>4. Build positive school culture based on inclusivity, student well-being, and school spirit.</li> </ol> </li> <li>● Improvement plan – identify critical needs of students, then develop action plan</li> <li>● Standing agenda items of monthly reports</li> <li>● SPSA is 1-year plan typically, but this year we are doing WASC – comprehensive self-study. Long term goals with one-year steps/measures</li> <li>● WASC visit – March 18-21, 2018, with opportunity for various groups to meet with visiting committee</li> <li>● Are we looking at “whole school” or cohorts of students (Kaufman)?</li> <li>● Do we review the 6 year WASC plan every year (Bandrapalli)?</li> <li>● Learning Management System – moving from Schoolloop to Canvas next year</li> <li>● Superintendent's Goals - (handout provided)             <ul style="list-style-type: none"> <li>○ 1 – Academic achievement                 <ul style="list-style-type: none"> <li>▪ District-wide homework policy                     <ul style="list-style-type: none"> <li>● Discussion – overview, purpose</li> </ul> </li> </ul> </li> <li>○ 2 – Stewardship of resources                 <ul style="list-style-type: none"> <li>▪ budget</li> </ul> </li> <li>○ 3 – Student support services</li> </ul> </li> </ul>			



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	<ul style="list-style-type: none"> <li>▪ Mental health           <ul style="list-style-type: none"> <li>• Kaufman – is part of this focused on teacher training?               <ul style="list-style-type: none"> <li>○ Wellness Counselors addition last year</li> <li>○</li> </ul> </li> <li>○ 4 – Peninsula High School</li> </ul> </li> </ul>		
4:15-4:30	Norms	Mr. Zozos	•
	<p>Notes – 4:16-4:25</p> <ul style="list-style-type: none"> <li>• Sample norms adapted from BHS Curriculum Council norms (handout provided)</li> <li>• Bandrapalli – No side conversations</li> <li>• Kaufman - Come prepared – do the pre-work to preserve productive time</li> <li>• Burke – people come to the table in good faith. Not come with specific interests. Represent the constituency, not personal agenda           <ul style="list-style-type: none"> <li>• Zozos – Holistic perspective</li> </ul> </li> <li>• General consensus to abide by presented and added norms. Zozos, Belzer, and Lien to refine and present to SAC</li> </ul>		
4:30-4:45	Bylaws	Mr. Zozos	•
	<p>Notes – 4:25-4:40</p> <ul style="list-style-type: none"> <li>• Review of May 2017 minutes – (handout provided)           <ul style="list-style-type: none"> <li>• Cohen – Clarification of Yonder – responses by Liberatore and Samsami</li> <li>• Burke – clarification – grades vs learning, integrity               <ul style="list-style-type: none"> <li>a. E Feder – attendance at the end of the year (possible future agenda items) – stus calling themselves out or having parents call them sick on test days</li> <li>b. Belzer – return to authentic experience that is not judged by grades/courses alone, authentic learning experience</li> <li>c. Samsami – change over the 4 years</li> </ul> </li> </ul> </li> <li>• Motion: Burke / Second: Feder. Vote: unanimous consent</li> <li>• SAC Co-chair – please consider, vote to be held at September meeting</li> <li>• Bandrapalli – is interested</li> <li>• Calendar – future SAC meetings –           <ul style="list-style-type: none"> <li>• February meeting – 2/14 or 2/21 – SAC members to consider calendar and come back with feedback at the next meeting</li> </ul> </li> </ul>		



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	<ul style="list-style-type: none"> <li>• SAC bylaws – revision             <ul style="list-style-type: none"> <li>• Composition of SAC to reflect increased size. First: Bandrapalli / Second: Burke. Unanimous consent.</li> <li>• 7 days prior notification changed to 3 school days. First: Latham / Second: Kaufman. Unanimous consent.</li> </ul> </li> </ul>		
4:45-4:55	Professional Development Requests	Mr. Lien	<ul style="list-style-type: none"> <li>•</li> </ul>
<p>Notes – 4:40-5:00</p> <p>Belzer</p> <ul style="list-style-type: none"> <li>• Overview of funding – categorical funds</li> <li>• Site budget – principal oversees; <math>\frac{3}{4}</math> goes directly to departments. \$10,000 (down from \$20,000 last year and down from \$50,000 a few years ago) for professional development. Additional \$10,000 earmarked for after-school tutorial. Most funding comes from Parents' Group – approximately \$400,000 budget, can possibly supplement PD budget.             <ul style="list-style-type: none"> <li>• Burke – clarification – oversee PD funding – SAC or PG oversight?                 <ol style="list-style-type: none"> <li>a. Belzer – funding shifts</li> <li>b. Kaufman – on PG Executive Committee last year</li> </ol> </li> <li>• PD Request – 9/1 registration deadline – 7 English teachers to go to Nueva Innovative Teaching Conference. 1 day (Thursday) - \$840. 2 day - \$2300                 <ol style="list-style-type: none"> <li>a. Burke – Local (no transportation and no lodging costs).</li> <li>b. Attempt to improve nature of professional development</li> <li>c. Attend only 1 day of the 2 day conference – focus on instruction</li> <li>d. High quality conference, targeted</li> <li>e. Belzer proposals. Burke suggested 1 day motion.                     <ol style="list-style-type: none"> <li>i. 1 day conference - \$840.</li> <li>ii. Kaufman – how do teachers share after the conference?                         <ol style="list-style-type: none"> <li>1. Responses from Belzer, Liberatore, Latham, Burke, Samsami.</li> <li>iii. Cohen – who pays for districtwide Professional Development in October?                             <ol style="list-style-type: none"> <li>f. Motion: Bandrapalli / Second: Burke.</li> <li>g. Burke – culture of improvement</li> <li>h. Latham – excited to see what is going on in the classroom.</li> </ol> </li> </ol> </li> </ol> </li> </ol> </li> </ul> </li> </ul>			



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	Moving in the right direction i. Vote: unanimous consent	
4:55-5:00	Announcements	All
	Notes • Belzer - Parents' Potluck – tonight	
	Future Agenda Items	All •
	Notes • District-wide homework policy • Belzer – If ideas/reflections on today's meeting – email Lien/Belzer • Feder – continue to improve celebrate non-academic achievements • Feder – gender equality in the school • Burke – Canvas, isolation/alienation of non-tech savvy parents. • Samsami – Wellness Counselors. How guidance counselors are serving emotional needs of students. • Kaufman – GATE, AP/Honors/AS, IEP/504 (how enable teachers/students to be successful as numbers increase) • Kaufman – restorative justice practices and implementation	
	2017-18 meeting dates	3:30 – 5:00 PM, Alumni Room (or A206) <del>8/23</del> , 9/13, 10/11, 11/8, 12/13, 1/17, 2/14 (or 2/21?), 3/14, 4/18, 5/9
	Meeting adjourned at 5:07PM Motion: Bandrapalli. Unanimous consent.	



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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).