

**Menlo-Atherton High School
Shared Decision-Making Site Council**

10/10/24

Unapproved Minutes

Approved on: 11/7/24

Members in attendance: pending login.

19 total attendees today.

Guests: N.A.

Missing: Lupita Ruiz, Shionda Nickerson, Ann-Marie Meachan, Paige Winikoff, Isabel Habibi, Parmis Hoghooghi, Abigail MacLeod, Tula Basta

Opening: The regular meeting of the SDMSC was called to order at 3:33 pm.

Minutes by: Pablo Beramendi

- **Reviewed minutes from previous meeting, 9/12/24 as is**

Motion made by: Erin Walsh

Seconded by: Stephanie Cuff-Alvarado

Approved #: 17

Opposed #: 0

Abstention #: 1

MOTION passes at 3:39 pm

- **Open Forum:**

- Team went through introductions.
- Erin brought up fire and evacuation drills. Wonder if there could be helpers with stick signs directing students, as well have a jug of water for emergencies for classrooms - Mr G to bring to the representatives.
- Stephanie asking about the Guest Office key for teachers - 55 key does open the front office, as explained by Lidia.
- Tardies: several staff have expressed concern. It'll be addressed at a future meeting. Karl expressed that there are some issues with the PA system that is analog. Various systems being tested to best communicate the periods. Mr. G will be getting some data to share.
- Sapna asked whether grade communications can be sent after class so that students don't get them before classes are over. Mr. G volunteered to help with the settings.

- Stephen mentioned how great the latino posters look throughout school.
- **Fall Collaboration Delay and Process Check for Approval**
 - Mr. G asking if ok for us to loosely approve this week, and then we officially approve it in November.
- **Field Trip Best Practices Communication - Principal**
 - There has historically been a field trip and there's been issues with the communication. This has raised questions about our field trip policy which may merit some clarification.
 - Principal handed over a proposal of field trip best practices that were presented and discussed.
 - Permission slips:
 - There was some confusion on whether a student could go if a teacher does not sign. However if parent/ guardian signs then students are cleared to go.
 - However it's best practice that teachers sign those permissions, so that they can plan around that.
 - To maximize reach of teachers, whomever is organizing the field trip could send the roster of participating students in the trip to the respective teachers and inform them.
 - Mr. G mentioned possibility to mention block dates on our best practices guide.
 - Eric mentioned that the form that gets passed around may be "weak". But Karl mentioned that it's a district form.
 - Important for students to have the opportunity to communicate and plan.
 - Stephanie suggested to include field trips on teacher calendars, so that they can plan around them. Mr. G explained that there is a field trip calendar that can be edited, but there may be an opportunity to make it more clear on how to access and edit it.
 - Stephanie expressed that the 3rd bullet on the Teachers section may need to be rephrased.
 - Pablo: is there an opportunity to also have a comment on how to drive accountability on students on how they'll make up for the lost class?
 - Karl would like to send out as best practices. Team aligned with edits and for Karl to send out.
- **College and Career Day Debrief**
 - Mr G: Acknowledgement on how much work went into last Tuesday.
 - 950 SAT test takers last week.

- Erin mentioned that PSAT worked well (smoothly).
- Eric mentioned that the Freshman Program worked well.
- Eboni provided good feedback from a student's perspective.
- Amy:
 - Freshman: materials could have been more helpful.
 - Junior: grateful to be able to take the PSAT.
 - Senior: very appreciative of the possibility to take the SAT at school as he could not have taken it otherwise.
- Lucas mentioned that having the ability to take the SAT was very helpful/ useful.
- Irene also received very positive feedback from her students.
- Planning committee will be meeting to process feedback.
- Mr G mentioned that attendance from Seniors was very low. Eboni expressed that it may be because it was a minimum day, and for some folks PSAT or SAT were not relevant. Lucas also mentioned that in this "high-application season", many students may decide to focus on essays during minimum days. Mr. G suggested that we provide kids with time at school to work on their essays/ applications as an offering.
 - Eboni asked whether we could provide both options, i.e., career panels and help for essays/ applications.
 - Danette suggested that we improve our messaging, as many kids did not know what they were doing.
- Question on whether language could also be an issue, as some students have expressed concerns on their ability to fully grasp what was going to be discussed/ presented.
- Stephanie: question whether we are losing many kids because we are having this event on a Tuesday, which is a minimum day.
- Irene: 3rd year doing it and this was the first time there were tour guides and this helped. Possibility to add food to the experience.
- We need to understand the opportunity cost of this day, as there's a lot of effort put into it but not too many students showing up, particularly at the Senior level.
- Eboni: opportunity to expose Seniors to both Community (2Y) and 4Y Colleges.
- Karl asked whether we should just offer PSAT and SAT as a reduced program. We need to be cognizant of the complexity of adding more choices.
- Stephanie asked about the compensation of this initiative.

- Are there opportunities for a more holistic approach across 4 years, instead of so many hours put behind a single day? Particularly considering how diverse our population is.
 - Mr G suggested that we revisit this in March/ April when we need to make a decision and we have data from this year available.
 - Karl: considering a Saturday SAT in the Spring (April). We'd need to pay staff.
- **WASC [Updates](#)**
 - Mr G indicated that there will be a full report and feedback will be gathered.

Adjourning meeting at 5:00 pm:

Motion made by: Elisa.

Seconded by: Eboni.

Approved #: 19

Opposed #: 0

Abstention #: 0

MOTION PASSES: Yes