



*Plainfield Elementary School*

**School Site Council (SSC) Agenda/Minutes Template**

<b>Meeting Date:</b> 9/18/2019	<b>Meeting Location:</b> Staff Room, Plainfield Elementary School
<b>Starting Time:</b> 7:00 am	<b>Ending Time:</b> 8:00 am

**Participants:** Elected SSC Council Members. All staff, parents and members of the public invited.

<b>Item/Time Limit</b>	<b>Actions Requested</b>	<b>Person Responsible</b>	<b>Comments/Parent Advice</b>
<b>1. Call to Order (1 minute)</b>	<b>None</b>	<b>Chair/Principal</b>	
<b>2. Roll Call (1 minute)</b>	<b>None</b>	<b>Secretary</b>	
<b>3. Additions/Changes to Agenda (1 min.)</b>		<b>Chair/Principal</b>	No changes/additions
<b>4. Reading and Approval of Minutes (3 min.)</b>	<b>Approve</b>	<b>Secretary</b>	Motion to approve by Clara, seconded by Phil, motion carries
<b>5. Reports of Officers/Committees (4 min.)</b>	<b>None</b>	<b>All Council Members</b>	Brooke- everything is busy but good; Alex- has a 5th and 2nd grader this year, working on the tri-tip dinner fundraiser; Sebastian- all is well, getting the year started which has been successful so far; Clara-getting into the swing of things and done with beginning of the year assessments; Heather- working on deck and happy with the result; Barry- 3 different sports for 3 different kids, Kate is starting middle school and doing well; Barbara- breaking in a new group of students and

			has a new one coming today; Ally- had a great summer and the students have really enjoyed taste testing all of the crops from the garden; Geoff-Page is liking the combo class, HW has been going well; Phil-lot of planning happening, starting Target Time for K-3, there are some District Math initiatives that have been rolled out this year (3 reads, multiple representations, number talks)
<b>6. Public Comment (0 min.)</b>	<b>*Not Applicable</b>	<b>Chair</b>	

**\*Under the Open Meeting Law, no action related to public comment may be acted upon at the meeting. Issues raised at the meeting may be scheduled for another SSC meeting, as approved by the council. Public comment is generally limited to two minutes per person.**

<b>7. Unfinished Business (15 min.) Review 2018-2019 Surveys</b>	<b>None</b>	<b>Principal</b>	Did a Black Board survey (phone call) at the end of the year last year to survey parents on school climate; results attached 1. Barbara- there were no parent comments on their survey, it would be good to have constructive criticism; Phil- due to the survey method (BlackBoard) free response was not an option ii. Student survey was administered by teachers via Google classroom 1. Brooke- for the item “there is a teacher or other adult who cares about me” had an overwhelmingly positive response 98% 2. Clara- would be helpful to have a comment section after each question so students can elaborate if their response was a “no” 3. Barry- it would be interesting to compare other schools to ours on
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			<p>the measure of “I feel safe at my school” to see if our numbers are reasonable [results 89% feel safe]</p> <p>4. Heather- about what percentage of upper grade students took the survey? Phil- it was probably over 80% of students</p> <p>5. Barry- “behaviors in my class allow the teacher to teach” 25% of students disagreed with that; this seems like a big challenge for teachers</p> <p>iii. Teacher/Staff Survey administered via a Google Form</p> <p>1. Barbara- it talks about RTI level 2 and 3; if we could get more support for students that need Tier 2 and 3 support that would help with some of the behaviors students/teachers are seeing in class</p> <p>2. Phil- we have 2 counselors here this year, new RSP teacher, RTI teacher, trying to refine some of those practices</p> <p>3. Heather- maybe it would help if we had a Google Doc that shows all of the services that our school offers so we can see how many students we are serving, but also to be strategic to see who may be “falling through the cracks”</p>
<p><b>8. New Business ( 35 min.)</b>  <b>-Review, evaluate and approve Parent Involvement Policy, SSC By Laws and Home to School Compact</b></p>	<p style="text-align: center;"><b>Approve</b></p>           <p style="text-align: center;"><b>Nominate and Elect</b></p> <p style="text-align: center;">N/A</p>	<p><b>Chair/Principal</b></p>	<p>Barbara- do we have parents sign this at parent teacher conferences and if so why do we send the Home School Compact out at the beginning of the year? Under “Responsibilities for High Student Academic Achievement” there is a bullet that says “ during parent/teacher/student conferences, the school-parent compact will be completed and signed...”</p>

<p><b>-Parent Member Elections</b></p>	<p>N/A</p>	<p>ii. Barabara- maybe we can take out the word conferences so that we can use this tool at any parent/teacher/student meeting, not just official conferences</p> <p>iii. Clara- suggests that we can wait until week 2 or 3 (perhaps after Back to School Night) to send out the Home School Compact</p> <p>iv. Geoff- can we change “conform” to “follow the rules” in the student section; majority says yes</p> <p>v. Heather- where is the District at in terms of filing beginning of the year paperwork electronically? Phil- it has been piloted by a few schools, but will have to look into it to get an answer about where we are at as a District Wide policy</p> <p>vi. Members review School Site Council By-Laws</p> <p>1. Barry- do we have a nominating committee? Phil- usually the whole council functions as the nominating committee and will send out a letter when vacancies come up</p> <p>2. Geoff- is there a policy relating to confidentiality for Site Council discussions/documents? Phil- these are public meetings so they are open to public/parents, no confidential student information is shared at meetings to honor that, the things we discuss here are public record and minutes are posted for all to see</p> <p>Brooke was Chair last year; Clara was secretary; we will have a treasurer to discuss the finances of the school</p> <p>ii. Sebastian nominates himself for treasurer; motion by Phil, seconded by Barbara, motion carries</p> <p>iii. Brooke nominates Alex for chair; motion by Phil, seconded by Ally, motion carries</p>
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<p><b>-Update on SPSA Actions and Expenditures</b></p> <p><b>-Discussion of Topics for next meeting</b></p>			<p>iv. Heather nominates Clara for secretary; motion by Phil, seconded by Brooke, motion carries</p> <p>v. Clara- now that we have elected a treasurer Article X of the By-Laws should be amended to include Treasurer as an officer</p> <p>vi. Geoff- so if Alex is the Chair who will preside over the meetings? Phil- I can continue to be responsible for items that need to be discussed, but Alex can be in charge of moving along the agenda</p> <p>vii. Barbara nominates Barry for Vice chair; motion seconded by Ally, motion carries</p> <p>Sebastian- on the cover sheet is a summary of everything we have spent so far; on the back there is a more detailed breakdown of the different accounts [see attachment]</p> <p>ii. Sebastian- altogether we have spent \$2773.95 on Title I expenditures; \$1,232.05 in discretionary; and \$11,798.71 from supplemental/concentration</p> <p>iii. Heather- we discussed last year putting Keyboarding Without Tears for second grade; Phil- we did buy part of a subscription last year but it was not utilized consistently so without the buy in from teachers it is hard to justify a subscription</p> <p>iv. Barbara- we should check with the 2nd grade team since there has been turnover in the 2nd grade team</p> <p>i. Geoff- as a future discussion item; can we discuss expenditures that may be covered by PTA instead of coming out of school funds? Phil- PTA has been on</p>
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			<p>an aggressive spending plan to use surplus funds, but I will bring it up to PTA,          however we do have a pot set aside for parent involvement          ii. Barry- Target Time is starting up, would like some comment/discussion on that to see how it goes as the program is rolled out</p>
<b>9. Adjournment (1 min.)</b>		<b>Chair</b>	

Prepared By: Phillip Pinegar (signature) \_\_\_\_\_  
 (type name)

Date: 9/13/2019

Attach sign-in sheet



*Plainfield Elementary School*

**MUST BE POSTED 72 HOURS PRIOR TO THE MEETING DATE**

**School Site Council (SSC)****Legal Mandates and Recommendations****Date Accomplished:**

12/18/2019	Election of SSC Council- <b>Mandate</b>
9/24/2019 & 10/9/2019	Professional Development and Training for SSC-Roles and Responsibilities- <b>Mandate</b>
9/18/2019	Development of Bylaws- Recommended
8/21/2019	Develop Meeting Calendar for 2019-2020- <b>Mandate</b>
10/16/2019 1/15/2020 4/22/2020	Review Student Achievement Data- <b>Mandate</b>
9/18/2019 through May 20, 2020	Monitor the Implementation of the School Plan for Student Achievement- <b>Mandate</b>
TBD	Coordinate with the Safety Committee to approve the <i>School Safety Plan</i> - <b>Mandate</b>
2/6/2019	Complete a Comprehensive Needs Assessment, with identification of key areas for improvement- <b>Mandate</b>
9/18/2019 through May 20, 2020	Evaluate the effectiveness of the School Plan for Student Achievement- <b>Mandate</b>
3/15/2020	Coordinate with ELAC to review programs for English learners- <b>Mandate</b>
N/A	For newly identified CSI schools only: Revision of the School Plan for Student Achievement/ improvement plan- <b>Mandate</b>
4/22/2020	Obtain Recommendations from other school site advisory, standing and special committees regarding the focus of the School Plan for Student Achievement-Mandate
TBD	Develop and approve School Plan for Student Achievement, in coordination with ELAC, approval of ELAC- <b>Mandate</b>