

Foothill Elementary School Improvement Team (SIT)

Meeting Minutes

Date: January 12, 2010

Time: 6:00 PM

Location: Foothill Library

Attendees: Sarah Schulte (vice-chair), Kari Santos (DAC representative), Carrie Cavanaugh, Melisa Potes, John DeRose, Shelley Giessing, Lisa Kennedy, Cara Mentzel, Suzanne Whitman

Absent: Julene Thom (chair), Cathy Gould, Kim Boyd, Brittany Rocheleau,

Materials provided in advance to SIT members for meeting:

- Agenda
- (No minutes were taken at the November meeting)
- BVSD District Accountability Committee Rubric for Foothill School Improvement Plan
- November Progress Report

Next Meeting: Tuesday, February 9, 6:00 PM, Foothill Library

Minutes

Agenda Item: Welcome/Sign-in sheet/Approve agenda

Presenter: Sarah Schulte

Discussion: None

Agenda Item: Discuss the DAC Evaluation of SIP

Presenter: Melisa Potes

Discussion: Melisa reviewed the District Accountability Committee's (DAC) review of the Foothill School Improvement Plan (SIP). The DAC evaluated Foothill's SIP in the categories of Parent Engagement, Equity, Achievement, and Climate. In each category, Foothill's plan was graded as "Meets Expectations." (Other possible grades include "No Evidence of Success," "Needs Improvement," or "Exceeds Expectations.")

Melisa said that the comments of the DAC representatives were both positive and negative, with the negative comments reflecting on weaknesses that she

knew were in the plan. One SIT member asked if there were ways in which the Foothill plan could have received the higher “Exceeds Expectations” grade. Melisa said that was good question, and that the SIT team could take a closer look at the rubric next year as it is creating the SIP to ensure that the plan is meeting or exceeding the expectations of DAC.

Decision: Use the DAC rubric as a tool to ensure that next year’s school improvement plan meets DAC expectations.

**Agenda Item: Review November
SIP progress report**

Presenter: Melisa Potes, Lisa
Kennedy, Cara Mentzel

Discussion: Melisa, Lisa, and Cara presented the progress report that was submitted to the District in November, showing Foothill’s progress in implementing the 2009-1020 SIP.

One SIT member suggested that Foothill’s efforts around Response to Intervention (RTI) be added to the progress report as an action plan that also reflects the school’s efforts to achieve the Equity Goal. Team members also discussed progress on training new and existing teachers regarding Investigations, as training is an action step in the school SIP.

**Agenda Item: What’s on Parents’
Minds**

Presenter: Sarah Schulte

Discussion: Team did not get to this agenda item due to lack of time.

Agenda Item: DAC report

Presenter: Kari Santos

Discussion: Kari told the team that DAC is considering revising the 2010-2011 SIP timeline to allow for DAC review of school SIPs before the final SIP is due to the District. This would allow schools to incorporate DAC feedback in their final plans. The team generally agreed that getting DAC feedback in advance would be helpful.

One team member suggested that if there is flexibility in next year’s timeline, that it might be a higher priority to use that time for increased parent engagement. This led to a general discussion of to effectively increase parent engagement next year. The group agreed to discuss this issue in more depth at a future meeting.

Decision: Group agreed that DAC input prior to final SIP development would be useful.

Agenda Item: DPC report

Presenter: Suzanne Whitman

Discussion: Suzanne reported that the District is having community meetings on two issues this winter: curriculum meetings and budget meetings. If any community members are interested in attending, the district webpage has more information.

**Agenda Item: Discuss preliminary
BVSD budget information**

Presenter: Melisa Potes

Discussion: Melisa passed out some preliminary school district budget information. The District is anticipating at least an \$11.9 M budget shortfall for the 2010-2011 school year, and possibly a shortfall as large as \$24.9 million. These numbers represent 6% and 12% of the District's budget, respectively.

By February, the District will have a better idea of its budget position for next year. In addition, the District will decide soon whether to make cuts across the board, or let individual schools decide how to cut their budgets.

Decision: At the next SIT meeting, the team will further discuss how to get budget information out to parents and how to engage parents in the budget process, particularly if Foothill is asked to make its own cuts.

Agenda Item: Next Meeting Items

Presenter: Sarah Schulte

Discussion: At the next meeting, SIT will discuss the Winter Progress Report, updated budget information, how to engage parents next year in the school improvement plan, and administration of the spring parent survey.