

SITE COUNCIL MEETING MINUTES

September 26, 2019

In attendance:

Lisa Zuniga

Beth Bundy

Roger Kirchner

Chris Frazier

Sonya Harvey

Anne Meadows

Trisha Parks

Flora Pollack

Maxine Latterell

Meeting started with introduction of all attendees (name, role/relation to FHS and Some “below the surface” information) and was facilitated by Principal Frazier and Business Manager, Sonya Harvey.

Principal Frazier distributed copies of FHS Site Council By-Laws as well as a condensed version of the By-Laws and read article II “Purpose” of Site Council.

Site Council is a committee where below the surface about the school is shared with the committee, with the ask of the committee to help review school goals and assisting with accountability and offering multiple perspectives.

Principal Frazier reviews the school’s SCIP Goals and Timeline.

Results of the 18-19 PPS Successful Schools Survey were shared and explained. This survey was taken by last year’s sophomores. The class was composed by 410 students and 370 took the survey.

Principal Frazier distributed copies of the Survey Summary Data and shares that school goals were based upon the following data sources:

Student Success Survey* Spring 2019 - 10th graders data (Embargoed)

Fidelity of Implementation Tool (FIT Assessment) (Embargoed)

Administration considered areas that require improvement to create the two goals of the Site Council.

Goal 1: If 100% of staff use one AVID strategy weekly by the end of Semester 1 and 80% use at least two AVID strategies weekly by the end of Semester 2, then we will maximize engagement for our TU students. Resulting in improved class participation and academic performance through engagement.

Goal 2: If we maximize relationships and student engagement for traditionally underserved (TU) students by implementing culturally responsive classroom practices, then all identified focal students will earn a 2.5 GPA or better each semester. Resulting in improved teacher-student relationships, increased sense of belonging of students and improved academic performance.

AVID is a teacher strategy to increase student engagement and student relationships. In the last 2 years, Franklin has been in transition, school was focused on the move so we haven't had a strong focus on instruction. We are looking into best practices and this is how we landed on AVID.

Review of graduation rates. The highlighted groups in the document below, are those of traditionally underserved groups.

As Franklin hasn't had a focus on graduation rates, administration finds necessary to implement strategies that will increase these rates, therefore the AVID strategy is a priority. Admin wants to focus on how we work with students to create a sense of belonging and keep them on track to graduate.

Lisa notes that the documentation presented also shows that males are struggling and that it may be a good idea to subdivide all groups into genders.

AVID is an elective; available to all grades. Franklin has a total of 9 AVID classes available. All grades have exposure. AVID has been and will continue to be part of all teacher's professional development.

Franklin teachers are provided with AVID resources when doing annual goal settings. Also, teacher Meadows shared that Franklin teachers had access to use these resources, perhaps with other names in the past.

School Continuous Improvement Plans(SCIP) are being created and going through the approval process with Area Superintendent LaFontaine. SCIP Includes: Indicator (what element of school we are trying to improve), implementation efforts to date: (What is the school currently doing), goals (what are we trying to accomplish), action (What needs to be done to accomplish the goals i.e., Frequency, Point of Contact (Person assigned to the task), Target Date (Deadline for completion is December 2019)

It is important for the administration to get site council up and going. Building teams (AVID, Equity focus, etc) as they will help with the SCIP work.

Teachers are setting AVID as their goals, when admin is observing in classrooms in formal or informal settings, those are questions that admin will be looking for and asking.

T. Parks believes that goal # 1 is steep and not easy to achieve. A. Meadows believes that Goal # 1 is very easy for Franklin's teachers to achieve.

Goal setting talks are part of the PD meetings.

Meadows clarified that we are reviewing goals, teachers have been doing AVID every day. She suggests we are Goal # 1 is not intimidating or undoable. This goal makes it more intentional. Kirchner wonders how much teachers share what they do, their strategies, etc. There are many moving pieces as teachers are not only doing AVID, they are also doing PLCs, GVC, etc.

B.M. Harvey continued with the agenda items and read Article III "Membership":

- < 18 members
- No more than:
6 teachers, 5 students, 5 parents, 1 classified or Business Manager, 1 administrator, or other as chosen by council

Article V "Site Council Officers, Roles and Responsibilities" was read:

- Chairperson:
Elected by majority of council - Lisa Zuniga was elected chairperson unanimously
Chairperson will convene meetings, oversee timelines, post minutes, notify members of special meetings, communicate with chairs, sign documents, council vacancies and act as timekeeper. Chairperson will also facilitate the meeting if necessary.

School Principal does not lead/run Site Council

- Facilitator:
Lisa Zuniga and Trisha Parks will act as rotating facilitators
Facilitators will work with chair to fine-tune agenda, set agenda items for next meeting prior to end of meeting, accept submitted added agenda items up to 48 hrs. Before meeting
- Recorder:
Anne Meadows and Sonya Harvey will act as rotating recorders
Recorder will write the minutes and publish them within 1 week, Recorder will provide minutes to FHS staff and Site Council.

Site Council committee identified dates and times of meetings. Site Council will meet the first Wednesday of each month, starting at 3:40pm for 1 hour.

The meeting was adjourned at 4:30PM.
Minutes taken by Sonya Harvey.