

Highland Park Elementary
School Community Council Meeting
Minutes Thursday, March 23, 2017

Present:

Christina Leavitt, Sonal Kerr, Edie Morgan, Brianna Steadman, Heather Parry, Jessica Balderas, Jenny Kearl, Mercedes Barica, Sarah Payne, Becky Pittam, and Debora Cluff

SCC Business:

- **Welcome** – Christina Leavitt called meeting to order. Council reviewed February minutes. Jenny Kearl motioned to approve, Sonal Kerr seconded the motion, all agreed in favor to approve the minutes.

Community Interests:

- **Idle Free Campaign:** Idle Free signs, created by Ms. Pulley and the Student Leadership Team, were placed on front doors of entry to school. The council discussed either laminating the student made signs and attaching to yard sticks or submitting designs and having the company that did our Art Night yard signs make them to post in the fall.
- **Tether Ball Petition:** Ms. Rodriguez's class wrote a petition to allow tether ball back at Highland Park. They collected over 200 signatures and wrote a class letter to the School Community Council detailing reasons to reinstate tether ball. The committee discussed safety measures regarding the rope and ball and how to manage the putting up and taking down of ball. Debora will check on cost of tether balls and will work with Christina in determining the logistics. The committee gave approval to move forward.
- **Lunch Concerns:** The committee discussed the idea of reverse lunch to address students not taking time to eat their lunch before going outside to play. Members of the committee reported it having been tried on a trial basis two years ago and it not being successful due to scheduling and pull outs. In other schools it has worked when two grades pair up at a time but there were fewer scheduling issues than Highland Park. A concern was brought up regarding students feeling rushed to eat. Debora will follow up with supervision to make sure students know that they can stay and finish eating. The committee discussed the importance of students having opportunities to learn about nutrition. Ideas included showing short videos on nutrition, Power Point lessons, and discussing during lunch on Fridays. The suggestion was given to provide activities that encouraged students to have conversations while eating. This can be modeled by teachers when they eat with their students on Fridays. Another suggestion was to reach out to community and have a contest to create "eat the colors of the rainbow" type lessons/videos/posters to share with students.
- **Kindergarten Orientation:** The committee discussed ways in which to facilitate kindergarten orientation so parents have the opportunity to learn about the ways in which they can support SCC and PTA at Highland Park along with procedures that are in place such as drop-off and pick-up of students. The suggestion was given to have parent mentors who are familiar with Highland Park routines and events to help new parents. This could be facilitated with having kindergarten parents meet in the gym right after dropping off their children on the first day of school and having displayed information around the gym along with light refreshments. Parents can

connect with other parents. The PTA is also wanting to implement having a parent mentor in each classroom to help coordinate volunteers throughout the year.

- **Transportation Meeting Information:** Christina shared information regarding a 3-tiered system the district transportation office is looking at to facilitate a more cost effective busing system for the district. The current system is a 2-tiered system with random school start times. Benefits include fewer bus drivers needed and ability to start field trips earlier. There is some concern regarding schools who will end up with the later start time. It is still in the informational/discussion stage. A copy of the information given will be in the office or you can contact Christina Leavitt.

Arts Night Report:

- Arts Night went smoothly.
- Superintendent, School Leadership Support, Director of Fine Arts, and Beverly Taylor Sorensen leaders were in attendance.
- 735 meals were served and there were no delays in food arrivals this year.
- Projects were better this year and made more money than in the past.
- Raised 20,000 in cash/checks, 12,000 in credit cards, and 2,000 from the silent auction for a total of 34,000.
- A hitch was the difficulty in getting volunteers this year. Suggestion was made to get a parent volunteer coordinator and to ask High School Clubs early in the year to be volunteers. The goal is to have High School students and community businesses offer volunteers and reduce the strain on parents.
- Suggestions
 - **Check with college fraternities to help volunteer**
 - **Back to School Night banner stating costs of arts programs**
 - **Circle graph to visually display where funds are used**
 - **Comparison chart of programs offered at Highland Park and other schools**
 - **Process for Arts Night explained to parents**
 - **Teachers determine basket theme during the summer and share at Back to School Night**
 - **Sign up to volunteer at Back to School Night**
 - **Survey parents while it is fresh on their mind. Did you volunteer? If not, why?**

Principal Report:

Land Trust: SCC voting members need to sign that they participated in the process.

School Improvement Plan Steps:

- Shared data with teachers and then had group discussions of ideas in each area and recorded on chart paper
- Shared data and teacher ideas with parents in SCC and asked for parents to add input to charts
- Shared added parent input with teachers
- Discussed in groups the root causes and ideas for action steps for each area over two faculty meetings using a protocol for the discussion
- Collected feedback from each group and created a survey monkey with the ideas and asked them to identify the top 3 action steps for each goal.

- Shared ideas with SCC for their input of top priority action steps
- Will share analysis with teachers on Monday in faculty meeting along with SCC input and determine appropriate action steps to finalize draft plan
- Will share draft School Improvement Plan with SCC Parents
- School Improvement Plan is due April 29th for School Leadership Support to review and provide feedback

Whole School: Goal is to increase the percentage of students scoring proficient in mathematics on the SAGE and End of Year assessment by 3% from the 2016-2017 school year results by providing strong Tier I instruction and targeted intervention for students not at a proficient level as measured by the SAGE and End of Year assessments.

Action Plan Steps Suggested from faculty discussions:

- Lab times for ST Math before and after school
- Peer Math lab during recess
- Hands on math activities
- Protected time for math
- Trained paras for intervention
- Use interim tests to look at questions students have difficulty on and plan intervention/extension activities
- Familiarize students with test language
- Teach test taking strategies
- Set aside time for Tier II intervention
- Data Wall to determine gaps and progress
- Math nights for parents
- Collaboration/Planning activities based on data
- Time to ability group for targeted intervention/extension activities

Achievement Gap (Equity): Goal is to increase proficiency in mathematics of students with disabilities and close the proficiency gap between students with disabilities and students without disabilities by at least 5% as measured by interim assessments, SAGE, and End of Year assessments.

- Grade Level should be teaching the same topic using the district adopted Engage New York lessons
- Grade levels should meet weekly to collaborate and be on the same page
- Send students with disabilities to resource teacher for interim assessments
- Hour direct instruction for Tier I whole class instruction followed by interventions/extensions for 30 minutes
- Tier II item analysis on tests and reteach (Pre and post-test)

MTSS: School Culture and Climate: Goal is to create a clear and consistent behavior plan and implement with fidelity to increase positive behaviors and reduce negative behaviors as measured by tracking slips in Education Handbook.

- Professional Development for Tier II and Tier III behaviors
- Consistent consequences
- Communicate plan to parents

- Simplify plan
- Parent Night PD to provide supports for parents on how to handle difficult behaviors and resources available to parents
- Student training on expectations

Meeting was adjourned. The next School Community Council will meet on April 20th, 2017.