

**Dianne Feinstein Elementary School**  
**School Site Council Meeting**  
**12/10/08**

**Attendance:**

Rickey Jones, Chair (parent)  
Joshua Mates, Vice Chair (parent)  
Paula Larink, Secretary (parent)  
Aaron Neimark (teacher)  
Alison Finnegan (teacher alternate for Nicole Small)  
Erin McCarthy (teacher)  
Maryellen Mullin (learning support professional)  
Michelle Chang (principal)

**Guests:**

Tammy McMillen (parent)  
Cara Colgate (new learning support professional)

Rickey called the meeting to order at 5:06p.m. The SSC reviewed the minutes from the November meeting. Rickey made a motion to approve the meeting minutes. Michelle seconded the motion. Three corrections were noted.

The motion passed: In favor (8), Opposed (0), Abstain (0)  
The minutes were approved.

**SSC Email**

The group considered the possibility of having a general email address such as SSC@DFES.com. Many feel that it is a good way to keep open lines of communication with parents.

*Discussion:*

Erin suggested creating a schedule for checking mail and formalizing response procedures via an automatic response. Rickey proposed checking messages the second Monday of the month and bringing discussion topics to the SSC meeting. An SSC member will research logistics with the goal of having the email working by January. Rickey called an informal vote. All were in favor.

**BSC GROUPS**

The SSC discussed the success of the BSC community meeting and the comments offered by the parents who participated.

The SSC reviewed the “parking lots” (large post-it pads with comments) that were used in the community meetings and began general discussion. Michelle reminded all that the group should focus on the first goals from the district, which are:

- To diminish the historic power of demographics
- Ensure authentic learning for every student
- Create a culture of service and support

The breakout groups will determine how to accomplish this. After all groups meet, Michelle will take the results and put them into the district’s PeopleSoft template. The group discussed that the most difficult goal for every school is Goal 1, Access and Equity. Many find it difficult to discuss. A working community meeting including discussion and breakout groups will take place on January 7<sup>th</sup>. Paula will post information in the News Lion.

Michelle will send out sample surveys to SSC members and get teacher input on the BSC. Michelle noted that January 20 is a professional development day; the day will be spent working on the BSC with a finalized draft coming shortly thereafter. Aaron suggested also using the academic plan as idea generation.

The group broke into subgroups to: 1) address the goals during SSC meetings and 2) make arrangements to hold additional meetings as necessary.

#### Goal 1 – Access and Equity

Joshua

Aaron

Nicole

Erin

Breakout conclusions: The group agrees to work to identify target students, existing and necessary resources, and examine how to best plan for and integrate services for 2009-2010.

#### Goal 2 – Joyful Learning

Michelle

Alison

Tammy

Breakout conclusions: The group discussed the need to: 1) define authentic learning for every student, 2) determine how to teach in a meaningful way that engages and matters to all students, 3) acknowledge that each student learns differently, 4) consider standardized tests versus other assessments and measureable activities and goals

#### Goal 3 - Accountability

Rickey

Paula

(Dan and Simone joined this group after the meeting.)

Breakout conclusions: The group acknowledged that 1) there is a wide array of feedback about accountability, with the need for open and clear communication as the critical trend 2) that to succeed in fulfilling this goal, it is best to begin with the results of the first two groups, to build accountability into efforts to achieve access, equity and joyful learning

The group collectively discussed the importance and challenges of reaching out to obtain feedback from the wide diversity of families in our school and contemplated the best approach to create an inclusive environment.

### **ACADEMIC PLAN**

Michelle made a motion that the SSC members approve the Academic Plan for the 2008-2009 school year. Alison seconded the motion.

The motion passed: In favor (6), Opposed (0), Abstain (2)  
The Academic Plan was approved.

### **SURVEYS**

Michelle explained that every year the School Site Council does surveys. She requested that the SSC create a survey for parents and students and noted that it could be the same as past years, a model from other schools, or unique to DFES. Michelle distributed a survey from Jose Ortega School about the BSC and goal setting.

Several SSC members expressed a desire to create a survey specific to DFES. All agreed to read last year's survey to get ideas on how to proceed.

The SSC planned to take time prior to the holidays to write down several questions (student and parent), compile the questions, complete a survey, ideally distribute the 2<sup>nd</sup> week of school, obtain and refine feedback before the January 20<sup>th</sup> BSC draft deadline. The difficulty of managing such a task over the holidays was acknowledged.

Paula agreed to compile survey ideas (due Dec. 26); Michelle planned to send out the survey via email. Rickey, Paula, and Alison agreed to meet between December 30<sup>th</sup> and January 5<sup>th</sup> to discuss feedback.

### **COMMUNITY MEETING UPDATES**

All agreed to have Dan update the group about the community meeting he attended in November at the January 14 meeting.

DFES News Lion – Paula will give updates to Karen Mitguard for inclusion in the school newsletter. Weekly reminders go to [mitguardfamily@yahoo.com](mailto:mitguardfamily@yahoo.com).

### **NORMS REVIEW**

Maryellen agreed to email Paula the norms agreed upon by the group.

The SSC teachers committed to holding an election (internal for teachers) for Maryellen's open seat since Maryellen is leaving DFES to accept another role.

### **NEW BUSINESS**

An SSC member requested that the SSC 1) formalize timekeeping efforts and 2) respect the speaker by not engaging others in side-bar conversations or cutting the speaker off, and 3) update the SSC email list for accuracy. (Some of last year's members are still included in group email lists.) All agreed.

Another member suggested that the SSC members familiarize themselves with Roberts Rules of Order for meeting consistency and documentation.

Rickey made a motion that the group consistently uses Roberts Rules of Order. Michelle seconded the motion. There was no discussion.

The motion passed: In favor (8), Opposed (0), Abstain (0)  
The SSC will conduct meetings using Roberts Rules of Order.

### **AGENDA FOR NEXT MEETING**

SSC email update  
Student/Parent Survey  
Sunset Family Network  
PTA Update  
New SSC member update  
Michelle's birthday (MLK)  
BSC Group update

Rickey made a motion to adjourn the meeting. Alison seconded the motion.  
The motion passed: In favor (8), Opposed (0), Abstain (0)  
The meeting concluded.