

**SEHS Site Council Meeting Minutes
Nov. 18, 2015 3:45-5:30, Room 305**

OPENING ACTIVITIES

1. A. Welcome & Introductions, Bobbie - 3 min, Information
2. Visitor Comments, Bobbie - 3 min, Information

REPORTS

1. Student Government

Alex Leve let us know about current Student Government happenings. The food drive is in full swing. The food drive has been a little slow this year. Lynette is gathering information from others about how we could be more successful next time. They're hoping to make a big push to get more food in the next few days. The blood drive was very successful and StuGov will be working on a clean up of the Positive Change courtyard this weekend.

2. Parent Council

Tamara spoke, letting us know that the Celebrate South fundraiser was the main topic of discussion at Parent Council. Volunteers for the senior party are in need. It's a difficult party to run, and many of the parents who used to run it have stepped down, as their students have long since graduated. Andy is concerned that we may not have a party for our graduates, and would like to see the parent council take responsibility for this. Peter W noted that Willamette HS might be able to give us some advice, as they throw a rockin' grad party.

Parent council also discussed Parent Education nights, and are looking at offering classes on topics such as anxiety and internet safety.

3. Principal's Report,

Andy noted that there has been an interesting and informative conversation about how we spend our late start mornings, and what professional development will look like. Most departments have agreed that Teacher Inquiry Groups are positive. Many staff members seem to be on board with this. TIGs will be on the 3rd Wednesday PD, as well as the 4th Wednesday, with flexibility. On the fourth Wednesday we have a degree of flexibility; in the event folks have things related to their classrooms which require their attention they should feel free to do so. While some teachers may use the occasional 4th Wednesday for prep or grading, the district will not support cutting classroom time for grading / planning. He hopes that teachers

understand that TIGs are moving forward, and that we should sign up for a TIG by the end of the week. Andy thinks it will be helpful for us to protect this time for professional growth and discussing topics we normally don't get to discuss.

There was a meeting last night with parents of the soccer community to deal with the vaping that was recorded on the bus on the return from the final soccer game of the year. Andy's hope there will be school wide conversation about what it means to be a student athlete.

III. NEW ITEMS

1. Dec. 7 PD and Planning Day Schedule

We have 5.5 hours for school specific professional development on Dec 7. Andy envisions using between 4 and 5 hours, so that teachers can prepare for the next trimester. We will have teacher planning time in the morning and PD in the afternoon

There has been a request to use some of that time to hear about the Pathfinder program, and discuss ways of teaching Pathfinder students more successfully. Polly has been invited to present on what the program is, then hear feedback from teachers.

There will be time set aside for the literacy team to present, then the remainder of the time will be set aside for TIGs.

Asher clarified that TIGs will meet for the first time on November 25, then again on December 7th.

2. IA Time: There are inconsistencies in teacher availability during IA

We have IA time Tuesday and Thursday before school from 8:00 to 8:30, and Wednesday after school from 3:00 – 3:30.

It was noted that we should discuss this in a staff meeting, as many teachers are unaware that the Tuesday /Thursday time is set aside for IA. Asher said that often ½ hour is simply not enough time, and suggested rethinking the schedule to create longer periods of IA. He also noted that in the past teachers have been able to set other IA times if they work better. Peter W said that he sees instructional access as part of the school day, a time when you can schedule an appointment with a student since school isn't out yet. The Tuesday/Thursday IA time is not during the student's regular school day.

Tia noted that a time that is set and regulated is very helpful to parents and students. Andy said that from the user perspective, there is not a set time that all teachers are clear about, which makes it hard for teachers to universally adhere to. Bobbie said that full time teachers need to be available at the very least be in their classrooms from 3:00 to 3:30, and should be here from 8:00 to 8:30 on Tuesdays and Thursdays.

Kyle said that as an itinerate IHS teacher, he did not know that he needed to be here on Tuesday / Thursday mornings. Kyle said that because of the diminished prep time with the 3x5, it may be more difficult for teachers to clear that time. Brian spoke about how helpful that specific time is for students who need help.

Tana said that from a parent's perspective the set, specific IA time is very helpful. Andy is hopeful that Site Council will support a clear directive that teachers need to be available for the IA time that we have set. Lynette said that students have fewer free periods, they need specific times they can see their teachers.

Anna asked about expectations for part-time teachers. Kyle asked about expectations for IHS teachers who are only here part time. The expectation is that if you are on campus directly before or after IA you should be there to help students during IA. If an HIS teacher is scheduled to be on SEHS's campus on Tuesday or Thursday mornings or Wednesday afternoons, they are expected to make themselves available at those times respectively. Teachers who have a less than part time contract should not normally be expected to make those times available to students if it causes them to work well beyond their contracted hours. That said, less than part time teachers are also responsible for making sure they are available to work with students/parents outside of class to the extent necessary.

Asher said that with a new term starting out, it's a good time to make a fresh start. Peter W noted that clarity and communication are key.

Brain made the point that 504 and IEP meetings often have to be scheduled during IA time. Bobbie noted that teachers could put notes on their doors if they are going to be gone.

We all agreed to support the IA time as it is.

3. SIP Retreat/Planning for new school goals

Bobbie said that to move ahead with the new school improvement plan we will need to do some sort of a work retreat. Asher and I spoke about previous site team retreats, and we discussed doing one at some point.

4. **III. ONGOING WORK**

1. SIP WORK with Heather Stein from Essential Skills/Data Team

Heather brought us some data to discuss, looking at absenteeism. Please see attached. We asked a number of questions related to student absences in our quest to move forward with our SIP goals. Tia spoke about our APEX program, which is quite successful here.

Bobbie said that we will address all of this in our work groups next meeting.