

Fairglen Elementary
School Advisory Committee (SAC) Minutes
September 4, 2014

Present

1. Kim Matthews – Teacher
2. Stephanie Brandenburg- Teacher
3. Candace Cowan- Parent Member
4. Jaclyn Crotwell - Teacher
5. Heather Armstrong – Parent Visitor
6. Mary Dowty – Parent Member
7. Kelly Sharpless – Teacher Visitor
8. Stephanie Lowe – Parent Member
9. Nick Bailey – Parent Member
10. Lynn Francisco – Principal
11. Michelle Cranford – SAC Chairperson/Teacher

Absent

1. Marshall D. Malcolm – Community Member
2. Sue Bradin – Community Member
3. Heidi Traver – Parent Member
4. Robin Southern- Parent Member
5. Amber Ziegler – Parent Member

This meeting was called to order at 4:07pm. Introductions were made. Minutes for May 8th, 2014 meeting were read. Mrs. Francisco moved that the minutes be approved, and Mrs. Cowan seconded the motion.

Old Business:

- Mrs. Francisco informed us that Dr. Malcolm was out of town but will be at the next meeting in October.
- Michelle Cranford informed the committee of Meredith Ciccone’s resignation from SAC.
- Mrs. Francisco informed the committee that Sue Bradin has retired from SAC Chairperson/Teacher and her position needs to be filled. She explained to the committee the title and what it involves. Mrs. Michelle Cranford volunteered to fill the position. Mrs. Francisco motioned to vote for Mrs. Michelle Cranford to take over as SAC Chairperson, and Mrs. Dowty seconded the motion. It was unanimous vote.

Review of September and October Calendars:

- Next Thursday, Sept. 11 is Family Fun Night, Open House, and Science Fair meeting.
- Book Fair runs from Sept. 22-26 in the media center.
- Fall individual pictures are on Sept. 30.
- Walk to School Day will be taking place on Oct. 8th.
- Early Release days will be on Oct. 15 and 29.
- FunTown fundraiser will be Friday, October 24th.

Principal’s Update:

Mrs. Francisco reviewed the School Improvement Plan data reflecting the data analysis over the last three years to the committee. Fairglen has now dropped to a C school from a B last year. Our lowest drop 2013-2014 has been in writing and math proficiency. Science proficiency has shown a slight gain.

Members were furnished with a copy of the draft of this year’s School Improvement Plan. The school-based objective that drives everything we are doing this year incorporates summarizing strategies consistently across all content areas daily, while continuing to increase the use of higher order questions. Teachers will also use student data notebooks to ensure progress monitoring. Mrs. Francisco

asked for questions and input. The final SIP will be reviewed at our next meeting in October before submitting it to the district.

New Business:

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Mrs. Sharpless distributed copies of Fairglen's Parental Involvement Plan for the 2014-2015 school year. The plan was read and discussed. Mrs. Matthews pointed out that a date needed to be changed in the Involvement of Parent section. Mrs. Dowty asked if Spring Fling could be added to the Building Capacity section. Mrs. Brandenburg asked if the monthly school newsletter should be included in the Building Capacity. Mrs. Cranford mentioned that Remind 101 needs to be added to the Communication to Parents section. Mr. Bailey made a motion to accept the plan, and Mrs. Dowty seconded the motion. The plan was unanimously accepted.

Mrs. Sharpless distributed copies of Fairglen's Parent and School Compact for 2014-2015. The compact was read and discussed. She noted that the compact provides parents with dates for conferences, report cards and interim reports. It will be available to parents this month. Mrs. Brandenburg asked if the compact needed to be signed and pointed out that student data notebooks needed to be added to the student responsibility section. Mrs. Francisco informed the committee that the compact no longer needs to be signed by parents. Mrs. Sharpless commented that documentation needs to just show when it was sent home to the parents. Mrs. Dowty asked about the data notebooks for all grade levels. Mrs. Francisco explained that the data notebooks are a school wide initiative this year. Mrs. Armstrong inquired about Edline and Mrs. Francisco explained how every teacher should be posting on a weekly basis to Edline. Mrs. Matthews pointed out that Fairglen's Positive Behavior System (PBS) should be added under the School Responsibility section. Mrs. Dowty motioned that the plan be approved. Mrs. Brandenburg seconded the motion. The plan was unanimously approved.

Questions/Comments:

Mrs. Armstrong inquired about being on SAC committee for this school year. She received her nomination ballot after the due date and sent it in with her child to school. It never reached the office, so in return she was never put on the ballot for vote for membership. Mrs. Francisco and Mrs. Cranford will review the bylaws to see if there is a way hold another election to add Mrs. Armstrong as a member.

The next SAC meeting is scheduled for Thursday, October 2nd, 2014.

Mrs. Dowty motioned that the meeting be adjourned, and Mrs. Brandenburg seconded the motion. The meeting was adjourned at 5:12pm.