

**Biggs Unified School District**  
**District Advisory Committee**  
**May 16, 2011 8:30 am-12:00 pm**  
**Meeting Notes**

**Superintendent's Update**

**Doug Kaelin**

-Biggs High School WASC accreditation process and report

Doug handed out WASC report sheet and discussed. Biggs High School has had a WASC accreditation visit this Spring. A self-study report was submitted to WASC prior to the visit. Doug stated that they were here to verify what was put into our self-study report and they did not find anything new. Doug commented that we should be getting the results back anytime. Doug stated that he felt positive about the visiting team that we had and felt it went really well.

Information on proposed K-8 configuration for BES in 2011-12

Information on proposed K-8 configuration for BES in 2011-12 was discussed which would mean Grades 6-8 would be entitled to Title I funding. By reconfiguring Kids.com will lose some funding. The school will have a new base API's. Pam Sheppard questioned about how this will affect Program Improvement status for BES and it appears that with the K-8 configuration, BES may move into Program Improvement Year 1 status.

-Information on updated Athletic Handbook

Doug stated that there have been several requests for the Athletic handbook to be update. He discussed taking the old handbook and a handbook from another school to Mike Pena to update with his assistance. The new handbook will be used in 2011-12.

-Whooping Cough Vaccine

Starting this coming school year all middle grade students must have a whooping cough vaccine before starting school. Judy in H/R has letters to send to all parents. Stacy stated that we should do an "All Call" to parents. Pam Sheppard mentioned on to get the information out also at Back to School night.

**Review results of K-8 parent survey Spring 2011**

**L. Dearden**

Laura handed out "School Report Card Summary" parent survey results for BES, BMS, RES and discussed the findings. There was a higher return rate on surveys this year than in the prior year. Terry Lattemore asked questions about how percentage figures were calculated and if the survey questions were the same as the prior year. If so he said we should compare results to look for areas of improvement or decline. Melissa Atteberry said we need better communication with parents about survey results and get someone to report all the improvement changes happening at the schools based on the results to give the survey value with parents. Pam Sheppard suggested we use the phone tree more often to get information out. Pam suggested that one of the changes made last year from the survey results was the salad bar and suggested that it be expanded to the elementary level. Stacy Doughman said that it is being watched this year to see if it is feasible to be brought down. Vera went over surveys that were in Spanish and overall the results and comments were positive good with only two negative comments. Vera suggested a few ways to follow up on surveys. Terry Lattemore stated that there should be consistency between the surveys. Melissa Atteberry desires that we pay attention to the results, communicate with parents and take action on areas for needed improvements.

**Discussion about parent involvement**

**S. Doughman/D. Kaelin**

-Parent Involvement activities in 2010-11 were shared by the principal at each site.  
-Evaluation of implementation of District Parent Involvement Policy was discussed and suggestions made for activities in 2011-12,

Doug commented that the High School parents were involved in the WASC self-study and review visit. Parents are greatly involved in senior trip and student activities, etc. He stated he looks forward in 2011-12 to bringing parents onto our campus more. He mentioned a "Bring your Parent to School Day". He strongly feels that we need to make sure that the parents are involved. Terry Lattemore will share information on a "School Scoop" website. He said to send him your email and he will share the site. Terry discussed that it may be a communication tool for the school.

## **Review the District Assistance Survey (DAS) Results**

**L. Dearden**

Laura Dearden shared about the completion of the DAS survey in the Fall and next steps. Terry Lattermore asked questions on how the survey worked. Laura explained that the survey gives the district information about district operations based on the Nine Essential Elements for effective districts and school. With the results, we now have information to update the LEA plan. Melissa Atteberry says we need to know what is being done with the current plan and not to just do another plan. We are not currently making sure the district and site plans are implemented. Laura explained how the LEA plan strategies are implemented largely at school sites in the SPSA. Carleen Charley and Melissa Atteberry made suggestions on how to implement and evaluate the plans. Terry Lattermore stated he feels there needs to be more measurable goals and results. Stacy Doughman suggested looking at our LEA Plan and checking off what we have done. Vera Withrow stated the survey for ELAC and DELAC was an evaluation piece. Terry Lattermore expressed concerns about evaluation the effectiveness of the DAC structure and the need to clarify the purpose of the group.

## **School Site Council reports and update on revision of SPSA**

**S. Doughman**

Stacy stated that she is sending 6 teachers to "Reading Mastery" and that one will be a trainer of trainers. She is also sending one teacher to DIBBLES assessment training to become a trainer of trainers. There is also an AB 472 training that one teacher is going to on curriculum implementation. Karen Nuchols asked Stacy for all SSC minutes for the 2010-11 school year. Stacy said she would email them to Karen.

## **Update on Professional Development plans 2011-12**

**S. Doughman/D.Kaelin**

A book, *Explicit Direct Instruction* was ordered for all district teachers. The teachers will be engaged in a book study of the instructional methodology and turning in forms as they read through the book.

## **Information on Title 1 Program at Biggs Elem. School**

**S. Doughman**

The main focus next year is on implementing *Reading Mastery* as an intervention program school wide. The program provides on-going assessment to monitor student progress. Stacy stated it would be helpful to have a .5 position to oversee data, scheduling, etc. Terry asked if it could be a volunteer. Stacy and Pam Sheppard said it could be.

## **Report from the DELAC**

**V. Bridges**

Using the Direct Instruction Program we probably won't see the improvement in CST results until 2<sup>nd</sup> grade for students in K-1. Vera discussed the DELAC annual evaluation being completed. Next year is our compliance review year and we want to make sure we are in compliance. Vera looked at the LEA "The Gold Two" program. There were concerns about after school days hours for tutoring program for elementary grades, as parents cannot help their children. Kids.com is supposed to focus on homework for one hour.

## **Configuration of District Advisory Committee 2011-2012**

**Doug Kaelin**

Laura discussed to revisiting the role and purpose of the DAC committee. The value of the DAC meeting was discussed and having a member, a teacher from each school site, a classified and parent represents all stakeholders. Discussion was held on how to evaluate what has been gone over by the DAC meetings. What are the end results of what is being implemented?

Doug Kaelin and Terry Lattermore discussed student achievement goals set and how we need to implement them. Doug commented, do our teachers know about our goals? Pam Sheppard said that the DAC needs feedback from the school site councils to report back to the DAC on what is happening with their goals. Doug and Laura discussed the LEA plan update focus area for 2009-2011. Doug stated school site principals are responsible for communicating about school goals. Pam Sheppard commented that the Board needs to see school site information. Pam also stated that collaboration time is needed and how is it going to be implemented?. When our SPSA plans are completed and are Board approved we can go from there. Laura mentioned to keep looking at our LEA Plan to make sure things are getting implemented. Doug suggested that we revisit the purpose and configuration of the DAC for 2011-12 with the Board setting district level goals in the future.

Membership and meeting dates to be decided at the beginning of the 2011-12 school year.