

**LUCILLE M. NIXON ELEMENTARY SCHOOL**  
**SITE COUNCIL MINUTES**  
**September 12, 2016**

1. Welcome
  - a) Meeting called to order at 8:20 am.
  - b) New members –Margo Sutherland, Megan Cox, Marie Legrand, Jen Silva
  - c) Brief introductions- ice breaker
  - d) Members present – Margo Sutherland, Mary Pat O’Connell, Jen Silva, Megan Cox, Courtney Smith, Marie Legrand, Lauren Hahn, Jessica Ferrell
  
2. Approve minutes from May 2, 2016, meeting. Mary Pat moves to approve the minutes, Lauren seconds. Minutes approved.
  
3. Site Council history and responsibilities
  - a. History and rationale- the purpose of the Council is to develop, recommend, and assist with the implementation of the school improvement plan.
  - b. Bylaws – Tells about the purpose, membership, election of members, meeting and quorum, officers, election of officers, amendments, and resignations and vacancies.
  - c. Responsibilities – Secretary – Courtney  
PTA rep- ???  
Chair person – Lauren
  - d. Binders
  
4. Palo Alto Unified School District (PAUSD) Strategic Plan and Goals for 2016-17
  - Our goals must be aligned with the PAUSD goals for the year (Equity & Access, Wellness & Safety, and High Quality Teaching & Learning). See handout from Mary Pat; which explains what the goals are, the outcomes for the goals, and the accountability.
  
5. Review of 2015-16 Nixon student achievement data
  - Mary Pat shared with us the results from the Smarter Balanced Assessment test that was given last spring.
  - She shared the results for the state of California, all of PAUSD, and Nixon.
  - We went over a few different ways to look at the results of the Nixon students. (gender, and change across time)
  - Is the gender difference still there throughout middle school and high school or is it just in elementary school?
  
6. Nixon 2015-16 SPSA goals and outcomes
  - Last year we had 4 goals for the year:
    - (writing) The percentage if Nixon K-5 students reaching the ending grade level benchmark for informational writing as measured by the Writing Progression, TC Units of Study will increase over the spring.
      - We are finding out that the TC End of Year benchmark are set for the year above. The writing assessment is a good one,

aligned with the Common Core. We are working on a better benchmark to reflect what we are teaching in the classroom.

- This goal will be changed or altered since the scores do not reflect the growth that the students have made.
- (math) Increase the percentage of 3<sup>rd</sup> through 5<sup>th</sup> grade students meeting or exceeding the standard for communicating reasoning as measured on the CAASPP assessment in mathematics as compared to spring 2015 students at the same grade level.
  - We will see if this goal has been met in the near future.
- Expand the number of Nixon teachers using Responsive Classroom strategies to support caring classroom communities in which students increase their skills in expressing their emotions appropriating diverse perspectives, communicating effectively, and working collaboratively. These targets skills are taught and reported on in the SEL section of the elementary progress reports.
  - Teachers at Nixon have been using different responsive classroom material and strategies in their classrooms. Mary Pat handed out a summary of Nixon grade level use of Responsive Classroom for the 2015-2016 school year.
  - 3 teachers from Nixon have been sent to receive training with Responsive classroom. The district also trained 100 teachers last summer with how to use responsive classroom in the classroom. Also looking at a week long training.
  - Mary Pat shared some of the books that we are using in our classrooms.
- 75% of all faculty meeting time managed by the principal, Nixon Leadership team and PAUSD will be allocated to grade level collaboration as practiced in PLCs. This includes 66 hours of faculty meetings, PDC and professional development days.
  - This target goal was met and beyond (84%).

7. Proposed SPSA for 2016-17

- Our goals this year will reflect the PAUSD goals for the year. (Equity & Access, Wellness & Safety, and High Quality Teaching & Learning).
- Look at the minority achievement recommendation, especially in math.
- Teachers will propose target goals this year.
- After teachers and district decide on what we would like our goals for this year to be, Mary Pat will bring them back to the site council to look over and approve.
- We will have to develop 3-5 goals for the school year.

8. Volunteers – See above, under the responsibilities.

- a) Secretary- takes minutes at the meetings and sends the approved minutes to the web master Josh Salcman at [nixonwebupdates@gmail.com](mailto:nixonwebupdates@gmail.com)
- b) PTA liaison - shares information with/from the PTA

- c) Snack schedule - everyone participates, Lauren passed around the schedule for all of us to sign up for a snack date.

9. Comments, questions, suggestions

Meeting adjourned at 11:20