



# School Advisory Council

Ellis Elementary School

November 19, 2024, 5:30 pm, Library

## Agenda:

- Welcome
- SAC Membership
- SAC Meeting Dates
- Bylaws Draft & Input
- Continuous Improvement Plan BOY Update
- Budget Update – Flex Budgeting Input
- IB PYP Policies Review
- SACI Update
- Open Chair

## **Participants**

Mary O'Gray, Paige Schupp, Sadaf Mustafa, Natalia Guardado, Tanya Woods, Andy Jacks, and Emily Taylor

## **Minutes**

### ***Welcome***

Members introduced themselves and Dr. Jacks discussed a brief overview of the last SAC meeting. Our goal is to have a core group of committed members that come each time.

### ***SAC Membership***

Dr. Jacks would like to have two more staff members to join the council. Meeting reminders will be sent to SAC members to remind them of SAC meetings.

Members and officers will be listed on the website and will vote to make decisions.

Anyone from the community is welcome to attend, but only members may vote. The open

chair at the end of the meeting will be open to anyone to bring up topics for discussion. It is best if members come from many parts of the community. Nine members were in attendance during the September meeting compared to seven at the November meeting.

### ***SAC Meeting Dates***

One meeting per month is scheduled and posted on the school's website. December 17 will be the next meeting. Six are required. Some may need to be cancelled due to the weather. Dr. Jacks and Mrs. O'Grady will meet the week of December 8 to develop the agenda for the December 17 meeting.

### ***Bylaws Draft & Input***

A draft of SAC bylaws was discussed. A mission statement was added to the bylaws and a section about procedures changing the bylaws.

Mission Statement: "The mission of the Ellis Elementary School Advisory Council (SAC) is to unite diverse voices—students, parents, educators, and community members—as explorers working together toward one goal: to continuously improve our school. Through collaboration, feedback, and innovative solutions, we strive to enhance school policies, budgets, and the overall educational experience, fostering a thriving community where every explorer contributes to our shared mission of student success."

"PAC" was changed to "SAC", signifying a change from Principal's Advisory Council to School Advisory Council. Another addition was adding information about a quorum. A quorum is more than half of the members and must be present for voting. Updated bylaws will be shared and voted on at the next meeting.

### ***Continuous Improvement Plan BOY Update***

- In all academic areas, we are on the lower side (less students passing exams). The state is driving us to improve reading instruction right now. The state and county have us implementing a new reading curriculum. As a school our reading levels are low. For example, in one grade level there are 20% of students reading on grade level. Phonics is taught daily in K-2 classrooms. Reading instruction is structured and scripted.
- Our English Learners receive ESOL services. We have many English Learners. Student iPads have a translation ap. Lexia English is a program that helps students practice speaking. We hope it will all have a huge impact.
- The Continuous Improvement Plan (CIP) includes this advisory council. We are making progress as a school.

- Dr. Woods shared about our attendance program that includes students earning prizes like plushies and is monitored by our librarian. We will call parents and encourage them to send kids to school and give them calendars. Our chronic absenteeism is at 19% this year. Last year we brought it down to 9%. Chronic absenteeism is defined as 10% of the school year missed. The number of days this varies based on how many days school has been in session. Developing a system will help the attendance program run smoothly.
- Mrs. O'Gray said her children are excited about the plushies. Kids can collect all the plushies.
- Ms. Schuppin suggested a mascot could be utilized in many ways, including for the attendance program. The astronaut could distribute attendance prizes.
- The astronaut could go to community events. Many different people could be the mascot. (Including Honor students from Unity Reed High School). The mascot could welcome kids to school. It's fun to have older students be the mascot and then be revealed on the announcements. Making school awesome for kids so they want to be here helps with attendance.
- Another idea shared is for students to guess about "The Masked Reader" with people in inflatable costumes and then students guess who is in the costume.
- CIP data is being monitored, and we have a lot of areas to improve including pass rates for unit assessments. We need to be positive and motivate our kids and develop a culture of being more self-aware. This goes with the IB PYP.
- Kindergarten will start using independent data folders to help guide instruction.

### ***Budget Update – Flex Budgeting Input***

- 95% of our budget goes to staffing. Some positions are fixed (principals) some are dependent on students (number of 3<sup>rd</sup> grade students=third grade teachers).
- Flex allocation is the breakdown of every student and program. If we want to find more money in one area we need to reduce it in another area.
- We can request money from the Title One office for field trips.
- Parents discussed how they would like money spent to ensure students have access to programs like Lexia and IXL.
- We have Zearn, Sora (instead of Epic) which can be accessed through Clever.
- Students can take home devices, and they will begin to if they are not currently doing so.
- Mrs. Mustafa suggested that we continue to support supplies for students, seasonal tissues, wipes, or other items to help prevent illness.

- Student furniture is a possibility also. Triangle desks could be replaced. Office furniture could be replaced for consistency. A consistent baseline for our offices (blinds) increases how the building looks and feels.
- A line item for painting could be added.
- Aesthetic needs-all classroom signs will be updated outside classrooms. With inserts. Small upgrades-we are getting them.
- School spirit t-shirts may be purchased for all students.

### ***IB PYP Policies Review-***

IB PYP policies have been drafted for Ellis Elementary and the other IB schools within our division. We will look over five different policies drafts at our December meeting and members will be given an opportunity to provide feedback.

### ***SACI Update***

Kenneth Nixon is the SACI representative from Ellis. He was not in attendance.

### ***Open Chair***

- Parents have expected to receive more graded schoolwork than they have. In general. With new teachers there is a lot of clarifying of expectations that is still happening. Online tests are not allowed to be sent home to parents, but reports are available that should be sent home to communicate with parents regarding student learning.
- Ms. Schuppin mentioned how third grade sends S'more newsletters home as well as notes about how students did on unit tests.
- Parents communicated that they are fine with no homework, but want more communication from teachers about what does their child needs to work on? Parents want to be able to help and support students.
- Dr. Jacks bought take-home folders for every child. Those should be ready to be used in the near future. The school may decide on when to send papers home weekly.
- Parents in attendance look for papers on Friday.