



## 10/7/2021 SAC Meeting Minutes

Date: 10/7/2021

Time: 3:30pm

Location: CEC Windsor – Conference Room

Participants: Staff: Ms. Melissa Faye  
Parents: Ms. Stephanie Lewis, Ms. Jill Tyrrell

Presenters: Ms. Kelly Smith

### **MINUTES:**

Ms. Lewis called the meeting to order at 3:34pm and began with introductions of those in attendance.

### **School Performance Framework/Unified improvement Plan**

- A UIP can be written every year, but it is required to be written every other year. In mandatory tests, our school outperformed other schools in the districts and the state. Ms. Smith will write an UIP based on test data and drill more into separate categories. Although we have a good average, some students are not growing as much as others. Based on this information, specific plans will be implemented in the UIP. Ms. Smith also did an equity audit. Growth is good across the board, however, does not include all students. Ms Smith raised the question of how to address this when we are not getting enough data from students to know if they're growing consistently. Achieve 3000 has been implemented in classes—data driven, research based—students given assignments based on their achievements and growth can be measured every month. We hope this will help identify needs more efficiently and in a timelier way.
- Effective Educator Process was not aligned; scattered. What is best “first teaching”? Ms. Smith “backwards-designed” the process so that teachers can have access to more professional development.
- Family and Community engagement needs improvement. Examples of efforts include spirit wear that the students are creating and the upcoming book fair. We need SAC involvement to improve family and community engagement.

### **SAC Possible Responsibilities**

- SAC Committee is in charge of Parent/Teacher Conferences. This year Ms. Amanda Atkins is organizing the refreshments for conferences.



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- SAC Committee fundraises to support teachers.
- SAC policy is being re-written and will be approved at the next board meeting.
- Ms. Lewis reached out to State SAC and is gathering more information.
- Suggestion made that we offer virtual option for SAC meetings; Ms. Smith will put the link for the SAC meeting in the newsletter and also in a separate email reminder that will go out two weeks in advance.
- SAC will discuss additional responsibilities at next meeting.

### **Parent/Teacher Conference Expectations**

- Conferences this year will be held October 20<sup>th</sup> from 10:30 am. to 7:00 pm.
- Sign-up links will go out in the next newsletter.
- Parents don't have to see every teacher, just those that they feel they need to talk to for their student.
- Teachers will discuss with parents:
  - Is the Achieve 3000 working?
  - Initial NWEA this year compared to last year
  - CMAS data
  - In class data; how are they doing in class?
  - What can parents do to support their kids and their learning?
- Ms. Atkins is working on volunteers for refreshments for teachers. Nothing can be homemade; everything to be store-bought. A sign-up genius link will go out in the next newsletter.

### **Holiday Wish Lists**

- Ms. Lewis shared an idea of having each staff member come up with a wish list of things they need/want for holiday gifts.
- Stephanie will talk to staff about getting their lists by November 18<sup>th</sup> and will also put information for parents in the newsletter.

Meeting adjourned by Stephanie at 4:06 pm.



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**Next Meeting:** November meeting cancelled; Next meeting January 27, 2022  
**Location:** TBD