

# Hamilton Elementary School



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District Governing Board  
Tomas Loera, President  
Tim Anderson, Clerk  
Wendell Lower  
Gabriel Leal  
Judy Twede

District Superintendent  
Charles Tracy

Principal  
Darcy Pollak

## Hamilton Elementary School School Site Council Meeting

Tuesday, November 12, 2013

4:00 pm

Hamilton Elementary School – Conference Room  
PO Box 277 Capay Avenue – Hamilton City, CA 95951

### MINUTES

#### ORDER OF BUSINESS

**Item 1 Call to Order**

*Call the meeting to order at 4:10*

**Item 2 Establish Quorum (3 HES Staff, 3 Parents/Community Members)**

*Do not have a quorum, continue with the meeting. No voting will take place.*

**Item 3 Verification of Posting of the Agenda- 72 Hours in advanced**

*Posted Friday November 8, 2013.*

**Friday at 2pm**

**Item 4 Public Comment**

*This is the time for members of the audience to present items not on the Agenda. Comments should be limited to a maximum of three minutes duration. The SSC is prohibited by State Law from taking action on any item presented if it is not listed on the Agenda.*

*No comments*

**Item 5 Approval of Minutes – October 15, 2013 - Attachment #1**

*No action.*

#### ADMINISTRATION

**Item 6 Principal's Report**

**1. October DAC meeting findings**

**Assessment matrix and calendar (attachment #2)**

*Anderson will send attachment. Pollak shares the DAC findings. Year 4 plan dictates what the elementary needs to show student growth. This includes the need to monitor school progress,*

*interim assessments and complete implementation of the PLC process, 10% growth on language star assessment. The district will provide time for staff to implement. The next DAC meeting will be Feb. 24 and a final meeting in May. Ideally teachers or a teacher representative will report out assessment results. Assessment matrix and calendar have been developed. The assessments to be administered this year include MC assessment, performance task, SEI assessment, STAR AR, and AimsWeb.*

**2. Title 1 Training Opportunities**

*Date for Feb training, no sign ups accepted yet, parents may go. It will be an overnight in Burlingame*

**3. Halloween Carnival News**

*Great food, the elementary made \$1600 with many community donations. Food sold out. Last year made \$2400. May Festival generally makes more money. Suggest change the date to Friday before Halloween. The date is set for Thursday May 8 for May Festival. Dollars go to student incentives. Prices for food need to be clear.*

**4. Parent Conferences recap**

*Student lead conferences were a success, only positive feedback. Drop in were allowed. Parents are worried about translation. SSC wants to get more parent feedback on the process. Students in danger of failing were required to meet with the teacher. Modify next year.*

**5. Paraprofessionals update introduce Suzanne Titchenal**

*Titchenal was hired last week. She is working with the new comers. Her time is split between the 4<sup>th</sup> and 5<sup>th</sup> grade. Yard duty is not included in this position as was stated in an earlier meeting. Volunteers must be trained must be trained for yard duty.*

**6. Intensive intervention**

*AimsWeb results used to divide students into groups based on needs, there are 4 groups, reading and math for the 2-3 pod and the 4-5 pod.*

**7. AERIES Analytics**

*Data management system to identify students in trouble or below grade level and scan tests with scores going to the grade book. The core teachers to be trained first are: Sawyer, Esquivel, Llamas along with Reyes and Pollak.*

**8. Parents interested in attending the PLC conference**

*Vargas will let the District know if she is going. Sanchez will be attending.*

**Item 7 Teacher on Special Assignment Report**

**1. Begin monthly parent lunch meetings. The first one to be scheduled for Friday Dec. 7, 2013.**

*Child care will be provided, but Anderson will arrange. The date should be December 6. Sanchez will help with PTO involvement.*

**BUSINESS REPORT**

**Item 8 2013-14 Title 1 Budget, no changes - Attachment #3**

*Pollak reports no changes, just informational.*

**Item 9 Newly certified 2012-2013 EIA School Allocations sheet - Attachment #4**

*Up-dated informational sheet, but for the elementary school approval is needed but there are no changes from the original document. No action taken.*

**OLD BUSINESS**

**Creative Ideas workbooks will not be purchased as planned. Titchenal will be providing new comer language instruction.**

*Not to be purchased, the elementary school has some of these materials from previous years. Titchenal will do a pull out program for the new comers. Cox said there is still some need for some materials to engage new comers at other times of the instructional day. Jones uses a computer program for his students that need intense language instruction. Martinez suggests a needs assessment. Pollak says a modified PO needs approval. Parents would like to place a partial order for the first three levels of books. No action taken.*

**IXL and ELA supplemental support online programs ordered.**

*Ordered, teachers now have access.*

## **NEW BUSINESS**

**Item 10 Part 1 Parent Compact revisions – Attachment #5**

*Moved to next agenda.*

**Item 11 Approve Sketchpad– Attachment #6**

*This has been approved through common core funding.*

**Item 12 Approve Rosetta Stone – Attachment #7**

*Pollak would like to order to start January with 10 seats. Action moved to next agenda. Cost is approximately \$1600. This program can be used afterschool with personnel to be paid from 3:15 to 4:15 by Migrant Education funding. All languages are available, seats are transferable.*

## **ADVANCED PLANNING**

**Single Plan for Student Achievement (March-May)**

*Must be to the superintendent by March. SSC look at it then make notes, change, modify data. Board approved by June.*

**Part 1 ELA (December)**

*The next SSC meeting in December will include discussions of revisions to the Single Plan for Student Achievement. Look at current data then rewrite the plan. This document must be up-dated and may tie to funding next year with the local control model.*

**School Board Representation; assign members to represent the SSC at each monthly board meeting.**

*Monday Nov. 18 is the next board meeting; Jan 21 is the next meeting.*

*Cox announced a School Site Council training through CTA in Chico: 4:30 to 6:30 at the CTA office on Nov. 18. Pollak reminded members that this is not District sanctioned nor mandatory event. Title 1 training will be available in Burlingame in February.*

## **ADJOURNMENT**

*Next meeting Dec. 4 @ 5:30*

*Adjourn at 5:30*

**Respectfully Submitted,  
Leslie Anderson**