

Woodstock Site Council Minutes  
May 10, 2010

Members Present: Emily Lee, Shen Yin, Stephanie Allisany and Mary Patterson

1. Minutes from the April Site Council meeting will be submitted and approved via email.
2. Draft of School Improvement Plan for 2010-11:
  - a. At our last meeting Site Council members reviewed current student achievement data and determined that our students continue to struggle with appropriate use of writing conventions. The district is requiring that each school include goals directed at the improvement of writing scores, on their School Improvement Plans, (SIP) for 2010-11. Members reviewed our School Improvement Plan for 2009-10 and made minor changes for next year. These include the following:
    - Grade level teams will collaborate on the development and “consistent” use of rubrics. (Please see first set of goals related to improving students’ use of writing conventions.)
    - Mary will confer with teachers regarding plans to teach spelling and improve sentence fluency and bring suggested changes back to Site Council for discussion at our next meeting.
    - Teachers are interested in meeting together to read and discuss specific professional reference books related to teaching the use of conventions. This addition will be written and discussed at our next meeting. ]
  - b. We also reviewed our Parent and Family Involvement Plan. The following decisions were made:
    - The plan for 2010-11 will be presented to designated representative groups of parents by September 30, 2010.

These representative groups will be:

Shu Ren Board and Members present at a General Meeting  
PTA Board and Members present at a General Meeting  
Site Council Members  
TAG Parents  
ESL Parents  
Special Education Parents

Designated meetings are held annually with our TAG and ESL parent groups. The plan will be reviewed with these groups at their respective meetings. Translated copies will be made available for our ESL parents. Both meetings will be held during the month of September 2010.

Additional presentations will be held at the first general meetings for our PTA and for Shu Ren. Special Education parents will be invited to attend the first PTA meeting and will be offered an opportunity to meet as a group at that time.

- We will continue to provide all of the activities outlined in our plan for this year. An additional activity is to offer classes provided by our Mandarin teachers, regarding tips on how parents can help their children learn to write in Mandarin. Information provided through these classes will also be communicated via:  
A Mandarin “Tip of the Month” section in the school newsletter,  
Postings on the school website and  
Presentations at monthly Principal’s Coffee meetings.
- Stephanie agreed to compile a short list of potential topics for these classes, which she will bring to our next meeting. Potential ideas included information on: standard rules of stroke order, counting words and measure words.
- Mary will check with Jenny Morgan regarding a parenting class on student study and organizational skills and bring information to our next meeting.
- We agreed that one of our members will be responsible to gather information from our TAG coordinator, Mandarin Curriculum Specialist, and Jenny Morgan re: completion of all designated tasks monthly. Data regarding volunteer activity will also be gathered from the kiosk in the front office.
- Copies of notices in our school newsletters regarding the writing focus for each month will in both English and Mandarin will also be tracked.

Drafts of our proposed SIP and Parent and Family Engagement Plans for 2010-11 are due June 30<sup>th</sup>. The finalized plan is due September 30, 2010.

3. Nominations will be accepted for a parent representative to complete the second year of Eric Polgar’s term until May 14<sup>th</sup>. Ballots will be prepared during the week of May 17-21. Voting will take place May 24-28.

4. Mary has suggested a change to the Site Council meeting dates for 2010-11. The meetings would move to one Monday morning each month from 8:00-9:45 a.m. This will be discussed at our next meeting in June.

5. The agenda for our June Site Council Meeting to be held 6/14/2010 will be forwarded via email.

Minutes respectfully submitted by:  
Mary Patterson