



School Site Council  
MINUTES  
October 21, 2024  
3:30PM-4:30PM  
Robert H. Down Elementary Ottertorium

- I. Call to Order- Meeting was called to order at 3:30pm by Jessica Thompson
- II. Introductions-3:30pm-3:33pm: Name, Role, Fall break highlight- members present:  
Emily Tsai Brownfield , Lauren Davis, Erica Chavez , Susannah Ashton, Darla Vining, Katie Wrolstad, Lauren Banaszek, Jessica Thompson
- III. Public Comment-none
- IV. Review and Approve [Minutes](#) from last meeting (September 16, 2024)-3:33pm- Erica Chavez made a motion to approve, Susannah Ashton seconded the motion. Unanimous approval. Minutes filed as presented.
- V. Old Business
  - A. Safety Update- 3:34pm- 3:37pm
    1. Great ShakeOut Drill (Drop, Cover and Hold On) was Oct. 11
    2. Emily was off campus prior to drill at a training reviewing Big Five Safety Protocol, Lauren Davis was TIC (Teacher In Charge) during that time
    3. Schedule safety committee meeting in Nov., Susannah Ashton volunteered to join committee
    4. Secure Campus Drill Nov. 13, gates locked, continue instruction
- VI. New Business 3:37pm-3:53pm
  - A. [State Testing Results from 2023-2024](#)
    1. CAASPP results from last spring, 73.4% of students at Robert Down met or exceeded standards in ELA and 63% met or exceeded for mathematics
    2. CAASPP website allows you to compare data and see greater breakdown of scores
    3. Worked with the county to compare trends nationally. Females scored higher in ELA and males higher in math. Also broken down by race, disability and/or socioeconomic status over a three year trend. Most sub groups show decline in meeting standards in math over three years with the exception of the economically disadvantaged group
    4. Science CAASPP is only given to fifth grade students. No three year trends for science to compare. ELPAC results showed 25% proficiency

but only 13 students took in the spring of 2024. Erica Chavez asked if these scores indicate an increased need for ELA teachers. Emily said yes

B. Intervention for older students

1. TK and kindergarten teachers are providing afternoon intervention support. Susannah Ashton asked for clarification on what intervention is and if parents could offer support in this area. Emily Tsai Brownfield will follow up
2. Half hour targeted small groups are being provided for 3rd-5th grade students who need additional support. These groups cover reading and math.
3. Dibels program used to support ELA intervention, MAP testing is used for math, NWEA & ELA, SIPPS or Ortengillingham also utilized by district intervention teacher, Heather Zungeze
4. TK and kindergarten teachers met today to discuss training in the SIPPS for lower grades-1st and 2nd.
5. 2 kindergarten teachers will be providing intervention for a few identified students in their own classes.

VII. Committee Updates-3:53pm- 4:08pm

A. ELAC

1. Emily Tsai Brownfield is creating a needs assessment for EL families and for all families. Has a draft that was shared.

B. Technology

1. Emily Tsai Brownfield asked Jessica Thompson to share the Ed-tech triangle. Basic premise is to think about the tech we're using, when and why. Top level of the triangle is **transformative**, like coding, then moving down would be **supportive**, then **restrictive** and lastly **disruptive**. Tech should really be evaluated, step back and assess what tech we are using and why, be intentional with tech use. A couple of non profits have created guides that focus on what schools can do to assess tech use. Our district does not have any language on tech other than philosophy, access for students and families with little to no access (lack of wifi, computers and/or tablets). There is a lack of transparency in the district with how much tech is being used by students and teachers in the classroom. COVID helped create an environment for unlimited tech access to become the norm.

C. PTA

1. Darla Vining gave an update on the school board candidate forum and shared that it was very successful.
2. Trunk or treat on Friday from 5:30pm-7:30pm, dine out on Wednesday 10/23 at Pizza my Heart
3. Emily Tsai Brownfield gave updates on Butterfly Parade and bazaar and was thankful for last minute support. Asking district for support moving forward

- VIII. Propose Topics for next meeting 4:08pm-4:25pm
- A. Susannah Ashton proposed more parent involvement opportunities. Emily Tsai Brownfield proposed sending a survey to teachers and staff about needs
  - B. Parent input opportunities- “Culture of We” and cultivating more opportunities for parent involvement that go beyond classroom volunteering, i.e. cutting, coloring projects for teachers. Katie Wrolstad proposed a twice yearly family picnic day possibly on ½ day before a break-”lunch on the lawn”. Lauren Davis noted that since COVID, there are a lot of “hoops” parents and families have to jump through in order to be cleared to be on campus. There is an option where volunteers can come in one time without having to get district clearance. Erica Chavez wants to seek input from leadership. Emily Tsai Brownfield would like to loop in PTA as well. Emily Tsai Brownfield proposed a designated meeting time for parents with the principal, ex: “Promenade with Principal” and also for more opportunities for staff to come and hang out and feel like they belong
  - C. Differentiation including enrichment- funding available for enrichment. Emily Tsai Brownfield found several resources under the school including a kiln room! Robotics program that meets on Thursdays at the middle school is one current enrichment opportunity. Need for snacks and chaperones for students when walking up to robotics. Lauren Banaszek and Susannah Ashton volunteered to chaperone.
  - D. Request to bring ideas for enrichment and more parent volunteer opportunities for the next meeting. Susannah Ashton proposed that PTA members be invited to join the next SC meeting to assist in proposing more ideas
  - E. Consider using site funds to cover fingerprinting cost
- IX. Announcements-4:25pm-4:32pm
- A. Veteran’s day assembly November 8th, also conference week
  - B. Ruby Bridges walk to school day/toolbox assembly November 14
  - C. Susannah Ashton mentioned that principal updates can be tricky to read through due to the length. It would be great to have link on school website for weekly updates
  - D. December 9th @ 3:30pm is the next site council meeting
- X. Adjournment
- A. Katie Wrolstad made a motion to adjourn, Susannah Ashton seconded the motion. All said “I”, the meeting adjourned at 4:32pm.

Minutes taken by Lauren Banaszek