

|  | **ZACH ELEMENTARY SCHOOL**  **SAC Meeting – 9/13/2023**  **5:00-6:00pm On Google Meets** |
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* **Welcome**
  + Introductions: Attendees: Angel Herrick, Sarah Guenther, Vanessa Morton, Jenny Oster, Mary Horky, Stacey Towne, Jessica O’Brien, Heather Schuller and Jason Howard.
  + Norms: Zach Staff Agreements
    - Be present and intentional in the moment
    - Initiate courageous conversations, seek to understand, and work towards consensus
    - Give grace and kindness to maintain healthy relationships
    - Seek opportunities to have fun, inspire, and bring joy
    - Innovate solutions with a positive, growth mindset
  + DAB update-DAB rep? Currently looking for a parent volunteer to fill the position.
* **Strategic Leadership**
  + District Goals: Graduating with options, literacy, mental health and belonging.
  + Zach Data: Zach is very proud of the two awards we won last year: John Irwin Award for academic achievement and Governor’s Distinguished Improvement Award. Zach is the only elementary school to win both awards. Many students come in high achieving, but due to more School Choice, we are getting more students with a variety of needs.
  + Zach Goals/SUIP: Zach’s goals align with the district’s literacy and mental health goals. Zach adopted a new literacy program that is built off of the core knowledge curriculum. Our goal is to use data to meet the needs of each student. We also want every student to feel connected to an adult staff member and the school as part of our mental health and belonging goal.
* **Instructional Leadership**
  + Professional Development for 2023-24: Restorative Practices (utilizing practices that build community and connection for every student) use of restorative practices in meetings and classroom.
  + Science of Literacy-new curriculum (CKLA): This curriculum is rated high for early literacy.
  + PLCs (teaming) Professional Learning Communities-how we communicate data with staff.
* **School Culture & Equity Leadership**
  + Mental health and connections: Rachel Fierro, our school counselor, is teaching the importance of being kind and how we treat each other. She has facilitated small groups of students to help them connect to other students such as a new student group. Teachers are teaching how to work in teams in the classroom.
  + Staff Appreciation: PTO, Social Committee and Admin: PTO hosts several events for the staff throughout the year: lunches, coffee carts, and special treats. When Angel asks what makes Zach a great place to work, staff always mentions the PTO and how they make the teacher’s feel appreciated. The social committee also plans staff events and decorates the staff lounge for holidays. Admin also contributes to staff appreciation by bringing cookies the first Monday of the month and other snacks/ treats for staff.
  + Communications to Families: Robocalls, Newsletter, and Weekly Memo Communication will stay the same as last year: monthly newsletters, weekly family memos and robo calls will be used to communicate important information to families. Several parents noted the memos have been very helpful in keeping them informed on school matters.
  + Last year’s “What Happened to You” book study: This year we are doing peer observations. Staff will be able to go into other classrooms and see how the teacher teaches the curriculum.
* **Human Resources Leadership and Managerial Leadership**
  + Current Staffing: Zach is shrinking. The new subdivision going in is estimated to bring in 30-40 new students. We added a new kindergarten classroom this year due to the large school choice list.
  + Budget: PSD uses a site based budget. As the enrollment at Zach decreases, we lose programming. The district requires 4% in reserves. PTO helps pay for several programs students use. There was discussion about the free breakfast/lunch for students and if that comes out of Zach’s budget. Angel clarified that the free breakfast/lunch program does not come out of Zach’s budget.
  + AP Hire: Zach currently has David Linehan and Brian Carpenter, retired principles, filling the AP position Tuesday- Friday. We decided not to hire for this year due to it being too close to the start of the school year. Most of the applicants were in PSD which would create a less than favorable situation for the other school. We plan to hire in the spring for the position.
  + Crisis Management: practice drills (all drills), extra gate in fence, walkie talkies: During safety week, students practiced all the drills. We want the students not to be afraid and know what to do in each of the situations. An extra gate was installed in the fence to allow for the evacuation from the playground if needed. Staff is using walkie talkies to communicate with staff on the playground to assist with student needs. We held a first responder’s day during safety week. The students got the chance to see emergency vehicles, talk with first responders and see a police dog. The students really enjoyed seeing all the first responders.
  + Traffic Safety: A new traffic light will be installed this summer and a crosswalk signal at Cinquefoil and Kechter. Safety is our number one priority.
* **Community Engagement Leadership**
  + Back to School Bash: This event is rescheduled for September 29th. Carnival games and bounce houses will provide entertainment for the whole family. Wrist bands are on sale on school pay for $10.
  + T-Shirt Contest: Students are encouraged to submit a design for the t-shirt contest. Winning designs will be made on shirts for school wide purchase.
  + August/September Grade Level Socials: Grade levels are hosting socials on the Zach playground after school. Parents provided positive feedback on the socials. They mentioned liking to connect with other families.
  + Volunteer Opportunities: PTO has many volunteer opportunities. Upcoming events that need volunteers include the Back to School Bash and FUND Run.
  + Coffee and Conversations: Join Principal Angel Herrick the first Friday of the month for coffee and conversation. It’s a chance to discuss with the principal any school related questions, comments or suggestions.
  + School Safety Week: We held School Safety Week September 5th-8th. All safety drills were practiced and students did a great job completing the drills quickly and quietly.
* **Next Meeting** – 11/8/22
  + Topics: