

Sunflower Elementary School
Site Council Minutes
September 20, 2022 (Q1)
6 p.m., Sunflower Library

Membership for 2022-23

Jason Jones, Principal
Sara Reimer, Teacher (K-4)
Cheryl Holtgraver, Teacher (Grade 2)
Marlene Gabriel, Counselor (K-4)
Toniece Copeland, Parent (Primary Student)
Nancy Stears, Parent (Primary Students)
Dana Hermon, Parent (Intermediate Student) - Absent
Blaze Taylor, Parent (Primary & Intermediate Students)
Daniel Cain, Community Representative
Brandon Champagne, Community Representative
Sunflower PTO Representative (a representative from the executive board will participate)

Future Meetings

November 1, 2022 (Q2)
February 7, 2023 (Q3)
April 11, 2023 (Q4)

Mission Statement: TOGETHER, empowering each individual student to reach their unique potential.

Vision Statement: At Sunflower Elementary, we will collaborate with students, families, and colleagues to create an innovative, engaging, enjoyable learning environment where dreams are nurtured, exploration and discovery are encouraged, and individual academic achievements are realized. We will celebrate the accomplishments of each student as they leave our school as healthy, confident, academically prepared, and self-directed learners who are ready to meet the challenges of the future.

- Meeting Called to Order
- Orientation
 - Dr. Jones provided an explanation of the role of site council (advisory only; making recommendations, not decisions) and what to expect during the year.
- Election of Officers
 - Chairperson (Blaze Taylor was elected) Vice Chairperson (PTO representative – Tara DuPree was elected), & Secretary (Cheryl Holtgraver was elected).
- Minutes from last meeting of 2021-22 meeting (April 12, 2022)
 - Dr. Jones communicated the minutes from April were shared by email with last year's site council members prior to the end of the school year - so they should be correct. In addition, the minutes provide new members a glimpse into what site council did during quarter 4.
- Staffing & Student Count
 - Staffing update – Dr. Jones reviewed the handout explaining who was new to Sunflower and who moved positions (certified and classified staff)
 - Student headcount – Dr. Jones reviewed the handout and explained these numbers are used in association with the 9/20 student count that funding is based on in the state of Kansas. Our school will gain more preschool students throughout the year (because it is a reverse mainstream program meaning for every student with an IEP, we have a peer model). Currently, K-4 student count is 300 and adding our preschool student into the count it is 345 (PreK-4)
- Start of Year Feedback
 - The good, areas for improvement and considerations for the next school year (or this year)

- **Dr. Jones communicated our school's Family Digital Flipbook was shared at a state meeting today with education leaders. We also hosted a Party on the Playground in July which was received well by our community. Finally, Sunflower partnered with First Student to create a bus safety video for use during our safety week and as a teaching tool for bus referrals and for teachers to play prior to field trips.**
- **Student Attendance – Dr. Jones shared the following regarding student attendance:**
 - **Chronic Absenteeism – students who are missing 10% or more of the school year for any reason (excused and unexcused). In the past we focused solely on unexcused absences, but students who are absent for excused reasons can also be negatively impacted.**
 - **Attendance Goal – We want students to be in attendance for 95% of the school year (this works out to having no more than 8 total absences – assuming K-4 students were enrolled for the whole year and 7 total absences for preK students – assuming they were enrolled for the whole year).**
 - **Building Attendance Plan – Dr. Jones shared a draft plan teachers have worked on and wanted site council's feedback. Site council recommends avoiding attendance certificates, supports the Attendance Matters Surprise Days and supports some type of recognition for a family's effort in reaching the 95% attendance goal.**
 - **There is an education component written into the plan so the office and teachers will be sharing information with families about the importance of being in attendance and how missing a few days every month can lead to chronic absenteeism. Relationships at this level are important (with students and families). At this level, we want students to want to be at school and feel as if they belong. Teachers are looking at their practices for relationship building as well as instruction to ensure students are valued and having their academic, social and emotional needs met.**
 - **Teachers will meet with Dr. Jones once a month to review attendance reports and will make phone calls home to students who have missed 10% of the school year (with discretion because if a child has several absences due to illness or other special circumstances then no calls would be made). It's a fine line we are walking because while we are advocating to have children at school, there are legitimate reasons to keep a child out of school (illness being chief among them). We want to impact/influence families who are taking vacations during the year or extending holiday breaks (again, recognizing sometimes families have no other recourse except during the school year). Mr. Champagne mentioned there has been a shift in work status with many individuals working remotely and some adults may not have clearly defined work hours (just get the project done) so this may also impact the number of days a student misses if a parent/guardian has more available time.**
- **Student Climate Survey**
 - **HB 2567 – Nonacademic Tests, Questionnaires, Surveys & Exams**
 - **Language of Statute – Dr. Jones reviewed the state statute and explained the limitations schools have this year. Consequently, the student climate survey Sunflower has given the past few years would not be given this year (this was the decision of the Positive Behavior Intervention & Support – PBIS leadership team). The school needs to get signed consent from families in order for students to participate and we will be focusing our energy on the one the district needs us to get signatures for during fall conferences (Panorama – grades 3 and 4).**
 - **Requires families to opt-in – Nonacademic surveys in general require families be provided the questions in advance and must provide written consent for their child's participation.**
- **GRAND Luncheons (Update: Now called, GRAND Lunch & Learn)**
 - **Grandparent, Relative, Aunts, Neighbors, and Dedicated caregivers (GRAND)**
 - **Lunch and a classroom activity on same day as grade level's musical**
 - **Kdg. would not be associated with their end of year music program (would choose a different date)**
 - **Serving an alternative meal from the school lunch was questioned. Can all guests and students have the same. Dr. Jones was going to seek clarification. Update: if the same meal is served all guests need to go through the kitchen serving line because it isn't practical to set**

up a duplicate line in the gym (from a personnel and food storage perspective). In order for our school day to function as smoothly as possible, we can't let the GRAND lunch impact our master schedule/lunch schedule for any other grade beyond the grade being celebrated. Consequently, we will need to offer a different meal to GRAND guests than the one being served to students. However, the nutrition team will have a common dessert/treat for adults and students available in the gym.

- Kindergarten End of Year Celebration
 - Soliciting feedback on our practice – Sunflower's end of year practice is for students to sing 3 or 4 songs in the cafeteria (as a grade level) before dismissing to classrooms for room-based activities. All teachers prepared a slideshow to feature students. It was recommended by site council to make the classroom time feel more festive. Ideas included using room reps to get food donations & adding t-shirts back to the end of year celebration (if a funding source could be identified – maybe ask families to pay for it).
- Future Topics
- Adjourn

