**NEWTON NORTH SCHOOL COUNCIL MEETING - MINUTES**

3rd meeting 7PM December 3rd, 2012

Room 103

**1. Attendance of School Council Members**

Jen Price, NNHS Principal & Co-Chair

Jo Doherty, Parent Representative & Co-Chair

Ellen Gibson, Parent Representative

Margaret Albright, Parent Representative

Bev Spencer, Community Representative

Sally Brickell, PTSO

Lynne LeBlanc, PTSO

Chris Alberg, Teacher Representative

Sonya Jampel, Student Representative

Irene Golden, Student Representative

Jackie Gelb, Parent Representative

Apologises were received from Andrea Steenstrup who was unable to attend the meeting.

In addition, Anthony Oliver, Principal intern to Jen Price for the year, attending Harvard's School of Education, joined the SC for this meeting.

**2. Acceptance of minutes from last meeting - November 5th, 2012**

The motion was proposed and seconded and the minutes were passed by unanimous vote. These minutes will be posted on the School Council website.

**3. Opportunity for Public Comment**

No members of the public were present at the meeting.

**4. Review of actions outside the SC's area of interest for 2012/13**

**4.1 Status update of School Councils communications survey from last year**

Sally Brickell & Lynne LeBlanc identified that all data from the survey and access to the survey raw data from Survey Monkey has been made available to Anthony Oliver, intern to Principal Jen Price, who now has responsibility for this action.

**4.2 Document existing SC procedures & update SC visibility on NNHS & PTSO websites**

Jo Doherty reported that the School Council website is being constructed by a NNHS student from the Schools website construction class. She identified that she has a meeting with the teacher and student on December 5th for website update and general instruction. Once up and running she will send out notification to all SC members.

**5. Discussion/Brainstorm of the School Council’s project of interest 2012/13**

 Outstanding actions from last meeting - Beth Swederskas & Sarah Hoffman both commented on the article "Top 10 Effective School Counseling Activities" and reported via Jen Price that they felt NNHS could really do more to address the aspects listed in points 3, 4 and 5. These being, “providing academic and financial outreach programs for parents”, “offering college-focused interventions for low-income students” and “partnering with colleges and the community”. As a result they both felt the SC’s project should focus on these areas.

Jen Price stated that the object of the meeting discussions was to finalise a plan of action to address 4 specific aspects:

5.1 Agree feasibility of this project as a multi-year project with a phased approach to deliverables;

5.2 Outline the scope of this project to present to the SFA at the next meeting;

5.3 Agree specific actions for SC members to investigate all those resources deemed valuable &/or appropriate in order to provide written feedback before the next SC meeting;

5.4 To formulate a plan of deliverables for this project.

The School Council agreed to use the template for the Newton School district School Improvement Plan as a framework to develop an outline for the SC project. This template will facilitate SC to identify and develop the goals of the project, relevant background information, data sources, objectives & anticipated deliverables. Deliverables will be developed into those for this current SC year 2012/13 as well as those anticipated for 2013/14. It was agreed by SC that this plan, once developed, is to be presented to the SFA at the next SC meeting in January for their feedback.

Jen Price reported that the Newton Partnership approached her expressing a desire to partner with NNHS in some way with this project. Given their experience in running programs and of them having available resources, the possibility of running a pilot program with them seemed appropriate and a good fit. In addition, partnering with an outside organization that has both the resources and the experience of running similar programs provides better assurance that such a pilot, if successful, can be sustained long term.

There was some discussion at the meeting as to which group of students could form a feasible pilot program. It was suggested that junior ELL students and their families would be a good group. In general there are 2 sub groups of ELL students. Those that spend a short time as an ELL student, these students tend to have academic strength in their primary language and as they become stronger in English this becomes more evident. And then those students who tend to spend a longer time defined as an ELL student. Typically such students do not have academic strength in their primary language. Even with a small group of ELL student at NNHS (10) the pilot group will have both sub groups represented. There was still some concern as to whether the cohort was sufficient in size (10) & whether maybe some students in the Dover Legacy Scholars program be suitable candidates. The possibility of reaching out to Metco students was also mentioned. Although it was acknowledge that as the pilot group increases in size the difficulty of perhaps pairing families with supports might increase.

During the discussion concerning resources for possible further investigation, Anthony Oliver mentioned he has 3 classmates who are interning at the Codman Academy who can be contacted regarding a potential visit. Jen Price mentioned a colleague, Mandy Savitz-Romer, who has recently written a book on college access and success “Ready, Willing and Able: A developmental Approach to College Access & Success”.

Reference was also made about the desire to access family institutional knowledge within those NNHS students and alumni families. Raising questions as to how to glean such information about families with college & institutional contact & those that would be willing to share their college prep insights. It was remarked that the need for acquiring this type of data should be considered by the group addressing the student surveys.

MEFA was another potential partnering group mentioned although someone remarked that because of the demand by schools for MEFA’s services they now limit their workshops to only one per high school. It was remarked that the Newton Partnership also works closely with Eastern Bank who might be available as a resource when addressing the financial affordability of college.

**Actions**

In order to address the 4 specific aspects outlined by Jen Price the School Council identified the following tasks deemed necessary to advance the SC project along with which SC members are charged with their actions. SC members are requested to investigate their areas as promptly as possible and to circulate their report via email to the SC ahead of the next meeting on January 9th.

**1) Strategic Outline**

Margaret Albright and Jen Price to draft the SIP concentrating on points 3, 4 and 5 of the “Ten Effective School Counseling Activities” for review by SC members ahead of it’s presentation to the SFA at next SC meeting on January 9th 2013.

**2) Documentation**

Sonya Jampel, Irene Golden and Chris Alberg to liaise with Beth Swederskas & Claudia Wu to determine the progress and scope of the review and revision of all counseling documentation in order to develop a “Process for accessing post high school education” counseling documentation handbook. They were also asked to assess the feasibility of multiple means of storing and accessing such a handbook ie. online, paper.

**3) Data**

**(i) Student tracker software program**

Anthony Oliver reported that information for the last 5 graduating Newton North classes has now been sent to the national clearing house who are in the process of matching our alumni with those in current colleges. He is hoping to get a match prior to the next schedule upload in the spring. Such matching will allow NNHS to track alumni through their 4 year college experience.

Anthony Oliver and Bev Spencer to analyze data once it is received from the National Clearing House.

**(ii) Student survey**

Seniors are required to complete a survey in order to graduate. This survey could be a useful source of information and an opportunity to amend in order to access important information on NNHS’s graduating class such as whether the student is the first in their family to go to college. Ellen Gibson, Jo Doherty, Jackie Gelb & Sonya Jampel are to explore this survey, resultant data and the opportunities to glean data from other classes of students.

**4) Pilot Program**

Sally Brickel, Lynne LeBlanc, Ellen Gibson and Jackie Gelb to investigate the opportunity to partner with The Newton Partnership to run a pilot program specifically designed for ELL and Metco students, and their families.

**5) Resources**

To include but not limited to the Codman Academy, Posse Foundation, Bottom Line, MEFA and NNHS families with extensive knowledge of the college application process and the capability to become mentors. Margaret Albright, Lynne Leblanc and Jo Doherty are to assess such resources in terms of potential working partners, outreach resources for NNHS referrals and valid documentation suitable for use by NNHS.

**6. AOB and Date of Next meeting**

There was no further business.

The next meeting is Wednesday, January 9th, 2013 at 7am in the NNHS cafeteria, is a joint meeting with the SFA. After this meeting concludes the SC will re-convene for the remainder of our meeting time.