

MINORITY STUDENT ACHIVEMENT COMMITTEE
SEPTEMBER 26, 2007
MEETING MINUTES

The minority achievement committee held its first regular monthly meeting on Wednesday September 26, 2007 in the Library. Mr. Mark Richardson chaired the meeting. The following members were present:

Richardson, Mark, (Committee Chair/Parent)
Clelland, Sonja (Teacher)
Peterson, Celeste (Parent/newsletter editor)
Dillard, Zoe (Teacher)
Olmstead, Katie (Teacher)
Hawkins, Ephraim (Teacher)
Craig, Vanessa (Teacher)
Hagedorn, Jan (Teacher)
Bellemey, Cynthia (Parent)
McGlennen, Rory (Teacher)
Pike, Susie (Teacher)

The following agenda items were covered:

1. Introductions and Welcome:

Mr. Richardson welcomed the returning and new committee members. There are new school faculty members participating on the committee this year. The goal is to have at least one faculty member from each department with the school. We did not have many parents at this initial meeting. The meeting conflicted with senior night and that may have resulted in a lower than normal parent turnout. I'd like to remind our parents that this committee is about us and parental involvement. We definitely need parent participation and support to make this committee and partnership work for the benefit of our children.

Mr. Richardson met with Principal Thomas before the start of school to discuss what the committee might focus on this year. This information was shared with the committee. The primary goals for this year are to:

- A) Increase Hispanic/Latino parent participation in the committee and school. The committee will collaborate more closely with the Hispanic Parent Liaison, Hilda Ventura to formulate ways to increase Hispanic parent involvement at Westfield.
- B) Focus on metrics to determine areas of improvement and deficiencies in closing the minority achievement gap. The goal is to use the grade data to identify subject areas where there are successes in closing the achievement gap and apply concepts used in those subject areas to areas where the minority achievement gap persists.

- C) Work more closely with Carol Jasper and the BITS program to increase minority student participation in the program. Committee members will work closely with the faculty and school counselors to identify candidates for the BITS program and encourage parents to enroll these students into the program. We will also ask our committee members to actively participate by enrolling their children and volunteering to serve as tutors or in other capacities.

2. **First MAC Newsletter:**

The committee will continue its MAC newsletter and our first issue will be distributed at the Fall Parent Coffee (more to come on this later). The first newsletter will serve primarily as a welcome back to school to our parents and also will highlight Hispanic Heritage Month. We are requesting articles from anyone who may have something to offer regarding Hispanic Heritage in addition to our normal inputs. Below is the list of articles and respective submitters that are asked to submit articles. The deadline for submitting articles is **Friday October 5, 2007**. Please send your articles to Celeste Peterson, our newsletter editor at (Celeste_r_Peterson@raytheon.com and CPeter40@aol.com). Please send to both email addresses to ensure that Celeste receives your inputs. Also, please copy me so that I know that your article has been submitted.

Tim Thomas	Principal's Welcome
Mark Richardson	Chairman's Corner
Jennifer Campbell	PTSA President's Welcome
Zoe Dillard	Fall Theatre Performance
Carol Jasper	BITS Article
Student(s)	Student Articles

Final camera ready copy of the newsletter will be completed no later than 11 October 2007 and copies completed by 16 October 2007. We will distribute copies at the Fall Parent Coffee and also mail copies home to parents. In addition, a copy of the newsletter will be posted on our web site.

3. **Fall Parent Coffee:**

The Fall Parent Coffee will be held on Wednesday October 17, 2007 at 7:00 p.m. in the Lecture Hall. This parent coffee will serve as a welcome to our returning and new parents. Principal Thomas will share his vision with parents for closing the achievement gap in 2007-2008. We will also have information sharing on various school programs and clubs/organizations. The draft agenda is as follows:

- A) Welcome and Introductions
- B) Performance & words on Hispanic Heritage by Latino Dance Club
- C) BITS
- D) Performance by Theatre students
- E) Department's perspective on closing the achievement gap
- F) Principal's vision for 2007-2008
- G) Open discussion

Sonja Clelland and Susie Pike volunteered to handle snacks and set up. More volunteers are needed to assist Sonja and Susie as well as assist in cleanup after the coffee. We will use the automated telephone calling system to announce the parent coffee. Vanessa Craig will make up a flyer (using the above agenda) and make the flyers available for distribution at the school and also for posting on the web site and hallways. Volunteers are needed to make follow up calls to parents the weekend prior to the coffee. Please send Mark Richardson an email if you can help in making calls. In keeping with our goal for this year, we really want to reach out to our Hispanic/Latino parents to get them to the coffee. Tim Thomas will arrange to get the translation machine at the coffee and we also would like to have several parents and or faculty on hand to assist in translations for our non-English speaking parents.

Based upon feedback we received from parent coffees in the past, I am asking that school faculty and administrators disperse themselves among parents to foster more communications between parents and school staff. We also would like to have the chairs placed in circles as before. This really helps in improving communications. We will once again have door prizes. Carol Jasper is asked to bring the raffle tickets to the coffee.

4. **Status of Subcommittees:**

Two subcommittees were formed last year to assist in developing processes and implementing the developed processes. We did not accomplish much last year, but we want to continue these subcommittees and place more effort in working towards the goals of the overall committee. The subcommittee members as identified from last year are listed below. We would like to add more people to these subcommittees this year. Please contact me or any listed subcommittee member to volunteer. We may need to appoint new chairs to these committees if last year's chairs are not able to serve in that capacity. I ask that the subcommittee chairs contact their respective subcommittee members to set up a meeting to get the subcommittees moving out on their respective objectives.

- a) Increasing Parent Involvement (Outreach)
Susan Pike (Susan.Pike@fcps.edu)
Evelyn Spain (Evelynss@yahoo.com)
Roger Taylor (taylorrm@cox.net) Chair
Mark Richardson (maramr@cox.net)
Marnie Dawson (marnie.dawson@fcps.edu)

- b) Student Mentoring
Celeste Peterson (Celeste_r_Peterson@raytheon.com or
CPeter40@aol.com) Chair
Jennifer Campbell (JCampbell@aol.com)
Sheila Hobbs (SaH6811@aol.com)
Kim Greer (Kim.Greer@fcps.edu)

We are seeking students to serve on these subcommittees as well so if you have a student to recommend to any of these subcommittees, please send me an email.