

School Improvement Team August 14, 2013

Attendees:

Essentials—Beth Lanzy for Dawn Moretz
 Kindergarten--Jeanne McNamara
 1st grade—Karen Hinson-Mullis for Kim Goodman
 2nd grade--Cindy Ginger
 3rd grade--James Brown
 4th grade--Tracy Norman
 5th grade--Jennifer Ciano
 Exceptional Children--Cecilia Broecker
 Teacher Assistants--Meg Bell
 Federal Programs--Kim Harris
 Parent Representatives--Kelly Stegall, Dana Brown,
 Administrators: Blaire Traywick and Suzy Robbins

Absent: Nicole Rorie and Melissa Tejada

Introduction of SIT Members

SIT Process/Confidentiality—staff and parent reps are and were voted in. Confidentiality is a must! No personnel issues are to ever be discussed at SIT meetings.

Roles/Responsibilities---Chair nominated and unanimously voted in: Kim Harris; Secretary re-nominated and unanimously re-voted in: Jennifer Ciano.

School Improvement Plan:

Copy of SIP sent via email, and one provided at today's meeting.

Based on the AdvancedED visit/renewal process there were 4 things we did not score a 3 or 4 on. We will address 2 of these 4 things this year in our SIP. One thing was for central services to regularly monitor and provide feedback to all SIPs. Dr. Healy offered the goal and strategies to meet this recommendation—checklist, time line, etc. The other area was for system-wide procedures to be in place to implement, further, and support PLCs. If we do not have PLC goals in SIP, we need to add one. Handouts provided at today's meeting.

Part of the school improvement plan will include a goal to increase the percentage of those who believe “the morale is high” as BHESA's percentage is less than 60%--we are at 39.1%. Some ideas included:

- Birthday List
- Ask teachers what is impacting their morale via a google form and how it can be improved. Reflect on what we do have control over and change what can be changed, yet it has to be good for the whole school community.
- A bulletin board to have “Shout Outs”, compliments for staff, positive comments about each other.
- Continue with Employee of the Month
- PTA is trying to get volunteers to cover lunches one day a month.
- PTA is going to provide snacks for the faculty meetings
- Decrease anxiety and fear--concern over the provided, **scripted** lesson plans. New teachers, especially, are fearful if they do not follow the script verbatim, that they will be in trouble. This is a

miscommunication—there is no script that has to be followed; the words provided are for support and are examples. YOU DO NOT HAVE TO USE THE ACTUAL, PROVIDED WORDS—they are to be viewed as examples, yet if you want to that is fine too! **The lessons, anchor chart content, and academic vocabulary, however, are NOT just examples;** they are to be taught with fidelity. The “what” (with your feedback) to be taught is provided and expected to be taught. The “how” to teach it is up to you while considering the county’s expectations and delivery non-negotiables (ex. use of the Workshop model)! Administrators and curriculum staff understand, expect, and wholeheartedly support other educational opportunities (Counselor’s classroom lessons, media center visits and lessons, etc.) that may impact the daily schedule. Yet, grade levels cannot just change schedule/times (ex. literally moving interactive writing about or math about or... within the school day) without an administrator’s approval due to all of the pieces/people (Interventionists, ESL teachers, EC teachers, AIG, OT/PT, and more) and schedules of when they serve students.

Another **possible goal** for this year’s School Improvement Plan: How can we better inform and educate parents that each student is known and supported by adults in the building/staff members take a personal interest in their child and to communicate better with all parents:

- Ms. Stegall and Ms. Brown recommended a lot of parent/teacher communication and for parents to be more involved.
- Positive phone call homes
- Send positive notes/postcards home
 - Give teachers a list of phrases written in Spanish that teachers can write in student’s agenda or to write in a note/postcard to send home
- Give parents a list of ideas on how they can be actively involved in their child’s education.
- Get high school’s Honors Spanish Students or Clubs to aid in translating
- Ask your grade level for ideas on how to increase parent involvement.
- Opportunities for non-approved volunteers to support BHESA, but not on campus.

Share survey results with teams and be thinking new SIP goals and strategies for the 2013-2014 school year. Survey results were provided in email to whole staff at end of last year and at the beginning of this year to SIT members and hard copies today.

Last year’s EOG Ready results are not anticipated until October. To update academic goals we will need to use other assessments, surveys, etc. to inspire other goals.

Vision/Mission Statement:

Share Vision and Mission with team to determine if needs to be changed, yet current team supports current v/m statements.

Duty Free Lunch:

Remains the same plan: grade levels can decide a rotation schedule for duty free lunch.

PTA is working on acquiring volunteers for duty free lunches for teachers as well.

Field Day:

New date/earlier this year: hoping for the day before Spring Break (April 4th?) or around that time.

Some parents were upset they were not allowed to come to field day last year as they had been allowed in the past. Do we still want to limit their presence as a “visitor”—bringing more siblings, parking issues, food/lunch, garbage, non-approved people around kids, and more safety issues. Yes, to leaving it without “visitors” yet encourage approved volunteers to assist with field day/stations. We would love for kids to see parents volunteering.

Office Hours:

All schools are given a certain amount of months for “clerical staff” employment to split how the principal designates within the allotment=Data Manager (10.5), Secretary (10.5), and Bookkeeper (11.5).

They must work 8.5 hours a day with a 30 min of lunch. Willing to change the public office hours’ time frame from 7:00-3:30 (still be staggered) if SIT team is willing to approve and we notify the public that the office will be locked to the public as of 3:30 p.m. Club or activity advisors would need to make sure they had current contact information on each applicable child that are a part of a club that runs past 3:30 p.m.

A decision has been made to have staggered office hours for “clerical” beginning at 6:30 a.m. and ending at 3:30 p.m.

Dress Code and Violations:

The Dress Code Violation shirts seem to be working—less dress code violations. They are never given out to or in a way that humiliates or embarrasses students.

Had to offer a solution as BHESA was supplying too much clothing with no returns; loss of funds.

Reinforce that logos cannot be on the shirts/sweaters/jackets.

Send students to Mary’s office for violations to receive DCV shirt.

Please review the dress code for yourself. For example a teacher thought that navy was an approved shirt color—it is not.

Staff Dress Code:

Denim jeans/pants on Fridays for staff only **when announced**. Will be attached to United Way campaign again this year.

Denim jackets for staff allowed.

Denim skirts for staff allowed.

Staff dress code violations, mass e-mail as a reminder. Individual conversations offered on a need basis.

Parent representative mentioned that many parents have made comments about some staff’s attire: too low cut or too short. Please be very careful and appropriate!

Parent-Curriculum Nights:

Set up parent-curriculum nights: (3 separate nights-no Wednesday or Fridays)

Do during the same week of the Book Fair:

Monday, September 9th: EC, K (6:00-6:30), 1 (6:30-7:00)

Tuesday, September 10th: 2 (6:00-6:30), 3 (6:30-7:00)

Thursday, September 12th: 4 (6:00-6:30), 5 (6:30-7:00)

Talk to grade levels about format (a few classrooms, 1 English room/1 Spanish room, auditorium, etc). How many translators we will need?

Honor Roll/Terrific Kids:

Celebrate Honor Roll in the classrooms—lanyards and stars will still be offered; a bulletin board with student's name to honor them, a "Wall of Fame" in the cafeteria. Thoughts? Ideas?

Terrific Kids, an expectation as per UCPS that it happens. Character words for the month will be combined and ceremonies done quarterly. Ask the team for ideas on how to go about celebrating without having a breakfast.

"Other" Questions/Concerns:

Final field trip day is last day of April.

Right now EoGs will have to be the last 10 days of school. Hoping that Extend 2 can be offered before like previously done, but not sure. Right now, only 3rd grade reading will retest.

Noise in the cafeteria is too high please teach appropriate and monitor students' voice levels

When students are needed in the front office, try to have Mr. Vasquez and Mr. James come and pick up the student (as often as possible) to try and limit the disruption of instructional for so many students.

Career days/cultural days that are school wide or specific to grade levels?

Parent Communication Logs: A lot of confusion. 2 forms offered via email on 8/14—one for "homeroom teachers" and one for non-homeroom teachers. All logs are to be submitted at the end of each quarter. Traywick really doesn't care which of the two forms anyone uses, yet it has to have a spot for "Topic/reason/comment"—tally marks and having no dates does not provide enough information.

* Traywick will check with Federal Programs about their requirements and you should check with grade level or department on which form they would like? One sheet for whole class with dates of each type of communication and comments for reason of said communication or one per student with the same information. Once all information gained Traywick will send out final copies with examples.

* Both are to be submitted (hard copy or scanned) to Mrs. Clements at the end of every quarter.

* The most important thing is detailed documentation and the logging of such!