

School Improvement Team September 11, 2013

Members present: Ciano, Kelly Stegall, Dana Brown, Wortha, Harris, Ginger, Norman, Broecker, Brown, Bell, Moretz, K. Mullis, Traywick, Robbins

SIT Minutes from 08/14/13:

Miss Ciano offered a review of last month's minutes; approved by all who are present.

Teacher Morale Ideas:

- A Morale board has been purchased (waiting for it to be hung) as a means for Shout Outs/Compliments for staff members.
- Essentials team request for a sub when Mrs. Pettit is out as it throws off the Essentials classes as there are now more students.
 - Mrs. Traywick offered to inquire again from HR about funds for this
 - Ask local business/restaurants for food donations to treat teachers to lunch once a month? (Recommendation, PTA will look into this)
- All teachers be aware of the time they are picking up their students from specials on time as a way to respect the Essential teacher's schedules. (Recommendation: Teams keep track of time better to get to Essentials on time).
- Popcorn Fridays? (The machine is broken ☹)

Ideas on How We Can Let Parents Know We are Concerned About Their Children:

- Bilingual comments for teachers? We have a book from the ESL department that has a ton of comments but we do not have it electronically. Blaire is offering to buy a few copies (one per grade level). Teachers would then need to write the comments into the student's agenda.

Revise Mission/Vision Statement: Proposed and voted to keep the mission/vision statement as is.

Honor Roll/Terrific Kids:

- Honor Roll--Large bulletin board purchased to be installed in the cafeteria to recognize all honor roll students. Lanyards, stars, and recognition to be celebrated in the classroom.
- Terrific Kids:
 - How to enhance the Terrific Kids program at BHESA—keep at quarterly and embrace the seasonal timing/aspect of the celebrations.
 - Terrific Kids words will be the TIGERS acronym words. The first two words Thoughtful and Integrity will be celebrated on Wednesday, Oct. 16 (2 per class, one for each word).
 - Celebration Suggestion: each grade level gets time in the auditorium. All students are recognized and the short narrative about each Terrific Kid in that class/grade level will be read by the teacher. Terrific Kids' parents and families would be invited to attend. Their classmates can see/hear how that child displayed that quality. All grade levels same day with staggered times throughout the day.

Cafeteria Cups (Red-Yellow-Green):

- How are they working?
 - It has worked well.
- Keep using the cups as is

Safety/Railing on Stairs:

- Safety issues on the staircase near the drama room entrance
 - Not enough space for two way traffic on the stairs.
 - Kids cannot hold on as there is only one railing.
 - Make the entire Essentials hallway/staircases one way (school-wide):
 - Come in by Drama and out by Art (a loop)
 - Practice the week of 9/9
 - Effective: 9/16

School Improvement Plan:

- 2012-2013 plan had three major goals
 - Goals and strategies need to be looked at each year—change and enhance goals and strategies.
 - Address the support and implementation of PLCs.
 - Please make revisions on the hard copy and submit to Mrs. Traywick before break (due to her by 9/27)
 - Assign 2 grade levels per goal
 - Goal 1: Teachers will provide clear objectives and learning targets for all areas of instruction while holding high expectations for student learning and achievement. (4th, Title 1, Essentials)
 - Goal 2: Effectively utilize all staff members to support student achievement in literacy and math instruction based on data analysis. (Pre-K, K, 1st)
 - Goal 3: BHESA will increase communication within the school environment, and between school, home, parents, and staff. (2nd, 3rd, TA)
 - Goal 4: New goal to include teacher morale (5th, EC)

EOG Info from the State:

- At this point, all EOG's (Extend1, Extend2, Regular), makeups, retests (3rd grade reading) need to be given during the last 10 days of school.
 - Only 3rd grade reading is the retest
- If we do not get enough proctors for each testing environment, proctors will be able to roam between 2 sites/environments, yet the teacher of record will not be allowed to administer the test for their own grade level. level!!!
 - We **NEED** approved volunteers to be proctors!!

Concerns/Comments/Questions:

- Asking lunch staff to hold off packing up forks, etc. for a few minutes to allow the last classes to get materials they need after they've already gotten their food—Traywick will ask Kirnan---she is very accommodating.
- Do an all-call announcement to staff to read their emails for very important/timely school-wide e-mails being sent between the school hours.
- Radios for playgrounds: Grade level not always bringing them outside like supposed to or the radios have not been returned to the front office. Radios need to be returned to the front office or passed off to the next person on the playground.
- Gates need to be closed at all times.
- Conferences with PEP's: Can begin the last week of September and must be completed by October 18th
- PA/Phone calls to teachers-thank you for sending over the intercom and not calling unless it's confidential.
- Teachers, thank you for United Way donations, we increased participation percentage and donation amount
- Curriculum Night: Those who attend get a dress down day coupon-Sep 27th.