

New Town Elementary School

School Improvement Team

Meeting Minutes--1/13/2020

Team Members Include:

Catherine Perry, Principal

Stefanie Olszewski, Instructional Coach

Stephanie Geoffrion, 1st Grade

Laura Hilmeyer, 3rd Grade

Kim Wuerfel, 5th Grade

Monica Oliviero, TA

Amy McAteer-Jones, Nurse

Cindy Phillips, Parent

Lindsey Williams, Assistant Principal

Jennifer Mace, Kindergarten

Christine Tweddle, 2nd Grade

Emily Reyes, 4th Grade

Stephanie Conkling, EC

Renee Cunningham, Specials

Allison Hoofnagle, Parent

Whitney Koester, Parent

- Call to order at 2:33 PM
- Minutes reviewed and approved from last meeting 12/2/2019
- Update of Upcoming Events
 - Safety Checks- to occur on a regular basis as required
 - Mid-Year Assessments
 - Classroom Review of Rules/Expectations
 - Silver Saves Lives - Relay For Life
 - HAWKS with Heart - collection for nursing home residents
 - Grading Period and Report Cards coming up
 - iStation and iReady letters going home
 - Jan. 31st - Multi-Cultural Book Day
 - World Read Aloud Day - Feb. 5th
 - March 2nd Dr. Seuss celebration
- New Business
 - Group addressed how we want to celebrate March 2nd - Dr. Seuss & Read Across America Day - committee reviewed how the school has celebrated this event in the past years and discussed having a character day, hats off to reading day and other creative ideas to recognize the day. The committee voted to move forward with a "Hats off to Reading" day on March 2nd.
 - Report form Lindsey Williams on bus delays. How will we address this challenge which will be an ongoing event? The committee discussed using a rotating coverage schedule based on the current A-E special schedule. Admin. will create a schedule to send out to all staff.
- Old Business
 - Committee challenged to be thinking about ways to improve the Master Schedule with high class sizes during Specials. Renee Cunningham updated the group on the current challenges during Specials. The group discussed changes to master/planning schedules to add additional specials times in order to accommodate larger class sizes.

Moving forward & heading into next school year, we will have to think creatively about how to build a schedule that works to address this issue.

- Other Business
 - Request for an additional microwave in the cafeteria - Mrs. Perry will talk with PTA about ordering an additional microwave.
 - Concerns discussed about Guidance Special and TA coverage - should not continue to be a regular problem according to Admin.
 - Pizza Fridays - can there be parent/PTA volunteers to possibly help get kids through the large line quicker?
 - Jackets left outside on a regular basis - maybe an older group can be asked to help gather the items and take to the Lost and Found - possibly Student Council - Mrs. Perry will revisit the issue and come up with a system.
 - NC Star Group Work to continue next session - Clear set of goals and plan of action.

- Meeting adjourned at 3:24 PM

Minutes submitted by Jennifer Mace