

New Town Elementary School

School Improvement Team

Meeting Minutes--11/4/2019

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

All team members present, except:

- Stephanie Olszewski
- Amy McAteer Jones

- Call to order at 2:32 PM
- Desired outcomes for the meeting were discussed.
 - Bike Rack proposal
 - Safety and security inspection
 - Lockdown expectations and procedures review
 - Master schedule
 - NC STAR Group Work
- Bike Rack proposal
 - Should we move forward with a parent donated bike rack installed at NTES?
 - Discussion of proposal.
 - Safety concerns were discussed
 - Pick up will remain “as normal” with any bike riders being picked up from front car rider line, just as walkers are currently
 - The bike rack would be a stationary fixture with no cost to the school for installation
 - Vote: all in favor; none opposed
- Safety and Security
 - Review of overall school scores
 - Exterior security score was excellent
 - Reminders to keep all interior doors locked at all times, even when not in rooms
 - An issue was mentioned about exterior doors being propped at times - specifically the picnic area doors. Signs will be made and posted in that area to help prevent future problems

- Lockdown - will be unannounced. Team talked through points to be prepared.
- Master Schedule
 - 2nd grade numbers are very high & plans are having to be adapted to accommodate needs- specials teachers requesting creative solutions
 - Discussion of some ideas to alleviate problem; schedule changes, extra classes having specials at different time - no ideas finalized at this time
 - Committee asked to further think about ideas to accomodate the challenge of large numbers during specials
- NC Star group work
 - Groups collaborated to discuss how to document completed objectives and ideas to implement specific activities to meet additional school goals/ objectives.

Meeting adjourned at 3:34 PM.

Minutes submitted by Jennifer Mace