

August 8, 2016

Scott Spencer	Erica Riley
Kelley Burke	Rhonda Lee
Jessica Klutz	Nicole Elzayek (parent)
John Snyder	Lindsey Wilson (
Diane Hasty	Monica Potts
Jennifer Aldredge	
Jennifer Dunn	
Stephanie Kincaid	

**Parent Concerns-** Third grade classes it was said by a parent that the students are not washing hands before lunch but using hand sanitizer. Representatives will go back to their grade levels to discuss.

**Teacher Concerns-** Will be sent to Mrs. Dunn and if needed to be addressed right away Mr. Spencer will handle them before we have to meet. Other concerns that can be handled by SIT will be put on the agenda.

Music in the cafeteria can we update? Mr. Spencer said we can change music. The system of having music helps the students have enough time to make sure they are eating, and still have time to socialize. It was suggested to have red cups put up for quiet time. Each class would have a set time to eat their lunch, then when that time was up they could talk quietly. It was decided that the music does work but teachers should be reminded to talk with their classes about the noise volume in the cafeteria when the music is off, it should not get loud.

### **Administration**

Review survey results from 2015-2016

Student survey 5th grade students were given this survey at the end of last school year

Parent survey most areas were high but the question that stated parent training or information sessions are provided for EC issues at the school- we discussed that we have given parent nights on this topic, and we have included sessions within the literacy night. Mrs. Burke brought up finding out from parents what they would like to see may help us bring that section up. It may be that parents are not understanding what the question is asking.

Another area we scored lower in was a question that asked if teachers are allowed to focus on educating students with minimal interruptions 75.0% We discussed that tutors, phone calls, other teachers coming into the classroom can be asked to not interrupt during instructional time. A reminder about less interruptions to be courteous of time of task will be put in our daily email by Mr. Spencer.

Review proposed School Improvement Plan

Reading scores are lower than math. School wide interventions are going to be twice a week for 30 minutes during the school hours. This year we will now have in the morning, last year it was in the afternoon. This way our tutors and other support staff will be here. This is called WIN time,

What I Need. There is a gap between the scores of our white students compared to both the subgroups of hispanic and black students.

We know that we have more white students than other groups, but we need to decrease the gap. We now have a book swap twice a year, and 3 days of intersession that students can attend during our breaks throughout the year.

We looked at the scores from last year and noticed the gap between how our students performed on their reading EOGs compared to math EOGs.

Staff development will be a focus this year with the gradual release model. Interventions, reteaching, and three hired tutors will be a focus this year to increase our reading scores.

Goal 1- Formalize and implement with fidelity, system-wide procedures that ensure and support operation as a Professional Learning Community.

Goal 2- Engage students through the Gradual Release of Responsibility instructional model to ensure achievement of learning expectations.

Goal 3- Develop, implement, and evaluate policies in all schools ensuring that each student is well known by at least one adult advocate who supports their educational experience.

Goal 4- Research, plan for, create and implement a multi-tiered system of support (MTSS)

Goal 5- Increasing the percentage of students at each grade level demonstrating grade level proficiency in reading.

Next Mr. Spencer will show our outlined plan to another administrator and then the director of elementary education will review it before it will be official. (Peer Review process for UCPS schools and their SIP's.)

**Parents Reminders-** Some parents are coming in the building to walk children down to class and are using that time to ask teachers questions. Teachers are starting their instructional day at that time. There was a connect ed message that went out to remind parents that once the first bell rings it is time for instruction. It is also important that parents do not use a lunch visit with their child to try and have a parent conference. We want our parents to schedule teacher conferences

Proposed Dates

Oct. 17th

Dec. 5th

Feb. 6th

April 24th