

Present: A.Melton, S.Voncannon, T.Swackhamer, A.Coble, W.Griffin, K.McManus, D.Rushing, D.Knight, M.Brock, P.Valquesta (student teacher), H.Strack, S.Fisher, S.Long, G.Vanderwalt, M.Bruce
Minutes taken by Vanderwalt

AGENDA

Voncannon:

1. **United Way:** Recognition and thanks to Piedmont Cluster for their number of people who participated. If our schools ever have a need, they (United Way) are willing to help.
2. **BBQ:** Several central services employees have volunteered to come help on Halloween with Chipping 'n Cooling. In the past, high school teams, Courtney Luce's tennis team, Beta Club, etc. have helped. If you know of anyone willing, please encourage them to come out and help.
Time: 5pm-7pm
During last BBQ meeting it was also mentioned that the one big worry is having enough teachers who will work the 4am shift to pack before you go to class. If it were not for the 4am teachers, we wouldn't be able to pull this off.
3. **Fit for Life** – Dr. Mary Ellis will be guest speaker
4. **Principal's meeting:** The battle's not over. Commissioners are going to appeal the court's decision. "I am going to be counting on you and your families to put the pressure to do the right thing. Taxes do not have to be raised."
Every school sent in a thank you of some sort and different tribute to Dr.Ellis to show their support.
5. At our next **staff meeting**, *Colonial Benefits* will visit.
Oct 30th – if you do nothing to change your Insurance, you will automatically be put on the 70-30 plan.
6. If you are currently enrolled in a **Master's program**, and will not finish by May 7th – you need to ask for a waiver from your institution to expedite your program, otherwise you won't get raise.
7. Please remind all TA's to vote for **Teacher Assistant of the Year**

Melton:

8. Goal-watching teams

Watched video clip to emphasize the fact that same people often take on leadership roles. The whole idea with Goal Watching Teams is that all staff members are empowered to make decisions to improve our school, and contribute in some way

Primary goal: to collect and track data, make plan on how we can improve school – empower teacher leaders

(a) Ms.Melton provided feedback on the *Analysis of the 2012 Teacher Working Conditions Survey*:

Strengths:

- 97% of Unionville teachers agree or strongly agree that they are encouraged to participate in school leadership roles.
- 98% agree or strongly agree that teachers are effective leaders in this school.

Weaknesses:

- 22% of Unionville teachers disagree or strongly disagree that teachers have an appropriate level of influence on decision making in this school.
- 25% of teachers disagree that teachers have a role in determining the content of in-service professional development programs.
21% of teachers state they have no role at all providing input on how the school budget will be spent.

Mrs Voncannon wants everyone to feel empowered, though in the past the same people tend to come forward while others sit back and give no input as to where money goes.

Teachers and administrators do not always know what resources are available.

What kind of in-services would you like? Promethean board training?

(b) Teams look as follows:

Reading	Math	Globalization	Morale	Safety
W. Griffin	H. Strack	S. Fisher	D. Rushing	K. McManus
M. Brock	E. Hinson	E. Vanderwalt	M. Bruce	Purser (K)
McLamb (K)	G. Yelton (1st)	V. Iglesia (K)	Freda (K)	M. Helms (1st)
K. Simmons (1st)	D. Belk (2nd)	J. Rodriguez (K)	B. Wallace (1st)	B. Baker (EC)
B. Pressley (2nd)	K. Miles (3rd)	M. Medlin (1st)	J.Hilliard (2nd)	S. Williams (3rd)
N. Buie (2nd)	Simpson (4th)	M. Singleton (2nd)	T. Holmes (3rd)	Peake (5th)
J.B. Dinkins (3rd)	S. Rushing (5th)	J. Robinson (3rd)	Tice (5th)	Fuller (CSPAM)
Stegall (4th)	Noonan (CSPAM)	Parsons (4th)	Card (CSPAM)	B. Baker (EC)
Luce (5th)	A. Philemon (EC)		A. Duncan (PreK)	S. Simpson (PT)
K. Gunn (AIG)			A. Coble & D. Knight (Parents)*	A. Helms (OT)
J. Baker (ESL)				

Mrs.Ceresnak will be added to Reading.

- (c) Action Steps for goal-watching teams:
- Step 1: Using available data and teacher input create a plus/delta related to your school-based or curricular area.
 - Step 2: Create a plan for collecting and analyzing data related to your assigned curricular or school-based area.
 - Step 3: Perform a needs assessment by analyzing and discussing up-to-date data and the contents of the delta side.
 - Step 4: Create a detailed plan of what can improve the items listed on the delta side (a specific professional development, resources purchased, compiling supplemental resources, etc.)
 - Step 5: Present your improvement plan and revised School Improvement Plan goal to the Site Base Team for consideration

Goal watching teams will meet on the fourth Wednesday of each month (with a few exceptions). Chairpersons will report their team's progress at the faculty and staff meeting on the second Wednesday of each month. The purpose of the chairperson is to facilitate discussion, and not to serve as experts.

(d) The **timeline** was presented by Ms. Melton. During our first meeting with Goal-watching teams on October 23, we will have the following task:

October 23

Task: Goal watching teams will collaborate to create a plus/delta related to their curricular or school-based area of focus.

Consider: Was there anything from the grade level plus/deltas that apply to your particular area? How does your area impact student performance and/or the Unionville culture?

Plus/Deltas will be shared at the staff meeting on November 13th

Voncannon: "Help teams understand to keep the main thing, the main thing. Focus on instruction. How can we take it to the next level? Analyze the data.

Let everyone take a look at it and contribute. Look at the At-risk kids. Focus on them. Kristen Miles shared a flow-map with parents and explained the importance of reading 2 hours every day. We can complain and whine about so many little things. Let's complain about the things that matter. Complaints about children who struggle are always accepted."

Mrs.Coble (parent rep) mentioned to 'bring a solution' when you have a complaint.

What data can we gather? Math and Reading is more absolute to measure and quantifiable.

At your next meeting, discuss what data can be gathered.

Goal-watching meetings:

Oct 23

Nov 20

Jan 15

March 26 – start thinking about your goal and how we need to modify it for next year.

Staff meetings (share progress):

Nov 13

Dec 11th

Feb 12

Let the Office know where your team will meet.

H.Strack asked whether plan will be mandated.

Voncannon said that the purpose is to know how kids are growing.

Example: How will we know how we are performing in Math as a school?

What we do well as a school and what we need to work on?

How to structure school, example: do we move a teacher up with a certain group of students? Nothing will be mandated for the entire school. Team will decide what is best for students.

Do we need to tweak anything?

How do we spend our money?

What we need help in, is going to drive our instruction.

Going to lead to action steps.

Site base doc will become fluid and a living document. Our school improvement team aligns with the missions of the county and state.

McManus:

How will we measure staff morale? Safety?

Morale committee:

Voncannon said that feedback is very important: What might be a morale booster for me, might not be one for you.

Examples: I have adequate time to plan 5 4 3 2 1 /

On a scale of 1-5, how do you feel about....

Just bear in mind: Out of the 30 Elementary schools, we have full-time TA's where others have none, CSPAM every day of the week; Fairview has 30min specials 3 times a week.

Safety committee:

* Right now we have major safety concerns with buses – Creek Ridge bus big issue. Sometimes issues in the neighborhood carries over onto the bus. Every teacher needs to do a school bus safety lesson.

Vanderwalt mentioned that adding an African-American student as role model to Safety Patrol, representing a minority, may work. *Mr.Swackhamer* mentioned that although a good idea, one must take into account that there is a different dynamic among sub-cultures that comes into play; it may not work towards resolving conflict.

* *Mrs.Voncannon* has noticed that we adults are positioned in safety zones with good view of blacktops and playground. When we sit on benches, we face opposite sides. Safety concern from *D.Rushing*: Ms.Baker's class out at the same time. Are these students safe among all the 4th grade students?

Voncannon: School is working on estimates to get appropriate equipment that address their special needs. Another concern is to fence in younger students on back playground. There might be money from pre-K budget.

9. Other Issues

1. Cafeteria

McManus and Mrs.Coble:

There is not enough room for parents when they come to lunch.

Kids have been moved to booths. Class sizes are much bigger this year, overflowing the 24-bench seating arrangements.

Designate two more tables for parents (apart from booths at cashier)

Signage?

Seating?

Assigned lunch visits? Alternate grade level parent visits, with the exception of birthdays, to regulate traffic?

2. Lunch Relief

Melton, Knight and Coble: May PTO / room parents still take classes for lunch to relieve teachers?

Voncannon: Parents with background checks may relieve teachers. Just shoot VC an email. 3-5 teachers are allowed to relieve each other if they can handle two classes safely. VC cannot see this working for K-2 teachers.

3. Cellphones

Vanderwalt: I take my phone with me to the cafeteria and playground as a safety precaution since we do not have radios outside, nor do we have access to a phone in the cafeteria unless we go to the manager's office. Sometimes we respond to parent emails on our ucps accounts during lunch. I feel better knowing I have access in case of any emergency, such as choking, an intruder, etc.

Voncannon: That is okay, and we can look at designating a radio to grade chairs for playground purposes. However, I am not okay with a teacher texting or taking casual calls during instructional hours.