

**New Salem Elementary School
School Improvement Team
Agenda and Notes**

7.30.19

**Attendance:
Great turn out!**

New Salem Elementary School
School Improvement Team
Sign in sheet
7.30.19

Name (Print)	Position
Kelly Schweiber	2 nd Grade Teacher
Amy Medlin	4 th grade teacher
Anita Whitley	3 rd grade teacher
Cheryl Batten	5 th grade teacher
Valerie Page	K teacher
Jessica O'Malley	K+3 TA
Michelle Thomas	Tutor / PTO
Gina James	office
Marcie Baucum	5 th Gr Teacher
Jody McEmore	1st Grade Teacher
Alana Cox	parent
Kasey Farmer	K Teacher
Nancy Whitley	4th Teacher
Tonya Robinson	K+3 TA

Agenda Items:

Report Out: Ferguson's 92 day plan (August 1 - October 31)

- a. Meaningful Relationships around Meaningful Work
- b. #NewSalemPride

Desired outcome: End the 92 day plan period with a school wide clear and energized school direction and focus for continual improvement.

What has happened so far in this process?

- Met 1:1 with most staff. Still working on wrapping up this process. Conversations revolved around the following questions:
 - What is our mission?
 - What would you never change about NSES?
 - What would you change?
 - How would you rate #NewSalemPride right now? How could we improve that number?

- Questions for me?
- Met open forum with the following groups using the SWOT protocol:
 - K-2 Parents
 - 3-5 Parents
 - NSES Staff
 - PTO
- What about everyone else?
 - Google forms are posted for staff AND community to provide SWOT input online if they were unable to make the meetings.
 - SWOT stands for: strengths, weaknesses, opportunities, and threats.
- Summer communication has been a focus so staff build a relationship with Mr. Ferguson and are hopefully somewhat relieved of worry associated with change during the admin shift.
 - Newsletters + VLOG
 - Emails
 - Connect Ed
 - Focus Groups
- Parents have been kept in the loop regarding shifts and input.
 - Connect Ed
 - Facebook
 - School Website
 - Focus Groups
- Planning with input:
 - A master schedule team drafted much of the master schedule on 7.29.19.

NOTES:

NA

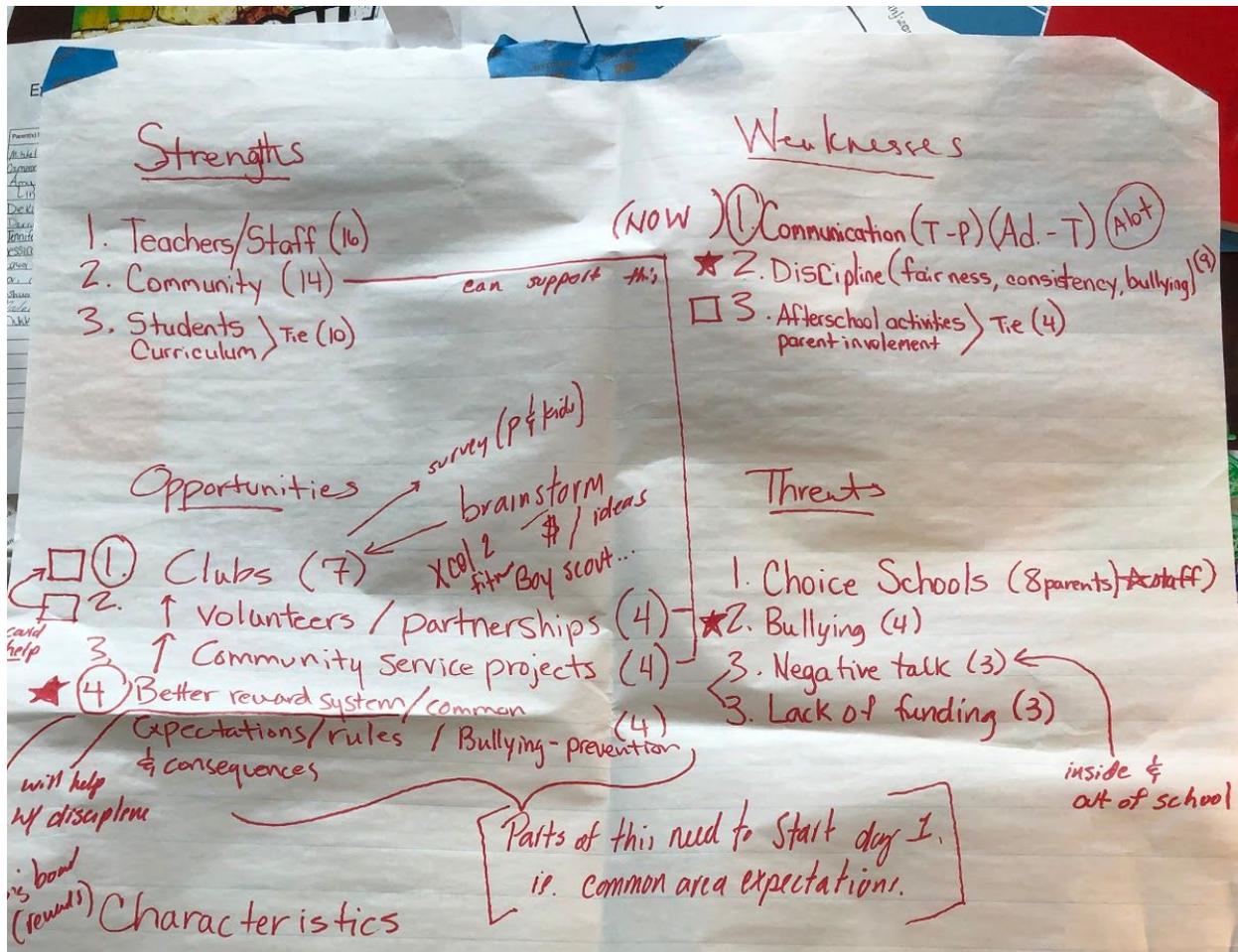
THE WORK

Teams, within the School Improvement Team, will analyze data gathered this summer that will inform strengths to capitalize and opportunities for growth for the 2019-2020 school year.

Desired Outcome:

1. Create organizational method and input Gingerbread Child characteristic data gathered thus far. (Remember, lots more will be coming on Open House night.)
2. Prioritized lists of top three themes for strengths, weaknesses, opportunities, and threats.

NOTES:



Strengths:

- 1) Teachers and Staff (16)
- 2) Community (14)
- 3) Students and Curriculum (Tie - 10)

Weaknesses:

- 1) Communication (Teachers to Parents) and (Admin to Teachers) (A lot of votes)
- 2) Discipline (Fairness, consistency, bullying) (9)
- 3) After School Activities and Parent Involvement (Tie - 4)

Opportunities:

- 1) Clubs (7)
- 2) Increase volunteers and partnerships (4)
- 3) Increase community service projects (4)
- 4) Implement better reward system, common expectations and rules, bullying prevention and consequences

Threats:

- 1) Choice Schools (8 parent votes + staff - this was a heavy emphasis threat from staff)
- 2) Bullying (4)
- 3) Negative talk in and outside of the building about NSES (3)
- 4) Lack of funding (3)

What characteristics do parents want us to instill in their children?

This data was organized. More of this data will be gathered at Open House. Results will be shared the week following Open House.

NEXT STEPS...

1. During the NSES Faculty Kickoff, the faculty will explore NSES academic data and the data collected this summer from stakeholders and create a focus for the 2019-2020 school year.
2. Are there themes in the data collected this summer that need to be considered an immediate actionable item/s that we should go ahead and start working on now?

NOTES:

During the New Salem Kick Off meeting staff will be using the data collected this summer and our academic achievement data to determine the direction for 2019-2020 school year.

The team decided that we should focus on the following items now as they are obvious or time sensitive:

- 1) Communication
- 2) Clubs - gathering data and making connections to consider.
- 3) If we are going to implement common school behavior expectations, for example, a common expectation for taking a class bathroom break, we need to roll that out to staff so they can all teach the expectation to students during week 1.

Additional Decisions Needed:

Gym and recess days. Do we want teachers to reclaim some instructional time on some "double days." If so, we need some type of standard and expectation.

Other?

NOTES:

1) Last school year it was a common practice for teachers to leverage recess time differently on days when their students had PE. The uses of these extra physical movement times differed across the school for good reasons. It is a fact that our scholars will have more PE time this year because our PE teacher is increasing from part time to full time. The team agreed that

each grade level would make a plan for how they handle recess on PE days and admin would review.

2) Question: It is known that 5th grade students go to Camp Thunderbird and it is a very exciting trip for them to look forward to. Do other grade levels have a protected and exciting field trip for students to look forward to?

Answer: Teacher team members replied that it depends on the grade level and the trip. However, it has been expected that each grade level take two trips per year. One trip must be off campus and one must be on campus. Enhancing field trips is a good idea to consider and teams will discuss as the year kicks off.

Question: A teacher team member asked if grade levels could take two off site trips.

Answer: Mr. Ferguson replied that he was fine with two off site trips as long as we are picking the best opportunities for our kids to have relevant and exciting learning opportunities. And, we need to give parents lots of prior notice so they can budget for trip expenses.

3) Question: Is there a need to get all the “room moms” together for a meeting on common room mom expectations for NSES? Question: How could we get more “room moms” involved since many room moms are also PTO officers?

Answer: Yes, a meeting to review procedures such as confidentiality is a good idea.

Answer: A team member proposed the idea of “Grade level moms” since each grade level only has two classes. Mr. Ferguson and the PTO is going to continue discussing how to promote this opportunity for our parents to support our teachers.

4) Question: Since so many teachers shifted grade levels, how do we want to go about assigning grade level or grade span reps for the School Improvement Team?

Answer: A teacher team member offered a solution to have teachers rotate meetings. With being such a small school this would share the load and also allow all teachers to be involved in the school improvement planning process. This means that all staff will be a member of the School Improvement Team and will rotate attending meetings each month.

5) Question: Mrs. Batton has been the PAC rep for NSES for years. The PAC rep meets with the superintendent or his designee and asks for clarification on county level questions and concerns. Could we share this role with other staff members?

Answer: Mr. Ferguson nominated the new guidance counselor to serve as PAC rep since she/he will interact with all staff and have a heavy connection to all our scholars and families. He will set that as a job expectation as they are recruited.

6) Question: A teacher team members asked Mr. Ferguson, if we going to have another bulletin board calendar/rotation? How do you feel about bulletin boards?

Answer: If we are creating bulletin boards that are functional and contribute to solid teaching and learning then we should continue. If we are creating pretty boards and that is their major purpose, then we should stop that practice. The practice of posting student work to celebrate student learning and growth should continue. With teacher support, we will **not** have a bulletin

board calendar rotation. Instead we can look at repurposing our boards to functionally use for whatever our focus in for this year. We can discuss this as grade levels. PTO does use their boards purposefully and functionally and want to continue doing so.

A teacher team member contributed that if we are going to revamp a school wide reward system we could use the big boards going toward the cafe as a way to promote our common rules and expectations, and celebrate student success. (This is a perfect idea of using boards to support our major work.)

7) Question: Mr. Ferguson asked how do items get to the SIT agenda for each meeting?

Answer: Teacher team members said that they send their items to Mrs. Schweiber (SIT chair). Mr. Ferguson explained that some items that get sent in may be items we can address and support/fix prior to meeting and he would evaluate items prior to each meeting.

A teacher team member asked how Mr. Ferguson felt about items sent in anonymously.

Answer: As long as items sent to the School Improvement Team are all about doing right by our scholars and constantly improving the culture of our school...then send them in with or without a name.