

Porter Ridge Elementary Site Based Agenda
November 7, 2018

Purpose of the Meeting: To share and discuss information that relates to school performance, the School Improvement Plan and student learning.

Expected Outcomes: Shared decisions in these meetings will increase school performance and student learning.

Norms: No sidebar conversations; Come prepared; Start on time; Cell phones on silent/vibrate and no texting; Respect each other: Stick to the agenda

Starting Time: 3:00 **Ending Time:** 4:00

Location: PLC Room

Members:

Cheryl Lawrence	Principal	Jalonda Polk	Assistant Principal
Brianne Johnson	Guidance Rep.	Rebecca Shoniker	Instructional Support Rep.
Randall Daddio	EC Rep.	Sherie Rutledge	Kindergarten Rep.
Heather Schneider	First Grade Rep.	Cristin Cox	Second Grade Rep.
Nicole Traywick	Third Grade Rep.	Jessica Santana	Fourth Grade Rep.
Amy Morris	Fifth Grade Rep.	Christina Harris	Special Area Rep.
Sammy Essic	Teacher Assistant Rep.		
Renea Crookshanks	PTO Board Rep.	Kathryn Allen	Parent Rep.
Whitney Cox	Instructional Support Facilitator		

WHAT? (Content/Topic)	WHO? (Presenter)	TIME REQUIRED
Welcome and review of purpose and norms	Santana	2 minutes
<ul style="list-style-type: none"> ● Introductions were made 		
<u>New Business</u>		
School Improvement Plan - Review and Sign it	Lawrence/Santana	20 minutes
<ul style="list-style-type: none"> ○ Mrs. Lawrence review the purpose of the school improvement plan and how it had to be reviewed every 2 years ○ Reviewed how the school improvement plan was created and reviewed each part of the plan and what each part means ○ Mrs. Lawrence reviewed all the goals and strategies the school will be working on 		

- A chance was given for anyone to ask questions about the goals we have created
- Mrs. Lawrence explained how there are peer reviews of the plan from someone from another school
- Mrs. Lawrence explained that we will conduct a review of the plan in February and then again in June to determine how we are proceeding with the strategies for each goal
- All team members signed the plan

School Safety--review of school safety plan and discuss revisions

Lawrence/Polk

15 minutes

- School safety plan also has to be turned in and we are given a template for this
- Porter Ridge Goal- locking internal doors throughout the school throughout the day
 - Substitute teachers are given keys to classrooms as well as protocol sheets they have to read through
 - The workrooms and book room have been keyed with the same lock and all staff have been provided a key to ensure these rooms remain locked during the day
- Remaining components of the safety plan are determined by the state/district
 - Drills were reviewed of how often we need to have each
 - Starting next semester the school must have 2 per semester. One towards the beginning and ones towards the end
 - All of the safety videos and protocols teachers have to review at the beginning of the year were reviewed
 - There are 2 kits called CIRK Kits that have all teacher contact information, all student safety information, floor plan of school, etc. We keep one copy and the other copy is given to a sister school. Our CIRK Kit is housed at Hemby Bridge and we house
 - District is talking about another layer to add on a “reunify identification” form that states what people students would be able to leave if something were to happen
- Questions?
 - Is there a way to have parent pictures to ensure they are the correct person to pick up?
 - Discussed how parents have to scan their ID to get a badge this year, doorbell now at the front of the school
 - Removing voting from the schools?
 - Came up at the PAC meeting and it will be brought up at the next calendar meeting to see if it could possibly be a teacher workday for the next year.
 - The whole team feels it should at least be a teacher workday if they are going to continue to vote at schools
 - Lockdowns when you are outside at recess?
 - The instructions are vague because the state of emergency could be different in each scenario
 - Teacher judgement based on what you assess with the situation and take students in the opposite direction
 - We will talk about changes at the next staff meeting as well

- State is talking about revamping the lockdown procedures again in order to address the concern that students don't necessarily know what to do in a situation where the teacher may not be able to help them.
- Question was asked about a panic button--Mrs. Lawrence shared that there is a panic button in the front office.
- Beginning and end of the school day are the most vulnerable time of the day---make sure morning routines are solid to ensure safety for all students and staff
- After school Program---currently parents check in with afterschool staff but then often walk through the whole school to get their students if they are in the classroom on the E Hall. We will talk to the after-school coordinator at the school and head of afterschool to discuss this concern and how we can improve in this area.

- Playground Safety Zones

- Reviewed the guidelines and the map
 - K-2 playground map----one of the spots is going to be moved closer to the parking lot
 - 3-5 playground map---high schoolers on early release days or kids who can walk, walk right through the playground. Mrs. Lawrence will talk to the high school principal about this. Also, some of the stars will be moved around to address the grassy field behind the playground. 3-5 doesn't usually use the grassy area/track unless it is muddy and everyone is walking around the track. Zone 3 will be moved to the grassy area behind the swings.

Preparation for next meeting--Ask teams if they have any questions or concerns and get back to Santana by November 19th. Next meeting is December 5th at 3 PM.