

Oct 20 Leadership Minutes

3:10 Opening, Dr. Eldreth will be joining later as she is held in another meeting.

3:10 Quick note on importance of confidentiality during Parent Conferences - do Not turn the computer around to show parents information on the screen as it inadvertently exposes information on other students. Please share this with your grade levels.

3:16 Reading of Leadership Minutes from 9/22/16

3:20 Minutes approved

3:22 Reading of Agenda

3:23 Math Expressions has been added online, was purchased with District funding,

3:28 Review of School Improvement Plan Goals

1. Next PD day will cover math, addresses our SIP

3:29 Discussion of Literacy Goal and progress made thus far

1. Lisa Thompson covered the district core expectations on literacy
 - a. Aligns directly with the first portion of our school improvement plan
2. Grade Level Plans have been developed for each grade level (GLP)
 - a. GLP were put in teacher's boxes today by Curasi
 - b. The GLP were designed based on the BOY data - Goal 80% proficient
 - c. Should GLPs be given out at parent conferences?
 - d. Suggestion for checklist for parents "I have read the GLP" to save paper
 - e. Checklist sheet will be given to teachers once verified
3. Review of Grade Level Plans-monthly progress monitoring
 - a. Curasi emailed schedule for the year
 - b. Progress monitoring updates were given that are not to entered, just a beginning mark.
 - c. Use data spreadsheet from Kreider
 - i. Add columns to enter new months as you go
 - ii. Looking at goals again in Nov.
 - d. Where to put an RTI child that is already DORFing?
 - i. Then the rest of the children in comparison?
 - ii. Keep child on 4 but move the rest
 - e. Still working out the kinks in literacy, do every 10 and 20 days.
4. Review of ELA core components professional development
 - a. Overall agreement that this PD was helpful
 - b. Could teachers meet with another grade level to discuss other ideas not already being done in their own level?
 - c. They would like to have Lisa back out to go over the writing and the word study and to just answer questions.
5. Follow up professional development of model lessons with grade levels
 - a. Helpful to see the difference between interactive read aloud and shared reading

6. Review of MTSS Info sheets
 - a. What needs to be done next for the steps of the MTSS?
 - i. Grade levels need to meet again for a lot of unanswered questions with Goins, on a Monday afternoon
 - ii. RTI speech question - Parental requests and students that have not been pulled for speech yet, but are down for therapy. Email speech teacher.
 - b. Information session and resources from yesterday (October 19th) was helpful, need it earlier next year.
 - c. Conferences, remember the need for complete confidentiality. Do not show the parents anything on the computer on Powerschool, do not turn around the computer for another child's information to be seen. It will be helpful to give the parents their child's levels, but not to show the computer screen.
7. Most teachers have completed the Nov 2 Before Activities for the Early Release PD
 - a. Make sure everyone has completed in grade levels
 - b. Email Curasi to let her know that you have completed it.
8. Curasi goes tomorrow, Friday, Oct 21st, for training. Part of each grade level will go to math, part will go to ELA, then meet back to share info with grade level. Curasi will verify this.

3:41 Discussion of Math Goal and progress made thus far

1. Review of Math Data
 - a. Computation is focus in all grade levels except Kindergarten
 - b. After the October progress monitoring is given, we will reassess the focus area for each grade level to see the growth (80% proficient).
2. Review of Grade Level Plans-monthly progress monitoring
 - a. Curasi answered questions on the Tier 2 and Tier 3 monitoring.
3. Review of MTSS Info sheets - covered with MClass
4. Technology Resources-MX online

3:56 Discussion of Global Goal and progress made thus far

1. The E-mammal camera was stolen (\$550 camera).
 - a. Keefe reached out to the community on facebook to ask for help with finding out who took the camera and how to replace it.
 - b. Very positive response, offers to replace
 - c. Dr. Eldreth meeting with First Savings and Loan to replace it.
 - d. Fox 8 will be here in the morning to cover the story with the bank as a positive response from our community.
 - e. Discussed where to put the new camera, not to be in the same spot. Teachers offered to have the camera at their homes to ensure the location was hidden, possibly Mrs. Warren's as she is at a lake with constant animal activity (to be determined).

2. November 7th - roll out Module 2

- a. Teachers all agreed that the grade levels working together to complete the modules was very helpful
- b. Time allotted to staff for Module 1 was beneficial
- c. Support person on site to answer questions and keep focus was appreciated.
- d. Suggestion was made to have Global committee to come up with a way that allows the grade levels to meet for planning the Global lessons and what is needed to complete Mod 2
- e. Module 2 is coming up very quickly, more rigorous and intense.
 - i. Suggestion to get on VIF to view lessons and search for what you are planning, don't reinvent the wheel, but tweak a lesson that may already be there that closely resembles what you had in mind. Is your lesson already there?
 - ii. Has anyone already used a VIF lesson in their classroom?

3. December 5th - additional time & support for module 2

4. Determine Global days to support completion of Global Module 2

4:10 Discussion of Habits of Learning Goal and progress made thus far

1. PBIS updates and reminders

- a. Electronic copies are much easier and more effective way to keep up with PBIS. Teachers are doing a great job keeping up with this.
- b. Most data showed that following directions was the biggest problem, which was covered by Kreider and McCalip with the students that were not able to attend the celebration (How to be a Good Listener).
- c. Consistency is very important with PBIS. Students that do not make the celebration will be given lessons according to behaviors and if it is a repeated miss or new.

2. Another big problem that is happening is that a student is making a particular mess in the K-2 bathroom, playing with their wastes and smearing it all over the walls. Extra monitoring is needed to catch the culprit. Suggestion was made to have the nurse come in and do a lesson on going to the bathroom and the health risks involved with such behavior.

4:15 Discussion of Teacher Working Conditions Goal and progress made thus far

1. Hospitality

- a. Bosses day gifts were given out
- b. Lunch for next week requires at least 10 orders (Honey Baked Ham). Duty free lunch day
- c. Can we move the lunch order day so that people have money to use (no one has money on the last Friday before payday).
- d. Only 1 shower so far this year (Fricke), need to email the date when it gets closer.

- e. Many on the list for retirement.

4:17 Safety Needs

1. Monthly Fire Drill

2. Review of Lockdown

- a. Lockdown went really well, only 2 rooms that could be seen into, from the courtyard side.
 - b. Blinds are a problem, they are adjustable, but many of the clips are broken and panels were broken.
 - c. Neither maintenance nor Dr. Harrison will pay for blinds. Too many rooms that are at risk due to the blinds.
 - i. Wade will call Jerry Doss to see if he may be able to locate replacements. Need to know which parts and how many of each to make request.
 - d. Windows in the doors of the classrooms must be covered during lockdown (paper to fall down over windows in doors).
 - i. Won't they be able to break through the glass and open the door anyway? We can do our best to prepare, but we may not be able to fix every situation.
 - e. For Safety Team, can we reconsider the way we all clump together?
 - i. A balloon simulation shows that all balloons popped, all children would have been killed where spreading them out may prevent that. We can go to a different location to hide each time, to spread the children out into the same general area. If they are breaking through the glass on the door, get the children through the window. The directions say to be "out of sight from all windows and doors", not that they all have to be huddled together.
 - f. Access from one room into the other rooms, such as Mr. Joe's room goes into Courtney's and Pre-K's rooms, should be addressed.
 - g. All people on campus must participate in lockdown drill, even maintenance workers and volunteers (all should have a visitor's sticker or a badge).
 - h. Although we cannot predict every situation, being prepared is the most important, including subs.
- ##### 3. In response to recent abductions and "Clowns"
- a. Do we have a kid-friendly video about what a stranger is? A lot of questions are coming from students, esp after the student that was stolen. Older grades talk about adults should Never ask a strange child for help, do Not help a stranger or give them directions. McCalip can provide this.
 - b. Password system, parents and children need to have family passwords to make sure they are ok to go with someone else, they will need to have the family password or they are not to go.

- c. Clowns are a problem too, children are asking about them on the playground.
- 4. PK arrival procedures
 - a. With 2 prek classrooms this year, a check in has been added to the door by the cafeteria.
 - b. Parents are blocking driveways at our parking lot to avoid the K-2 drop-off lines, parking too far out on the street, not allowing space for our teachers to get into the parking lot, running teachers into the ditch by backing into traffic or going the wrong way, many near-accidents
 - c. Parents parking in staff lot with small children unexpectedly running into the parking lot
 - i. No “Staff Parking Only” sign?
 - d. Dr. Eldreth is looking into “No Parking” signs between 7:20-7:40
 - e. Other questions/suggestions: Can we move All the morning drop-off to the back, with only Pre-K and maybe K in the front? The morning has a much higher drop-off than the afternoon? Can students with siblings go to the back? Could the prek use the side of the teacher parking lot entrance?
 - i. Kreider will look at the numbers to see, usually the older student goes to the younger student.
 - f. Also: Can we relabel the parking to avoid our spots being taken by others, subs, etc). Do we have a sign that says our parking lot is for staff only? Not to put where to park for subs on aesop is in the handbook. This will be looked into further.
- 5. Lunchroom Issues
 - a. Cupcakes and birthdays? Handbook does not allow for items to be served until after 1:30 when the cafeteria is closed.
 - i. Parent was upset that she could not serve cupcakes during lunch, but then saw another teacher who served them during lunch, breaking the rule.
 - ii. Take the leadership role and remind the teacher that is breaking the rule that it is in the handbook not to serve until after the cafe is closed.
 - b. The Global Cafe allows for the parents to bring in outside food for the student.
 - i. This is only for parent-child lunch, not anyone else (on pick-up list).
 - ii. Has the purpose of the Global Cafe been communicated to parents? What do you say to a parent that goes into the cafeteria instead? Remind the student that this is their special time to spend eating lunch with their parent.
 - c. Lunchroom Solutions: Can a connect-ed be sent out to remind parents of the lunchroom rules to avoid putting a child against their parent (not a choice, nicely redirect parent and student). Global Cafe update to be emailed to teachers to include in their newsletters. Post a sign-in for the Cafe?

“Say what you mean, but don’t say it mean” by Jill Fricke

4:40 Reminder by Dr. Eldreth on Curriculum Mapping - was not done yesterday so Dr. Eldreth

4:42 Motion to dismiss, confirmed

4:42 Meeting Adjourned

Meeting Agenda Notes approved on 11-17-16