
Meeting Minutes

Meeting Date: 07/23/2019 - 8:00am

Title: SIT 7.23.19

Location: Media Center

I. Attendance

Team Members:

Guests: Michelle Atchison, Ivonne Rivera, Semina Bahadur

II. Celebrate recent successes

Some AJE staff have students starting High School

Mrs. Ballesteros shared her backpacking experience in Spain

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

Salter Approved the Minutes and Bell Seconds the approval

V. Old Business

EOY Data

The EOY data from EOGs indicates that there was growth in proficiency compared with last year's proficiency except in the 5th grade ELA

Put ISR in student data notebooks to help students reflect on their growth and for teachers to plan better how to provide support.

Some teachers have been trained to use the 3 L's lesson framework used by the ESL department. This framework has been shown to produce huge gains in ELA growth.

Preliminary increases from last year (EOGs) are 4.28 percentage points.

Salter celebrated that the remediation days after the school year were successful and students showed growth and improved scores.

Title I positions update

Our Title 1 budget was approved. The interviewing process has opened up for our vacant positions.

Mission and Vision

Current Vision: Empower students to create a better future.

Current Mission Brainstorming: All students at Allen Jay Elementary will meet or exceed grade level expectations.

Team members discussed ideas for a new mission statement and created a word map to record ideas: empowering, highest potential, multicultural perspective, ability, acceptance, global

Students will strive to grow as global citizens. (Renee)

Ferguson suggested writing a mission statement that is not purely academic.

Glenn suggested that our mission statement should be kid-friendly; a statement that they say each day during the morning show.

Atchison suggested allowing students to create the mission statement.

Team members suggested that the leadership team write the mission statement, and then hand it over to the students to "make it their own." Our focus on a "multicultural perspective" could be a part of our mission statement.

Mission Statement and Vision Suggestions:

At Allen Jay Elementary students achieve their highest potential as members of a diverse and growing community.

At Allen Jay we equip students to achieve their personal best and overcome challenges to become responsible global citizens.

Empowering students to be accepting citizens of a multicultural society.

Equipping students to reach their highest potential:

Vision: Empowering students to have a global and multicultural perspective.

Empowering learners to (explore or expand) their unique abilities through diverse and unique learning experiences that allow them to reach their highest potential their highest potential.

Empowering students to achieve their personal best.

Empowering students to achieve their highest potential.

Mission Statement Final Draft: Allen Jay Elementary scholars will achieve their highest potential as members of a global community.

Leadership team approved new mission statement.

Vision Final Draft: Empowering scholars to explore their unique abilities through diverse and global learning experiences.

Leadership team approved new school vision.

Coaching Days

We do not currently have the dates for when coaches are coming.

There are less coaching days this year than last year.

There are 5 CKLA coaching days and our new coach is Katie Daughtrey.

There are 4 ARC coaching days and our coach is Piper Nichols.

There are 10 EUREKA Math coaching days and our coach is Katie Row.

We are in Tier 2 for coaching interventions.

EOY Staff Survey

Some key words and ideas that were suggested for improvements include: better communication, ESL team in decision making, suggestions for PD, feedback in a timely manner, timeliness (dot system)

Discussion notes:

Professional Development:

Professional development should include credit for a CEU.

If we give CEUs for in-school PD, remember that they are awarded by hours.

For people who don't benefit from offered CEUs, should they be required to attend certain trainings?

When PD relates to strategies, it is beneficial to everyone. When it is content specific, it is not as beneficial to specialists and other support staff. How do we find middle ground?

When you come back from PD, share what you learn.

Timeliness, Dot System

We are required to be on time. At 7:15 the sign-in sheet will be flipped over and late staff will have to write their name on the back of the sign-in sheet.

Bathroom Cleanliness

We will continue to use sign in sheets for bathrooms to monitor them. This helped with bathroom issues last year.

We will use a binder full of sign-in sheets for the cafeteria bathrooms – one binder for boys and one for girls.

Duty Free Lunch

We will have this at least once a month.

We have asked for two more lunch tables.

Duties

We will rotate morning and afternoon duties every quarter for specialists and classified staff.

Rating Scales:

Teachers indicated inconsistency with discipline.

Discipline Data

Ballesteros shared discipline data for 2018-2019. Instructional days lost was reduced by 40%

Glenn included a communication log for teacher-parent contact.

Communication:

How can we streamline information?

Some things need to be emailed immediately due to time and can't wait for the next week's Jaybird Journal.

Last minute schedule changes was a common complaint. Be more specific. Create a master calendar.

OneNote includes a log of Jaybird Journals.

Some links in the Jaybird Journal would not work if you used a different browser.

When we have ideas or events that come up last minute, it needs to be scheduled at a future date instead of being planned last minutes. It disrupts the schedule we already have.

Can we do a 3-5, K-2, etc. distribution lists for email so that emails can go to specific groups that they apply to?

Forms and documents are online in OneNote, but many teachers didn't know how to find it or didn't look for it when needed.

MTSS Principles

Align to School Improvement Plan.

PBIS and IST align under MTSS.

SIP –NCSTAR

www.indistar.org has our school improvement plan.

Login: ncs16337

Password: LTS16337-ZZ4p

Login currently not working, Ballesteros will follow up to get access.

There is a different login access for guests.

Student Handbook

Suggested edits were written on a hard copy of the handbook.

Discussion:

Parents who pick up PreK students at 2:00 will drive around and get in the car rider line for K-5 students if their other students are car riders.

Parents who do not have a car rider card who call ahead are told to come straight to the office when they arrive.

Include Speech and EC in awards day. Include PreK in printing awards.

Information to communicate to staff:

After teachers contact parents, call the office and let them know so that they are aware if the parent calls back.

Emphasize: Lock the door every time you leave your classroom/office.

Clothing closet is for when students have an accident, not for dress code violations. Teachers should contact parents first to bring a change of clothes.

Two-pocket folders are being ordered for all students.

Three things needed for open house – lunch application, transportation,

Will we use Class Dojo? Or Remind?

If we use Class Dojo, it is required that everyone uses it for communication.

Hackstall and Tuttle will create a training session on how to use ClassDojo.

Book Study

Black Ants and Buddhists

Academic Priorities

K-2

CKLA K-2 – 60 minutes Skills, 45 minutes L&L, 45 IE/ELA,

EUREKA – 50

Math IE – 30 min

Specials – at least 40 minutes

Lunch – 30 minutes

Physical activity – 30 minutes

3-5

ARC – 90 minutes

ELA/IE Wide – 30 min

Eureka Math Whole – 60 min

Math IE – 30 min

Lunch – 30 min

Master schedule including lunch and specials

RIME – Remediation, Intervention, Maintenance, Enrichment

Specials time will be adjusted.

For lunch we have requested 2 additional tables for cafeteria.

On the lunch schedule, classes overlap by 2 minutes. It is very important that you are out of the cafeteria at the time designated on the schedule.

Workdays and welcome back meeting

August 20th - Welcome back meeting – full day

Class Dojo

Teach Meet from EPIC training

Conference Model, teambuilding

Theme release and logo

Breakfast provided for staff

August 21st - Open House begins at 5:30-7:00pm

Trade time counted from 4:30 on.

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

VII. Other Business

Action Taken:

New Roles:

Chair: Renne

Vice Chair: Nunes

Secretary: Tuttle

Co-Secretary: Ferguson

Time Keeper: Rinehart

Food for Thought:

Ferguson suggested that we add an ESL representative to the leadership team so that their department is represented

Renee made a motion to amend our bylaws to add an ESL team member.

Leadership team approved unanimously.

Payroll – Mandatory Workdays that you take off are a day with no pay, or a personal day. There will be updates posted of updated policies.

TAs still have reduction of workforce days. Those days will be determined before the beginning of the year.

Verdi and Green will be over PBIS.

Every Staff member fill out a likes page – have it accessible in the office for other staff and parents
8 hours of trade time for today.

Calendar

Events from last year's calendar have been added to the 2019-2020 calendar.

Add music performances:

4th and 5th – November 14th at 6:00

K & 1st - February 13th at 6:00 (snow date 2/27)

2nd & 3rd - April 23rd at 6:00

Color Run April 18th

Women's Only 5K – October 5th

Leadership Meetings

2nd and 4th Tuesday each month

August 23rd at 10:00am

VIII. Next Meeting

Date: 08/23/2019

Time: 10:00am

Title: SIT 08.23.19

Location: Media Center

IX. Adjourn

1:45pm