

## **SBLT Meeting**

**July 27, 2017**

**Members in Attendance:** Riley, Rumley, Harger, Cottie, McPhatter, Williams, Jordan, Sherrill, Carruthers, Pagano, Lanier, Ambro

**Meeting began at 9:00 a.m.**

### **Welcome & Introductions**

- Questions for SBLT members to answer.
  - Why did you decide to be a teacher or an assistant?
  - What do you want for your child's future?

### **Review of May minutes by E. Carruthers**

### **Review By-Laws**

- Two-year service on SBLT
- We have new representatives for parents, EC, K, 2<sup>nd</sup> grade, and 4<sup>th</sup> grade.
- Meetings for the whole group are monthly. Dates: 8/31, 9/11, 10/9, 11/13, 12/11, 1/8, 2/12, 3/12, 4/16, 5/7
- Sub-group meetings are held monthly, as well. This group will work on Indicators. Dates: 9/25, 10/23, 11/27, 12/14, 1/22, 2/26, 3/26, 4/30, 5/14

### **Everything Is Possible**

- Mrs. Jordan presented a video highlighting Jennifer Bricker's book Everything Is Possible
- Jennifer Bricker has overcome being born without legs and being orphaned. She became a gymnast through perseverance.
- "Everything is Possible" will be our theme for this year.
- We will show this video to our students.
- Review of GCS Core beliefs: Growth mindset, Relationships, Diversity, Consistency, Racial Equity, Critical Thinking
- SBLT members shared their answers to the question posed at the beginning of the meeting. Then, Mrs. Jordan asked them to think of which GCS Core Belief relates more closely to why they wanted to be a teacher or teacher assistant and what they want for their child's future if they are a parent on the SBLT.

## **K-2 Literacy**

- American Reading Company has been selected for K-2 this year.
- Training for ARC August 22 at 8:30-11:30
- Third grade is not included in ARC this year.
- Foundations is not included in ARC. It is not a requirement, but it is optional.
  - Consider what parts of Foundations would be crucial and should be built into the curriculum at each grade K, 1, 2.
  - Third grade will continue Foundations as it is outlined. Materials will be available to create leveled classroom libraries.
  - K-2 ARC material will not be as comprehensive as 4-5.
  - Simkins will have to pay for 5 ARC coaching days for 4-5.
  - K-2 coaching sessions will be paid for by GCS.
- Mrs. Sherrill presented on the ARC workshop she attended this summer.
  - A packet outlining the ARC literacy block is provided in the SBLT folder.
  - A scope and sequence is provided as well.
  - ARC modules are based around a project.
  - ARC changes balanced literacy to transformative literacy.
  - 2<sup>nd</sup> grade block is similar to 4<sup>th</sup> and 5<sup>th</sup>.
  - Core text is provided. High interest books provided for independent reading on a variety of reading levels.
    - Teachers will conference with students 1-1 on individual power goals.
- There are four modules at each grade level that encompass the Common Core standards.
- TRC and DIBELS will continue to be administered. This is a state requirement.
- Foundational kits will be provided to support beginning reading skills.
- The IRLA will be used K-2, 4-5 and can be used in 3<sup>rd</sup>.
- Writing in ARC is connected to TRC writing.

## **Mathematics**

- We will continue with CGI.
- Simkins will continue with a focus on Math.

## **Proposals**

- School Beautification
  - Fall and Spring clean up
  - Inside and outside
  - Promotes community
  - Proposal in SBLT outlines specific
  - Apply for Whole Foods, Lowes Foods, and Home Depot grants.
  - Rebuild the track.
  - Survey families to learn what areas of expertise they have and would be willing to share.

- Send survey home at the Open House or in first Thursday folder.
  - Safety Vestibule will be painted and personalized.
- Main Hallway Bulletin Board
  - One School/One Book program
  - Classrooms will read the same book.
  - This will build community.
  - A grant will be written to purchase a book for each classroom.
  - Choose books that will focus on the character trait for each month.
    - Encourage students to wear the color that is associated with the trait.
    - Videos can be used to add multi media exposure.
  - Everything Is Possible by Jen Bricker will be introduced to the students by Mrs. Jordan.
- Glass Case
  - Each grade level and specialist will be responsible for showcasing work/projects in the glass case each month. Shelves will be reserved and labeled for grade levels/specialists.
  - September- Everything Simkins/Simkins Spirit
  - October- Health and Safety
  - November-Showing Thanks
  - December-Holidays Around the World/Giving to Others
  - January-I Have a Dream
  - February-Black History (Connect to Door Decorations)
  - March-Acceptance
  - April-Earth Day
  - May-Patriotism
  - June-Fifth Grade Farewell
  - Each month every grade level contributes one submission to the assigned shelf.
- Music in the mornings
  - Provide music from 7:20-7:45 as students enter the school.
  - Uplifting music that students can relate to and has a positive message
  - Music will be changed frequently to keep it fresh.
  - Use the intercom system.
  - Test out on the workday for sound purposes.
- Safety Patrol
  - Criteria will be developed for Safety Patrol to contribute to car rider duty.
  - Students will have to be here by 7:20.
  - Students will be expected to open car doors and greet families.
  - Greet students in the morning.
  - Mrs. Jordan will talk with 5<sup>th</sup> graders to explain expectations.
  - Mrs. Jordan will relay this information to parents through Connect Ed.
- Clubs for All Students
  - To promote the Simkins' pledge, "Include Everyone."
  - Several suggestions were given, such as a Book Club and a Junior Pacer Club.

- Final Decision - Club Day -one hour, one Friday a month. Each teacher writes up a lesson plan with their expertise.
  - Mrs. Pagano will share the logistics and lesson plan.
  - Proposal: 2 teachers per club, October-March
  - Students sign up for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> choices for Clubs.
  - Students stay in a club for October-December and join a new club January-March.
  - Teacher keeps the same club for the year and teaches two sessions.
- PTA focus for 2017-18
  - Ideas: reimbursement for classroom purchases, gift cards, more PE equipment, storage for PE equipment, funding PBIS, Popcorn Machine
- Fundraisers
  - We can do 2 fundraisers as a school.
  - Read-A-Thon and Masquerade did not raise a lot of money.
  - Attractions Books did not raise a lot of money.
  - Decision was made to do the Read-A-Thon, but promote it more heavily. The Read-A-Thon is considered a donation vs. a fundraiser, because you are not selling anything.
  - Read-A-Thon
    - Begin October 2
    - Order more of the mouse glasses
  - Sell Chick-Fil-A calendars before the holidays
    - Begin selling November 1
  - Back to School Dance – All staff are required to participate.
    - September 15 2:30-4:00
    - Parent will sign a permission slip.
    - Small snack will be provided

## **Title 1**

- Title 1 money for 2017-18= \$125,462.90
- Parent involvement money given to Simkins=\$2,420.66
- Total money=\$127,883.56
- Positions that we pay for: 50% of CF and 50% of interpreter
- \$500 for new teacher training for new 4<sup>th</sup> grade teacher
- 5 coaching days for ARC for 4-5=\$11,000
- 5 coaching days for Foundations=\$8,500
- Field Trips=\$6,000 (\$1,000 per grade level)
- Reading Eggs and Reflex Math=\$5,500
- We reviewed the Title 1 Budget Sheet with specific line items.

## **School Improvement Plan**

- Review of Indicators on Indistar.
- Team will work on Indicators at August meeting.
- Closing the Gap
  - Incorporate inclusion practices on IEP's as much as possible based on data, so that student needs can be met and exposure to grade level standards can be addressed.
  - Suggestions were made for EC and AG teachers to push into small group instruction.
  - EC and regular education teachers should be co-teaching during inclusion.
  - EC TAs are not allowed to do the teaching, but to assist the student or students that they are assigned based on individual IEP's.
    - They should sit with the students and monitor the student to ensure that they stay on task and behaviors are managed.

## **Simkins School Wide Expectations**

1. Staff must report to work on time (7:15 each morning), which is 5 minutes before students arrive.
  - Staff will sign-in each morning in the main office.
  - Staff will not need to sign-out if they leave at the end of the regular work day.
  - Staff must stay on campus for lunch on regular school days.
2. Attendance is monitored.
  - If you know that you are going to be absent (i.e. professional development, sick day due to a procedure that has been scheduled by a doctor, etc.), then the staff member is in charge of getting a substitute.
  - If you are sick, then you must put your absence in AESOP by 6:00 am. Please try to get your on substitute. Email the principal and the secretary/treasurer.
  - Professional leave, annual leave, personal leave, and sick days due to an appointment MUST be pre-approved by the principal and a leave form must be completed prior to the absence. A leave form must be completed after you have received pre-approval by the principal.
  - If you are sick, then please complete a leave form as soon as you return to school.
3. Data Notebooks are not optional. Staff should begin preparing/organizing their data notebooks prior to the students arriving on the first day of school. Notebooks are to be used when planning and determining intervention groups. Progress monitoring interventions should be done on a 1-2 week basis. Data notebooks should be brought to all PLC's. A copy of the Discipline/Office Referral forms should be kept in the notebooks along with district, classroom and intervention data.
4. Staff must work as a team. Be respectful to everyone. Bad attitudes or moody behavior will not be tolerated. Try to solve problems; not create problems.
5. Stay in your lane.
  - Telling others what you are going to do or not going to do no matter what your principal says, is considered insubordination.
  - Confidential information should never be discussed in the community.

- Students' and/or staff members' behaviors or performance should not be discussed with parents.
  - Teachers can only discuss information about a child with that child's parent or legal guardian.
  - Teacher assistants should only make phone calls to parents if a child is sick and in need of going home. Other parent communication must be done by the child's teacher.
6. There will be no gum chewing in the classrooms or in the common areas of the school. Gum is being found on floors, and underneath tables. We also do not want it on the walls or on our shoes (Should not be thrown on the ground outside.)
  7. Every classroom with a restroom gets 2 trashcans (1 for classroom & 1 for restroom). Those classrooms without a restroom get 1 trashcan. We want to recycle, but unfortunately we are not doing this correctly. We will need to revisit this at a future SBLT meeting.
  8. Teachers and students are responsible for a neat, orderly, and safe classroom.
    - There should not be stacks of papers found all over the room or all over a teacher's desk.
    - Student desks will be cleaned out weekly by the students. They will need to scrub or wipe off the tops of their desks at least once a week. If you have wipes that you requested on your wish list for parents, then these would be recommended for this.
    - There should be a proper place for everything found in a classroom. Labeling proper places is optional.
    - Before a teacher leaves each day, there should be no papers on the floors and chairs will be stacked. Desks should be straightened or lined up neatly. Students should not come into CHAOS each day. Messes in a classroom clutter the brains of the children and the adults. We need to instill PRIDE in our classrooms and be thankful for all that we have. This requires that we take care of our classrooms and our entire school.
    - At the start of the school day, make sure that the chairs are placed under every desks. Students can do this as they come in, but if a student is absent, then this is a teacher's responsibility. I do not want to see chairs just left in the middle of the room without a proper home. This is a lack of care on a teacher's part.
  9. Teachers should have ALL materials that will be needed for the day prepared before the students arrive.
  10. If you stay late and your kids are here at our school, there should be no running up and down halls. They must also clean up after themselves.
  11. If you want a drink from the drink machine during the school day, then please get it yourself and refrain from sending students to the drink machine for you. This is highly inappropriate.
  12. Every Tuesday afternoon is reserved at Simkins for Teachers. Appointments should not be made on Tuesday's.

1<sup>st</sup> Tuesday – Staff Meetings (It is required that ALL staff attend.)

2<sup>nd</sup> Tuesday –

- EC Resource Teachers and Regular Ed. Teachers along with specialists meet and plan for co-teaching/inclusion and/or interventions.
- Those teachers who may not have EC students in their classroom or not as many will plan enrichment activities to challenge students (possibly with the AG teacher). The enrichment activities can be station activities. These will be shared with the others on the grade level. These teachers will also gather resources for grade level planning for Thursday's.

3<sup>rd</sup> Tuesday – Staff PLC

4<sup>th</sup> Tuesday – **3R's (Renew, Reset, Rejuvenate)**

- **Renew** – Get new resources and return used materials.
- **Reset** – Thoroughly clean your classroom.
- **Rejuvenate** – Change bulletin boards, change seating arrangements and change intervention groups.

**Meeting adjourned at 2:42 p.m.**

**The next SBLT meeting is scheduled for Tuesday, August 28, 2017**