

Rankin Elementary

Meeting Minutes

Meeting Date: 10/24/2017 - 2:45pm

Title: October 2017

Location: media center

I. Attendance

Team Members: Shequita Hughes, Jennifer Pring, Danielle Alexander, Lisa Barnette, Roni Bryant, Kendral Flowers, Stephen Guenzi, Jackie Hines, Christy McNeal, Dawn Shirk, Ann Virost

Guests: Ms. Moreland for Ms. Meadows, Ms. James for 3rd, and Ms. Wood for 2nd

II. Celebrate recent successes

African parent meeting a success. Asked good questions. Flowers stayed and participated. Aother meeting for parents TBA about how to support on the bus, and calssroom behaviors.

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

correction: SIT will meet on the 2nd and 4th Tuesdays (not the 1st and 3rd) of the month.

Minutes will be sent electronically and through Indistar for staff.

V. Old Business

Update on projectors: all that were at the shop are back, but one was stolen, and one broke. There are 37 working projectors. We will be ordering 11 mounted projectors, instead of 13, because GCS does not recommend mounted projectors in mobile units. Could work for entire 3rd & 4th grade hall (11 classrooms). With extra funds, we could get retractable screen for media center or a 120"-180" large portable screen for gym to use for graduation or projections for parents. 5th grade will get no projectors since they're in MUs because the insurance policy wouldn't cover them. Ideas for 5th grade: could get retractable screens, E-beams in MUs, and/or maybe get smartboards from 1st & 2nd grade hallways.

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

Action Items will be given to sub-committees to assess as they meet.

Ms. Flowers' name needs to be added to the SIP.

Mrs. McNeal will try to figure out how to pull up the SIP to make changes.

Mrs. McNeal and Ms. Flowers will meet to make necessary changes so that action items can be implemented.

3 academic goals: 1) Reading - increase from 34.5% to 40%; 2) Math - increase from 37.5% to 45%; and, 3) Science - increase from 49.5% to 55%. Decrease office referrals from 253 to 247. In Reading, we want to increase scores for students with disabilities from 24% to 30%, and LEP from 14.9% to 20%. In Math, we want to increase scores for students with disabilities from 24% to 30%, and LEP from 20.9% to 26%. At our next meeting, we will discuss progress of the action plan - where are we toward meeting our goals/what progress have we made?

VII. Other Business

Mrs. Virost: SIT members are also MTAC members. Ms. Virost was voted onto the SIT committee as the MTAC representative.

MTAC: If a book gets challenged, all SIT members must read the book. MTAC must meet at least 3 times/year, and examine resources when possible. Notes were distributed to members. Mrs. Virost said that she's struggling to find DEF level books. 60-80% of books are aged out. Focus on 600s-900s this year since we focused on technology last year. Mrs. Virost gave a 5 year plan on what the school needs to do to catch up/bring collection up-to-date. We still need books to be bought or donated. We need 15 books/student, and right now we only have 13/student. 264 books are lost or overdue from last spring (2016-17 school year). Library advocacy: GoFundMe account created to purchase items for library, and a public & publicized Amazon wish list to get books for the library.

Mr. Guenzi: 4th grade would like ~ \$40 to purchase folders (~ 240) and sheet protectors (~ 120) for projects for each student. The motion was passed. There is also a question about grades for specials because they've only been giving Ss, even though there may be some concerns. They would like some feedback from the Specials teachers regarding grades. Ms. Flowers will speak with the specialists about this. EC students on 4th grade rosters - teachers are responsible for providing a grade even though the child has never been in class, and also EC students are being pulled out during science time. Ms. Flowers will speak with the EC teachers to work out a solution.

Action Taken: Ms. Barnette: 1st grade wants progress reports to be translated into the families' languages. Ms. Shirk said that there is a contact person to get documents translated, but you need to give them at least 1 week. Mr. Guenzi suggested having the "common phrases" sheet translated into multiple languages (specifically Swahili). This will be helpful when completing the bi-weekly progress reports. Mrs. Bryant will be the point-person for forwarding documents for translation to the ESL department. Everyone needs to send Mrs. Bryant common phrases that they need translated by Friday. Parents are coming into the classrooms throughout the day, which is disrupting instruction. Mrs. Bryant said that parents should have to check into the office after 7:45 prior to coming to the classroom. Also, previous policy was for the office staff not to call the classroom, interrupting instruction. Ms. Flowers said that she'd like to implement the policy that if parents are coming during the day, that it has been scheduled with the teacher ahead of time. Mrs. Bryant said that a protocol needs to be stated and sent home in the Tuesday

folder next week so that parents understand the policy. Once parents sign in at the office, a call will be made to the teacher letting them know the parent is on the way. Mrs. Virost said that parents who visit often and/or volunteer can fill out the background check form in the parent room (currently the media center).

New students will need to start the last day if they are enrolled after 10:00. Teacher can ask parent if the child can start the next day.

Ms. Meadows (email): teacher drop-off and pick-up times are crucial because it's causing problems in the hallway and in class!

VIII. Next Meeting

Date: 11/14/2017

Time: 2:50pm

Title: November

Location: media center

IX. Adjourn

4:13pm