Rankin Elementary

School Improvement Team Agenda/ Minutes

August 1, 2016

9:00 am

Our beliefs drive actions……..items for discussion are noted under beliefs.


Members not present: E. Benedict(PK), L. Cook(K), L. Presley (EC)

Meeting Called to Order-K. Kiser to introduce Chris Mills, GCS Behavior Specialist

Education is a shared responsibility. It is a partnership of the student, home, school,

● Elect SIT Chairperson, Teacher Advisory Representative

All SIT team members were reminded to vote for the 1617 SIT Chairperson. Google form was sent via email to all SIT members. Kiser reviewed the expectations for this person as Assists with creation of agenda, to gather data, address monitoring questions, and prepare monitoring document

● Leads meetings

● Serves as Rankin Representative on GCS Teacher Advisory Committee with Superintendent
  ○ Oct. 20- 8-11 am @ Rader Center
  ○ March 22 12-4 pm @ Rader Center
  ○ Laura Clawson shared her experiences as previous SIT chairperson.

● School Improvement Plan

  ● Elementary/Primary Self Assessment Review
  ● Review/Add Strategies

Team reviewed “elementary” self assessment, rankings of areas of concern, and suggested strategies for each as well as two goals. Team determined 2 strategies for reading and 2 for math.

Reading strategies: 1 Use lab sites along with GCS Units of study to refine L. Calkins Reading Workshop elements. 2 Develop schoolwide stamina/comprehension focus where grade levels will set monthly goals for reading. Track student/grade level progress. Math strategies: 1 Using common assessments, form strategic math small groups to address student needs 2 Identify bubble students, provide weekly intervention during grade level intervention time, track progress, and meet monthly with administration to discuss progress. Also reviewed compliance statements. In regards to Duty Free lunch, the team discussed using assistants to cover the cafeteria; however, it was discussed that there would be a need to have additional assistants to cover upper grade “pod” areas as these classes eat in classrooms. With student needs as well as
pending implementation of lab sites and using assistants for this, the team determined duty free lunch could not be implemented safely and with assistants being utilized in the best manner. The team reviewed the “Healthy Active” child policy which supports Rankin teachers working to ensure students get at least 30 minutes of physical activity even on days of PE. Team discussed that on PE days teachers should ensure that students are participating in movement activities. Also reviewed that physical activity cannot be taken or imposed as a form of punishment. Discussed alternative recess activities such as walking to “reflect” on bad choice and returning to teacher to process better choices for future. Walking cannot be in form of laps

- SIT Mission Revision Process
- Plan for Beginning Meeting Staff Vision and Mission Review

(Who will do what?how will we do it?when will we do it)
Team reviewed meaning of mission statement and components for mission. Team also reviewed current Rankin mission to check alignment with GCS mission. Team also reviewed previous vision statement and newly drafted statement. Examples of varied mission statements were reviewed and discussed. Kiser emphasized that mission should be what we are doing now to accomplish the vision. These steps should be reflected in our core beliefs. Through review and discussion, the team drafted a suggested mission statement. Kiser explained that the SIT team would take the staff through this same process. Team determined that this would need to happen during first meeting. Kiser said a slide presentation would be provided like the one used for SIT. The team decided that the SIT chair will assign presentation assignments for this.

- Review “Meet Your Teacher” meetings powerpoint template share
Team reviewed the dates and times again for the meetings. Kiser explained that postcards have been sent to parents and a Connect Ed will also be sent. Kiser reviewed the powerpoint template for teacher use during these meetings. Kiser emphasized that grade levels and teachers could add any pertinent information needed. This template will be shared with all classroom teachers this afternoon (Aug. 1)

All children can learn given appropriate time, instruction, and access to resources
- CHANGE- Itinerant schedule will be Monday through Thursday
Kiser explained that due to two teams at Pinewood and scheduling, Rankin itinerant days would be changed from Monday-Thursday instead of Tuesday- Friday. C. Rau, at request of his team, asked that the 5 min break between classes be taken out. D. Kelly explained that modified schedule would be placed in teacher handbooks.
- CHANGE-Staff Hours- 7:40-3:10
Kiser discussed that 5 years ago, the instructional beginning time was changed from 8:10 to 8:00; however, the staff arrival time was not changed which has presented some issues. In order to ensure staff are here to provide supervision and to begin instruction
at 8, staff will be expected to report at 7:40 instead of 7:50 and will leave at 3:10 instead of 3:20. Instruction should begin at 8.
Students must be assessed in a variety of ways to demonstrate their achievement.
Students and staff will feel safe, cared for, and accepted in our learning.

- PBIS Review/Educator’s Handbook Overview/Sharing with GCS Behavior Specialist Chris Mills

Chris Mills, GCS Behavior Specialist, met with SIT team to review PBIS process and discuss how this aligns with our MTSS tier process. He also discussed our current procedures and how these align with current PBIS expectations. Kiser asked for clarification from SIT about concerns from teachers regarding consequences, consistency of consequences, and suggestions for more consequences for classroom.
Mr. Mills suggested SIT develop 3 tier process for behavior consequences; however, emphasizing that office referrals will be handled by administrators based on student needs. SIT will work to develop these consequences.

- STAFF Outings Review

Kiser reviewed staff outing list from previous meeting suggestions.

- Professional Learning

Lab Sites
The Energy Bus
Kiser reminded all classroom teachers to pick up books in the office. Many teachers have already begun reading them. SIT team members discussed the children’s version of the book and ways which they plan to use them with their class.

Meeting adjourned-Kiser
Next Meeting: Sept. 22 (however, may have called meeting prior to this date)

Concerns from the team: