

Elizabethtown Primary School

School Improvement Team

Minutes for July 2016

The Elizabethtown Primary School Improvement Team met School on June 12, 2016. The meeting was called to order by SIT Chairperson, Shantell Faircloth. The roll was then called by SIT secretary, Gayla Collins. Leslie Hill represented the kindergarten. Absences included Danyel Colon, Parent Representative. A motion to approve the minutes of the May meeting was made by Beverly Brady and seconded by Jessica Bordeaux. The motion carried unanimously.

Comprehensive Needs Assessment (CNA)

The following revisions were made to the CNA

- * Highly qualified staff from 100% to 94%
- * SAT to meet with parents to address excessive absences, tardiness, and early releases.
- * The Watch D. O. G. S. program and plans to implement a volunteer encouragement program was added to the community support section.
- * The use of Facebook and Twitter were added to the parent communication section.
- * Engage New York training to blend with Singapore Math was added to the professional development section.
- * There are 41 certified teachers.
- * Specific training for new teachers will include Whole Brain Teaching Book Study, Reading 3D, Class Dojo, PowerSchool, Daily 5 Book Study, and NCES for observations.
- * 342 instructional minutes was added to use of instructional time section.
- * 3 Chromebook labs were added to the technical resources section.

- * A motion to have 3 kindergarten teacher assistants, 3 first grade teacher assistants, 1 computer lab teacher assistant, .5 media assistant, and .5 second

grade Burst teacher assistant was made by Christy Babson and seconded by Jessica Bordeaux. The motion carried unanimously.

- * IXL, Flocabulary, Brainpop, Social Studies Weekly, and teaching materials for 2 new classrooms were added to the using monies to support school instruction section.
- * Duke Energy Science Fair, the Exxon Grant, and Poe Center Fitness Grant were added to the programs section.
- * Third Grade BOG assessment was added to test results analysis/
- * Student led conferences was added to the students participate in data section.
- * EVAAS for fourth grade was added to the data sources monitored by teachers section.
- * School safety measures in place daily was added to the effective leadership section.
- * 613 students enrolled was added to the other information section.

Classroom Phones

The following recommendations were made concerning the use of classroom phones:

- * Personal calls should be limited.
- * No student transportation changes are to be made over the phone.
- * Student Illness: Call the office with details. The office will call home.
- * Phone usage reports are available for each phone.
- * Mrs. Shaw's computer controls the phone system.

School Spirit Day

School Spirit Day will be every Friday.

NCCAT School Improvement Retreat 2016-2017

A motion to start planning the NCCAT School Improvement retreat to be held at Pine Knoll Shores was made by Becky Campbell and seconded by Beverly Brady. The motion carried unanimously.

Title I/ Parent Involvement

The following revisions were made to the parent involvement plan:

- * First nine weeks parent conferences will be October 31, 2016.
- * Second nine weeks parent conferences will be January 26, 2017
- * Third nine weeks student led conferences tba.
- * Singapore math night was deleted.
- * A quarterly Accelerated Reader Family Reading Day was suggested.

Parent Involvement Calendar Changes

- * Donuts for Dads will be held on February 3, 2017.
- * Muffins for Moms will be held on February 17, 2017.
- * Benchmark review was deleted
- * Quarterly parent conferences to be held in October, January, April , and May.
- * Pre-Kindergarten nights to be held in September, February, and May.
- * Alert Solution Messages to be changed to Power Announcement Messages.
- * Parent/Teacher conferences to be held in October, January, April, May, and per parent request.
- * World View Night will be February 28, 2017. Please document with pictures.
- * Fall Festival date TBA. Please document with pictures.
- * Duke Energy Science Night to be held in March. Please document with pictures.
- * Elementary Battle of the Books will be held in April. Please document with pictures.

Title I Budget

- * A motion to use \$10,000 for staff development was made by Jessica Bordeaux and seconded by Beverly Brady. The motion carried.
- * A motion to use \$5,000 to purchase library books was made by Christy Babson and seconded by Beverly Brady. The motion carried.
- * Parent Involvement expenses: Food - \$600. Parental Supplies \$1449.52.
- * A motion to accept the budget based off hiring 2 teacher assistants was made by Jessica Bordeaux and seconded by Chrystal Outland. The motion carried.

Concerns

- * Computer carts will travel from class to class. Mrs. White Smith will develop a K-2 cart schedule.
- * Room assignments: Worley to Jackson - Jackson to Worley - 2 new first grade classes - Waddell to computer lab - second grade to Willis - Willis, Priest, and Hayes TBA.

A motion to adjourn was made by Chrystal Outland and seconded by Leslie Hill. The motion carried the meeting was adjourned.