

STATON ELEMENTARY SCHOOL

School Organizational Team Minutes

February 15, 2017

4:00pm

The Staton Elementary School Organizational Team (Team) meeting was called to order at 4:00pm on February 15, 2017. The meeting was held at the Staton ES Library.

Members present:

- Dr. Lombard, Principal
- Patti Haire, Kindergarten Teacher
- Robert Hollowood, Science Teacher
- Carrie Kern, 1st grade Teacher
- Teri Mann, GATE Teacher
- Michael Harger, Site Base Technician
- Dawn Mae, Specialized Teaching Assistant
- Kristy Froehlich, Parent
- Nicole Hamilton, Parent
- Kristina Havill, Parent
- Leigh-Anne Mateyka, Parent
- Gina Retke, Parent
- Carrie Robine, Parent
- Julie Hosea, Office Manager
- Christina Fitch, Assistant Principal

Members Absent:

The minutes from the meeting dated January 18, 2017 were presented and approved as presented.

New Agenda Items

- SCHOOL ORGANIZATIONAL TEAM – TRAINING AND DISCUSSION
 - Consensus Building - Dr. Lombard provided a handout packet with information on consensus building, shared decision making and school data. The first piece of the training is consensus building. The goal of consensus building is to find solutions that everyone actively supports or can live with. The SOT watched a training video provided by ab394.ccsd.net (CCSD Just in Time Consensus Building Training) and worked in groups to discuss consensus building and shared decision making. Following are notes from our group activity.
 - Valuing Diverse Perspectives
 - Gather input from committees, surveys
 - Create norms, foster respect
 - Seek to understand and listen to hear, not to reply
 - Everyone has a chance to speak, listen to all sides, gather information
 - Make people feel welcome so that they want to participate
 - Keep the purpose in mind
 - Validate speakers

- Establishing Common Goals
 - Look at the school as a whole (students, teachers, staff, parents)
 - Consider the community
 - Stay positive, don't allow negativity
 - Constant communication-what are the common goals and solutions
 - Align perspective to the end goal
 - Analyze programs before buying them
 - Maintain norms
 - Everyone teaching the required (NVACS) standards
 - All groups should create goals
 - Keep the "big picture" in mind
 - Encourage participation so people feel a part of the process
 - Refer back to agendas
 - Gather data, ask questions, repeat
 - Build structures to ensure all stakeholders are involved and how each person fits in
- The Staton Vision, Mission Statement and Motto were provided and discussed. The CCSD Focus Areas and Goals were provided and discussed. The School Organization Team must keep the all of these in mind when establishing goals for Staton.
 - Strategies for Building Consensus
 - Five strategies for consensus building were discussed. While the SOT may use any of these strategies, Fist to Five was the quickest and clearest method.
- Data Analysis- The video CCSD Just-In-Time Budget Training was viewed by the SOT. (ab394.ccsd.net)
 - Using Data to Inform School Planning-Multiple Measures of Data
 - Demographics-the composition of the school community and subgroups
 - Perceptions – learning environment, values and beliefs, attitudes and observations
 - Student Learning – State summative assessments, formative assessments, grades, teacher observations
 - School Processes – Description of school programs and processes

The SOT reviewed and discussed Staton's School Processes including Instructional Programs/Assessment, Master Schedule, Intervention Programs, Classroom Observations, RTI data, GATE & ALM. The Strengths and Areas of Improvement that were identified by the SET (School Empowerment Team) were reviewed and discussed.

A question was asked about how and why we use CTTs (Certified Temporary Tutors). Students in need of time with a CTT are identified by the teacher. The student is pulled from class for individualized time with the CTT while the students remaining in class receive better attention from the teacher.

A question was asked about the structure of the 4th and 5th graders day. It was noted that 4th grade currently has teachers specializing in math and writing. The 5th grade teachers do not have the same specialization and therefore have an integrated approach to instruction. Further discussion of the 4th and 5th grade daily structure will be tabled to a future meeting.

- Budget – CCSD assigns a per pupil allocation for students based on their grade level and the per pupil allocation for each school varies based on the star ranking for the school for the 2017-2018. That amount is then applied to enrollment projections for 2017-2018. Staton’s projected enrollment for 2017-2018 is 728 students.
 - o The Staton Proposed Budget from the SET meetings was reviewed and discussed. The total budget allocation from CCSD is \$3,515,349.26. This budget is enough to cover salaries, supplies and sub coverage for professional planning days and school committee meetings.
 - o \$140,000 was raised and given to Staton by the PTO. A portion of these funds (Public Education) will be used for school wide programs, technology licenses and CTTs. A survey was given to parents and Staton teachers to determine how to spend the remaining balance of \$83,570.00. 72% of teachers surveyed selected a class size reduction teacher followed by purchasing a reading and math series and then a Computer/Humanities teacher. 46% of parents surveyed selected a class size reduction teacher followed by a Computer/Humanities teacher and then purchasing a reading and math series.
 - o There was discussion of the need for class size reduction at the 4th and 5th grade level with 30+ students in each class versus purchasing a school wide math and reading program. A math and reading program still needs to be researched and would have to be purchased by the end of this school year. The possibility of securing a donor or grant to purchase the math and reading program was discussed.

General Discussion

- FUTURE AGENDAS
 - Finalize School Performance Plan and Strategic Budget (SET will be at the next meeting)
 - The next meeting will be a voting meeting.

Information

Next meeting: Staton ES – Library 2/21/2017 4:00 – 6:25pm (voting meeting)

Public Comment Period – N/A

The meeting was adjourned at 7:33pm