

# Victor Primary School

## VPS Building Council Minutes

March 30, 2017

Primary Conference Room 101

3:30 p.m.

**Facilitator:** Danny Dehm

**Notetaker:** Danny Dehm

**Members:** Mary Anne Buckley, Wendy Chiasson, Kelly Danks, Danny Dehm, Josh Doyle, ~~Chris Gerace, Linda Holly,~~ Nicole Kirsch, Julia Reeder, Chris Space, Jenny Twardokus

**Guest:** Jen Check

### Minutes

#	Topic/Subject			
<b>Opening</b>				
1	Welcome	Facilitator	1 min	
2	Approve minutes of <b>March 10, 2017</b>	Facilitator	3 min	Minutes were approved as written.
3	Review agenda	Facilitator	1 min	
<b>Guest Presentation</b>			<b>0 min</b>	None
<b>New Business</b>			<b>0 min</b>	
<b>Old Business</b>			<b>45 min</b>	

4	<p>This meeting focused on reviewing the recommendations regarding the goal from our last meeting (black) and finalizing those that would be implemented with relevant details (red). The goal reads: <b><i>Review the rationale, the benefits, and the challenges of WIN time and determine recommendations to maximize this portion of the school day.</i></b></p> <p>Consider strings/enrichment as occurring outside of WIN where kids are required to have greater responsibility which then allows children who receive related services to potentially engage. It would make more sense for children who are engaged in these enriching activities to miss limited recess and/or instruction with the added responsibility that comes with their attendance in a Discovery Quest or Strings. <b><i>Classroom teacher perspective was clarified indicating that all students would have a greater chance of engaging in Enrichment Discovery Quests/Strings if they were scheduled outside the WIN time. The recommendation is to explore the feasibility of the Enrichment services working within a 4-day schedule vs the currently weekly schedule in addition to scheduling options outside classroom WIN time.</i></b></p> <p>Consider asking teachers in the spring for their preference re: aide schedule...during WIN or not with a possible readjust after a month once a teacher has the pulse of their class. Make readjustments within the population of teachers who want to make a change. <b><i>This recommendation would be manageable and potential teacher stress could be relieved in September if there was a flexibility plan for changing that preference in September based upon the dynamics of the class. The adjustments in the fall would be need to be coordinated by one person for potential changes across personnel and schedules. There would be a specific day identified for swaps that could occur only within the group of people interested in a change. No one who is satisfied with their given schedule would be affected.</i></b></p> <p>Consider WIN time as a way that PLC groups could have the flexibility and creativity to share kids in a way that also helps them maintain balance. <b><i>Instruction could be streamlined and kids may even be jazzed by an</i></b></p>			
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*experience like this. There is a second grade PLC who is giving this a try in a couple of weeks and will have experience to draw from. This recommendation is supported and will be shared with examples for groups to consider.*

Consider WIN time to support a PLC group during various assessment time frames. *It is recommended that PLCs be provided the flexibility to share students in a way that allows for a group of teachers to maximize their time to complete assessments.*

Consider how we can relieve self-imposed stress that teachers often put on themselves. Foster greater trust....spend time on teamwork aspect that the whole educational experience does not depend upon one (i.e.; only the classroom teacher). *The recommendation is for a statement from the Principal regarding instructional expectations that could be taught during WIN time (i.e. handwriting, theme time, etc.) which would serve as a message providing guidance around the balance of being responsive to the community that we are all following the same curricular path and honoring the decision making of the teacher to meet the needs/circumstances of the class they have in front of them. There is recognition that lack of time and adult stress is a truth, therefore professional judgement would be used to manage both sides of this.*

Consider building in congruence time with Math AIS teachers. *It was noted that having an assigned time for the focus of each math ais group and the teachers the kids belong to could create more meeting times for the classroom teacher because s/he may have kids in 3 or 4 different math ais groups. Adding more meetings to a teacher's plate is unfavorable. The recommendation is to have drop in dates each month pre-identified where Math AIS teachers are available for any teacher to meet with the opportunity to make appointments to discussion specific children or groups of children. Having 'open office drop in hours' available may be the best approach to start with the use of a google doc to sign up for interested teachers and/or specific students to discuss.*

Consider incorporating parent volunteers during WIN time. *Council members noted that this is always an option for teachers.*

Consider having Related Service Providers (who often have a better sense of student needs in September) create the WIN schedules. Changes in those schedules often work themselves out within the first couple of weeks of school anyway. It is recognized that having the the classroom teacher there requires little time and helps to clarify thinking around scheduling as well. *This is not a new investment of time given that it takes the place of a PLC meeting and the related service provider would have to communicate the decision anyway. The current structure is a manageable amount of time for the benefits of this process. It was agreed that a concentrated amount of decision making, scheduling and communicating is happening during those few morning hours.*

*A question was posed around the cc/scheduling meetings. There is a schedule for this. The 'scheduling' needs usually occur only at the beginning of the year. A solution was recommended: September meetings are referred to as scheduling meetings. From October on, the meetings are noted as cc meetings whereas if there is not a child to discuss, no one would need to come to that afternoon meeting. There would need to be a standing agreement that a cc request/student name would have to be put into the document by 9:00 of the day of the cc meeting. This would lessen stress and increase trust. Because it is a shared document, aides could also be used to help out in another way in the event that there is not a cc meeting occurring.*

*It was also determined that WIN time could not be any shorter than it is due to needing at least 30 minutes for AIS ELA. There are decisions made for specific children around time and number of days based upon specific and unique circumstances.*

<b>Closing</b>		<b>5 min</b>	
5	Review assigned tasks	Minute Taker	1 min

6	Set agenda and roles for next mtg.	Facilitator	2 min	<b>Agenda:</b> Communication about WIN time decisions, Title 1 Input, Expanding Enrichment Opportunities Subcommittee Update, Professional Development Subcommittee Update <b>Roles:</b> Facilitator - Danny; Minute Keeper - Jen; Timekeeper - Wendy
11	Parking Lot	Facilitator	2 min	Goal consideration for 2017-18
12	Roundtable	All	4 min	

**Future Meeting Dates in VPS Room #101:**

- **Friday, April 28: 7:45 a.m.**
- **Thursday, May 11: 3:30 p.m.**
- **Friday, June 2: 7:45 a.m.**