

## **SBLT Meeting**

**March 26, 2018**

**Members in Attendance:** Riley, Cottie, McPhatter, Jordan, Carruthers, Ambro, Kilcrease, Siczek, Essom, Davis, Pagano, Williams

**Meeting began at 2:50.**

**Review of the meeting minutes by Mrs. Carruthers.**

- I. Morning Show Update
  - Mrs. Jordan spoke with Mrs. Cyrus about logistics for the show.
  - Next year, this will be a Club so that students will have time to prepare and be involved in the production of the program.
- II. Student Council Proposals
  - Student Council members will begin saying the Pledge of Allegiance and our Simkins' Pledge after Spring Break.
  - STREAM (Science, Technology, Reading, Engineering, Arts & Math)
    - Stations would be set up for each letter.
    - The logistics will be discussed at a future SBLT meeting. If we do not do this for this school year, then we will certainly plan on doing this during the 2018-2019 school year.
  - Service Learning
    - Student Council is in the process of planning a Service Learning project.
- III. 2018-2019 Student Projections
  - The total student projections for next year is 513 students.
    - K- 83
    - 1 – 84
    - 2 – 69
    - 3 – 67
    - 4 – 101
    - 5 – 95
  - Adapted Curr. – 13
  - These are just the projections, but the trend for us every year that we have been open has been more than what has been projected.
  - The Teacher Allotment for 2018-2019 has not been released. At this time, Mrs. Jordan is hoping to have 4 teachers on every grade level.
  - Factors that may influence the number of teachers on a grade level are:
    - K-3 – Classroom size
    - 4-5 – High projections
  - Mrs. Jordan will begin interviewing possible transfer candidates.
    - The last date to transfer out of a Title I school is April 29.
    - The last date to transfer into a Title I school is May 30.

#### IV. 2017-2018 Staff Survey

- 6 out of 57 staff completed the survey.
- See at the bottom of the minutes what those who participated in the survey shared in regards to What is Going Well and What Needs Improvement.
- Several things listed under What is Going Well is also listed under What Needs Improvement. Mrs. Jordan reminded everyone that decisions made by the SBLT, committees/teams, or by the school administrator should always be based on what is best for children. It may not make everyone happy, but we should always put children's needs before our own.
- Some of the items under needs improvement can be changed this year and some of the items can be addressed in planning for next year. Other items under needs improvement will not be changed due to the "The Way We Do Our Work at Simkins Elementary" section of our Staff Handbook (pg. 17). Also data is used to determine how classrooms are set up and who the teachers will be that are assigned to classrooms.
  - Lesson plans should reflect differentiation for all students and are a collaborative effort among grade levels.
  - Weekly grade level PLC's are required. This will not change.
  - A Technology Assistant cost money and would require that we trade in positions to fund a technology assistant. Our needs are too great to support a trade for a technology assistant.
  - As long as our school continues to be a Title I school, planning days will be provided 3 times a year for grade levels and EC. This helps give teachers more uninterrupted time for planning.
  - Staff should not come through the exit on Lee Street. Whether you are on time or not, coming through the exit is a hazard.
  - Our data shows that clustering classes is effective.
    - Specialists are supporting High/Higher classrooms.
    - Higher/Highest classrooms could support High/Higher classrooms by helping to progress monitor.
  - Mrs. Jordan will determine the teachers who will teach each classroom based on teacher EVAAS data.
  - This helps with scheduling EC/ESL inclusion.
  - EC will be included in the field trip fund next year. The field trip fund has been supported with Title I dollars.
  - Schedule – Suggestion was to have 4/5 specials in the morning next year.
  - Grade levels will continue to choose their top 3 preference times for recess, lunch, and specials.
  - Timers are set during PLC meetings to signal when there is 5 minutes left.
  - Announcements are Mrs. Jordan's community meeting. It sets the tone for the day and it is Mrs. Jordan's way of letting the students know what is expected and that she supports the staff as they work with students.
    - SBLT wanted Mrs. Jordan to share Shout Outs.
    - A suggestion was made to start specials at 8:15 to accommodate transition time for the first special.

- Staff recognition is from Mrs. Jordan.
  - Criteria is based on what she observes and feedback that students and families have shared. The gift that is given is funded by Mrs. Jordan with her money.
  - Fin Friends is welcome to create a criteria and reward staff in other ways.
- There is a need for money for Science materials.
  - Let Mrs. Jordan know about specific needs at the end of this school year when grade levels create lists of needed materials.
  - Title I dollars can only be used for reading and math materials and professional development.
  - State and local dollars or school fundraisers would have to be used to support the purchase of science materials. The allotment monies are not given until July.
  - LearnED was purchased at the beginning of the year for 5<sup>th</sup> grade to help support their science needs.
  - With Simkins being new, there are not enough materials accumulated, but we can certainly try to do a little each year to help with science materials.
- Some parents are letting their children out in the mornings in the top of the parking lot instead of the drop off line.
 

Our parent SBLT representative felt like this could be improved if the car rider line went back to two lanes.

  - Safety Patrol is helping with car duty.
  - With breakfast in the classroom, there can be more people outside in the car rider line to assist. Mrs. Jordan will work on assigning more staff to help with car riders in order to go back to having 2 lanes.

V. Evidence for Indicators

- SBLT on April 30 will be the deadline for having evidence uploaded into Canvas indicator folders.
- SBLT on May 14
  - Indicators will be reviewed.
  - Indicators that have enough evidence to support the full implementation will be marked complete.

**Meeting adjourned at 3:43.**

Staff Survey  
2017-2018  
6 out of 57 staff members completed the survey

What is going well at Simkins?  
2017-2018

An (\*) indicates the number of people who said the same thing.

- Monthly staff recognitions
- Secret Pals \*
- Office Support
- New Cleaning Crew \*
- Character Quizzes \*
- Support of Colleagues \*
- Specialists helping during intervention time
- Golden Plunger/Golden Broom Awards (motivate students)
- Dances \*
- Every member of the school staff works hard. \*\*\*\*
- Amazing students
- Clubs during and after the school day
- Project Fit America
- New Track
- Positive Administration that is always pushing us to be our best.
- Funding for new supplies each year.
- ACES program that is positive and nurturing to our students.
- C4K
- Acceptance of students with disabilities.
- Schedule \*
- Having specialists here 5 days a week \*
- Consistently implementing school wide expectations

## What needs improvement at Simkins?

- Morale \*
- Communication among staff (tone)
- Time for feedback to students/conferences because of meetings almost every day of the week after school.
- Length of morning announcements \*\*\*
- Community supplies (lack of construction paper/tape/glue/markers, can't access workroom cabinets)
- Music in the morning is distracting and loud.
- Lots of parades – cuts into instruction time \*
- Low parent involvement \*
- Loosing planning for PLC and technology
- Grade level schedules and having kids sitting and getting for too long
- Students coming in late and hungry
- The school song
- 4<sup>th</sup>/5<sup>th</sup> talking so much
- Not having the same technology available as other teachers
- Handle character builders and those who have challenges
- All staff are not reading emails and responding when necessary.
- Outside flag is looking bad.
- Staff & parents driving through the exit in front of the school instead of driving through the entrance (even though its already been addressed). It looks bad and is unsafe.
- Clustering classes
- Field trip funding for EC
- Teachers are still coming back to pick up their students from specials late (Tuesday's). One teacher came back almost 15 minutes late.
- Some students are still being let out across the parking lot in the mornings without parents walking them across.
- Sense of urgency
- Fidelity to instructional time (stop the interruptions)
- One size fits all approach to instruction is not best practices.
- Support for teacher with high/higher student clusters
- Adequate resources for all content areas
- Selection criteria for recognizing staff
- Lack of planning time during the day