

## **SBLT Meeting**

**July 18, 2019**

**Members in Attendance:** Jordan, Zimmerman, Carruthers, Tucker, Boyd, Snyder, Cottie, Lode', Ricks, Sherrill, Dobbins, Toman, Smith (parent),

**Meeting began at 9:00 a.m.**

### **I. Welcome & Introductions**

- a. Kindergarten-Tucker
- b. First Grade-Boyd
- c. Second Grade-Snyder
- d. Third Grade-Cottie
- e. Fourth Grade-Lode'
- f. Fifth Grade-Ricks
- g. Specialist-Sherrill-will elect a new representative
- h. EC-Dobbins-may change
- i. TA-Toman
- j. Parent-Julie Smith, Capricia Lucas (not in attendance today)

### **II. Review of Minutes from the May SBLT Meeting**

- a. Minutes were approved.

### **III. Review of By-Laws**

- a. Representatives serve for two years.
- b. A week before the team meets, Mrs. Jordan will email and ask for any agenda items.
- c. Mrs. Snyder volunteered to facilitate the meeting, collect agenda items and prepare the agendas for the 2019-2020 meetings.
- d. Mrs. Jordan will finalize the minutes and email them to the staff.
- e. The minutes will be sent to staff, SBLT, and on our school website.
- f. Our meetings will be once a month. The dates will be listed on the school website.
  - i. The School Based Leadership Team meets once a month and the Instructional Leadership Team meets at least once a month.
  - ii. Dates for 2019-2020: August 26, September 9, October 7, November 4, December 2, January 6, February 3, March 2, April 27, May 11
    - If you can not attend a meeting, please find a representative to take your place and let Mrs. Jordan know.

#### **IV. 2019-2020 Theme**

- a. Growth Mindset
  - i. It is okay not to know everything or be perfect.
  - ii. Mistakes are learning opportunities.
  - iii. The challenge is part of the learning.
- b. At Simkins Elementary School We PUSH ourselves:
  - i. **Persevere**
  - ii. **Until**
  - iii. **Success**
  - iv. **Happens**
- c. Teachers build off Mrs. Jordan's morning announcement by highlighting examples of this within the classroom, reading books and highlighting character traits and examples of PUSH
- d. Mrs. Smith (Parent) shared that her child was able to explain PUSH to her.
- e. Ideas: Send home the message so that parents will understand the theme, using the comment "Work Hard, Focus, Never Give Up on yourself or your Team when It Gets Hard". This is what a child viewer of the U.S. Women's Soccer Team stated after watching them play for the World Cup. The concept of Team can be partner, group, classroom, school, community.

#### **V. Review 2018-2019 Assessment Data**

- a. Our school received ELA data for 3-5 only.
- b. The Math EOG data is being re-normed and we will receive this data in the Fall.
- c. Review of Kindergarten, First Grade, Second Grade, and Third Grade Dibels and TRC data.
  - i. Kindergarten-Dibels EOY goal attained-yes, TRC EOY goal attained-no, Dibels for AA male EOY goal-no, TRC for AA male EOY goal-no
  - ii. First Grade- Dibels EOY goal attained-no, TRC EOY goal attained-yes, Dibels for AA male EOY goal-yes, TRC for AA male EOY goal-no
  - iii. Second Grade-Dibels EOY goal attained-no, TRC EOY goal attained-no, Dibels for AA male EOY goal-no, TRC for AA male EOY goal-no
  - iv. Third Grade- Dibels EOY goal attained-yes-exceeded, TRC EOY goal attained-yes-exceeded, Dibels for AA male EOY goal-yes-exceeded, TRC for AA male EOY goal-yes-exceeded
  - v. Discussed the shift from using mClass to iStation platform for data collection.
  - vi. Teachers used their last planning day to discuss the data and make plans for the next year.
  - vii. Discussed CKLA and ARC curriculum and some of the adjustments that were made to ensure students master the standards.

- d. Review of ELA EOG Data
  - i. 3<sup>rd</sup>-51% Goal-52% (Did not meet proficiency goal.)
  - ii. 4<sup>th</sup>-46% Goal-44% (Did meet proficiency goal.)
  - iii. 5<sup>th</sup>-39% Goal-44% (Did not meet proficiency goal.)
  - iv. Mrs. Jordan compares scale scores to determine growth.
    - It does look like we have made good growth in ELA, but we will not know if our school has met growth/exceeded growth until math scores are distributed in the Fall.
- e. Review of Math EOG Goals
  - i. 3<sup>rd</sup>-73%
  - ii. 4<sup>th</sup>-41%
  - iii. 5<sup>th</sup>-53%
- f. Review of Science EOG Data
  - i. 5<sup>th</sup>-41% Goal-65% (Did not meet proficiency goal.)
- g. To determine our school “grade”, 80% is based on proficiency. 20% is based on growth.

**VI. SIP Goals 2019-2020**

- a. Literacy Goal
- b. Math Goal
- c. PBIS Goal
- d. These will be forthcoming.

**VII. Multi-Tiered Systems of Support**

- a. Reviewed a document that outlines MTSS in Guilford County Schools.
  - i. This year, GCS is focusing on Core Instruction.
- b. Reviewed PowerPoint about MTSS.
  - i. Graphic defined the many facets of MTSS.
  - ii. Graphic reinforces the role of Core and collecting data to inform instruction.
  - iii. In the state of Kansas, where MTSS is being fully implemented, MTSS has decreased discipline referrals, decreased special education referrals, and increased student proficiency.
  - iv. MTSS:
    1. three tiered instructional/intervention model
    2. data-based problem solving
    3. data evaluation
    4. communication and collaboration
    5. building the capacity/infrastructure for implementation
    6. leadership and shared responsibility
  - v. All teachers must understand how the process works and take responsibility for expectations concerning each of these components.
- c. Reviewed PowerPoint about What MTSS Is and What it is NOT.
- d. All schools must have MTSS in place this year.

- e. Components:
  - i. Core Instruction
    - 1. Instructional Leadership Team
      - a. Representative from each grade level support instruction in the classroom.
    - 2. PBIS Team
      - a. Representatives meet to make sure that follow-through is being made in a systematic way.
    - 3. Attendance data
    - 4. Intervention and progress monitoring
  - ii. IST
    - 1. Intensive interventions and progress monitoring with a team.
    - 2. A training skit will be presented at the beginning of the year.
      - a. A Speech component will be added.
  - iii. EC
    - 1. Students who need Speech/Language support:
      - a. See Mrs. Dobbins or Mrs. Pollock to determine next steps.
        - i. If there are articulation issues, student might be fast tracked with support from Speech/Language Specialist.
        - ii. If there are other issues, they must go through IST process.
      - b. Speech therapists will share Developmental Articulation Expectations with teachers and TAs.
    - 2. EC and Speech teachers will plan together to support teachers in a consistent, systematic way.
- f. Every month we will have a MTSS focus training on which Mrs. Jordan will receive training first and then share with certified staff. (Classified staff are invited to these trainings, but do not have to attend.)
  - i. Training for certified staff will take place during the second half of the monthly Staff Meetings. Typically, the training will be 30-45 minutes.

**VIII. 2019-2020 Title I Budget**

- a. At this time, Title I schools are waiting for their Title I plans to be approved.
- b. A copy of the Title I budget was provided to each member.
- c. We have been allotted \$150,467.94.
- d. We are purchasing
  - i. Two positions, Interpreter and Reading Specialist.
  - ii. Stipend (\$100) for Retreat
  - iii. Staff development for Professional Development (Planning Days once a quarter for Regular Education and EC Teachers)
  - iv. Supplies and Materials
  - v. Parent Involvement Nights

## **IX. 2019-2020 Plans**

- a. **Parent Involvement Nights** will be more grade level focused this year. Each grade level will have a specific month and focus for their Parent Night.
- August – Kindergarten Parent Night - August 19 - Kindergarten Orientation 4:00-5:00 pm.
  - September/October - K-5 – Student Led Conferences and Teacher-Parent Conferences are being combined. Every teacher must meet with each of their students’ parents by November 1. Teachers can schedule their own meetings times. We will not have a specific night for this, but after each child’s Teacher-Parent conference, the child will take their parent to a special location for their Student-Led Conference. This does mean that the child must come to the Teacher-Parent conference in order to conduct their Student-Led conference with their parent or guardian.
  - November – K-5 - November 7 – Literacy Night 6:00-7:30 pm – This is happening the same week as the Scholastic Book Fair. The Book Fair will be open for the Literacy Night and we are looking to have representatives from the Greensboro Grass Hoppers here to promote reading by having an assembly in the multipurpose room that evening. This will also be our annual Title I information night for parents.
  - December – Second Grade – December 5 – 6:00-7:00 pm
  - January – Fifth Grade – January 23 – 6:00-7:00 pm (Includes Middle School Registration)
  - February – K-5 – Black History Museum – February 20 5:30-7:30 pm – Dinner will be provided.
  - March – First Grade – March 26 – 6:00-7:00 pm
  - April – Fourth Grade – April 23 6:00-7:00 pm – EOG Information
  - May – Third Grade – May 14 6:00-7:00 pm – EOG Information

### **Parent Nights Continued**

Grade Levels will need to provide their agendas for each of their Parent Nights. The agendas for Teacher-Parent conferences and Student-Led Conferences will need to be included.

\*Comment Cards will be provided for parents to complete at each of the scheduled Parent Nights.

\*Sign-In sheets will need to be included at each of the events.

1. Mrs. Carruthes will give each SBLT member comment cards, and sign-in sheets to turn in after each event.
2. Teachers will attend their grade level night and Black History Museum Night.
3. SBLT reps will turn in an invitation to the event, an agenda for the night and any ppts/materials provided.

**b. School-Wide Fundraisers**

- i. School Yard Sale – Saturday, September 21 from 7:30 am – 12:30 pm
  1. Parents/Community can purchase a table for \$20 to sell their own yard sale materials. Of course, the parent/community member will keep the money that they make for the materials that they sold at their table. Simkins makes money from the rental of the \$20 table.
  2. Simkins will have its own table with donated items that will be sold. Parents/Staff can donate items to be sold at the Simkins table, but Simkins makes the money from the sell of these items.
  3. We need the following for the yard sale:
    - a. A flyer announcing the yard sale to be given at Open House
    - b. Staff sign up for shifts on September 21<sup>st</sup> from 7:30-12:30 at Retreat, which is scheduled for August 16.
    - c. A process for calculating the amount owed (i.e. sheet with items purchased and amount owed)
    - d. Set up at 7:00 am
    - e. Determine prices for items
    - f. Clean up/break down
- ii. World's Finest Chocolates – Simkins will sell the month of January.
  1. #1 fundraising company
  2. Students take only one box of chocolate and sell the bars for \$1.
  3. A parent letter is provided and must be signed before the box is provided.
  4. Program lasts 2 weeks with an additional week for collecting money.
  5. Students will bring an envelope with the money in it.
    - a. Money will be counted.
    - b. Keep the envelope for accountability.
    - c. Check off on list of students.
    - d. Parent can sign the envelope if they would like another.
  6. No money is needed up front. The school has 30 days to pay.
  7. If boxes are not open, the company will take them back and credit account.
  8. 200-300 boxes are the recommendation for a first shipment.
  9. The company will provide more boxes within 1-2 days.
  10. Chocolate will need to be stored in a dry area.
  11. Customization of the front of the box can have school name and picture. This is free.
  12. Customization of the types of chocolate can happen.
    - a. Almond and carmel are favorites.
  13. Posters and signs will be provided.
  14. Prizes are part of the program.

- a. Prizes for the number of boxes sold.
  - b. Prize assembly with a Dan The Animal Man.
  - c. Kona Ice could come for an outside celebration.
- 15. If you order 200 boxes of chocolate, you will be given 30 boxes for free for prizes. (\$1800)
- 16. For every 100 boxes, you will be given a 10-box credit in case boxes are not turned in.
- 17. 50% profit is expected. 50-60% participation is expected.
- 18. \$9-\$12,000 profit could be expected.
- 19. \$95 shipping fee must be paid.
- 20. October/November/January are great times to conduct this fundraiser.
- 21. Sixty bars can be purchased of the same type if we wanted to purchase as part of a school dance or the school store.
- 22. No other school can sell the chocolate in the area at the time that we sell the chocolate.
- 23. The company supplies chocolate to teachers during Teacher Appreciation Week.
- 24. The law says that you can't sell chocolate during school. You can sell chocolate 30 minutes after school.
- iii. Attraction Books – Simkins will sell at the start of the school year beginning at Open House.
  - 1. Need 1-2 parent volunteers to head up fundraiser.
  - 2. Consider doing the fundraiser early in the school year.
  - 3. \$25 per book
  - 4. \$1500 worth of coupons have been added this year.
  - 5. The average family saves \$370.
  - 6. The school makes \$10-\$12.50 per book.
  - 7. \$7900 is a potential amount that could be raised based on student population.
  - 8. If a parent purchases 5 online, they will get 1 free.
  - 9. In the previous year, Simkins made \$3200 by selling 250.
  - 10. A plan is provided that organizes the process.
    - a. A parent information/detail flyer is provided.
    - b. Each child takes a book home.
    - c. Letters will be provided for before, during, and after the fundraiser.
    - d. Student motivation is built in with prizes.
    - e. An assembly is recommended.
    - f. If the entire process is followed, unreturned books are not charged to school.
  - 11. There is online access so that you do not have to have the book.
    - a. 25 coupons are provided using the online app.
    - b. The app provides multi city access in NC, VA, and SC.

- c. Put flyers in student packets at Open House.
- d. Have a table(s) in the main hallway with books that parents can purchase at Open House.
  - i. Student name is checked off on a roster.
  - ii. Rosters are given to the teachers.
  - iii. Teachers send out the books with students who did not receive them at Open House.
- e. We would have an assembly the first week of school.
  - August 29 – K-2 Assembly @ 11:50-12:10 Multipurpose Room
  - August 29 – 3-5 Assembly @ 1:50-2:10 Multipurpose Room
- iv. School Dances
  - 1. Beginning of School Dance – Friday, September 6 2:30-4pm
  - 2. Valentine’s Day, Friday, February 14 2:30-4pm
- c. Monthly Club Days
  - i. 5<sup>th</sup> found the end of the day was difficult
  - ii. Proposal that we combine the PBIS celebrations and monthly club days.
  - iii. The grade level can decide how to celebrate students consistently showing good behavior with club ideas: making slime, board games, cooking, etc.
- d. Computer Lab 7:20-8:00
  - i. Continue this year.
  - ii. Teachers could send students who are in IST multiple days.
- e. School Beautification/Interactive (Interior & Exterior)
  - i. Glass Case
    - 1. Continue with grade level assignments
    - 2. September-Simkins items
    - 3. October- Kindergarten & 5<sup>th</sup> grade
    - 4. November-1<sup>st</sup> grade & 4<sup>th</sup> grade
    - 5. December-2<sup>nd</sup> grade & 3<sup>rd</sup> grade
    - 6. January – EC Adapted classes, Pre-K & Specialists
    - 7. February – Kindergarten & 5<sup>th</sup> grade
    - 8. March – 1<sup>st</sup> grade & 4<sup>th</sup> grade
    - 9. April – 2<sup>nd</sup> grade & 3<sup>rd</sup> grade
    - 10. May – EC Adapted classes, Pre-K & Specialists
  - ii. Bulletin Boards
    - 1. Colorful Duct Tape in Place of Cork Board
    - 2. Can use push pins to display items.
    - 3. Mrs. Jackson will purchase decorative duct tape for this.
    - 4. Teachers can put a border up, as well, if you prefer.
    - 5. Thumb tacks work the best.
  - iii. Interactive Hallway on Purple Hall
    - The A-Team will creating an interactive hallway this year.

## X. 2019-2020 Plans

- a. Staff Retreat
  - i. All teachers need to let Mrs. Jordan know if you are attending by July 31<sup>st</sup>.
- b. Open House
  - i. August 19 form 5-7 pm.
  - ii. All parents will fill out a car rider slip.
    - 1. Teachers will be given forms that parents will fill out.
    - 2. Parent will turn in form at the end of the hallway.
    - 3. We will use a different color for the placards. Blue-K/1, Green-2/3, Yellow 4/5
    - 4. Blank placards will be filled in at Open House with neat handwriting.
    - 5. There will be a K-1, 2-3, and 4-5 tables at the end of their hallway.
    - 6. Maximum placard amount per family is 2.

## XI. School-Wide Expectations

- a. Staff Attendance
  - i. Staff need to be present each day.
  - ii. Every Friday, two names will be drawn from a list of staff that have been there all week and at school on time.
    - 1. These names will be announced on Mrs. Jordan's weekly announcements that she sends out over the weekend.
    - 2. They will receive gift cards.
  - iii. Staff monthly attendance percentage will be shared at each staff meeting.
- b. Staff Duties
  - i. Everyone will be on duty at the scheduled time.
  - ii. If you are absent, you must plan ahead and ask someone on staff to substitute for you.
- c. PBIS Classroom Expectations
  - i. ILT members will discuss with grade levels, in addition to SBLT members.
  - ii. This is a piece that Simkins did not have in place.
  - iii. We have common expectations in all common areas.
  - iv. Each grade level will develop common expectations for each component to the day that will connect to the school-wide expectations that we have developed for all common areas: **Examples:** Expectations upon arrival in the classroom, expectations for dismissal (car rider and bus) from the class, expectations for lining up in the classroom, expectations for behavior during whole group instruction, expectations for behavior for small group instruction
  - v. Grade level will develop reasonable positive consequences and reasonable consequences for not following the expectations.
  - vi. These should be positively worded and might be procedural using SWIM.

1. This will be helpful for new teachers to Simkins.
- d. Co-Teaching
- i. Co-Teaching-6 models
    1. All 6 can be used depending on the goal of the instruction.
  - ii. This will include Regular Education, EC, Speech, and ESL teachers.
  - iii. Mrs. Jordan will select 1 teacher on each grade level 1-5 who will co-teach with an EC teacher.
  - iv. Mrs. Jordan has met with the EC teachers and looked at IEP data to select the students who would benefit most from co-teaching.
    1. Some IEPs may have to be changed.
  - v. The Regular Ed and EC teachers will be trained on these models.
    1. Some of the training will happen on the retreat day.
  - vi. Our EC population is making some growth, but they are not making the growth that they should.
  - vii. Regular Ed and EC teachers will plan together.
  - viii. EC teachers will have a PLC each week to support their Eureka, CKLA, and ARC training.
  - ix. Co-teaching will benefit all students in the classroom.
  - x. Mrs. Jordan will provide training for the Regular Education teachers that she selects to co-teach with the EC teachers and ESL teacher along with the EC Resource Teachers and ESL teacher on Friday, August 16 from 1:00-2:00 pm.

**Meeting adjourned at 2:45 p.m.**