

Minutes
VIS Building Council
 3/5/2025
 Location of Meeting: Room 164
 Time: 8:00

Roles:

Facilitator: Natalie Sonneville
 Time Keeper: Maren Miller

Minutes: **Gisela Armbruster**

Members: Jim Mauro, Natalie Sonneville, ~~Mare Nelson~~, ~~Katie Ackley~~, Gisela Ambruster, Laura Colcord, Maren Miller, ~~Lisa Shaw~~, Alison Sheridan, Rokhsanna Sedeghi, Colleen Saar, Jessica Evangelista

Topic/Subject	Person Responsible	Time Allotted	Notes/Next Steps
Welcome		12 mins	
Nicki Ryan		5-10	
Circle: Topic - Building Community	Natalie	5	
Norms	Facilitator	5	<ul style="list-style-type: none"> ● Start and end on time, respect everyone’s time, and stay mindful during the meeting. Assume good intentions ● Give everyone a chance to be heard, all voices matter, make room for different perspectives, be an active listener ● Be realistic with what we can accomplish. Accept non-closure; decisions may take time. Create a plan/focus for the next meeting. Decisions can be made by consensus. ● Be a collaborator and commit to the goals of the group and the meetings. Share resources for references. Clearly define roles for the meetings. ● Connect in positive ways and enjoy the work we are doing.
Approve Minutes from last meeting	Facilitator	2	1/7/25 VIS Building Council Minutes Approved by Alison and seconded by Rokhsanna

Review Agenda	Facilitator	2	<ul style="list-style-type: none"> - Nikki Ryan (JH Counselor) to share information about teaming structure at JH - Discuss Fall Parent/Teacher Conferences - Update with 4th grade structure - Share subtopics of how to make building feel smaller and assign groups - Work with group to find resources/information regarding subtopic
New Business		35 min	
<ul style="list-style-type: none"> • N. Ryan sharing teaming at JH 		5-10	<p>There has been a teaming structure at the Jr. High for 26+ years. Team names (generic) are helpful. They have had three teams for many years now. On a team they have the 4 core subjects as well one sped teacher. This has created consistent support throughout their school day. Each team has 100-110 students per team. There are team meetings built into the day every 6 days. They are able to plan, talk about students, and create interdisciplinary plans. In encore classes or electives they are mixed with students from other teams. At times the number of special education students can present challenges with balancing the teams.</p> <p>There is linear common core planning for the content area teachers. The team and content area planning is in addition to the teachers' contractual individual planning time.</p> <p>Benefits with consistent expectations on teams, thoughtful planning of assessments to not overwhelm. Student lockers are located near their core classes.</p> <p>When the Jr. High was designated as a team to watch, it was largely due to their successful teaming structure. Teaming has been challenging at times with a great deal of time spent on placement due to the large number of students, student needs, and parent requests. All teams are equal and balanced with the same supports and opportunities.</p> <p>Students stay on the same team for 7th and 8th grade. The scheduling is a critical component of the teaming structure. It is a huge undertaking that was originally designed with the help of an outside consultant. The 60 minute periods have been effective.</p> <p>They have found the teaming structure to be highly effective in meeting the academic and developmental needs of the students.</p>

<ul style="list-style-type: none"> ● Fall Parent Teacher Conferences - discuss the impact scheduling them earlier in the fall 	5	<p>Currently the P/T Conferences are in the beginning of December in alignment with the first progress report date. Discussion about the possibility of moving the conference up to an earlier date.</p> <p>The benefit would be meeting with parents sooner to address any concerns and to promote an earlier relationship between parents and teachers. Not as many parents attend the supply dropoff, so an earlier conference would be beneficial.</p> <p>The drawback would be that teachers may not have as much information about the students. The current alignment allows for the progress report to be the guideline for the conference. Parents may also want to have a second conversation after the progress reports go home.</p> <p>Questions- Would there be a consistent document being used, or resources to share?</p> <p>Currently there are many families who attend the conference without having looked at the progress report before the conference.</p> <p>It was noted that most teachers have a welcoming classroom to encourage communication early on. One idea is to have an additional mid-year optional conference for families.</p> <p>Parents indicated that it is helpful to have the progress report information prior to the parent conference.</p> <p>From the special education perspective, it is helpful to pair the conference with the progress report since this is the vehicle for sharing progress toward IEP goals.</p> <p>It is important for teachers to reach out earlier if there are concerns.</p>
<ul style="list-style-type: none"> ● Update with 4th Grade Structure 	5	<p>Next year the 4th grade classrooms will be structured as traditional self contained classrooms, rather than following a teaming structure. This will be communicated next week to the community.</p> <p>WIN blocks and planning times will still be aligned by grade levels with a similar schedule to what we currently have.</p>
<ul style="list-style-type: none"> ● Share and assign subtopics to groups for how to make the building feel smaller <ul style="list-style-type: none"> ○ Subtopics: House System, Admin/PPS structure, Adjustments or new ideas for Tier 1, Master Schedule 	10	<p><u>Faculty Input Re: Former VIS Placements/Structures</u></p> <p>Subtopics:</p> <p>House System- Colleen, Jessica, Alison, Jim, Admin/PPS structure- Gisela, Laura, Natalie, Katie Adjustments or new ideas for Tier 1 (eg. bring grade levels together for assemblies throughout the year)- Rokhsanna, Lisa, Maren</p> <p>Each group will also consider how the master schedule impacts their area.</p>

<ul style="list-style-type: none"> • Work within groups to find resources/information for subtopic 	10	
Closing		10 min

Set Agenda & Roles For Next Meeting	Minute Taker	2 min	Facilitator- Jim Mauro Time Keeper- Alison Sheridan Minutes- Natalie Sonnevile Next meeting- Tuesday, 4/1 3:30-4:30 pm
Parking Lot Attendant	Facilitator	2 min	
Round Table	All	6 min	

Future Meeting Dates:

- ~~Wednesday 11/6 8:00-9:00 am~~
- ~~Tuesday 12/3 8:00-9:00 am~~
- ~~Tuesday, 1/7 3:30-4:30 pm~~
- ~~Tuesday, 2/4 8:00-9:00 am~~
- ~~Wednesday, 3/5 8:00-9:00 am~~
- Tuesday, 4/1 3:30-4:30 pm
- Wednesday, 5/7 8:00-9:00 am
- June: TBD If needed