

# SIT Meeting Minutes December 16, 2009

**Present:** Donna Jones, Aileen McConnell, Jon Wolfer, Bina Moser, Bill Smith, Lynn Twietmeyer, Jeanne Candler, Chaz Levenberg, Nicky Kroge

**2:45 Call to order, introductions, approval of minutes**

## **Let's Better Define the SIT**

*From the SIT Best Practices Manual:*

*Article II: Function of the School Improvement Team*

*The School Improvement Team is an official group where the community can be involved in educational improvement at a school. It is through the cooperative efforts of teachers, parents, staff, administrators, students, and community members that the foundations for school improvement are built.*

### **Section 2: Role and Purpose**

*In general, a School Improvement Team is a representative advisory committee that reviews improvement plans, makes recommendations, and reports on progress to the appropriate audience, whether that be the school community, BVSD, or the general public.*

Our SIT has an opportunity to be a very action-oriented committee that fosters communication and better decision-making between all the interested parties at Douglass. Donna and Bina presented a proposal whereby SIT gathers information from faculty and family about our needs so that we can then offer suggestions and recommendations to PTO about allocation of funding. We may also come up with good ideas about meeting some school needs through parent volunteers and expertise.

We agreed that faculty will develop a "wish list" of items and services needed to support programmatic/academic endeavors, as well as materials, equipment and structural needs. This list will be prioritized by the faculty and distilled into a list of around 10 items. Bina and Donna will then develop a parent survey, asking for input about priorities related to the list generated by faculty.

Based on input from both faculty and parents, SIT will then compile some recommendations for PTO regarding budget priorities. As this "wish list" is processed, we will consider a variety of funding options including district, bond project, parent donated PTO funding (both ongoing and surplus), volunteer services and grant possibilities. The intent is that we would only suggest that PTO-raised dollars be allocated to items/projects that cannot be funded in any other way. Faculty will develop the preliminary list on Jan. 4; Donna and Bina will draft the parent survey for SIT approval soon thereafter.

## **Principal's Report**

The superintendent's office is currently working on the budget for next school year. Current economic realities make this a very challenging endeavor, and he warns that the district will need to make some significant cuts, hopefully only temporarily until the economy recovers. Dr. King is projecting that class sizes district-wide will increase by one student. Each school will also be required to reduce their budget by 2%-5%. Of course, this may have

impact on the above discussion, as we may wish to replace some lost funding with fundraised dollars as a stopgap measure. In January, Jon should have information about parameters for budget cuts as well as allowable methods for replacing funds through other means.

One function of SIT is to ensure school safety. Earlier this week, the state fire inspector visited Douglass and after walking through the entire building with Jon, provided a list of safety issues that need to be fixed. None are major (it's mostly things like power strips and outlet covers) and all will be easily rectified within the allocated thirty days.

### **DAC Report, Beth Ellis**

Beth was unable to attend our meeting. Jon reported that Chris King is assembling a budget advisory committee, which will provide him with input and ideas regarding BVSD's annual operating budget, as well as short and long term budget planning. The committee will be made up of 30 people, half of whom will be "at large" members representing local business, civic organizations, non-profit organizations, parents, and interested community residents. The other 15 members will be drawn from local government, higher education, BVSD employee associations or working groups and Impact on Education. This committee will report to DAC, who will then provide budget recommendations to the Board.

### **Review TIES Goals**

Jon provided a brief update on our TIES goals progress.

- \* In January, teachers will be working together in cross-grade level groups to refine and articulate best practices regarding the Comprehension Toolkit.

- \* Teachers will also be meeting with faculty from Mesa Elementary in January to share ideas regarding implementation of the GVC and preparations for big curricular changes.

- \* Teachers continue to monitor student progress using a variety of assessments including the DRA2. We will report struggling students' current reading levels to the district in February. In May, we'll report reading levels for K-3 students and all struggling students in grades 4-5.

- \* Teachers continue to read and discuss *Strategies for Teaching Boys & Girls*, and are sharing effective strategies with one another.

- \* Students in 3<sup>rd</sup>-5<sup>th</sup> grade recently completed a school climate survey. Results are being compiled.

**We adjourned at 4:15.**

*Our next meeting time will be Wednesday, January 20<sup>th</sup> at 2:45 PM.*