

**Douglass Elementary School
School Improvement Team Meeting November 18, 2009**

Present: Jonathan Wolfer, Aileen McConnell, Donna Jones, Lynn Twietmeyer, Bill Smith, Nicky Kroge, Cecilee Rodgers, Beth Ellis, Bina Moser, Jeanne Candler, Greg Adam, Tiffany Boyd (guest)

Parent Membership Selection: Donna Jones, Bina Moser, Beth Ellis, Aileen McConnell and Charles Levenberg were selected to represent parents; Bill Smith, Lynn Twietmeyer, Jeanne Candler, Laura Rickert and Nicky Kroge were selected to represent faculty. Beth Ellis will serve as our DAC representative.

Donna Jones volunteered to serve as SIT chairperson; Bina Moser will serve as Vice Chairperson, and Nicky Kroge as secretary.

DAC report (Beth): DAC has recently completed state-mandated School Improvement Plans for all BVSD schools. Everything went smoothly. A new DAC sub-committee will convene in December to review district budgetary information. See the DAC web page if you'd like more information about what DAC does.

<http://bvsd.org/dac/Pages/default.aspx>

Principal's report:

* Jon, Bill Smith and Donna Jones represented Douglass at our DAC review. All went well. We "exceeded expectations" on three of our goals and "met expectations" on the last goal. DAC's written report will be shared with the staff soon, and Jon will send it to SIT members electronically.

* Jon shared the Fall Progress Report on Equity, Achievement and Climate, which describes progress on each TIES goal strategy. Everything is coming along well so far.

* Jon sent a "Helping Boys and Girls Learn" newsletter to parents recently. Responses have been positive. Some parents expressed particular appreciation for the fact that it mentions strategies to help both boys and girls learn well. Jon reiterated that our school equity goal states that boys' reading and writing scores on CSAP will improve, while girls' scores are maintained at high levels.

TIES Goals - Literacy Action Steps: Bina reported that PTO has been discussing the possibility of hosting at least one Parent Literacy Night, designed to give parents some strategies to support their children's literacy development at home. They selected Tiffany Boyd, literacy specialist and educational consultant, to lead the workshop.

Tiffany presented a proposed agenda, which includes:

- * The Power of Modeling and "Intentional Down Time" - building background knowledge
- * Relationship learning
- * The Gradual release of responsibility . . . at home:
 modeling, guided practice, collaborative practice, and independent practice
- * Developmental stages of reading and writing

She'll also include basic tips to parents about how they can help their children with homework. A small group of teachers will meet with Tiffany to describe what their grade levels would like parents to know. Teacher reps on SIT suggested that general guidance will be helpful to parents, but that they are always encouraged to refer to information provided by their child's teacher and to ask for specific suggestions when questions arise.

Parent Literacy Night for parents of K-2 students will be January 20 at 6:30.

Questions:

We briefly reviewed the role of SIT, which is to support overall school improvement. See SIT Best Practices Manual for further information.

<http://bvsd.org/dac/Documents/BestPractices%20Manual%200607.pdf>

We discussed our relationship with PTO. Essentially, SIT is charged with supporting the development of and monitoring TIES goals. PTO is involved in fundraising and decides how to spend the funds. SIT can request funding for materials/supports/equipment to aid in improved achievement; PTO will determine which requests to fund.

Next SIT meeting will be Wed, Dec 16 at 2:45 in the library.

Preliminary Agenda:

Approval of minutes

DAC report

Principal's report

TIES goals - transformational strategies

 Effective Boy/Girl strategies implemented at Douglass