**October 7, 2019**

**Start time\_\_2:45\_\_ End time\_\_**

**4:18\_\_**

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| --- |
| **Members Present** |
| C. Arbuckle x  | M. Berns x | J. Bonfield x | M. Desai  | A. Helfrich  |
| M. Kitsnis x  | M. Kyrlach x  | S. Lofquist x  | N. Monak  | J. Rothwell  |
| S. Stewart x  | K. Thompson x  | A. Vagedes x  | E. Vahue x | C. Walter x  |
| Comm Coord | Civil Service  | Asst Comm Coord | A. Simpson x | T. Stegman x |

1. Approval of Minutes

correction: 3-6\* would not like to have the transition teacher in the classroom for new students

Sarah moved to approve minutes and second by Ellen. All approve

1. Outdoor Ed Correlate

We are not designating a correlate for Outdoor Ed because of playscape and construction being done. They are concerned about oversight of the area and program. We would need to designate team members to fill the position of this correlate. They are concerned that there is a need for oversight and fidelity within the program. Teacher input is needed as well.

1. We could develop a correlate and have a representative for each team.
2. We could give the position to Sandra Oprea. This way the position will be overseen by someone throughout the summer.

The problem that occurs is that the garden becomes overwhelming for one person to take care of it.

Take back to teams and come up with ideas about what you like to see done in the garden and how your team can utilize it.

1. Grandparent’s Day

How can we make any small changes to make Grandparent’s day better for the school and the teachers involved.

* We might need to push back shuttle drop offs at 7:45 instead of 7:30.
* We had students write about what makers Grandparent’s day special. The students then read them aloud to the group in the gym
* Music club has done a little bit of music in the past
* Art club has made a few things as well
* Last year the specials pushed into the room instead of having specials class
* Gym cannot be done because of the Grandparents in the gym.
* Coffee Cup is confirmed again for this year.

Can we have a few people sit on an ILT sub-committee to develop the program for the 15th of November? Logistical things, teacher input, change and talk about how the program ran in the past. Including things to do and activities for the kids to have.

\*\*\* Maria, Abby, Sarah and Ellen volunteered to be the point of contacts with Ally Goodman

1. After-hours access (3 min)
* Team leaders please notify Amber, ahead of time, if you are entering the building.
* Texting is fine but we need to know who is coming in and when the last one is leaving.
* Amber will check with security about if this is the only way to handle access to the building after hours.

5. One Plan (20 min)

* Mr. Spite is making an adjustment to our One Plan at a staff meeting. We are tabling this until after the staff meeting. Moving this to our next ILT meeting just in case.

6. ILT Concerns

*Move morning announcements to 8 am*

- Maria, wants to know if we can have specials classes start transitioning before the announcements. Move announcements at 7:45 to 7:50.

Decision: Move announcements to 7:55 effective immediately, transition to specials as soon as the bell rings.

*ILT approved budget for playground equipment*

- We have minutes from this before. We are currently searching for the minutes and the order form.

- In the time being, teams are being asked to submit ideas for playground equipment

*9-12 dismissal concerns*

- this sounds more like a supervision issue

- kids are grouping up and waiting for other friends. This is causing issues and clusters of children standing around instead of going straight to their destination. Students need to begin walking to their destination or waiting with their teacher until they are able to leave.

- consistency needs to be addressed within each team for dismissal. This procedure needs to be put in writing so that teams can be held acountable.

*ISS Concerns*

- students are sitting in the atrium, or walking around the atrium, or running up and down the hallway.

- how should teachers address category 1, 2 and 3 behaviors in log entries. ISS is an option for behaviors not the only option.

- we cannot make all infractions ISS even after a 4th infraction or what is written in our handbook.

- what does it take to re-work ISS room so that it is what teachers and teams want in the building so that we can see ISS as a resource.

 \*funding would have to be secured for a change such as mindfulness or an equivalent

6-9 will give Ms. Simpson a buddy room list for their team

\*\*\*Wednesday, October 23 @ 5:30 - 7:30 is Open House and Hands around PRM.\*\*\*

**Next Meeting Agenda**

One Plan