**August 19, 2019**

**Start time\_\_2:57\_\_ End time\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Members Present** | | | | |
| C. Arbuckle x | M. Berns x | J. Bonfield x | M. Desai x | A. Helfrich x |
| M. Kitsnis x | M. Kyrlach x | S. Lofquist x | N. Monak x | J. Rothwell x |
| 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 |

Approval of Minutes

Planbook presentation (Mona Desai)You can set up your classes for the entire year

1. If you don’t get to a lesson you are able to move lessons to other days
2. You can pinpoint specific classes for specific days of the weeks
3. Planbook.com has 23 basic video tutorials
4. Team Leaders take this back to teams and let Amber know the votes for each team

Composition of ILT/ILT Roles

1. Team Leaders page 9, line 31 of contract
2. composition of ILT is on page 11, line 20
   1. secretary: Cody Walter
   2. time keeper: Colleen Arbuckle

Correlates/Committees

1. Honoring correlates that are in existence but maybe re-think them
   1. Correlate is a group or meeting that meets consistently throughout the year. about 2 reps from each level, only one from smaller teams.
      1. MTSS
      2. PBIS
      3. ILT/BLT
      4. LSDMC: 1 from each team
      5. Foundation: 1 from each team
      6. PRM Cares
   2. Committees are for specific events that happen around the school throughout the year 2 committees per year if not on a correlate
      1. September: Open House
      2. September into October- read-a-thon
      3. October - Fall Festival & Pink Friday’s
      4. November - Grand-Parents day
      5. December - WinterFest and Coat Drive
      6. February - AA History program
      7. March - Read across America & Donuts with dudes
      8. April - Earth Day
      9. April - Kick-off for testing
      10. May - field day & Go Global

\*\*The Idea is that you are either on a correlate or on TWO committees.

Transition Teacher

Next Agenda

Mindful Music Moments

1. Do not continue with Mindful Music Moments
2. 7:45 there is a morning announcement and then there will be a morning meditation moment. The expectation is that ALL bodies in the school freeze and follow along with the morning meditation moment.

Staffing Updates

1. 1 Para didn’t show up - close to being fully staffed
2. Resource coordinator has been hired. Sandra’s start date is at the end of next week
3. Asst. School Community Coordinator. Jamie started today.
4. Teacher in Charge position: CFT Contractual Position when both Amber and Tina are out of the building. Marcy Berns & Nancy Monak

Other Updates

\*Self contained classes should keep track of tardies within the classrooms.

\*\* Have attendance done BEFORE 9 am so that the robo call is made home. Teachers don’t have to call parents when there are absent students if attendance is taken by 9 am.

\*\*\* Specialists are to take any tardy slips and put them on the class clipboard for 9-12 teachers to take attendance in the morning.

**Next Meeting Agenda**

1. 3 hour work window that would allow Monak’s team to have a short recess 1-1:10 or 1:15
2. Lunch Times might need to be looked at but it might have been an error on a few classes showing up to lunch early