**ILT Minutes**

**August 5, 2019**

**Start time\_\_\_10:10 AM\_ End time\_\_12 PM\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Members Present** | | | | |
| K. Thompson X | M. Kyrlach X | S. Stewart X | E. Vahue X | S. Lofquist X |
| M. Berns X | C. Arbuckle X | N. Monak | C. Walter X | A. Vagedes X |
| J. Bonfield X | A. Helfrich X | J. Rothwell X | M. Kitsnis X | B. Fletcher |
| ~~J. Ridgeway~~ | M. Desai X | Civil Service | Asst Comm Coord |  |

**1. Introductions**

* *Principal*-Amber Simpson (goals for the year include self-care, supporting teachers, taking care of one another)
* *Assistant Principal*-Tina Stegman
* *Data Coach-*Mona Desai (in the building 3 days/week, another coach from Hamilton County will be here the other days)

**2. Survey**

* What do we do well
* After school programming
* Community involvement (PTO, Foundation)
* Student mental health
* MTSS process
* Resources for teachers
* Listening to the needs of teachers
* Strong Intervention Team
* Passion
* What can we improve on as an ILT
* Expectations/communication between grade levels/floors
* Discipline communication and consistency
* Streamline communication between teachers and parents
* District and projects (ie playground, playscape)
* Accountability
* What can we stop doing
* Us vs them mentality
* Conversation starters instead of stoppers
* Yelling

**3. Meeting Schedules**

* Proposed ILT structured schedule
* District staff meeting-2nd and 4th Monday @2:45
* ILT meetings-1st and 3rd Monday @ 2:45 pm
* Motion proposed for ILT to meet on set days by Marcy Berns
* 2nd by Colleen Arbuckle
* Vote-unanimous decision
* Proposed TBT meeting schedule
* 2nd Tuesday of the month Common Planning time w/ grade level team members (midpoint check in on action steps)
* 4th Tuesday of the month Data Meeting/TBT (action steps determined/set)
* 3rd Wednesday of the month All Teams meet (after school) for 1 hour
* Motion proposed for ILT to meet on set days by Colleen Arbuckle
* 2nd by Jes Rothwell
* Vote-unanimous decision

**4. Instructional items**

* Master schedule
* No changes (format may be tweaked)
* Groupwise calendar is used by the principal for communication (syncs with google)
* Due dates for classroom schedules
* Teacher schedules are due by Friday September 6th (google or e-mail)
* Lesson plans-format, technology
* 9-12 is currently using Planbook
* 3-6, 6-9 Team leaders will take back to their teams for discussion
* A Planbook presentation will take place at our August 19th ILT meeting for final vote
* Building access
* 24/7 access-Administration, Custodial Staff, Team Leaders
* Badge access for staff 6:30 am-6:30 pm
* Team leaders to organize with teams days and times for weekend access
* Building will be open 3rd Saturday of the month from 9 am-2 pm (Administration)
* Custodial staff in building until 10:00 pm weeknights
* *Administration will come open the building if needed*
* Back to school open house information August 12th @ 5:00 pm
* Goal-to merge beginning of the school year events
* Big evening of fun kickoff-Ice cream social, supply drop off, uniform exchange tie dye table, potluck, spirit wear purchase
* Voluntary for teachers
* Rooms don’t have to be ready(please have a designated area in your room set aside for supplies)
* 3-6 parent information meeting date has not changed, still required

**5. Staffing updates**

* P.E.-Mr T. has resigned from the district, new PE teacher hired Britton Thornberry
* 6-9-Jennifer Cao has resigned from the district-at this time position is open and 2 interviews have been conducted
* Paras/IPP’s-new hires (still a few vacancies left)
  + Renee Thompson (Miss Z)
  + Ms. Pompey (Donnelly)
  + Anthony McBride (ISS)-will be creating work baskets by grade level for students in ISS (discuss with teams)
  + Rebecca Full day pre-school IPP
* Building Engineer-Mr. Barnes has moved on at this time Ms. Theresa Thomas is the temporary engineer
* Resource Coordinator-vacant (3 candidates, 2 interviews, 1 selected and declined the offer) meeting another soon
* Assistant Community Coordinator-Interviews completed
* Office staff-Ms. Jennifer Lewis , waiting on names for interviews

**6. Book Study**

* ILT book study *The Energy Bus by* Jon Gordon
* Discussions will take place during the meetings

**7. Additional Items**

* Moving student from Ellen’s room to Marissa’s room due to racial imbalance
* Classroom movement
  + Ariel requested to take J. Cao’s old classroom
  + No room changes will be taking place at this time

**8. Agenda for next meeting**

* Planbook presentation (Mona Desai)
* ILT Roles
* Composition of ILT