

**School Improvement Team Meeting Minutes**  
**10/5/2023**  
**3:15pm/Media Center**

- I. In Attendance: L.Price, M.Bitter, A.King, J.Craft, K.Chahulski, C.McAvoy, E.Ficker, M.Deaton, C.Osansky
- II. Approved last month's meeting minutes
- III. Old Business - none to review
- IV. Reviewed School Improvement Plan on IndiStar. Mr. Price reviewed with teachers earlier in the week. Points discussed as follows:
  - A. **School using the same software program**
    - We are getting away from Blackboard and using ParentSquare for everything. There is a lot going on on ParentSquare these first few months of school (boosterthon, jamboree, volunteering, etc...) but it will slow down soon and parents will likely be getting one or two notifications a week.
  - B. **Parent involvement with students receiving academic interventions**
    - We want parental input/attendance in these meetings
  - C. **Core Action Walkthroughs**
    - These are done monthly during ELA and/or Flex time. Mr. Price and two other staff will observe a class for less than 10 minutes and discuss what they saw. Will make recommendations as needed.
  - D. **Attendance**
    - The district is really looking at attendance. So far at MRES 4 students have already missed 14 days of school. Are children sick more or are parents being more cautious? We circled back to attendance later in the meeting (notes below)
  - E. **Caring School Curriculum**
    - Goal is to build relationships in the classroom among students. Teachers are facilitating conversations with students. MRES is doing well in this area as a school - but as a district, could use work
  - F. **School Environment Changes**
    - We are working away from the "7 Habits" platform. This is because we cannot put the 7 Habits Language on our website due to copyright issues. MRES has a Character ED Committee that is putting together a plan on how to define and recognize excellent character/behavior/citizenship skills. We will still plan to have assemblies.
  - G. **Counseling Position**
    - We are down a counselor due to low student body count. Currently working on how to define roles for Ms. Kilpatrick and Ms. Ficker.
  - H. **Flex Time & MTSS (Multi Tier Systems of Support)**
    - While teachers are using small groups, Kilpatrick and Ragbeer are pulling students out to do book clubs. We are working on how to best utilize their support to amp up our vigor. Currently female students in grades 3-5 are at a literacy score of an 87.5 compared to males who are in low 90's.

- I. **Quarterly All Day Planning**  
-Substitutes to come in and help students while teachers work on SEL pacing and lesson plan development.
- J. **Lesson Plan Communication for students at/above grade level**  
-Mr. Price knows the plans for supplemental and intensive students. But they are working on a way for teachers to advise Mr. Price what the classroom skills are and how they are being addressed. He is asking them to drop plans into a shared google drive during their 90 minute planning session
- K. **Principal Coffee Chat**  
-First chat was very well attended. The second one wasn't as much. He has no agenda in these meetings, and leaves it to parents to ask questions. Kelly advised she will work on advertising this chat more.
- H. **PTA**  
-PTA and School staff are working well together on ParentSquare.
- I. **Flex Blocks**  
-Mr. Price to review/observe students in their flex time. He is also observing the teacher complete the intervention on weekly walkthroughs and providing feedback as needed.
- J. **RELAY Graduate School**  
-Mr. Price is participating in this and using their coaching model. He's going to work with 3rd grade. He is going to coach one teacher based on what he's learned and he will also be coaching specifically a 3rd year teacher. He will observe and provide RELAY feedback on what he saw in the classroom.
- K. **Small group and individual counseling sessions**  
-Discussion on how Ms. Ficker can help with issues ie: testing anxiety. Parents have to give permission for any counseling. School counseling can't dive as deep as outside therapy. It's for "school based needs" and requires a parent/teacher referral. These sessions have to show impact/measurements - how are there improvements? Are grades better/or less anxiety? We want to make sure that we are available to provide support to students if needed.
- L. **Master Connect Platform**  
-This is to monitor student performance with the intent of implementing interventions early for those not responding to CORE instruction. We want to start interventions as soon as possible. Sometimes interventions carry over year to year. Want to work on how we can address sooner (before end of October)

Mr. Price advised above action steps are not set in stone and can be changed as needed. SIT did not make any changes at this time to this.

V. **Discussion of Tiered Attendance**

- A. Attendance to be taken by 9am everyday. Teachers to forward any emails/notes to Ms. Simmons. She will then send out an absence list by 12pm to entire school.

- B. Elementary aged students - we are not going to give a hard time about attendance to kids (vs. a high school aged student) We will speak to parents. We encourage teachers to call and check on kids.
- C. Quarterly attendance reminders - Mr. Price will send out. Doctors notes are needed.
- D. Tardy's this year have dropped off tremendously. Mr. Price thinks more kids are riding buses and that could be the reason.
- E. Discussion of Absence Protocol
  - After 10 days Mr. Price sends certified letters home requesting a conference to discuss absences. If the letter returns he puts it into the students folder. After 14 absences he sends another certified letter. During this time he is also emailing/calling parents. We want to hold parents accountable and he has 50% success rate with certified letters. Policy is to consider retention at day 14, however, he rarely does, but he will start a truancy packet.

**VI. Floor opened up for topics to discuss**

- A. Fun Things coming up
  - PHS Football Night. Students to wear MRES Shirt and they will get to run onto field behind football team
  - Jamboree
- B. Playground Update
  - All 3 playgrounds have been removed. Contractor hasn't given a specific date, but equipment was shipped as old equipment was being removed. Equipment manufactured in Alabama and will be ADA approved

**VII. Meeting Adjourned**

Next Meeting: November 16th at 4:30pm