

# Roosevelt Site Council

## Tuesday, October 21, 2008

### Meeting called to order at 6:15 pm

**Attendees:** Principal Kerry Clery, Teacher Representatives: Gale Barry and Susan Jones  
Parent Representatives: Noreen Donovan, Cindy O'Donnell and Maria Serrao.

Discussion items:

#### **I. Introduction**

Principal Clery initiated introductions of all the members of the Site Council for this academic year. She introduced the Site Council's goals as primarily to create and monitor the School Improvement Plan and to review the school's annual budget.

#### **II. Role Assignment**

Susan Jones was nominated and unanimously elected Co-chair of the Site Council for this year. Noreen Donovan was nominated and unanimously elected as Secretary. It was also decided that the minutes of the Site Council will be posted on the Roosevelt Elementary School website after each meeting minutes are approved.

#### **III. Review/Discuss School Improvement Plan**

SIP Element #5—School Safety, Discipline & Environment

Goal #1: To maintain a safe and orderly school environment.

Status: Duty schedules have changed to accommodate students entering and exiting the building. Two staff members have been assigned to each area (K-2; 3-5) for morning drop off. In the afternoon, 1:1 dismissal occurs for K-1 students and children in grades 2-5 get dismissed more independently.

Action Plan: To ensure safety of the children further, the drop off volunteer will be reminded to lock the Vinton Street exit doors when the last child is dropped off in the morning. Children who arrive after 8:15 will need to have their caregiver park the car and come to the front door to sign in. Teachers will be required to wear their badges during the school day. In addition, volunteers who come to the school will be reminded to sign-out when they are done volunteering at the school for the day.

SIP Element #5; Goal #2: "Second Step: Program: Conduct a Parent Orientation and Overview of the "Second Step" Social Skills Curriculum.

Status: The "Parent Orientation Kit" has been purchased by the school.

Action Plan: An outline of the principles of the Second Step program will be developed for all parents. This document will go home in duplicate to all families with a requirement to sign it and send one copy back that they read and understand the document. A workshop for parents will be held in January for those parents who would like additional information regarding the "Second Step" program and how they can implement the skills at home. All parents will be invited to attend. Noreen Donovan will work with Dr. Gayle Valiant on implementing the workshop in January.

SIP Element #6—Establishment of a school environment characterized by tolerance and respect for all groups.

Goal #1: To help 4<sup>th</sup> graders who will be book buddies to students with autism spectrum disorders become aware and sensitive to the challenges those students face.

Status: Survey by 4<sup>th</sup> graders was completed at the end of the school year. Results were distributed to all the site council members. Each 4<sup>th</sup> grader who participated indicated that they greatly enjoyed the experience and would do it again.

Action Plan: To continue with the book buddy program utilizing the same older elementary students from last year (if they are interested) and the students in Ms. Mitchell's class. Noreen

Donovan will contact Ms. Mitchell and the 5<sup>th</sup> grade teachers to make arrangements for the book buddies to work with the 1<sup>st</sup> graders during their recess time once per week.

Goal #2: To increase social awareness of our global community.

Status: It was decided that the target of this goal would be related to providing child health malaria nets in order to decrease the spread of this disease overseas.

Action Plan: Cindy O'Donnell will contact Partners in Health/Heffer International regarding this program for more information and to see if there is a representative who could come talk to the kids at an assembly. A specific fundraiser will be designed to raise money for this cause. It was suggested that an event conducted during a PE class could be organized.

SIP Element #9—Curriculum

Goal #1: Design K-5 lessons and learning activities that will enable our students to better react to open response style questions to enhance scores on the MCAS testing program.

Status: Principal Clery distributed examples of open responses scored from levels 4 (the highest) to 2.

Gale Barry described a program they are using at the 2<sup>nd</sup> grade level "journal prompt of the day" that taps into learning on how to create open responses.

Action Plan: Continue with the goal of developing lessons to practice open responses.

Goal #2: To make enhancements to the computer lab to better support student learning.

Status: It is unclear which programs are installed on which computers. Most software that is available is geared toward students in grades K-2. Computers require administrative approval in order to cancel printing documents.

Action Plan: Principal Clery will contact the technical person in the administrative offices to discuss the printing issue and find out what programs are available on the computers.

Goal #3: "Making Meaning" reading comprehension program enhancements.

Status: Teachers will be receiving training on November 4<sup>th</sup> regarding this program. In addition, new literacy program in grades K-3 has been fully implemented.

Action Plan: Principal Clery will monitor the status and provide professional development in this area as needed.

#### **IV. Develop Timeline for Next S.I.P.**

Principal Clery discussed that the School Committee would like to see School Improvement Plans earlier in the year in order to consider budget requests related to the items in the plan. Will discuss again at next Site Council meeting.

#### **V. Thoughts Moving Forward**

Principal Clery would like to add a Holiday Committee for a future School Improvement Plan. This may be another function of the Site Council in the future.

Action Plan: To begin, Principal Clery would like to have an assembly for Veteran's Day. Maria will call about having veterans talk to students in their classrooms as well.

#### **VI. Approve Calendar for Meetings**

The following is the schedule of Site Council meetings through May. Site Council members approved the meeting dates unanimously. All meetings occur on one Tuesday per month.

November 18, 2008	February 24, 2009	May 19, 2009
December 16, 2008	March 17, 2009	June meeting--TBA
January 20, 2009	April 28, 2009	

**Principal Clery adjourned the meeting at 7:30.**