

## **Jane Addams Leadership Team Agenda and Minutes August 19, 2009**

**Please note that these minutes are not in great detail because many items discussed will be brought to staff for final decisions.**

- 1) Enrollment / Staffing update
  - Continuing to hire staff, enrollment has grown by 40 in the last week.
- 2) Rainy day recess
  - Determined that students will remain in their own classrooms during rainy day recess with supervision by regular assigned duty personnel. As we get started we may look at how students can also access the gym, library, etc. during this time.
- 3) Agenda for opening staff week
  - Discussed the content of our 4 first days together – community building, culture of the school, grade level meetings, schedules and logistical/procedural information
- 4) Homework policy
  - Developed guidelines for giving homework and expectations from both staff and students (once decided upon this will also be shared with parents)
- 5) Discipline guidelines
  - Discussed what were appropriate referrals to the office, what teachers were expected to deal with, options for dealing with behavior such as buddy classrooms, and how we would communicate when issues came up with students
- 6) Schedules
  - Reviewed daily schedule and PCP (PE and Art). We know there may be some adjustments due to enrollment
- 7) Spelling continuum
  - Discussed the differences between weekly spelling tests and word study and the research behind both. This will be a first week staff discussion with more information to follow later
- 8) Cursive expectations
  - Decided that we would teach in 3<sup>rd</sup> grade and the expectation from 4<sup>th</sup> – 8<sup>th</sup> grade would be that teachers have regular assignments

where the use of cursive is expected so students are fluent in writing and able to read it easily

- 9) Community building assemblies – How often? Content?
  - Recommendation is to have a first Friday of the month spirit assembly which would include student recognitions, student performances, celebrations, etc. This would also be our spirit “dress up” day.
- 10) Morning music, announcements, etc.
  - Recommendation to staff is that we have morning music when students are entering the building (with each teacher taking a week) followed by morning messages.
- 11) Professional Development Calendar (staff meetings, grade level, data team work)
  - Determined which weeks will be staff meetings, which will be grade level meeting times, and where staff development comes in
- 12) K-8 buddies
  - Determined grade levels (classes) that would be assigned to each other to create cross level experiences. The team had bigger ideas for the future but will begin with reading buddies, shared activities, etc.)
- 13) Compensation for staff on 31<sup>st</sup>
  - Discussion about whether we compensated staff for the additional day before school begins or trade it for a waiver day during the year. We decided to recommend to staff that we pay them for the extra day since the waiver days are needed to help build our program.
- 14) Parent/Student handbook
  - We'll be working with PTA on this