

## **Ketterlinus Elementary School**

### **SAC Meeting Minutes**

November 18, 2010 (3:15 pm)

#### **Attending the Meeting:**

Members and attendees:

Parents: Sandra Gillespie, Stacey Miller, Diane Morse, Yvonne Ross, Jana Waler, (excused Nicole Brubaker)

Teachers: Barbara Davis (K), Carole Gauronskas (Para Pros), Kris Hutson (5<sup>th</sup> /Co Chair), Curtis Lewis (Specials/Resource), Rachel Smolek (5<sup>th</sup>/Co Chair), Kathy Tucker (Principal), Beth Upchurch (4<sup>th</sup>), (excused Kelly Yelvington (3<sup>rd</sup>))

#### **Call to Order:**

A meeting of the Ketterlinus School Advisory Council was held in Mrs. Hutson's room on Thursday, October 21, 2010. Kris Hutson called the meeting to order at 3:15 pm. Rachel Smolek recorded the minutes for this meeting.

#### **Minutes:**

The minutes for the last SAC Meeting (September 16, 2010) were read by Rachel Smolek. Barbara Davis motioned to approve the minutes with some corrections and Yvonne Ross seconded the reading of the minutes. (Corrections made, dated, and initialed)

#### **SAC General Information**

Current By-laws were handed out to be reviewed by members. Approving the by-laws will be placed on next month's agenda and discussed at the next SAC meeting.

SAC Plan Presentation was sent to the School Board and will be placed on the KES website.

#### **New Business**

##### **Vertical Teams/SIP (Wednesday, October 13<sup>th</sup>)**

Ketterlinus faculty members broke out into Vertical Teams, which are formed usually by subject area, to discuss Attendance, Recognition for both Academics and Behavior, and Common Language used for expected Hallway Behavior.

Attendance was a hard-hit issue, 206 students had 10 or more absences (almost 50% of the student population) last year. We feel major factors were the H1V1 virus and head lice. We are addressing our policy and reviewing the policy to make improvements. Changes in the front office have already begun; keeping a list of tardies, being strict on the time of 8:30, parents signing in, and keeping track of when students are just dropped off, etc.

## **Attendance**

Reported by Barbara Davis (vertical team member)

The team looked at several other procedures/policies from other schools, and plan to use the information to come up with our own KES specific Attendance/Tardy Policy. Also discussed were incentive plans for classes with perfect attendance, notifying parents through "Alert Now" and information about an updated policy/procedure cover letter to go home soon. Early check out also needs to be addressed. We need to make improvements and have a consistent policy. We realize we will probably get a lot of heat, but feel instruction time is vital. Also discussed were pre-approved absences along with make-up work. We have been a little 'laid back' about our policy, yet we truly need to start being firm, especially for the ones who abuse the policy.

## **Recognition for Behavior**

Reported by Curtis Lewis (vertical team member)

KES would like to reinstate the Dandy Dolphins program (Student of the Week per class), include a Flipper/Character Counts Award, (maybe even a class award), have the students recognized on Morning Announcements (Rock Stars). We want to catch kids doing the right thing and recognize them. Each grade level needs to be consistent on how they are going to implement this program.

## **Recognition for Academics**

Not quite ready for discussion.

## **Common Language: Hallway Behavior**

Reported by Beth Upchurch (vertical team member)

KES would like to implement the use of common language throughout the school to identify and encourage expected behavior in the hallway and in all places of the school.

Hallway - Perfect Ten: The use of "Perfect Ten" as a reminder of what is expected and that each teacher will discuss with their class what that means and what is expected when they hear that. This can be used in the hallway or anywhere in the school.

## **Reports**

- 1- Unexpected SAC Money, \$2,400, will come from lottery money. Principal Tucker made a request to use \$500 of the SAC monies to be used to recognize positive behavior (Student of the Week, Dandy Dolphins, Breakfasts and Awards). A motion to spend \$500 for recognition was made by Carole Gauronskas and seconded by Diane Morse.

- 2- Data Dialogue Days on Wednesdays: Grade Level Teachers have been meeting together on Wednesday to discuss data, scores, groupings, interventions, etc. Substitutes are provided with Title II money. These days are used to improve understanding of group and individual student academic progress. This time has been a very positive and enlightening experience for the teachers.
- 3- Teacher In-Service Day - October 22, 2010, will provide teachers with opportunities for in-service here at Ketterlinus and at other schools. Ten to thirteen teachers will be taking gifted classes here at Ketterlinus to obtain their Gifted Endorsement, as well.
- 4- On behalf of Rick Whittington and the KES faculty and staff, we were awarded an "Energy Star" award for saving energy. We received a rebate of approximately \$3400 that will go toward purchasing an energy saving refrigerator and microwave in the teacher's lounge. Al Crutchfield has been a major help with information- "if it glows it goes". It has been amazing how much energy that saves.

#### **Next Meeting Date and Time:**

The next meeting will be held on Thursday, November 18, 2010 at 3:15 in Kris Hutson's homeroom.

#### **Meeting Adjournment**

Motion to Adjourn by Carole Gauronskas and seconded by Kathy Tucker at 4:15. Motion carried unanimously.

Submitted by: Rachel A. Smolek - SAC co chair

Approval Date: October 21, 2010

**Ketterlinus Elementary School Advisory Committee Agenda for Thursday, October 21, 2010, 3:15 p.m.**

#### **I Introductions**

#### **II. Minutes review of September meeting**

#### **III. SAC General Information**

A. By-laws

B. SAC Plan Presentation

#### **IV. New Business**

A. Vertical Teams

B. Reports

#### **V. Next Meeting Date and Time**

#### **VI. Adjournment**