

Sunnyslope Elementary LIT
Agenda & Minutes
8/20/2019
1:00 - 3:00 PM
Main Office Conference Room

Agenda

- Welcome to year five!

- Norms
 - *Meetings agenda-driven*
 - *Clear communication to team members/staff*
 - *Mindfulness of sensitive information*

- Bylaws, and Procedures
 - **Meeting Schedules**
 - *2nd Wednesday of the Month + District Trainings*
 - *3:00 - 4:00pm*

 - **Decision Making Model**
 - *Consensus (80%) decision-making model*

- Focus:
 - **Shared Decision Making**
 - *Discussion of learning issues*
 - *Sounding board for ideas prior to sharing with whole staff*
 - *Sounding board from staff prior to making decision*

 - **Professional Development**
 - GLAD phase 1, 2, or 3 and how to support staff.
 - Ready Math Training
 - Tech Time (Clock Hours)
 - Collaboration/LIT Mondays (Clock Hours)
 - ~~Professional Development Survey~~
 - Sanford Harmony Pilot
 - PBIS Survey Results
 - PBIS expectations
 - Common language/themes/standards of Social Emotional Learning?
 - Unit Planning update (update @ Principal's Day)
 - Assessment update (update @ Principal's Day)

- [Required Assessment Schedule](#)
 - **Training opportunities:**
 - [Northwest Mathematics Conference](#) 10/10-10/12. Tacoma, WA
 - 10/11 is no student day
 - Instructional Coach Hire - *hopefully soon*
 - **CIPP**
 - Staff and teams will work on the drafting process; principal reports to school board in October/November.
 - Supportive review taking place in February/March
 - **Budget Work**
 - We will receive AdMatch funds based upon Oct. 1 Count #'s
 - Based on district RMTS participation
 - LIT Budget funds 1.0 para hours and will have approximately \$2,000 of discretionary spending. [**Change from previous years**]
 - **Communication**
 - Communicating team and content area issues to LIT
 - Communicating LIT issues, decisions, to team members.
 - Sharing of agendas & minutes electronically, and by paper copy.
 - *LIT member will share meeting summary at staff meeting*
 - *Staff communicates with LIT member or Principal to have item added to agenda*
 - [School Board Policy 2010](#)
- **Membership**
 - Principal, Co-Facilitator [Dave]
 - Team Leader 3-5 Literacy [Twila]
 - Team Leader 3-5 Mathematics [Peggy]
 - Team Leader K-2 Literacy [Meg]
 - Team Leader K-2 Mathematics [Chris]
 - Specialist Representative [Ben]
 - Classified Representative [Tanya]
 - Instructional Coach [TBD]
- **Roles & Responsibilities**
 - **Facilitator**~ *Dave*

- **Co-Facilitator** ~ *Chris Gale*
- **Time Keeper** ~ *Ben Dotson*
- **Data Coordinator** ~ *Instructional Coach*
- **Committees**
 - **PBIS** [ongoing]
 - **Safety** [ongoing]
 - **Scheduling** [fall, 2020]
 - **Student Success Team** [ongoing]
- **Report Card Dates**
- **Curriculum Night Planning**
- **Data Reviews**
- **[LID Mondays Schedules](#) & Strategic Planning**
 - See [Professional Development](#)
- **Supportive Review**
 - February/March, 2020
- **School Board Visit**
 - TBD
- **Duty Schedules**
 - Before school (3 paras; 1 is greeter, 2 at recess)
 - Lunchroom (2 paras, plus other paras when available)
 - After school (all hands on deck)
 - Staff room clean up (grade level, specialist, classified)
- **Testing Schedules**
 - **iReady Diagnostic Testing Windows**

- **Fall:** August 27 - September 27
- **Fall (Kindergarten):** September 9 - October 29
- **Winter:** December 9 - January 17
- **Spring:** May 4 - June 5

- **Attendance Monitoring**

- **LIT Request/Input Form**

- *Will share after*

- **Homework Policy**

Purposeful, practicing taught skills, review, complete daily work

- What should PTSA Spend the money on?

LIT Team Meeting Dates: (All meetings are 3:00 - 4:00 pm, unless noted otherwise)

- 8/20/19 (1:00 - 3:00 PM) [Snacks - Bring your own]
- 9/11/19 [Snacks - Megan]
- 10/9/19 [Snacks - Tanya]
- 11/13/19 [Snacks - Twila]
- 12/11/19 [Snacks - Dave]
- 1/8/20 [Snacks - Ben]
- 2/12/20 [Snacks - Twila]
- 3/11/20 [Snacks - Megan]
- 4/8/20 [Snacks - Chris]
- 5/6/20 [Snacks - Tanya]
- 6/10/20 [Snacks - Peggy]

LIT Mondays:

Topics: Team Time

- 9/16/19 - [90 minutes]
- 10/21/19 - CIPP Review [45 minutes]
- 11/18/19 - Vertical Team Time [45 minutes]
- 12/16/19 - Vertical Team Time [45 minutes]
- 2/10/20 - Mid-year reflection [90 minutes]
- 2/24/20 - Vertical Team Time [45 minutes]
- 3/9/20 - Vertical Team Time [90 minutes]
- 4/20/20 - Vertical Team Time [45 minutes]
- 5/18/20 - Vertical Team Time [45 minutes]

- 6/1/20 - Vertical Team Time [45 minutes]

Building Directed Dates:

Topics:

- 12/1/19:
- 4/27/20: