

Sunnyslope Elementary LIT
Agenda & Minutes
9/11/2019
3:00 - 4:00 PM
Main Office Conference Room

Agenda

- 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 Training*
 - *3:00 - 4:00pm*
 - **Decision-Making Model**
 - *Consensus (80%) decision-making model*
- Focus:
 - **Shared Decision Making**
 - Computer Carts (Twila)
 - 3 Chrome book carts
 - 1 MacBook Air
 - 1 iPad Cart
 - 1 cart in the library
 - Dave will work with the 3-5 team to solve the issue of how best to assign carts. Moving cart to portable is an issue.

Update as of 9/16/19

Cart 1: 100 Wing - 5th Grade (30 Chromebooks)

Cart 2: 100 Wing - 3rd Grade (30 MacBooks)

Cart 3: 100 Wing - 2nd Grade (36 Chromebooks)

Cart 4: 300 Wing - K/1 (30 Chromebooks)

Cart 5: No Longer in Service

Cart 6: 300 Wing - K/1 (30 iPads)

Cart 7: Portables - 4th Grade (36 Chromebooks)

Library Cart

- Headphones
 - We are adding a set of headphones and slowly replacing those that are worn out.
 - Technically we should surplus headphones that no longer work.
 - I-Ready Reading
 - Dave is gathering more information about the cost , effectiveness, and implementation of buying the online program.
- Professional Development
 - Tech Time (Clock Hours)
 - Approval for clock hours need to be more specific...stay tuned.
 - Collaboration/LIT Mondays (Clock Hours)
 - Approval for clock hours need to be more specific...stay tuned.
 - School district still has a moratorium on out of state travel.
 - Training opportunities:
 - Northwest Mathematics Conference 10/10-10/12. Tacoma, WA
 - 10/11 is no student day
 - Early Bird Registration ends September 26th
 - Brooke McAllister is planning on attending
 - Make and take night for GLAD, Sept. 17 at the District Office. 3:00-5:30pm
 - Instructional Coach Hire - Andrea Saloka
 - Welcome Andrea!!! **Wooohoo!**
- CIPP
 - Values & Collective Commitments
 - We will continue to work on this during the next LIT Monday.
 - Goal Setting
 - Presentation to staff
 - Presentation to board & cabinet
- Budget Work
 - 321 FTE (September Count)
 - BEA Discretionary Budget (2019-2020) = \$46,224
 - BEA Carry forward from 2018-2019 = \$1,447
 - LIT Carry forward from 2018-2019 = **-\$1,299**
 - Ad Match Carry forward from 2018-2019 = \$1,000
 - Actual BEA Budget = \$46, 500 (\$38,513 for 18-19)
 - LIT Budget based on Oct 1 count
 - Cutting LIT expenditures for 2019-2020
 - Ad Match budget information shared in November

- **Communication**
 - I-Ready Assessment Update
Thank you to Betty, Tanya, and Shauna for helping us finish!
 - I-Time Start Dates
 - Flyers Home (Twila)
Discussed ways to minimize ways to limit/streamline the amount of flyers going home.
 - Social Skills Awards (Twila)
We will revisit as a staff. What worked? What needs clarified?
 - Family Handbook
Dave shared a draft of a student handbook to share at staff meeting.
- **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 [Andrea]
- **Roles & Responsibilities**
 - **Facilitator**~ *Dave*
 - **Co-Facilitator** ~ *Chris Gale*
 - **Time Keeper** ~ *Ben Dotson*
 - **Data Coordinator** ~ *Instructional Coach*
- **Committees**
 - **PBIS** [ongoing]
 - 4th Wednesday of the month
 - Members will be compensated via timesheet
 - **Safety** [ongoing]
 - First meeting 10/22
 - **Scheduling** [fall, 2020]
 - **Student Success Team**
 - First meeting was 9/9

- Data Reviews
 - September 17th & 18th (sub release time to meet and collaborate)
- Supportive Review
 - February/March, 2020
- Cabinet/L&T Visit
 - January 14, 2020; 8:30 - 9:30
 - Wanting to see district initiatives and classroom learning
- 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

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 - Andrea]
- 4/8/20 [Snacks - Chris]
- 5/6/20 [Snacks - Tanya]
- 6/10/20 [Snacks - Peggy]

LIT Mondays:

Topics: Team Time

- 9/16/19 - Collective Commitments & Values [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: