

BLT Minutes
January 19, 2010
3:30 – 5:00pm

Attendees

Bev Clonch, Beverly Raines, Lisa Bogen, Phil Crocker, Rich Conner, Bobby Mullins, Melissa Denke, Lisa Reeves, Linda Cutler, Margaret Bolger, Shirley Rybock, Carrie Wheeler, Mike Howard, Laura Thomas, Sue Allen

Celebrations

Won-Ldy Paye received high praise for his work with our students over the past few weeks. The assemblies were enjoyed by all. Congratulations to the PTA for sponsoring such a great program!

Minutes

Phil Crocker motioned and Bobby Mullins seconded the approval of the December 2009 meeting minutes.

In an effort to streamline the minutes procedures, the secretary will email a pdf version of the minutes to the webmaster after the BLT has approved them. Final BLT minutes will be available on the website approximately one month following a meeting. For example, the minutes for the December meeting were approved at the January 19th meeting and were posted to the website a week or so thereafter.

Rainy Day Recess & Safety

Several kindergarten families have been concerned about supervision during rainy day recess. Currently, there are two floating recess supervisors. Teachers do not provide supervision during recess. With two supervisors, coverage is difficult when the students are indoors in their respective classrooms. Beverly addressed the concerns of the parents. She suggested that the kindergarten students remain in the lunchroom for rainy day recess where supervision would be provided. Linda stated that she works in the cafeteria until 1pm so she will not be available to supervise and the room may not be available due to cleanup etc. She also mentioned that Susan Krizanc is busy working with specific students at that time. Rich made a suggestion that the teachers could work together to make sure that the proper supervision is in place. The question was asked if Beverly could step in and help to provide additional supervision as needed. She stated that on occasion she would be able to fulfill that role but not as procedure. The use of television programs was also suggested. Beverly believes this a manageable issue mostly impacting the first floor i.e. K, 1st, and 2nd grades.

There is also some concern from parents about safety procedures regarding visitors in the building and on the grounds. Laura reviewed check-in procedures. All visitors should sign in, wear a “visitor” badge while in the building and sign out when leaving. In addition, visitors should use the front doors when entering or exiting the building. The basement doors are locked at all times. Amie and Laura monitor the entrance to the building; however, they are busy and are not at their desks at all times. Duplicate adhesive badges were discussed as an alternative to the current visitor badges and can be further researched if deemed necessary. It was suggested that the safety guidelines be

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published in the newsletter. In addition, all members of the Lawton community are encouraged to provide assistance to those who are new to our school.

Spectrum Student Placement

Phil and Margaret presented for 15 minutes at the January 6th staff meeting in an effort to kick off the discussion regarding Lawton's Spectrum program. Due to the issues complexity, staff agreed to come together on January 27th to begin a focused discussion. Rich mentioned that he received many emails after the January 6th staff meeting reiterating that the staff would like to meet and discuss the issue further. The first step in this process is for staff to reach consensus. Margaret presented a document that provides an overview of the Spectrum and Advanced Learning (ALO) programs as well as a comparison spreadsheet of the Spectrum schools in the district. The comparison is a summary of information obtained during interviews with school principals. Lisa B and Margaret are in the process of interviewing school principals. The most recent version of the documents will be provided to staff prior to the January 27th meeting. Rich also mentioned an email he received from the district that listed the advanced learning programs along with 24 other items as possible cuts to the 2010/2011 budget.

Student Handbook

Laura is updating the handbook and is anticipating sending them out by the end of January. It was agreed that date specific information be left out i.e. daily schedule, etc. which enables the handbook to remain relevant longer. Only procedural changes will be updated as needed. Laura had a concern that the document was text heavy and wondered if a shorter brochure would be more user friendly. While many agreed with her, it was decided that the current format is fine. A hardcopy of the handbook will be distributed to kindergarten and new families only. It will also be available on Lawton's website.

Communication

There has been a lot discussion lately about how best to communicate within our community. Melissa stated that the PTA has been brainstorming about this issue. The website is the clear favorite as a central repository of information. The updated version of the web has received positive feedback. Thank you Nicole. Hardcopies of all relevant information will always be available for families who do not have access to a computer.

After school clubs

After school clubs are running fine. The teachers and/or providers are being paid directly by participants. It is expected that the district will provide clear guidance for the 2010/2011 school year. The goal is that after school clubs will run seamlessly next year.

Some issues remain behind the scenes. Beverly referenced a letter from Ron English. She was hesitant to provide copies of the letter but was willing to read it to the group. She also read it to the PTA. Beverly mentioned that she wasn't comfortable with the content of the letter and wasn't sure who authored it. The letter discusses outside vendors needing contracts, business license, insurance, pay for space, finger printed etc. Teachers in the district can use the space and need no additional insurance. Beverly stated that the

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letter seemed to read like a mandate. It seems that Lawton is the only school to receive such a letter. To date, the district has not provided guidelines on this issue. Phil reminded Beverly that he suggested she reach out to Dave Elliot, Coe's principal, because he might be a good resource in solving this issue and asked if she had spoken to him (see October 27, 2009 minutes). Beverly stated that she has not spoken to Dave.

ASB Fund Disbursement

Bobby has been researching this issue to determine the proper procedures for disbursement of ASB funds. Laura reported that the **balance of the ASB account** is \$8,971.51. The monies can only be used for activities directly tied to students. The funds cannot be used for building equipment, curriculum, building expenses etc. Bobby will work with the PTA to come up with a list of items that qualify under the ASB disbursement guidelines. Staff will also discuss the issue and provide their feedback via Beverly. **The** BLT informally agreed that they would recommend the funds be used equitably for all students; however, the decision of how the money is spent stands with the principal. In addition, it was suggested that the student council assist in the decision making process though this is not required. Laura mentioned that Lawton does not have a student council this year as it was Beverly's first year and she wasn't sure what role the council would play. She stated that a council could be formed if needed.

Everyday Math

Margaret provided a summary of the information available on the Everyday Math website for students. A login name and password is available from each student's teacher. There has been some discussion about SSIA sponsoring an Everday Math workshop for parents in February. Margaret proposed that the SSIA event be combined with the Lawton Math Night. Most agreed with this decision. Math Night has been reschedule from late January to late February. Margaret will follow-up with Lily Ulmer who has been working with SSIA on the Everyday Math workshop and Amy Burton who is organizing the Math Night event.

Update on district policy regarding H1N1 and lice

Carrie provided an overview of district policy regarding the H1N1 flu virus and lice. The H1N1 falls under the communicable disease policy, which she handed out. It is not the nurses role to communicate with the school about the H1N1 flu virus and the policy does not state that the school community be notified of specific cases of illness. However, if a student has a healthcare plan that requires information about illness in the school, those parents are notified. If other parents have a specific concern, they should talk to the nurse.

Carrie also provided copies of the Seattle School Health Services "Head Lice Guidelines." District policy states that if there are 3 confirmed cases of lice (or repeat infestations of the same student) in a classroom, the school is required to send a letter notifying parents to the students in the impacted classroom. The school nurse is also required to check the heads of kids in that classroom. Nurse Lynn stated that typically she will check heads in a classroom if she hears about one case of lice. There was some

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discussion about keeping the PE teachers in the loop i.e. head stands, somersaults, etc. Carrie will provide an overview of both policies for the newsletter.

Grievances, Staff Supervision & Training

The issue of grievances was discussed. It was reiterated (see December 2009 BLT minutes) that the principal is responsible for staff training and supervision. Any concerns should be addressed to Beverly. Laura suggested that Beverly receive copies of the BLT meeting minutes from the 2008/2009 school year to provide some background on staff positions and policies..

January Action Items

Rainy Day Recess

- Beverly – Talk with staff and develop schedule for rainy day recess supervision by February 9, 2010

Safety Procedures

- Laura – Submit summary of safety policy for newsletter by February 9, 2010

Spectrum Program

- Margaret – Update Spectrum spreadsheet and distribute to BLT and staff by January 27, 2010
- Phil - Submit Spectrum program update for newsletter, January 28, 2010
- Lisa B & Margaret – Complete principal interviews by February 9, 2010
- Margaret – Update Spectrum spreadsheet by February 9, 2010

Handbook

- Laura – Distribute handbooks to kindergarten and new families by January 28, 2010
- Laura - Submit electronic version of handbook to webmaster by January 28, 2010

After School Clubs

- Beverly – Contact Ron English and request clear guidelines for administering after school clubs in 2010/2011 school year by February 9th, 2010

ASB Disbursement

- Bobby – Meet with PTA and provide list of items/events to BLT that could be covered by the ASB account by February 9, 2010
- Beverly – Discuss ASB disbursement with staff, solicit ideas and report back to BLT by February 9, 2010

Everyday Math

- Margaret – Follow-up with Lily Ulmer on SSIA Everyday Math workshop and incorporating it into Math Night by February 9th, 2010.
- Margaret - Follow-up with Amy Burton about incorporating Everyday Math resources into Math Night by February 9, 2010.

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H1N1/Lice District Policy

- Carrie - Submit newsletter article summarizing district policy regarding H1N1 and lice, February 9, 2010

Grievances, Staff Supervision and Training

- Bev – Provide Beverly copies of the 2008-2009 BLT meeting minutes by February 2, 2010
- Beverly – provide an overview staff supervision procedures to BLT by February 9, 2010 meeting.
- Beverly – research training resources for staff and report to BLT by February 9, 2010

Next BLT Meeting, February 9, 2010, 3:30-5:00pm

Submitted by Margaret Bolger, 1/31/10
Revised by Margaret Bolger, 2/3/10