

MSAD #51 PTO

Monthly Informational Meeting Minutes

November 18, 2008

7:00pm

Mabel I Wilson School Library

Attending: Vickie Bell, Victoria Broden, Karen Bubar (guest), Kelly Craig, Valerie Currier, Dava Davin, Shari Elder, Heather Giandrea, Tom Gilley, Gloria Nicholson, Sara Perfetti, Susie Robbins (guest), Beth Smith, Jen Wahling, Ericka Winchester

1. **Call to Order and Introductions**

Heather called meeting to order @ 7:06 PM. She welcomed principals Susie Robbins from the Mabel I Wilson School, and Karen Bubar from the Drowne Road School to speak on the K-3 experience in our district.

2. **Guest Speakers- Susie Robbins, Principal MIW and Karen Bubar, Principal DRS**

Susie Robbins began by thanking the PTO for inviting her to speak. She first spoke to the low return of the PTO survey that was sent out to teachers and staff. She indicated that she brought the survey into staff time with both teachers and ed tech and will be sharing that information with Gloria and Heather. Karen shared that a similar exercise would take place at DRS with a special focus on enrichment.

Karen went on to thank the PTO for the new swing set, Chewonki Owl presentation, and a field trip to the Maine Wildlife Park.

Susie continued the presentation by sharing the MIW Work Plan for 2008-09. She discussed the areas of Literacy, Mathematics, Science/ Social Studies, and the Responsive Classroom.

Literacy highlights-

- Implement all Units of Study within the Writing Program. This focuses on writing daily. The new unit being added is Poetry.
- Review and Revise instruction in Units of Study. Continued staff development in this area.
- Design assessments for Units of Study.
- Review student work using assessments.
- Focus on reading engagement. This includes uninterrupted reading time at their independent reading level. K- 15 minutes, 1st- 20 minutes, 2nd- 25 minutes, etc.
- K-% implementation of guided independent reading.
- Review classroom libraries and book selections.

Susie has implemented a "Book of the Month Club". She has been sharing a book throughout the school with a variety of activities each month. Some titles include, "Bear Feels Scared", "The Hello, Goodbye Window", and "Duck for President".

Mathematics-

- Lisa Demick serves as Math Coordinator. She has implemented the Estimation Station, which is a school wide game to encourage math fun and awareness, Math Challenges, and Everyday Math Games- on-line. (The Estimation Station is also being used at DRS and NYMS).
- Continue work on open response, unit profiles, report card, and fact work.
- Review and revise student support.
- Connect with Special Ed

Science/ Social Studies-

- Continue to articulate units of study and collect work samples
- Some teachers pilot additional science units

Responsive Classroom-

- Continue Morning Meeting structure in all classrooms
All classrooms have a Responsive Classroom Ring Binder that includes games, songs, greetings, and is added to throughout the year.
- Continue all school meetings
- Work on school rules and logical consequences.

Susie touched upon the quiet in the hallways rule, which is always difficult for students and staff alike. The intent is to develop an environment where learning is not disrupted. She shared the 3 words used to guide to behavior in a consistent fashion; safe, kind, and gentle.

One change at MIW is that there is no longer an assistant principal, with Karen moving to DRS. The structure does include Las Demick as a Math Coordinator for K-2, Amy Hill as Literacy Coordinator K-2, and the addition of a Behavior Strategist for K-3. Becky Dillworth has filled this one year Grant Funded position. This position was added after the budget cycle, however and it will be re-evaluated for next year and will be a priority. Currently she serves a caseload of over 20 students on a regular basis and others as needed.

Karen said that most of what Susie spoke of is true K-3 or even K-5, she didn't repeat each area of study, however she shared that although the responsive classroom is being used in many third grade classrooms, it is not mandated at this time. At DRS, OWL meetings (whole school assemblies) are held each Friday with a variety of different programs hosted by a different classroom each week.

In Literacy, she indicated that in K-2 the focus is on personal experiences, however in 3rd grade and continuing through 5th grade personal narrative are added, as well as other genres such as essays, fiction, and memoirs. There is a focus in 3rd grade on introducing books that relate to the writing units of study. It has been shown that reading examples will benefit students writing. At DRS they are also working in classroom libraries and the goal of 30 minutes of uninterrupted reading a day.

In Mathematics, Carol MacArthur is the Math Coordinator for grades 3-5. She also has implemented the estimation station, EM games on-line, and heads the accelerated math program.

There is an increased focus on response to intervention. This includes Special Ed meeting k-5. It increases early intervention and encourages effective documentation and ensuring the proper support is in place for students with special needs.

Both Susie and Karen stress that communication is a goal with both staff and parents and they encourage and welcome feedback. The presentation was open for questions.

How is the communication between K-5 transitions? K- 8?

Karen said that K-5 transitions are "seamless" and a priority. The administration is always working towards ways to make better transitions from 5th to 6th grade. David Galin is starting a K-12 literacy taskforce to develop a common thread from K-12, particularly in writing. There is on- going communication in this area.

How has full day K changed things?

The current 2nd grade class is now the first class to have the complete K-2 experience at MIW including FD K. AS a result they are constantly evaluating data to determine the impact it has had. Teachers are overwhelmingly positive about it. They have been able to add developmentally appropriate opportunities including gym twice a week, art, singing. The 1st grade teachers are amazed at the growth. The children come in to first grade with more common experiences.

Has there been discussion of bringing Foreign Language back to the curriculum?

There has been recent conversation about bringing it to grades 4-5, and even as low as 2nd grade, however funding continues to put a hold on this. It is on the radar.

A discussion regarding the "lock down" practice held at MIW in response to the recent school hostage situation in Stockton Springs. Susie felt it was managed well, and had the accomplished the goal. It was "eerily quiet" and the students and staff handled it well. A continue discussion about the security of the school, particularly in response to the set- up of the entrances and the location of the office. Tom will be looking into a camera focused on the parent entrance that would have a feed that could be in the office.

Finally, a library committee will be created with a group of teachers and parents to rejuvenate the library. Please feel free to share your input.

Thank you to Susie and Karen for taking the time to join us.

3. Mission Moment

Heather and Gloria shared a thank you note from a first grade teacher and from Carlene West for Bus Driver Appreciation.

4. Approval of May Minutes

Sara motioned to accept the October Minutes, Kelly seconded- motion carried without dissent.

5. Old & New Business

• Approval of Budget

Gloria shared the proposed budget. Changes were made to the Student enrollment break down by grade at MIW. This did not change the budget. Box tops is already at \$2300- \$64 in expenses, so that is already over the \$1500 budgeted. If you are still reading this, send Shari an e-mail and win a prize at the next meeting. Gloria advocated for the \$13.00 per student option versus the \$12.00 per student. The Ruth's Recyclables # will be lower as the HS will not be included. Discussion about Ruth's Recyclables ensued.

Shari motioned to approve the budget at \$13.00 per student, with the Ruth's Recyclables included after Gloria confirms and shares the details of the contract. Kelly seconds. Motion carries without dissent.

6. Committee Reports

a) Treasurer

Kelly distributed her report including a budget worksheet. Kelly thanked everyone for being respectful of her time and getting paperwork to her in a timely fashion.

b) Events

Brenda reported that Happy Wheels would be taking place the next day. The Holiday Workshop is happening December 6th. Heather reported that there will be "Table Sponsors" including Girls Scout Troops and Classrooms. There will be 10 tables. The Volunteer Database was a very helpful in filling volunteer slots.

The Family Night Out with the Magician was a huge success! Great job, ladies!

c) Fundraising

There is still some Sally Foster at the Middle School. Beth said they will continue to come up with ways to better communicate the Pick Up. We will continue to think of new ideas for the next fundraiser.

d) Publicity

Tom will take over the newsletter responsibility. Thank you, Tom!

e) Enrichment

The missing funding request was found. Kindergarten and Multi-age will be attending Theaterworks programs.

f) Secretary

Shari asked about the format of the minutes; whether they should be kept to an outline of the facts of the meeting or if the guest speaker presentations and discussions should be written in detail. The discussion was mixed, but enough people indicate that they read the minutes for detail when they are unable to attend and that it is a helpful tool for the website, so we will continue to do detailed minutes. She also asked about using a tape recorder, but Beth felt because this is a public meeting, we would be required to archive tapes, which would be cumbersome.

g) Co-Chair

The PTO will begin a Managers Review. It was determined that an audit from an outside accounting firm is not necessary, but a management review is needed to assure we are acting in a fiscally responsible manner. Thanks to Val & Kelly for setting up internal controls which will help in this process.

7. Adjournment

Vicki motioned to adjourn, Shari seconded. Meeting Adjourned at 8:50 PM.

Next Meeting: Tuesday, January 13 at MIW

Respectfully submitted: Shari Elder, Co- Secretary
November 30, 2008

