

KARIGON PARTNERSHIP TEAM MINUTES

MONDAY NOVEMBER 28, 2011

FINAL DRAFT

Members Present:

Greg Wing
Tina Hurley
Brigid Jeffers

Mary Blaauboer
Susan Schmitt
Kathy Geary

Lisa Fletcher
Phyllis Murray
Matt Andrus
Melissa Paquin

Inspiration

"Yesterday is but a dream, tomorrow but a vision. But today well lived makes every yesterday a happiness, and every tomorrow a vision of hope. Look well, therefore, to this day." An Indian proverb (submitted by Phyllis Murray)

Review of Minutes

The minutes from the October 6th meeting were reviewed. Two minor wording revisions were suggested. The minutes from the October 24th meeting were also reviewed. One wording revision was suggested and it was noted that Chris Bernd and Brigid Jeffers will check with and report back from their stakeholders regarding the June Scholastic book fair.

Board of Education Liaison Report

Mary Blaauboer reported that in study sessions the board heard:

- Fire inspection summary report , which was later accepted by the BOE
- Facility& Maintenance Department overview
- High school program of Studies & Curriculum Mapping update
- Enrollment forecast from the Capital District Regional Planning Commission (projection of substantially flat enrollment with the impact of GLOBALFOUNDRIES unknown. However, anecdotally, some classes are seeing influx of children of GF employees)
- Middle School Counseling presentation
- Shenendehowa Community Coalition presentation

The board approved several items:

- Various contracts, bids (including a cooperative bid with several other school districts for reconditioning athletic equipment), treasurer's report, auditor's report, meeting minutes
- Staffing recommendations – including the appointment of Elizabeth Wood (former Shatekon principal) to the position of Assistant Superintendent for Curriculum, Instruction, and Assessment. The search for a principal at Shatekon will commence immediately.
- Tenure recommendations
- Special Education placements

Finally, the board also reviewed the 2012-2013 budget calendar, reviewed various policies, and accepted acknowledgement of School Board recognition week.

District Partnership Team (DPT)

No meeting has occurred since the last one.

KPT Accomplishments List

Greg presented the list he compiled of the past 5 years worth of KPT accomplishments. Team members noted a few additional items for inclusion and several minor wording changes.

Kathy Geary provided an update on one accomplishment. Specifically, Kathy checked with Mary Niles about the health office's need for gently used clothing for children who get sick and need a change of clothes during the school day. Mary said that she would appreciate donations of sweatpants and even gently used underpants (just to get kids home).

Instructional Support Team (IST)/Response to Intervention (Rti)Update

Brigid reviewed Karigon's Instructional Support Team process. When a student struggles, there are now three tiers of intervention. The first tier aims to meet the needs of most students through general instruction. The second tier targets a smaller group of students (approximately 5-10%) who may need supplemental instruction. The third tier (1-2%) addresses students who may need additional help, such as a change of instruction, etc.

Brigid described the process card in which a teacher contacts her with a concern about student. After the teacher completes this electronic referral form 1) the teacher immediately puts in place one or two changes (and documents what is or is not working), and 2) a team meeting is scheduled with anyone who works with the student to brainstorm ideas. Parents are notified about this referral. The immediate changes made by the teacher ensures that child doesn't need to wait for the IST meeting to start getting help. The teacher contacts parents after the IST meeting to let them know what has been recommended. Changes are made over 4-6 weeks and data are collected. If successful, those changes are maintained; if not, then a different intervention is advised (& perhaps bump them up on the level of tiers).

Thus, this strategy takes away the wait & see approach, as changes are made and assessed immediately.

Prior to Rti there were 60 to 70 referrals a year to the Child Study Team. In 2010-2011, only 15 referrals were made, and this year there have only been 8 to date. Other possible reasons for this decrease were discussed: teachers may feel more confident implementing interventions/changes themselves, the AIS criteria are more clear, and redistricting changed may have shifted some of our most in-need students to other schools.

In addition, Greg noted that this approach helps teachers because it focuses on only one or two needs of the child, thereby reducing the chance of a teacher feeling overwhelmed by a range of issues and not knowing where to start.

Greg and Brigid reviewed the history of these changes and explained that the Child Study Team evolved into RtI to focus more on the instruction than on the child. To help make this paradigm shift, the referring teacher did not participate in the RtI meetings. A co-presenter met with the teacher to report back to the team. However, this process has changed this year to include the teacher in the meetings.

Mary Blaauboer asked whether there was ever disagreement about the recommended intervention; Brigid said that there can be (usually regarding what area to target first), but they have always worked it out.

Grade 4/5 Anti-Bully Programs

Brigid Jeffers reported that she spoke with Deb Reinisch, the school counselor, about the anti-bully programs for 4th and 5th graders. Deb continues the bucket filling program with these grades at the beginning of the year. In addition, all grades in Karigon participated in the district wide anti-bullying week where students wore different colors each day to correspond with anti-bullying themes. Deb is in the classes monthly and is available if anything comes up. She is also looking into "Act w/ Respect, Always" at Arongen. It's expensive, but she's talking with Arongen for further details.

Okte is piloting a once-a-month afternoon program about character traits w/ older grades. Chris Bernd is talking with colleagues at Okte about this program. It was noted that Orenda is doing the "Peaceable Bus" program, but Karigon is not included in this pilot program.

Deb will continue what she's doing this year and will look into these and other programs in the future. Brigid will ask whether there is anything related to bullying that the former PTA DARE money could be used to support.

Book Fair

Brigid Jeffers' stakeholders supported the June Scholastic bookfair. Brigid will ask Chris Bernd and Sue Schmitt to let Melissa Paquin know whether their stakeholders supported it as well.

Cyber Safety

Tina reported that there are no free programs available. The District Attorney's office referred her to NetSmart, which we already do. Deb Reinisch offered to do a program with our 5th graders. When Deb comes to our meeting in December, she will tell us what resources she has and what she might be able to do.

Curricular and Extra-Curricular Activity List

Brigid Jeffers reported only minor changes to the list. She added a few grade-level field trips and a couple items that were originally omitted.

Further revision to this list needs to classify activities as either curricular or extra-curricular. Greg Wing suggested that we simply divide the activities based on whether they occur in-school or after-school. Furthermore, this list is different than the list of innovative curricular activities which also needs to be compiled. Greg and Brigid will divide the lists and Greg will consult with faculty about innovative list.

Greg Wing will put the curricular and extra-curricular activity list on the agenda for elementary principals to review and discuss at their next meeting.

Fundraising Update

Greg Wing and Carol Polsinelli met with Becky Hull and Kathy Whetmore to review the extra-curricular accounts (as well as classroom accounts). Greg was informed that we can continue to fundraise through the Partnership Team. The approved process is that we can hold a fundraiser, collect the money, get teachers' suggestions for how to spend the money, and then take the idea to the Student Council for its vote and approval. Essentially, as long as the students (in this case, Student Council members) are involved in the process, we can fundraise in this way. The raised money would be put into the Student Council account and then we can use the regular process to purchase the approved items. If we need start-up money (we have \$54.24 in account), it will take a couple weeks to receive it from the district. Phyllis Murray recommended that we roll-over more money next year for a larger start-up fund. Other ways in which to obtain start-up funds for a fundraiser were discussed: a loan from Student Council, donations from stores, gift cards from stores. Greg will look into money from Student Council.

With the go-ahead to hold a fundraiser, the team discussed details of another Ice Cream Social and Book Exchange. It was mentioned that if we go anywhere but Stewart's for the ice cream, we need to be mindful of whether it's allergy-friendly. It was suggested that we could at least get one box of Stewart's ice cream to be sure it's allergy-friendly. In addition, we agreed to hold the book exchange in conjunction with the ice cream social again. We will invite high school students who need service hours to assist with the event.

The "celebrators" will begin to organize this fundraiser.

Old Business

Greg Wing said that he will talk with Kelly DeFaciani about the website changes (to the mission statement page) that were made but that have since reverted back to the old version.

Lisa Fletcher suggested that we ask teachers to distribute KPT brochure (along with the list of accomplishments) at parent-teacher conferences in December.

KathyGeary noted that the art work done by Alice above the KPT bulletin board looks great.

New Business

Greg Wing and Brigid Jeffers said it was suggested that the faculty and staff birthdays be announced on morning announcements or at morning program. Tina said that she received negative feedback about the idea. Brigid said that 2 of the 15 people she spoke with asked to opt out of having their birthdays announced. Mary suggested that the opt-out option should satisfy all. Kathy suggested that the proposal and the opt-out option could be included in the Daily Bulletin. Greg concluded that since this doesn't really involve student achievement, the administration would figure this out.

Lisa Fletcher reported that the PTA will devote \$3800 in white boards and Promethean will match that amount, allowing Karigon to obtain 5 or 6 more whiteboards for the classrooms.

Set Agenda for Next Meeting

Character Education

Cyber Safety w/ Deb Reinisch

Fundraiser

Report from Intermediate Teacher on 21st Century Skills