

Westside Elementary School

Meeting Date: 02/09/2015 - 3:30 pm

Title: February 9th Meeting

Location:

I. Team/guest attendance

Team Members in Attendance:

Ronda Harvey, Amanda Kirby, Deana McArthur, Tiffany Schauffhauser, James Scott, Crystal White

Guests in Attendance:

II. Celebrate recent successes - Reviewed

III. Review and respond to Coaching Comments - Not reviewed

IV. Approval of last meeting's minutes - Not approved

V. Old business - Not discussed

VI. Indicators to Assess-Plan-Monitor - Not discussed

Indicators to Assess

Indicators to Create Improvement Plans

ID02	All teams will have written statements of purpose and by-laws for their operation.(37)
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VII. Other Business:

- 1st Grade iPads
 - Book Room Policy & Issues
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Action Taken:

Celebration: Maps testing went well in Kindergarten

Approval of last meetings minutes: first motion made by Ms. Harvey 2nd motion made by Ms. McArthur

Other Business: Bylaws of the Building Leadership Team

Article II

Section1: change to 9 members

Section 2: add Crystal White as process manager

Section 3: stay same

Section: 4 Members should be determined and voted on by the grade level or special area. Then the member will be approved by the principal. The team is composed of one person from each grade level and special area

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representative.

Section 5: Principal: role same ask Mr. Scott/combine facilitator

Process Manager/Recorder/Timekeeper: combined roles

Instructional Team Leaders: Grade level representatives: They are responsible for communicating all information from the BLT

to the instructional team. They will create agendas and keep notes during instructional meetings and submit minutes to the process manager, along with the sign in page.

Section 6: Length of Position: Initial team works for two years, Beginning 2016/2017 year have three members rotate off of BLT. Members will serve for 2 years rotation on the Building Leader Team.

Section 7 Take out section add to section 5, review and revise paragraph

Article III Team Meetings

Section 1 Second Monday and 4th Wednesday of each month. BLT will follow the same inclement weather schedule. Group consensus will determine if and when schedule changes are made.

Section 2 Notice of Team Meeting leave the same

Section 3 Meeting Attendance revisit

Section 4 stay same change how to notify process manager by email To maintain efficiency, the meetings will follow the agenda as closely as possible. Non-agenda items that are brought up during the meeting can be scheduled for the next meeting agenda, unless time sensitive.

Article IV-Decision Making

Section 1 Input

google form will be presented at next meeting

Motion to adjourn by Crystal White

VIII. Next Meeting

Next Meeting Date:

Next Meeting Time:

Next Meet Title:

Next Meeting

Location:

IX. Adjourned Time 4:30