

Willow Instructional Leadership Team Minutes

January 16, 2008

Members Present:

Gloria Ranney, Principal

Chris Onken, PTA

Denise LaBatt, Special Ed.

Leslie Simpson, KDG

Jill Potts, Special Ed. Personal Asst.

Nancy Thompson, 1st Grade

Trisha Clark, 2nd Grade

Jeff Theleritis, 3rd Grade

Jenna Carey, Trish's Intern

Libby Hockman, Jeff's Intern

SDSA Update

- **January 31 SDSA** team meets to continue the discussions regarding our Mission, Vision, and Values, our improvement theory, and core curriculum.

Budget

- Copy Update: **393,000** out of 480,000.
- Your **copy-conscious efforts are being noticed and appreciated** by Gloria! **Keep up the creative ways** to engage students without reams of paper!
- Many copies are a priority, and so we will continue to figure out a way to provide for those copies we feel are necessary! \$600 was budgeted last year for copy overages.
- Last month Rhonda presented information on a Smart Board to be purchased as a school-wide resource. Gloria planned to purchase it with capital money. When trying to make the purchase, it was discovered that only \$1600 of the \$6500 remain. Retracing the budget, it was discovered that last year's purchase of 5 new computers were charged and purchased out of the 07-08 budget. Gloria is investigating options, but for now, **all major spending, including the Smart Board, is on hold.**

Celebrate 108

- Megan and Nancy have volunteered to help Rhonda in the Celebrate 108 committee. If you're interested in helping, please see Nancy or Rhonda.

Young Authors

- Please get your specific information to Gloria as soon as possible.
- Estimates of how many students are participating were due to Gloria by Friday, January 18.

- February 25 - Names of class winners are due to the district. WILLOW STAFF WILL COLLECT COMPLETED BOOKS BY FEBRUARY 20 to have time to judge. Remember, the number of winners will be determined by Willow's participation numbers. Gloria will keep us informed as the information is made available.
- March 3 - Certificates of participation, arrangements and invitations for the Conference will be distributed.
- March 12 - All winning books need to be turned in.
- April 7 - Young Author's Conference at Washington School.

February Conferences - Thursday, Feb. 28

- Conferences will be on an as-need basis, so you are only required to schedule a conference with students with whom you have concerns.
- Gloria will be sending out form letters for you to send to parents for both families who do, and do not require a conference at that time.
- Our conference schedule needed to be within these parameters: 1 SWIP, 1 evening, and 2-3 conference blocks.
- WILT has decided on the following schedule:
 - Thursday, February 28 conferences will be held from
 - 8 - 11 a.m.
 - 12 - 3 p.m.
 - 4:30 - 7:30 p.m.
 - Friday February 29 - we will have our SWIP in the AM, and staff will have the afternoon as comp time for Thursday evening.

Updates

- **ISAT** is coming in March. 3rd grade will be meeting to discuss changes that need to be made within the building schedule regarding recess and specialists. Watch for more info to be coming as the date gets closer.
 - The rest of the staff will be communicating about how we can work together to support, encourage, and cheer on our 3rd grade students and teachers in this stressful testing time.
- This session's tutoring (3 teachers) will focus on 2nd and 3rd grade with ISAT approaching. Kindergarten/1st will have slots in the last session (April - May).
- **Chief's Reading Club** was scheduled to start in mid-January. Information should be on its way. It is similar to the Book It program, with students logging reading hours at home and receiving prizes. Participation is voluntary, but effort is minimal for teachers to provide another incentive for students to read! Gloria will keep us updated as info arrives.

- From now on, **Progress Reports** will go home to parents on Friday, the DAY the midterm ends, to be uniform with the District.

SWAT

- January 30 - February 7 are the SWAT dates. February 6th is Grade Level Data Planning for 2nd and 3rd grades; February 8th is the Grade Level Data Planning meeting for K/1.
- Needs were reported as follows:
 - K- DRA levels
 - 1 - Dolch Words, DRA
 - 2/3- National Vocab
- Linda VanDyke will be coordinating a schedule of volunteers again.

PTA

- Jeff dethroned Megan's class (well done! 😊) to claim the Box Tops trophy for December.
- January 29 is Popcorn Day.
- January 30 is McDonald's Night from 5-7 p.m. PTA is seeking volunteers (3 per hour) and a sign up sheet will be posted above the copier.
- Feb. 5, 6:15 - 7:30 p.m. in the PEAK room - next PTA meeting.
- February 19 will be Family Fitness Night. Volunteers will again be needed for this event, but only for timing or monitoring! 😊
- February 26 is Popcorn Day.
- March 4 - 6:15 - March PTA Meeting
- March 11 - Parent vs. Staff Volleyball Rematch
- No Popcorn Day in March.
- April 8 - 6:15 - Apr. PTA Meeting
- April 22 - Luau / carnival 5:30 - 7:30 p.m.
 - Businesses are already responding for raffles.
 - Any teachers wishing to work games will equally split the money raised for classroom funds. Games will be provided for teachers willing to work.
 - PTA wants to know if each class would donate a "Theme Basket" for the raffle, with students donating items.
 - Pre-sale tickets will be available for the carnival, and dinner will again be provided from LaGondola (sandwiches), with family donations of chips and soda.

Miscellaneous

- Classroom Directories - If you need extra copies of the permission form, see Gloria. Also, remember, parents **MUST** personally come into the office and personally request a list. This is a safeguard that Becky or Gloria can confirm who is actually requesting and receiving the information.
- **Staff Development:** 3rd grade teachers attended a Guided Reading Conference and learned many things! Gloria saw Linda Dorn in action and is looking forward to sharing things that will help everyone at Willow on the road to RTI Success! 😊
- **Newsletters** - Becky is in the process of inputting the addresses of the school into a mass group to email. Until this is all ready, newsletters will continue to be printed for everyone.
- ROE Life and Safety Inspections will be at the end of January. Gloria will send a last minute reminder to prepare.

Next Agenda Planning Date: February 11.

Next WILT Meeting: Wed., February 13 in Teacher Workroom.

TREATS for December's Meeting:

Salty - Denise

Sweet - Jeff