

# Runkle School

Respect - Unity - Nurturing Ideas - Kindness - Learning from our Mistakes - Effort

## School Site Council Meeting Agenda/Minutes

Date: October 4, 2017 Time: 4pm - 6pm

### Runkle Mission Statement

We, the students, teachers, staff, and families of Runkle, are a community that values a love of learning, academic achievement, and knowledge in a broad range of subjects. Respect, hard work, responsibility, tolerance, empathy, and honesty serve as the basis for our relationship to each other.

#### The Runkle community has these goals:

- To promote academic excellence and a love of learning through the development and mastery of basic skills
- To promote an environment of responsible, respectful, and disciplined behavior
- To promote a strong and positive sense of self, valuing best effort
- To promote an attitude of lifelong learning built upon curiosity, creativity, and willingness to explore new ideas
- To promote a generous, participatory community spirit that respects diversity
- To promote global awareness

### Meeting Norms

1. Assume positive intentions
2. Refrain from side-bar conversations
3. Ground statements in evidence
4. Start and end on time

<b>TOPIC</b>	Introduction to School Site Council and Topics that “Hot” at Runkle
<b>Members Present:</b>	<b>Staff:</b> Ania Bigda, Teresa Gallo-Toth, Kimberly Munroe, Genteen Jean-Michel and <del>Michelle Schweiger</del> <b>Parents:</b> Alessandra Di Credico, Katja Vinha, Julie Young, Kristan Singleton, and Leigha Cuniberti <b>Partners:</b> <del>Kwame Morris</del>
<b>Task Manager:</b>	Ania Bigda
<b>Note Keeper:</b>	Leigha Cuniberti

Time	Facilitator	Agenda Topic/Item	Tools/Resources/Guided Questions
4:00pm	Genteen	Welcome Introductions Review of Norms Review of Agenda	
4:05pm		Review SSC Role and Responsibility Meeting Dates	<a href="#">Section C General School Administration</a>
4:13pm		School Improvement Plan <ul style="list-style-type: none"> <li>• Student Academic Performance Data</li> <li>• School Survey</li> <li>• Meet and Greet Notes</li> </ul>	<a href="#">Copy of School Improvement Plan</a>
4:20pm		Student Learning Time	<a href="#">DOE Education Law and Regs Re: Student Learning Time</a>  <a href="#">Time Allocations- Expectations and Guidelines 2017-2018</a>
5:15pm		Runkle Policies and Procedures <ul style="list-style-type: none"> <li>• Runkle Field...</li> </ul>	<a href="#">Runkle Handbook</a>  <a href="#">Letter from 2015 Re: Field</a>
5:40pm		Items heard parents talking about... <ul style="list-style-type: none"> <li>• Recess</li> <li>• World language program</li> <li>• BEF grants</li> <li>• RISE program</li> </ul> Report from Town Meetings...	
5:50pm		Open Comment	1 minute or less please.
5:55pm		Wrapping Up Next Items/Steps/Follow... <ul style="list-style-type: none"> <li>• Next SSC is...</li> </ul>	

## NOTES:

- I. Welcome, Introductions, Review of Norms, Review of Agenda
  - Review of Runkle mission statement, meeting norms, and agenda (see above).
  - Email Principal Jean-Michel to add topics to the agenda
  - Meeting agendas will be posted 48 hours before each meeting
  
- II. Review SSC Roles and Responsibilities
  - HANDOUT: Section C General School Administration
  - Discussion of roles, responsibilities, and how we define and decide on consensus
  - SSC makes suggestions, not decisions
  - “Fist of Five” can be used to show agreement on a topic
  - Do we have bylaws?
  - What is the “curriculum accommodation plan”?
  - **Action item: Teresa will get information on the application of consensus**
  
- III. School Improvement Plan (SIP)
  - HANDOUT: School Improvement Plan template
  - Behind timeline for drafting SIP
  - New template is very different from the previous one
  - Quorum never achieved last year for SSC meetings
  - Include previous SIP in our documents; it contains input from literacy and math teams
  - **Action item: SSC members will find previous draft of SIP for Principal Jean-Michel**
  
- IV. Student Learning Time
  - HANDOUTS:
    - i. What is a Literacy Collaborative School?
    - ii. A Language and Literacy Framework for Literature and the Content Areas (K-8)
    - iii. Second Grade 2017-2018 schedules: 2R, 2V, 2C
    - iv. Mass DOE 603 CMR 27.00: Student Learning Time
    - v. The PSB Time Allocations – Expectations and Guidelines 2017-2018
  - Discussion about recess. This year, 2<sup>nd</sup> grade morning recess dropped due to teacher concerns about fitting everything into the schedule/meeting time on learning (TOL) guidelines
  - SSC reviewed district’s TOL guidelines and 2<sup>nd</sup> grade schedules
  - SSC discussed the definition of recess, its value and benefits, the flexibility of the TOL guidelines, the daily schedule, and the desirability of reintroducing morning recess for 2<sup>nd</sup> grade while satisfying the TOL guidelines and demonstrating where recess could fit in the schedule

- Possibilities (for reintroducing 2<sup>nd</sup> grade morning recess) discussed included:
  - i. Taking time from the community time block for recess
  - ii. Counting community time toward instructional time
  - iii. Using the big blocks of instructional time more efficiently
  - iv. Integrating the curriculum for instructional time savings
  - v. Offering more recess on days when students don't have P.E.
  - vi. Soliciting teacher input
- SSC may need to review the Runkle master schedule; scheduling is a school-wide issue
- An SSC member noted that parents at this year's 3rd grade open house voiced concern about a literacy gap. SSC discussed if there was a correlation between 2<sup>nd</sup> grade morning recess and literacy and whether this literacy gap had ever been noted before.
- SSC discussed how to move forward on this issue. Principal Jean-Michel shared that she liked the idea of meeting with grades 2 & 3 together and working with them on how to create an ideal schedule.

**V. Runkle Policies and Procedures. Runkle Field**

- HANDOUTS: Runkle Handbook and 6/8/15 letter from Parks and Rec
- Handbook discussion postponed until next meeting
- Need to close Runkle field 2x/week to rest the fields

**VI. Items Heard Parents Talking About...**

- Only recess discussed (see section IV of notes)

**VII. Open Comment**

- Mike Offner, Runkle parent of first and second graders, spoke of personal concerns and voiced support for more recess time. Mr. Offner distributed and emailed a spreadsheet that he said demonstrates that there is time for 30 minutes of recess.
- Romana Mohiuddin, Runkle parent of a second grader, voiced concern about morning recess being dropped from the 2<sup>nd</sup> grade schedule and that she favors a schedule that supports social and emotional well-being.

**VIII. Wrapping Up, Next Items/Steps/Follow...Next SSC is...**

- Next SSC meeting is Nov. 1 from 4-6