

**West Vine Street School
School Based Improvement Team
September 12, 2005
Minutes**

Members Present: Claudia Albert, Jerry Murphy, Virginia Brown, Kathy Dreher, Sue Jones, Karen Abston, Marika Heughins, Tricia DeLapp

Others in attendance: Ed Haberek

SBIT meetings have been changed to the third Monday of the month.

I. SBIT Reports

A. Tricia DeLapp will report on West Broad Street School and Deans Mill School SBIT minutes.

B. Marika Heughins will report on Mystic Middle School and Pawcatuck Middle School SBIT minutes.

C. Kathy Dreher will report on Stonington High School SBIT minutes.

D. Kathy Dreher and Sue Jones will record, type and distribute WVSS SBIT minutes.

II. BOE Report

A. School Opening went well.

B. BOE meeting was last Thursday.

C. Two Representatives and building committee representatives discussed set up of schools: grade configuration & buildings.

III. Old Business

A. Open House - September 27th.

B. Due to parking and space limitations in school, starting times (to be determined) will be staggered by grade.

C. Ginny Brown will look into parking solutions. Suggestion was made to use fire station lot and shuttle bus.

D. Parent Compact - children will share the compact with parents in individual classrooms. Parents will sign compact at this time.

IV. New Business

A. Student Handbook - Red folder is hard to read and difficult to store. New format is being sought.

B. Deans Mill School handbook is being used as an example. Kathy Dreher will look into getting template.

C. Tricia DeLapp suggested handbook with removable pages. Each year remove and replace directory only.

D. Kathy Dreher will inquire if West Broad Street School wants to be part of new directory.

D. Discussed PIN numbers being sent home with first graders. Allow parents to write number on envelopes containing lunch money.

E. SBIT Bylaws - copies distributed to be reviewed before next meeting. Will discuss any revisions at next meeting.

F. Family Literacy Night - October 6th at 6:00pm.

1) Content of Donna DelGrosso's speech - still use the handout, more hints for helping child at home, homework is practice, set goals, create good study habits and examples of age appropriate books.

2) PTO providing food and refreshments. Be sure to include on flyer that the PTO sponsored this event.

3) Marika Heughins suggested a table for coloring to keep children occupied. Alleviate running and unsafe behavior in MPR.

4) Mark Binder, storyteller - will entertain children in Multipurpose Room. Parents adjourn to library for Donna DelGrosso's presentation.

5) Parent Survey - Karen Abston will create a parent survey to be completed at the end of the night.

6) Tricia DeLapp will create a handout to aid parents with WVSS reading levels.

7) Information will go out in the newsletter.

8) Westerly Public Library and Stonington Free Library are working to code some of their books according to WVSS reading program.

V. WVSS SBIT Vacancies

A. Two vacancies were reported - a community representative and a parent representative.

B. Parent Representative - information regarding this vacancy will appear in the newsletter.

C. Kathy Dreher motioned to appoint Ed Haberek as the Community Representative. Karen Abston seconded this motion. All were in favor. The vote was unanimous.

Meeting Adjourned.