

Building Level Planning Team (BLPT) Minutes

January 29, 2007 4:15-6:00 pm

Chancellor Livingston Elementary School Professional Development Room

Attendance: Dr. Sullivan, Sarah Stein, Erin O'Brien, Lotchen Shivers (guest), Deborah Roberg, Kerri Martin, Sarah Page, Liz Irwin, Elizabeth O'Brien, Julie Wasik, Karen Tannenbaum, Joanne Plass, Mary Fleischhauer, Helen Knapp, Anne Marie Murray, Lyle Wienick

1. Review of minutes from the December 18, 2006 BLPT meeting.
2. BLPT Goal #2: Instilling responsibility in pupils:
 - It was determined that students and parents returning to classrooms after school hours for homework and books is a responsibility and safety/confidentiality issue.
 - The sign at the front door should reflect the goal of instilling responsibility in the students as well as maintaining security and confidentiality in the classrooms.
 - If students/parents do return after school hours for forgotten items, they should check in with the greeter. If the greeter is not present, they should go to the office. *Office staff is available until 4:00.
 - A large and visible sign should be posted at the greeter's desk that reads, "Report to office if greeter is unavailable."

Responsibility:

- * Responsibility can be discussed at Open House. Teachers should communicate policy for forgetting homework so the child and parent are following the same routine.
- * If you do not know the teacher's policy, please ask.
- * Class meetings can help children understand what to do if they forget their homework. This should promote responsibility and alleviate student anxiety.
- * Parents should be informed about children not turning in homework.

Security:

- * Suggestion for custodians would be to clean one room at a time and then lock the classroom doors. Dr. Sullivan will meet with the custodial staff to discuss the policy.

Confidentiality:

* Teachers should lock up personal/ confidential items after school hours.

Revisions to policy-

* Item #1: Eliminate phrase "for personal items."

* Item #2: Reword in entirety. Should say, "Those may enter the building and go to office while it is open. If the teacher is present and grants permission, someone will accompany you to the classroom. If the office is not open, do not contact the custodian."

* Item #3: Eliminate completely. It is not necessary to state exceptions for returning to the classroom.

* Item #4: Eliminate strategies for what to do when you forget your homework. Should say, "Every teacher has own policy for forgotten homework. Please follow the teacher's options."

***Policy will be revised and reviewed one more time.

3. BLPT Goal #3: Back to School packet and details of Open House

Back to School Packet: In order to make the process of filling out papers easier and to ensure the return of all papers on the first day of school, the following suggestions have been made.

- * Mail packets on Friday (rather than Monday of Fair week).
- * Mail everything, including emergency cards and information cards, in the summer packet (rather than receiving forms at different times).
- * Make a checklist for items to be returned on the first day.
- * Reuse the mailing envelope to organize and return items to school.
- * Make a separate form for pickups besides the transportation form.
- * Reformat the emergency and information cards (possibly using one-sided paper that can be photocopied by office staff and stored in binders). ***To be discussed with nurse and secretaries.
- * Photocopies of forms can be initialed by parents if no changes have been made to previous year's information.

Open House Agenda:

- * Assembly at beginning of Open House (philosophy, goals of year, PTSO announcements, BOE speech) is used to build a sense of community.
- * Parents of primary and upper grades both prefer to have Open House night during the first session. To accommodate both, the week of Open House for grades K-2 and 3-5 will alternate.

***Discussion to be continued at next meeting.

Minutes respectfully submitted by: Sarah Stein