

## Building Level Planning Team (BLPT) Minutes

March 26, 2007 4:15-6:00 pm

### Chancellor Livingston Elementary School Professional Development Room

Attendance: Dr. Sullivan, Sarah Stein, Elaine Arbuckle, Alice Cohen, Erin O'Brien, Deborah Roberg, Kerri Martin, Sarah Page, Julie Wasik, Mary Fleischhauer, Helen Knapp, Anne Marie Murray, Lyle Wienick, Georgine Meagher, Rebecca Corcoran

1. Review of minutes from the January 29, 2007 BLPT meeting.

2. BLPT Goal #2: Instilling responsibility in pupils:

It was determined that the emphasis of this goal has changed from "Responsibility" to an emphasis on "Security". Teachers will communicate their routines for forgotten items during Open House night.

\* It was suggested that custodians would clean one room at a time and then lock the classroom doors upon completion. Dr. Sullivan met with the custodian director and it was determined that the CLS custodians routines should not change due to routine scheduling.

\* The CLS handbook will be modified with the completion of this BLPT goal. Proposals will be brought back to the school faculty staff.

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

Back to School Packet: Timeliness of materials is still in question and needs to be organized with the print service as well as Board meetings. 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, certain suggestions have been made. BLPT members proposed the idea of sending out all important beginning of the year school forms as a packet to families, as well as a checklist that will coincide with the paperwork.

\* Emergency and information cards are still being looked at to possibly consolidate information to one sheet. However, there is concern about confidentiality of health information of one sheet. (Mrs. Skeen needs her own copies for emergency purposes). A recommendation was made to keep two separate cards versus one card. The process of copying and organizing cards was also discussed as a way to streamline information. Also page protectors were suggested for the organization and durability of forms.

\* Teachers are to be given a checklist, a list and/or sample of all forms. Dr. Sullivan will create a sample of this to review for the next meeting.

\* It was suggested to have a standardized form for after school programs

\* SASI - was explained as a countywide program to organize student information.

#### Open House Agenda:

Last September parents inquired about child care so that they may attend this school event. The following Options were proposed and will be brought to CLS faculty meeting.

\* Change the Open House hours to 6:30 to 8:30p.m.

\* Have Open House over the course of 2 nights (K-2 and 3-5) or possibly 3 nights for grades K-1, 2-3 and 4-5. (The high school open house dates will need to be reviewed to pursue with this idea)

\* Have two 45 minute sessions for teachers to talk to parents; this will allow parents to attend other classrooms or grade level sessions).

\* Keep a single presentation (which is presently done).

\* Start at 6:30p.m. and have an ABC rotation.

\*\*\*Discussion to be brought to the CLS faculty and will be continued at the next meeting (Open House Child Care services will be discussed at the next BLPT meeting).

Minutes respectfully submitted by: Rebecca Corcoran

