

## Building Level Planning Team Minutes September 25, 2006 4:15 – 6:00 pm Chancellor Faculty Room

**Attendance:** Dr. Sullivan, Erin O’Brien, Mary Fleischhauer, Deborah Roberg, Sarah Stein, Julie Wasik Rebecca Corcoran, Elizabeth O’Brien, Helen Knapp, Anne Marie Murray, Sarah Paige

1. Role of BLPT, (Building Level Planning Team),
  - Dr. Sullivan reviewed the history of BLPT, which began in the 1990’s. He discussed the emphasis of the committee was to develop “Shared Decision Making” to help with issues of importance to our schools.
  - The BLPT committee acts as an advisory committee to report to the District Strategic Planning Team (DSPT), who ultimately reports to the Board of Education.
  - BLPT meetings are held monthly with membership consisting of Chancellor Livingston School parents and teachers and school principal.
  - Dr. Sullivan has asked the PTSO to recruit additional parents. They currently have 9 individuals who have expressed interest. The PTSO will have these members fill out applications and review them and will invite them to attend the October meeting.
  - The History of the BLPT Goals was reviewed. Discussion also involved how the break down of goals and working on what at a time last year helped keep the flow of the meetings more focused.
  - There were no questions involving the role and function of the BLPT.
  
2. Review Minutes: Accepted as presented from previous meeting of May 22, 2006
  
3. A Directory of the BLPT members was collected consisting of Email and phone numbers.
  
4. The following are the proposed meeting dates for the year. The time at each meeting is usually 1 and half hours to 1 hour and 45 minutes. The time to begin the meeting for each month was discussed. Previous years consisted of alternating the times each month to accommodate teachers and parents schedules. The meeting times were 4:15 one month and 6:30 the next month. After some discussion it was decided to move the times to 4:15 one month and 5:00 the next month. With the prospect of new members joining the BLPT, the topic of times will be revisited at our next meeting. The proposed schedule as it is now is below:

October 30 <sup>th</sup> – 5:00-6:45	November 27 <sup>th</sup> – 4:15-6:00	December 18 <sup>th</sup> – 5:00-6:45
January 29 <sup>th</sup> – 4:15-6:00	February 26 <sup>th</sup> – 5:00-6:45	March 26 <sup>th</sup> – 4:15-6:00
April 30 <sup>th</sup> – 5:00 –6:45	May 21 <sup>st</sup> – 4:15-6:00	June (if needed)

## 5. Summer Reading Program (Update)

- The summer program was titled “A Million Reasons to Love Reading”. Families were encouraged to keep track of the number of pages they read over the summer. As of the last day of summer, September 21<sup>st</sup>, 2006 – about 600,000 number of pages was submitted.
- The members of the BLPT would like to see the program continue next summer with some revisions. It was suggested that new Kindergarten entrants receive information in their new K-Registration packets. It was felt that some of the record keeping was confusing to parents or was difficult. It was agreed to keep the record keeping low level and find some ways to make it easier for parents and students such as a running total page to just check off ranges of numbers and/ or calendars to record the number of pages on. It was discussed that it should be a family choice as to how to keep track and the record keeping would be re-visited at a later date.

## 6. Possible ideas for goals of the BLPT for 06-07

- The following were a list of suggestions the committee reviewed. Each item was discussed in some detail.
  - Develop a goal related to AUSSIES, Responsive Classroom, Wellness or any other district initiative – The BLPT would like to revisit this topic after the staff of CLS goes through some formal training in October.
  - Consider the *Peaceful Bus*” program – This is a NY State sanctioned program that could be incorporated with the Responsive Classroom Program.
  - Review CLS Safety Plan – The last time this topic was reviewed was 2001. The Safety Plan should be revisited annually.
  - Instilling responsibility in pupils; not permitting pupils to re-enter classrooms/building after school is over – There has not been consistency in dealing with this issue in the past.
  - Quarterly vs. Trimester report cards – Surveys would need to be done of teachers and grade levels to see what they would prefer. Research would need to be done to find other District that support the Trimester Reporting system.
  - Use of community resources – There is a list generated a few years ago and it would need to be reorganized and reviewed to see the how current it might be.
  - World Languages (a.k.a. Foreign Languages) – A topic that has been on the BLPT agenda for a few years. Due to limited resources, especially financing, this might have to stay on hold for a while.
  - Open House – Child Care? – A new topic that a couple of parents have requested we explore.
  - Back to School – Packet – Too much paper work in the beginning of the school year for parents to fill out. Is there a way to tackle this issue with some technology?

- The BLPT narrowed down and prioritized the list of issues they wished to pursue for the 2006-2007 year. Traditionally the BLPT has worked on 3 or 4 issues a year, one at a time.
  - The prioritized order of issues for 2006-2007 are:
    1. Safety Plan
    2. Instilling responsibility in pupils – Entering building for forgotten homework after hours.
    3. Back to School Issues & Open House
    4. Responsive Classroom –Bus Behavior – Communicating with parents
7. Before our next meeting Dr. Sullivan will distribute the current Safety Plan for the members of the BLPT to review.
8. Next meeting set for October 30<sup>th</sup> starting at 5:00 PM.

Submitted by: Mary Fleischhauer