

**Building Level Planning Team (BLPT) Minutes**  
**December 18, 2006 5:00 - 6:30 pm**  
**Chancellor Livingston Elementary School Community Room**

Attendance: Dr. Sullivan, Erin O'Brien, Joanne Plass, Karen Tannenbaum, Deborah Roberg, Sarah Stein, Julie Wasik, Rebecca Corcoran, Alice Cohen, Elizabeth O'Brien, Helen Knapp, Georgine Meagher, Barbara Rizzolo, and Lottchen Shivers.

1. Review of minutes from the November 27, 2006 BLPT meeting.
  
2. BLPT Goal #1: CLS Safety Plan:
  - We briefly reviewed the safety plan, which was worked on in the previous two meetings.
  - Dr. Sullivan reported that the larger safety plan document will be updated and then the entire plan will be submitted to the Board of Education for approval.
  - A few of the minor parts, including placement of the sign on the greeter's desk and the procedure for children missing in the building, have already been implemented. Other changes await budget approval.
  - Dr. Sullivan also reported that he spoke with the administration regarding the proposal of fencing the playground. Due to the cost of this, the Board will require a lot of justification for this. In the interim, Dr. Sullivan asked about placing an orange snow fence around the playground, but the maintenance department believes that there will be too much on-going maintenance, so nothing has been finalized.
  
3. Goal #2: Instilling Responsibility in Pupils/Not permitting pupils to re-enter the building after school
  - According to Dr. Sullivan, the current policy has existed for over 10 years. It was put into effect for several reasons, including building security, not taking time away from the custodian's jobs, the emphasis on Responsive Classroom, and confidentiality issues.
  - This policy has created problems because many working parents feel like it is unfair, since they can't bring their children back to school until the evening. In addition, it's not a policy at the high school or middle school and many parents don't understand why Chancellor is different.
  - Lottchen Shivers prepared a packet of information for the BLPT in support of her belief that this policy needs to be changed.
  - Deb Roberg reported that the issues regarding security and the custodians' jobs haven't changed.

- In regards to the policy at the middle school and high school, teachers noted the major difference as being students there only need to get into their lockers, rather than inside locked classrooms. Here, students keep very little inside their lockers, so they generally need to get inside classrooms.
- Helen Knapp brought up the point that framing it as a responsibility issue may make some students feel like a failure if they forget something and can't get back in to get it.
- Lottchen Shivers asked how often this is actually an issue. According to Dr. Sullivan, his experience is that it occurs once every 4-6 weeks, but he guessed that it was probably more frequent, since not everyone speaks to him about it.
- The group came back to the idea of this ultimately being an issue of security, rather than of responsibility. Looking at it this way, for many, made it a clear issue as to the need for a policy that addresses that aspect of it. Elizabeth O'Brien suggested that we could try and find ways to make the policy more kid-friendly, such as offering suggestions for ways parents and children can get missing work. Some suggestions were to establish a shelf of textbooks in the CLS lobby or at a local library, encouraging students to call a friend, or to set-up homework buddies.
- Barb Rizzolo noted that the use of planners in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades has made a huge difference. It's part of the end-of-the-day routine, which really helps children get ready to go home with all their needed materials. Deb Roberg agreed that the folder system in the lower grades has had a similar effect.
- Lottchen Shivers agreed that the list of suggestions might serve as a gentle reminder for parents as to other methods, rather than just returning to school.
- Dr. Sullivan summarized the work so far:
  - Rephrase the policy so that it is clearly addressed as a security issue, rather than a responsibility issue.
  - If a Greeter is on duty after 3:30, they may call the classroom to seek permission, but students will only be allowed to return to the classroom if the teacher is present and gives permission.
  - Set up a central area for textbooks for students to use.
  - Provide suggestions for other ways to get work. This can be tied into the idea of responsibility.
- Dr. Sullivan will present the plan in writing at next month's BLPT meeting for a final review.

4. Next meeting set for January 29, 2007 at 4:15.

Minutes respectfully submitted by: Erin O'Brien