

School Improvement Team Minutes

Context: Pattonville updates its strategic plan every five years. This plan, known as the Comprehensive School Improvement Plan (or CSIP), is focused on improving student achievement for all students; involving parents, students, staff and community members in the decision-making process for their schools; and addressing critical issues such as finances and facilities. During the 2008-2009 school year, committees of parents, students, staff, administrators and community members are working together to update the district's plan; this plan will go to the Board of Education for approval and will guide the district's work on behalf of students for the next five years.

Name of School: Rose Acres

Date of Meeting: 2/5/09

Facilitator(s): Barry Nelson & Pam McConnell

Committee Members Present:

**Barry Nelson
Pam McConnell
Mrs. Yarnell
Mrs. Rybarzck
Mrs. Bolton
Mrs. Farrell
Mrs. Grant**

Purpose of committee: School Improvement Teams at each school develop, update, monitor and evaluate plans to improve student achievement, student responsibility and parent involvement at their individual schools, thereby addressing the district goals related to the same issues. These teams will report on their work to the CSIP Steering Committee.

Items discussed during the meeting:

- ✓ **Completed DRAFT School-wide PBIS expectation and setting matrix (see attached)**
- ✓ **Began pre-planning for the career fair (i.e., possible speakers, member roles, etc.) (see attached)**

Work/research to complete prior to next meeting (include persons responsible):

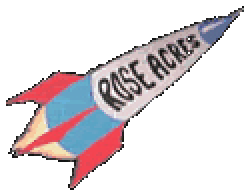
- ✓ **School improvement team members need to start identifying contacts for the 3rd – 5th grade career fair on May 1, 2009**

Time, date and place of next meeting:

March 12, 2009 5:45 pm Rose Acres Library

Recorder of minutes:

- ✓ **Barry Nelson**



When I Grow Up...



5th Annual Rose Acres Career Day
3rd - 5th Grades May 1, 2009 1:15 - 2:40pm

Thank you for agreeing to speak to our students about your occupation at our 6th Annual Rose Acres Career Day on May 1. Our students in grades 3rd-5th look forward to this event each spring. The purpose of Career Day is to help connect student learning with real world job experiences.

We ask that you arrive 10 to 15 minutes before your assigned session time; a guide will escort you to the assigned classroom in order to set up.

Guest Speaker Schedule

1:15-1:40	1st Session
1:45-2:10	2 nd Session
2:15-2:40	3rd Session

We are providing tips and discussion topics to help develop your presentation. We encourage speakers to use visual props or examples if appropriate. Please let us know in advance if you will need any special accommodations or equipment (i.e., TV, VCR, laptop computer, InFocus projector, easel, extension cord, web access, etc.).

Thank you in advance for participating and sharing your wisdom with our students. If you have any further questions or concerns, please give me a call at the number listed below.

Sincerely,
Barry Nelson
314-213-8017

GUEST SPEAKER SURVIVAL GUIDE

Everything you always wanted to know about being a guest speaker

Directions : Rose Acres is located at 2905 Rose Acres Lane in Maryland Heights. The school is one block south of Creve Coeur Mill Road. For detail directions please call the school at 314-213-8017.

Parking: A large parking lot is available in front of the school. We will have reserved parking for you.

Check-in: We will have a sign-in table in the school lobby. One of our volunteers will take you to the appropriate classroom.

Average group size : 22 – 30. Students in grade 3 through 5 will be mixed together.

Equipment: Let us know if you have any equipment needs (i.e., TV, VCR, laptop computer, InFocus projector, easel, extension cord, web access, etc.).

(over)

Tips on how to capture student attention and interest:

- ▶ Wear uniform or special work clothes required for the job
- ▶ Bring tools, products, or supplies
- ▶ Write what students know about your job on the board
- ▶ Oral quiz (Jeopardy) about your career
- ▶ Tell an interesting story related to your job

Helpful suggestions for career day presenters :

- ▶ Try to use a simple, non-technical approach.
- ▶ Use visuals if possible. A brief activity or demonstration would also promote student interest.
- ▶ Talk about how you use math, reading, writing and/or computers in your job.
- ▶ Give an opportunity for questions and answers or allow students to participate in some way.
- ▶ Remember, students....
 - 📄 like visual, graphics and handouts
 - 📄 enjoy stories about personal experiences
 - 📄 need clear and concise answers
 - 📄 are bored with a lot of statistics
 - 📄 love freebies or samples (If you have questions about the appropriateness of items that you're considering, please ask)

Select a few topics to share about your career from the following:

- ▶ How did you find out about your job?
- ▶ Describe your job and give an example of a "typical day."
- ▶ What type of training or education is required for this field?
- ▶ How important are people skills and the ability to work as a team in your profession? Please give examples.
- ▶ Give examples of an ethical decision you or a co-worker had to resolve.
- ▶ Is your line of work increasing, decreasing, or remaining steady?
- ▶ Do you use business cards and if so, how?
- ▶ What do you like and dislike about your job?
- ▶ If you could give young people one piece of advice about the world of work, what would it be?

Character Plus :

Rose Acres participates in Character Plus education. If possible, please try to incorporate discussion or examples of how the character traits that they're learning at school are needed in your job.

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|------------|--------------|--------------|----------|
| ▶ iRespect | ▶ iHelp | ▶ iCooperate | ▶ iStand |
| ▶ iCommit | ▶ iCare | ▶ iHonor | |
| ▶ iAccept | ▶ iPersevere | ▶ iHarmonize | |

Rose Acres School-wide Expectation and Setting Matrix

	Playground	Hallways	Classroom	Assemblies
I Am Kind and Respectful	<ul style="list-style-type: none"> *Keep hands and feet to self *Use polite words with each other *Include and welcome others 	<ul style="list-style-type: none"> *Keep hands and feet to self *Walk quietly 	<ul style="list-style-type: none"> *Keep hands, feet and objects to self *Be supportive of classmates' efforts *Use polite words *Listen while others are talking 	<ul style="list-style-type: none"> *Sit quietly on bottom *Be positive and appreciative: (clap, smile, and respond appropriately) *Give full attention to the performers/presenters (be an active listener)
I Am Safe	<ul style="list-style-type: none"> *Use equipment properly *Get adult permission before leaving playground area *Stay in designated areas *Take one step at a time and use handrail on stairs when entering building 	<ul style="list-style-type: none"> *Use walking feet *Eyes forward *Go directly to and from your destination *Take one step at a time and use handrail on stairs *Walk in single file 	<ul style="list-style-type: none"> *Use walking feet *Four on the floor *Keep hands, feet and objects to self *Use materials appropriately 	<ul style="list-style-type: none"> *Stay with your class *Enter and exit assembly area in an orderly manner *Use appropriate personal space
I Am Cooperative	<ul style="list-style-type: none"> *Share equipment *Take turns *Agree on game rules before play *Show good sportsmanship (accept winning/losing, encourage others) 	<ul style="list-style-type: none"> *Use appropriate personal space *Take turns at drinking fountain 	<ul style="list-style-type: none"> *Use appropriate personal space *Share materials *Give everyone an opportunity to participate *Follow classroom procedures *Ask permission to use other's materials *Be willing to help classmates 	
I Am Responsible	<ul style="list-style-type: none"> *Return equipment to proper location *Line up when whistle blown *Walk in from the playground quietly *Keep track of personal belongings 	<ul style="list-style-type: none"> *Enjoy the bulletin boards and displays with eyes only *Keep hallways clean and clear 	<ul style="list-style-type: none"> *Follow directions the first time *Complete and do best work *Follow classroom procedures *Keep track of personal belongings 	

Rose Acres School-wide Expectation and Setting Matrix

	Bus	Cafeteria	Bathroom	
I Am Kind and Respectful	<ul style="list-style-type: none"> *Keep hands, feet and objects to self *Treat others like you want to be treated 	<ul style="list-style-type: none"> *Include and welcome others to table *Use polite words such as please, thank you and excuse me *Throw away trash and clean area 	<ul style="list-style-type: none"> *Respect other's privacy *Take turns *Keep hands and feet to self *Wait patiently *Throw trash away *Clean up after yourself *Wash hands *Turn off water *Report any problems to teacher *Use only what you need 	
I Am Safe	<ul style="list-style-type: none"> *Keep hands, feet and objects to self *Sit back-to-back, seat-to-seat, feet-to-floor *Use inside voice *Keep aisle clear *Go directly to your destination 	<ul style="list-style-type: none"> *Use walking feet *Stay in designated area *Use hand sanitizer *Only share food with adult permission 		
I Am Cooperative	<ul style="list-style-type: none"> *Follow bus driver's directions *Use and encourage positive behavior *Be willing to help others 	<ul style="list-style-type: none"> *Be accepting of others *Sit four people per each section (use appropriate personal space) *Work together to keep light green 		
I Am Responsible	<ul style="list-style-type: none"> *Keep track of personal belongings *Give special transportation notes to bus driver 	<ul style="list-style-type: none"> *Drop off lunchbox in the morning and bring back to the classroom after lunch *Throw trash away *Raise hand to leave the table *Don't play with food 		