

***The Partnership for Community Learning Centers***  
**Joint Design Team and Action Team meeting summary notes**  
**March 21, 2005**

The Design Team and the newly formed Partnership Action Teams met jointly at Gaines School on March 21, 2005. The Action Teams are being formed in order to respond to issues raised at the Partnership Retreat on November 2, 2004. Below is the agenda which provided the focus and structure for this joint meeting. Also below are summary notes from each of the Action Team meetings conducted on March 21, 2005.

***Partnership for Community Learning Centers***  
**Joint Design Team and “Table Talk” Action Team meeting**  
**March 21, 2005**  
**AGENDA**

***Welcome back from break!***

- |    |                                 |          |
|----|---------------------------------|----------|
| 1. | Overview and Vision for the day | Roy Rowe |
| 2. | Charge to Action Teams          | Roy Rowe |

*Family Engagement*  
*Literacy*  
*Math*  
*Special Areas*  
*New Visions*

GOALS for Action Teams:

- Discuss and frame content area
- Discuss specific recommendations for increasing student learning in the content area that would/could support/enhance SIP
- Discuss how to help move the Partnership forward in the content area that may not be connected to SIP

Suggested steps for Action Teams:

- Prioritize actions from the list generated at the 11/2004 retreat
- Form sub-committees if needed
- Develop “ideal” as well as “contingency” recommendations based on financial considerations, e.g. Title I allocations
- Present recommendations to full faculties for modification, approval, or disapproval by May 18, 2005. *Some Action Teams may be long-term and continue after this date*
- Select a chair; discuss meeting frequency and schedule

- |    |   |                 |
|----|---|-----------------|
| 3. | Reporting out on steps/action/plans at this point | Phyllis Stewart |
|----|---|-----------------|

## **Literacy Action Team**

Erin Whitlow – Chair\*

Jan Burkins

Deana Devine\*

Pat Waldrip\*

Jewel Wilbanks\*

Melissa Pressey\*

Erin Yackel\*

Katie Smith\*

Allison Niedzwiechi\*

Cindy Foster\*

Jackie Saindon

Hilde Bunce\*

Rebekah Owings\*

\* attended on 3/21/05

Next proposed meeting date- April 18<sup>th</sup> at 3:00, Gaines Elementary

### Priorities

- Professional Development- provide opportunities for professional development that are purposeful and useful.
- Developing a PDA plan or schedule that would allow for flexibility and inclusion of all certified staff.
- Strengthen current programs by building classroom and school libraries around genres and author studies.

### Professional Development

- The CCSD focus for 05-06 is writing with a summer workshop, as well as the implementation of the English/Language Arts GPS. This will dictate some of what our professional learning will be.
- Times for professional development include PDA times and after school literacy professional development- Continue to receive a PLU for participation at Gaines, implement PLU plan at Chase.
- Study or Book Groups- for an additional PLU, members would meet regularly as a study group.

### PDA Plans

- PDA Unit Plans- each PDA could make their own plans or plan as a group that they could then carry out in the classroom.
- Some ideas include an integrated unit based on grade level standards-(QCC-GPS) or to have 3 blocks of time and have the PDA plan a writing activity, a

- reading activity and a math activity. Teachers could provide curriculum maps, theme maps, unit plans, etc. for PDA to use to as a guide for subject areas.
- This would allow for the PDA to take ownership in the classroom and become a more valuable member of the school staff.
  - PDA planning time could be after school from 2:30-3:20 when they are not assigned to a classroom.
  - We are planning to look at PDA master schedules to determine what schedule will work best to allow flexibility for grade levels to meet and to provide inclusion of as many staff members as possible.

### Strengthen Current Programs

- Expansion of classroom and school libraries around genres and author studies will take funding. Gaines has purchased genre and author studies, Chase will need funding if this is a high priority for their school.
- If funding is provided, it was decided that the Literacy Coaches at each school are the most knowledgeable as to what is needed at each school and what has been previously purchased.

### **Math Action Team**

Bashie Ebron – Chair\*  
Bettye Johnson\*  
Nancy Williams\*  
Ernestine Jackson\*  
Lynette Mbatha\*  
Daphne Roseboro\*  
Nancy Lee Wilbanks\*  
Lisa Lyles\*  
Shawna Babin\*  
Carla Jordan\*  
Lynda Bacon\*  
\* attended on 3/21/05

Members present: Bettye Johnson, Nancy Williams, Ernestine Jackson, Lynette Mbatha, Daphne Roseboro, Nancy Lee Wilbanks, Lisa Lyles, Shawna Babin, Bashie Ebron, Carla Jordan, Lynda Bacon

Chairperson: Bashie Ebron

Prioritize Actions:

1. Keep Math Coach full-time/half-time
2. Target instruction to math students needs
3. Implementation and provision of resources for new performance standards
4. PDA time

If NO MATH COACH:

Recommendation for Math Coach remains a priority

Targeting Instruction:

- analyze & disaggregate data through state, local, and classroom assessments
- recommendation for additional assessment tools to provide teacher basis for the children's previous knowledge of math (teacher's from Chase recommended Classworks & CRCT isn't always accurate determiner for children's knowledge base.)

Implement and provide resources for new performance standards:

- Textbooks & assessments needed that match up with the new standards
- Funding being used for PDA's be put toward keeping math coach full-time
- Someone has to be able to provide feedback and resources necessary to match the standards because teachers cannot teach and find resources that match new standards→Definite need for full-time math coach
- Ask partners to find or write a grant to help us keep our coach and provide Chase full-time help.

Additional meeting times will be determined after response to recommendations

### **Special Area Teachers Action Team**

Lori Ragsdale- Chair\*

Krista Dean\*

Mary Beth Gates

Christine Haralson

Monica DeLoach\*

Erika Greene\*

Margot Dorn\*

Corey Alder\*

\* attended on 3/21/05

The committee reviewed the documents presented by Phyllis and Roy. There was some uncertainty about where to start...

The committee discussed "financial obligations". It was suggested that each specialty area (art, music, PE, special ed, technology) review different staff development activities that focus on there specific area. Each member should write down the activity, location, and estimated cost of activity to have on hand to present to the Partnership and principals.

The conversation lead to the use of PDA times. It was suggested that Chase/Gaines Art, Music, PE teachers work together to create units to support the curriculum by either using:

- 1) common PDA time/day

2) detached duty time

The committee discussed how often to meet:

- 1) monthly
- 2) quarterly

No decision was made.

It was also discussed having UGA coming to do Staff development for both Chase and Gaines relating to Art, Music, PE, Special Ed during a release time or PDA time. The committee will discuss further what areas or specialty they are interested. Example: photography, dance, etc...

The committee will also contact Ginger Jewell for professional development that focuses on these special areas.

The committee would like to continue to stress the need for curriculum maps from each grade level to help plan related activities. The school as a whole has to realize that each special area has their own QCC objectives to meet, in addition to helping supplement regular ed.

The committee would like to discuss and plan more school wide events—fine arts day, science day etc... and encourage UGA to participate.

The committee felt there needs to be flexibility in regards to meetings/ participation. At times, there time might be used more wisely if they met as team in stead of attending something that does not directly effect their classes.

No chair person was selected at this time.

The committee is planning on meeting Tuesday, April 5 at Chase.

### **Family Engagement Action Team**

Lynn Heyen - Chair \*

Eddie Mae Evans

Tonya Ross\*

Jamie D'Angelo\*

Karin Stubenbaum

Phyllis Childs\*

D. Vanessa Ford

Deborah Peck

Sandra Bland\*

Michelle Kunce\*

Pam Sherrer\*

Marcia Weber\*

Shonda DeBord\*

Mydia Rodríguez  
Ellen Stoll\*  
Amy Kay\*  
Janet Martin\*  
Pam Paisley  
Jackie Saindon\*  
Tim Johnson\*  
Laura Glenn\*  
Virginia Walter\*  
Jennifer Canavan\*  
\* attended on 3/21/05

- 1) Introductions were made and a sign in sheet was passed around. There was some discussion about the goals being voted on by the faculty of each school. It was explained that the schools have to send in the action plans to the state and that the wording will be looked at to include the community and not just schools.
- 2) Everyone was then asked to look at the original action steps and to mark those that they felt were important. These were from the education summit that was held in January.
- 3) After much discussion the action team decided upon the following priorities for their action steps:
  - 1) Increase communication between school and home. Have each teacher making home visits priority. Look into ways of making this easier on teachers and what supports we can be given.
    - a) Use PDA time to make contact with parents
    - b) Use teacher work days to do this
    - c) Encourage teachers to attend community events
  - 2) Increase Family Engagement at the school. Look into ways to increase parents coming to the school to participate in student learning either on “special nights” or during the day.
    - a) Provide food
    - b) Have fewer meetings, maybe have a PTO/parent council rep (a parent) give a report during the literacy night meetings so that they get things at once
    - c) Have dialing service call and remind parents about important events
    - d) Have local organizations such as churches, and community centers provide transportation to and from the meetings.
    - e) Make parents feel more welcome about coming to the school.
    - f) Make use of the channel 16 programming for upcoming events
    - g) Possibly have a “community spokes person” that can relay information back to interested parties around them
    - h) Relay important information and notices to local churches for announcements

- 3) Increase school-based resources through community groups
  - a) look into getting dental van notices on dialing services so that parents are aware
  - b) Contact Athens Tech about nursing students doing internships in schools
  - c) Have more health screenings for vision and scoliosis, possibly use interns for this? Get volunteers from local agencies and/or schools?
  - d) Invite community agencies to come and give talks about available programs such as de-stressing, and family management, etc.
  - e) Free Spanish classes for both parents as well as teachers
  
- 4) Things that are important but need to come from board office
  - a) Full time Hispanic parent liaison at each school
  - b) More field trips to better promote learning
  - c) A family resource center available at each school

The group has agreed to meet again on April 4<sup>th</sup> at 3:30, and April 18<sup>th</sup> at 3:30 here at Gaines. At this time we will break up into committees and discuss ideas and recommendations.

Sometime during the meeting, Lynn Heyen was nominated to chair the action group.

### **New Visions Action Team**

Janna Dresden – Chair\*  
Jennifer Brown  
Jennifer Aaron  
Em Fields\*  
Katrina Monegan  
Janie Voss\*  
Jenny Penney Oliver\*  
Karen Baynes  
JoBeth Allen\*  
Tim Johnson  
Roy Rowe\*  
Adam Kurtz\*  
Lillian Kinsey\*  
\* attended on 3/21/05

Summary of the discussions:

## 1. Organizing and prioritizing

Our action team was presented with 6 suggestions for possible new directions for the partnership schools. We organized these suggestions into the following 2 categories:

- a. Ideas to delegate to other groups
  - 1) “Have more celebrations.” We decided to delegate this to the other action teams because we felt that celebrations should be tied to specific curricular goals or community events.
  - 2) “Enhance the physical environment of the schools.” We decided to delegate this to school level committees or administrations because Gaines and Chase have such very different needs in this area.
- b. Topics for our action team to focus on:
  - 1) **Expanding the partnership** to
    - a) other schools in Clarke County
    - b) include UGA graduate courses offered on site (JoBeth, Jenny, Roy, and Adam will work on this.)
  - 2) **Creative ways to learn**
    - a) for students
      - \*service learning--??
      - \*project approach (Janna will work on this)
      - \*integrated instruction--??
    - b) for teachers—action research—Janie will work on this
  - 3) **Looping** (Janna and Em will collect some information on this to include surveys of CCSD teachers and a review of the literature)

## 2. Structural Details

- a. Janna was volunteered to serve as chair
- b. Our future meetings dates are Monday April 18 at Gaines and Monday May 2 at 3:00. Come prepared with information about the topic(s) you have agreed to “be in charge of.”

3. Other notes: A couple people have mentioned to me that they are interested in the issue of class size. I told them that I thought this action team would be an appropriate place to discuss this issue—perhaps we can discuss it at our next meeting?

**The next joint Design Team and Action Team meeting is scheduled for Monday, April 18, 2005 at 3:00 PM at Gaines Elementary School.**