

**BLT Meeting: November 18th (2:35-3:35pm)**  
**Location: Alki Library**



**Agenda**

- I. Alki “Adult Code of Conduct”**
- II. K-1 Start of School Supplies**
- III. Alki Family Resource Center**
- IV. Halloween @ Alki**
- V. 4-5 Recess Survey**
- VI. EOG Book Club for Parents**
- VII. Looking toward Budget 2020-2021**

Facilitator	Andrea	Next mtg:
Recorder	Mel	
Timekeeper/Process Watcher	Mari	
Process Watcher		

**I. Alki Adult Code of Conduct**

- A. A code of conduct is needed for parents to reference and for school to set expectations while on school grounds.
- B. Small groups worked to come up with suggested content/bullet points
- C. Rena will draft a document for review at next meeting.

**II. K-1 Start of School Supplies**

- A. K-1 would like to develop a standard set of school supplies for the start of the school year.
  - 1. Not all students have folders needed (multi colored)
  - 2. Parents don't buy the colors asked for
  - 3. Discuss amongst grade bands and develop a chart itemizing the specific asks by grade.

4. Discuss findings during budget talks at next BLT meeting.

### **III. Alki Family Resource Center**

- A. P2 needs to be de cluttered and cleaned
  1. Surplus will have to be coordinated for p/u after musical could use the lunchroom as staging area for surplus items
  2. Arrange a work party, doesn't have to be during school hours can be on the weekend.
    - a) PTA and Room Reps - promote the need/event?
    - b) Sign up genius slots need to be created
  3. Goals:
    - a) Makerspace - Mel will share supply checklist from Creative Advantage
    - b) Pantry - ready to roll out to families

### **IV. Halloween @ Alki**

- A. Discussion re: SPS trending to celebrating Halloween on school grounds.
  1. BLT will develop a stance and bring to the community

### **V. 4-5 Recess Survey**

- A. Survey complete, still tallying results - tabled

### **VI. EOG Book Club for Parents**

- A. Eliminating Opportunity Gap
  1. So you want to talk about race - staff reading
  2. PTA will get info from FOC re: book lists
    - a) Promote via Currents/web/social

### **VII. Looking toward Budget 2020-2021**

- A. Tough discussions ahead about budget cuts
  1. Possible hourly layoffs
- B. Additional funds for Counselor budget vote at next membership meeting on Dec. 4 2019.
- C. Auction Chair is presenting at next meeting on 12.04.19
  1. Rough numbers are around \$140k income from auction

<b>Action Items</b>	<b>Who?</b>	<b>Support Needed</b>
<b>Parent Code of Conduct</b>	<b>Rena</b>	<b>Draft</b>
<b>Grades 3-5 Start of School Supply needs</b>	<b>Teacher input to complete chart</b>	
<b>Family Resource Center Sign Up, Work Party, volunteers needed/promotion</b>	<b>Rena/Mel/PTA</b>	<b>Ali - Currents Room Reps</b>
<b>Rough draft against Halloween Celebrations</b>	<b>Rena</b>	<b>Teacher input</b>
<b>Tally results from recess survey</b>	<b>Rena</b>	<b>Data entry?</b>
<b>Book list from Families of Color and invite to join Eliminating Opportunity Gap book club.</b>	<b>Mel/PTA</b>	<b>Staff Reading: So You Want to Talk About Race by Ijeoma Oluo</b>

**BLT Meeting: October 14th (2:35-3:35pm)**  
**Location: Alki Library**

Facilitator	Sunny	Next mtg: 11/18 Facilitator-Andrea
Recorder	Andrea	Mel
Timekeeper/Process Watcher	Lisa	Mari

Process Watcher	Mel	
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## Agenda

- I. **Compensation for Sudden Teacher Absence-Laurie R. reported that her team wanted to be paid. Dorothy reported that fourth/fifth grade wanted to be paid. Andrea reported that K/1 would like to be compensated. Rena said that it was easier for the district to pay teachers when there is a sudden teacher absence. It was decided that teacher will be compensated.**
- II. **Alki School Teams-Rena reported that this was already completed.**
- III. **Professional Development Calendar 19-20-Rena passed out a draft of the dates. In October, the purple days are CCC days. As a BLT, we only need to approve the purple days. Rena reported that we are going to partner with the Seattle Arts Museum. The Arts Team would like to present to the staff prior to the Seattle Art Museum training. Does that sound good so far? The 6/17 purple day would be a great day for reflection. We have one purple day on April 22nd and one on May 20th. Teachers are learning about arts integration and the new science curriculum.  
April 22nd purple day K-3 CCC and 4-5 Walk to Math  
May 20th -Learning Walk-Teachers are sharing their practices.**
- IV. **School Mission Statement-The BLT reviewed this. We decided to add “grows” to the statement, the statement will read “achieves and grows.”**
- V. **PTA update -Mel reported that parents are standing around and not feeling included during drop off and pick up time. Mel said that they talked about having parents standing in a U shape and being more inclusive of parents. The U shape is thought to be more inviting. She said that they might have a greeter at the gates to say hi to parents. Mel said that there will be a first grade band bonfire event. The Room Parent organized this event. There are 42 responses on the school of excellence. There is a link on the website.**
- VI. **Transparent Process for Voting-This was from the last meeting. We need to have  $\frac{2}{3}$  of the vote in order to move forward on an issue. Are we going to vote on-line or on paper? We need to decide how we will vote for the staff. Sunny suggested having a checklist of names on an envelope in order to keep track of who voted and who did not. Laurie R. said that there needs to be a time limit. We need a system to state that there is a time limit. We need the voting process in writing. Formal votes will be presented at a staff meeting. We decided on paper votes and envelope checklists and one week**

time limit. If you do not vote, then you abstain. Rena will send a reminder when you have one day left to vote.

**VII. Food as incentives, School Snack Policy-**This will be the last topic. We are shifting as a school from handing out food/treats as an incentive. This is why we have the “charms” program. It would be great if we had a snack policy. Back-up snacks for students with allergies will be kept in the class. It was suggested that parents that do not send their children with snacks might receive a note to remind them to buy snacks for their child. Rena said that there are funds to have a pantry for back - up snacks for students with allergies and students that do not bring snacks.

- VIII. Alki adult “Code of Conduct”**
- IX. Alki Dismissal Procedures**
- X. K-1 Start of School Supplies (Andrea)**
- XI. Alki Family Resource Center**
- XII. Welcoming School Environment, Bulletin Boards**
- XIII. Seattle Super Readers**

Action Items	Who?	Support Needed

**10/14/19**

**The BLT reviewed the BLT Meeting Norms.**

**BLT Retreat: August 22nd 9-12pm**

**9-9:30 Welcome, Introductions**

- New Team Roles (facilitator, recorder, timekeeper, process watcher)

Facilitator	Rena	Next mtg: Sunny
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Recorder	Stevie	Andrea
Timekeeper	Angela	Lisa
Process Watcher	Dorothy	Mel

### 9:30-10 Wrap up old business

I. Report from BLT Training (Stevie, Alia, Angela)

*\*BLT shapes the culture*

*\*BLT members represent not just their voice but their constituents/stakeholders*

*\*Parent reps have the responsibility to have a consistent way to share out*

*\*Rena would like to add a student voice to BLT perhaps thru interview of student(s)*

*\*Racial Equity Analysis Tool to look at BLT matters including CSIP*

*\*Utilizing BLT to bolster the I to We culture*

II. Budget Review

III. CSIP Review

*\*District focus is on 3rd Grade Reading*

*\*Seattle Super Readers initiative - Rena has additional ideas around all school reading.*

*\*Gap Closing Goal: No Level 1 students for ELA/Math in Grades 3-5*

*\*Whole School Goal: All Kids make 1 year's growth in reading*

*\*School Culture Goal: "Respect"*

IV. Updates to Family Handbook: Dogs on the Playground, Drop-off/Pick-Up, School Supplies, IXL

*\*Dogs on the playground/building not allowed 7:35-2:35 unless service animal*

*\*Drop-off/Pick-up: will be updated in Family Handbook; proposal for a kid drop-off zone, coordinate with bus drivers to drop-off all the way up to crosswalk, add teacher duty to receive students at the drop-off zone. Pick-up proposals: teachers need to walk students out, staff member in charge of end of day dismissal, revisit the map of dismissal/possible classroom changes, revisit where classes line up. Students may not climb over the fence at drop-off or pick-up.*

V. Updates to Staff Handbook/Curriculum Handbook: School Supplies, School Teams, Compensation for Sudden Teacher Absence, IXL, Social Committee Dues/Expectations

*\*Compensation for Sudden Teacher Absence- BLT reps talk to teams (action item)*

*\*IXL will be added to Handbook*

*\*School Teams: Social Committee has to be formalized - proposal is to have a Social/Events Coordinator, add to Leadership Roles. Formalize the action of how we*

handle money - will now go thru Lisa via/ bank account. Lisa can co-chair (money) along with coordinator (planning). Coordinator write up what events are included under this umbrella. Angela has volunteered to co-chair.

*\*Proposal to add Arts Team*

*\*School Teams will be revisited on Wednesday whole staff to determine changes*

VI. Spanish Enrichment Option

*\*Staff honors prior Spanish enrichment decisions.*

<b>Action Items</b>	<b>Who?</b>	<b>Support Needed</b>
<b>Compensation for Sudden Teacher Absence</b>	<b>BLT Reps - next meeting</b>	
<b>School Teams</b>	<b>BLT Reps- next meeting</b>	<b>Time on Wednesday to meet with teams</b>

### **10-10:15 Break**

### **10:15-11:00 New Business**

#### 1. Update By-Laws, Membership

*\*Move "Keep Children at the Center of all we do" to top of Norms.*

*\*Update roles*

*\*Note add labels "informational, action, or discussion" on agenda*

*\*BLT responsibilities to add 48 hours via email for communicating to delegates*

*\*If a BLT member is absent it is on the member to read notes and communicate with delegates*

*\*Minutes will be available on the PTA website (with link from Alki website)*

*\*BLT will determine a CBA aligned voting process at a future BLT meeting*

*\*Eliminate Decision Making Matrix line item "Grant Requests"*

*\*Eliminate Cultural Climate line item from Decision Making Matrix*

*\*Proposal to add lunchroom guidelines to staff handbook, BLT reps to talk to delegates about procedures and processes- Rena will provide guidelines*

#### 2. School Allergy Proposal (Nurse Allison)

*\*Staff discussions will take place among staff around food as incentives/rewards and school-wide snack policy*

*\*Rena will discuss with transportation regarding food on the bus*

\*Allison will continue to send health reports to teachers

3. PTA Update/Report (Tom & Ali) - did not attend (tabled)

\*Rena shared a Parent Code of Conduct that reflects our Alki Way, add a process for how issues are dealt with- Rena will provide a proposal and will bring back to BLT (see action items)

4. Assembly Calendar Draft, High5 Friday

\*Strategically aligned to character traits, allows for increased student voice, lesson plans provided to teachers. First Friday 9/13 parents/staff encouraged to line the sides of the hall to high5 all students on their way in.

5. Family Resource Center

\*Proposal to change P2 into a Family Resource Center including computers, counseling space, makerspace, etc. A process will be created for how to reserve the space.

6. Increased BLT Communication

7. Family Education/Discussion Series Proposal

\*Family lecture/discussion series - supports around cyber bullying, how to talk to your kids about race, health nights, etc. Lafayette & Gatewood will join us (schools & PTA).

8. Any new business?

\*Student Handbook - will include character traits, behavioral expectations, spaces for reflection on character traits, Alki Seagull Passport, technology agreement, Alki Reads (blank), RULER supports, student reporting form. Purpose is a resource for students.

Action Items	Who?	Support Needed
<b>Revisit mission to clarify what students are achieving</b>	<b>BLT future meeting</b>	
<b>Minutes from BLT added to PTA website</b>	<b>Rena/Mel speak to Ali</b>	
<b>All Staff Vote need to create a transparent process</b>	<b>BLT -next staff meeting</b>	
<b>Food as Incentive/Prize</b>	<b>Discuss with staff</b>	
<b>School Wide Snack</b>	<b>Discuss with staff</b>	



<b>Policy</b>		
<b>Parent Code of Conduct</b>	<b>Rena will bring a proposal to BLT</b>	

**11-11:50 PD Calendar 19-20**

**\*Focus on Science/Art/PBIS**

**11:50-12:00 Closing**

- I. Next Meeting's Agenda (see above) Oct 14th