**Oakwood Elementary School Improvement Team Minutes**

**28 October 2013**

**The 2013-14 School Improvement Team** met in the media center. Mr. McCreary opened the meeting at 4:00. Present were: Mr. McCreary, Principal; Jane Burdecki, Bambi Ebert, Amy Phillips, Gina Sain, Liz Morris, Adina Ruff, Laura White, and Beth Shoffner, faculty members; Michelle Baxley, student teacher; Taylor Young, PTA representative.

**Volunteer Plan**

* Shift TAs to lower grades (K-2) to provide consistent help with small groups, etc.
* Use Hickory High School students to tutor in upper grades.
* Use parent and community volunteers with upper grades. Students need help with literacy and math in whole and small groups.

**Technology Plans / Information**

* iPads and laptop for Adina Ruff’s classroom
* HPS providing matching funds again this year
* iPads in the classrooms (whole set to check out; set per floor; several to remain; etc.)
* Purchase of 20 more iPads for building to accommodate some of ideas above
* Storage of one box of iPads on second floor in workroom
* Major need functioning listening centers equipment K-5: headphones, splitters, etc.

**Capital Outlay Request**

Wish List:

* New gym floor
* New stalls for girls’ upstairs bathroom
* Mold removal from lower level classrooms
* Drop-down projection screen for the gym
* New vacuum cleaner

**Professional Development**

Olweus: At the Mon., Nov. 1 faculty meeting there will be further Olweus training. CKH will also be a topic of review. Bobby D. and Amy P., Oakwood’s Capturing Kids’ Hearts representatives and Mr. McCreary will talk to us about more effective implementation of the questions to students and reinforcement of our social contracts.

Mimio: At our faculty meeting on Monday, Nov. 25 Terri Hall will present the use of the Mimio. Jane Burdecki stated that having Mimeo Teach tablets would be beneficial because they can be used remotely.

Faculty Meetings: Mr. McCreary wants to design meetings that are instructional, not informational. He will deliver information via other methods.

**Read to Achieve Parent Notification Letters**

Requirement: to notify parents if their child is in academic trouble in second and third grades. A Spanish version of the letter will be requested from Betty at the administration building. Both letter forms will be saved in Oakwood’s shared folder.

**ID Success and Remove Barriers**

Team members discussed ways we can enhance cafeteria procedures.

**Adjournment** Mr. McCreary adjourned the meeting at 5:25 p.m.

Respectfully submitted,

Beth Shoffner, Secretary