

### **3.4.2020 Meeting Notes**

**In attendance:** Lindsey Tavares, Nichole Collins, Sarah Andrus, Tracey Learned, Fran Taft, Nia Milman, Michelle Slusarz, and Catarina Anselmo.

**Goal:**

- To improve communication systems with families and staff so that all members of the Nayatt School community have access and opportunity as well as feeling valued and supported.

**Agenda:**

- Review of internal staff survey conducted by the School Culture Subcommittee
- The team tweaked the School Leadership portion of the Survey works survey to allow for staff feedback.
- Review of preliminary Studer Parent Satisfaction Survey
- Connections to communication needs.

**Key Areas of Need Identified by the Staff:**

1. Communication
2. Shared Decision Making opportunities
3. Living the Nayatt School Staff Charter-"Calm, Confident, Enthusiastic, Supported, and Valued"

**Overview-Studer Parent Feedback related to Communication**

105 parents participated in the survey, up from 90 parents in the previous year. Nayatt School's overall mean was 4.26 out of 5.

**Nayatt School Strengths:**

- My child's learning is a priority at this school-**4.59**
- Teachers, staff, and administration demonstrate genuine concern for my child's welfare-**4.57**
- The principal of this school is approachable and reachable **4.55**

**Opportunities for Growth:**

- School Rules are enforced consistently- **4.21**
- I receive positive notes and phone call from the school -**3.55**
- I regularly receive feedback on my child's learning-**3.46**

**Suggestions for ways to improve communication:**

- Teachers do not always have time to check email in the morning. Could this be the first thing that Paula does in the morning so teacher have before 7:45 AM
- Provide for both parents and teachers a consistent schedule of when updates will go out.
- Use push notifications more often for upcoming events.
- Some team members feel it would be valuable to bring back school wide Morning Meeting to develop a sense of community, maybe consider doing 2X per week, Mondays and Fridays

- Is there a way for parents and staff to sync their calendars with the school calendar so events can be populated. Tracey will work with Dave Burrows, the Technology Director on this.
- Could administration work with PTO to provide a schedule of the yearly events that are planned. Nichole will share what she receives from Nichole.
- Set as a goal, to have all activities determined for the end of summer when the welcome packets go out.
- Though adding pacing to teacher updates can be stressful, it is helpful to provide deadlines for things. Teachers recognize it is in the assessment calendar, but this is always helpful.

**Shared Decision Making opportunities:**

- Provide opportunities for teachers to participate in scheduling and placement. It may be helpful to ask the teachers what their thinking is behind placement so that when changes are made, there is an effort to maintain balance.
- Have a note taker at placement meetings to capture the team's thinking.
- Providing time for teachers to meet with the previous grade level and discuss student needs.
- Provide a draft schedule for teachers to review and provide feedback on.
- Lindsey will reach out to other EL Schools to see if they could share their schedule to help us in establishing grade level schedules. By looking at other schedules, we may be able to consider having some components of ELA in the afternoon to make the afternoon less intense for the students and so they can access service providers.

If teachers have more ownership in building level decisions, they will feel valued and supported.

**Nayatt School Improvement Team Meeting, 5.20.2020**

**In attendance:** Nichole Collins, Heidi Brousseau, Nia Milman, Fran Taft, Tracey Learned, Lindsay Tavares, Melissa Coen, Jody Tanzman, and Sarah Gaines

**Discussion:**

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