Newcastle Elementary Site Council Meeting Minutes
October 7, 2013

The meeting was held on Monday, October 7, 2013 from 8:15 am to 9:10 am in the Newcastle conference room. Present: Shirley Roberts, Sara McKenzie, Kristin Cakarnis, Terry Vanpelt, Laura Berry, Kim Plowman, Edana Peacock, Mckenzie Tewel and Richard Crispo. Donna Wood attends the meetings to take notes.

Agenda:

1. **Welcome and Introductions**
   We have several new people to site council so we went around the table and introduced ourselves.

2. **Open Positions for 2013-2014**
   Question was asked as to how new site council members are chosen. Edana shared that she has been reading both the District and Newcastle’s site council by-laws and she learned that applicants are weeded out and put into a lottery. Applicants to site council should have a school-wide focus and time to commit. Edana noted that the District by-laws suggest that 50% of site council membership should be made up of parents. Recommendation is to have 10-18 members on site council. Shirley tabled this discussion as something that should come up as new business with Marla. Donna reminded that the District by-laws are just a guideline and that every school determines their own by-laws using these guidelines. Question was asked if our by-laws are posted anywhere so that people that want to be on site-council understand what they are getting into. Suggestion was made to add the by-laws that explain representative’s responsibilities to the site council application. All by-laws should be posted somewhere where people have access to read them. Edana also wants to revise Newcastle’s by-laws about bringing guests to site council. Right now they are being told no to visitors. Mckenzie shared that Grand Ridge held open meetings for anyone to attend. One of the agenda items was comments from guests. Danielle Dixon was named as new primary rep and Jacqueline Park was named as new intermediate rep. They will be notified today of their approval to site council.

3. **Community Report**
   Rich shared that attendance at the summer programs in Newcastle was up. One rainy concert day still had 1,000 people in attendance. Newcastle Days was the best attended ever by locals. There were lots of activities such as a petting zoo. Rich asked how they could help tie the school into these types of events.

   There is currently construction everywhere in Newcastle. Coal Creek Parkway was recently repaved even though it had been paved just 10 years ago. The parkway was paved incorrectly by the previous contractor and it was starting to separate. City wasn’t able to receive restitution because of how long ago the original paving was done. Question was asked as to why no notification went out about the paving. It caught everyone off guard including the school and our school buses. Rich said that the District had been notified so he isn’t sure where the breakdown
of communication was. Shirley will explore with the District as to where the breakdown happened. The Highlands community complained that they didn’t want the detour to run through their neighborhoods.

Building on the old Mutual Material site is scheduled to begin next year and will take approx. 2 years to complete. Development will include 700+ apartments, condos, retail and some restaurants. Some apartment buildings are going to be built in a Texas tower style (all apartments facing towards the outside with parking in the middle of the complex). Students moving here will attend Newcastle ES.

More restaurants in the area helps generate tax revenue for the City. Question was asked if a restaurant will go into the old liquor store. Safeway is not allowing restaurants to build near them. Current restaurants like Yea’s Wok have been grandfathered in. Another nail salon will take over half the space that used to be the liquor store.

City is planning on buying additional property to expand Lake Boren Park. Rich encourages everyone to attend the next city council meeting to learn more about this. They are thinking of adding a beach but the water quality would need to be clean. This could be hard to control. There will not be any turf fields as they are very expensive to maintain. Rich hopes that the new middle school that the Renton SD is building will have turf fields and that maybe an agreement could be made with that District to have some type of priority scheduling.

4. **PTSA Report**

   The PTSA is in full swing this year. Someone stepped forward to chair the costume carnival so it is a go head and will take place on October 25. First staff appreciation lunch for the year will be October 29 and hosted by the 4th and 5th grade families.

   Fundraising event for 5th grade camp will be October 8 with Zoey Yogurt and Tapatios.

   Edana shared that they are changing their meeting schedule; there will be a general PTSA meeting in the months of September, January April and June in the evening and board meetings will take place on the off months (October, March and May) during the day.

   Cub News will go out once a month with a printed PTSA newsletter being done quarterly.

   There is no fall fundraiser scheduled this year since the auction last spring did so well. The auction netted $180,000. PTSA will reevaluate every year if we need to do a fall fundraiser. The annual spring fundraiser (off auction years) would need to net at least $40,000 in order to do away with the fall fundraiser. We will be doing a walk-a-thon this spring complete with corporate sponsorship.

   PTSA is giving every classroom $50 for books again this year if their classroom reaches 100% PTSA participation. Teachers don’t need to register to join PTSA but they need to register to receive PTSA communications.
5. **Building Report**

Shirley shared that we currently have 86 kindergartners; 103 first graders; 93 second graders; 92 third graders; 92 fourth graders and 92 fifth graders for a total enrollment of 558 students. It takes two \( \frac{1}{2} \) day kindergartners to count as one full time student. First grade numbers continued to climb over the summer. We have no space to put an additional first grade classroom so District provided an additional \( \frac{1}{2} \) teacher to help support first grade. Question was asked as to how we ended up with so many new first graders. Families that don’t get into the full day kindergarten program will often take their student somewhere else for kindergarten and then bring them to Newcastle for the 1st grade. It was suggested that it would be interesting to look at the history of first grade enrollment to see if there is any trends for first grade. Sarah shared that when she taught first grade she typically always got a few new students right up to the start of school.

Rich asked if out of District students were ever allowed to attend Newcastle. Kim responded that they wouldn’t be able to attend unless we had room for them. Shirley added that there is an out-of-the area/out-of-district application process but the receiving school needs to have the necessary room for more students or they will be considered a ‘closed’ school.

Kim asked Rich about the City helping with getting an additional portable on site. She wasn’t sure if there were City ordinances that need to be looked at. Rich would rather see the building added on to vs. having portables on site. Edana shared that when she served on the bond committee she learned that nothing is scheduled to be done around Newcastle other than routine maintenance. Edana would like to meet with Rich outside of site council to discuss city ordinances and how they affect such things as the entrance to Newcastle.

New teachers to Newcastle this year are: Lauren Lanham, Tonya Johnson, Colin Laing, David Andriesen, Claudine Rudolph, Bill Binks and Sarah Johnson. New classified staff is Cindy Batistich.

Shirley shared that the new Dean of Students position was created to help principals. Principals work load has increased substantially due to the new TPEP (teacher principal evaluation process) which is much more comprehensive than what was done in the past. This will require principals to spend more time in classrooms gathering data. Shirley shared the job description for the new dean. The dean is not an administrator, answers to the Principal, is not able to sign off on expulsions or suspensions. One of the main parts of their responsibilities is student supervision and safety issues. The dean’s role is being fine-tuned across the District. We are reviewing with PTSA lunch procedures and also trying to fine tune student recognition (i.e., Great Kids) as this is a large time commitment. Question was asked as to how the new dean will be evaluated. Laura shared that she will probably fall into the same category as the specialist (i.e., librarian, PE teacher) and won’t be put on the Danielson evaluation process for a while. Question was asked if this had been an interviewed position which it was not across the District. It was up to Principal discretion as to who they wanted to hire. Kristin felt that this wasn’t fair and they should have been interviewed just like a new teacher would have been. It was felt that this position should have been brought to site councils for input before being brought out to the schools. Kim and Edana would still like to know who was on the behavior committee that met over the summer. Laura stepped up that she was one of the staff on the committee. It was felt that these issues should have been brought before the site council for discussion and resolution. Shirley reiterated
that Carly came into Newcastle with student management issues to review. This resulted in making changes before people got to know her and that can sometimes cause questions to arise. Kim expressed concern over change to how Great Kids is going to be run. She feels that the weekly lunches is one opportunity that the principal has to connect one on one with every student which she feels is invaluable. She also feels that when the teachers have to do a write up on a student it makes them have to focus on the positives of the student even if they have been having issues with the student. Kim feels that the CARES program creates competiveness amongst students.

Edana hopes to use site council to talk about issues, work on solutions and decisions and then bring back resolutions to everyone.

After the tragedy at Sandy Hook Elementary every District in every state is relooking at their safety and security procedures and revamping them accordingly. The ISD has hired an outside consultant to visit every school and do a safety and security assessment. Part of what will be looked at is locked gates, cross walks and student supervision. Shirley shared that part of the rationale for asking students to raise their hand before leaving the lunchroom is so that a staff member will know the student is leaving the area. We are trying to know where students are at all times.

Both Laura and Kristin would like to have staff training on Love and Logic. Shirley suggested that it would be nice to be able to give every kindergarten parent a “Parenting with Love & Logic” book but the finances are not available Kim asked what it would take for all staff to get this training, not just teachers. Kristin and Laura wondered if this could be part of Newcastle’s CIP plan. Maybe use PDP hours for professional development.

6. **Other**
   Meeting ran long so we didn’t get to this portion of the agenda.