

JOHN EATON ELEMENTARY SCHOOL
Washington, DC

LSRT Meeting Minutes
Oct. 3, 2006
4:00 – 6:00 P.M.

In Attendance

Emily Blakeslee, Alex Wilson, Meghan Wren, Diane Magruder, Carolyn Barnhart, Laura Broach, Jocelyn Drakeford, Karen McAdoo, Margot Berkey, Paul Basken

Good News

Ms. Magruder and Ms. Blakeslee have started the inaugural Eaton Mini-Marathon Team for students who will participate in the Marine Corps Marathon Fun Run on Oct 28. Practices are at 8:30 A.M.

The Superintendent's Master Facility Plan calls for Eaton to be modernized in 2017, and its description of Eaton's needs is detailed and comprehensive. The good news is that although this modernization is many years away, schools like ours (scheduled for modernization in the final years of the plan) will be first on the list for systemic stabilization (e.g., roof repair, etc.). And furthermore, because our renovation is so far away, we can begin our own initiative to renovate our playground as soon as possible.

Review of Minutes from Last Meeting

With some corrections and additions, the minutes from the last special meeting on Sept. 26 (to complete the revision of the Local School Plan and SY 2006 – 2007 Budget) were approved.

Election/Appointment of LSRT Secretary

Thanks to Meghan for her hard work to date as Secretary; she is now retiring from the position. Laura Broach was elected Secretary for the remainder of the year.

Action Items: Laura will complete the duties of the Secretary: Type minutes, send by email to elicit corrections and additions within 24 hours, send final to Dr. Drakeford for review and placement in LSRT binder, submit final copy to Danna McCormick to be posted on Eaton website and to Lisa Joy Woods to be announced on Eaton HSA listserv, put one hard copy on bulletin board, place all handouts from meetings in binder in Dr. Drakeford's office.

Final School Plan, Final School Budget and Eaton Roundtable Review

The Final School Plan for SY06-07 has been approved and admitted with a few minor changes during the Eaton "Roundtable" at the downtown DCPS offices. The Budget was balanced and accepted. At the Roundtable, the budget was recalculated and some funds were reallocated to be used for textbooks, professional development, and computer equipment. Our budget, at \$2,692,746, is 9.1% over last year.

We have secured the funding for this year's needed faculty positions. We have more ELL students and fewer Spec Ed students than we had last year, but fortunately we will be able to maintain both of our Special Education positions and add 1.5 ELL positions. We will retain Ms. Blakeslee to provide Math and Reading Support in addition to her Special Ed services. Besides preparing for the likely addition of more students to the Special Ed program throughout the year, this decision will enable Eaton to take a proactive approach to support all our students academically by fostering inclusion strategies in our classrooms and continuing the SDAIE training begun last year.

Action Item: To fill our needed positions, which is a top priority, Eaton is in the process of hiring one full-time and one part-time ELL teachers, a registrar and a Kindergarten aide.

Strategic Planning Process (SPA)

Eaton still has some time remaining with our SPA facilitator Pedro Aviles. The outcome of last year's SPA process was the identification of three priorities: a vision for the school (possibly including a theme), leadership, and communication. Reviewing the outcome of last year's work, it seems that the communication and leadership issues have changed since the last administration, so our focus now is on developing a school vision, which will represent the conclusion of our SPA process.

Action Item: Dr. Drakeford is spearheading this four-part process, and by the first advisory this process will have begun and by the end of November should be accomplished. The LSRT will most likely hold Community Meetings to solicit community input in the final stages of the process.

Once we have a vision, we will be able articulate our school's theme. We have many traditions and interests that have a history at Eaton (diverse cultures, many languages, global citizenship, an IB program, etc). A theme would help Eaton define itself, and also would help mobilize a public message about our school, would help us market the school, and might help us get resources.

Note: Pedro Aviles has not been paid, mainly because his services were rendered without an officially-sanctioned contract with appropriate forms and prior approval. The proper form was not submitted by Dr. McElroy who will be summoned to the financial review board to plead the case.

Action Item: The LSRT will craft a resolution to show a statement of support for payment of Pedro Aviles.

Communication Plan

The LSRT has accomplished a few things to promote communication: Minutes are up on the website, we have a Board binder in Dr. Drakeford's office with copies of all the minutes. In general, Eaton information is being transmitted to community volunteer Danna McCormick who promptly uploads it to the website. The LSRT will have a 250-word space in each newsletter to report on our actions and information. Other ideas include posting information on a bulletin board and placing copies of the minutes in a pocket folder nearby. Copies of the Local School Plan are located in the main office and in the library.

Action Item: Alex and Margot will write a synopsis of Local School Plan for the next newsletter due on October 13.

More News

The Eaton HSA Volunteer Tutoring Program is on hold for a few months because the newly enforced background check, fingerprinting, and TB tests proved too much to ask of the volunteers. Laura will be investigating ways to make the process easier for our volunteers.