



IGNITE PASSION.

INSPIRE EXCELLENCE.

IMAGINE POSSIBILITIES.

## Glen Ellyn School District 41

Superintendent Dr. Ann K. Riebock

### MINUTES

Parent-Teacher Advisory Committee Meeting  
Wednesday, April 30, 2012

4:00 – 5:30 P.M.

Central Services Offices

Present: Matt Adelman, Jen Cortez, Sharon Dunham, Stephanie Geiselhart, Patty Gill, David King, Paul Luczak, Jen Power, Christy Thiese, Julie Kennebeck, Colleen Costello, Jennifer Lewis, Ann Riebock

#### 1. Purpose/Non-Purpose

Purpose: Understand the requirements of the School Code and share relevant information.  
Non-purpose: To discuss specific discipline incidents.

The group reviewed and affirmed purpose/non-purpose.

#### 2. Norms:

- Attend all meetings, and begin and end on time
- Monitor your own airtime
- Stay on agenda, and attend to goals and objectives
- Listen attentively
- Pose questions and put ideas on the table
- Assume positive intentions

Norms were reviewed and affirmed for the meeting.

#### 3. Reciprocal Reporting Information:

The reciprocal reporting procedure was reviewed by the committee and Matt and Ann answered questions related to under what circumstances information is shared by the school by the police and how the police determine whether an incident that occurs outside of school should be communicated to the school. There were concerns about students experiencing double jeopardy or having a mistake made outside of school affecting a student's life in school. The group talked about the importance of a positive relationship between the school and the police and how important communication is.



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### 4. Review Suspensions – Further Data

The group further examined discipline data related to repeat offenders who have been suspended, the percentage of special education or racial sub-groups of students in relation to the total percentage of that particular group to the complete population and location of discipline occurrences. The group noted that in the elementary environment, recess is a frequent location for misbehavior and wondered if the lunch supervisors have been properly trained to deal with discipline issues such as bullying or those expectations associated with PBIS. Additionally the group wondered if a particular school has too many students going to lunch recess at the same time (Lincoln).

Since PBIS is the overarching direction for improving student behavior in all our schools, it raised a question for Hadley in particular as to whether the discipline forms being used reflected the PBIS format.

### 5. Review Bus Discipline

The bus discipline matrix that is used at Hadley in conjunction with PBIS expectations was reviewed and a discussion ensued regarding training of bus drivers with PBIS expectations. The process for meeting with bus drivers prior to the start of the year was shared with the group. Since the bus company was new last year, they did not want to include additional training for their drivers at that time.

### 6. Further Exploration of Ideas/Concerns

The group reviewed policy 7:20 Harassment of Students Prohibited briefly and Ann explained that we must complete an OCR report each year that identifies students who are bullied by their protected class: race, color, national origin, disability or sex.

Matt Adelman thanked the members of the committee for volunteering their time and providing insight into myriad discipline issues within the school district.

### 7. Recommendations

The group made several recommendations which follow:

- Examine alternatives for indoor recess that would provide students more choices and create a less frenetic environment
- Provide training for lunch supervisors at individual buildings related to PBIS expectations and strategies for handling individual discipline issues
- Review and update the Hadley referral process
- Consider staggering all lunch periods throughout the elementary schools to reduce the number of students in one recess period



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- Train bus drivers in the expectations of PBIS and consider giving them the opportunity to hand out "Cat Cash" or other incentives associated with the elementary PBIS program.
- Include bus drivers in the bus expectation station at the beginning of the year using the matrix from Hadley

### 7. Need for Further Meetings

It was determined that no further meetings were required. The recommendations will be shared with the Board of Education at its May 29 meeting. Jen Lewis, parent; David King, teacher; and Matt Adelman, administrator volunteered to present the recommendations to the Board of Education.