



New Berlin Elementary Committees & Activities Handbook



2023-2024

The purpose of this handbook is to provide a basic overview of each Committee or Student Activity that plays a role in the successful functioning of our school. In making committee assignments, the principal will try to create a balance of experienced members and new individuals for fresh ideas. For the majority of assignments, staff will serve on the committee for 2-4 years. Individuals serving in a stipend-based position may serve up to 3 years in that position. An exception will be made for an individual in the retirement “pipeline” who needs to maintain an existing stipend. The intent of rotating positions is to spread the responsibility and give all a chance to contribute in various capacities.

Committee Assignments & Information

In making committee assignments, staff will be assigned per building administration. Administration will discuss assignment requests by staff. Grade Level representatives act as liaisons between staff and the committee, they have the responsibility to communicate meeting information. The building committees will meet 1 time a month after school from 3:30-4:30. Meeting dates will be set at the first meeting. Each Committee will identify staff members to serve in the following positions on the team (2 people for each position): Agenda Managers, Time Keeper, Note Taker

Activity Sponsors Assignments

Building Activity Sponsors will be on a volunteer basis. In the event there are not any volunteers the principal will work to recruit and assign as needed. Staff will serve as sponsor for 3 years and then an opportunity will be given for a new volunteer. In the event there is no interest the sponsor could continue beyond three years.

NBE Building Leadership/Instruction Team

The Leadership Team will have a representative from each grade level, a special education representative, and one grade level representing specials.

- Meet Monthly from 3:30-4:30
- Annually review the previous school improvement plan (SIP) and identify if the SIP goals were met.
- Annually review the school benchmark data to develop the School Improvement Plan for the school. The team will focus on Tier 1 action plans to meet goals.
- Review grade level curriculum maps to determine if the required information is present and identify if changes should be made to ensure it aligns with standards.

- At the end of benchmark assessments the team will analyze data to identify strengths and weaknesses of Tier 1 instruction. Team members will conduct fidelity checks/observations of Tier 1 instruction using the BEEP checklist a minimum of 1 time per year.
- Annually review the master schedule and provide input and feedback.
- Discuss new building initiatives.

PBIS/VIP Team

This committee oversees the implementation of PBIS at the elementary and supports building a positive school culture with staff and student celebrations..

- Meet Monthly from 3:30-4:30
- Lead by the Assistant Principal & School Social Worker
- Review and update school behavior matrix as needed.
- Meets monthly to review data and make adjustments to Tier I and Tier II
- Plans staff celebrations-building wide morale boosters
- Brainstorm and plan for periodic building-wide celebrations and events for students.
- Dues, budget and guidelines to be determined annually by the committee-VIP Dues
- Evaluate and propose changes to the NBE student handbook-focusing on discipline.
- Work as a team to analyze Panorama survey data and create a school improvement goal to target an area for improvement each fall.

MTSS

This committee coordinates, reviews and updates the MTSS plan.

- Meets monthly from 3:30-4:30
- Reviews MTSS plan and makes recommendations for improvement to the plan.
- Review school data to determine building weaknesses to identify intervention priorities.
- Review current intervention programs and research new programs that will engage students and increase academic knowledge in core areas.
- Review intervention schedules to ensure that we are servicing as many students as possible that have a need.
- Look at grading practices: focusing on analyzing current standards based grading for K-3. Conduct research to identify ways to improve academic performance reporting.

Spelling Bee

This individual should be a 4th or 5th grade teacher.

- Registers the school for participation in the Bee

- Handles all correspondence with the County Bee coordinator
- Communicates relevant information to teachers and students
- Prepares materials for the teachers and students who are participating in the school and county spelling bee
- Hosts school Bee
- Chaperones students for County Bee
- Hold an informational meeting for 4th & 5th grade student
- Hold a morning (before contract time) and an afternoon practice (after contract time) two practices total or two after school practices (two practices total)
- Create and send information to parents via email, school website and/or Facebook page
- Work with 4th & 5th grade teachers and administration to set classroom and school spelling bee dates
- Work with custodians to communicate dates and set up information for the school spelling bee
- Send the classroom winners and school winners pictures and names to the New Berlin Bee and send a post to administration to post on the website
- Send County spelling bee information to parents and get permissions slips for those traveling
- Submit field trip request for the county spelling bee
- *Drive the school vehicle to the spelling bee

Activities Include:

- 2 Practice Minimum
- School Spelling Bee
- County Spelling Bee
- Regional Spelling Bee
- Scripps National Spelling Bee

Sponsor is paid a stipend per the CUSD #16 CBA

Visiting Author/Illustrator & Zoom Visits

This committee assists in planning, preparing for, and hosting the annual author/illustrator visit.

- Researches and secures author
- Plans and conducts any additional fundraising needed
- Plans and prepares activities to be used in classrooms prior to visit
- Schedules assemblies for day of visit
- Pre-sells books
- Hosts author on day of visit
- Budget varies yearly. Assistance is available from whole-school fundraisers to offset costs beyond dedicated funds raised.
- Setting up zooms and oversee connection

- Send a Thank you card to the Author
- If Author allows create a post to put on social media

Young Author Co-Sponsors

This individual coordinates the annual Young Authors & Illustrators contest

- Work with administration to determine a budget for the event. (Title funds can be used)
- Set dates for kick off and date for entries to be submitted
- Create detailed instructions explaining the contest and the process for awards
- Communicate Young Author and Illustrator contest entry information to teacher, students and parents
- Set date and time for the awards ceremony
- Notify Kitchen staff and custodians of dates and set ups
- Order awards for winners and create certificates for all participants
- Scores entries
- Prepares and presents awards at school-wide assembly or awards banquet
- Cooperates with District Librarian to plan and host Author/Illustrator visits
- Works with librarian to plan Read Across America Activities for students and staff

Sponsor is paid a stipend per the CUSD #16 CBA

Career Day

This committee plans the annual Career Day.

- Secures volunteers and sends an informational letter to those confirmed
- Creates schedule
- Meets 2-3 times as needed to finalize event plans
- Budget includes funds for refreshments for volunteers
- Send thank you notes to all speakers

Coordinator is paid a stipend per the CUSD #16 CBA.

Mentoring

This committee provides support to new teachers during their first and second years at NBE.

- Assigned by the Principal
- Follows the Pretzel First Guidelines
- Attends Training at the beginning of the school year
- Meets with Mentee and attends NTO when scheduled
- Conducts peer evaluation cycle with mentee
- Meets monthly with mentee