

Sample Poster for UBC Use

ITEM	CONCERN	POSSIBLE SOLUTIONS	TO DO	DOER/ TIMELINE
1. Students continue to play after the recess bell rings	There is no consistency to the time kids line up to return from recess; too much teacher time spent "rounding up" kids	1. Have a "freeze" policy when bell rings, then immediate line up 2. Have teacher blow whistle, all kids stop and then everyone counts to "10" out loud and then line up	The 2 solutions will be e-mailed to staff for grade levels to discuss. A vote will be held at the next staff meeting	Michelle will e-mail all teachers 2 solutions on Monday June 2nd. A vote will be held at the staff meeting of June 7th. Following vote, principal will visit each classroom to tell students of new procedure.
2. Teachers are not showing up on time for duty	Students are sometimes unsupervised at recess; some teachers left doing duty when it is not their time	First determine if this is a school wide problem or if it is one teacher who consistently is a "no show". If it is not a school wide problem, it goes to the principal to manage directly with the teacher. If it is school wide, brainstorm solutions		
3. Michelle steals my lunch	Definitely not a UBC item. The facilitator for UBC should take this agenda item and return it, in person, and let them know this is a concern they need to deal with in person			