

# Allen Jay Elementary

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## Meeting Minutes

**Meeting Date:** 03/09/2021 - 2:35pm

**Title:** SIT 3.9.21 VM

**Location:** Microsoft Teams

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### **I. Attendance**

#### **Team Members:**

Courtney Cornelison , Brittany Nunes, Robert Barrilleaux, Maya Bell, Kelsey Brand, Carla Flores-Ballesteros, Wenalyn Glenn, Kelli Hackstall, Allan Johnson, Florence Joyner, Gabrielle Piacentini, Samantha Rinehart, Helena Rushby, Nicole Salter, Katherine Tuttle, Stephanie Verdi, Pa Vue, Casey Walck

#### **Guests:**

### **II. Celebrate recent successes**

PreK is working on their exercise unit and have set up a "gym" in their classroom

Almost all 5th graders are registered for 6th grade

### **III. Review and respond to coaching comments**

### **IV. Approval of last meeting's minutes**

Approved

### **V. Old Business**

#### **1. Indicators**

- a. Leadership will work through indicators B2.03 - B3.03
- b. SIP DPI Feedback

#### **2. Attendance**

It is very important to complete this in a timely manner each day

#### **3. SOAR**

- a. SOAR awards are going to be passed out to students
- b. Be mindful of the students you are choosing – students who exemplify the SOAR characteristics

#### **4. Cleaning Protocols**

- a. Whoever submits questions about cleanliness, we need to know who specifically is having issues with cleanliness in order to pinpoint this issue.

### **VI. Indicators to Assess-Create-Monitor**

***Indicators Assessed***  
***Objectives Planned For***  
***Monitor (updates made)***

**VII. Other Business**

**Action Taken:**

1. Staff Survey – results and next steps

a. Ask your grade level if there are instructional materials that they feel are missing to help them be successful.

b. Ask grade levels for more information about: Teachers are recognized as educational experts. Could be referring to feeling like not being able to do what we know is best either because of feeling constrained to curriculum or lack of time in the school day.

c. Does staff feel heard when they bring issues to the table?

d. Communicating with Parents

i. Admin could email or add information in the OneNote and follow up with teachers when the communicate with parents

e. Mental Check-ins

2. Morning Show Survey – results and next steps

a. Should we make it voluntary?

b. Should we make sure every class has had an opportunity to lead before we make it voluntary?

c. Could there be one person in each grade level who takes over the morning show? Then it would rotate very quickly and one teacher would be responsible for the grade level many times.

d. We will table it and take it up next time.

**Food For Thought**

1. Report cards turned in to admin by Friday April 9

2. Trade time can be used on April 5th

3. IPS interventions – Ballesteros is going to reach out to the new district member who is over MTSS

**VIII. Next Meeting**

Date: 03/23/2021

Time: 2:35pm

Title: SIT 03.23.21 VM

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**IX. Adjourn**

3:30pm