

# Allen Jay Elementary

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## Meeting Minutes

**Meeting Date:** 01/12/2021 - 4:00pm

**Title:** SIT 1.12.21 VM

**Location:** Microsoft Teams

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### **I. Attendance**

#### **Team Members:**

Courtney Cornelison , Brittany Nunes, Samina Bahadur, Robert Barrilleaux, Maya Bell, Kelsey Brand, Carla Flores-Ballesteros, Wenalyn Glenn, Allan Johnson, Florence Joyner, Wendi Patterson, Samantha Rinehart, Nicole Salter, Stephanie Verdi, Pa Vue, Casey Walck

**Guests:** Zsaquia Green - 4th Grade

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

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

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

Approved

### **V. Old Business**

MTSS Module 2 now open. Due by end of January. Please remind teams to complete both modules

SIP Feedback – General Comment from Frances Harris-Burke: From: Frances Harris-Burke on 12/9/2020 8:33:03 PM

Reference: General Comment:

Hello. My name is Frances Harris-Burke and I am with District and Regional Support, a unit of the North Carolina Department of Public Instruction. I will provide coaching comments on the Comprehensive Plan for your school. My goal is to share an external perspective as you implement and refine your school improvement plan. Best wishes on your continuous improvement journey.

COVID19 Protocols:

Keep Canvas updated for unexpected absence (teacher or student)

Plenty of wipes available

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

***Indicators Assessed***

***Objectives Planned For***

***Monitor (updates made)***

## **VII. Other Business**

### **Action Taken:**

Chair – Nunes

Rep from specialists – Barrilleaux

Meeting Dates: 2:35 2nd & @2:35 on 4th Tuesday,  
1st (definitely)& 3rd (if needed) Tuesday staff meeting

IPS on 4th Tuesdays start around 3:10, after leadership

Exterior Door key locks were changed

Food For Thought

Give trailer keys out each morning, MUST be turned in DAILY before those teachers leave  
– Get feedback from EC, ESL, etc. To determine collateral for trailer keys = car keys

Picture of kinder students for ID cards (Johnson will take pictures)

Procedure for losing the One card - \$5

Purpose of One card – scan on/off bus, possible library card

Check Teams, OneNote for document of school improvement plan for next meeting

## **VIII. Next Meeting**

Date: 01/26/2021

Time: 2:35pm

Title: SIT 1.26.21

Location: Microsoft Teams

## **IX. Adjourn**

4:20pm