

# Allen Jay Elementary

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## Meeting Minutes

**Meeting Date:** 01/26/2021 - 2:35pm

**Title:** SIT 1.26.21 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, Wendi Patterson, Gabrielle Piacentini, Samantha Rinehart, Nicole Salter, Katherine Tuttle, Stephanie Verdi, Pa Vue, Casey Walck

#### **Guests:**

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

1. Glenn did a great job leading the school during Ballesteros' absence.
2. Testing is complete – Bell is turning it in Thursday
3. Many students want to return to in-person learning
4. Hackstall's students are happy to be back in school. Mr. H, Evans, Hinson are doing amazing work!
5. PreK will have a virtual fashion show in February

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

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

Approved

### **V. Old Business**

1. Indicators Action Review
  - a. A1.06 - Leadership team worked to provide evidence for each one of the actions
    - i. Adjust "Actions" to account for lesson plans on Canvas
  - b. A1.07 - Leadership team worked to provide evidence for each one of the actions
  - c. Leadership team will continue to add evidence to our live document (work up to A4.06 until our next meeting)
2. Lesson Plans
  - a. Sub Plans need to be uploaded (14 days of plans) by Friday
    - i. Create a module in Canvas
    - ii. Put a button in your Canvas for Sub Plans
  - b. Lesson plans need to be recorded to be posted for students to view at a later date

- i. Put a button for this in your Canvas (recorded lessons)

### 3. Read Across America Community Partnership

- a. Pre-recorded stories read by people in the community
- b. Read books that are culturally, historically, and contextually relevant and/or engaging for our students

- c. Older students call through Teams and read to another class

- d. March 2

- e. Add event to school wide Canvas course

### 4. Outside Classroom

- a. Benches, podium

- b. Covered gazebo area? Posts/structure to hang a tarp over in the warmer months

- c. Johnson shared that the community partners might be thinking smaller scale than something such as a gazebo

- d. Upgrade our garden area?

- e. Something larger scale requires construction permits and inspections

## VI. Indicators to Assess-Create-Monitor

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

## VII. Other Business

### Action Taken:

#### 1. Food for thought

- a. Morning Staff Attestation Form – GCSNC and Allen Jay form must be completed each day

- b. If you teach from home (due to quarantine, or other reasons), you must complete your remote work log

#### 2. Concerns about adherence to health guidelines

- a. It is important to ensure that everyone is complying to mask guidelines

- b. Some students have expressed concerns about not feeling safe (due to other students coming too close, masks below their nose)

#### 3. School Cleanliness

- a. Lunches go into black trash bags

- b. Breakfast goes in regular trash can and set in the hallway after breakfast

- c. Make sure regular trash does not go into the recycle bins

- d. Students wipe their desks when they arrive AND before dismissal

- e. For classrooms cleaned by Laverne, teachers need to leave by 3:00 for their room to be cleaned

4. Valentine's Day

- a. One school had parents send in things for valentines 14 days early (items "sit in quarantine")
- b. Virtual Valentines?

5. Book Fair

- a. The Book Fair is completely Virtual
- b. Barrileaux has shared about it on Class Dojo
- c. Lasts for the next two weeks

**VIII. Next Meeting**

Date: 02/09/2021

Time: 2:35pm

Title: SIT 2.9.21 VM

Location: Microsoft Teams

**IX. Adjourn**

4:13pm

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