

# Allen Jay Elementary

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## Meeting Minutes

**Meeting Date:** 01/28/2020 - 3:00am

**Title:** SIT 1.28.20

**Location:** Room 14

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### **I. Attendance**

#### **Team Members:**

Courtney Cornelison , Brittany Nunes, Namra Ahmed, Maya Bell, Kelsey Brand, Laurea Ferguson, Carla Flores-Ballesteros, Wenalyn Glenn, Amanda Grooms, Kelli Hackstall, Allan Johnson, Wendi Patterson, Gabrielle Piacentinin, Socrates Razo, Marcia Renne, Samantha Rinehart, Nicole Salter, Kathleen Tuttle

#### **Guests:**

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

- 1. The force and motion carnival was a huge success!**
- 2. Ms. Francis has been awarded the employee of the month! She will be honored on Thursday.**
- 3. First grade received a \$500 grant!**
- 4. Pre-K is celebrating the end of their study on exercise on Thursday from 1:30-2:10.**
- 5. Hackstall's sons made A/B honor roll! Keegan and Constance were top earners for jump rope for heart.**

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

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

- 1. Patterson motioned to accept minutes, Ferguson seconded.**
- 2. Approved**

### **V. Old Business**

#### **1. Tutoring**

- a. Tutoring has started well. Buses are arriving on time. Remind students to stay when they have to stay.
- b. If you still have space and students would like to come, that is fine. If they are bus riders, it will take about a week to approve them for the bus route.
- c. We received funds to provide Spanish and Urdu tutoring once a week

#### **2. Multicultural Night and SLC**

- a. March 26th has been decided for MC night. Trade time is an option for the 27th.

#### **3. Student Concerns first contact**

a. When you have concerns about a student (ex. Attendance) make sure teachers address it with the parent's first. Attempt to have two-way communication. If they "see" a message on Dojo, but don't respond, try to call. If it is a more serious issue (repeated attendance issues), prioritize a phone call over a Dojo message.

b. For hygiene concerns, it is better for the teacher to make initial contact with the parent before the social worker or counselor calls. If you'd like the social worker with you as you make the call, that is fine, but the first contact should come from the teacher.

c. If you have a concern about the health of a student, let the office know (lice, fever, etc.).

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

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

## **VII. Other Business**

### **Action Taken:**

#### Student Led Conferences

Thursday – In previous years, the curriculum team has provided reflection sheets. Check with your grade level and let Carla know by tomorrow so that she can make copies of the reflection forms.

Pre-K's presence at student-led conferences – Pre-K has conferences with parents at the end of each study. Pre-K parents do not need to come to Student Led Conferences if they only have a student in Pre-K

#### TOY, COY, BTOY

Tomorrow is the last day to vote for these awards. A winner is decided by a 50% or higher vote. Our goal is to finish everything by next Tuesday so that we can make the announcement at the staff meeting.

We are missing about 30 votes, so remind other staff.

#### Food For Thought

We received DPI iPads to be used for iStation – they cannot upload apps on them.

Keep them as a cart at first.

They are supposed to be used among K-3. If they are not being used as a class set, they may be broken up into 3 groups of 10.

Glenn shared that we are trying to pinpoint our internet issues. Notify Glenn every time it drops. We want to be able to record exact rooms and times when the internet is dropping.

Be sure to add Brand on ClassDojo to your class so that she can have communication with parents.

Morning Duties is missing a person for Pre-K. Pre-K parents are arriving before the bell rings in the

morning. Ballesteros will put a message in the connect ed. Pre-K teachers will send a message on Class Dojo reminding parents when to arrive.

School Choice weeks – how are we including Pre-K into school wide events? PreK would like to be included in schedules for school wide events (signing posters).

ClassDojo for Jaybucks & PBIS – PreK was not tracking or giving Jaybucks, they are adding these Jaybucks to their Dojo points

It was unclear on Friday if students knew why they were not going to the block party.

May be that students forgot about write-ups from before winter break

#### Calendar Updates

NED Show February 19

45 minute assemblies

8:10-8:55 – PreK-2

9:15-10:00 – 3-5

We will run on a two-hour delay schedule for this day. The Specials schedule might be rearranged.

Greensboro Symphony Ensemble

10:15-11:00 – Friday, January 31

Lunch in the classroom for that day

2nd Grade lunch starts at 10:25

Hackstall is attending the Parent/Teacher training on February 5th and will share her "take-aways" at our next leadership meeting.

#### **VIII. Next Meeting**

Date: 02/11/2020

Time: 3:00pm

Title: SIT Meeting 2.11.20

Location: Room 14

#### **IX. Adjourn**

3:33pm