

# Allen Jay Elementary

---

## Meeting Minutes

**Meeting Date:** 02/08/2022 - 2:45pm

**Title:** SIT 2.8.22 VM

**Location:** Microsoft Teams

---

### I. Attendance

**Team Members:**

Courtney Cornelison , Milay Alvarez-Vergara, Samina Bahadur, Robert Barrilleaux, Kelsey Brand, Cecilia Castillo, Kimberly Evans, Carla Flores-Ballesteros, Janet Holland, Allan Johnson, Cecil Lake, Alissa Panchit, Wendi Patterson, Samantha Rinehart, Jo Anna Robertson, Nicole Salter, Avery Steele, Pa Vue, Casey Walck

**Guests:** Florence Joyner

### II. Celebrate recent successes

1. Having Mrs. Samina Bahadur as our tutor.
2. Attendance is not bad even though we had a 2 hr. Delay
3. Holland lead LETRS and got accepted for MCL

### III. Review and respond to coaching comments

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

Cornelison approved and Brand second.

### V. Old Business

Mr. Walden and Mrs. B had a meeting about the school improvement plan and we don't need to change the data since it is still aligned with the plan.

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

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

### VII. Other Business

**Action Taken:**

New Business

- Title 1 funds update NEEDED TO BE ENCUMBERED BY THE 28th- we have more funds yesterday (\$6700) for supplies and materials. Mrs. Ballesteros suggested to allocate the money for each grade level and plan to purchase materials needed in the classrooms. Ms. Wendi suggested to use money for additional LETRS collaboration day, field trips, materials like board games that

can be used in the classroom. Ms. Steele suggested getting resources for ELA 95% group.

Holland suggested to divide the money to instructional staff for resources support.

- Motion: Split 6,700 amongst the all instructional staff (grade levels, specialists, EC and ESL) . 17 VOTED

- STEM NIGHT will be in May. (Virtual by grade level) We can send things Science/Math related materials for families to create something at home.
- Multicultural night (SPICE grant)- we will have 7 areas with staff member based on Cultural similarities.
- We also have need a laminator for charts and materials. Because of the uniqueness of our school, we can request for it. (Will be allotted to funds for example: STEM night, Food Lion, Multicultural night, parent supplies, classroom materials...and more that we can think will be useful for the benefit of the school, students, parents, staff). Johnson suggested that we should meet sooner to finalize the allocation of money.
- BOTH are Parent Involvement money: (\$1300 already encumbered for Food Lion), (\$2000 non-encumbered and we need to meet to finalize allocations/transfers by the end of the month).
- Lake suggested to increase the Food Lion money/budget (+\$1000)
- Wendi recommended to do a budget transfer from Parent Involvement food money to parent supplies (laminator) and increase Food lion money for end of the year stuff.
- STAFF and Parent SURVEY review.
- We need Math tutors!
- Feb. 21st - Parent Conferences, LETRS self-paced, work in classrooms
- TEACH MEET Feb. 22nd- PD for teachers

### **8:30 – 9:30**

K-2 Data

Enacted 3 –5, Specials, EL & EC

### **9:45 – 10:30**

3-5 +Walck Data

Enacted K- 2,TA

### **10:30 – 11:00**

LETRS - teachers

Integrating standards specialists

TA session

### **11:00 – 11:30**

How to create and maintain Small Group instruction

Creative ways to customize 3Ls

Use of Google or Microsoft platforms

### **11:35– 12:05**

Basic Canvas

Eureka & Standardized assessments (2nd - 5th)

Rocking Teacher Evaluation Standards

**12:05 - 12:45**

Lunch

**12:55-1:25**

Use of Google or Microsoft platforms

Creative ways to customize 3Ls

**1:30-2:00**

Eureka & Standardized assessments (2nd - 5th)

How to create and maintain Small Group instruction

Rocking Teacher Evaluation Standards

**2:10-2:40**

SEL

**2:50-3:20**

Cricut

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

Date: 02/22/2022

Time: 2:35pm

Title: SIT 2.22.22 VM

Location: Teams

#### **IX. Adjourn**

4:35pm

---