

Allen Jay Elementary

Meeting Minutes

Meeting Date: 08/03/2021 - 1:00pm

Title: SIT 08.03.21 VM

Location: Microsoft Teams

I. Attendance

Team Members:

Courtney Cornelison , Michelle Atchison, Samina Bahadur, Robert Barrilleaux, Maya Bell, Kelsey Brand, Cecilia Castillo, Laura Ferguson, Carla Flores-Ballesteros, Janet Holland, Allan Johnson, Cecil Lake, Alissa Panchit, Wendi Patterson, Samantha Rinehart, Jo Anna Robertson, Casey Walck

Guests:

II. Celebrate recent successes

Congratulations to everyone working in new positionsWe are almost fully staffed!

Carla was honored with a humanitarian award by the district

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

Minutes approved in chat

V. Old Business

Title I funds approved

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

VII. Other Business

Action Taken:

1. Open House on August 18th

Proposal is to have separate times for grade levels to keep the number of people low.

K, 1st, 4th grade from 10:30-11:30

2nd, 3rd, 5th grade from 1-2

Anyone else who was unable to come at their designated time can come from 5-6

During the day families with students in the lower grades and have an upper grade student they can go to all their classes.

Teachers need to make sure parents sanitize their hands and complete the pupil data sheet.

Pre-K has their own open house

Teachers can have a slide show presenting themselves and introductions into the class. It does not have to be a full blown presentation.

2. Supply lists

Supply lists are up on the AJE website. If you want to request something different, you can request at open house (tissues, headphones, etc.).

Encourage parents to register for back to school bash on 8/14 @ Carl Chavis YMCA

Community partners will also help to meet needs

3. Staff Hours

6:50-2:50; You will be allowed in the building at 6:40.

Staff members with students can bring their children with them.

TAs can leave at 2:20 without taking time out during the day, or they can leave at 2:50 with a 30 minute break during the day

Everyone will have a badge. You have to wear your badge at all times.

Everyone will have a fob, but you have to come through the front office. Fobs will work from 6:40-5:00, Monday-Friday

Buses begin to unload at 7:00. Tardy bell rings at 7:25. Dismissal at 2:15. Same call system.

4. Master Schedule

Cafeteria is being asked to deliver meals to classrooms in order to save instructional time. This is also why lunch is 20 minutes. Ask students not to talk during lunch.

Share schedules with grade levels and send feedback via email or MT Leadership chat

5. One Card

Students will scan OneCards as they get on the bus, off the bus, and as they enter the school. This will take a while.

Counselor can take over a grade level specialist for a week or serve during the day that students don't get recess.

6. Staff Handbook

Reviewed

7. Student Handbook

Food For Thought

We need the grade levels to determine if they are still using/will use the following items CIS purchased last year: Generation Genius, Brain Pop, Raz Kids, Scholastic, Flocabulary, Learning A-Z. We would like to know which grade levels want which items.

Come out to the YMCA at 11:30 on 8/14 for the back to school bash

VIII. Next Meeting

Date:

Time:

Title:

Location:

IX. Adjourn

4:15pm
