

# Allen Jay Elementary

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## Meeting Minutes

**Meeting Date:** 08/28/2020 - 9:00am

**Title:** SIT 08.28.20 VM

**Location:** Microsoft Teams

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### **I. Attendance**

#### **Team Members:**

Courtney Cornelison , Brittany Nunes, Maya Bell, Kelsey Brand, Carla Flores-Ballesteros, Wenalyn Glenn, Kelli Hackstall, Allan Johnson, Wendi Patterson, Gabrielle Piacentini, Marcia Renne, Samantha Rinehart, Helena Rushby, Nicole Salter, Katherine Tuttle, Stephanie Verdi, Casey Walck

**Guests:** Florence Joyner

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

Joyner has been able to get her students on Teams  
90 students completed their Music work this week!

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

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

Approved by leadership team

### **V. Old Business**

- a. Title 1 (Wendi)
  - i. Agendas
  - ii. Swivels – 20 have been ordered, it may take 8 weeks to arrive
  - iii. Webcams
  - iv. 200 earbuds with microphones for students

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

***Indicators Assessed***

***Objectives Planned For***

***Monitor (updates made)***

### **VII. Other Business**

#### **Action Taken:**

- a. Volvo Partnership
  - i. They have asked what we might need from them?
    - 1. Volunteers to record read-aloud for students.
    - 2. Ask grade levels/departments for ideas and send to Johnson

3. Noise cancelling headphones with microphone
  - a. Specific number, specific type?
- b. Looking for Experts
  - i. Ballesteros will share a link for people who are interested in being a resource/guru for fellow staff
- c. NCEdCloud Passwords
  - i. Holding off on changing passwords due to privacy password
- d. Teams Norms for AJE live sessions
  - i. Use SOAR acronym
  - ii. How to make this child-friendly?
- e. Assessments Schedule/Sign up
  - i. 6 picnic tables – each grade level will use a table to do their assessments, 6 feet apart
  - ii. Plexiglass between teacher and student
  - iii. This will begin next week
  - iv. Not all students have to be tested in person, just the students that need it
  - v. Upper-grades can begin with IRLA
  - vi. Lower-grades may want to wait until district decides about iStation
    1. Until then, upper-grades can have access to more than one table
- f. Master Draft Schedule
  - i. The school will be serving lunch each day
  - ii. Morning meetings daily
  - iii. We can tweak the subject order, but the A and S has to stay
  - iv. If you begin the day with Synchronous instruction, you can "frontload" the information the day before
  - v. How does 3Ls work with personalized learning put in?
    1. Co-teaching occurs during Synchronous time
    2. During PL time, EL teachers, EC, etc. Will be able to pull students in small groups
  - vi. Student services will decide which sections of PL they will take each week and share with teacher
  - vii. It is a process to get families oriented to Teams
  - viii. Sync. Lessons must be recorded for students can view later if they do not attend
  - ix. Get feedback from your team by Monday afternoon at the end of the day.
  - x. Core instruction 4 days per week
- g. PDP - notes taken on ending slides
  - i. Aligned with communication and virtual learning
- h. Food for thought
  - i. How can we better communicate to know when our meetings are overlapping?
    1. Add leadership meetings to AJE calendar?
  - ii. Be sure to do your time logs each day

Calendar Updates - Leadership will meet on the 1st and 3rd Fridays of the month at 11:00 AM

**VIII. Next Meeting**

Date: 09/04/2020

Time: 11:00am

Title: SIT 09.04.20 VM

Location: Teams

**IX. Adjourn**

11:43am

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