

Alamance Elementary

Meeting Minutes

Meeting Date: 01/08/2019 - 2:45pm

Title: Indicators review

Location: Conference room

I. Attendance

Team Members:

Erica Archer , Amy Baldwin, Emily Brame , Sheri Braxton, Kelli Capps, Shea Christman, Elizabeth Cornett, Kelly Dunn, Dacia Quate, Malaina Seegars, Vaughn Sibley, Scott Winslow

Guests: Betsy Sullivan in attendance for Angela Stuart

II. Celebrate recent successes

TRC has started. Two classes have completed DAZE.

III. Review and respond to coaching comments

Due to snow days, we could not meet and ILT had been rescheduled. We have changed the dates for after the next time ILT meets.

IV. Approval of last meeting's minutes

V. Old Business

Laptop Cart – Mrs. Lay uses one of the old carts daily in her classrooms. This cart will be left in her room for her to use. The second cart has about 12 that can be used if plugged up. This cart will be broken up as follows: One to Awilda to do her work orders, classrooms that did not receive an iPad and after that they will be dispersed to teachers who request on a first turn/first serve basis.

Lockdown/Tornado drills – classroom bathrooms may be used. Stored items need to be moved out of the bathrooms in order to make space for this.

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

- A2.04 Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)
- A3.05 The school assesses each student at least 3 times each year to determine progress toward standard-based objectives.(5114)

B3.03 The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)

Objectives Planned For

Monitor (updates made)

ILT team will be meeting to address items that are reflected as needing updating in the Indicators. The dates will be updated to reflect that they will be discussed completion at the next SBLT meeting.

Other due and overdue items were marked as complete.

VII. Other Business

Action Taken:

- Third grade wants to know if we will be getting any type of EOG Review/Coach Books this year. If there are requests, they may be given to administration for consideration with funds available.
- A suggestion that we look in to purchasing forehead scan thermometers for classrooms (maybe through PTO) in the future - more sanitary and less time consuming to use to check students temps.

This will be explored as an option.

- Admin attendance at PLCs

Since there have been few invitations for admin to attend PLCs, they will start setting dates to attend in order to provide more feedback and admin presence.

- 2019-2020 Supplies Requests and Procedures feedback

We would like to look at how that could be handled better next year. Please discuss with your grade level so we can look at ways to streamline and make this work better. The possibility of setting up a central location for generic supplies all need or a set budget per teacher/grade for these items. The team is looking for ways to better use resources. (Ex: if a grade level has excess of something another grade level needs, are we shifting items to avoid spending money unnecessarily.) We want to make utilize our funds more efficiently.

The district grade level supply list has not been specified by the district at this point in this time.

- Upcoming Ball/Quest

The expectation is that every staff member should be participating in either the preparation for the Ball or the Quest and all certified staff members should attend one. Classified staff may attend for comp time. Preparing does not take away from attending.

- Report Card Conferences

Before the second report card, all teachers should make sure they have had either a telephone or face to face conference with all students. Teachers who have students they have concerns about should schedule a second conference. The workday on January 28 is designated for time to have second conferences if needed.

Specialist grades need to be completed by the end of the quarter. Report cards need to be sent home on February 6. Awards will be on Friday, February 8. Mr. Winslow would like report cards given to him by Friday, February 1.

- Attendance – absences are at 11% for Alamance. We are in line with our goal.

VIII. Next Meeting

Date: 02/05/2019

Time: 2:45pm

Title: Review of indicators and tasks

Location: conference room

IX. Adjourn

3:30pm
