

Alamance Elementary

Meeting Minutes

Meeting Date: 11/06/2018 - 2:50pm

Title: End of 1st quarter review

Location: Media Center

I. Attendance

Team Members:

Erica Archer , Jeana Beasley, Emily Brame , Sheri Braxton, Kelli Capps, Shea Christman, Kelly Dunn, Vaughn Sibley, Angela Stuart

Guests: Halford,

II. Celebrate recent successes

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

V. Old Business

It was noted that we still need updated fire drill/evacuation maps. A concern that emergency protocol and training on their protocol be conducted. There is a huge bottleneck on the stairs at the back of courtyard is a safety concern in an evacuation. A consistent set of language in lock down drills and a better organization system for tornado drill was requested. Announcements over the intercoms ending drills needs to be loud because staff in bathrooms behind two closed doors in lockdowns are not hearing announcements inside the bathrooms.

The bathroom situation has improved, but there are still issues with locked stalls and messes being left behind.

There are concerns about the Erwin laminator being left on and the possibility of it being left on overnight and being a fire hazard.

The cafeteria noise issues are continuing to be a problem. Ms. Capps has prepared new music DVDs. The lights being turned off while the DVD was broken did help the volume level.

Having space in the cafeteria for parents to eat with their students continues to be an issue, especially for upper grades.

There are still issues with consistently having enough people at the car riders area on duty right at dismissal time so the line can start promptly at dismissal time. Ideas on how to get staff who do not have students at 2:25 out there to help by dismissal time were discussed. Communication about

people being absent and needing coverage for their duty, needs to be consistent. The staff has been asking about a schedule to resolve this issue.

Some staff members still need fobs and keys.

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

We reviewed the indicators that were due for November and marked them complete.

VII. Other Business

Action Taken:

Testing grades staff would like to receive training on how to pull and analyze data from Performance Matters.

I-Pad Cart – Since the charging system has died on the cart and cannot be opened up for replacement, how to use the iPads was discussed. It was decided that the best solution for now is to divide the iPads among classroom teachers for use as instructional stations.

Computer Lab – the possibility of having a training for Net Support was discussed. A request to have some consistent rules and guidelines for the lab for students and for how the room should be left for the next group.

Walkie talkies have been ordered.

Staff Parking – the lines will be repainted to clarify designated parking places as soon as it's dry enough to paint to hopefully eliminate the issues of being blocked in.

The K-2 playground needs more mulch. The issue of cars pulling through the drive behind the gym during the school day is a safety issue for the playground. The gate needs to be closed.

The staff wants to know why the 3-5 workroom did not get a new copier when the K-2 workroom got new copiers. Paper is vanishing quickly in the 3-5 workroom.

Tutoring – there are not funds for tutoring this year. There may be funds coming in January, but they are not expected to be significant.

The SBLT will also serve as the attendance committee with the goal to keep absences under 10%. The committee is to think about ideas for an attendance plan before our next meeting.

VIII. Next Meeting

Date: 12/04/2018

Time: 2:45pm

Title: Indicators review

Location: Media Center

IX. Adjourn

3:30pm
