

Alamance Elementary

Meeting Minutes

Meeting Date: 12/04/2018 - 2:45pm

Title: Indicators review

Location: conference room

I. Attendance

Team Members:

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

Guests:

II. Celebrate recent successes

Parking lot painting is completed and it has helped with the issues of people parking 3 deep.

We have new tables in the cafeteria and this has helped with the issues of parent seating.

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

V. Old Business

iPad Cart has been collected and Awilda and Cornett got the cables out of the non-working cart so they will soon be distributed.

We have a new cart of 30 laptops that will be available for sign up and check out. This cart will be an Alamance only cart. There was a request that the cart have times blocked out for 4th/5th grade so they will have time designated for 5th math. The cart will go to 4th grade on Thursdays from 8:00-12:15. 5th grade will have the laptops from 1-1:45 four days a week for Math I&E.

It was discussed dividing the old laptops from the carts since they will no longer hold a battery charge for long term use. These could then be used stationary and plugged in for consistent use. It was mentioned that EC should be included in receiving these laptops if possible.

The K-2 playground needs more mulch because it has gotten packed down. Mrs. Seegars will contact maintenance about this.

The hill at the front playground was regraded where the mud was running off. If we can let the grass get started growing to control the runoff, it would put an end to that issue. The playground will be reopened as soon as it is possible.

The bathrooms are utilizable for lockdown drills. The maps are in the process of being update. The lockdown phrase for all clear will be “Alamance – Erwin All Clear”. At the end of drills, administration will walk campus and check on all classrooms.

Walkies for dismissal have been ordered. 25 new walkies are coming in. There will be one per grade level for going to the playground. Once the walkies come in and have been programmed, instructions for swapping out walkies and receiving walkies will be sent out.

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

- A1.07 ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.(5088)
- A2.04 Instructional Teams develop standards-aligned units of instruction for each subject and grade level.(5094)
- B2.03 The school has established a team structure among teachers with specific duties and time for instructional planning.(5143)
- 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)

The first quarter PBIS Celebration was held at the beginning of November.

A2.04 – The second round of ARC coaching was held last week and marked complete.

The second round of CKLA coaching was conducted and marked complete.

B2.03 - The master schedule was reviewed to ensure each teacher has a planning period.

B3.03 – was marked ongoing and will be discussed at next week's ILT meeting.

VII. Other Business

Action Taken:

We need to work on minimizing items that we request parents to spend money on – especially in the fall due to fundraisers, photos, etc. We need to be more thoughtful and mindful of the number of fundraisers and plan them out more thoughtfully with time windows next school year. The possibility of sending out a calendar at the start of next year with dates for families to anticipate expenses. Afternoon staff duties – it has improved since the new schedule has been put in place. It was asked that teachers in K-2, when you have a sub that you let the sub know if they need to cover your car duty. The question of a need for a 3-5 schedule was discussed. The fact that everyone needs to pull their weight and be flexible to help one another. Mrs. Seegars will work on making sure existing duty roles are consistently being done by assigned people. A 3-5 duty schedule will be sent out.

The office staff will be asked to have the morning news show on with the sound off so they can see if the morning news broadcast is on to avoid announcements during the broadcast.

It was requested that the announcements being made during the morning news show needs to be shared with staff that is on duty so all staff is aware of what is going on. Mrs. Lay will be asked to send out an email to all staff with notes from the program.

Protocol for holiday celebrations – the concern of hot chocolate and the liability of a child burning their mouth was mentioned. December 21st we will have the sing along. A thirty minute to one hour celebration was suggested and it can be on Thursday, December 20th or Friday, December 21st. Mr. Winslow will send out guidelines out for winter celebrations in his next morning email.

Attendance – We have 8 students in Tier 3 – more than 10% absences. We were down 2.2% since last month. Mrs. Archer and Mrs. Davis are working with Mrs. Towle to look at patterns of absences and track them to see what we can do to help with the attendance issues we are seeing. The concept of having the PBIS team working an incentive for attendance was mentioned.

Parades – the fact we need to talk up and promote the Friday morning parades was mentioned. Mrs. Archer has been asked to start sending a “gentle reminder” in email for teachers who forget to get it turned in. It was also asked to have Berg also remind teachers on the morning news.

Erwin/Alamance Staff Celebration – December 17 after school – joint holiday party. The Sunshine Committee for both schools will work together to plan this.

VIII. Next Meeting

Date: 01/08/2019

Time: 2:45pm

Title: Indicators review

Location: Conference room

IX. Adjourn

4:15pm