

# Alamance Elementary

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## Meeting Minutes

**Meeting Date:** 04/02/2019 - 2:45pm  
**Title:** input for scheduling for next year  
**Location:** Conference room

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**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**

Ball, Quest, ARC and Eureka Coaching, Interim Scores were good for grades 3-5, Yearbook was submitted for publication.

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

December 18 comments were responded to by Quate. The comments referred to dates that were due on the indicators that had to be adjusted due to snow days and a missed ILT meeting. March 18 comments were addressed since they referred to December 18 comments.

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

**V. Old Business**

Supplies for next year: There is a GCS survey for feedback for the classroom district supply lists and the lists will be updated accordingly.

**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)

A4.14 The school provides all students with supports and guidance to prepare them for college and careers (e.g., career awareness activities, career exploration, school visits).(5132)

***Objectives Planned For***

***Monitor (updates made)***

Changed the date of the Career Day

**VII. Other Business**

**Action Taken:**

Specialists have asked to be notified about changes in classroom placement and the names of students who are not supposed to be together due to behavior issues. Mrs. Towle will be asked to let specials teachers know about the change. Classroom teachers are asked to let specialist know if there are reasons kids can't be together so they can adapt accordingly.

Teacher allotments – Alamance will lose one classroom position. We have 24 classroom teachers and 22 physical classrooms with some co-teaching situations currently and next year we will have 23 classroom teachers and 23 individual physical classrooms. Every grade level will have 4 classrooms except for 5th, which will have 3 classrooms. A form will be coming out with information for next year asking for information for changes that might be desired. A plan will be done before spring break about what possible changes might be made.

Nothing official has been communicated to Alamance about Erwin's placement for next year. The ongoing insurance company discussions about replacement/repair based on what facilities might be closed across the district. What ever information needs to be communicated to parents in the community as soon as feasible.

Autism Day Plan – From now until Friday, April 12 there will be some kind of video shown with the news show for Autism awareness. All students who donate money in the bag to give to Sibley at the end. On April 12th, during specials, students will have their hand painted and included in a hand mural somewhere outside and Mrs. Snow and Ms. Sibley will put a title on it. A puzzle piece will be included in the mural in memory of Joshua Perry. A rain date will be decided if necessary. All money will go to the Autism Society. Please print a roster and check off students to participate. The intention is for all students to participate.

Communication improvements – recently some things have been last minute or unclear. We need to look at things we can do to improve communication so we all know what is going on. One item that staff wants to know more about is the Fun Run and the kick off assembly on Tuesday, April 9. Event times will be for the Pep Rally/Kickoff – Grades 3-5 at 8 AM, Grades K-2 at 8:30. The staff will have a meeting about this at 2:45 on Tuesday, April 9. There are team huddles the first 10 minutes of specials April 10-17. The Fun Run is April 18th. The tentative schedule is K-1 at 8 AM, 2-3 at 9 AM and 4-5 at 10 AM.

SBLT reviewing the calendar during meetings to look at the month ahead and clarify items and answer questions to improve communication.

April Calendar Review:

April 5 – Report Cards due to Winslow

April 8 - PAWS Due

April 9 – Report Cards go home

April 9 – Boosterthon Kickoff  
April 10 – Spring Pictures  
April 10 – PBIS Team Meeting  
April 11 – PBIS Celebration  
April 12- Autism Awareness Program  
April 15 – 5th grade to SEMS  
April 16 – Accuplacement for 5th Grader  
April 18 – Fun Run  
April 29 – DIBELS/TRC Window Opens – starting with 3rd grade  
April 29 – PTO Board Meeting  
April 30 – Last Eureka Coaching for Year  
April 30 – Character Trait Due  
May 1 – 3rd Grade Field Trip  
May 3 – Field Day  
May 6 – 2nd Grade Field Trip  
May 7 – Staff Luncheon, SBLT Meeting  
May 8 – 4th Grade Old Salem  
May 8 – 5th Cap & Gown Photos  
May 8 – Interims  
May 9 – Field Day Rain Date /Kindergarten Field Trip

Student Placements for next year – rosters will be made by classroom teachers without a teacher name at the top of the list. If parents have concerns, they may contact Mr. Winslow directly.

Committees for next year – is there a guideline for rotating off. SBLT is the only one that has guidelines where staff members only serve 2 years.

Traffic is going down the fire lane behind the gym and it is a hazard for students at recess. Closing the gate to that area will be done each morning by Mrs. Sibley. The possibility of having a fence run along the side of the playground to protect it from the road.

Discussion of how to handle the Ball and Quest for next year will be part of a planning for next year. Input from grade levels next year.

If you have a school event that needs to be part of the weekly announcements for a call home on Sundays, it needs to be sent to Mr. Winslow by 2 PM on Thursdays.

The master schedule for next school year and preferences for next year's daily schedule for next year will be collected.

If you need Mr. Winslow or Mrs. Seegars to have a chat with a class due to spring fever, please

schedule a time for them to visit your class or grade level. Also be mindful of tone when addressing students.

**VIII. Next Meeting**

Date: 05/07/2019

Time: 2:45pm

Title: Calendar creation for next year

Location: conference room

**IX. Adjourn**

4:00pm

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