

# Alamance Elementary

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## Meeting Minutes

**Meeting Date:** 08/16/2018 - 1:30pm

**Title:** Beginning of the Year

**Location:** Media Center

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### **I. Attendance**

#### **Team Members:**

Erica Archer , Jeana Beasley, Emily Brame , Kelli Capps, Elizabeth Cornett, Jen McElroy, Dacia Quate, Malaina Seegars, Vaughn Sibley, Angela Stuart, Scott Winslow

**Guests:** Shea Christman, Amy Baldwin

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

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

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

### **V. Old Business**

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

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

### **VII. Other Business**

#### **Action Taken:**

Meeting began by electing Beasley as Chairperson, Capps as Secretary and Seegar as Timekeeper for the 2018-2019 school year.

The need for a new parent representative was discussed. Suggetions for possible parents to ask were solicited from team members to suggest to our PTO President, Kim Adoph. The PTA President should have parents vote on a designee to represent parents on SBLT.

The fact that several members of SBLT are on their second year of service was discussed. The following team members are on year 2 of service: Beasley, Capps, McElroy, Cornett, Halford, Sibley and Stuart.

Dates have been set for most of the coaching visits, interim testing and pictures. We will have 4 ARC visits, 8 Eureka visits, and 5 CKLA visits. The following dates were shared for the month of September:

September 12 – Fall Pictures

September 13 – PTO Interest Meeting (for those willing to volunteer for projects)

September 24-28 – Book Fair

September 27 – Curriculum Night

The Balls/Quests were discussed by the team. Based on feedback from the staff, it was felt that these events need to be scaled back to make them more manageable for staff members working to support these events. Concerns about the fact that we have students who have lost a parent due to death/divorce/other hardships and having a Father/Daughter and Mother/Son Ball can be traumatic for these students since it serves as a reminder of their loss. The team decided to scale the events back to balls only. On October 26, we will host a “Monster Ball” with a Halloween theme for our male students to attend with an adult special to them. On March 22, we will hold a “Spring/Flower” Ball (name to be determined) for our female students to attend with an adult special to them. Suggestions for what these events should include will be solicited from grade levels.

The team set an Autism Awareness Event date of April 12 and decided that Field Day should be held May 3. The PTO will be holding a Fun Run during the school day the last day before Spring Break in April as a fundraiser for the school.

Quate will be developing and sharing a school master calendar on Outlook.

Mr. Winslow shared with the team the district vision for the new Instructional Teams that will be in place at schools. These teams will have responsibilities related to monitoring instruction – especially related to ARC, Eureka and CKLA. The members of this team can be SBLT members or other staff members. There will be district training for roles on this team.

The need for PLCs to be more purposeful and driven by instruction was discussed. The meetings need to be focused on instruction and the work to improve student learning/achievement. Each grade level is expected to invite members of the administrative team to attend PLCs as needed. Meetings can be held as the team sees a need (ex: data has been compiled from a test given on Friday – the team can meet and have PLC Monday during specials or after school rather than waiting for an assigned day).

Field Trips – a date to have all field trips submitted to Winslow/Seegars will be announced soon. It has been requested that we determine field trips and costs so that information can be given to parents early in the year with a total cost for the year. Parents can then pay in installments throughout the year. Each grade level will have a specific color t-shirt with a special school logo in it for field trips and special events. These will cost \$5-6 and the cost will be part of the field trip costs for the year.

The computer lab will have scheduled times for grade levels to allow for Erwin and our 5th Grade Science EOG work to take place in the lab as needed. We are slated to get an additional laptop cart to support our school.

Mr. Winslow shared a proposal for altering the car rider line traffic to hopefully make dismissal run more quickly and the traffic back-up less of a concern. Assigning students to lines (ie – Red Line/Blue Line) based on the exit the parent needs to use upon departure (Williams Dairy or SE Sch/Alamance Church). The current bus lot would become staff parking and the buses would be moved down into the lower lot near the cafeteria for loading/unloading. The gate between the front drive and the current bus lot would be closed to prevent traffic from mixing. The Williams Dairy side line would go down along Berg field, past the current bus drop off location and students would be loaded in front of the 4th grade classrooms. SBLT members were asked to get feedback on this from grade levels and let Winslow/Seegars know concerns ASAP.

For Open House on Wednesday, Alamance Presbyterian will shuttle staff over to the school from their Mother's Morning Out parking lot from 4:15-5:30 in order to help free up parking for parents and students attending Open House. They will shuttle staff back beginning around 7:15 PM until all staff have gotten back to their vehicles. Staff can also elect to park at Alamance Community Park and walk over to the school to free up parking in our parking lots.

Mr. Winslow suggested to the team creating a Assessment Team of retired teachers to administer TRC. This testing should take less time this year since the writing component has been taken out by the state. This team would be paid as subs using PD funds to serve as a TRC Sweep Team. This will eliminate teachers and TAs being pulled from their duties to administer testing. The team was in favor of looking into this option for TRC administration.

#### **VIII. Next Meeting**

Date:

Time:

Title:

Location:

#### **IX. Adjourn**

3:15pm

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