1. **Attendance:** Dacia Quate, Morgan Wigal, Dani Chandler, Jeana Beasley, Emily Brame, Shea Christman, Elizabeth Cornett, Evie Massenberg, Scott Winslow, Kellie Capps, Erica Archer, Malaina Seegars
2. **Celebrate recent successes** January i-Station Completed, NWEA assessment will finish this week. Forces and motion kits were obtained for 5th grade and Lego Simple Machines for 2nd Grade were obtained.
3. **Review and respond to coaching comments** No comments to respond to
4. **Approval of last meeting’s minutes**  Approved
5. **Old Business**

Questions about taking attendance have been clarified from the district.

It is preferable for the teacher to TEAMS in when there is a sub for quarantine or isolating and able to teach. If the Health Department has asked you to quarantine or isolate, Bolton will put the code into payroll so it will be covered by special leave and not charge your sick leave balances. If you decide for some reason there is a need to quarantine but you have not gotten an order from the Health Department, Mr. Winslow needs to be informed so he and Nurse Schneider can follow up and see if it possible for it to be covered.

1. **Indicators to Assess-Create-Monitor Assess Indicators Create Plans and Tasks Monitor**

None that need to be addressed today.

1. **Other Business**  
   **Media Program Collection Development Plan** – Mrs. Cornett will share the Media Plan for this year in an email and it needs to be shared with grade levels when received**.**

**Honor Roll/Awards –** Have a Teams meeting and announce awards for 1st and 2nd nine weeks with Seegars/Winslow and teachers hand out certificates in classroom. Grade levels need to discuss what awards to give and criteria for the awards and submit to Winslow/Seegars.

**School Pictures/Yearbook** – Winslow will ask for guidance in Principal’s Meeting.

**National Kindness Week** – The week of February 16-19 we will be having a Kindness Spirit week in conjunction with Erwin. There will be theme dressing days and a food drive. A flyer with this information will be shared.

**Career Week** – There will be a virtual Career Week sometimes towards the end of April. Mrs. Archer and Mrs. Brown are working on this as a joint event with Erwin.

**Read Across American Week** – there will be a spirit week for Read Across America. Mrs. Cornett will send more information

PTO will be having a virtual Book Fair the week of February 28-March 5.

**Special Event – talk to your SBLT Rep.**