

Alamance Elementary

Meeting Minutes

Meeting Date: 09/21/2021 - 2:30pm

Title: September 2021 Full Team

Location: TEAMS

I. Attendance

Team Members:

Erica Archer , Kelli Capps, Dani Chandler, Michele Collins, Beth Cornett, Terra Crain, Jennifer Crompton, Brooke Hicks, Ashley McClain, Claire Smith , Jennifer Snow, Olivia Stone, Morgan Wigal, Scott Winslow

Guests: Lindsay Burns

II. Celebrate recent successes

Book Fair started Winslow well and back at work DOT Day! CKLA & Eureka Coaching Days went well

III. Review and respond to coaching comments

No coaching comments to respond to

IV. Approval of last meeting's minutes

Minutes approved from last meeting – Collins moved, Capps seconded

V. Old Business

SBLT/MTAC Hospitality Calendar/Events joint w/ Erwin Safety joint w/ Erwin PBIS
TAG

Communication – Yearbook to fall under PTO willing to help with committees and activities.

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

Mr. Winslow reviewed the draft of the School Improvement Plan with the team. The team is asked to take the document and share it with grade levels and departments to gather questions and suggestions for Action Steps. Feedback will be used to add to the plan and make revisions.

VII. Other Business

Action Taken:

1. Cornett is on SBLT since it also serves as MTAC (Media/Technology Advisory). The team will address

any book challenges that come up.

2. Cornett shared that we have 64 incomplete and 94 complete Responsible Use Canvas Course in Grades 3—5 and we need it to be 100% complete. For K-3, 12 out of 16 students have submitted rosters indicating it was complete.

3. Media Inventory is in process and due by September 30. The school will receive Federal COVID money to replace books lost during the pandemic (\$15 per student print and \$5 per student digital).

4. Canvas/Teams/Classwork for Quarantining Students - Ensure all students have a device - Ensure there is internet in the home – request a hot spot if needed - Ensure all students know how to get to and utilize class Canvas page and Teams – District expectation is that all students use Canvas at least once per day -Data on Canvas usage is being tracked - Communicate with parents that students must get on TEAMS/Canvas Daily

5. Attendance Policy for COVID/non-COVID absences – Policies and procedures are changing regularly. Winslow/Stone will consult Schneider for the most up to date policies about what we all should be communicating to parents and will share with staff ASAP.

6. Recess Schedule – Winslow is consulting with Seegars and will make adjustments as necessary.

7. Calm Down Kits for Classrooms – Archer has one kit per classroom. The team is to get feedback from their department/grade level about how they envision them being utilized – (ex: when to use, designated location, time limit) to share with Archer so a plan for utilization can be developed.

8. Scheduling – Teachers are free to work in short breaks in the schedule to use the sensory paths PTO is working on developing or to take a short outdoor break if you have a long instructional block. 3-5 core instructional blocks are set for morning to help these kids develop stamina for EOGs.

9. Winslow will work on getting morning messages with updated dates out more frequently. Grade levels are asked to share theme days and special events in an email titled “Add to calendar”

10. Kindergarten is having problems keeping kids from getting confused boarding buses. Upper grades are getting out to the buses before the 2:10 bell. Kindergarten is arriving at the bus lot at 2:07 and due to congestion in the breezeway at the cafeteria doors to the bus lot, students are easily confused. 3-5 Bus riders need to be held in the classrooms until the 2:10 bell so there are fewer kids in the lot causing chaos as kindergarten boards buses.

VIII. Next Meeting

Date: 10/19/2021

Time: 2:30pm

Title: October Meeting

Location: Teams

IX. Adjourn

4:00pm
