

# Southwest Elementary

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## Meeting Minutes

**Meeting Date:** 09/01/2020 - 2:45pm

**Title:** September 2020

**Location:** Virtual

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### I. Attendance

#### **Team Members:**

Kayleigh Connell, Taylor Hondos, Kristi Ingram, Julie Kubrick, Keyford Langley, Sara McPherson, Liz Mitchell, Kim Plaut, Christopher Sciandra, Kristen Sipe, Alison Snyder, Michelle Thigpen, Kimberly Threewitt

#### **Guests:**

Rosbor, Adams, Bailey, Joyner, Wils, Melissa McDonough, Totten, Brandsema, Cranford, Feroe, Langheim, Lewis, Murphy-Justice, Smith, Watson, Zuniga

### II. Celebrate recent successes

Welcome to the 2020-2021 School year. Thigpen introduced the representatives for this year.

- Principal - Thigpen
- AP - Sciandra
- AP - Rosbor
- CF - Snyder
- Kindergarten - Ingram
- 1st - Connell
- 2nd - McDonough
- 3rd - Mitchell
- 4th - Threewitt
- 5th - Langley
- Support Staff - Plaut
- Specialists - Hondos
- TA/Classified - McPherson
- Parent - Sipe
- Parent - Wood

### III. Review and respond to coaching comments

No comments were received.

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

## V. Old Business

Goals will remain the same as last year.

- GCS has asked us to keep the same goals
- Reading, Math, Science, safe schools, Culture (discipline and trust and mutual respect)
- Add - Apple/Microsoft Innovative Educator, additional safe school goal due to COVID-19

## VI. Indicators to Assess-Create-Monitor

***Indicators Assessed***

***Objectives Planned For***

***Monitor (updates made)***

A2.04, A4.01, A4.06

### GOAL TEAMS

- Each team will focus on an indicator and report monthly on the progress and creation of new action steps
- A2.04 - \*Mitchell, Thigpen, Sipe, Langley, McPherson
- A4.01 - \*Snyder, Sciandra, Threewitt, Connell, Ingram
- A4.06 - \*Rosbor, \*Wils, Plaut, Hondos, Wood, McDonough
- Goal teams will report out in October. Update on the goals as well as progress/creation of action steps.

Leadership login information will be shared with the team.

## VII. Other Business

**Action Taken:**

### BYLAWS

#### **Elect New Leadership Positions**

- Chair - Nomination was for Mitchell. Everyone agreed. Mitchell
- Co-Chair (Facilitator) - Nomination for Threewitt - everyone agreed. Threewitt
- Time Keeper - Nomination for Ingram. Everyone agreed. Ingram
- Process Manager. Nomination for Sciandra. Everyone agreed. Sciandra
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#### **Changes**

- Discussion on making the Co-Chair the Facilitator and add a Time Keeper role. Discussion on making the Co-Chair the Facilitator and add a Time Keeper role. Team agreed to separate support specialists from Specialist teachers

## **K-5 Virtual Curriculum Night**

- Each grade level will hold a virtual curriculum night
- Specialists will collaborate with grade levels
- Live presentation? Talk over PowerPoint? What is the best way to make sure we are providing information to parents regarding curriculum? Microsoft Form for parents to ask any questions. Link presentations to website/email. Everyone agrees the PowerPoint would be the best way.
- Threewitt will create the template for Forms and provide it to each grade level. Give parents about a week to ask questions and then teachers will provide a Q&A
- Email PP on Tuesday, Sept 29th. A copy of the PowerPoint and Form will be given to Admin prior to sending home.
- October 7th teachers will send out the answers to the Forms questions

## **Other Information**

- Keys - We are waiting on giving out keys at this time per directives from GCS
- Playground gates are being kept closed/locked. In case of an emergency, use the alternate route
- Masks are available in the nurses office if needed. They come in packages of 5. They are white in color
- Hand sanitizer pumps should be installed in every classroom. If they are not, please let us know.
- Plexiglas has been ordered and received for EC
- Directional dots are being placed in the hallways every 6 feet to mark social distancing

## **VIII. Next Meeting**

Date: 10/06/2020

Time: 2:30pm

Title: October 2020

Location: Virtual

## **IX. Adjourn**

3:32pm