

# Southwest Elementary

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## Meeting Minutes

**Meeting Date:** 05/04/2021 - 3:00pm

**Title:** May 2021

**Location:** Virtual - TEAMS

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### I. Attendance

**Team Members:**

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

**Guests:** None

### II. Celebrate recent successes

- Thank you to the PTA for Teacher Appreciation Week
- Bagels from Mathnasium this morning
- K-2 assessments next week. 3-5 in the next few weeks. Everybody is working hard in this final push
- Testing plans are written

### III. Review and respond to coaching comments

No comments were received.

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

Mitchell made motion to approve minutes. Sipe seconded. Motion passed

### V. Old Business

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

***Indicators Assessed***

***Objectives Planned For***

***Monitor (updates made)***

A1.07 (Connell): ALL teachers employ effective classroom management and reinforce classroom rules and procedures by positively teaching them.

1. PBIS team will reflect once a month during committee meetings to address the progress being made towards this goal. PBIS minutes will be reflected upon during leadership team meetings.

a. 6.12.2021

2. We Students will hang a ring the bell outside of the office for students to ring once they receive a each positive office referral. Students will receive a "Positive" office referral for doing something over and above the norm. Teachers will provide the office with student's names nominate a student and complete the form to notify administration. Admin will then contact the parent and let the student ring the bell. Students will be recognized on social media as well as on announcements.

a. 6.29.2021

3. We will hold quarterly PBIS incentives (store, dance...) for students so that they are spending their PBIS/class Dojo points.

a. 6.29.2021 6.15.2022

4. 2 students for each grade level will be recognized weekly based on PBIS points. These students will get their picture taken and given a reward. This information will be communicated on social media as well as announcements.

a. 6.29.2021 9.30.2022

5. Class PBIS winners will be recognized weekly during announcements and will have a special certificate posted outside their room.

a. 6.29.2021 9.30.3021

C2.01 (Ingram): The LEA/School regularly looks at school performance data and aggregated classroom observation data and uses that data to make decisions about school improvement and professional development needs.

1. Plan and implement vertical team discussions for standard analysis, task analysis and student growth. Cross grade level discussions to determine trends K-5 (strengths/weaknesses) and to find ways different grade levels/areas can support one another (ex: vocabulary).

a. 6.12.2021 10.20.2021

2. Conduct daily classroom walk-throughs, provide teachers with observational data, feedback and coaching. Continue to encourage reflection as an integral part of professional learning and growth.

a. 6.29.2021

3. Teachers will provide skill specific interventions and bi-weekly progress monitoring of individual students that have not shown mastery on an individual skill/standard.

a. 6.29.2021

4. Admin will review walkthrough data from previous year to determine school-wide trends. A survey

will be created to help determine what teachers want to be trained on. This information will assist in developing PD.

a. 6.29.2021 10.20.2021

5. Teachers will work together to determine the need for each student based on the latest assessment data. Teachers will determine what materials are best to use in order to hit the lowest skill for each student and allow students to practice skills in order to gain mastery of that skill/standard. Teachers will share strategies that have worked well so other teachers can use the same strategies with their students. Resources made will be shared with support staff.

a. June 29. 2021

6. Teachers will collaborate about anchor charts that are needed in the classroom as a resource for students based on current skills/standards being taught. Teachers will work together to make anchor charts that can be used in the classroom.

a. May 10.2021

b. This will be marked complete due to the PD we already had.

C3.04 (Hondos): The LEA/School has established a system of procedures and protocols for recruiting, evaluating, rewarding, and replacing staff.

1. Principal and administrative team will reward for weekly goals being met. These rewards are supported by local businesses such as, Chick-fil-a, Feeney's, and Texas Roadhouse. The administrative team partners with local churches in recognition of our dedicated staff

a. 6.29.2021

2. Principal and administrative team will attend two GCS career fairs per year. They will work with human resources in identifying individuals who fit the instructional needs and climate of our school.

a. 6.29.2021

3. The administrative team will go around monthly with our "Woot Woot Wagon" filled with goodies to distribute them for the staff.

a. 6.29.2021

4. Teachers/staff will participate in conducting interviews for new staff. Feedback will be used to help determine a new hire.

a. 6.29.2021

5. Create a message board for staff in the mailroom with encouraging quotes and shout-outs.

a. 09.30.2021

E1.06 (Prabhu & Sciandra): The school regularly communicates with parents/guardians about its expectations of them and the importance of the curriculum of the home (what parents can do at home to support their children's learning).

1. Parent Involvement Night/Academic Night - This will take place in the 3rd quarter where parents will learn about the literacy skill and resources being used/taught in all grade levels as well as parent information on IStation.

a. 5.18.2021 4.10.2022

2. Parents will participate in portfolio night in which they will attend their grade level conference. At this time, students will share academic progress with their parents.

a. 5.30.2021 5.10.2022

3. School administration will maintain social media sites to inform parents of important dates and information. (Facebook, Instagram, Twitter and GCS App)

a. 6.29.2021

4. Staff/teachers to find ways to utilize parent volunteers in small group settings. Parents will assist students academically.

a. 6.29.2021

5. Staff will communicate with parents and use home support tools/programs to assist students in their learning. Programs like Education Galaxy or RazKids. This will help create an extra credit opportunity each month for students.

a. 6.29.2021

6. A YouTube page will be created to share videos and live events to the parents and community.

a. 3.10.2021

b. We can mark this complete

7. Canvas pages were created for remote learning. Announcements, grades and information is posted daily.

a. 9.30.2020

b. We can mark this complete

8. Principal will send out a weekly newsletter to the parents that share what is happening each week.

a. 6.29.2021

9. Teachers will send home a weekly communication to parents notifying them of upcoming events and classroom happenings. This can be done through a newsletter or email.

a. 9.01.2021

b. Put in notes that grade levels should cc the assigned administrator on this communication

Indicator B1.01: The LEA has an LEA Support & Improvement Team.

- Look at action step 3 – 6/21
- Increase participation in additional MTSS trainings at the school and county level

Indicator B1.03

Additional strategies:

- Increasing MTSS PD this year for the MTSS team and admin in order to increase the alignment of our daily instruction with MTSS expectations
- Adding specific MTSS strategies for the SIP indicators
- Review and revise our goal teams and committees

Indicator B2.03: The school has established a team structure among teachers with specific duties and time for instructional planning.

- Increase the implementation of MTSS framework in all grade levels
- Implemented the Problem Solving Group to address the lowest performing students
- Revised our leadership goal teams to increase focus on specific indicators and team work

Indicator B3.03: The principal monitors curriculum and classroom instruction regularly.

- No changes at this time

#### A2.04 - instructional teams develop standards...

- Add evidence of common assessments
- Anchor chart PD
- Pacing guides
- Action step - grade level/vertical teams for PD. Focus on taking grade level PLCs and make it accessible to other teams (SharePoint). Looking at Power Standards that build upon each other at the different grade levels. Analyzing those trends and coming up with strategies to eliminate the misconceptions. 4 times per year when new data comes.

#### A4.01 MTSS

- Completing FAM-S
- Take time to go back and review MTSS and components of triangle
- Standard Treatment Protocols (Fastbridge Data)

#### A4.06 SEL

- Moving from school level to classroom level. Developing Harmony curriculum. How do we fit this into our master schedule. Journaling/jamboard
- Continue with SEL meetings
- Awarded Spice Grant - One School One Book

#### A4.16 - development and implement students transitions from grade to grade to level to level

- Nothing recommended at this time

### **VII. Other Business**

#### **Action Taken:**

- MTSS and FAM-S information – update – Meet with new coach on 5/12/21 @ 9:00
- Thanks for all the information and process a few weeks ago. A couple of leadership reps will join us on 5/12/21
- We are still waiting on allotments for next year. This depends on the number of students that will be at SWES.

#### **Parent Questions**

- None at this time

### **VIII. Next Meeting**

Date: 06/01/2021

Time: 3:00pm

Title: June 2021

Location: Virtual

### **IX. Adjourn**

