

# Weddington Elementary

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## Meeting Minutes

**Meeting Date:** 09/23/2020 - 2:20pm

**Title:** Site-Based September Meeting

**Location:** <https://meet.google.com/xjf-djfr-pmn> Otherwise, to join by phone, dial +1 260-306-5074 and enter this PIN: 365 436 638#

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### **I. Attendance**

#### **Team Members:**

Diane Boyce, Dayana Camacho, Mimi Chapman, Justin Hoffman, Alanna Jones, Randy Manus, Laura Pierce, Julie Rogers, Stephanie Schrock, Darcy Swiatek, Katrina Waltower

**Guests:** Claudia Sandavol, Heather Rudolph, Casey Privette, Scott Broome

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

Mrs. Kraftson shared about perseverance through challenges with hybrid learning and build upon our successes. Mrs. Sandavol shared she appreciated teacher efforts. Mrs. Rudolph shared 5th-grade organization in lesson content and planning, and student's ability to navigate independently. Mrs. Boyce- Kindergarten's take-home packet & morning meeting. Pierce, Laura-Thankful for supportive parents who get materials prepped and ready to make virtual learning success for my students! CANVAS has allowed students to communicate directly to the teacher, which is fostering the idea of taking ownership of their learning!

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

Nothing to discuss in coaching comments

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

(Review last year minutes- add parents to this year (Mrs. Rudolph & Mrs. Sandavol after a vote from PTO)

Indicators from last year which we will talk about in-depth today.

Roles & next steps for parents this year

### **V. Old Business**

None to discuss

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

*Indicators Assessed*

*Objectives Planned For*

- A4.16 The school will develop and implement consistent, intentional, and on-going plans to support student transitions for grade to grade-to-grade and level-to-level.(5134)
- B3.03 The principal will monitor curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.(5149)
- D1.02 The LEA will align resource allocation (money, time, human resources) within each school's instructional priorities.(5171)
- D2.08 All teachers will receive initial and ongoing training and support in effective use of blended learning methods.(5312)
- E1.06 The school will regularly communicate 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).(5182)

**Monitor (updates made)**

The team agreed that each indicator was not yet fully met, so we adjusted the action step completion dates to dates during or at the end of this school year. Some actions steps were deleted, some were modified, and some were added depending upon current data, needs, and team input.

Each indicator and action step has a leader (Site-Based Team rep) that will monitor progress.

See other business notes below for further details.

**VII. Other Business**

**Action Taken:**

- Reviewed data from school needs assessment. No major changes based on teacher working conditions and other points of data, and lack of data because of Covid.
- Discussion of the drafting of goals using the indicators drafted from 2019-20 school year.

A4.16 The school develops and implements consistent, intentional, and on-going plans to support student transitions for grade-to-grade and level-to-level. Stephanie Scrock is over and agreed to continue (Continue MTSS, PBIS, schedules, vertical alignment/planning)

3-5 is easier to monitor. 6 can be overwhelming. Boyce & Waltower agree to consolidate

- Standard sorts, data dives, and comparing authentic learning artifacts with other grade levels consolidated with a target date of EOY
- Middle school guest panel (student counsel shared 6th-grade life and would like to add 2x a year)
- Data Dive meetings to meet weekly (June 4th, 2021) updated

B3.03 The principal monitors curriculum and classroom instruction regularly and provides timely, clear, constructive feedback to teachers.\*Feedback from previous years to create this indicator so teachers could receive more constructive feedback. Mrs. Kraftson would like to commit to continue

this. (Alanna Jones will lead over)

-This will continue as stated in the plan and staff will help create the walk through tool. End of October as the anticipated start date. Feedback to be created and shared with staff. A weekly walkthrough schedule to be created.

Teachers need positive feedback right now due to current educational reality.

**D1.02 The LEA has aligned resource allocation (money, time, human resources) within each school's instructional priorities.** - Provide transparency to staff and provide staff voice in how funds are allocated. (Diane Boyce agreed to continue to be over)

- Goal updated and shared to reflect how this will be met

- Action Steps: Entire staff would have information on how the budget works 1x a year

updated: PAC reviews the budget w/ administrators & book keeper 2x a year and quarterly removed.

**D2.08 All teachers receive initial and ongoing training and support in effective use of blended learning methods.** (Diane Boyce to lead and agreed)

- added District Blended learning PD; Monthly technology focus during grade level data dives (changed); Technology team has been developed and will meet monthly to arrange technology focus for grade level needs.

**Develop a plan for Staff taking Professional Development & Plan Follow-up** (Darcy Swiatek)

- 10/30 updated plan; current 1x a year will update if needed

**E1.06 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).**Parent Engagement (Darcy Swiatek)

**Changed: Teacher Reps would attend PTO reversed to have PTO reps attend staff meetings**

**How to best communicate information to families and parent voice is heard has been a challenge. Working as a team to create effective systems/processes.**

**Brainstorming ideas-**

- Curriculum Night: Keep as 1x a year

- Other ideas for 2 way communication: Schrock-Use Canvas LMS as a weekly platform for communication with families (for announcements, feedback, and training as support) EOY

**VIII. Next Meeting**

Date: 10/14/2020

Time: 2:20pm

Title: Site Base

Location:

**IX. Adjourn**

3:28pm

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