

**Winter Park Model Elementary School  
School Improvement Team Meeting Agenda and Minutes  
Wednesday February 5, 2020**

<b>Time Keeper:</b>	<b>Share: M.Neely</b>	<b>Plus/Delta:</b>
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**Staff Members: M. Neely, A. Stoddard, J. McQueen, K. Read, Motyka, L. Kahrs, A. Moser, T. Duncan, T. Beck, , N. Brewer, A. Solana, P. Slovik**

**Staff Members Absent: McQueen,**

**Parent Representatives: K. White, E. Folds, N. Hanna**

**Parent representatives absent:**

**Guests Present: Mason**

Topic	Presenter	Time
<b>Welcome, Meeting Guidelines, and Introductions</b>	<b>M. Neely</b>	<b>2</b>
<b>Minutes from Last Meeting:</b> <ul style="list-style-type: none"> <li>● Bingo Night/PTA Details</li> <li>● Actions from A4.02 (Brewer)</li> </ul>	<b>M. Neely</b>	<b>1</b>
<b>Celebrations:</b> <ul style="list-style-type: none"> <li>● Security cameras installed</li> <li>● Staff lunch</li> <li>● Your Pie- great turnout with % of proceeds going to the musical</li> </ul>	<b>All</b>	<b>3</b>
<b>Grade Level Updates/Concerns:</b>  <b>Kindergarten: Orton Gillingham training</b>  <b>First: Orton Gillingham training, iJourney training/ incorporating in classrooms</b>  <b>Second: MOY math assessments going on</b>  <b>Third: iJourney is great, rolling electronic journal, planning day a lot accomplished</b>  <b>Fourth: Nutrition UNCW will come 4 times and attend a field trip to Trader Joes and assemble a healthy</b>	<b>All</b>	<b>10</b>

<p>snack; planning day a lot accomplished</p> <p><b>Fifth:</b> Cameron Art Museum field trip, planning day Friday, student conferences with Mr. Slovik</p> <p><b>Support Staff:</b></p> <ul style="list-style-type: none"> <li>● IAS and IBS students made some really great growth in math and reading on MOY assessments!</li> <li>● Speech services are coming soon, possibly Teletherapy (letter went home from central office to inform parents)</li> </ul> <p><b>Focus:</b> Musical practice going great; new rotation for enrichment</p> <p><b>TA:</b></p> <p><b>Wellness:</b></p> <ul style="list-style-type: none"> <li>● April 17th- Farmer's Market 3-5 (same day as Field Day)</li> <li>● Nutrition Lab- 4th grade (how to prepare healthy meals)</li> <li>● Run Club applications will go out beginning of March, practice end of March</li> <li>● 5K Teacher Trot May 2nd</li> <li>● Ideas for next wellness event</li> </ul>		
<p><b>Parent Input/Updates</b></p> <ul style="list-style-type: none"> <li>● Enjoyed parent dinner and kindness basket information</li> <li>● Suggestions for next year- staff go to parent tables and invite/encourage them to learn more about the kindness baskets, etc by visiting the informational tables</li> </ul>		5
<p><b>School Business:</b></p> <ul style="list-style-type: none"> <li>● 2 grade levels have attended full day MOY planning and data review (AIG and EC was included in certain grade levels for collaboration/planning)</li> <li>● Projected percentiles to help gage our growth on future EOG's</li> <li>● Possible changes to some schedules to help support upper grades with bubble students</li> <li>● Volunteers of the Year meeting will be scheduled to discuss ideas before the end of the month</li> <li>● End of February students will receive a letter with their new assigned school due to redistricting</li> <li>● Kohlenberg is going to meet with classes to teach</li> </ul>	Slovik	30

<p>a lesson to help with the new transition</p> <ul style="list-style-type: none"> <li>● <b>Rising 5th Graders can apply to stay at current school, but they have to provide their own transportation</b></li> <li>● <b>Inviting new parents to Spring Fling and can tour the building with a staff member; there will be a welcome booth hosted by staff</b></li> <li>● <b>Sign up coming out soon for a Spring Fling Planning Team</b></li> <li>● <b>Testing Updates:</b> <ul style="list-style-type: none"> <li>○ <b>ACCESS testing has started</b></li> <li>○ <b>2/6/20 third grade takes math check in</b></li> <li>○ <b>2/11/20 Fourth grade reading check in</b></li> <li>○ <b>2/12/20 Fifth grade reading check in</b></li> <li>○ <b>2/14/20 No laptops will be available due to Math Check Ins (no streaming, etc on that day)</b></li> <li>○ <b>2/18/20 Fourth grade math check in</b></li> <li>○ <b>Check ins end February 27th (must review before then) Andrea will collect tests and needs to take to testing</b></li> <li>○ <b>New 504 meetings need to occur now (talk to Meranda or Andrea)</b></li> </ul> </li> <li>● <b>Mid Year Parent/Conferences- if teachers already met with parents earlier in the year and there are no concerns, they can have an option on their conference letters they send out that says, “I feel up to date on my child’s educational needs and do not need to meet at this time.”</b></li> </ul>		
<p><b>School Focus Area: MOY Data Collection/Goal Setting/Student Conferencing</b></p>	<p><b>Admin</b></p>	<p><b>-</b></p>
<p><b>NCSTAR:</b></p> <p><b>Committee Updates:</b></p> <ul style="list-style-type: none"> <li>● <b>(Neely) E1.06 (Key) The school regularly communicates with parents about its expectations of them and the importance of the curriculum of the home(what parents can do to support learning).</b> <ul style="list-style-type: none"> <li>○ <b>Reminder: Please send home weekly or biweekly newsletters via a paper version AND digital version through REMIND or DOJO. Our committee has that ALL teachers will have this task fully implemented by March. Let Mrs. Neely know if you would like a refresher or training on either digital communication app.</b></li> </ul> </li> </ul> <p><b>Review Indicators: A4.02</b></p>	<p><b>Slovik/ Solana</b></p>	<p><b>10</b></p>

<ul style="list-style-type: none"> <li>● Teams of special educators, general education teachers, and related service providers meet regularly to enhance/unify instructional planning and program implementation for students with disabilities. <ul style="list-style-type: none"> <li>○ <b>Possibly: Keep a log on interactions with EC/Gen ed teachers</b></li> <li>○ <b>Limited Implementation</b> <ul style="list-style-type: none"> <li>■ <b>Need to add actions</b></li> </ul> </li> </ul> </li> </ul>		
<p><b>Plus: Lots of good training going on in building,</b></p> <p><b>Delta: Lots of testing, technology issues</b></p>	<b>Duncan</b>	<b>2</b>
<p><b>Next Steps:</b></p> <ul style="list-style-type: none"> <li>● <b>Digital and paper classroom newsletters</b></li> <li>● <b>Mid Year Conferences</b></li> <li>● <b>Be on the look out for a sign up sheet if you would like to join our planning committee for Spring Fling</b></li> </ul>	<b>Admin</b>	<b>2</b>