

Cone Elementary School Leadership Team Minutes

September 6, 2016 3 pm

Members present: Batts-Elder, McCain, Artis, Steele, Hughes,
Weikart, Robinson, Ward, Rickard

- Call to Order & Welcome **done by Ms. McCain**
- August minutes approved (through email vote)
- Old Business
 - Monitor upcoming Tasks that are due:
 - **We reviewed the following indicators and determined whether we were complete with the following tasks.**
 - **B1.03 ~ Leadership Team schedule (Mrs. Robinson)**
 - **Completed ~ schedule planned, invites shared, & dates posted on website for public**
 - **B3.303 ~ Principal monitor curriculum & instruction with prompt feedback**
 - Timely feedback to staff (Dr. Weikart)
 - **Posted on Canvas, everyone receive feedback at least 1x month from administration**
 - **E1.06 ~ Communicate with parents about its expectations & what can do at home**
 - **Grade levels will send home "parent cheat sheets" with math units to help provide information for parent support with homework at home.**
 - **Dates & Focuses for Parent Involvement Nights**
 - Muffins for Mom ~ Oct. 14, Jan. 13, March 17, May 19th**
 - All Pro Dad ~ Oct. 28, Jan. 27th, March 30, May 5th**
 - Parent Involvement Nights:**
 - Sept. 22nd Fall Tailgate Night ~ Title 1/Open House**
 - Nov. 17th ~ reading focus**
 - Feb. 23rd ~ Student-led conference**
 - April 27th ~ Make-It/Take-It focus on summer skills/EOGs**
- **A4.06 ~ All teachers will be attentive to students' emotional states.**
 - **Men in Training & Ladies of Distinction ~ geared towards 4th & 5th boys and girls. Work on developing the whole character; permission forms**

going home end of Sept.; lunch meetings start in Oct. (dates on school calendar)

- Student / staff focus questions for climate & culture from 4th grade survey ~**decided to send out multiple times a year for staff; sampling of students also complete survey, pulled from TWC & 4th grade climate survey to help judge progress on these goals.**
- Title 1 Plan update/revisions
Slight adjustment to Title 1 plan due to adjustments in salaries (about \$7000); still getting everything asked for; adjusting \$6000 to \$5000 with fieldtrips; little off technology and little off supplies because enrollment is lower than expected.
- New Business
 - **Plan A4.01** ~ The school will implement a tiered instructional system that allows teachers to deliver evidence-based instruction aligned with individual needs of students across all tiers.
 - Mentoring Minds **agreed to purchase for grades 1-5; still looking for appropriate K resource**
 - Accelerated Reader ~**waiting for renewal, students take STARS test; will adjust testing period to 3 nine weeks and window will close before EOGs. This will help minimize too much conflict with other award ceremonies, PBIS celebrations etc.**
 - Achieve 3000~ **3rd graders only**
 - needs assessment for IE or other supplies~ **grade levels have \$583 to purchase materials to help students with reading and math**
 - Also include: **Americorp volunteers; IST/PEPs; LLI' Extended Learning; EC include more inclusion**
- **Plan A2.04** ~ Instructional teams will develop standards-aligned units of instruction for each subject and grade level
 - **Tasks created to include ½ planning days to focus on unpacking standards, create assessments, rubrics etc. also include PLCs**
- **Staff Concerns**
 - Capturing Kids' Hearts w/ 4 questions & others
 - **These concerns were address with reminder from CKH's training, about calling time-out and referring to social contracts; if more than 1**

**issue, handle more pressing issue first, then
handle the second one.**

- Morning routines with hallways
- **Adjourned at 4:05 pm.**
- Next Meeting **Thursday, September 15, 2016** at 3 pm.