

Lead Team Minutes
October 24, 2023

Attendance: Caraway, Brewster, Napper, Alston, Karam, Ledbetter, Thompson, McGoogan, Shrewsbury, Mimmy, McCoy, Brooke, Chance

Meeting started: 2:35 pm

- MTAC- main functions are:
 - 1. Advisory capacity – anything media and technology related discussed.
 - 2. What books children are interested in – lists of what books teachers are asking for and added to curriculum wish list.
 - 3. Review materials in event of books/resource challenge
 - That is when a parent puts a concern in writing about a book/recourse.
 - Very lengthy process that has to be completed within 5 days.
 - Use/abuse – McGoogan will keep a list for when and why a device goes to repair
 - Example: Cracked screen
- Inclement weather and devices:
 - If students have to go out for weather and district says to take devices home the school only have about 130 Chromebook chargers and about 40 iPad chargers.
 - If devices have to go home we do not have enough changers to send home with every student
 - Do we want to send changers home from classroom and extra chargers home?
 - McGoogan making a list of siblings who will get the chargers.
 - Canvas pages need to be up
 - Teachers should have a snow day folder with usernames and passwords
- Supporting reading meeting in the building
 - Will have more information after meeting on 10/25
 - Book fair November 13 – 17
 - UNCG theatre – Last stop on Market Street March 12th
 - Funds that can be used \$1368.11
- McGoogan would like to be used to support student instruction collaborations
 - Examples: Sight sources, instruction on research, etc.

- McGoogan's schedule is flexible
- Curriculum night on Thursday from 5 – 7 pm
 - Support staff – Where they will be/ flow of the night
 - Update telephone numbers/ Conference set-up/ field-trips/ what parents can do at home to help students
 - Will meet with support staff before curriculum night
- Committees – up and running
 - Check the school calendar
 - If you have difficulties viewing the school calendar or you can't view send McCoy an email and she will send the link again.
 - School calendar provides important information for entire school
 - Committee chairs ask for editing power on school calendar to update upcoming events
- Walk through Mr. Weaver and Zone 2 leaders
 - Will visit most classrooms
 - Meeting to start in the media center at 9:00 am
 - Team of 5 will come to classrooms
 - Will be in classrooms for 10 – 15 minutes
 - Schedule will be sent out before hand
 - Will provide feedback
- CKLA/Eureka/Curriculum walk throughs will be sent out with approximate times
- Literacy visit (not CKLA) next week from the literacy department 10/30 in the afternoon
 - K-2 teachers will flip literacy instruction and a schedule will be sent out so teachers will know what to teach and when (11:30 – afternoon)
 - Looking for trends to discuss during PLC
- Emergency sub plans
 - If subs do not have plans it's a bad look for the school
 - Spell out the day to the sub
 - Let team mates know
- Tutors/interventionists
 - There are three tutors in the building
 - Teachers need to have a space for tutors
 - Students can get pulled out by tutors
 - Interventionist rooms have changed
 - Thompson – 212
 - Dawkins – 106 (tutors can use if needed)

- Beane – 208 (same)
 - Interventionists are meeting next Tuesday
- Safety concerns – please let admin know
- SOAR
 - anything needed let admin know
 - Let admin know before anything gets changed
- Please check emails at least before leaving for the day
- Friday focus
 - Staff can follow up after a few days of no response from emails
 - Lesson plan workshop on November 2nd 8:00 am – 9:00 am for if you're still unsure about lesson plans
 - Encourage team-mates to come
 - Classroom phone calls
 - Families will not be able to make transportation changed after 1:30 pm
 - Students that leave early everyday, follow up on Dojo that students are missing instruction for documentation
 - Phone calls from families should not be coming to classrooms during instruction – phone calls should be sent to voicemail
 - Families that call directly to teachers classrooms using extension can be told you cannot talk right now because you are teaching
 - All teachers need their ringers on and turned up
 - Cafeteria
 - Specialist teachers schedule was tweaked from last year
 - Admin has to cover
 - Please wait in with students in lunch line after students go out of lunch line, teachers are free to go for duty free lunch
 - Calendar
 - Special days are already on school wide calendar for staff and students
 - Admin will work on staff knowing before parents/families
 - Please do not wait until the Friday focus if you have a concern, let admin know
 - Jackets – make sure students take them back in from recess
 - Student absences
 - Remind your team mates to let Brooke know if a student has missed 3 days in a row – if you know the reason they or out or if you don't know
 - Continue sending Dojo messages if students are out

- Dojo screen shots count as absent notes
- Awards
 - Awards will be discussed in PBIS
 - Admin would like to be at awards if possible
 - PBIS committee will discuss/pick end of year awards dates
- Be mindful of investigating and accusing EC students of wrong doing
- Parent/teacher conferences
 - Window for conferences November 2nd – end date TBA
 - You can use teacher workdays but you do not have to
 - Can do phone conferences or Zoom meetings
 - Discuss Dibbles reports (Home connect)
 - NWEA
 - Shrewsbury will help with printing in color
- Report cards go home November 14

Meeting ended: 3:51 pm