

Meeting Minutes

Hutchinson Elementary

Date: **November 3, 2022**

Time: **5:00 P.M.**

Location: **Zoom Meeting ID: 848 652 6951 Passcode: tigers**

I. Call to order: **5:00 PM**

II. Roll Call

Role	Name <i>(or Vacant)</i>	Present or Absent
Principal	Melissa StJoy	Present
Parent/Guardian	Antonio Cousins	Absent
Parent/Guardian	Erica Willis	Absent
Parent/Guardian	Vacant	N/A
Instructional Staff	Bria Lundy	Present
Instructional Staff	Courteney Manning	Present
Instructional Staff	Akithia Atkinson	Present
Community Member	Brenda Williams	Absent
Community Member	Zakiya Lescott	Present
Swing Seat	Vacant	N/A
Student <i>(High Schools)</i>	N/A	N/A

Quorum Established: **No**

III. Action Items

a. **Approval of Agenda: *Tabled until quorum is established***

Members Approving:

Members Opposing:

Members Abstaining:

Motion

b. **Fill Vacant Positions: *Tabled until quorum is established***

Vacant Position:	Parent/ Guardian
Appointee's Name:	Working with school parent liaison to fill vacant parent seat.

c. **Approval of Previous Minutes: *Tabled until quorum is established***

Members Approving:

Members Opposing:

Members Abstaining:

Motion

IV. Discussion Items

a. **Quarterly CIP Check-in:**

- Goal # 1: At the conclusion of the 2023 school year, the percentage of students in grades 3rd-5th scoring in the beginning category will decrease by 5% and the percentage of students scoring proficient or above will increase by 3% in Reading/ ELA based on Milestones data.
- Goal #1 Completed Action Steps: Create and implement PD for staff on data meeting protocol. Actively participate and monitor implementation of weekly data meetings(completed in September, meetings taking place weeklyand reflected in schedule); Implement and monitor a consistent framework and expectations for using ReadyGen and Foundations Phonics (ongoing, monitored by instructional coaches); SELT will conduct weekly observations and provide feedback to staff focused on research-based differentiation methods for special education populations (SELT meets bi-weekly with principal to present findings. Provides professional development based on findings.); Implement school-wide personalized student goal setting protocol. Create and implement PD for staff on student goal setting. Monitor implementation of goal setting in the classroom (September. Shared goals with parents in October. Ongoing.)
- Goal #1 Action Steps in Progress: Conduct weekly data meetings to analyze student work and create reteaching plans (ongoing); internalize unit/lesson plans in PLCs (ongoing); Implementation of a coaching and feedback cycle that ensures feedback/ coaching within 48 hours of observation to build the capacity of all teachers.
- Goal # 2: At the conclusion of the 2023 school year, the percentage of students in grades 3rd-5th scoring in the beginning category will decrease by 5% and the percentage of students scoring proficient or above will increase by 3% in Math based on Milestones data.

- Goal #2 Actions Steps: The action steps are the same as Goal #1's action steps. However, Eureka Learning curriculum is used instead of Ready Gen and Foundations.
- Goal #3: At the conclusion of the 2023 school year, the percentage of students in grades kindergarten through 5th grade not chronically absent will increase by a minimum of 5% based on State of Georgia CCRPI guidelines.
- Goal #3 Completed Action Steps: Implement and monitor a weekly attendance incentive plan to encourage daily school attendance; Establish Care Team to facilitate daily robocalls to report absences to parents/guardians prior to 10:00 a.m.; Implement and monitor a weekly personalized attendance plan for students with chronic absenteeism
- Goal #3 Action Steps in Progress: Use BASC-3-BESS Universal Social Emotional Behavior Screener to identify students that need small group counseling; Implement small group counseling, determine wrap around services needed and to inform teacher practices around whole child support;
- Goal #4: Family engagement to strengthen the relationship between the Hutchinson Elementary staff and families
- Goal # 4 Action Steps in Progress: Conduct bi-monthly Title I meeting in which curriculum experts share strategies for parents to support students' mastery of foundational skills; Partner with the Atlanta FoodBank provide fresh produce to families in the South Atlanta Cluster; Parent Liaison participates in weekly Care Team meetings to build the capacity of school staff about ways to engage parents.
- Goal #4 Pending Action Steps: Sponsor 2 PBL family nights to engage parents and the community in schoolwide signature programming.

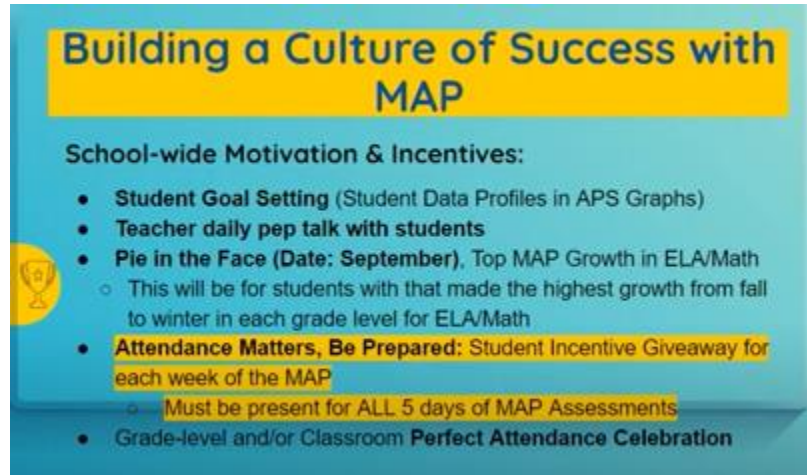
b. Current Strategic Plan

- Current plan reflects 2022 and has other areas that need updating (Add CIP attendance goals and family engagement, combine goals that overlap or are redundant, STEM goals will be reached by 2025, remove initiative that are no longer at Hutchinson)
- The GO TEAM will conduct individual reviews and submit suggestions by November 11th.
- The GO TEAM will vote to approve the updated strategic plan at our December meeting

V. Information Items

a. Principal's Report

- MAP testing begins 11/4



- November Calendar: Fieldtrips, Parent Meetings, Thanksgiving break, ice cream sales
- Cluster Chat with Superintendent- November 15th at South Atlanta Highschool
- Hazel Health: APS partnership which provides access to quality health services to families at no cost to families this school year.
- Academic Parent Teacher Teams (APTT): first meeting took place in October, 65 parents were in attendance. The next meeting is scheduled for January.

VI. Announcements-

- Food bank for families this week
- Mrs. Williams notified Mrs. StJoy, she had an emergency and was unable to attend.

VII. Adjournment

Motion made by: [B.Lundy](#) ; Seconded by: [C. Manning](#)

Members Approving: B. Lundy, C. Manning, M. StJoy, Z. Lescott, A. Atkinson

Members Opposing:

Members Abstaining:

Motion: Passes

ADJOURNED AT 5:36 PM

Minutes Taken By: [Bria Lundy](#)

Position: [Secretary](#)

Date Approved: