

# Meeting Minutes

**Finch Elementary School**

**Date: 9/22/22**

**Time: 3:30 PM**

**Location: Zoom Meeting**

- I. Call to order: 3:35 PM
- II. Roll Call

| Role                   | Name (or Vacant)     | Present or Absent |
|------------------------|----------------------|-------------------|
| Principal              | Dr. Tara Cotton      | Present           |
| Parent/Guardian        | Melinda Malone       | Present           |
| Parent/Guardian        | leisha Freeman       | Absent            |
| Parent/Guardian        | Terrion Moody        | Present           |
| Instructional Staff    | Mrs. Smith-Willis    | Present           |
| Instructional Staff    | Dr. Delleni Guest    | Present           |
| Instructional Staff    | Ms. Erin Gore        | Present           |
| Community Member       | Terra Washington     | Absent            |
| Community Member       | Mr. Terry Lee        | Present           |
| Swing Seat             | Ms. Wanda Washington | Present           |
| Student (High Schools) |                      |                   |

**Guests Present:** Terry Lee, Carolyn Barnett, Wykeisha Howe, Sherry Bellille

**Quorum Established:** Yes

### III. Action Items

- a. **Approval of Agenda:** Motion made by: Wanda Washington Seconded by: [Erin Gore]  
**Members Approving:** Ms. Melinda Malone, Mrs. Nartasha Smith-Willis and Ms. Erin Gore, Dr. Delleni Guest, Ms. Wanda Washington  
**Members Opposing:** None  
**Members Abstaining:** None  
**Motion Passes**
- b. **Approval of Previous Minutes:** List amendments to the minutes: No amendments  
 Motion made by: Delleni Guest; Seconded by: Wanda Washington  
**Members Approving:** Ms. Melinda Malone, Mrs. Nartasha Smith-Willis and Ms. Erin Gore, Dr. Delleni Guest, Ms. Wanda Washington, Ms. Terrion Moody  
**Members Opposing:** 0  
**Members Abstaining:** 0

## Motion Passes

- c. **Action Item 1: Fill Community Member Seat – Mr. Terry Lee**

Motion made by: [Insert Name]; Seconded by: [Insert Name]

**Members Approving:** Ms. Melinda Malone, Mrs. Nartasha Smith-Willis and Ms. Erin Gore, Dr. Delleni Guest, Ms. Wanda Washington, Ms. Terrion Moody

**Members Opposing:** 0

**Members Abstaining:** 0

**Motion:** Passes

## IV. Information Items

- a. **Principal's Report**

i. **SY23 Continuous Improvement Plan**

Dr. Cotton discussed our Continuous Improvement Plan regarding how we will achieve our goals in our overarching goals and priorities outlined in our Strategic Plan. She shared our timeline for the GO TEAM and stated that we will review and update our Strategic Plan. She shared what our CIP is regarding the goals to increase students' proficiency in math, and ELA. Additionally, Dr. Cotton shared the attendance goal. Practical action steps were discussed with the team.

ii. **MAP Baseline Data – A review of the data from the most recent assessment.**

Dr. Cotton shared the MAP data assessment taken in the Fall of 22 and asked the team to share what was noticed and/or wondered. Additionally, the team could ask any questions.

iii. **Intervention (W.I.N)**

Dr. Cotton discussed our school's "What I Need!" The (W.I.N) Block. Ninety percent of our students receive intervention in reading and math through focused small group instruction and computer-based resources. This block is designated for 30 minutes daily.

iv. **Update on Additional Funds-**

Dr. Cotton stated the additional funds received, due to our increase student enrollment, will be used to hire an additional 2<sup>nd</sup> grade teacher and instructional supplies.

## V. Announcements

- a. **Fall Break – October 10-14 for students and October 11-14 for staff**  
b. **Next Meeting- October 27, 2022**

## VI. Adjournment

Motion made by: **Terry Lee** Seconded by: **Erin Gore**

## Meeting Minutes

**Members Approving:** Ms. Melinda Malone, Mrs. Nartasha Smith-Willis and Ms. Erin Gore, Dr. Delleni Guest, Ms. Wanda Washington, Ms. Terrion Moody

**Members Opposing:** 0

**Members Abstaining:** 0

**Motion:** Passes

**ADJOURNED AT 4:09 PM**

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**Minutes Taken By:** [Melinda Malone]

**Position:** Secretary

**Date Approved:** [December 1, 2022]