

# Meeting Minutes

**Finch Elementary**  
**Date: September 20, 2023**  
**Time: 4:00 PM**  
**Location: Zoom Meeting**

- I. Call to order: 4:11 PM
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Dr. Tara Spencer	Present
Parent/Guardian	Ms. Terrion Moody	Absent
Parent/Guardian	Ms. Ieshia Freeman	Absent
Parent/Guardian	Ms. Shaneka Parks	Absent
Instructional Staff	Mrs. Seggee Davis	Present
Instructional Staff	Ms. Erin Gore	Present
Instructional Staff	Ms. Tesia Germain	Present
Community Member	Ms. Adriana Sola	Present
Community Member	Mr. Terry Lee	Present
Swing Seat	Dr. Regana Hill	Present
Student (High Schools)		

Quorum Established: Yes

### III. Action Items

- a. **Approval of Agenda:** Motion made by: Terry Lee; Seconded by: Erin Gore  
 Members Approving: Tesia Germain, Regana Hill, Seggee Davis, Adriana Sola  
 Members Opposing: None  
 Members Abstaining: None  
**Motion Passes**
- b. **Approval of Previous Minutes:**  
 Motion made by: Erin Gore; Seconded by: Terry Lee  
 Members Approving: Seggee Davis, Regana Hill, Adriana Sola, Tesia Germain  
 Members Opposing: None  
 Members Abstaining: None  
**Motion Passes**

## IV. Information Items *(add items as needed)*

### a. Principal's Report

#### i. SY 24 Continuous Improvement Plan

Dr. Spencer stated that the school's overarching needs are literacy, numeracy, and whole child/student support. She shared that the goals created are considered attainable, goals that they're working towards, and have shared the plans with the staff. One goal is to increase the number of students scoring proficient or above in the reading end-of-grade assessment from 17% to 22%. In math, it is to increase the number of students scoring proficient or above from 19% to 24%. Lastly, we want to increase the CCRPI student attendance rate from 64% to 70%. Since we made our goals last school year, the bar has raised a bit for this school year. Our goal has been set at 5% increase in the areas of literacy and numeracy. This goal falls in line with our strategic plans (S.M.A.R.T goal). These S.M.A.R.T plans will stand until 2025. These S.M.A.R.T goals are to ensure that we increase in proficient or above from 19% to 25%. Additionally, Dr. Spencer shared that last year we met our math goal on our strategic plan. She shared that our plan is to increase the CCRPI student attendance rate from 76% to 82%.

Dr. Spencer stated that in the next meeting, we will go into detail on what the strategic plan is and make sure we are updating it to reflect the needs to produce optimal student achievement.

#### ii. MAP Baseline Data

Dr. Spencer shared the Fall Map data. She stated that it is her goal for each universal screening, that our proficient learners are increasing by 3% and our beginning learners are decreasing by 3%. This means that we are being intentional with how we work towards moving and decrease those beginning learners and making sure that we are being intentional with how we grow students to performing at or above grade level.

Dr. Spencer also shared the updated fluency results since the last meeting. She stated that in our last meeting there was not a clear picture of sentence fluency. However, since the last Go team meeting 30 students have taken the test, resulting in a greater picture of how our students are reading. The data also allowed us to see that there are 52 students that need extra support with sentence reading fluency and the other half will continue to build those skills to make sure we have some fluent readers at Finch.

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

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Dr. Spencer shared that the long-term goal is that by the end of the year we'll increase those proficient learners by 5%. But the short-term goals are that between each universal screening, we're looking to decrease that beginning level group by 3%. To help reach our goals, students participate in an intervention block and small group instruction. The small group instruction focuses on what a specific group of students need. The impact of the small group instruction lends itself to being able to grow students at a rapid rate. Additionally, Finch participates in an intervention block that is designated by Atlanta Public Schools. During the intervention block, students have access not only to small groups and target instruction, but they have access to a digital program by HMH; this aids in reading comprehension and understanding how to read. K-3 students also have a targeted program called Foundations; this helps with phonological awareness and phonemic awareness. Teachers use the Do the Math curriculum with students to help them move to grade level standards.

### V. Announcements:

- **Attendance Awareness Week:**
  - Giving away prizes
- **Break:**
  - Fall Break is coming.
    - Students October 9-13
    - Staff: Oct 11-13
- **Next Meeting:**
  - Oct 19, 2023

### VI. Adjournment

Motion made by: [Terry Lee](#) ; Seconded by: [Erin Gore](#)

**Members Approving:** Tesia Germain, Regana Hill, Seggee Davis, Adriana Sola

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

**ADJOURNED AT 4:28 PM**

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**Minutes Taken By:** [Tesia Germain](#)

**Position:** [Secretary](#)

**Date Approved:** [[October 19, 2023](#)]