

Meeting Minutes

Finch Elementary

Date: 10/19/2023

Time: 4:00pm

Location: Zoom

- I. Call to order: 4:05pm
- II. Roll Call

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

Guests Present: [If someone has been invited someone to present to the GO Team, list the name(s) here; you do not have to list observers]

Quorum Established: Yes

III. Action Items

- a. **Approval of Agenda:** Motion made by: **Dr. Regana Hill** ; Seconded by: **Ms. Erin Gore**
Members Approving: Ms. Tesia Germain, Mr. Terry Lee, Ms. Adriana Sola, Ms. Seggee Davis
Members Opposing: None
Members Abstaining: None
Motion Passes
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*
 Motion made by: **Mr. Terry Lee**; Seconded by: **Dr. Regana Hill**
Members Approving: Ms. Erin Gore, Ms. Adriana Sola, Ms. Tesia Germain, Ms. Seggee Davis, Ms. Edwina Lawrence

Members Opposing: None

Members Abstaining: None

Motion Passes

c. **Action Item 1: Fill Parent Member Seats**

Due to last year’s parents not having students enrolled this year at Finch, Dr. Spencer recommended that one parent be replaced at this time. She recommended Ms. Edwina Lawrence to fill one of the empty parent seats.

Fill vacant Parent Position- Ms. Edwina Lawrence

Vacant Position:	[Parent, Staff, Community, Swing]
Nominee’s Name:	Ms. Edwina Lawrence
GO Team Members In favor	Dr. Regana Hill, Ms. Terry Lee, Ms. Seggee Davis, Ms. Adrian Sola, Ms. Tesia Germain, Ms. Shaneka Parks, and Ms. Erin Gore
GO Team Members Opposed	None
GO Team Members Abstaining	None

IV. Discussion Items *(add items as needed)*

a. **45- Day CIP Check-in** : Dr. Spencer shared an update on the CIP (Continuous Improvement Plan) and how it aligns with the strategic plan. She communicated that she would discuss what the goals were, what the action steps are, and where we are in the process of implementing them.

- A. First Goal: Is to increase the % of students in grades 3-5 scoring proficient or above on the MAP ELA assessment by 5%. We would move from 17% to 22%. She stated that the action plans are based on strengths and weaknesses observed in the data.
 - I. The first action step is implemented because the areas of literary and informational texts, writing for struggling readers, and vocabulary acquisition was the domain where we performed the weakest on the Milestone the last school year.
 - II. The second action step was to implement a writing plan and monitor it. Dr. Spencer stated that with this plan, every student has an opportunity to write through an established plan that all teachers have access to.
 - III. The last action step would provide support to teachers from the leadership team by coaching and providing a continuous feedback cycle. This helps teachers receive additional coaching opportunities and further build capacity so students can get stronger.

Meeting Minutes

- IV. Dr. Spencer stated that last year we had a huge increase in the percentage, we are looking forward to doing the same this year.
- B. **Second Goal:** To increase the % of students in grades 3-5 scoring proficient or above on the MAP ELA assessment by 5%. Our goal is to move from 19% to 24%.
 - I. Dr. Spencer conveyed one action step to meet this goal is to use the instructional feedback that was provided by the district and the state. She stated that we would also monitor the implementation and provide feedback around it so teachers would feel a little stronger in the classrooms and comfortable using the new curriculum.
 - II. The second action step is monitoring weekly data meetings. To do this, a teacher led weekly data meeting rubric will be used. Dr. Spencer stated this goal is exemplified by all teachers having access to the weekly data meeting rubric; and it is consistent because all teachers meet weekly to look at data and plan instructionally from the data.
 - III. The last action step provides support to teachers from the leadership team by coaching and providing a continuous feedback cycle. This helps teachers receive additional coaching opportunities and further build capacity so students can get stronger.
- C. **Third Goal:** To increase the CCRPI student attendance rate from 64% to 70%. Dr. Spencer shared that as of today, our CCRPI is at 78%.
 - I. The first action step is the process of the FELT team. These are people who contact and track the students on their caseload. They contact parents and try to remove any barriers that prohibit students from coming to school.
 - II. The second step is the CARE and SAC team. This team ensures wraparound services are aligned and removes any barriers from parents in hopes to impacting healthy student outcomes. The CARE team talks about things that may hinder students from attending school.
 - III. The last action step stated by Dr. Spencer is that we utilize restorative practices as an alternative to suspension. This is done by first identifying the problem and finding the root cause. Then, we work towards teaching acceptable behavior so that students understand what is acceptable and we try to restore all relationships.

b. Strategic Plan Updates:

- A. Dr. Spencer shared her excitement about how the CIP speaks to how well we are doing and the gains we are making. By looking at our SMART goals in the strategic plan (created in 2020), we are making progress towards our goal. Dr. Spencer continued by explaining that one SMART goal in literacy is to move from 19% to 25% in proficient or above. She stated that the current 19% is because a lot of learning was lost due to COVID.
- B. Dr. Spencer stated that our next goal focuses on numeracy and that we are well on track. The baseline started at 14% and currently we are on 19%. She shared that we are well on track to meet this goal.
- C. The last goal is that the CCRPI score was 76%. Dr. Spencer stated that this was written before COVID happened, however we are on track to meet our goal of 82%.
- D. Dr. Spencer highlighted the school priorities and strategies noted on the Strategic Plan that was updated last year.
 - I. Dr. Spencer asked Go Team members if they had any questions or opinions about the school priorities and strategies.
 - a. Erin Gore stated that she notices a high level of family engagement through the different activities that the family engagement provided. Regana Hill also agreed to the support and engagement she noticed by the families.
 - b. Tesia Germain shared about improving leadership capacity and opportunities in the staff through the multiple teacher lead training done during the PLC (10/9-10).
 - c. Dr. Spencer shared with the team that Ms. Edwina Lawrence was an engineer and would like to work with scholars. Ms. Edwina Lawrence shared her curiosity for coding and her desire to teach coding to the students. Dr. Spencer expressed her excitement about the idea and shared a coding program that was offered in previous years. However, she would like a school-wide coding program. Tesia Germain stated that the tech specialist does have a system where she has taught coding to the 5th grade students.

V. Announcements

- a. **Red Ribbon Week- October 23rd-27th**
- b. **Title 1 and STEAM Night with - October 24th**

Meeting Minutes

- c. **Picture Book Bowl Competition- October 30th**
- d. **One Carver Cluster Community Block Party- November 4th at 10AM**
- e. **Election Day- November 7, 2023, Asynchronous Day**
- f. **STEAM Day- November 8, 2023**
- g. **Fall Scholastic Book Fair- November 13th-17th**
- h. **Thanksgiving Feast Luncheon- November 16th**
- i. **Thanksgiving Break- November 20th-24th**
- j. **Next meeting- November 30, 2023 at 4:00PM**

VI. Adjournment

Motion made by: [Dr. Regana Hill](#) Seconded by: [Ms. Adriana Sola](#)

Members Approving: Mr. Terry Lee, Ms. Erin Gore, Ms. Edwina Lawrence, Ms. Tesia Germain, Mrs. Seggee Davis, and Ms. Shaneka Parks

Members Opposing: None

Members Abstaining: None

Motion Passes

ADJOURNED AT 4:35PM

Minutes Taken By: [Ms. Tesia Germain](#)

Position: [Secretary](#)

Date Approved: [11/30/23](#)